



**City of Pittsburg, California**

**[www.pittsburgca.gov](http://www.pittsburgca.gov)**



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## ➤ **ACKNOWLEDGEMENTS**

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### **City Council**

Marilyn “Merl” Craft, Mayor

Holland Barrett White, Vice Mayor

Shanelle Scales-Preston, Council Member

Juan Antonio Banales, Council Member

Jelani Killings, Council Member

### **Other Elected Officials**

Alice E. Evenson, City Clerk

Nancy L. Parent, City Treasurer

### **City Attorney**

Donna Mooney, City Attorney

### **Management Staff**

Garrett Evans, City Manager

Jill Hecht, Interim Deputy City Manager

Maria Aliotti, Interim Deputy City Manager

Alice E. Evenson, Director of Records and Council Services

Emily Plummer, Interim Director of Finance

Brian Addington, Chief of Police

Stacy Shell, Director of Human Resources

Richard Abono, Director of Public Works/City Engineer

## ➤ **ACKNOWLEDGEMENTS**

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Sunil Gopala, Sr. Information Tech Analyst

**Information and Communications Systems Department**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

**PRESENTED TO**

**City of Pittsburg**

**California**

For the Fiscal Year Beginning

**July 1, 2020**

*Christopher P. Morill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Pittsburg for the Annual Budget beginning July 1, 2020. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device. This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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June 21, 2021

Honorable Mayor and Members of the City Council:

On behalf of the Management Team and the entire City staff, I am pleased to submit the Fiscal Year (FY) 2021-22 Annual Budget. This document includes the City's Operating and Capital Improvement budgets for all activities and provides a comprehensive financial framework for the coming year.

The City of Pittsburg continues to make strides in increasing efficiency of services, improving infrastructure, and enhancing the overall quality of life for our residents. The City is continuing to grow, with an estimated population of over 74,500, and further commercial, industrial, and residential development in various stages of the review process.

The annual budget is likely the single most important policy that the City Council reviews and approves, as it represents the City's priorities for making resource investments, both for the upcoming year and in the future. As such, the budget process must include effective participation from the City Council, our community, key stakeholders, and City staff. Working together, we strive for progressive investment in the community's future, as well as in our organization and staff, so that we can operate efficiently and effectively.

Team Pittsburg's divisions and staff pulled together to propose a budget that strives to maintain the core services that Pittsburg residents and businesses expect from their local government. The commitment of Team Pittsburg – from the City Council, community, and the entire organization – in providing these services, which are critical to the City's continued success, is the basis for the budget presented, and reflective of the City Council's adopted goals.

The past 15 months have been quite a challenge due to the impacts from the COVID-19 global pandemic. Recovery is underway and staff looks forward to the reopening of the community. Substantial investment and resources are anticipated in FY2021-22 as part of the American Rescue Plan Act.

Revenues for all City funds are projected to be \$231.4 million for FY 2021-22, 21.7 percent of which comprises the General Fund. The City's total expenditures are projected to be \$225.9 million, of which 22.7 percent is the General Fund, the City's main source of discretionary spending. This proposed budget funds 300 full-time equivalent employees, while adhering to the requirements of the City's Fiscal Sustainability Ordinance, which sets forth a minimum reserve to be maintained.

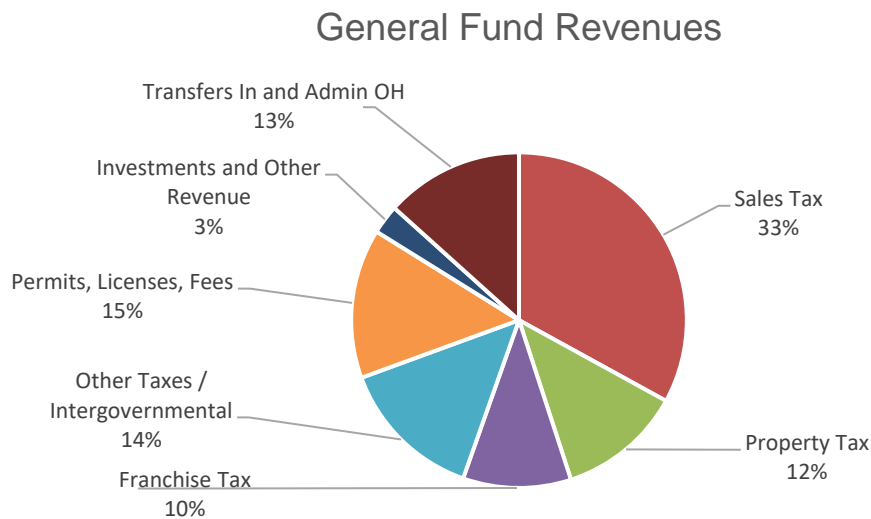
- Projected FY 2021-22 ending Budget Stabilization Fund Balance: \$2,445,285
- Projected FY 2021-22 ending General Fund Balance: \$16,736,947

### Overview of the General Fund Proposed Operating Budget for FY 2021-22

	FY2020-21	FY2021-22		
	Amended Budget	Proposed Budget	Increase/ (Decrease)	Percentage Inc/(Dec)
Revenues	48,185,326	50,315,328	2,130,002	4.4%
Expenditures	47,736,628	51,290,812	3,554,184	7.4%
<b>Surplus (Deficit)</b>	<b>448,698</b>	<b>(975,484)</b>	<b>(1,424,182)</b>	
<b>Use of General Fund Balance</b>	<b>448,698</b>	<b>(975,484)</b>	<b>(1,424,182)</b>	

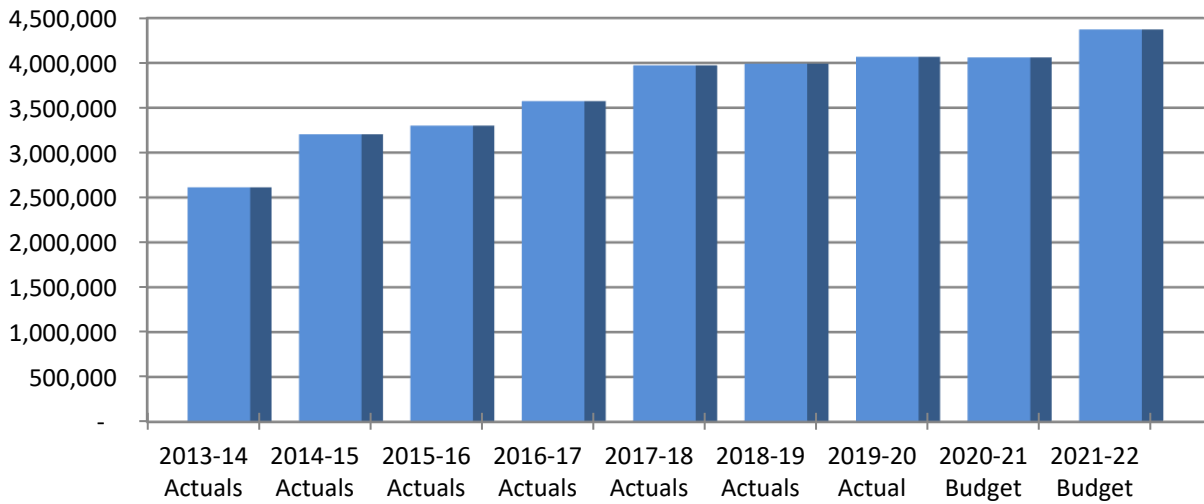
### Revenues

The City’s revenue streams are influenced by overall economic conditions. Total General Fund revenue projections for FY 2021-22 are approximately \$2.1 million more than FY 2020-21 year-end estimates. This increase is due primarily to economic recovery following the COVID-19 pandemic. The General Fund’s major revenue sources include property and sales taxes, franchise taxes, other taxes, and intergovernmental revenue, permits, licenses and fees. Together these sources comprise 84 percent of total General Fund revenues for FY 2021-22, as shown on the graph below. The remaining 16 percent includes revenues such as transfers, investments, and administrative overhead reimbursements. The FY 2021-22 revenue does not include any revenue from the \$16.29 million American Rescue Plan Act monies designated to the City due to the COVID-19 pandemic.



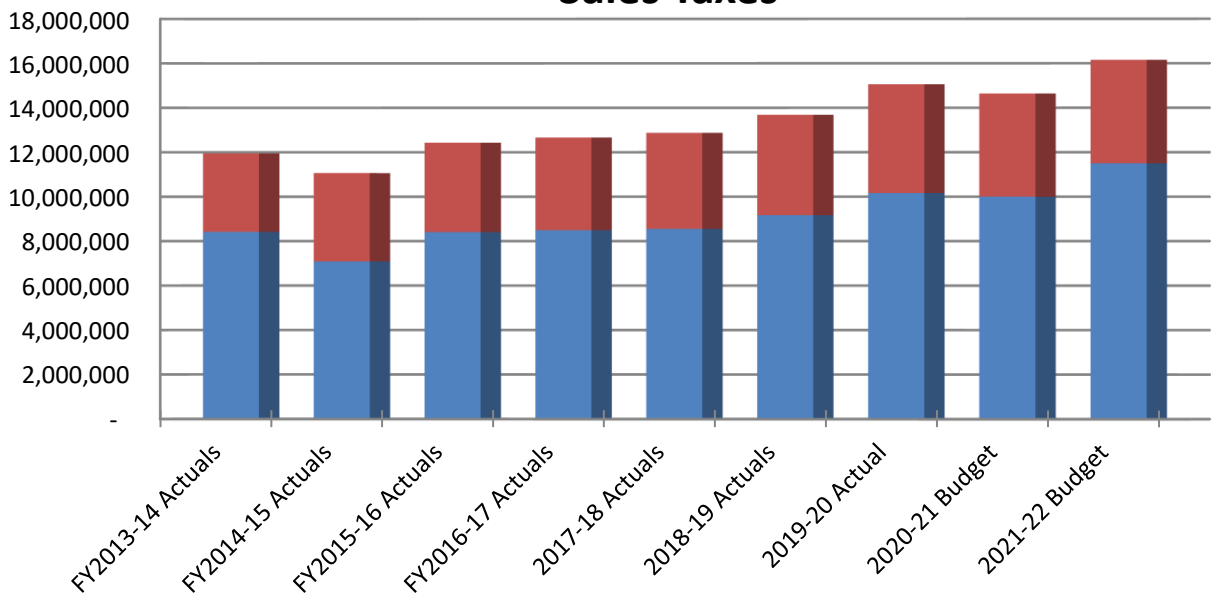
The City anticipates property tax revenues to increase in FY 2021-22 by \$312,000, approximately half of which is due to increases in secured property, with the other half due to increases in supplemental taxes. Secured property tax is the tax on the ad valorem (value) of the real estate property being assessed. Supplemental property taxes are a one-time tax that covers the increased value caused by purchase or new construction.

### Property Taxes



For FY 2021-22, Sales Tax revenue projections have increased by \$1.2 million compared to the FY 2020-21 year-end estimates, a 10 percent increase. This is in line with sales tax trends, and staff anticipates this growth to continue.

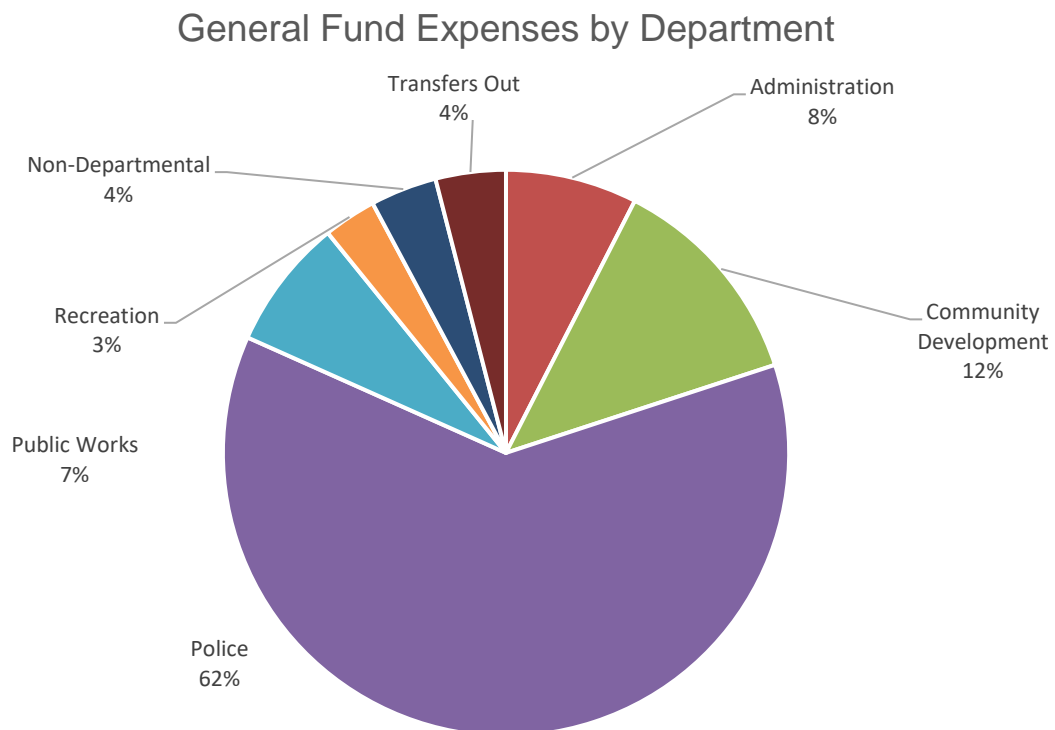
### Sales Taxes



Throughout the COVID-19 pandemic, the City’s sales tax revenues remained strong, due in large part to legislation affecting the allocation of taxes on internet sales as well as the City’s share of the County pool for internet sales, and the strong performance of fast casual and quick service restaurants. Measure M, which was passed by 81 percent of voters in 2016 and extended the City’s one-half percent sales tax through June 2035 to support public safety, senior activities, economic development, youth enrichment and the City’s infrastructure, has also performed strongly during the pandemic.

### Expenditures

General Fund projected expenditures have increased by \$3.5 million in FY 2021-22 over FY 2020-21, though only \$2.3 million over the pre-COVID-19 FY 2019-20. Increases are related to increasing fringe benefits, such as pension and medical costs, and to an increase in the contribution from the General Fund to the City-Wide Lighting and Landscaping Fund. This budget continues to see additional resources dedicated to fund the City’s pension obligation, with higher contribution rates and additional funding requirements to cover the unfunded actuarial liabilities (UAL) and changes initiated by the California Public Employees’ Retirement System (CalPERS) Board. These increases are the result of changes in CalPERS policies to proactively fund the current UAL over the next 15 years.



## **Fiscal Sustainability Ordinance**

The City continues to develop the annual budget under the guidelines of the City's Fiscal Sustainability Ordinance. The Budget Stabilization Fund projected balance at the end of FY 2020-21 is over five percent of the General Fund operating expenditures as required by the Ordinance. While the City Council amended the Fiscal Sustainability Ordinance to allow up to ten percent of the required minimum 30 percent General Fund reserve level to be held in real estate, no expected utilization of real estate is projected for the current year to maintain the minimum requirements as set forth in the Ordinance.

## **20-year General Fund Forecast**

The City budgets annually for the upcoming year; however, a longer-range 20-year forecast is used to project future fiscal measures necessary for operations. This forecast incorporates anticipated revenues from development, assessed market value and economic projections, as well as a systematically structured expenditure plan to cover current operational costs, post retirement liabilities (Contra Costa County Employees' Retirement Association (CCCERA), California Public Employees Retirement System (CalPERS), and Other Post-Employment Benefits (OPEB).

## **Pensions**

One of the benefits offered to City employees is participation in the CalPERS pension program. Following significant losses during the great recession and lower than projected returns on assets held for the past several years, CalPERS changed the assumptions it applied to the funding requirements of the program. These assumptions changed the term of recovery from 30 years to 15 years, lowering the discount rate (projected annual earnings rate) from 7.375 percent to 7.0 percent and a shortening of the amortization life from 30 years to 20 years. The resulting financial impacts of these changes will significantly increase future pension obligations, possibly resulting in reduced service levels throughout the City.

Assembly Bill 340 (AB 340) created the Public Employees' Pension Reform Act (PEPRA) that implemented new benefit formulas and the final compensation period for employees hired on or after January 1, 2013. The impacts of AB 340 will be realized as the City experiences employee attrition. The City is working on reducing this liability through employee attrition, negotiated employee contributions, and additional City contributions toward the pension obligation.

## Looking Forward

Staff will continue to streamline the City's organization and strive to optimize the existing workforce to meet the needs of residents throughout the City. By continuing to improve efficiency and focusing on the longer-term 20-year forecast for the City's General Fund, staff feels the City, residents, business leaders and community partners will continue to invest in and strengthen the community.

## Crime Rates

Over the past year, the City saw an increase in Violent Crimes and a reduction in Part I Crimes. Overall crime rates continue to remain at some of the lowest levels in decades and continue to compare very well with nearby cities.

VIOLENT CRIME COMPARISON BY CITY PER 1,000 RESIDENTS			PART I CRIME COMPARISON BY CITY PER 1,000 RESIDENTS		
CITY/YEAR	2019	2020	CITY/YEAR	2019	2020
Walnut Creek	1.7	1.3	Brentwood	23.5	22.5
Pleasant Hill	2.2	2.7	Pittsburg	28.9	28.0
Brentwood	2.6	2.6	Walnut Creek	36.9	24.3
Concord	4.2	3.3	Concord	39.3	32.3
Antioch	5.8	5.3	Antioch	34.7	29.9
Pittsburg	6.1	6.4	Pleasant Hill	44.3	41.4

*Violent Crime includes:* Murder, Rape, Robbery and Aggravated Assault

*Part I Crime includes:* Murder, Rape, Robbery, Aggravated Assault, Burglary, Larceny Theft, Vehicle Theft and Arson

## Development

Pittsburg is a great place to live and work, filled with many talented people with a diversity of interests. The business community and the City are both committed to maintaining the tradition of working together to build a stronger City. The City Council and staff work with businesses and developers to ensure the community grows at a pace that is healthy for all parties involved. Staff's objective is to encourage expansion from existing businesses and attract new businesses that would improve the quality of life in Pittsburg.

The FY 2021-22 Capital Projects budget is approximately \$8.5 million, as summarized in the chart below. Most of the capital projects involve improvements to the City's water distribution and sewer systems, as well as street projects. Funds for infrastructure

projects come from water and sewer operations, developer fees, grants and regional fees for storm drainage and fuel taxes.

<b>Project Category</b>	<b>FY2021-22</b>
Streets	2,111,180
Water	3,400,000
Sewer	2,275,000
Parks	505,000
Pittsburg Power	260,000
<b>Total</b>	<b>8,551,180</b>

## **Conclusion**

The FY 2021-22 Annual Budget reflects the short and long-term financial capacity of the City. It balances a variety of wants against needs, while reflecting the goals, strategic direction and plans prioritized by the City Council as the community moves forward.

The City has continued to push through during the pandemic, with projects and strategic planning efforts that will help shape Pittsburg for us and for future generations. While many of our neighboring communities have experienced significant financial challenges, Pittsburg continues to see investment in the community, both private funds that will create commercial and recreational opportunities, construction jobs, and housing for all income levels, as well as public funds that will support our infrastructure and help protect small businesses.

I would like to thank the City Council for their guidance and support throughout the development of the budget. In addition, I would like to thank the Finance Department Budget staff and staff in all other City Departments that contributed to the Fiscal Year 2021-22 budget. I would like to give special thanks to Emily Plummer-Boyd, Interim Finance Director, who has stepped in during a very important period and helped guide the budget process and to Janielyn Bayona, Finance Accounting and Budget Manager for her work and expertise throughout this year's budget process.



Garrett Evans  
City Manager

## ➤ MISSION STATEMENT

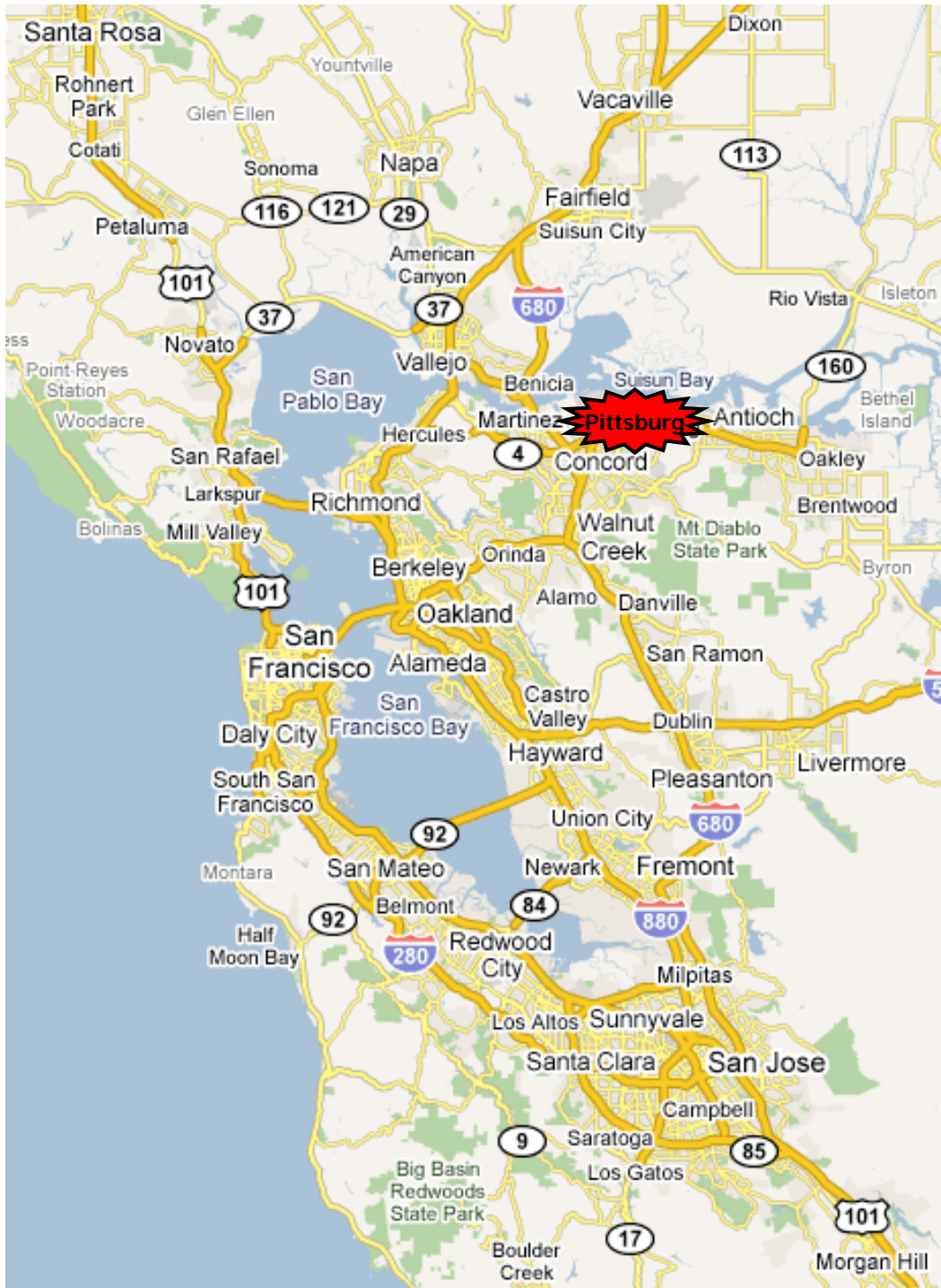
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To provide responsive and high quality public services in partnership with our citizens while celebrating our community's rich history, cultural diversity, and pride in our prosperous future.

### **Our Continuing Values:**

<b>INTEGRITY</b>	To be open and honest, to honor with our commitment
<b>TRUST</b>	To conduct all activities in ways which increase confidence in the City's policies and services
<b>COMMITMENT</b>	To sustain a focus on excellence in public service
<b>RESPECT</b>	To be responsive to all the people we work with and serve, to act in a timely and sensitive way
<b>PRIDE</b>	To recognize and celebrate the unique and positive characteristics of the City of Pittsburg
<b>CONTINUOUS LEARNING</b>	To grow in our understanding of the workplace and the community so that we can provide the most responsive and efficient service
<b>PARTNERSHIP</b>	To foster collaboration in meeting community challenges to maximize active citizen participation





## ➤ CITY OF PITTSBURG – OUR HISTORY

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Pittsburg has been a city in progress for nearly a century and a half. Located at the point where the Sacramento and San Joaquin rivers meet, Pittsburg is a community of both progress and promise.

### [1800's]

1839 – Mexican government grants 10,000 acres to Jose Antone Mesa and Miguel Jose Garcia

1840 – Named New York of the Pacific, possibly because the man who laid out the town, Colonel J.D. Stevenson, was a native of New York

1870's – First Italian fisherman, Pietro Aiello and brother Rosario, began fishing the river. Word of mouth quickly spread and by 1910 it was recorded that nearly 1,000 Italian fishermen and their families worked the rivers and canneries.

### [1900 – 1929]

1903 – Town renamed Black Diamond following discovery of coal in the hills 3 miles south of town

1910 – Columbia-Geneva Steel Company starts operating on a small scale

1911 – Town renamed Pittsburg, honoring Pittsburgh, Pennsylvania (without the "H"), because of the city's associations with the steel building industry

1916 – Pacific Gas & Electric power plant was built. The Great Western Electro Chemical Company was established

1920's – Pittsburg High School opens

1927 – USS Steel purchased Columbia Geneva Steel Company



### [1930 – 1960's]

1939 – Great Western Electro Chemical Company merges with Dow Chemical Company

1942 – Camp Stoneman was built and local industries boomed. For thousands of enlisted personnel who went to fight in the Asian-Pacific operations during WWII, Camp Stoneman was their last contact with the United States.

1954 – After the Korean War, Camp Stoneman closed and the property was added to the City of Pittsburg for commercial and residential development; however, as Camp Stoneman closed its doors, so ended that era of prosperity in Pittsburg.

1960's – Buchanan Park Swim Center and Pittsburg High School's Creative Arts Center open

## **[1970's – 1990's]**

1970's – Pittsburg Marina first built. The berths, docks and other facilities have undergone extensive renovations over the years.

1974 – Los Medanos College opens, providing 2-year degrees and transfer programs to East Contra Costa County students, in addition to lifelong learning programs

1980's – Pittsburg's vacant land was seen as a gold mine to developers. From 1981 to 2000, Pittsburg experienced a 59% increase in population.

1990's – Bay Area Rapid Transit (BART) extended its lines to its Eastern-most point – Pittsburg/Bay Point Station at Bailey Road. The State Route 4 widening project began.

## **[2000 – 2010]**

2000's – New High Occupancy Vehicle (HOV) lanes added to State Route 4, relieving congestion as Eastern Contra Costa County population grows. Widening project continued through 2006.

2003 – Pittsburg's Centennial Celebration

2004 – Pittsburg's Auto Plaza opens on Century Blvd. along State Route 4

2000 – 2010 - Pittsburg's population estimate grew 37%. New BART extension proposed to expand service 23 miles to the east to reduce traffic congestion



## **[2011 – Present]**

2011 – Construction begins on project to widen State Route 4 to eight lanes. Pittsburg segment is completed in 2015.

2013 – Re-opening of the historic California Theatre after a \$7 million renovation.

2015 – Construction of BART extension to Antioch begins in median of State Route 4.

2018 - Extension of BART service from Pittsburg/Bay Point to Antioch is completed, including service to Pittsburg Center Station.

From a struggling settlement to an industrial center, Pittsburg has grown into a pleasant community of 26 parks, recreational facilities, shopping centers, housing, and planned business and commercial development. New homes, renovated older homes, new businesses and a revitalized historic district are all signs of even better times ahead. Additionally, Pittsburg's local government has expanded the parks system, improved roads, increased commerce and employment and expanded the City's Marina and waterfront recreation facilities.

Source: Pittsburg Chamber of Commerce  
*Historical Photo Courtesy of Southport Land & Commercial Co.*

## CITYWIDE GOALS

### **Public Safety.**

*Prioritize public safety, health, and welfare in the City Budget and when reviewing projects.*

### **Public Infrastructure.**

*Improve public facilities and infrastructure and increase beautification of City maintained areas.*

### **Economic Development.**

*Continue economic development through strategic partnerships, promotion of diversified housing, and the retention and growth of new and existing businesses.*

### **Efficiency.**

*Increase efficiency of City operations and services through technology and streamlined processes.*

### **Quality of Life.**

*Improve the quality of life for all Pittsburg residents.*

## CITY ATTORNEY

### **CA-1: Provide thorough and timely legal advice to minimize legal risk to the City.**

*Related City Goal: Prioritize public safety, health, and welfare in the City Budget and when reviewing projects.*

*Related City Goal: Increase efficiency of City operations and services through technology and streamlined processes.*

**Implementation Strategy:** Inform the City Council and City Manager of legal risks associated with policy options or Council actions. This objective will help the City Council make informed decisions and reduce the likelihood the City may face litigation. Long term, the City will reduce the number of litigations resulting from Council decisions to zero.

**Implementation Strategy:** Provide drafting and negotiation assistance for complex transactions. Doing this will help ensure protection the health and welfare of its population, as well as the financial well-being of the City. As part of this objective, the City Attorney's Office will review and respond to requests for legal review of contracts, agreements, or other documents same business day, or within three business day depending on complexity.

**Implementation Strategy:** The City will seek to reduce its government claims portfolio and ongoing litigation. To achieve this, the City Attorney's Office will conduct semi-annual meetings with Police and Public Works. Long term, the City can expect to see a continuing decrease, or no increase, in claims made against the City and litigation related to assertions of dangerous conditions of property, and police-related claims.

### **CA-2: Provide legal information and training on laws.**

*Related City Goal: Prioritize public safety, health, and welfare in the City Budget and when reviewing projects.*

*Related City Goal: Increase efficiency of City operations and services through technology and streamlined processes.*

**Implementation Strategy:** Along with the City Manager's Office, provide information regarding hot-button legislation that may impact the City. The City Attorney's Office will help to identify new laws that significantly effect operations, major projects, or have budgetary implications, and help present an overview of legislation. Achievement of this objective will help the City Council make informed decisions, and long term, will help the City implement proactive measures to protect against unforeseen impacts.

**Implementation Strategy:** The City Attorney’s Office will hold workshops with the Planning Commission regarding findings required for land use entitlements, and laws concerning conditions of project approval(s). By helping educate the Planning Commission on what findings must be made for certain types of applications, some projects will experience faster review processes. In some instances, removing unnecessary continuances may reduce review time by 15-30 days.

**Implementation Strategy:** Since the hiring of an in-house City Attorney in fall 2018, the City Attorney has held numerous trainings for staff regarding the contracting process, the Public Records Act, records retention law, and new housing laws. The City Attorney’s Office desires to keep up proactive legal services, including opportunities for training, in order to better incorporate best practices in City services and improve the accuracy and efficiency of service delivery. The City Attorney's Office will evaluate training gaps and develop and implement proactive outreach policies for internal staff. In order to reduce legal risk and provide equitable, effective, and efficient services, the City Attorney's Office will develop and implement proactive outreach policies and provide City Attorney's Office trainings of 8 hours.

## CITY CLERK/RECORDS AND COUNCIL SERVICES

### **CC-1: Ensure the City is maintaining and providing transparency and optimal public service.**

*Related City Goal: Increase efficiency of City operations and services through technology and streamlined processes.*

**Implementation Strategy:** Stay abreast of rules, regulations, and best practices regarding social media to help the City maintain compliance.

**Implementation Strategy:** Review process for recruitment of commission vacancies.

**Implementation Strategy:** Identify and analyze Code for America resources for multiple projects.

### **CC-2: Utilize technology to enhance transparency and public participation in City Council meetings.**

*Related City Goal: Increase efficiency of City operations and services through technology and streamlined processes.*

**Implementation Strategy:** Partner with CCTV to install and begin closed captioning for broadcast of meetings. This will ensure the City is compliant with newly established Federal ADA regulations. This project should be complete by fall 2021.

**Implementation Strategy:** Work with the IT Department to develop a request for proposal for upgrades to the Council Chamber audio system. RFP to be complete in fall, with project to begin in spring 2021.

**Implementation Strategy:** Assess video quality and potential improvement to video services for all public meetings.

## COMMUNITY DEVELOPMENT

**CD-1: Complete long-range planning efforts to establish a road map for development and land use in the future and identify funding sources to support future planning and construction projects.**

*Related City Goal: Improve public facilities and infrastructure and increase beautification of City maintained areas.*

*Related City Goal: Increase efficiency of City operations and services through technology and streamlined processes.*

**Implementation Strategy:** Complete the Comprehensive General Plan Update. As part of this effort, identify vacant and underutilized areas of the City and land use alternatives. By accomplishing this objective, the City can promote redevelopment of these areas by identifying alternative land uses that would induce reinvestment and reduce blight, as well as meet its prescribed housing planning goals. Redeveloped areas could potentially result in one million square feet of commercial or industrial development and 1,000 housing units.

**Implementation Strategy:** Complete development of objective design standards for multi-family housing and mixed-use projects. Development of these standards will ensure quality development for projects undergoing design review, as well as projects streamlined under state law, by providing easily identifiable and transparent criteria that will help staff review projects more quickly and developers meet City design standards at the onset of a project application. By removing the subjectivity from the residential design review process, staff time spent on applications will be reduced and application processing times will also be reduced by at least 30%.

**CD-2: Ensure the provision of safe and reliable public facilities and infrastructure through the long-range planning and completion of Capital Improvement Program (CIP) projects.**

*Related City Goal: Improve public facilities and infrastructure and increase beautification of City maintained areas.*

**Implementation Strategy:** Compete for federal, state, county, and private foundation grants to support capital projects, facility enhancements, and long-range planning, and minimize general fund spending, by leveraging local funds and existing efforts such as the Capital Improvement Program and General Plan update. Grants and other outside funding will total \$700,000 per year.

**Implementation Strategy:** Seek out innovative techniques to reduce costs and extend the reach of scheduled capital projects for Pavement Management, Street Maintenance, Street Lighting and Traffic Signal Modifications where possible, to extend the useful life and improve safety and efficiency of City roadways. Currently, 17.3 miles of roadway along designated truck routes is in need of pavement maintenance or repair that can extend its useful life by 7 to 15 years.

**Implementation Strategy:** Identify solutions to help reduce traffic delays along State Route 4 and major arterials during commute hours, such as the effectiveness and feasibility of adaptive traffic signals for the City's major corridors.

**Implementation Strategy:** Identify and carry-out projects for traffic calming and improved safety for pedestrians and cyclists and develop a strategy to educate parents, students, and other residents on street safety to reduce total bicycle and pedestrian accidents and injuries. Seek to reduce total bicycle and pedestrian accidents by 50 percent.

**CD-3:** Create more transparency, predictability, and efficiency for new development proposals.

*Related City Goal: Increase efficiency of City operations and services through technology and streamlined processes*

**Implementation Strategy:** Update the City's Accessory Dwelling Unit ordinance to comply with state law and develop/provide prototype plans for ADU's to assist their development. By ensuring consistency with state law and providing pre-approved plans, the City will encourage the development of ADUs, which have become a popular alternative to allow senior residents to age in place, help homebuyers finance the purchase of homes, and provide affordable housing within single family neighborhoods, creating mixed income communities. ADUs are considered a moderately affordable housing type and with streamlined processes and preapproved building plans in place, it is estimated that staff review time for ADU applications can be reduced by up to 75%. It is also expected that the number of ADU applications received will at least double in the first year, thereby increasing the amount of moderately affordable units available to Pittsburg residents.

**Implementation Strategy:** Facilitate change from Level of Service to Vehicle Miles Traveled standard for project specific CEQA review. By doing such, the City will ensure consistency with State of California statutory requirements (SB 743) and help to streamline the environmental review for new projects proposed in areas that are more transit accessible. This will also provide prospective developers with more certainty when assessing the costs and challenges associated with large project development and could reduce review time by 50%.

**Implementation Strategy:** Inspect 10 percent of City's rental housing stock through Residential Rental Inspection Program to ensure continued review of enrolled properties and to ensure safe housing for tenants.



## COMMUNITY SERVICES

### **CS-1: Provide services and housing opportunities that improve the quality of life for Pittsburg residents.**

*Related City Goal: Improve the quality of life for all Pittsburg residents.*

**Implementation Strategy:** Administer the CDBG Program and oversee the subrecipients' use and effectiveness with the program. At a minimum, subrecipients receiving funding should achieve 80% of their goals and drawing down 100% of its funding. Examples of the types of services and programs provided by subrecipients are focused on the homeless, victims of abuse, legal counseling for seniors, medical care for low income families, and meals for low income families. A long-term goal is to employ and/or house 10% of the homeless in the community by 2025. During the fiscal year, staff will meet with the CDBG Subcommittee to explore potential activities and consider drafting a Request for Proposal (RFP) for a qualified provider to administer the potential activities.

**Implementation Strategy:** Establish the Digital Office for New Americans website. Continue to update the website with relevant information. Seek grant funding, create partnerships, and participate in and host events to support the program and expand outreach efforts, with the goal of assisting 30 Pittsburg residents. Assistance include but are not limited to legal help with various immigration forms and providing resources and know your rights information. Staff will conduct a community survey to assist with development of programs and services that will address immigration concerns. The long-term goal is to help 50 community members awaiting citizenship become citizens by 2025.

### **CS-2: Assist in the development of mixed income housing.**

*Related City Goal: Improve the quality of life for all Pittsburg residents.*

**Implementation Strategy:** Provide a subsidy to enable the construction of affordable housing within a market rate development, thereby creating mixed income housing. A study will be conducted to assess the effectiveness of Accessory Dwelling Units (ADU) in providing affordable housing options.

**Implementation Strategy:** Provide housing rehabilitation loans to qualified households to preserve the housing stock. At a minimum, issue 3-5 loans per year for the next five years. The loans are used for qualified improvements such as a new roof, ramps for the disabled and seniors, and ADA improvements for a bathroom. Long term, this effort will result in the reinvestment of blighted neighborhoods, protect property values, and provide safe and sufficient housing for low income individuals, while reducing code enforcement activities at these properties by 10%.

**Implementation Strategy:** Provide housing to as many families as possible with the funding received from HUD through the Section 8 program, and encourage property owners to participate in the Section 8 program so that there is a sufficient inventory of housing available to meet all types of needs. A workshop will be conducted to educate Section 8 program participants on the home ownership process. The City currently provides Section 8 assistance to approximately 1,000 families. It is the City's goal to house 10 persons or families per year from the waiting list, pending HUD funding. Long term, providing stable housing will protect against increasing homelessness and reduce at-risk youth by giving them a sense of place, a community that provides resources for youth development so that they can grow to be a confident, contributing member of the community.

**CS-3: Seek and develop energy opportunities and provide reliable service at competitive prices.**

*Related City Goal: Improve public facilities and infrastructure and increase beautification of City maintained areas.*

*Related City Goal: Continue economic development through strategic partnerships, promotion of diversified housing, and the retention and growth of new and existing businesses.*

**Implementation Strategy:** Develop a strategy and financial plan for serving new and existing electric load through Pittsburg Power Company within and adjacent to the City of Pittsburg. PPC, via Island Energy, currently serves 21 GWH of annual electric load on Mare Island. By acquiring transmission and distribution assets within the City limits, PPC could potentially serve an additional 40 GWH/year (or more) of electric load at rates 2-3% below that of PG&E. Long term, this could increase PPC gross revenues by up to \$11.5 million annually, with up to 10% of which could be used to fund additional community activities and programs.

**Implementation Strategy:** Invest in strategic capital projects that seek to upgrade electrical facilities to ensure reliable service, while continuing to provide electric and gas service at competitive rates to Island Energy customers. By achieving this objective, current industrial customers will expand operations, and additional large-scale industrial users will be attracted to Mare Island, further increasing the service load. IE currently serves an annual load of approximately 2.5MW on average (commercial / industrial), and has the infrastructure capacity to serve up to four (4) times that load. By serving an additional 50% load, PPC would expect to see an additional \$2.9 million in annual gross revenues.

**Implementation Strategy:** Explore the feasibility of a City-operated Internet Service Provider (ISP).

## ECONOMIC DEVELOPMENT

### **ED-1: Develop an Economic Development Plan to guide the City for the next 5-10 years.**

*Related City Goal: Continue economic development through strategic partnerships, promotion of diversified housing, and the retention and growth of new and existing businesses.*

**Implementation Strategy:** The development of the Plan will be a collaborative effort with staff, City Council, community leaders, educators, and businesses providing feedback.

- Hold workshops with the City Council and Economic Development Subcommittee on the draft Economic Development plan. These meetings may include one or more workshops with the entire City Council, as well as monthly meetings with the Economic Development Subcommittee with a standing agenda item to discuss plan development during the drafting period.
- Hold a series of roundtable discussions with the leaders within various industries and business support organizations. To support business retention, identify the five most pressing issues impacting the viability of existing businesses in Pittsburg. To expand the City's employment and tax base, identify the five most impactful actions to attract new small- and medium-sized employers. These discussions will help mold the policies of the Economic Development Plan to ensure they support existing and future businesses.
  - Each roundtable will include at least one representative from either a specific industry or business size (small, medium, or large), or an industry expert.
  - Participants will be invited to present information on their industry or field of expertise, including future challenges, industry evolution, and workforce and infrastructure needs.
  - Participants will answer questions and provide feedback. These discussions will be used to develop targets and/or strategies within the Economic Development Plan.

**Implementation Strategy:** The City is uniquely positioned to house industrial users and startup businesses; its proximity to Silicon Valley, relative affordability, and location of underutilized industrial areas near State Route 4, public transit, and a variety of housing options will allow the City to attract users looking to expand operations or own their sites, which may in turn induce further investment in infrastructure and personnel. As part of the Economic Development Plan, staff will identify strategies for promoting these amenities and attracting new businesses.

- Continue to support existing business clusters, including but not limited to food manufacturing/processing.
- Identify, analyze, and target business sectors that will continue to grow and be sustainable in the 21st Century. Target sectors would include those that support or could be supported by existing clusters and that provide skilled jobs, opportunities to scale-up the workforce, and a living-wage. These types of users may include research and development of different kinds, autonomous infrastructure innovation, and advanced or value-added manufacturing, as well as small-scale

shared, “maker spaces.” Support development of vertically integrated businesses to increase operational efficiency.

**Implementation Strategy:** Research potential development of a program to complement Future Build that would focus on tech-centered skills, such as coding.

**Implementation Strategy:** As a result of the COVID-19 pandemic, many existing businesses will be reevaluating their operations and planning for future force majeure events that may have similar impacts. The Economic Development Plan should include strategies to help businesses plan for unforeseen events and include actions that may be undertaken to help businesses affected by COVID-19 retool and rebuild.

**ED-2: Foster a business climate that is competitive with other cities in the region while supporting existing businesses and attracting new businesses.**

*Related City Goal: Continue economic development through strategic partnerships, promotion of diversified housing, and the retention and growth of new and existing businesses.*

**Implementation Strategy:** Support and retain existing businesses by identifying and addressing issues affecting business operations, such as employee recruitment, training, and small business financing. As part of this effort, the City will hold 1-on-1 meetings with businesses to solicit feedback, and identify assistance programs and resources, particularly financial or those related to workforce development, that allow for existing small businesses and startups to grow. As part of this objective, the City will meet with 20 small businesses each year for onsite visits and provide virtual check-ins to another 20.

**Implementation Strategy:** Enhance the vitality and aesthetic value of existing shopping centers. To achieve this goal, staff will form a multi-departmental team to review the state of existing shopping centers and identify signage and property maintenance issues and work with property owners and managers of commercial and industrial areas to process and expedite entitlement façade and landscaping improvements for multi-tenant shopping centers. For smaller centers, the City can help owners identify funding mechanisms to undertake façade and/or landscaping improvements. By completing this effort, the City will review a minimum of three shopping centers annually. The City will also conduct pre-renovation surveys with customers and seek a 50% increase in shopper satisfaction post-improvements. The City will deliver to the Economic Development Subcommittee a report on vacant tenant fees.

**Implementation Strategy:** Utilize Bludot or similar service to allow businesses to better communicate with staff within multiple departments and provide ongoing updates from the City’s Economic Development team. Through a variety of mechanisms, provide Economic Development Subcommittee agendas to business contacts, and encourage their participation.

- Include a standing agenda item for business owners to provide the Subcommittee with feedback, including through prerecorded video messages or remotely.
- Explore holding meetings earlier in the day when many business owners are working, but customers are minimal and standardize the meeting time(s) to allow business owners to schedule their attendance.

**ED-3: Identify trends in employment needs and skill development in order to scale up workforce and prepare residents for job opportunities.**

*Related City Goal: Continue economic development through strategic partnerships, promotion of diversified housing, and the retention and growth of new and existing businesses.*

**Implementation Strategy:** Partner with educational institutions, local and regional business advocacy groups, and local businesses to identify target skill and education needs. The City will convene a working group with LMC to identify and address workforce development needs and required skills, as well as programs for teens and young adults, and explore potential links between businesses, LMC, and other educational institutions for curriculum and internships that support the needs of local industries.

- To increase participation and effectiveness, assess possibility of utilizing online learning.
- In collaboration with PUSD, programs should provide avenues for workers without high school diplomas or GEDs to obtain necessary educational requirements prior to enrollment to ensure they are not preempted from participating.

Long term, this objective will result in a 100% increase in the number of local youth and young adults hired by Pittsburg businesses after completion of respective programs.

**Implementation Strategy:** Invest in programs that train youth, young adults, seniors, English language learners, reentry, and other populations in local industries, strengthening both the community and the local economy, and continue to partner with Future Build to provide target populations with skills necessary for modern construction jobs. Long term, these programs will help to create opportunities through programming for young people to enhance self-esteem, self-confidence, lifetime leisure skills, and connectedness to the community. By completing this objective, the City will invest in programs that train and employ 25 persons within the target populations annually.

**ED-4: Identify strategies for bringing additional commercial and job opportunities to underutilized areas of the City.**

*Related City Goal: Continue economic development through strategic partnerships, promotion of diversified housing, and the retention and growth of new and existing businesses.*

**Implementation Strategy:** Identify areas of the City that are equipped to serve businesses in their current state and establish programs, policies, and strategies that will support and/or streamline privately funded redevelopment and allow for flexibility in uses. As part of this objective, the City will identify opportunities to attract desirable industries, and determine if these elements are present in Pittsburg and how they can be added or strengthened. Achieving this objective will result in a reduction in staff review time from potentially 8 months to 30 days.

**Implementation Strategy:** Promote availability of existing vacant/underutilized land and building spaces for targeted uses, and establish a list with size, zoning, ownership, broker representation, and contact

information. Create a promotional document that includes demographic and employee characteristics, location of available land area, and site-specific maps and building locations, and opportunities for adaptive reuse of existing buildings. Long term, the City will target occupancy of 10 currently underutilized sites.

**Implementation Strategy:** In order to better assess size and needs of business, continue to gather additional information on businesses within the City. Utilize surveys of local businesses to gather data on employment statistics, ownership information, practices, and future plans. Long term, the City will obtain ownership, employment, and operations data on the 100 largest businesses in the City.

## ENVIRONMENTAL SERVICES

### **ES-1: Develop municipal and community programs that emphasize sustainable and environmentally positive operations.**

*Related City Goal: Increase efficiency of City operations and services through technology and streamlined processes.*

*Related City Goal: Improve the quality of life for all Pittsburg residents.*

**Implementation Strategy:** Develop an action plan to coincide with the General Plan Update (GPU) that identifies sustainable programs and opportunities for City and community to reduce greenhouse gas (GHG) emissions. Municipal operations currently produce an estimated 3,520 metric tons of carbon dioxide equivalent (CO<sub>2</sub>E) emissions, while the community produces 428,563 metric tons CO<sub>2</sub>E emissions, annually. Reduction in CO<sub>2</sub>E emissions provides a clean, safe and healthy Pittsburg by having homes and businesses comfortable and less expensive to operate, less reliance on cars as the only form of transportation, a safe network of walking and biking to promote healthy lifestyles, and cleaner air to reduce asthma and other respiratory illnesses. Long term, the City will seek to reduce its municipal emissions by 18% compared to existing conditions, and develop strategies and policies that will help reduce community emissions by 44% compared to existing conditions consistent with the State of California's SB32 targets for the year 2030. If any new State legislation is passed for reduction targets beyond the year 2030 (for example, through the year 2045), the City will update its reduction goals accordingly.

**Implementation Strategy:** Establish strategies within the action plan that will help to streamline the CEQA review process. The revised CEQA guidelines require GHG emissions be analyzed for each project and recognizes the important role an action plan is in the CEQA process. The action plan will be a qualified GHG reduction plan in accordance with CEQA Guidelines Section 15183.5 and as such will incorporate growth projections associated with future development consistent with the GPU and GHG reduction measures that will help to mitigate City-wide emissions while potentially streamlining CEQA review for compliant projects. By achieving this objective, the City will ensure consistency with State of California statutory requirements and improve the likelihood projects subject to higher levels of CEQA review properly assess and mitigate GHG impacts, protecting community health and providing developers with more certainty when assessing the costs and challenges associated with large project development.

**ES-2: Create and execute a Revitalization Plan for properties in Pittsburg with US EPA Grant funding to enhance public enjoyment and reduce existing environmental contamination of the waterfront and opportunities for economic development in alignment with the General and Trust Lands Use Plans.**

*Related City Goal: Increase efficiency of City operations and services through technology and streamlined processes.*

*Related City Goal: Continue economic development through strategic partnerships, promotion of diversified housing, and the retention and growth of new and existing businesses.*

**Implementation Strategy:** Conduct thorough market and environmental assessments on waterfront and Opportunity Zone brownfields, as well as extensive stakeholder outreach, to determine greatest and practically attainable uses of these sites and regions and build in flexible land use regulations that allow for innovative and streamlined economic development. The City currently estimates there are approximately 1,400 acres of brownfield sites that are not remediated, and thus underutilized. By accomplishing this objective promoting brownfield redevelopment, the City can plan revitalization for approximately 550 acres and result in approximately one million square feet of commercial or industrial development and up to 1,000 housing units.

**Implementation Strategy:** Provide new and enhanced existing public recreational opportunities on underutilized brownfield sites. Several sites, totaling approximately 500 acres, of brownfield areas have been identified as open space or potential public recreation opportunity, including connection to regional trail systems, regional nature preserves like the Corteva Wetlands, a community visitor's center, neighborhood or community parks, a community center, and more. By accomplishing this objective, the City can see a 10% increase in open space acreage and up to 50 acres that can be used for the recreation amenities listed above.

**ES-3: Modernize Marina operations for staff and customer use to increase efficiencies, increase moorage occupancy rate, and improve safety and security.**

*Related City Goal: Improve public facilities and infrastructure and increase beautification of City maintained areas.*

*Related City Goal: Increase efficiency of City operations and services through technology and streamlined processes.*

**Implementation Strategy:** Contract with new operating software system to manage moorage customers more efficiently and provide better customer service with on-line services platform. Currently, 370 Marina tenants are served monthly in person by a representative from the City, with an approximately 2-3 days long wait time. Long-term, enhanced customer service will allow the Marina to serve an additional 50 customers monthly, reduce wait times by 1 day, and potentially decrease vacancy rates from 34% to 15%.

**Implementation Strategy:** Contract to install new gate system software and infrastructure to manage access efficiently and securely, establish new camera system and update cameras, and install new LED lighting on promenade and on all docks to improve visibility, monitoring, tracking, safety, and security throughout the Marina as well as add additional cameras. Completion of this objective will help security with the enforcement of the Marina rules and regulations and monitoring of liveaboard activity, overnight guest activity, parking lot vehicle activity, guest and vendor activity as well as provide better video footage. Long term, increasing safety and security in and around the Marina will reduce calls for service by at least one call to Police dispatch per month, increase Marina occupancy by 5%, and increase visitors within the Marina area by 50 - 100 visitors per month.

**ES-4: Advocate on behalf of residents legal and public health issues concerning Keller Canyon Landfill.**

*Related City Goal: Improve the quality of life for all Pittsburg residents.*

**Implementation Strategy:** Review potential pilot program for adding air monitoring stations for the community surrounding Keller Canyon Landfill with Bay Area Air Quality Management District (BAAQMD) to ensure compliance with air permit conditions and health protection of community. Monitor Land Use Permit and other legal requirements to ensure the safety of the community is prioritized such as closing front cell, visibility issues conditions, and disposal of materials from military facilities. Review guidelines for reestablishing the Local Advisory Committee for overseeing and advising on community issues related to impacts from Keller Canyon Landfill.

## FINANCE

**FI-1: Establish financial planning models, reporting and controls to help manage short- and long-term business strategies of the City, including but not limited to investments, cash management, internal risk management, municipal finance, auditing and accounting for the City's financial affairs and the Fiscal Sustainability Ordinance.**

*Related City Goal: Increase efficiency of City operations and services through technology and streamlined processes.*

**Implementation Strategy:** Produce and present to the City Council the projected fund balance spreadsheet to be presented to the Finance Subcommittee for each budget and mid-year budget review or as requested based upon changing conditions in the economy. Long term, the projected fund balance spreadsheet will help the City reduce its use of fund balances to 0%, leaving the minimum of 30% for the funds subject to the City's Fiscal Sustainability Ordinance, without the use of property to achieve the 30%.



**Implementation Strategy:** Produce and present to the City Council the quarterly investment report to the City Council showing the City is following the cash flow requirements of State law. Long term, a more proactive strategy to guide investments will lead to a .10 basis return higher than benchmark.

**Implementation Strategy:** Produce and present to the City Council the Risk Management Log by fiscal year, showing active litigation for both Liability and Workers Compensation Claims. The litigated cases will be updated quarterly for the City Attorney to review and report to the City Council. Long term, the use of the Risk Management Log will reduce the number and duration of active litigation cases by 2%.

## HUMAN RESOURCES

**HR-1: Ensure that employees are provided with a work environment that encourages growth, development, and engagement and fosters retention through quality organizational training programs.**

*Related City Goal: Increase efficiency of City operations and services through technology and streamlined processes.*

**Implementation Strategy:** To accomplish this objective, the City will facilitate an internal learning program to provide relevant training and development opportunities for City staff that will provide a 90% overall satisfaction rate from both participants and their supervisors/managers for the attainment and application of enhanced skills in the workplace. Long term, this will help strengthen and maintain leadership competencies and build skills for successful job performance and promotability and lead to a 100% pass probation rate of promoted employees.

**HR-2: Promote the City as an attractive employer to secure highly qualified applicants for vacancies and retain those employees.**

*Related City Goal: Increase efficiency of City operations and services through technology and streamlined processes.*

**Implementation Strategy:** The City will conduct biannual market analysis of salaries and benefits with comparable public agencies to proactively address issues of inequity for internal alignments of compensation. Long term, this will increase employee retention and enhance recruitment abilities, leading to positions being filled more quickly, reducing downtime or strain on other employees.

**Implementation Strategy:** Approach each recruitment with a custom plan of outreach and advertisement designed to target skilled candidates that reflect the diversity of our community, and increase visibility on social media platforms to include a job focus for positions that are more difficult to recruit with spotlights of individual employees and their contributions to this community and insight into various City departments to increase the awareness of the services that our employees provide to Pittsburg. Current recruitments take an average of 45 days from start to eligibility list; the City will strive to fill vacant positions within 40 days to maintain service levels.

**Implementation Strategy:** Facilitate an employee benefits outreach program designed to ensure that employees are aware of the City's comprehensive benefits with open enrollment fairs, health & safety events, on-site meetings with benefit providers, and wellness activities with an employee participation increase of 10%. Long term, these strategies will increase employee retention and reduce employee turnover rate by 50%.

## POLICE DEPARTMENT

### **PD-1: Establish proactive crime reduction strategies and utilize available data to identify priority enforcement areas.**

*Related City Goal: Prioritize public safety, health, and welfare in the City Budget and when reviewing projects.*

**Implementation Strategy:** Evaluate the deployment of officers in the community on a monthly basis to optimize police presence in areas identified as higher-crime areas through available data, including theft, burglary, robbery and all violent crime. Crime data provides real-time information on crime trends which allows for the strategic application of targeted enforcement, such as having a greater visual presence or saturation in a specific area. By accomplishing this objective, the City expects a reduction in these types of crimes.

**Implementation Strategy:** Identify and combat violent crime involving gang activity through specialized enforcement. Utilizing officers with specific expertise in gang culture and behavior will allow for a greater impact. The Police Department anticipates these efforts to curb gang activity will result in a reduction in gang related violent crime, such as robberies and shootings. Long term, the Police Department also believes these efforts will reduce the overall gang initiation among youth in the community.

**Implementation Strategy:** Provide internal and external education of human trafficking and related crimes. This would include providing officers with advanced training on identifying victims of human trafficking. It would also include training from the School Resource Officers within the schools to educate student on indicators and methods criminals use to lure young people. The Police Department anticipates these efforts will result in a reduction in victimization of human trafficking and related crimes.

**Implementation Strategy:** Continue to develop a pilot program to reduce big box commercial shrinkage. This will help protect the viability of multiple large businesses in the City and help create a more enjoyable and safe shopping experience. Overall, the Police Department will work to implement the program at three retailers.

**PD-2: Develop a strategic plan to evaluate Police Department operations, guide department activities, and utilize technology to improve overall efficiency.**

*Related City Goal: Prioritize public safety, health, and welfare in the City Budget and when reviewing projects.*

**Implementation Strategy:** As part of Strategic Plan Development, the Police Department will identify youth-oriented programs that seek to address at risk youth and provide intervention as necessary. By implementing this objective, the Department will expect to see a long-term reduction in violent and non-violent crimes committed by minors.

**Implementation Strategy:** As part of Strategic Plan development, the Police Department will prepare an overall organizational Succession Plan. The Succession Plan will provide direction on ensuring personnel are ready to lead the Department in the future. Long term, this will improve officer retention and allow the City to maintain experienced personnel.

**Implementation Strategy:** Utilize an independent auditor to provide an unbiased review of Department programs, such as a new officer Field Training Program and make recommendations on program modifications that will enhance success. Long term, program enhancements will be gauged on crime reduction success, community engagement, or voluntary compliance, as applicable.

**Implementation Strategy:** Implement employee wellness mobile application to allow for resources related to the overall health and welfare of staff. The application provides detailed information on resources available for employees. Long term, this will improve officer retention and availability by reducing paid leave.

**Implementation Strategy:** Explore technology for officers that would reduce the time required for report writing. Officers currently spend approximately 4 hours per 10-hour shift drafting reports. Achieving this objective will allow the officers to remain focused on crime prevention.

**PD-3: Develop a strategic plan to evaluate Police Department operations, guide department activities, and utilize technology to improve overall efficiency.**

*Related City Goal: Prioritize public safety, health, and welfare in the City Budget and when reviewing projects.*

*Related City Goal: Improve the quality of life for all Pittsburg residents.*

**Implementation Strategy:** Develop additional venues for forums to promote communication with groups in the community. Providing the opportunity to interact with Department members in these forums allows for direct feedback, while frequent check-ins with the various groups in the community will keep communication consistent. These groups include the school districts, faith-based groups, and non-governmental organizations that provide services in the community.

**Implementation Strategy:** The Department will continue to provide information and allow for feedback on all social media platforms and will place enhanced emphasis on utilizing social media for educational programs and community interaction. As part of this effort, develop partnerships for community-led messaging that seeks to reduce crime and violence throughout the City. Using these platforms to share information as well as accept feedback provides the opportunity for additional, wide-ranging engagement. The Department will also explore all technology that allows for community interaction and evaluating the services provided by the department.

## PUBLIC WORKS

### **PW-1: Improve maintenance and operational efficiency throughout the park system by implementing a Citywide Landscape Plan.**

*Related City Goal: Increase efficiency of City operations and services through technology and streamlined processes.*

*Related City Goal: Improve the quality of life for all Pittsburg residents.*

**Implementation Strategy:** Create and present to City Council a Citywide Landscape Plan that will detail park facilities, landscape, cameras, signage and maintenance. As part of this effort, evaluate existing lighting conditions in the parks and adjust to appropriate levels for the safety of patrons and earmark locations for additional lighting for future projects. Cameras shall be installed in all parks to ensure a safe environment for all community members utilizing the parks. Long term, the Landscape Plan will be utilized to help increase efficiency of staff and resources within the Citywide Park System.

### **PW-2: Complete Annual Water Loss Audit of the water treatment and distribution system as well as customer meters to identify areas of loss or inaccuracies.**

*Related City Goal: Increase efficiency of City operations and services through technology and streamlined processes.*

**Implementation Strategy:** Initiate and implement a customer meter accuracy testing program of 1%-2% of the small and large water meters in the water distribution system to improve meter inventory accuracy. Staff will have the ability to pinpoint water leaks in the system and reduce water loss of the system by 3% annually.

**Implementation Strategy:** Conduct meter accuracy tests annually on the two master production meters at the Water Treatment Plant and 8 of the large water meters in the water distribution system. Utilize data to identify areas of higher loss and provide for long term planning of strategic water system repairs and maintenance and reduce water loss by 3% annually.

## RECREATION

**REC-1:** Provide high quality recreational programs and services throughout the community that provide fun, educational, accessible and safe environments for people of all ages and abilities.

*Related City Goal: Improve the quality of life for all Pittsburg residents.*

**Implementation Strategy:** Recreation activities should be available and responsive to the needs of different age groups, cultural backgrounds, and social economic status. By accomplishing this objective, staff will provide a broad range of recreational activities from pre-kindergarten to seniors.

- Provide new recreational sports programs for all ages including Junior High Powder Puff league, youth and adult flag football, tiny-tots "Fun Fitness," Yoga for All, and more.
- Continued active, healthy and engaging programs at the Pittsburg Senior Center to include meals, dances, health and fitness, knitting, computer classes, and self-help.
- Define purpose and goals for a potential youth leadership program and encourage youth to take an active leadership role by participating in visioning workshops and working with existing Commissions and Subcommittees on any youth-oriented projects.
- Provide a variety of community events throughout the City including Car Shows, cultural Festivals, First Fridays, and other family friendly events

The above programs will encourage healthy bodies, cooperation with others, and understanding the strength in diversity. Long term, more residents will participate in programs and attend events by 10-15% and volunteer with local non-profits or other community organizations.

**Implementation Strategy:** Provide a full range of programs and activities to address community needs, such as health and fitness. By accomplishing this objective, staff will encourage active, healthy lifestyles. The sports program will provide fitness for the youth and healthy eating classes at the senior center will encourage weight management. The two programs will assist in reducing childhood obesity and adult obesity within the community. Long term, smoking and vaping use by residents will go down due to healthier lifestyles.

**Implementation Strategy:** Support arts and crafts, public art projects, classroom instruction in music and dance, physical conditioning and health care. Provide meeting facilities and other program activities for all cultural, age, physical and mental capability, and income groups in the community. By accomplishing this objective, staff will encourage artistic development in Pittsburg. Not all recreational programs are sports related, classes and programs such as anime sketch classes, youth performance showcases, Art in the Park, multimedia, and youth theatre in partnership with PACF and the California Theatre. By emphasizing arts, music and dance, the City will see a 15% increase of local art shows at the OTAC and 10% of local dance performances at the California Theatre.

**Implementation Strategy:** Continue to provide a safe and active environment for our 50+ residents. By accomplishing this objective, staff will see a rise in the spending habits of this critical population. Over 18.2% of the Pittsburg community is between 50 and 64. This typically is a segment of the community with disposable income and a desire for more activity. Long term, a 5% increase in sports like pickle ball, yoga, and line-dancing will encourage this segment.

## **REC-2: Foster collaboration, coordination, and partnerships throughout the community.**

*Related City Goal: Improve the quality of life for all Pittsburg residents.*

**Implementation Strategy:** Continue to foster relationships with other city, state and federal entities; other city departments; non-profit organizations; boards, commissions, and neighborhood groups. Offering programs and classes in partnership with organization like First 5 Contra Costa, an organization focused on making sure primary children ages 5 and under are healthy and ready to learn. By collaborating with First 5 Contra Costa, school children will be better learners. Long term, educational proficiencies and job opportunities will increase for the more educated population.

**Implementation Strategy:** Promote the “Parks Make Life Better” campaign and other such community events and activities that support parks and programs. There are 27 parks and over 100 events or activities each year in the park system. These programs and activities include: Eats and Beats Food Trucks, Farmers Markets, Car Shows, Music in the Park, sports programs, festivals, STEM Week, Wipe Out Wednesdays, community clean-ups, and more. Actively marketing the “Parks Make Life Better” campaign will increase the publicly available events in the park system by 10%. Long term, the more recreational activities in the park system will allow for a reduction in obesity levels in Pittsburg.

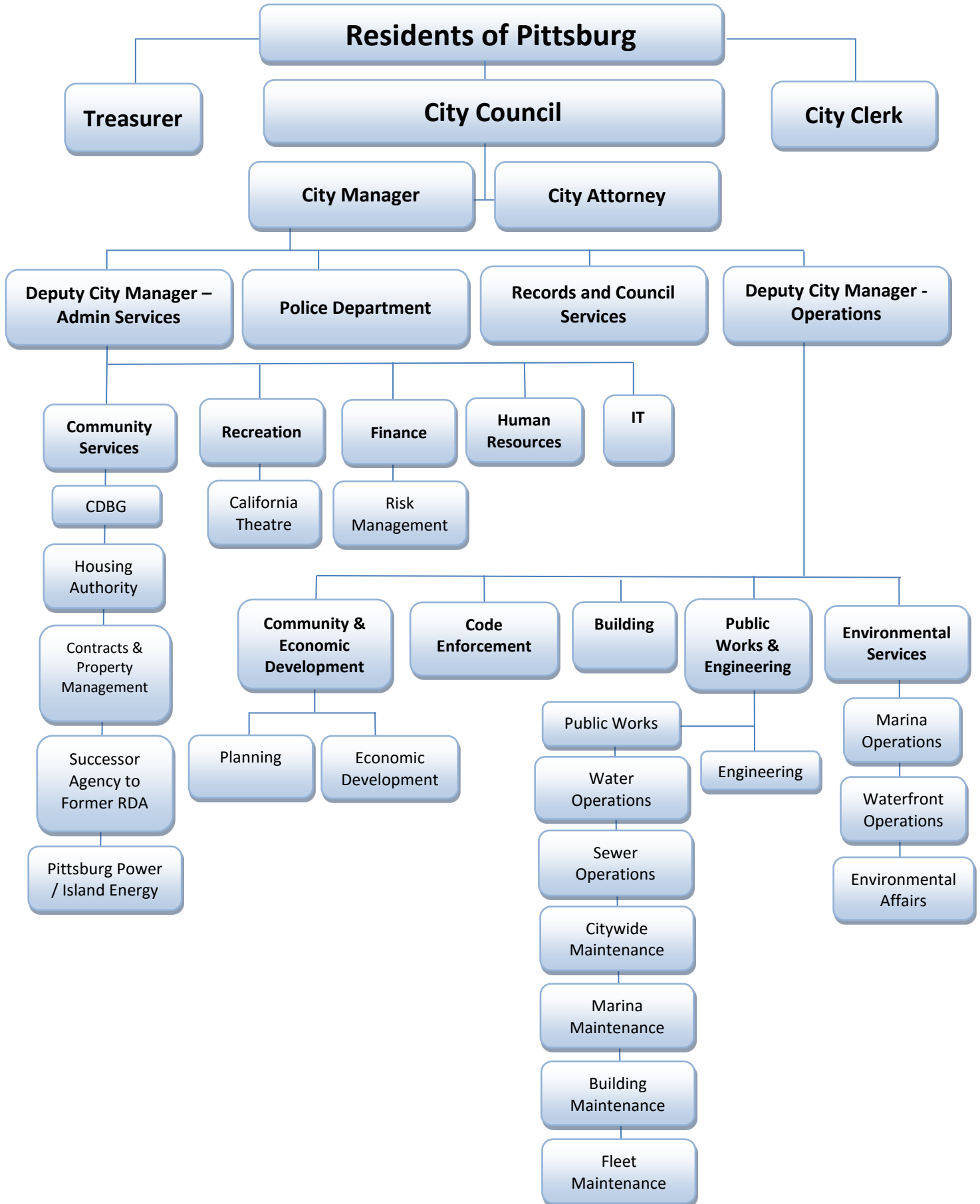
## **REC-3: Employ an ongoing system of organizational evaluation.**

*Related City Goal: Improve the quality of life for all Pittsburg residents.*

**Implementation Strategy:** Conduct periodic program surveys and studies. The department has 5 full time employees, 38 seasonal employees, and serves approximately 50,000 users annually. The demands for appropriate and engaging programming is constantly evolving. The surveys will lead to the elimination of the lowest 5% of programming and replace it with new, preferred programs. Long term, the department will be more engaging and see a 10% increase in participation.

**Implementation Strategy:** Conduct a bi-annual departmental self-assessment. The department has 5 full time employees, 38 seasonal employees, and serves approximately 50,000 users annually. The demands for appropriate training for all recreation staff is constantly evolving. Long term, a better trained department will provide for increased quality of programs and activities.

# ➤ CITY GOVERNMENT ORGANIZATION



## ➤ BUDGET PROCESS AND BASIS OF BUDGETING

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### **BUDGET PROCESS**

The budget process begins in December and culminates seven months later with the adoption of the Annual Budget in June.

#### **Mid Year Budget Review**

Work begins in December of each year on the mid-year review. The mid-year review is a detailed analysis of all City revenues and expenditures during the current fiscal year. The mid-year report actual and estimates is published and distributed to the City Council, staff, and the general public for consideration during the month of February each year. The mid-year financial analysis provides the financial starting point for the subsequent year's Operating Budget.

#### **Update General Fund 20-Year Forecast**

Preparing accurate General Fund revenue and expenditure forecasts is an important part of the budget process. The update of the 20-year forecast of the General Fund begins during the mid-year budget review. The forecast is revised as necessary based on different budgeting scenarios and as more accurate revenue and expenditure data is available during the budget preparation process. The update and revisions occur again once year-end financial statements have been prepared.

#### **Revenue Estimates**

Revenue estimates are developed each year using the actual revenues realized from the prior fiscal year and adjusted upwards or downwards based on whether staff has information to suggest such an adjustment is necessary. For example, property taxes are adjusted based on the most recent assessed valuation reports that the City receives from the County. Similarly, the City's sales tax advisor develops sales tax revenue projections based on trends in various sales categories. Rate based revenues such as those associated with water, sewer, and Island Energy services are based on the current rates, recent consumption patterns, and anticipated changes to water supply due to rainfall patterns.

#### **Budget Preparation**

Budget packets are distributed by the Finance Department to each City department in January. Departments submit preliminary budget requests to the Finance Department in February/March. During this time all revenue sources are projected. Budget staff reviews departmental requests and compiles the Preliminary Budget. The requested budgets are then presented to Senior Management and the City Manager for review and approval.



Recommendations and revisions from review sessions are incorporated into the proposed operating budget. The Finance Subcommittee reviews, makes revisions as necessary, and recommends the proposed operating budget.

The Oversight Board of the Successor Agency to the Former Redevelopment Agency reviews and recommends the proposed Successor Agency budget.

After recommendation by the two committees, the City Council holds Public Workshops to obtain input from the public. After giving due consideration to the public input, the City Council finalizes and adopts the budget by June 30th.

### **5-Year Capital Improvement Program**

The City of Pittsburg 5-Year Capital Improvement Program (CIP) is a multi-year planning instrument that identifies the construction of new facilities and infrastructure, and for the expansion, rehabilitation, or replacement of existing City-owned assets. Each year a 5-year CIP is developed in conjunction with the operating budget and reflects changing priorities and funding availability. The 5-Year CIP must be approved by the Community Advisory Commission and Planning Commission prior to seeking Council approval.

### **Budget Amendments**

All changes to the Operating Budget throughout the year require budget amendments which require the following levels of governing body approval:

#### Items Requiring Council or Agency Action

- Appropriation of fund balance reserves
- Transfers of appropriations between funds
- New inter-fund loans or advances
- Creation of new capital projects
- Transactions which increase total fund budgets

#### Items Delegated to the City Manager or Executive Director

- Budget modifications in excess of \$5,000.
- Transfers between departments and divisions so that the total fund budget remains the same
- Approval of transfers within funds which increase salary and benefit appropriations so that the total fund budget remains the same

## Items Delegated to Department Heads

- Budget modifications of \$5,000 or less
- Allocation of departmental appropriations to line items except for salary and benefit appropriations
- Changes which exceed current funds disbursement authorizations must be approved by the City Manager/Executive Director. These changes cannot increase the department budget.

## **BASIS OF BUDGETING**

Governmental Funds include the General Fund, Special Revenue Funds, Debt Service Funds and Capital Project Funds. The Governmental Funds and the Successor Agency to the Former Redevelopment Agency Funds are accounted for using the modified accrual basis of accounting. Modified accrual accounting recognizes revenues when they become available and measurable and, with a few exceptions, recognizes expenditures when liabilities are incurred. This system divides available funds into separate entities within the organization to ensure that the money is being spent where it was intended.

Proprietary funds include Enterprise Funds and Internal Service Funds. These funds are accounted for using the accrual basis of accounting. Accrual basis of accounting measures the performance and position of the City by recognizing economic events regardless of when cash transactions occur. The general idea is that economic events are recognized by matching revenues to expenses (the matching principle) at the time in which the transaction occurs rather than when payment is made (or received).

The budgetary process is based upon accounting for certain transactions on a basis other than generally accepted accounting principles (GAAP basis). The major difference between the budgetary basis and GAAP basis is that year end encumbrances are recognized as the equivalent of expenditures on the budgetary basis in governmental funds, while encumbered amounts are not recognized as expenditures on the GAAP basis.

# ► FY 2021/22 Budget Development Calendar

## 2021

January 2021						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1/1 Winter Break - City Offices Closed
- 1/8 Distribution of Mid-Year Reports for Dept. Year-End Estimates
- 1/15 Department Year End Estimates Due to Finance
- 1/15 Finance Subcommittee Meeting - Monthly Review of COVID Impacts, Meas M
- 1/18 City Holiday - Martin Luther King Jr. Day
- 1/19 - 1/30 Finance Staff Review and Reporting of Year-End Estimates

July 2021						
S	M	T	W	Th	F	Sa
				1	2	3
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February 2021						
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21	22	23	24	25	26	27
28						

- 2/1 Financial Update to Council
- 2/4 City Manager Review of Year-End Estimates
- 2/11 Distribution of Budget Worksheets (by email)
- 2/12 City Holiday - Lincoln's Birthday - City Offices Closed
- 2/15 City Holiday - Washington's Birthday - City Offices Closed
- 2/19 Finance Subcommittee Meeting - Monthly Review of COVID Impacts, Mid Year Review

August 2021						
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15	16	17	18	19	20	21
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29	30	31				

March 2021						
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28	29	30	31			

- 3/1 City Council Meeting - Mid Year Budget Review
- 3/12 Budget Worksheets Due
- 3/15 -3/19 Finance Summarize Budget Requests
- 3/19 Finance Subcommittee Meeting - Monthly Review of COVID Impacts, Budget Status Update
- 3/22 - 4/5 City Manager Review Budget Requests, City Manager Meetings with Department Heads
- 3/31 City Holiday - Cesar Chavez Day - City Offices Closed

September 2021						
S	M	T	W	Th	F	Sa
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April 2021						
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- 4/16 Finance Subcommittee Meeting - COVID-19 Budget Impacts, Budget Review, Updated GF 20-Year Forecast
- 4/30 Finance Subcommittee Meeting - FY 21-22 Budget

October 2021						
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31						

May 2020						
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23	24	25	26	27	28	29
30	31					

- 5/10 City Council Budget Workshop
- 5/26 Measure M Oversight Committee Meeting
- 5/31 City Holiday - Memorial Day - City Offices Closed

November 2021						
S	M	T	W	Th	F	Sa
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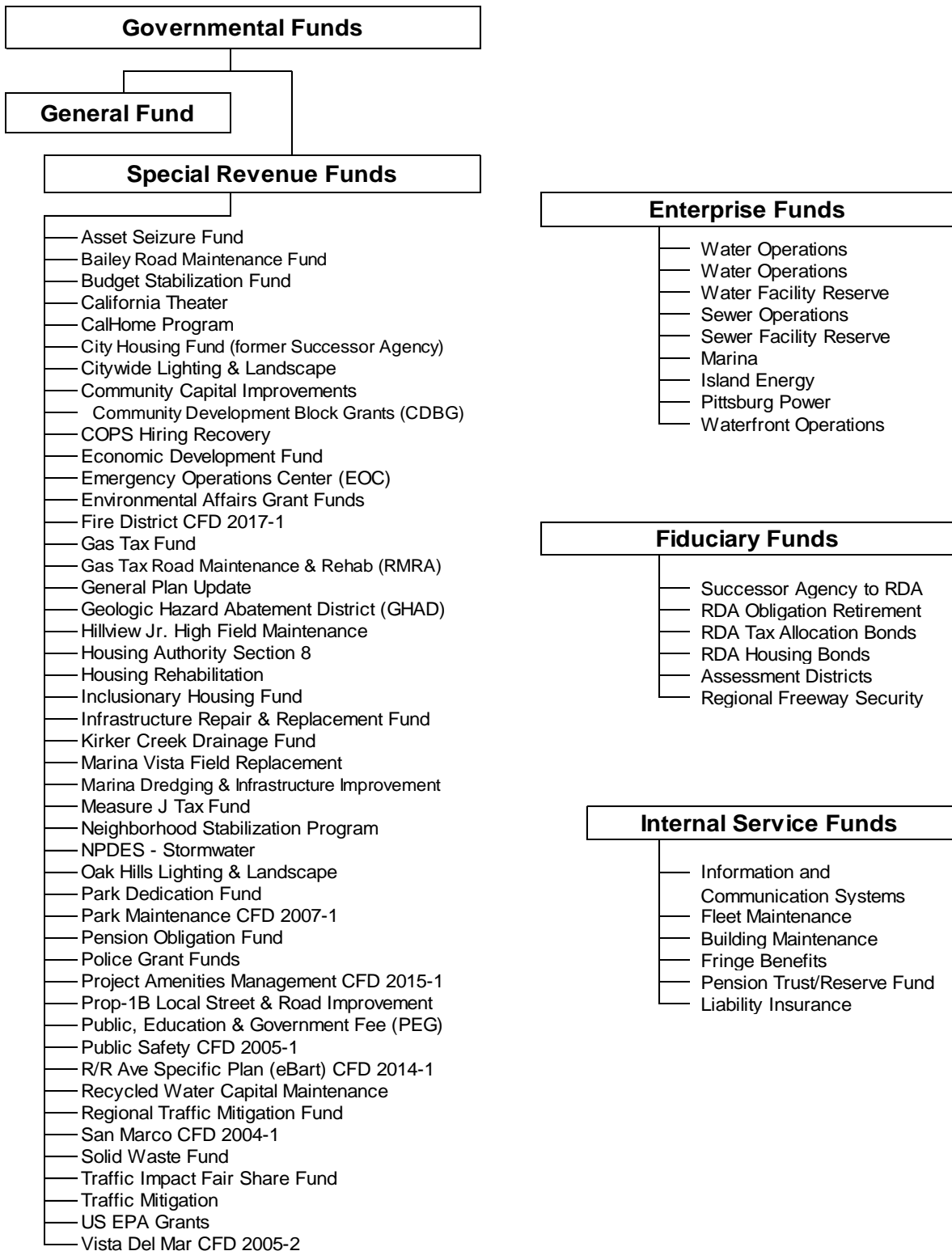
June 2020						
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20	21	22	23	24	25	26
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- 6/7 City Council Budget Workshop
- 6/21 Adoption of Gann Spending Limit
- Public Hearing and Adoption of the FY 2021/22 Budget

December 2021						
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- Date TBD Update General Fund 20 Yr Projections
- Date TBD End of FY 2020/21 Reports to CM (Actual Expenses/Revenues)
- Date TBD Finance Subcommittee Meeting - Year End Reporting

# ➤ BUDGETARY FUND STRUCTURE



## ➤ MAJOR REVENUE SOURCES – GENERAL FUND

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The General Fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund. Major revenue sources in the General Fund include property taxes, sales taxes, unrestricted revenues from the state (e.g., motor vehicle-in-lieu fees), county tipping fees, franchise fees, development service fees, police fines and fees, and recreation program fees. Expenditures consist of general government operating expenses which include Human Resources, Finance, Police, Recreation, Public Works, and other services.

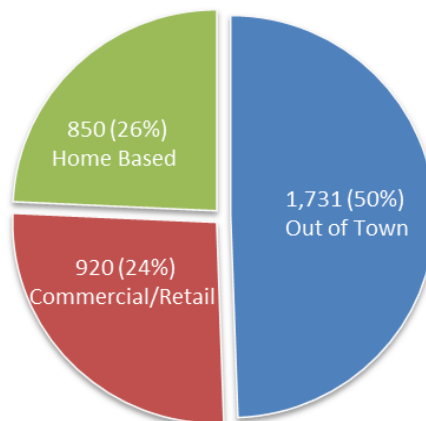
### **Administrative Recoveries**

Administrative recoveries from the Water and Sewer Enterprises, the Lighting/Landscape Assessment District, the City of Pittsburg Housing Authority, and other non-General Fund sources reimburse the General Fund for administrative costs.

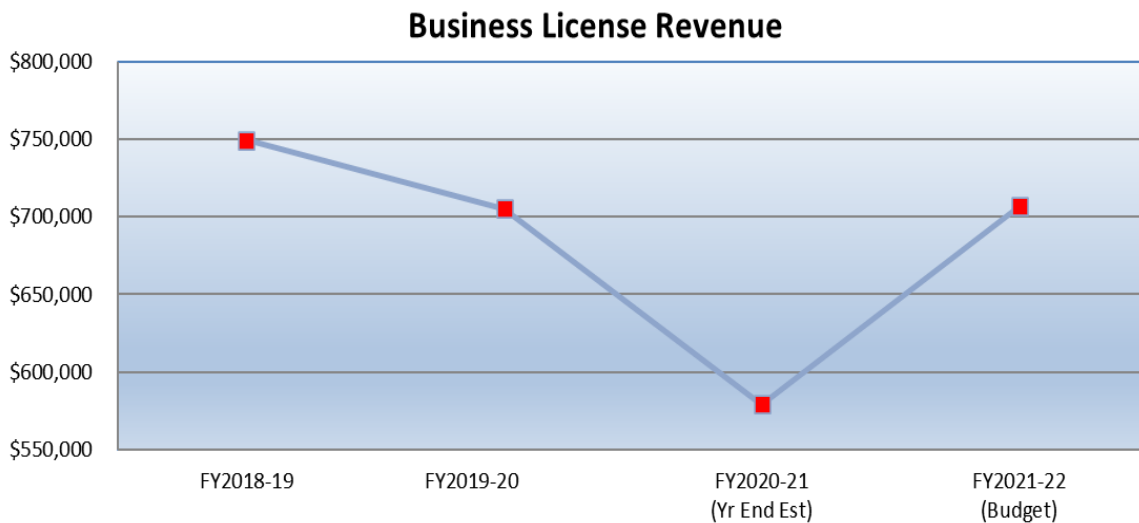
### **Business License Tax**

The Business License Tax is an annual tax on local businesses, based upon either gross receipts (under progressive tax rates) or flat fees, depending on the type of business. Generally, retail businesses, service providers, and contractors pay based on gross receipts, while professionals (e.g., accountants, lawyers, dentists) pay under a flat fee. The rates are established by City Ordinance. The City currently has 3,501 active business licenses of which 1,770 businesses are located within the City and 1,731 businesses are located outside of the City. As a result of the economic impact of Covid-19 pandemic on businesses, the number of licenses issued decreased by 189 licenses from the previous year of which 107 are from businesses located outside of the City and 79 from home-based businesses within the City.

**Business License  
Breakdown By Business Type**



In-light of the global coronavirus pandemic, with the cessation of non-essential services and businesses as ordered by the Contra Costa County Health Services effective March 13, 2020, the City estimated lower business license revenue for most of FY 2020-21 to decrease at \$579,000. However, based on the year 2020 reported business activity for the City’s commercial/retail sectors (Home Depot, Walmart, grocery stores and fast-food restaurants) that remained open during the pandemic, these businesses performed better than expected. With the anticipation that businesses will fully re-open within a few months, City staff estimates business license revenues to increase to \$707,000 in FY 2021-22.



**Community Benefit and Service Fee**

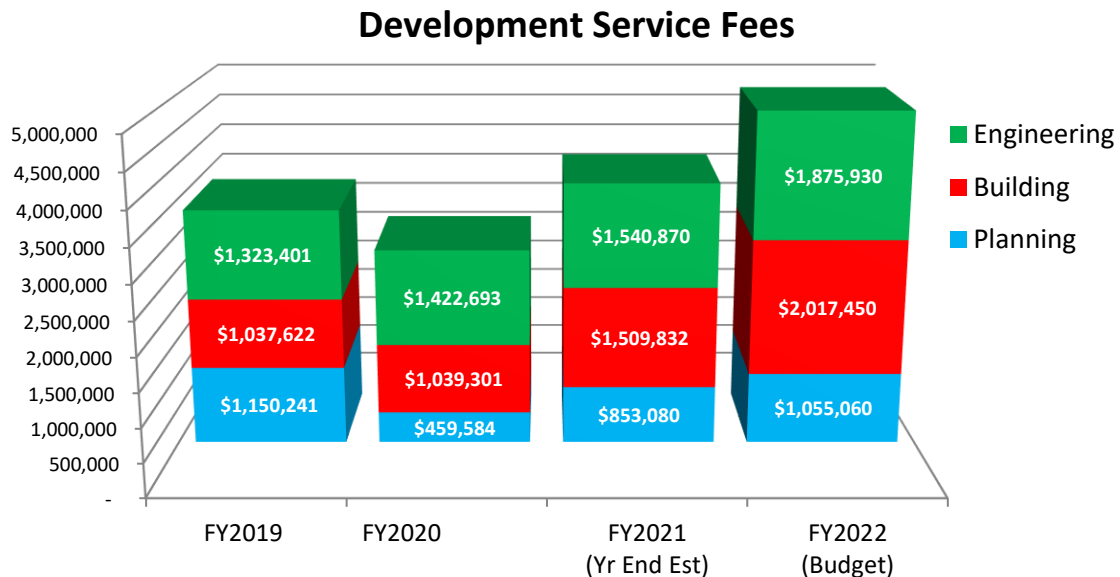
The Community Benefit and Services Fee, which began in 2011, has generated approximately \$3.9 million over an eight-year period. This fee allows Pittsburg Disposal Service the exclusive right to collect refuse and recycling from all sectors in the community within the City of Pittsburg. With an estimated annual CPI inflation factor of 2.0 percent, the City estimates the Community Benefit and Service Fee in FY 2020-21 at \$637,000 to \$646,000 in FY 2021-22

**County Tipping Fees – Keller Canyon Mitigation**

The Keller Canyon Mitigation was approved in 1994 as an Amendment to the Keller Canyon Landfill Land Use Permit. A Tipping Fee of \$3.00 per ton is divided between Contra Costa County (\$1.75 per ton) and the City (\$1.25 per ton). In FY 2019-20, the Keller Canyon Landfill processed 769,000 tons of taxable solid waste and 580,000 tons for the first 9 months in FY 2020-21. City staff anticipate revenues to be slightly higher from the current fiscal year estimate of \$955,000 to \$965,000 in FY 2021-22.

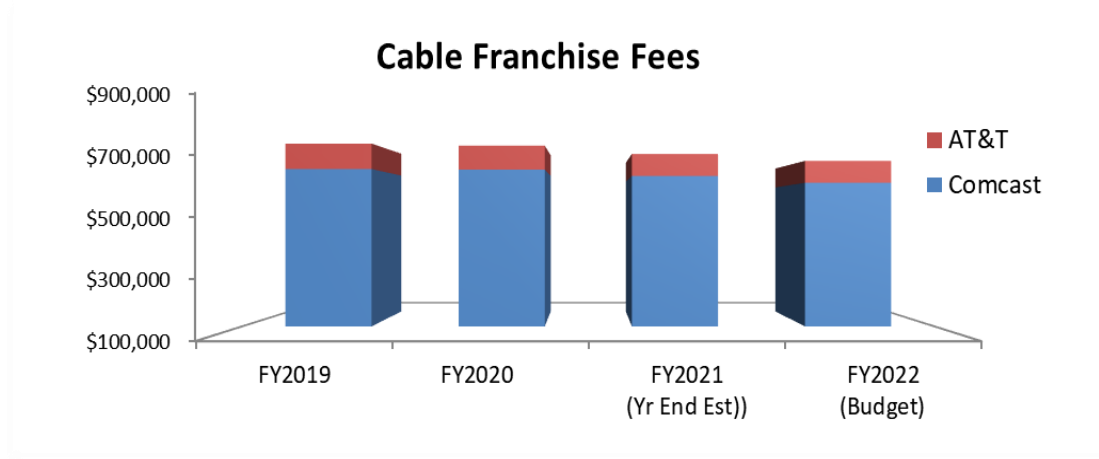
## Development Service Fees

These revenues, which consist of design review charges, plan check services and building permits from the Engineering, Planning and Building Departments, are directly dependent upon the level of residential and commercial construction taking place in the community. These fees are generally collected during the planning and/or building permit process and are used to recover the costs of operating the City's development service functions such as planning, engineering, and building. City staff estimates development service fees to come in at approximately \$3.9 million in FY 2020-21 and increase to \$4.9 million in FY 2021-22 as developments and projects delayed due to the coronavirus pandemic resume.



## Franchise Fees on Cable

Cable service was originally regulated by local franchising authority and awarded non-exclusive franchises to serve local communities. This authority was transferred to the State Public Utilities Commission in 2007 with the passage of the Digital Infrastructure and Video Competition Act (DIVCA). The state franchise requires channels be set aside for public, educational, and government programming and a Franchise Fee, typically five percent, to be paid to the local host community. The City receives five percent (5%) franchise fees on gross receipts from Comcast Cable and AT&T U-Verse. Comcast Cable and AT&T reported gross receipts have been decreasing as their number of subscribers continue to drop. The City estimates franchise fees of \$730,000 in FY 2020-21 and \$705,000 in FY 2021-22.

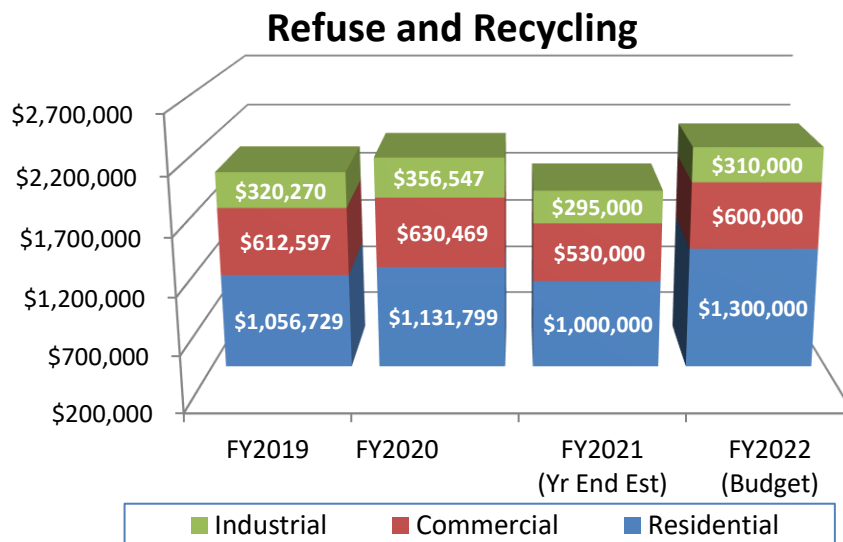


### **Franchise Fee from the Recycling Center & Transfer Station (RCTS)**

Contra Costa Waste Service, Inc., the operator of the RCTS, pays a Franchise Fee for the general benefit and to support City services. The franchise fee was \$600,000 starting in FY 1996-97 and adjusted by the Consumer Price Index (CPI) annually thereafter. The City estimates a 2% CPI increase bringing the franchise fees in FY 2020-21 at \$1,017,000 and \$1,033,000 in FY 2021-22.

### **Franchise Fees on Refuse and Recycling**

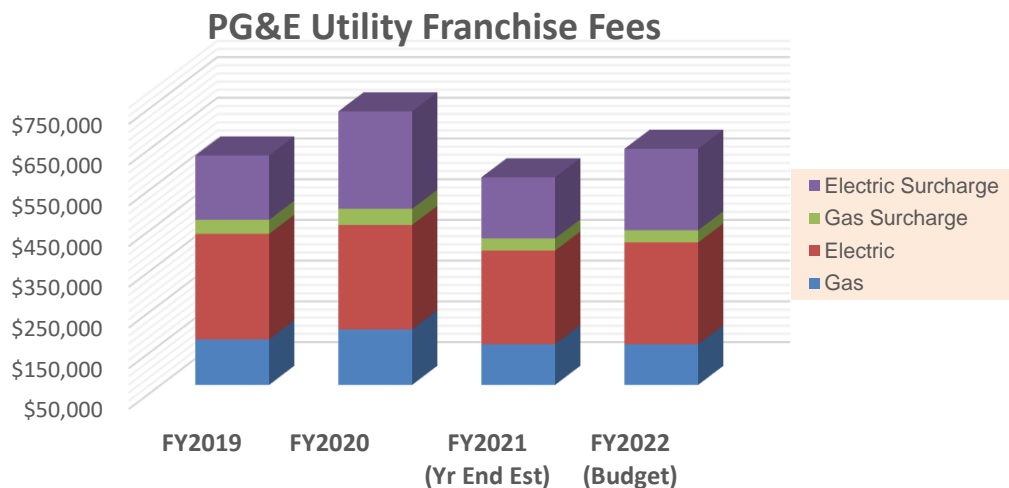
Pittsburg Disposal Service pays a Residential, Commercial, and Industrial Franchise Fee of 12 percent (12%) based on gross receipts. Gross receipts have increased based upon previously adopted rate increases by Pittsburg Disposal Service and increased growth of new developments and businesses within the City. With anticipated decline in commercial and industrial refuse volume in FY 2020-21 due to the coronavirus, city staff estimates franchise fee revenue to decrease to \$1,825,000 but increase back to \$2,210,000 in FY 2021-22 as business operations resumes and return to normal.





## **Franchise Fees on Utilities**

Utility Franchise Fees are paid by Pacific Gas & Electric Company (PG&E) for using City right-of-way for the transmission and distribution of electricity and natural gas to its customers. The Franchise Fee is a percentage of gross receipts; the Electricity Franchise is five percent, and the Gas Franchise is one percent. In addition, the City is paid a surcharge on electricity and natural gas to replace Franchise Fees lost due to deregulation. In April 2018, the City joined the Marin Clean Energy Community Choice Aggregation Program (MCE) designed to provide resources and incentives to help residents, businesses and public agencies become more energy efficient. Customers enrolled in the program purchase their commodity from a third-party energy service provider. Therefore, PG&E electric revenues decreased but the electric franchise fee surcharge increased due to PG&E billing customers a surcharge on the commodity purchased from the third party, in lieu of a franchise fee. In addition, as part of the California cap-and-trade program, which was designed to reduce the state's greenhouse gas emissions, PG&E distributed a semi-annual Electric California Climate Credit to its customers to ease the burden customers bear from higher electricity and gas rates. Based on recent activity with increasing gas prices and electric surcharges, City staff estimates franchise fees to go up from \$560,000 in FY 2020-21 to \$630,000 in FY 2021-22.



## **Interest and Investment Earnings**

The City utilizes a strict cash management program to ensure that all available funds are invested to earn the maximum yield consistent with safety and liquidity. Interest and Investment income are subject to extreme fluctuation making it difficult to analyze and predict trends. For the last few months in FY 2020-21 and for most of FY 2021-22, the global economic impact of the Covid-19 pandemic remains unknown. With the risk and

uncertainty of the impact on the financial market, City staff remains to be conservative and estimate interest and investment earnings to stay the same as FY 2020-21 at \$235,000 in FY 2021-22.

### **Property Tax**

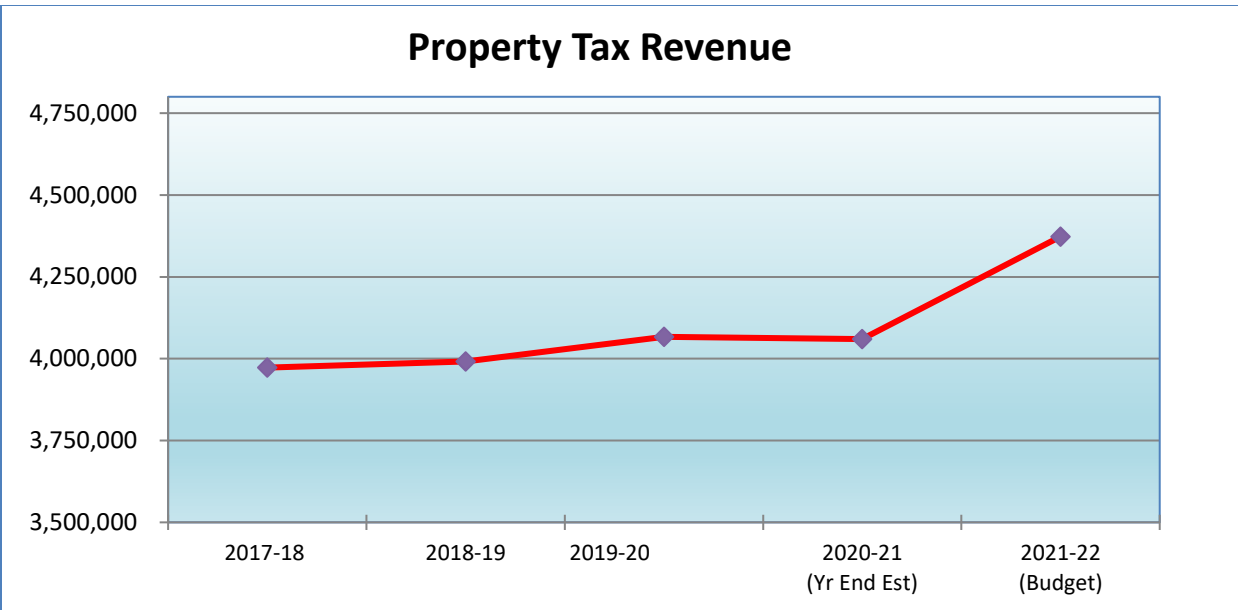
Homes, businesses, and other taxable real and personal property are subject to a property tax rate of one percent of the assessed value. Assessed values are based on the 1975 property values with subsequent increases limited to two percent or CPI (Consumer Price Index), whichever is lower. However, when there is a transfer of property ownership, or when a new property is constructed, the property is appraised at the current market value. The City of Pittsburg’s property tax revenue, excluding the Pittsburg Successor Agency to the former Redevelopment Agency’s project area which consists of 70% of City properties, is approximately 16 percent of the property tax rate on secured, unsecured and unitary taxes that homeowners pay to the County.

The City’s property taxes were severely reduced in the past due to the State’s need to finance its own budget. Pittsburg property taxes shifted downward resulting from the passage of Educational Relief Augmentation Fund (ERAF) and AB 860. In recent years, we have seen a gradual rise in property tax revenues attributable to increased property values as housing demand has picked up within the City, as well as the addition of several single-family and multi-family developments.

According to the Property Assessment Value (AV) report from Contra Costa County, the City’s AV increased by 5.3% in FY 2020-21. Based on the latest surge in property values due to increasing housing demands within the City, we are forecasting the AV to increase another 5% in FY 2021-2022. With this, City staff estimate property tax revenue to increase from \$4.0 million in FY 2020-21 to \$4.3 million in FY 2021-22.

<b>HISTORICAL GROSS ASSESSMENT VALUATION</b>					
<b>Fiscal Year</b>	<b>Land</b>	<b>Improvements</b>	<b>Personal Prop</b>	<b>Gross</b>	<b>Prior Year Variance</b>
<b>FY2011-12</b>	1,212,412,953	4,256,357,435	141,090,919	<b>\$ 5,609,861,307</b>	<b>-1.5%</b>
<b>FY2012-13</b>	1,165,223,630	4,223,853,661	137,267,135	<b>\$ 5,526,344,426</b>	<b>-1.5%</b>
<b>FY2013-14</b>	1,255,042,127	4,347,436,227	128,832,623	<b>\$ 5,731,310,977</b>	<b>3.7%</b>
<b>FY2014-15</b>	1,442,385,836	4,664,153,180	133,949,553	<b>\$ 6,240,488,569</b>	<b>8.9%</b>
<b>FY2015-16</b>	1,605,095,513	4,888,258,096	125,511,128	<b>\$ 6,618,864,737</b>	<b>6.1%</b>
<b>FY2016-17</b>	1,742,190,654	4,930,330,068	127,586,933	<b>\$ 6,800,107,655</b>	<b>2.7%</b>
<b>FY2017-18</b>	1,920,471,203	5,170,256,626	114,841,147	<b>\$ 7,205,568,976</b>	<b>6.0%</b>
<b>FY2018-19</b>	2,109,900,611	5,449,816,081	128,190,760	<b>\$ 7,687,907,452</b>	<b>6.7%</b>
<b>FY2019-20</b>	2,255,555,877	5,657,611,817	157,539,189	<b>\$ 8,070,706,883</b>	<b>5.0%</b>
<b>FY2020-21</b>	2,441,445,585	5,909,340,322	148,221,163	<b>\$ 8,499,007,070</b>	<b>5.3%</b>

Source: Contra Costa County Assessor



**Property Transfer Tax**

A transfer tax is imposed upon the transfer of real property. Pittsburg receives \$0.55 per \$1,000 of property value, which is the standard allowed under State law. Estimates are based on historical experience and market conditions. City staff estimates transfer tax revenue of \$220,000 in FY 2020-21 and increase to \$250,000 in FY 2021-22.

**Police Fines and Fees**

The Police Department’s revenues are comprised largely from citations, moving violations, abandoned vehicle abatements, administrative citations, Proposition 172, and the half-cent sales tax (Measure M) for public safety services. A smaller portion of the revenues are generated from fees for services which include document and report reproduction, research services, court appearances, vehicle inspections, and fingerprinting services. Because of the nature of these fees and how they are derived, it is difficult to predict the level of activity and revenues generated, therefore estimates are based on the prior year’s projected receipts and any pre-existing condition that would otherwise impact City services. With the limitations on services due to Covid-19, City staff estimates administrative and support fees to decrease from \$5.7 million in FY 2020-21 to \$5.3 million in FY 2021-22.



## **Recreation Program Fees**

The City's Recreation Department provides a diversified year-round recreation programs based on the expressed needs and desires of the community. Recreational fees are charged to participants to help cover the costs to provide the program services. Fees are charged for facility rentals, community events, Small World Park, youth activities, sports, aquatics, and recreation classes. Due to the Covid-19 virus, most of the City's recreational facilities, services and programs were suspended and closed. The City estimate these program fees to go down by 71% to \$87,000 in FY 2020-21 but slowly increase back to \$314,000 in FY2021-22 as the City's recreational facilities and programs open and resume normal activities.



## **Sales Tax (Local Bradley Burns)**

Sales tax is levied on goods and services at the point-of-sale. The Sales tax rate in Pittsburg is 9.25 percent, of which the City receives one percent. In June 2018, in the case of *South Dakota v. Wayfair*, the Supreme Court ruled in favor of South Dakota allowing the state to charge tax on purchases made from out-of-state sellers, even if the seller does not have a physical presence in the taxing state. This decision allows states more authority to require out-of-state sellers to collect sales and use tax. The California Department of Fee and Tax Administration (CDFTA) announced it will require out-of-state retailers to collect and remit use tax beginning on April 1, 2019, if in the preceding or current calendar year their sales into California exceed \$100,000, or 200 or more separate transactions. This decision has generated an additional sales tax revenue of \$200,000 for the City in FY 2019-20 and \$304,000 for the 2<sup>nd</sup> half of FY 2020-21. With the uncertainty of the global economic impact of the Covid-19 pandemic, City staff originally estimated FY 2020-21 with a reduction of 30% in sales tax revenue however based on the past three quarter sales tax revenue distributions from CDFTA, as a result of the City's major commercial/retail business mix which remained open and essential during the pandemic, together with the increase in online/internet sales which inadvertently contributed to higher county pool percentage for the City, the City's sales tax revenue only decreased by 3%. With most businesses likely to open within the first quarter of FY 2021-22 and the continued revenue trend from online/internet sales, City staff estimate sales tax revenue of \$10.0 million in FY 2020-21 and \$11.5 million in FY 2021-22.

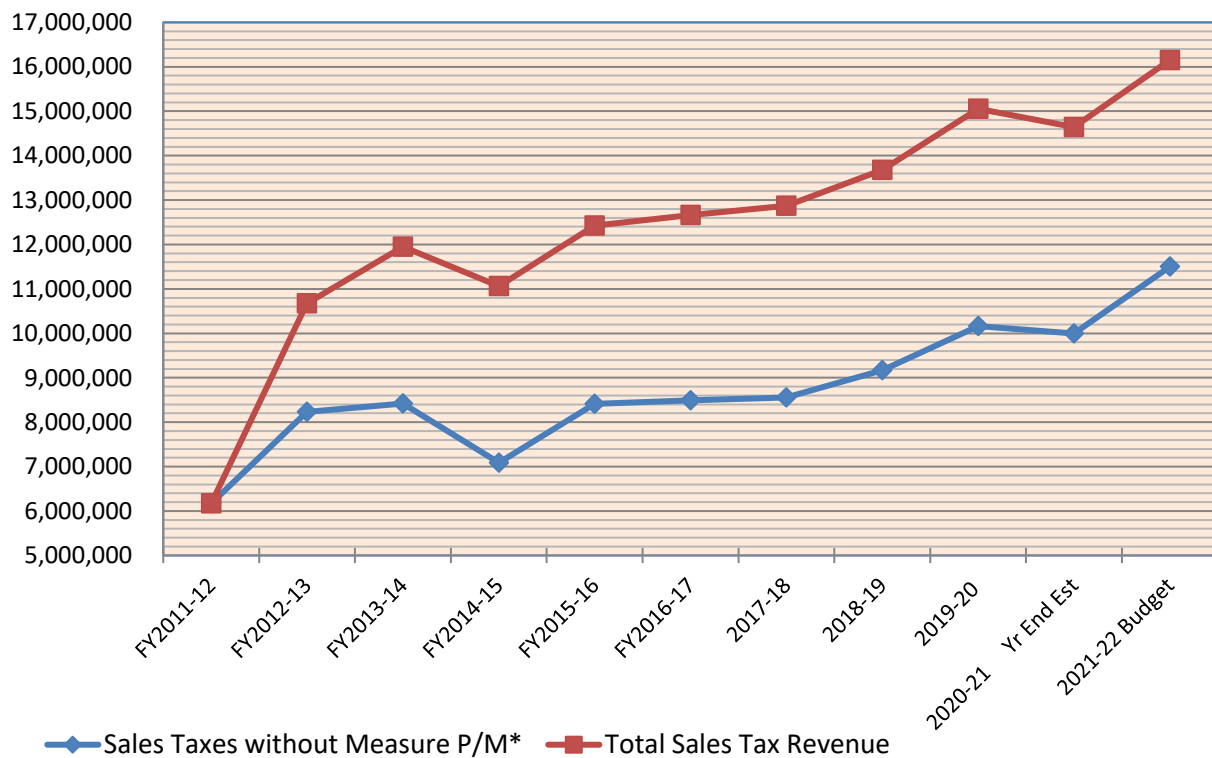
## **Measure M – Temporary District Sales Tax Increase**

In June 2012, the voters approved Measure P, a limited one-half percent sale and use tax, to preserve essential services throughout the City. Measure P originally was to reduce to one-quarter percent in FY 2017-18 and expire in FY 2022-23. In June 2016, the voters passed Measure M extending Measure P until June of 2035. Voters approved Measure M with 81.31% of the vote. Measure M will continue to support public safety, the Senior Center, jobs programs, road repair, youth services and services for victims of domestic violence within the City. Measure M require a Citizens Oversight Committee to report on the revenues and expenditures of the measures. Despite the global economic impact of the Covid-19 pandemic, the City’s revenue from Measure M remained consistent. The City’s general retail business sector increased by 22% from the prior year and the City’s construction sector increased by 11% resulting from one-time development projects within the City. With this, the City estimate Measure M revenue to come in at \$4.6 million in FY2020-21 and in FY2021-22.

Total revenues from both Sales Tax and Measure M are projected to be approximately \$14.6 million in FY 2020-21 and \$16.1 million in FY 2021-22.

### **Sales Tax Revenue**

*(Local Bradley Burns Sales Tax and Measure M District Tax)*



\*Measure M extended the additional 0.5% to the sales tax rate that began in FY2012-13 and now expire in

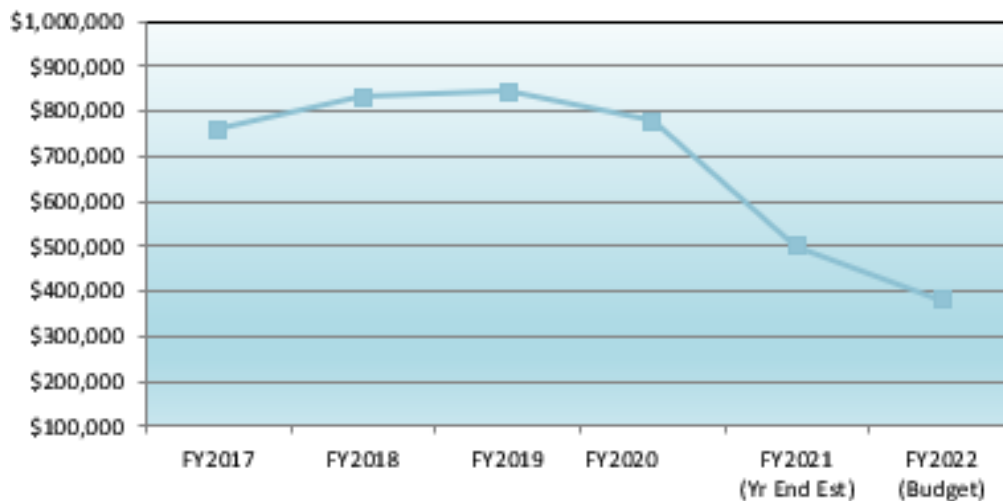
### **Transfer-In from other Funds**

Transfers-In represent a transfer of cash from other funds to reflect the administrative support and other services provided by the General Fund. Examples would be Water and Sewer, Storm Water, Power, Island Energy, and miscellaneous Assessment District funds. Other transfers such as Gas Tax and Measure J reflect street-related expenses incurred by the General Fund.

### **Transient Occupancy Tax (TOT or Hotel Tax)**

The City of Pittsburg's Transient Occupancy Tax rate is currently ten percent and is paid by travelers staying at any of the City's four hotels. This current rate was increased from eight percent to ten percent effective January 2012. TOT revenues saw major increases during the Highway 4 construction project between FY 2012-13 and FY 2015-16, when a new mid-sized Hampton Inn hotel opened in Pittsburg. In November 2020, Motel 6 which makes up 52% of the City's TOT was purchased by Contra Costa County as a CARE Center for transitional housing for the homeless. The hotel industry is one of the hardest affected financially by the Covid-19 pandemic. Along with the loss of Motel 6 and decreased occupancy in the remaining three hotels, the City estimate TOT revenues to decrease from \$500,000 in FY 2020-21 to \$380,000 in FY 2021-22.

**Transient Occupancy Tax (TOT)**



## ➤ MAJOR REVENUE SOURCES – INTERNAL SERVICE FUNDS

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There are several Internal Services Funds that were created to account for the cost and revenues of services provided to other City departments for which those departments are charged.

### **Building Maintenance Fund**

The Building Maintenance Division of the Department of Public Works maintains and oversees maintenance and service contracts for all City owned buildings. User charges are applied to the respective City departments, based on square footage, to provide the revenues to support the building maintenance functions, as well as to plan for future maintenance costs.

### **Fleet Maintenance Fund**

The Fleet Maintenance Division provides maintenance of the City's vehicle and equipment fleet. User charges are applied to the respective City departments, based on the number of vehicles and usage, to provide the revenues to support this function.

### **Other Post-Employment Benefits (OPEB) Fund**

The OPEB Fund provides for centralized accounting and funding of Retiree Medical expenses for the current year and funding for future years to reduce the long-term retiree health benefit liability. Each department contributes to this fund based on the number of employees.

### **Fringe Benefit Fund**

The Fringe Benefit Fund provides for centralized accounting and funding of employee benefits including vacation buy-back, termination payouts, Workers Compensation, dental and unemployment insurance, and other miscellaneous benefit administrative costs. Each department contributes to this fund based on salary percentage.

### **General Liability Insurance Fund**

The General Liability Insurance Fund provides a centralized funding mechanism to pay the City's insurance premiums, liability claims, and deductible expenses. The City procures insurance through Municipal Pooling Authority (MPA). Charges to City departments are based on salary percentage and claims received.

### **Information and Communications Fund**

The City's Information and Communications Fund provides a centralized funding mechanism for the operation, maintenance and replacement of the Citywide network infrastructure, telephones, computer equipment and other hardware and software needs. Charges are applied to departments based on infrastructure usage.

## ➤ MAJOR REVENUE SOURCES – ENTERPRISE FUNDS

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The City's Enterprise Funds account for the acquisition, operation and maintenance of government facilities and services which are entirely self-supported through user charges.

### **Marina Fund**

Pittsburg's Marina is divided into three distinct harbors with a total of 649 berths; 274 are covered berths. The Marina is self-sufficient generating all its revenues are from use of its berthing facilities and the sale of gasoline. The annual operation of the Marina Fund generates approximately \$2.3 million in gross revenue and \$2.5 million in operating expenses in FY 2021-22.



### **Pittsburg Power and Island Energy Funds**

The Pittsburg Power Company (PPC) is a municipal utility formed under the California Constitution. The PPC does business in the City of Pittsburg and as Island Energy (IE) on Mare Island located in Vallejo, California. PPC develops revenue streams for the City of Pittsburg while retaining existing businesses and attracting new business. Island Energy distributes natural gas and electricity to the industries, schools, businesses, and residents on Mare Island. Island Energy's focus is to build capital asset value and income for the City of Pittsburg as Mare Island is redeveloped over time. The estimated gross revenue is \$7.4 million of which \$6.2 million is revenue from the electric operation and \$700,000 from gas operation offset by operating expenses of \$6.7 million in FY 2021-22.



### **Sewer Operating Fund**

The City maintains the collection system that transports sewage to the treatment plant at Delta Diablo Sanitation District. The City charges water customers a fee to cover the cost to operate and maintain the system. The monthly sewer charge for a residential family is a flat fee. The non-single family and non-residential fees are based on a flat fee multiplied by their water consumption. The City's sewer fees have remained the same since March 2014. The estimated gross revenue is \$5.9 million and \$5.0 million in operating expenses in FY 2021-22. Any excess annual revenues over operating expenses are utilized to maintain and update the infrastructure of the system through capital projects.

### **Waterfront Operations Fund**

The Waterfront Operations Department manages existing Trust Land leases, negotiating expired Trust Lands leases, and identifying un-leased areas for which Trust Lands leases are required. Staff estimates lease revenue at \$1.4 million in FY 2021-22.



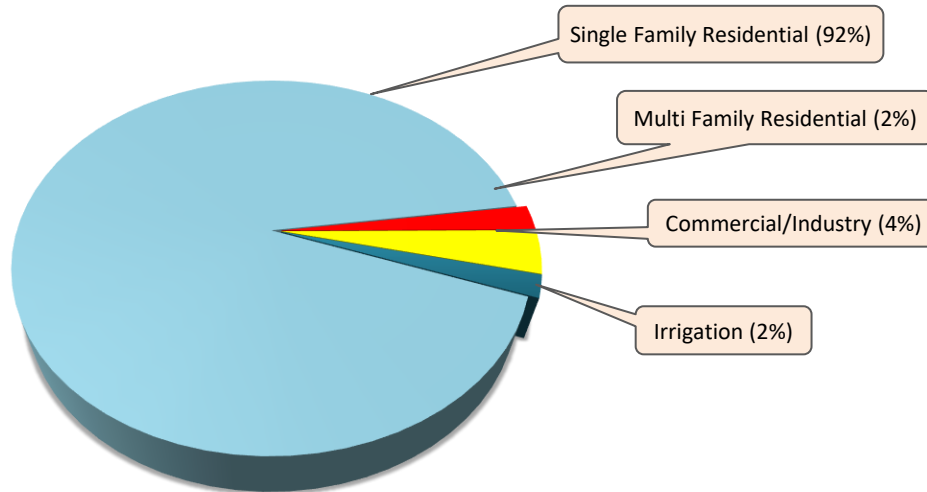
### **Water Operating Fund**

The City operates and maintains its own water treatment plant. The City charges water customers fees for water usage to cover the cost to procure water as well as operate and maintain the City's water system.

Currently the City provides water service to approximately 19,147 customers of which 92 percent (17,601) of these accounts are for residential locations. The annual operation of the Water Fund is estimated to generate approximately \$26.2 million in gross revenue and \$27.3 million in operating expenses in FY 2021-22. Raw water and chemical supplies reflect an increase of 7% in the operating expenses. Any excess annual revenues over

operating expenses are utilized to maintain and update the infrastructure of the system through capital projects.

### Water Account By Customer Type



### Water and Sewer Facility Reserve Charge Funds

A Facility Reserve Charge (FRC) or development impact mitigation fee is a charge to pay for public facilities in existence at the time the charge is imposed and to serve new development, or to pay for new facilities that will be of benefit to the person or property being charged (new development or upgrades to existing meter capacity). FRC's are intended to recover a portion of the City's Capital Improvement Program costs and utility rate payers' prior investment in capital facilities that support land development through utility system expansion prior to new development.

The city has separate FRC's for both the water and sewer utilities. However, the development of FRC unit costs for the water and sewer utilities is very similar and addresses the same fundamental concerns. The payment of appropriate FRC's should:

- 1) Recoup the cost of new utility facilities that are necessary to provide utility services to new development, or
- 2) Recoup the value of utility facilities that have been previously provided for by ratepayer investment through construction, maintenance and rehabilitation and are now available for use by new developments.

The City has established separate funds to account for the water and sewer facility reserve charges.

## ➤ MAJOR REVENUE SOURCES – SPECIAL REVENUE FUNDS

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Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. The City has several special revenue funds: Citywide Lighting and Landscape District, Oak Hills Lighting and Landscape District, National Pollutant Discharge Elimination System (NPDES) Storm Water, Geological Hazard Abatement District (GHAD), Community Development Block Grant (CDBG), San Marco Community Facilities District (CFD) 2004-01, Vista del Mar CFD 2005-2, Public Safety CFD 2005-1, Park Maintenance CFD 2007-1, Gas Tax, Measure C and M, Railroad Avenue Facilities District (CFD 2014-1) Park Dedication, Traffic Mitigation, Kirker Creek Drainage, Inclusionary Housing, Traffic Impact Fair Share, Economic Development and the Budget Stabilization Fund. The following defines several of the City's larger Special Revenue Funds:

### **Budget Stabilization Fund**

This Budget Stabilization Fund (BSF) was established by the City Council on October 18, 2004, which shall provide the City a cushion to help absorb costs during economic downturns and/or budget shortfalls. The BSF must maintain a minimum balance of \$2,000,000 or five percent of the city's general fund operating expenses, whichever is greater, but no more than \$7,500,000 or 25 percent of the City's annual general fund operating expenses, whichever is greater. One-time revenues and projected recurring revenues that exceed ten percent or more from previous fiscal years are deposited into the fund. Appropriations from the Budget Stabilization Fund require a majority vote of the City Council and may be made to balance the General Fund budget.

### **Economic Development Fund**

During Fiscal Year 2004-05, the City Council adopted Resolution No.02-9703 that transferred \$6 million from the General Fund reserve to the newly created Economic Development Fund to provide financing for economic development activities within the City.



The Economic Development Fund revenues include Business Improvement District Tax (BID) collected on business license applications, an allocation of 8.8 percent of the City's Measure M proceeds, rental income, and transferred funds from the Pittsburg Power

Company. Total revenues are estimated at \$827,000 with operating expenses of \$882,000 in FY 2021-22.

### **Citywide Lighting and Landscape District**

In 1988 the City established a Citywide Assessment District 1988-01 to fund the following services:

- Park maintenance, including park-related structures (restrooms, park facilities)
- Street median and right-of-way landscaping maintenance
- Street tree maintenance
- Sidewalk repair related to street tree damage only
- Streetlight energy maintenance and replacement costs



In June 2007, voters approved the \$25 per benefit factor for each residential land use, resulting in a total assessment of \$102.18 per residential unit and \$77.18 for commercial, institutional, churches, parking lots and nonprofit parcels. Assessment collections averages a little over \$3.0 million annually.

### **Lighting and Landscaping - Oak Hills Assessment District**

In 1988 the City established a Citywide Assessment District 1988-02 Oak Hills to fund the following services:

- Right-of-way landscaping maintenance
- Street tree maintenance
- Sidewalk repair related to street tree damage only
- Streetlight energy maintenance and replacement costs

The assessment per benefit factor is \$77.18. There are 440 single family parcels in the district. The assessments collected are estimated to be \$33,959 in FY 2021-22.

### **Gas Tax Fund – Highway Users Tax Account (HUTA)**

The State of California imposes per-gallon excise taxes on gasoline and diesel fuel, sales taxes on gasoline and diesel fuel and registration taxes on motor vehicles with allocations dedicated to transportation purposes. These allocations and grant monies are to be used for the maintenance, repair, and design of streets. The use of gas tax funds is restricted to street expenditures by State and Federal legislation. Revenue from the motor vehicle fuel taxes imposed are allocated under the following:

**Section 2103** - Beginning in Fiscal Year 2010-11, Section 2103 was added to allocate funds from a new motor vehicle fuel excise tax that replaced previous city and county allocations from the Proposition 42 sales tax on gasoline. Section 2103 is known as the “fuel tax swap of 2010”. The funds are allocated to cities on a per capita basis and to counties based on the proportion of registered vehicles and maintained county road miles.

**Section 2105** – Allocates 11.5 percent of the tax revenues in excess of 9 cents per gallon monthly among cities based on population.

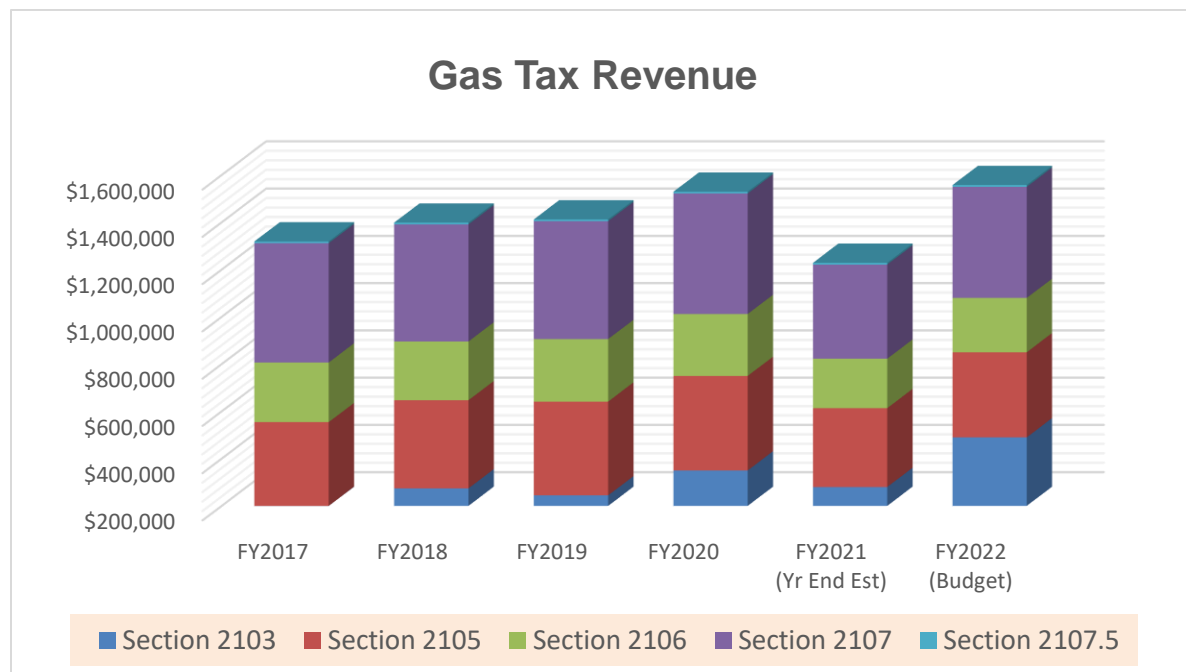
**Section 2106** – Revenues equal to 1.04 cents per gallon are allocated as follows:

- \$7.2 million per year to the State Bicycle Transportation Account
- \$400 per month to each city
- \$800 per month to each county
- The residual amount to each county and cities based on registered vehicles.

**Section 2107** – Monthly allocations to cities of \$1.315 cents per gallon of gasoline, \$1.8 cents per gallon of diesel, and \$2.59 per liquefied petroleum gas.

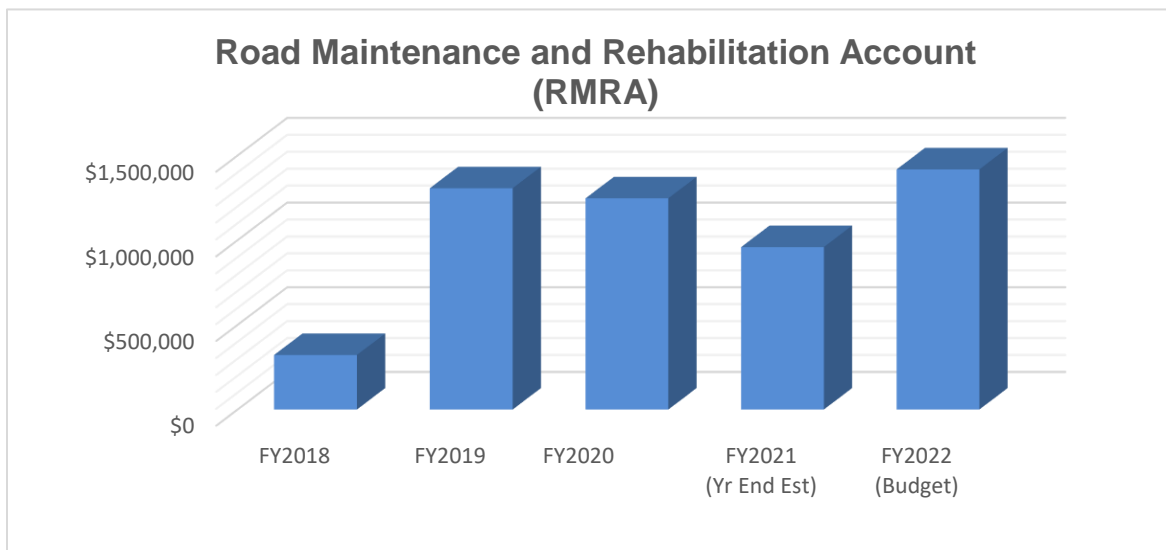
**Section 2107.5** – Funds (about \$2.6 million per year) are allocated to cities annually in July based on population. Funds must be used for engineering costs and administrative expenses related to city streets.

Impacts due to the Covid-19 pandemic have caused declines in fuel consumption and vehicle sales, which has reduced state transportation tax revenue as reflected in our lower estimate of \$1.2 million in FY 2020-21. However, based on projections from California League of Cities and increase in gas prices, City staff estimate gas tax revenue to increase to \$1.6 million in FY 2021-22.



## **SB-1 Gas Tax Fund – Road Maintenance and Rehabilitation Account (RMRA)**

The Road Maintenance and Rehabilitation Account (RMRA) bill was enacted under the Road Repair and Accountability Act of 2017 also known as SB-1. Announced on March 29, 2017, SB-1 increased the gasoline excise tax by \$0.12 cents per gallon and \$0.20 cents per gallon to the diesel fuel excise tax effective November 1, 2017, in addition to other vehicle registration tax and fee increases that became effective on January 1, 2018. Unlike the HUTA funds, SB-1 revenues must be used for road maintenance and rehabilitation projects and contains specific accountability and reporting requirements. It requires the City to submit an annual report of project completion to the California Transportation Commission (CTC) to receive RMRA funds. A recall measure to eliminate this increase in tax on November 2018 did not make the ballot, as it failed to collect enough valid signatures. Based on updated projections from California League of Cities with consideration of Covid-19 impact and increasing gas prices, the City estimate \$1.4 million in revenue in FY 2021-22.



## **Housing Authority Fund**

The Federal Housing and Urban Development Department (HUD) provides housing vouchers to eligible low-income families, the elderly, and the disabled allowing them to afford decent, safe, and sanitary housing in the private market.

HUD also provides housing vouchers to homeless veterans participating in the HUD Veterans Affairs Supportive Housing (VASH) Program. The HUD-VASH program combines the HUD Housing Choice Voucher rental assistance for homeless veterans with the case management and clinical services provided by the Department of Veterans Affairs (VA) at its medical centers in the community. The City's Housing Authority manages the HUD system and is reimbursed for vouchers issued by HUD. Additional

information regarding the housing authority revenue assumptions can be found in the Overview Section labeled Housing Authority 7-Year Forecast and Balancing Plan.

### **Kirker Creek Drainage Fund**

The City collects fees from developers of properties that are within the Kirker Creek Watershed Drainage Area. These fees are deposited into a separate special revenue fund to be expended solely for land acquisition, construction, engineering, administration, repair maintenance and operating of planned drainage facilities within the drainage area, or to reduce the principal or interest of any bonded indebtedness of the drainage area.

### **Measure J Fund**

In 1988, the Contra Costa County voters approved a one-half cent sales tax called Measure C for the purpose of funding transportation projects within the County. The imposition of the sales tax expired March 31, 2009 and was replaced with Measure J. This measure allocates sales tax to cities within the County based on population and road mileage. These funds may be used only for transportation and transit related projects. City staff estimates allocations from the county at \$743,000 in FY 2020-21 and \$1,000,000 in FY 2021-22 due to increased gas prices.

### **National Pollutant Discharge Elimination System (NPDES)**

NPDES is a joint effort of the Planning, Engineering and Public Works departments through the Contra Costa County Clean Water Program. Since 1993, the City has worked with Contra Costa County, Contra Costa County Flood Control and Water Conservation District and 15 other cities in the county to meet federal mandates for minimizing pollutants in storm water runoff.

Revenues are used to fund its pro-rata share of the Clean Water Program's staffing and overhead costs as well as local level activities necessary to comply with provisions of the



joint Municipal Regional Permit (MRP). Contra Costa County collects a property assessment of \$30 per Equivalent Runoff Unit each year on behalf of the City to fund its clean water activities. The fee cannot be increased without a two-thirds majority vote of property owners. Revenue is estimated to be at \$1.3 million in FY 2021-22.

### **Park Maintenance Community Facility District (CFD 2007-1)**

The Park Maintenance CFD 2007-1 is dedicated to enhancing the quality of life for the citizens and visitors of the district and provides a level of grounds care and customer service that promotes a positive community image. There is a total of 1,461 parcels in the district. In FY 2021-22 CFD collections are estimated to be \$116,081 with maximum special tax rate per residential unit of \$65.88. Additionally, on June 2006 the City entered into a joint use agreement with Mount Diablo Unified School (MDUSD) of which MDUSD will pay its share of 50 percent of the annual maintenance cost of Delta View Elementary School (Lasater) Park. City estimates its 50 percent share at \$40,000 in FY 2021-22.



### **Public, Education & Government Fees (PEG)**

The California Public Utility Commission (CPUC) administers certain provisions of the state franchises under the Digital Infrastructure and Video Competition Act (DIVCA). Some areas of DIVCA are administered by the City, specifically, the collection of franchise fees, PEG issuance, and enforcement of customer service standards. Each state franchise holder shall remit to the City a fee to support PEG channel facilities in the amount of one percent of the gross revenues of the state franchise holder. Revenues collected shall be only expended for the purpose of supporting PEG channel facilities. The City receives one percent of gross receipts from Comcast Cable and AT&T U-Verse. The City anticipates receiving \$120,000 (\$100,000 from Comcast and \$20,000 from AT&T) in FY 2021-22.

### **Park Dedication Fee Fund**

The City collects Park Dedication Fees in lieu of land from developers of properties and deposits these monies in this separate special revenue fund. These funds may be used



for the design, development and construction of new parks or the expansion and rehabilitation of existing parks within the City.

### **Railroad Avenue Specific Plan Area Community Facilities District (CFD 2014-1)**

On March 3, 2014, the City Council adopted the formation of the Railroad Avenue Specific Plan Area CFD 2014-1. This is a one-time special tax to finance the construction of a Bay Area Rapid Transit (BART) station at the intersection of Railroad Avenue and Highway 4. This levy will also fund the acquisition and development of certain public facilities in and for the City which includes roadway widening and construction of pedestrian and bicycle pathways, public transportation improvements, bicycle facilities and public parking, construction of a plaza and streetscape as well as installation of public art. The special levy tax rate ranges from \$660/unit to \$2,000/unit based on tax zone for residential properties and \$0.49/square foot to a maximum of \$1.50/square foot based on tax zone for non-residential properties. Effective July 1, 2014, and each July thereafter, these rates increase by 2 percent annually. City staff estimates revenue to be at \$13,919 in FY 2021-22.



### **Southwest Pittsburg GHAD II**

On February 20, 2001, the City Council created the Southwest Pittsburg Geological Hazard Abatement District II (GHAD) as a separate legal entity from the City to provide maintenance of slopes in the open space areas of Southwest Pittsburg. Funding for the GHAD is provided through assessment fees levied on the property taxes of the homes built in the hillside areas. Of the approximately 2,401 parcels included in the district, most are single-family units under two acres in Oak Hills and San Marco and are assessed \$242.82 per year. Detached single-family unit parcels located in the Vista Del Mar subdivision are assessed \$419.62 per year. This fund centralizes the accounting for the revenues and expenses associated with GHAD as required by law. City staff estimates special assessment fees to come in at \$966,000 in FY 2020-21 and \$956,000 in FY 2021-22.

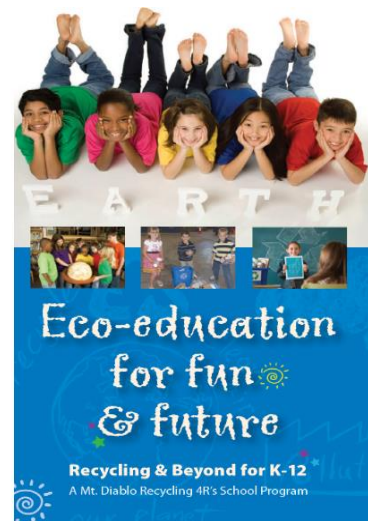
### **San Marco Community Facilities District (CFD 2004-1)**

On June 7, 2004, the City Council approved the formation of the San Marco CFD 2004-1 to provide police services to the surrounding area. There are a total of 1,175 taxable parcels and City staff estimates revenue to be \$1,128,000 in FY 2020-21 and \$1,122,000 in FY 2021-22.

### **Solid Waste Fund**

Under the Recycling Center and Transfer Stations (RCTS) operating agreement with the Contra Costa Waste Service, Inc. (CCWS), the City receives a Recycling and Inspection Fee of a flat rate (\$1.91/ton effective October 2018) plus annual CPI adjustment on all solid waste and recycled material accepted at the transfer station.

Solid Waste Management creates and implements programs and services for schools, City offices, businesses, and the community by promoting waste prevention, reuse and recycling to meet the state-mandated, AB 939 (50 percent waste diversion requirements leading to the eventual 'zero-waste' formula). With a slight increase anticipated in tonnage (approximately 314,000 tons at \$1.99/ton), city staff expects solid waste recycling and inspection fee revenue from CCWS to increase from \$625,000 in FY 2020-21 to \$700,000 in FY 2021-22.



### **Vista Del Mar Community Facilities District (CFD 2005-2)**

On September 19, 2005, the City Council approved the formation of the Vista Del Mar CFD 2005-2. The authorized services funded by the special tax revenue include police protection services for the residents within the CFD. There is a total of 518 residential parcels. Staff estimates revenue in the amount of \$367,000 in FY 2020-21 and \$386,000 in FY 2021-22.

### **Public Safety Community Facilities District (CFD 2005-1)**

On August 1, 2005, the City Council approved the formation of the Public Safety Services CFD 2005-1 to provide funding for public safety services to residents and businesses within the district. There is a total of 683 residential and non-residential parcels. Staff estimates revenues to be \$756,000 for FY 2021-22, with maximum special tax rates per residential unit of \$744.90 and \$1,489.81 per acre for non-residential.

## ➤ MAJOR REVENUE SOURCES – FIDUCIARY FUNDS

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### **Successor Agency to the Former Pittsburg Redevelopment Agency - Redevelopment Obligation Retirement Fund**

AB1X 26, adopted in June 2011, required redevelopment agencies to be dissolved and replaced with Successor Agencies responsible for winding down the affairs of the redevelopment agencies including disposing of their assets. The City is the Successor Agency to the former Pittsburg Redevelopment Agency. Successor Agencies must adopt Recognized Obligation Payment Schedules (ROPS) annually that identify enforceable obligations consisting of bonds, loans, payments required by governments (except pass-through payments), court judgments and settlements, legal contracts and agreements and contracts necessary for continued administration.



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## ➤ General Fund 20-Year Forecast

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In 2004, the City Council established a Budget Stabilization Fund (BSF) to assist with balancing the City's Funds, but primarily the City's General Fund, in the event revenues decline or the City experiences unexpected and/or uncontrollable cost escalations due to changes in the economy. When the BSF was established, Council ensured funding by requiring one-time General Fund monies be deposited into the Fund. Again, in 2012 and 2017, Council made modifications affecting the BSF by implementing and updating the Fiscal Sustainability Ordinance (FSO). These requirements ensure that the City's General, Internal Service, and Enterprise Funds be structurally balanced by maintaining a 30 percent minimum reserve. The BSF must also maintain a minimum of \$2,000,000 or five percent of the General Fund's operating expenses. To accomplish this, the City diligently reviews the fiscal health of the Funds.

The 20-year Forecast has been a great tool for Council and Management to develop current fiscal year budgets, while establishing longer-range forecasts that incorporate anticipated fluctuations of revenues and expenditures over the next 20 years. Council and Staff are aware of the continuing need to balance providing services with controlling costs and will continue to utilize this forecast model to address the City's fiscal projections. The accompanying 20-year forecast utilizes the latest information from both external experts and staff to project revenues and expenditure impacts on the General Fund.

Major assumptions used to develop long-term forecasts are as follows:

<b><u>Revenue Assumptions</u></b>	<b><u>Expenditure Assumptions</u></b>
<p>Total Revenues – are projected to increase by 4.4% during FY2021-22</p> <ul style="list-style-type: none"> <li>• Sales &amp; Use Taxes are projected by outside economic consultant</li> <li>• Increases in Housing, Commercial, and Industrial revenues starting in FY 22-23</li> <li>• Measure M Sales Tax revenues will expire June 2035</li> <li>• Successor Agency pass-through will end in FY 29-30, offset by additional property taxes in FY 30-31</li> <li>• New Hotel delayed, resulting in increased TOT income starting in FY 2022-23</li> </ul>	<p>Total Expenses – are projected to increase by 7.4% during FY 2021-22 including:</p> <ul style="list-style-type: none"> <li>• No cost of living adjustment for salaries is projected for FY 2021-22 pending outcome of ongoing negotiations with labor groups</li> <li>• Pension costs are projected by CalPERS</li> <li>• Health Care and other benefits costs continue to rise at a rate greater than the increase in revenues</li> <li>• The City's Lighting and Landscaping District is subsidized by the General Fund</li> <li>• FY2021-22 includes one time expenditure for new Police servers of \$510K</li> </ul>



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<b>City of Pittsburg 20-year General Fund Forecast</b>	<b>Projected Ending FY2020-21</b>	<b>Proposed Budget FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>FY 2025-26</b>	<b>FY 2026-27</b>	<b>FY 2027-28</b>	<b>FY 2028-29</b>	<b>FY 2029-30</b>	<b>FY 2030-31</b>
<b>Annual Revenues</b>											
Taxes - Property, Sales, TOT, Franchise & Motor Vehicle	29,919,059	32,124,822	33,071,927	32,850,972	33,815,120	34,811,658	35,841,763	36,906,655	38,007,603	39,145,921	40,551,654
Fees, Intergovernmental, Permits, Fines and Service Charges	7,621,556	8,054,499	8,144,273	8,235,313	8,327,645	8,421,292	8,516,281	8,612,637	8,710,387	8,809,559	8,910,180
Transfers In from other City Funds	3,103,207	2,682,000	2,682,000	2,682,000	2,682,000	2,682,000	2,682,000	2,682,000	2,682,000	2,682,000	9,046,778
Other Revenues	6,622,799	6,834,007	7,069,167	7,319,199	7,367,629	7,539,976	7,719,344	7,871,334	8,075,321	8,467,083	6,811,993
<b>Total Annual Revenues</b>	<b>47,266,621</b>	<b>49,695,328</b>	<b>50,967,367</b>	<b>51,087,484</b>	<b>52,192,393</b>	<b>53,454,926</b>	<b>54,759,388</b>	<b>56,072,626</b>	<b>57,475,311</b>	<b>59,104,563</b>	<b>65,320,605</b>
<b>Potential New or Short Term Revenues</b>											
Police Grants	918,705	620,000	650,000	650,000	650,000	650,000	-	-	-	-	-
City Property Lease Revenue	-	-	-	-	-	-	183,691	187,570	191,546	195,622	199,799
New Hotel TOT	-	-	142,898	428,693	571,590	583,022	594,682	606,576	618,707	631,082	643,703
Commercial and Industrial Development	-	-	274,400	600,288	726,494	896,424	922,752	949,607	976,999	1,004,939	1,183,438
Housing Development Projects	-	-	79,979	79,979	148,131	75,699	108,141	120,157	108,141	156,955	273,545
<b>Total Potential New or Short Term Revenues</b>	<b>918,705</b>	<b>620,000</b>	<b>1,147,277</b>	<b>1,758,960</b>	<b>2,096,215</b>	<b>2,205,144</b>	<b>1,809,267</b>	<b>1,863,910</b>	<b>1,895,394</b>	<b>1,988,598</b>	<b>2,300,485</b>
<b>Total Revenues</b>	<b>48,185,326</b>	<b>50,315,328</b>	<b>52,114,644</b>	<b>52,846,443</b>	<b>54,288,608</b>	<b>55,660,070</b>	<b>56,568,654</b>	<b>57,936,536</b>	<b>59,370,706</b>	<b>61,093,161</b>	<b>67,621,090</b>
<b>Annual Expenses</b>											
Salaries	19,181,093	20,315,524	20,518,679	20,723,866	20,931,105	21,140,416	21,351,820	21,565,338	21,780,991	21,998,801	22,218,789
Vacancy Rate/Attrition Savings	-	(950,089)	(966,342)	(995,333)	(1,025,193)	(1,055,948)	(1,087,627)	(1,120,256)	(1,153,863)	(1,188,479)	(1,224,134)
CalPERS	5,057,916	5,534,002	6,650,624	7,549,699	8,359,268	8,929,239	9,584,713	10,173,703	10,768,220	11,367,279	11,970,893
CCCERA, Pension Bonds & 115 Trust	3,208,121	3,237,335	3,620,962	3,659,274	3,698,462	3,738,427	3,577,505	3,614,645	3,649,805	3,689,587	3,730,442
Benefits & Insurance	6,250,084	7,690,551	8,157,147	8,657,755	9,194,966	9,771,571	10,390,580	11,055,236	11,769,039	12,535,760	13,359,466
Contractual and Professional Services	8,352,138	8,410,969	8,594,189	8,851,522	9,044,466	9,241,747	9,443,464	9,649,723	9,860,628	10,076,288	10,296,816
Transfers Out and Other Costs	5,187,276	5,942,520	6,157,746	6,256,026	6,356,244	6,458,447	6,562,684	6,669,006	6,777,466	6,888,117	7,001,015
Pavement Maintenance	500,000	600,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
One Time Expense	-	510,000	340,000	340,000	-	-	-	-	-	-	-
<b>Total Annual Expenses</b>	<b>47,736,628</b>	<b>51,290,812</b>	<b>53,573,004</b>	<b>55,542,811</b>	<b>57,059,318</b>	<b>58,723,897</b>	<b>60,323,139</b>	<b>62,107,395</b>	<b>63,952,286</b>	<b>65,867,353</b>	<b>67,853,286</b>
<b>Proposed Adjustments</b>											
New Revenues or Reductions not yet identified	-	-	(1,250,000)	(2,500,000)	(2,550,000)	(2,850,000)	(3,550,000)	(3,950,000)	(4,400,000)	(4,550,000)	-
<b>Net Expenses</b>	<b>47,736,628</b>	<b>51,290,812</b>	<b>52,323,004</b>	<b>53,042,811</b>	<b>54,509,318</b>	<b>55,873,897</b>	<b>56,773,139</b>	<b>58,157,395</b>	<b>59,552,286</b>	<b>61,317,353</b>	<b>67,853,286</b>
<b>Use or Surplus of General Fund Reserves</b>	<b>448,698</b>	<b>(975,484)</b>	<b>(208,361)</b>	<b>(196,367)</b>	<b>(220,710)</b>	<b>(213,827)</b>	<b>(204,485)</b>	<b>(220,859)</b>	<b>(181,581)</b>	<b>(224,192)</b>	<b>(232,196)</b>
General Fund Reserve Balance	20,172,609	18,443,467	18,333,502	18,262,514	18,144,187	18,034,767	17,986,733	17,894,389	17,843,409	17,731,924	17,589,561
General Fund Reserve held in Property	-	-	6,000,000	7,200,000	7,000,000	7,500,000	7,600,000	7,800,000	7,900,000	8,000,000	8,000,000
<b>Total General Fund Reserve</b>	<b>20,172,609</b>	<b>18,443,467</b>	<b>24,333,502</b>	<b>25,462,514</b>	<b>25,144,187</b>	<b>25,534,767</b>	<b>25,586,733</b>	<b>25,694,389</b>	<b>25,743,409</b>	<b>25,731,924</b>	<b>25,589,561</b>
Compliance with Fiscal Sustainability Ordinance	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Indicates significant Changes											

<b>City of Pittsburg 20-year General Fund Forecast</b>	<b>FY 2031-32</b>	<b>FY 2032-33</b>	<b>FY 2033-34</b>	<b>FY 2034-35</b>	<b>FY 2035-36</b>	<b>FY 2036-37</b>	<b>FY 2037-38</b>	<b>FY 2038-39</b>	<b>FY 2039-40</b>	<b>FY 2040-41</b>
<b>Annual Revenues</b>										
Taxes - Property, Sales, TOT, Franchise & Motor Vehicle	42,012,405	43,530,440	45,108,122	46,747,915	40,400,093	41,849,833	43,356,841	44,923,515	46,552,357	48,245,979
Fees, Intergovernmental, Permits, Fines and Service Charges	9,012,279	9,115,885	9,221,029	9,327,742	9,436,055	9,546,000	9,657,612	9,770,923	9,885,970	10,002,788
Transfers In from other City Funds	9,174,074	9,303,915	9,436,353	9,571,440	9,709,229	9,849,774	9,993,129	10,139,352	10,288,499	10,440,629
Other Revenues	6,801,774	6,929,519	7,084,087	7,232,432	7,396,615	7,576,247	7,733,643	7,873,258	8,043,489	8,071,958
<b>Total Annual Revenues</b>	<b>67,000,531</b>	<b>68,879,759</b>	<b>70,849,592</b>	<b>72,879,529</b>	<b>66,941,991</b>	<b>68,821,854</b>	<b>70,741,224</b>	<b>72,707,048</b>	<b>74,770,315</b>	<b>76,761,354</b>
<b>Potential New or Short Term Revenues</b>										
Police Grants	-	-	-	-	-	-	-	-	-	-
City Property Lease Revenue	204,081	208,470	212,969	217,580	222,306	227,151	232,117	256,974	282,827	309,714
New Hotel TOT	656,577	669,709	683,103	696,765	710,700	724,914	739,413	754,201	769,285	784,671
Commercial and Industrial Development	1,215,507	1,248,217	1,281,581	1,345,613	1,380,925	1,416,944	1,453,683	1,491,156	1,529,379	1,568,367
Housing Development Projects	144,188	120,157	120,157	156,204	167,018	146,591	91,319	1,012,173	1,012,173	1,472,251
<b>Total Potential New or Short Term Revenues</b>	<b>2,220,354</b>	<b>2,246,553</b>	<b>2,297,810</b>	<b>2,416,162</b>	<b>2,480,950</b>	<b>2,515,600</b>	<b>2,516,531</b>	<b>3,514,503</b>	<b>3,593,664</b>	<b>4,135,002</b>
<b>Total Revenues</b>	<b>69,220,885</b>	<b>71,126,312</b>	<b>73,147,402</b>	<b>75,295,691</b>	<b>69,422,941</b>	<b>71,337,454</b>	<b>73,257,755</b>	<b>76,221,551</b>	<b>78,363,979</b>	<b>80,896,356</b>
<b>Annual Expenses</b>										
Salaries	22,440,977	22,665,387	22,892,041	23,120,961	23,352,171	23,585,693	23,821,550	24,059,765	24,300,363	24,543,366
Vacancy Rate/Attrition Savings	(1,260,858)	(1,298,683)	(1,337,644)	(1,377,773)	(1,419,106)	(1,461,680)	(1,505,530)	(1,550,696)	(1,597,217)	(1,645,133)
CalPERS	12,511,758	13,195,840	13,816,203	14,442,178	15,075,781	15,713,028	16,357,934	17,010,516	17,667,791	18,332,776
CCCERA, Pension Bonds & 115 Trust	3,762,077	3,767,279	3,805,882	3,647,196	248,014	248,014	248,014	248,014	248,014	248,014
Benefits & Insurance	14,244,541	15,195,717	16,218,094	17,317,173	18,498,889	19,769,642	21,136,340	22,606,431	24,187,952	25,889,576
Contractual and Professional Services	10,522,324	10,752,929	10,988,751	11,229,912	11,476,539	11,728,758	11,986,703	12,250,508	12,520,310	12,796,253
Transfers Out and Other Costs	7,116,217	7,233,784	7,353,775	7,365,748	7,314,054	7,427,349	7,542,619	7,659,898	7,779,226	7,900,639
Pavement Maintenance	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
One Time Expense	-	-	-	-	-	-	-	-	-	-
<b>Total Annual Expenses</b>	<b>69,837,037</b>	<b>72,012,252</b>	<b>74,237,102</b>	<b>76,245,396</b>	<b>75,046,341</b>	<b>77,510,805</b>	<b>80,087,629</b>	<b>82,784,435</b>	<b>85,606,439</b>	<b>88,565,491</b>
<b>Proposed Adjustments</b>										
New Revenues or Reductions not yet identified	(350,000)	(650,000)	(850,000)	(700,000)	(5,400,000)	(6,000,000)	(6,500,000)	(6,400,000)	(7,000,000)	(7,500,000)
<b>Net Expenses</b>	<b>69,487,037</b>	<b>71,362,252</b>	<b>73,387,102</b>	<b>75,545,396</b>	<b>69,646,341</b>	<b>71,510,805</b>	<b>73,587,629</b>	<b>76,384,435</b>	<b>78,606,439</b>	<b>81,065,491</b>
<b>Use or Surplus of General Fund Reserves</b>	<b>(266,152)</b>	<b>(235,940)</b>	<b>(239,700)</b>	<b>(249,705)</b>	<b>(223,400)</b>	<b>(173,351)</b>	<b>(329,874)</b>	<b>(162,884)</b>	<b>(242,460)</b>	<b>(169,135)</b>
General Fund Reserve Balance	17,440,391	17,923,602	18,405,245	18,279,097	18,181,490	18,111,189	17,886,646	17,831,397	17,673,899	17,632,078
General Fund Reserve held in Property	8,000,000	8,000,000	8,000,000	8,000,000	8,000,000	8,000,000	8,000,000	8,000,000	8,500,000	8,500,000
<b>Total General Fund Reserve</b>	<b>25,440,391</b>	<b>25,923,602</b>	<b>26,405,245</b>	<b>26,279,097</b>	<b>26,181,490</b>	<b>26,111,189</b>	<b>25,886,646</b>	<b>25,831,397</b>	<b>26,173,899</b>	<b>26,132,078</b>
Compliance with Fiscal Sustainability Ordinance	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Indicates significant Changes										



**Summary of Fund Condition  
Table 1**

	Estimated Reserves 6/30/2021 <sup>1</sup>	Projected Revenues 2021-22	Transfers-In	Projected Expenditures 2021-22	Transfers-Out	Estimated Balance June 30, 2022
<b>General Fund</b>						
General	19,907,716	45,453,078	4,862,250	48,473,876	2,816,936	18,932,232
<b>Subtotal, General fund</b>	<b>\$ 19,907,716</b>	<b>\$ 45,453,078</b>	<b>\$ 4,862,250</b>	<b>\$ 48,473,876</b>	<b>\$ 2,816,936</b>	<b>\$ 18,932,232</b>
<b>Internal Service Funds</b>						
Building Maintenance	788,207	2,098,788	20,000	2,233,888	11,938	661,169
Fleet Maintenance	1,071,019	2,116,954	-	2,982,555	9,972	195,446
Fringe Benefits	1,140,641	1,731,087	-	1,724,775	-	1,146,953
Information Communication Services	1,019,083	1,305,975	-	1,635,831	-	689,227
Insurance	649,766	2,127,211	-	2,097,211	-	679,766
Other Post-Employment Benefits (OPEB) <sup>2</sup>	311,995	1,840,320	400,000	2,239,425	-	312,890
Pension Trust/Reserve Fund <sup>3</sup>	-	60,000	-	10,000	-	50,000
<b>Subtotal, Internal Service Funds</b>	<b>\$ 4,980,711</b>	<b>\$ 11,280,335</b>	<b>\$ 420,000</b>	<b>\$ 12,923,685</b>	<b>\$ 21,910</b>	<b>\$ 3,735,451</b>
<b>Enterprise Funds</b>						
Island Energy	4,321,626	7,391,000	-	6,647,301	28,792	5,036,533
Marina	1,168,096	2,398,139	-	2,443,458	16,994	1,105,783
Pittsburg Power	4,310,729	3,236,759	55,850	1,951,511	715,197	4,936,630
Sewer Utility	3,138,752	5,279,723	771,414	4,774,594	833,596	3,581,699
Water Front Operations	386,932	1,502,704	-	1,082,692	13,343	793,601
Water Utility	24,490,952	26,370,202	817,600	26,103,659	1,164,307	24,410,788
Zone 2 Reservoir	-	6,513	-	-	-	6,513
<b>Subtotal, Enterprise Funds</b>	<b>\$ 37,817,087</b>	<b>\$ 46,185,040</b>	<b>\$ 1,644,864</b>	<b>\$ 43,003,215</b>	<b>\$ 2,772,229</b>	<b>\$ 39,871,547</b>
<b>Special Revenue Funds</b>						
Assets Seizure	64,397	-	-	-	-	64,397
Budget Stabilization	2,445,285	-	-	-	-	2,445,285
CA Energy Conservation Program	4	-	74,500	74,497	-	7
CalHome Program	203,971	102,000	-	100,000	-	205,971
California Theatre	6,891	-	100,000	92,614	-	14,277
CFD 2021-1 Tuscany Meadows	-	45,600	-	-	-	45,600
COPS Hiring Recovery	-	-	-	-	-	-
Economic Development	812,670	627,000	200,000	830,602	51,264	757,804
Emergency Operations Center	21,004	-	82,000	62,000	20,000	21,004
Energy Efficiency and Conservation	-	-	-	-	-	-
Fire District CFD	12,864	16,560	-	2,570	-	26,854
Gas Tax	48,691	1,564,500	-	430,000	1,170,000	13,191
Gas Tax - Road Maint & Rehab (RMRA)	131,094	1,432,291	-	1,481,180	-	82,205
General Plan Update	281,678	3,600	160,000	160,000	-	285,278
GHAD Administration	206,315	1,000	510,000	369,472	4,073	343,770
Golf Course	(3,032)	-	-	-	-	(3,032)
Hillview Jr. High Athletic Field (Mainte	419,774	4,000	-	-	-	423,774
Housing Authority-Section 8	544,088	21,915,604	-	21,892,192	18,680	548,820
HUD Community Development Block Grant	158,691	1,332,236	-	1,002,457	163,545	324,925
Lighting and Landscape	274,620	3,076,649	1,904,986	4,871,882	109,753	274,620
Lighting and Landscaping Oak Hill	57,755	34,359	1,500	45,567	-	48,047
Local Law Enforcement Block Grant	(45,878)	45,878	-	-	-	-
Marina Dredging & Infrastructure Improve	656,159	-	-	100,500	-	555,659
Marina Vista Field Replacement	314,580	3,000	-	-	-	317,580
Measure C Tax Fund	3,658	1,000,000	-	200,000	710,000	93,658
Miscellaneous Grants	(269,846)	276,953	-	-	-	7,107
Neighborhood Stabilization	47,638	400	-	-	-	48,038
Other Impact Fees Fund	40,209	5,000	-	-	-	45,209
Park Maintenance CFD 2007-1	158,485	156,881	-	78,204	702	236,460
Project Amenities Mgmt (CFD 2015-1)	87,607	53,114	-	3,400	-	137,321
Public Safety CFD 2005-1	129,573	757,209	-	4,900	700,000	181,882
Public, Education & Gov't Fees (PEG)	837,298	127,000	-	375,000	-	589,298
R/R AVE SPECIFIC PLAN (E-BART) CFD 2014-	345,109	14,069	-	-	-	359,178
Regional Freeway Security Fund	(53,940)	53,940	-	-	-	-
San Marco CFD 2004-1	142,629	1,121,941	-	10,000	1,050,000	204,570
Small Cities Grant	5,961	-	10,000	5,000	-	10,961
Solid Waste	546,732	709,000	-	609,529	4,213	641,990
Southwest Pittsburg GHAD II	4,657,999	1,010,636	-	268,430	510,000	4,890,205
Storm Water Utility NPDES	489,406	1,262,431	-	1,629,005	10,983	111,849
Successor Agency Housing Fund	5,141,592	272,039	-	330,207	562	5,082,862
US EPA Grants	61,290	1,630,738	-	1,573,238	-	118,790
Vista Del Mar CFD 2005-2	36,628	385,858	-	690	380,000	41,796
<b>Subtotal, Special Revenue Funds</b>	<b>\$ 19,019,649</b>	<b>\$ 39,041,486</b>	<b>\$ 3,042,986</b>	<b>\$ 36,603,136</b>	<b>\$ 4,903,775</b>	<b>\$ 19,597,210</b>

	Estimated Reserves 6/30/2021 <sup>1</sup>	Projected Revenues 2021-22	Transfers-In	Projected Expenditures 2021-22	Transfers-Out	Estimated Balance June 30, 2022
<b>Capital Projects Funds</b>						
Bailey Road Maintenance	1,648,822	113,000	-	-	-	1,761,822
Capital Improvement	60,172	-	600,000	-	-	660,172
Community Capital Improvement	77,998	3,100	-	-	-	81,098
Inclusionary Housing	420,121	4,000	-	-	-	424,121
Infrastructure Repair & Replacement	32,508	-	-	-	-	32,508
Kirker Creek Drainage Fees	360,773	3,000	-	-	-	363,773
Park Dedication	1,049,348	2,665,401	-	567,326	-	3,147,423
Proposition 1B Local ST Road Impr	-	-	-	-	-	-
RDA - Project Fund	48,640	-	-	-	-	48,640
Recycled Water Capital Maintenance	33,427	395	-	-	-	33,822
Regional Traffic Mitigation	81,995	1,100	-	1,000	-	82,095
Traffic Impact Fair Share	524,961	5,500	-	-	-	530,461
Traffic Mitigation	3,435,601	1,025,699	-	84,856	-	4,376,444
<b>Subtotal, Capital Projects Funds</b>	<b>\$ 7,774,366</b>	<b>\$ 3,821,195</b>	<b>\$ 600,000</b>	<b>\$ 653,182</b>	<b>\$ -</b>	<b>\$ 11,542,379</b>
<b>Successor Agency to RDA Funds</b>						
RDA - Housing S/A TAB 2006A	1,596,713	40,000	729,540	717,772	-	1,648,481
RDA - TAB 1999	22,107,228	-	8,761,684	5,156,684	-	25,712,228
RDA - TAB 2004A	-	30,000	-	-	30,000	-
RDA-Tax Increment	1,170,691	130,853	245,239	371,850	33,263	1,141,670
Redevelopment Obligation Retirement Fund	-	33,231,050	-	-	33,231,050	-
Successor Agency to RDA - TAR B 2014	-	10,000	4,094,196	7,542,571	-	(3,438,375)
Successor Agency to RDA - TAR B 2016A	-	1,000	11,656,342	12,031,467	-	(374,125)
Successor Agency to RDA - TAR B 2016B	-	-	-	-	-	-
Successor Agency to RDA - TAR B 2016C	-	1,000	6,487,485	6,487,485	-	1,000
Successor to RDA - HSG S/A TAR B 2016A	-	5,000	1,319,827	1,309,331	-	15,496
<b>Subtotal, Successor Agency to RDA Funds</b>	<b>\$ 24,874,632</b>	<b>\$ 33,448,903</b>	<b>\$ 33,294,313</b>	<b>\$ 33,617,160</b>	<b>\$ 33,294,313</b>	<b>\$ 24,706,375</b>
<b>Debt Service Funds<sup>4</sup></b>						
Assessment Districts Fund	5,994,295	333,900	-	328,187	-	6,000,008
Pension Obligations	3,264,156	4,406,317	-	4,406,317	-	3,264,156
RDA - Housing Set-Aside TABS - 2004A	-	-	-	-	-	-
RDA - TAR B 1992	-	-	-	-	-	-
RDA - TAR B 1993A	-	-	-	-	-	-
Re-Assessment District 2011-1	-	1,338,500	-	1,380,595	-	(42,095)
San Marco CFD 2009-1	-	1,445,184	-	33,000	-	1,412,184
Vista Del Mar CFD Bond 2005	-	748,080	-	731,694	-	16,386
Water Utility	692,308	7,800	-	-	-	700,108
<b>Subtotal, Successor Agency to RDA Funds</b>	<b>\$ 9,950,759</b>	<b>\$ 8,279,781</b>	<b>\$ -</b>	<b>\$ 6,879,793</b>	<b>\$ -</b>	<b>\$ 11,350,747</b>
<b>Total All Funds</b>	<b>\$ 124,324,920</b>	<b>\$ 187,509,818</b>	<b>\$ 43,864,413</b>	<b>\$ 182,154,047</b>	<b>\$ 43,809,163</b>	<b>\$ 129,735,941</b>

<sup>1</sup> Represents working capital and does not include fixed assets, inventory, long-term advances or loans

<sup>2</sup> Does not include CERBT trust funds held by CalPERS

<sup>3</sup> Pension trust funds are collected and disbursed to a trustee

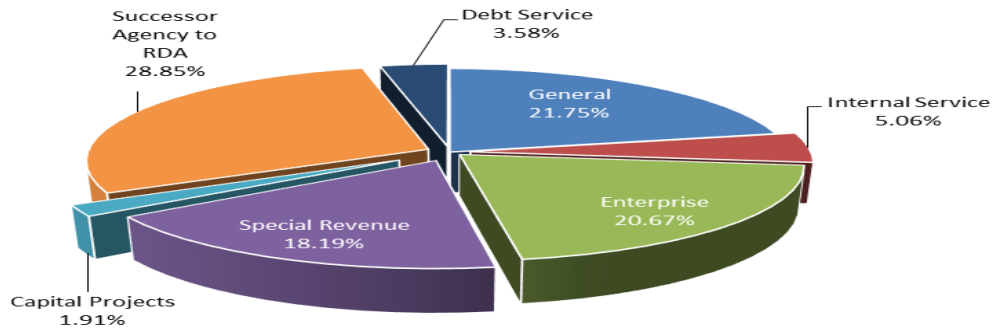
<sup>4</sup> Debt service fund balances include debt service reserves held by a trustee

**Summary of Revenues and Expenditures - All Funds**

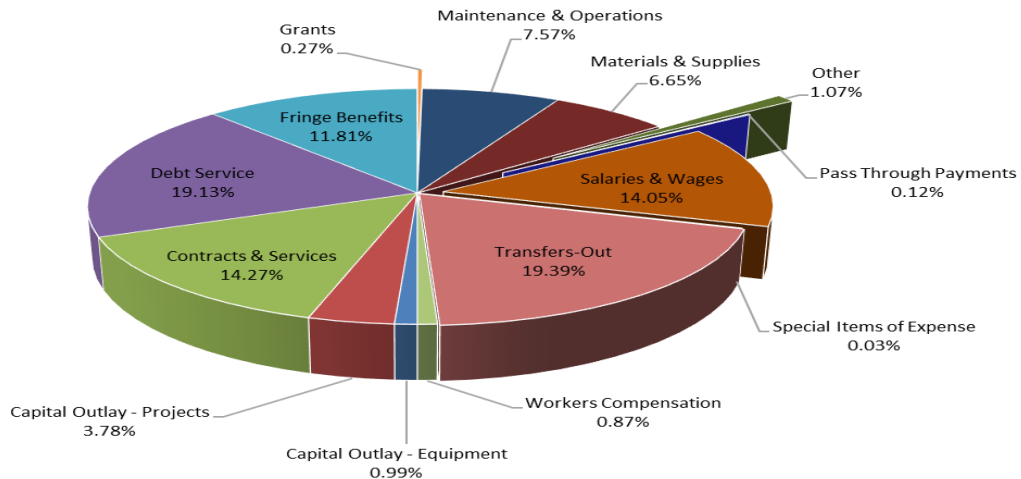
**Table 2**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Change from 2020-21	% Change
<b>Revenue</b>					
General	48,278,749	47,935,326	50,315,328	2,380,002	4.97
Internal Service	12,374,671	12,600,445	11,700,335	(900,110)	-7.14
Enterprise	54,194,576	47,905,832	47,829,904	(75,928)	-0.16
Special Revenue	36,016,035	51,074,127	42,084,472	(8,989,655)	-17.60
Capital Projects	4,189,275	9,882,671	4,421,195	(5,461,476)	-55.26
Redevelopment Agency	68,362,655	67,249,145	66,743,216	(505,929)	-0.75
Debt Service	8,683,264	8,113,041	8,279,781	166,740	2.06
<b>Total, Revenues</b>	<b>\$ 232,099,225</b>	<b>\$ 244,760,587</b>	<b>\$ 231,374,231</b>	<b>\$ (13,386,356)</b>	<b>-5.47%</b>
<b>Expenditure</b>					
Capital Outlay - Equipment	1,177,584	2,701,695	2,233,500	(468,195)	-17.33
Capital Outlay - Projects	6,234,148	46,320,910	8,551,180	(37,769,730)	-81.54
Contracts & Services	27,945,129	31,574,751	32,245,555	670,804	2.12
Debt Service	41,065,557	44,385,248	43,237,986	(1,147,262)	-2.58
Fringe Benefits	23,604,645	24,295,272	26,681,807	2,386,535	9.82
Grants	0	721,024	620,024	(101,000)	-14.01
Maintenance & Operations	15,999,691	17,182,453	17,094,969	(87,484)	-0.51
Materials & Supplies	12,278,940	14,032,696	15,034,064	1,001,368	7.14
Other	1,373,414	789,041	2,408,500	1,619,459	205.24
Other Reimbursements	597	6,253	0	(6,253)	-100.00
Pass Through Payments	286,514	271,682	269,000	(2,682)	-0.99
Salaries & Wages	29,601,453	31,435,546	31,741,940	306,394	0.97
Special Items of Expense	266,660	313,315	71,000	(242,315)	-77.34
Transfers-Out	55,614,175	46,088,948	43,809,163	(2,279,785)	-4.95
Workers Compensation	3,002,161	2,451,674	1,964,522	(487,152)	-19.87
<b>Total, Expenditures</b>	<b>\$ 218,450,668</b>	<b>\$ 262,570,508</b>	<b>\$ 225,963,210</b>	<b>\$ (36,607,298)</b>	<b>-13.94%</b>

**2021-22 Revenues by Fund Type**



**2021-22 Expenditures by Category**



**Revenue Source by Category and Object**  
**Table 3**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Change from 2020-21	% Change
<b>General Fund</b>					
Fines & Forfeitures	672,426	501,192	445,875	(55,317)	-11.04
Franchise Fees	4,619,312	4,150,566	4,596,720	446,154	10.75
Intergovernmental Revenue	4,376,902	4,780,363	3,489,675	(1,290,688)	-27.00
Other Revenues	2,108,862	2,125,601	2,167,112	41,511	1.95
Other Taxes	7,545,307	7,328,197	7,565,000	236,803	3.23
Permits, Licenses & Fees	2,006,059	2,840,871	3,787,170	946,299	33.31
Property Taxes	4,066,951	4,060,296	4,373,102	312,806	7.70
Sales Taxes	15,056,759	14,640,000	16,150,000	1,510,000	10.31
Service Fees	2,079,919	1,978,681	2,358,744	380,063	19.21
Transfers-In	4,979,236	5,133,207	4,862,250	(270,957)	-5.28
Use of Money & Property	767,016	396,352	519,680	123,328	31.12
<b>Subtotal, General Fund</b>	<b>\$ 48,278,749</b>	<b>\$ 47,935,326</b>	<b>\$ 50,315,328</b>	<b>\$ 2,380,002</b>	<b>4.97%</b>
<b>Internal Service</b>					
Operating Expenditures	-	1,200,000	-	(1,200,000)	-100.00
Other Revenues	6,610,490	5,159,283	5,745,804	586,521	11.37
Service Fees	5,298,259	5,581,162	5,534,531	(46,631)	-0.84
Transfers-In	465,922	660,000	420,000	(240,000)	-36.36
<b>Subtotal, Internal Service Funds</b>	<b>\$ 12,374,671</b>	<b>\$ 12,600,445</b>	<b>\$ 11,700,335</b>	<b>\$ (900,110)</b>	<b>-7.14%</b>
<b>Enterprise</b>					
Debt Service	57	-	-	-	-100.00
Fines & Forfeitures	23,683	6,299	-	(6,299)	-100.00
Franchise Fees	880,000	880,000	880,000	-	-
Intergovernmental Revenue	136,284	729,269	130,000	(599,269)	-82.17
Other Revenues	1,494,153	1,439,052	1,432,898	(6,154)	-0.43
Other Taxes	43,764	171,868	160,000	(11,868)	-6.91
Service Fees	37,564,658	40,775,128	41,157,121	381,993	0.94
Transfers-In	11,090,349	1,396,414	1,644,864	248,450	17.79
Use of Money & Property	2,961,628	2,507,802	2,425,021	(82,781)	-3.30
<b>Subtotal, Enterprise Funds</b>	<b>\$ 54,194,576</b>	<b>\$ 47,905,832</b>	<b>\$ 47,829,904</b>	<b>\$ (75,928)</b>	<b>-0.16%</b>
<b>Special Revenue</b>					
Fines & Forfeitures	33,829	31,534	0	(31,534)	-100.00
Franchise Fees	152,927	120,000	120,000	-	0.00
Intergovernmental Revenue	18,638,919	27,376,136	20,392,567	(6,983,569)	-25.51
Other Revenues	2,182,604	6,709,521	4,985,428	(1,724,093)	-25.70
Other Taxes	3,927,037	3,024,259	4,090,291	1,066,032	35.25
Sales Taxes	138,333	460,000	450,000	(10,000)	-2.17
Service Fees	275,191	356,722	66,000	(290,722)	-81.50
Special Assessments	7,040,093	7,979,076	7,853,807	(125,269)	-1.57
Transfers-In	2,929,604	4,567,939	3,042,986	(1,524,953)	-33.38
Use of Money & Property	697,498	448,940	1,083,393	634,453	141.32%
<b>Subtotal, Special Revenue Funds</b>	<b>\$ 36,016,035</b>	<b>\$ 51,074,127</b>	<b>\$ 42,084,472</b>	<b>\$ (8,989,655)</b>	<b>-17.60%</b>
<b>Capital Projects</b>					
Intergovernmental Revenue	263,182	879,023	100,000	(779,023)	-88.62
Other Revenues	640,438	4,276,761	-	(4,276,761)	-100.00
Service Fees	869,946	3,872,107	3,661,100	(211,007)	-5.45
Transfers-In	2,208,546	805,000	600,000	(205,000)	-25.47
Use of Money & Property	207,163	49,780	60,095	10,315	20.72
<b>Subtotal, Capital Projects Funds</b>	<b>\$ 4,189,275</b>	<b>\$ 9,882,671</b>	<b>\$ 4,421,195</b>	<b>\$ (5,461,476)</b>	<b>-55.26%</b>
<b>Successor Agency to RDA Funds</b>					
Debt Service	498,439	387,000	57,000	(330,000)	-85.27
Other Revenues	582,269	355,354	325,762	(29,592)	-8.33
Property Taxes	33,327,871	33,004,133	33,015,811	11,678	0.04
Service Fees	30,952	25,000	30,000	5,000	20.00
Transfers-In	33,813,579	33,416,848	33,294,313	(122,535)	-0.37
Use of Money & Property	109,545	60,810	20,330	(40,480)	-66.57
<b>Subtotal, Successor Agency to RDA Funds</b>	<b>\$ 68,362,655</b>	<b>\$ 67,249,145</b>	<b>\$ 66,743,216</b>	<b>\$ (505,929)</b>	<b>-0.75%</b>
<b>Debt Service Fund</b>					
Debt Service	92,181	53,500	34,500	(19,000)	-35.51
Service Fees	4,479,695	4,464,886	4,406,317	(58,569)	-1.31
Special Assessments	3,874,790	3,561,805	3,800,764	238,959	6.71
Transfers-In	126,939	-	-	-	-100.00
Use of Money & Property	109,659	32,850	38,200	5,350	16.29
<b>Subtotal, Debt Service Funds</b>	<b>\$ 8,683,264</b>	<b>\$ 8,113,041</b>	<b>\$ 8,279,781</b>	<b>\$ 166,740</b>	<b>2.06%</b>
<b>Total, All Funds</b>	<b>\$ 232,099,225</b>	<b>\$ 244,760,587</b>	<b>\$ 231,374,231</b>	<b>\$ (13,386,356)</b>	<b>-5.47%</b>

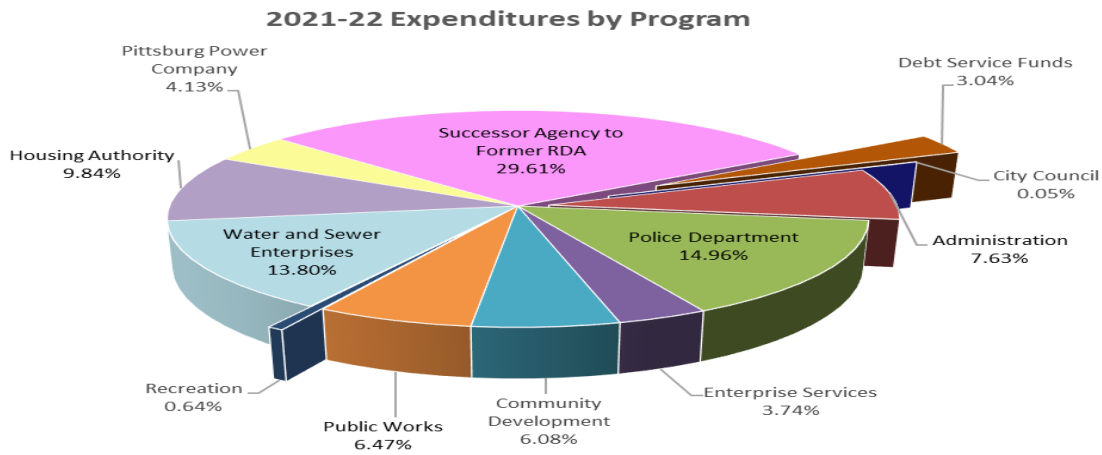
**Summary of Expenditure by Program**  
**Table 4**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Change from 2020-21	% Change
<b>City Council</b>					
City Council	101,906	104,581	104,491	(90)	-0.09
<b>Subtotal, City Council</b>	<u>\$ 101,906</u>	<u>\$ 104,581</u>	<u>\$ 104,491</u>	<u>\$ (90)</u>	<u>-0.09%</u>
<b>Administration</b>					
City Manager	243,187	172,412	173,717	1,305	0.76
City Clerk	392,861	487,016	461,528	(25,488)	-5.23
City Attorney	287,218	352,705	316,701	(36,004)	-10.21
Human Resources	1,167,248	1,158,357	1,181,779	23,422	2.02
Treasurer	6,343	6,223	6,215	(8)	-0.13
Finance	2,957,938	3,022,801	3,303,872	281,071	9.30
General Fund - Non Departmental	6,073,341	4,954,991	4,005,191	(949,800)	-19.17
Emergency Operation Center	50,970	41,600	82,000	40,400	97.12
Information Technology	1,307,005	1,855,377	1,635,831	(219,546)	-11.83
Employee Fringe Benefits	2,227,005	1,960,073	1,724,775	(235,298)	-12.00
Other Post-Employment Benefits (OPEB)	2,238,553	2,123,900	2,239,425	115,525	5.44
Pension Trust	394,215	392,935	10,000	(382,935)	-97.46
Insurance	1,904,821	2,166,069	2,097,211	(68,858)	-3.18
<b>Subtotal, Administration</b>	<u>\$ 19,250,705</u>	<u>\$ 18,694,459</u>	<u>\$ 17,238,245</u>	<u>\$ (1,456,214)</u>	<u>-7.79%</u>
<b>Police Department</b>					
Police Services	29,908,255	28,723,561	31,656,679	2,933,118	10.21
San Marco CFD	1,133,153	1,060,000	1,060,000	-	0.00
Vista Del Mar CFD	380,690	340,700	380,690	39,990	11.74
Public Safety CFD	564,020	644,000	704,900	60,900	9.46
Asset Forfeitures	326	4,226	-	(4,226)	-100.00
Police Grants	981,665	1,733,255	-	(1,733,255)	-100.00
<b>Subtotal, Police Department</b>	<u>\$ 32,968,109</u>	<u>\$ 32,505,742</u>	<u>\$ 33,802,269</u>	<u>\$ 1,296,527</u>	<u>3.99%</u>
<b>Enterprise Services</b>					
General Fund - Non Departmental	-	-	657,276	657,276	-100.00
Marina	2,523,433	2,600,786	2,460,452	(140,334)	-5.40
Golf Course	6,882	4,000	-	(4,000)	-100.00
Fire District CFD	2,102	2,028	2,570	542	26.73
R/R Ave e-BART CFD	70,197	2,000	-	(2,000)	-100.00
Environmental Affairs	702,249	861,666	1,063,239	201,573	23.39
Housing Rehab Loans - CDBG	27,518	10,000	5,000	(5,000)	-50.00
CDBG Entitlements	777,186	1,392,441	1,166,002	(226,439)	-16.26
CalHome Program	-	-	100,000	100,000	-100.00
Waterfront Operations	2,248,569	3,846,133	2,011,997	(1,834,136)	-47.69
Economic Development	321,106	490,648	881,866	391,218	79.73
Community Services Grants	2,560	3,440	-	(3,440)	-100.00
Marina Dredging & Infrastructure Improv	-	330,841	100,500	(230,341)	-69.62
<b>Subtotal, Enterprise Services</b>	<u>\$ 6,681,802</u>	<u>\$ 9,543,983</u>	<u>\$ 8,448,902</u>	<u>\$ (1,095,081)</u>	<u>-11.47%</u>
<b>Community Development</b>					
Planning Division	1,608,492	1,561,108	1,787,205	226,097	14.48
Planning Grants	34,631	276,686	-	(276,686)	-100.00
Building Division	890,101	1,030,452	1,333,111	302,659	29.37
Engineering Division	2,371,921	2,254,880	2,629,879	374,999	16.63
Gas Tax	2,073,695	7,573,127	3,081,180	(4,491,947)	-59.31
Measure J Tax	1,445,029	6,219,531	910,000	(5,309,531)	-85.37
NPDES	968,797	1,513,768	1,639,988	126,220	8.34
Southwest Pittsburg GHAD	606,016	838,141	778,430	(59,711)	-7.12
GHAD Administration	384,652	513,118	373,545	(139,573)	-27.20
Pittsburg CIP	266,378	3,025,709	-	(3,025,709)	-100.00
Developer Fee Fund	1,004,331	7,420,245	653,182	(6,767,063)	-91.20
Community Capital Improvements	29,031	232,761	-	(232,761)	-100.00
Code Enforcement	-	437,121	541,954	104,833	23.98
Project Amenities Mgmt CFD	2,652	2,400	3,400	1,000	41.67
Infrastructure Repair & Replacement	346,890	-	-	-	-100.00
<b>Subtotal, Community Development</b>	<u>\$ 12,032,616</u>	<u>\$ 32,899,047</u>	<u>\$ 13,731,874</u>	<u>\$ (19,167,173)</u>	<u>-58.26%</u>
<b>Public Works</b>					
Swim Center Maint.	140,768	161,576	192,925	31,349	19.40
Landscape	2,706,592	3,018,241	3,224,832	206,591	6.84
Landscape - Oak Hills Assessment	12,348	36,605	45,567	8,962	24.48
Park Maintenance CFD	62,476	85,434	78,906	(6,528)	-7.64
Marina Vista Field Replacement	18,843	1,695	-	(1,695)	-100.00
Public Works Administration	96,637	91,476	115,090	23,614	25.81
Streets	2,919,348	3,560,179	3,720,320	160,141	4.50
Street Lighting	929,273	923,309	1,074,777	151,468	16.40
Street Trees	381,689	484,473	508,742	24,269	5.01

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Change from 2020-21	% Change
Concrete	25,185	78,999	173,284	94,285	119.35
Fleet Maintenance	1,795,982	2,224,077	2,992,527	768,450	34.55
Building Maintenance	2,551,097	2,368,225	2,245,826	(122,399)	-5.17
Graffiti Removal Program	148,656	161,312	250,431	89,119	55.25
<b>Subtotal, Public Works</b>	<b>\$ 11,788,894</b>	<b>\$ 13,195,601</b>	<b>\$ 14,623,227</b>	<b>\$ 1,427,626</b>	<b>10.82%</b>
<b>Recreation</b>					
Recreation Administration	294,908	263,039	278,488	15,449	5.87
Recreation Services	964,541	1,042,691	1,081,595	38,904	3.73
Recreation Grants	3,156	10,168	-	(10,168)	-100.00
California Theatre	434,127	320,292	92,614	(227,678)	-71.08
<b>Subtotal, Recreation</b>	<b>\$ 1,696,732</b>	<b>\$ 1,636,190</b>	<b>\$ 1,452,697</b>	<b>\$ (183,493)</b>	<b>-11.21%</b>
<b>Water and Sewer Enterprises</b>					
Water Operating	21,796,557	16,977,891	22,432,187	5,454,296	32.13
Water CIP	548,996	3,925,508	-	(3,925,508)	-100.00
Water Facility Reserve Fee Funds	968,104	3,113,538	-	(3,113,538)	-100.00
Sewer Maintenance	2,919,668	3,595,704	5,608,190	2,012,486	55.97
Sewer CIP	1,348,452	16,233,979	-	(16,233,979)	-100.00
Sewer Facility Reserve Fee Funds	810,000	368,113	-	(368,113)	-100.00
Water Bond Debt Service	4,834,605	3,150,300	3,145,420	(4,880)	-0.15
Sewer Bond Debt Service	802,657	805,254	-	(805,254)	-100.00
<b>Subtotal, Water and Sewer Enterprises</b>	<b>\$ 34,029,039</b>	<b>\$ 48,170,287</b>	<b>\$ 31,185,797</b>	<b>\$ (16,984,490)</b>	<b>-35.26%</b>
<b>Housing Authority</b>					
Housing Authority - Section 8	17,563,383	18,606,878	21,910,872	3,303,994	17.76
Housing - Successor Agency	282,620	1,167,703	330,769	(836,934)	-71.67
<b>Subtotal, Housing Authority</b>	<b>\$ 17,846,003</b>	<b>\$ 19,774,581</b>	<b>\$ 22,241,641</b>	<b>\$ 2,467,060</b>	<b>12.48%</b>
<b>Pittsburg Power Company</b>					
Island Energy	5,295,050	6,426,391	6,676,093	249,702	3.89
Pittsburg Power	2,753,390	2,521,066	2,651,708	130,642	5.18
Power Company Capital Projects	534,082	1,289,325	15,000	(1,274,325)	-98.84
<b>Subtotal, Pittsburg Power Company</b>	<b>\$ 8,582,522</b>	<b>\$ 10,236,782</b>	<b>\$ 9,342,801</b>	<b>\$ (893,981)</b>	<b>-8.73%</b>
<b>Successor Agency to Former RDA</b>					
RDA General	33,782,627	33,391,848	33,264,313	(127,535)	-0.38
RDA Administration	976,219	389,187	371,850	(17,337)	-4.45
RDA Capital Projects Fund	-	341,881	-	(341,881)	-100.00
RDA Tax Allocation Bonds	29,374,049	31,243,902	31,248,207	4,305	0.01
RDA Housing Bonds	2,031,572	2,030,281	2,027,103	(3,178)	-0.16
<b>Subtotal, Successor Agency to Former RDA</b>	<b>\$ 66,164,467</b>	<b>\$ 67,397,099</b>	<b>\$ 66,911,473</b>	<b>\$ (485,626)</b>	<b>-0.72%</b>
<b>Debt Service Funds</b>					
Pension Obligation Bond	4,411,864	4,351,996	4,406,317	54,321	1.25
Assessment Districts	2,896,009	4,060,160	2,473,476	(1,586,684)	-39.08
<b>Subtotal, Debt Service Funds</b>	<b>\$ 7,307,873</b>	<b>\$ 8,412,156</b>	<b>\$ 6,879,793</b>	<b>\$ (1,532,363)</b>	<b>-18.22%</b>
<b>Total Uses by Program</b>	<b>\$ 218,450,668</b>	<b>\$ 262,570,508</b>	<b>\$ 225,963,210</b>	<b>\$ (36,607,298)</b>	<b>-13.94%</b>

(1) Includes transfers between Police funds in the amount of \$2,130,000, therefore uses appear to be overstated by \$2,130,000.

(2) Uses appear to be overstated by inclusion of transfers between Successor Agency funds to pay for debt obligations in the amount of \$33,015,812.



**Expenditures by Fund Type - All Funds**  
**Table 5**

	General	Internal Service	Enterprise	Special Revenue	Capital Projects	Debt Service	Redevelopment Agency	Total
<b>City Council</b>								
City Council	104,491	-	-	-	-	-	-	104,491
<b>Subtotal, City Council</b>	<b>\$ 104,491</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 104,491</b>
<b>Administration</b>								
City Manager	173,717	-	-	-	-	-	-	173,717
City Clerk	461,528	-	-	-	-	-	-	461,528
City Attorney	316,701	-	-	-	-	-	-	316,701
Human Resources	1,181,779	-	-	-	-	-	-	1,181,779
Treasurer	6,215	-	-	-	-	-	-	6,215
Finance	1,613,513	-	1,690,359	-	-	-	-	3,303,872
General Fund - Non Departmental	4,005,191	-	-	-	-	-	-	4,005,191
Emergency Operation Center	-	-	-	82,000	-	-	-	82,000
Information Technology	-	1,635,831	-	-	-	-	-	1,635,831
Employee Fringe Benefits	-	1,724,775	-	-	-	-	-	1,724,775
Other Post-Employment Benefits (OPEB)	-	2,239,425	-	-	-	-	-	2,239,425
Pension Trust	-	10,000	-	-	-	-	-	10,000
Insurance	-	2,097,211	-	-	-	-	-	2,097,211
<b>Subtotal, Administration</b>	<b>\$ 7,758,644</b>	<b>\$ 7,707,242</b>	<b>\$ 1,690,359</b>	<b>\$ 82,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,238,245</b>
<b>Police Department</b>								
Police Services	31,656,679	-	-	-	-	-	-	31,656,679
San Marco CFD	-	-	-	1,060,000	-	-	-	1,060,000
Vista Del Mar CFD	-	-	-	380,690	-	-	-	380,690
Public Safety CFD	-	-	-	704,900	-	-	-	704,900
Asset Forfeitures	-	-	-	-	-	-	-	-
Police Grants	-	-	-	-	-	-	-	-
<b>Subtotal, Police Department</b>	<b>\$ 31,656,679</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,145,590</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,802,269</b>
<b>Enterprise Services</b>								
General Fund - Non Departmental	-	-	-	657,276	-	-	-	657,276
Marina	-	-	2,460,452	-	-	-	-	2,460,452
Golf Course	-	-	-	-	-	-	-	-
Fire District CFD	-	-	-	2,570	-	-	-	2,570
R/R Ave e-BART CFD	-	-	-	-	-	-	-	-
Environmental Affairs	-	-	-	1,063,239	-	-	-	1,063,239
Housing Rehab Loans - CDBG	-	-	-	5,000	-	-	-	5,000
CDBG Entitlements	-	-	-	1,166,002	-	-	-	1,166,002
CalHome Program	-	-	-	100,000	-	-	-	100,000
Waterfront Operations	-	-	1,096,035	915,962	-	-	-	2,011,997
Economic Development	-	-	-	881,866	-	-	-	881,866
Community Services Grants	-	-	-	-	-	-	-	-
Marina Dredging & Infrastructure Improv	-	-	-	100,500	-	-	-	100,500
<b>Subtotal, Enterprise Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,556,487</b>	<b>\$ 4,892,415</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,448,902</b>
<b>Community Development</b>								
Planning Division	1,627,205	-	-	160,000	-	-	-	1,787,205
Planning Grants	-	-	-	-	-	-	-	-
Building Division	1,333,111	-	-	-	-	-	-	1,333,111
Engineering Division	2,629,879	-	-	-	-	-	-	2,629,879
Gas Tax	-	-	-	3,081,180	-	-	-	3,081,180
Measure J Tax	-	-	-	910,000	-	-	-	910,000
NPDES	-	-	-	1,639,988	-	-	-	1,639,988
Southwest Pittsburg GHAD	-	-	-	778,430	-	-	-	778,430
GHAD Administration	-	-	-	373,545	-	-	-	373,545
Pittsburg CIP	-	-	-	-	-	-	-	-
Developer Fee Fund	-	-	-	-	653,182	-	-	653,182
Community Capital Improvements	-	-	-	-	-	-	-	-
Code Enforcement	541,954	-	-	-	-	-	-	541,954
Project Amenities Mgmt CFD	-	-	-	3,400	-	-	-	3,400
Infrastructure Repair & Replacement	-	-	-	-	-	-	-	-
<b>Subtotal, Community Development</b>	<b>\$ 6,132,149</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,946,543</b>	<b>\$ 653,182</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,731,874</b>

	General	Internal Service	Enterprise	Special Revenue	Capital Projects	Debt Service	Redevelopment Agency	Total
<b>Public Works - Maintenance Services</b>								
Swim Center Maint.	192,925	-	-	-	-	-	-	192,925
Landscape	-	-	-	3,224,832	-	-	-	3,224,832
Landscape - Oak Hills Assessment	-	-	-	45,567	-	-	-	45,567
Park Maintenance CFD	-	-	-	78,906	-	-	-	78,906
Marina Vista Field Replacement	-	-	-	-	-	-	-	-
Public Works Administration	115,090	-	-	-	-	-	-	115,090
Streets	3,720,320	-	-	-	-	-	-	3,720,320
Street Lighting	-	-	-	1,074,777	-	-	-	1,074,777
Street Trees	-	-	-	508,742	-	-	-	508,742
Concrete	-	-	-	173,284	-	-	-	173,284
Fleet Maintenance	-	2,992,527	-	-	-	-	-	2,992,527
Building Maintenance	-	2,245,826	-	-	-	-	-	2,245,826
Graffiti Removal Program	250,431	-	-	-	-	-	-	250,431
<b>Subtotal, Public Works - Maintenance Services</b>	<b>\$ 4,278,766</b>	<b>\$ 5,238,353</b>	<b>\$ -</b>	<b>\$ 5,106,108</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,623,227</b>
<b>Recreation</b>								
Recreation Administration	278,488	-	-	-	-	-	-	278,488
Recreation Services	1,081,595	-	-	-	-	-	-	1,081,595
Recreation Grants	-	-	-	-	-	-	-	-
California Theatre	-	-	-	92,614	-	-	-	92,614
<b>Subtotal, Recreation</b>	<b>\$ 1,360,083</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 92,614</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,452,697</b>
<b>Water and Sewer Enterprises</b>								
Water Operating	-	-	22,432,187	-	-	-	-	22,432,187
Water CIP	-	-	-	-	-	-	-	-
Water Facility Reserve Fee Funds	-	-	-	-	-	-	-	-
Sewer Maintenance	-	-	5,608,190	-	-	-	-	5,608,190
Sewer CIP	-	-	-	-	-	-	-	-
Sewer Facility Reserve Fee Funds	-	-	-	-	-	-	-	-
Water Bond Debt Service	-	-	3,145,420	-	-	-	-	3,145,420
Sewer Bond Debt Service	-	-	-	-	-	-	-	-
<b>Subtotal, Public Works - Water and Sewer Enterprise</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 31,185,797</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 31,185,797</b>
<b>Housing Authority</b>								
Housing Authority - Section 8	-	-	-	21,910,872	-	-	-	21,910,872
Housing - Successor Agency	-	-	-	330,769	-	-	-	330,769
<b>Subtotal, Housing Authority</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,241,641</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,241,641</b>
<b>Pittsburg Power Company</b>								
Island Energy	-	-	6,676,093	-	-	-	-	6,676,093
Pittsburg Power	-	-	2,651,708	-	-	-	-	2,651,708
Power Company Capital Projects	-	-	15,000	-	-	-	-	15,000
<b>Subtotal, Pittsburg Power Company</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,342,801</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,342,801</b>
<b>Successor Agency to Former RDA</b>								
RDA General	-	-	-	-	-	-	33,264,313	33,264,313
RDA Administration	-	-	-	-	-	-	371,850	371,850
RDA Capital Projects Fund	-	-	-	-	-	-	-	-
RDA Tax Allocation Bonds	-	-	-	-	-	-	31,248,207	31,248,207
RDA Housing Bonds	-	-	-	-	-	-	2,027,103	2,027,103
<b>Subtotal, Successor Agency to Former RDA</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 66,911,473</b>	<b>\$ 66,911,473</b>
<b>Debt Service Funds</b>								
Pension Obligation Bond	-	-	-	-	-	4,406,317	-	4,406,317
Assessment Districts	-	-	-	-	-	2,473,476	-	2,473,476
<b>Subtotal, Debt Service Funds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,879,793</b>	<b>\$ -</b>	<b>\$ 6,879,793</b>
<b>Total Expenditures</b>	<b>\$ 51,290,812</b>	<b>\$ 12,945,595</b>	<b>\$ 45,775,444</b>	<b>\$ 41,506,911</b>	<b>\$ 653,182</b>	<b>\$ 6,879,793</b>	<b>\$ 66,911,473</b>	<b>\$ 225,963,210</b>

(1) Includes transfers between Police funds in the amount of \$2,130,000, therefore uses appear to be overstated by \$2,130,000.

(2) Includes transfers between funds for the administration of the GHAD program in the amount of \$510,000, therefore uses appear to be overstated by \$510,000.

(3) Includes transfers between funds in the Successor Agency program budget to pay for the debt obligation in the amount of \$33,015,812, therefore uses appear to be overstated by \$33,015,812.

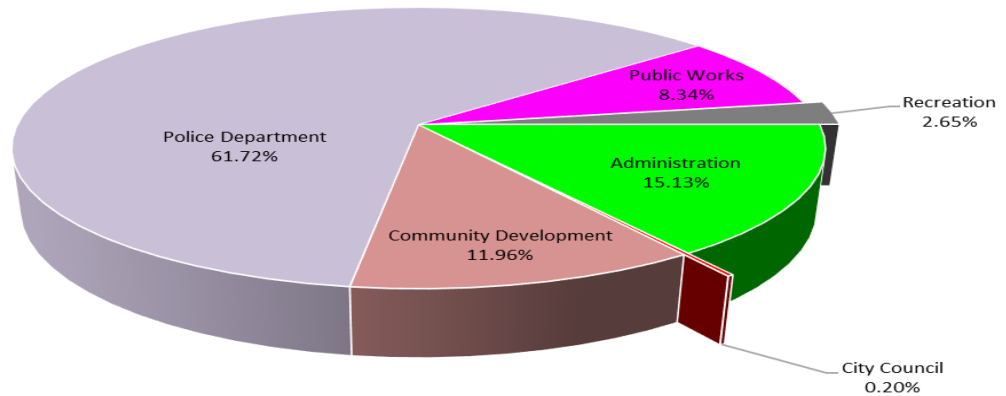


**General Fund Revenues and Expenditures**  
**Table 6**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Adopted Budget	Change from 2020-21	% Change
<b>General Fund Reserves<sup>1</sup></b>	19,709,018	19,907,716	18,932,232	(975,484)	-4.90%
<b>Revenue</b>					
Fines & Forfeitures	672,426	501,192	445,875	(55,317)	-11.04
Franchise Fees	4,619,312	4,150,566	4,596,720	446,154	10.75
Intergovernmental Revenue	4,376,902	4,780,363	3,489,675	(1,290,688)	-27.00
Other Revenues	2,108,862	2,125,601	2,167,112	41,511	1.95
Other Taxes	7,545,307	7,328,197	7,565,000	236,803	3.23
Permits, Licenses & Fees	2,006,059	2,840,871	3,787,170	946,299	33.31
Property Taxes	4,066,951	4,060,296	4,373,102	312,806	7.70
Sales Taxes	15,056,759	14,640,000	16,150,000	1,510,000	10.31
Service Fees	2,079,919	1,978,681	2,358,744	380,063	19.21
Transfers-In	4,979,236	5,133,207	4,862,250	(270,957)	-5.28
Use of Money & Property	767,016	396,352	519,680	123,328	31.12
<b>Total, General Fund Revenues</b>	<b>\$ 48,278,749</b>	<b>\$ 47,935,326</b>	<b>\$ 50,315,328</b>	<b>\$ 2,380,002</b>	<b>4.97%</b>
<b>Expenditure</b>					
Administration	9,640,751	8,504,652	7,758,644	(746,008)	-8.77
City Council	101,906	104,581	104,491	(90)	-0.09
Community Development	4,770,568	5,123,561	6,132,149	1,008,588	19.69
Police Department	29,908,255	28,723,561	31,656,679	2,933,118	10.21
Public Works	3,305,409	3,974,543	4,278,766	304,223	7.65
Recreation	1,259,449	1,305,730	1,360,083	54,353	4.16
<b>Total, General Fund Expenditures</b>	<b>\$ 48,986,338</b>	<b>\$ 47,736,628</b>	<b>\$ 51,290,812</b>	<b>\$ 3,554,184</b>	<b>7.45%</b>

(1) Represents working capital and does not include fixed assets, inventory, long-term advances or loans.

**2021-22 General Fund Expenditures by Department**

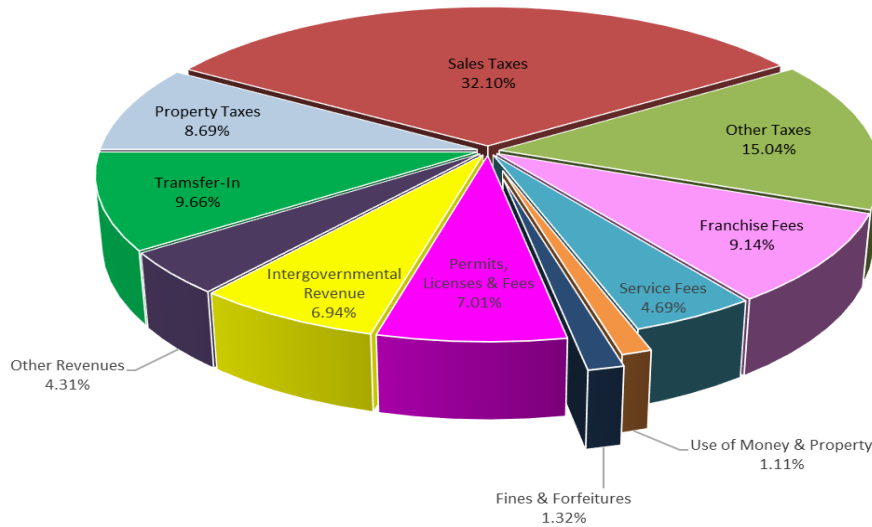


**General Fund Revenues  
Table 7**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Change from 2020-21	% Change
<b>Property Taxes</b>					
Homeowners Tax Relief	76,052	78,000	78,000	-	-
Prior Year Taxes	(28,156)	(11,260)	(30,000)	(18,740)	166.43
Secured Property Taxes	3,111,604	3,327,974	3,494,373	166,399	5.00
Supplemental Taxes	274,999	50,000	200,000	150,000	300.00
Unitary Taxes	288,736	291,078	290,000	(1,078)	-0.37
Unsecured Property Taxes	343,716	324,504	340,729	16,225	5.00
<b>Subtotal, Property Taxes</b>	<b>\$ 4,066,951</b>	<b>\$ 4,060,296</b>	<b>\$ 4,373,102</b>	<b>\$ 312,806</b>	<b>7.70%</b>
<b>Sales Taxes</b>					
Sales & Use Taxes	10,164,816	10,000,000	11,500,000	1,500,000	15.00
Sales Taxes - Increase	4,891,943	4,640,000	4,650,000	10,000	0.22
<b>Subtotal, Sales Taxes</b>	<b>\$ 15,056,759</b>	<b>\$ 14,640,000</b>	<b>\$ 16,150,000</b>	<b>\$ 1,510,000</b>	<b>10.31%</b>
<b>Other Taxes</b>					
Business License Tax	565,197	490,000	575,000	85,000	17.35
Motor Vehicle Tax	5,374,375	5,608,197	5,850,000	241,803	4.31
Other Taxes	251,917	220,000	250,000	30,000	13.64
Public Safety - Prop 172 Sales Tax	576,345	510,000	510,000	-	-
Transient Occupancy Taxes	777,473	500,000	380,000	(120,000)	-24.00
<b>Subtotal, Other Taxes</b>	<b>\$ 7,545,307</b>	<b>\$ 7,328,197</b>	<b>\$ 7,565,000</b>	<b>\$ 236,803</b>	<b>3.23%</b>
<b>Franchise Fees</b>					
Calpine	18,953	19,000	19,000	-	-
Comcast Broadband	673,151	650,000	625,000	(25,000)	-3.85
Franchise Fees - Other	87,525	80,000	80,000	-	-
PG&E	722,007	560,000	630,000	70,000	12.50
Pittsburg Disposal	2,118,815	1,825,000	2,210,000	385,000	21.10
RCTS	998,861	1,016,566	1,032,720	16,154	1.59
<b>Subtotal, Franchise Fees</b>	<b>\$ 4,619,312</b>	<b>\$ 4,150,566</b>	<b>\$ 4,596,720</b>	<b>\$ 446,154</b>	<b>10.75%</b>
<b>Service Fees</b>					
Building Service Fees	164,294	77,582	141,550	63,968	82.45
Engineering Service Fees	2,356	516	1,000	484	93.80
Other Reimbursements	261,964	300,000	300,000	-	-
Other Service Fees	648,126	651,399	664,571	13,172	2.02
Planning Service Fees	78,737	171,520	343,300	171,780	100.15
Police Service Fees	538,529	496,664	526,823	30,159	6.07
Public Works Service Fees	273,762	275,000	275,000	-	-
Recreation Entrance Fees	70,660	-	60,000	60,000	-100.00
Recreation Service Fees	25,905	6,000	28,500	22,500	375.00
Recreation Sports Fees	15,586	-	18,000	18,000	-100.00
<b>Subtotal, Service Fees</b>	<b>\$ 2,079,919</b>	<b>\$ 1,978,681</b>	<b>\$ 2,358,744</b>	<b>\$ 380,063</b>	<b>19.21%</b>
<b>Use of Money &amp; Property</b>					
Investment Earnings	511,650	235,000	235,000	-	-
Rental Income	255,366	161,352	284,680	123,328	76.43
<b>Subtotal, Use of Money &amp; Property</b>	<b>\$ 767,016</b>	<b>\$ 396,352</b>	<b>\$ 519,680</b>	<b>\$ 123,328</b>	<b>31.12%</b>
<b>Fines &amp; Forfeitures</b>					
Abandoned Vehicle Abatement	25,455	48,000	40,000	(8,000)	-16.67
Booking Fees	3,648	1,000	-	(1,000)	-100.00
Code Enforcement Fines	90,101	500	500	-	-
Fines and forfeitures	513	80,692	53,175	(27,517)	-34.10
Police Fines	92,518	85,000	71,200	(13,800)	-16.24
Police Forfeitures	1,100	1,000	1,000	-	-
POST Reimbursements	86,262	35,000	30,000	(5,000)	-14.29
Vehicle Code Fines	372,829	250,000	250,000	-	0.00
<b>Subtotal, Fines &amp; Forfeitures</b>	<b>\$ 672,426</b>	<b>\$ 501,192</b>	<b>\$ 445,875</b>	<b>\$ (55,317)</b>	<b>-11.04%</b>
<b>Permits, Licenses &amp; Fees</b>					
Building Fees	318,687	187,400	260,700	73,300	39.11
Building Permits	548,388	1,214,500	1,566,000	351,500	28.94
Building Service Fees	2,490	25,000	40,000	15,000	60.00
Business License Fees	148,779	94,900	137,260	42,360	44.64
Engineering Fees	793,561	955,050	1,379,899	424,849	44.48
Other Fees	10,161	10,261	10,511	250	2.44
Other Permits	5,752	4,500	4,200	(300)	-6.67
Permits, licenses and fees	-	15,000	20,000	5,000	33.33
Planning & Zoning	141,495	283,160	303,500	20,340	7.18
Planning Service Fees	30,566	50,000	62,000	12,000	24.00
Police Fees	6,180	1,100	3,100	2,000	181.82
<b>Subtotal, Permits, Licenses &amp; Fees</b>	<b>\$ 2,006,059</b>	<b>\$ 2,840,871</b>	<b>\$ 3,787,170</b>	<b>\$ 946,299</b>	<b>33.31%</b>
<b>Intergovernmental Revenue</b>					

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Change from 2020-21	% Change
Grants	179,576	1,118,876	160,675	(958,201)	-85.64
Intergovernmental revenues	1,516,842	1,060,000	1,040,000	(20,000)	-1.89
Other Reimbursements	457,171	440,205	199,000	(241,205)	-54.79
RDA AB-1290/City Pass Through	661,451	590,000	600,000	10,000	1.69
School Resource Officer Reimbursement	535,705	535,705	450,000	(85,705)	-16.00
State Mandated Costs	65,117	80,577	75,000	(5,577)	-6.92
Tipping Fee	961,040	955,000	965,000	10,000	1.05
<b>Subtotal, Intergovernmental revenue</b>	<b>\$ 4,376,902</b>	<b>\$ 4,780,363</b>	<b>\$ 3,489,675</b>	<b>\$ (1,290,688)</b>	<b>-27.00%</b>
<b>Other Revenues</b>					
Administrative Overhead	1,855,377	1,789,303	1,850,262	60,959	3.41
Donations	6,942	12,800	19,000	6,200	48.44
Other	15,028	13,461	17,850	4,389	32.61
Other Reimbursements	231,094	270,037	243,000	(27,037)	-10.01
Planning Service Fees	421	40,000	37,000	(3,000)	-7.50
<b>Subtotal, Other Revenues</b>	<b>\$ 2,108,862</b>	<b>\$ 2,125,601</b>	<b>\$ 2,167,112</b>	<b>\$ 41,511</b>	<b>1.95%</b>
<b>Transfers-In</b>					
Transfers-In	4,979,236	5,133,207	4,862,250	(270,957)	-5.28
<b>Subtotal, Transfers-In</b>	<b>\$ 4,979,236</b>	<b>\$ 5,133,207</b>	<b>\$ 4,862,250</b>	<b>\$ (270,957)</b>	<b>-5.28%</b>
<b>Total, General Fund Revenues</b>	<b>\$ 48,278,749</b>	<b>\$ 47,935,326</b>	<b>\$ 50,315,328</b>	<b>\$ 2,380,002</b>	<b>4.97%</b>

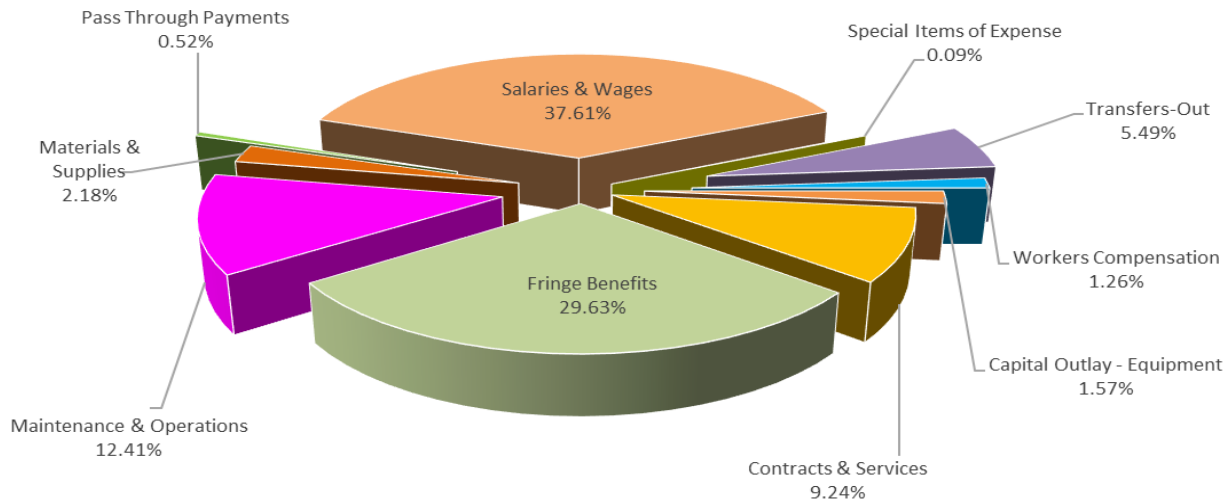
### 2021-22 General Fund Revenues by Source



**General Fund Expenditures by Category**  
**Table 8**

<b>General Fund</b>	<b>2019-20 Actual</b>	<b>2020-21 Amended Budget</b>	<b>2021-22 Adopted Budget</b>	<b>Change from 2020-21</b>	<b>% Change</b>
Capital Outlay - Equipment	500,698	375,440	803,000	427,560	113.88
Capital Outlay - Projects	1,422,181	-	-	-	-100.00
Contracts & Services	3,816,364	4,581,752	4,739,463	157,711	3.44
Fringe Benefits	13,355,425	13,112,360	15,196,983	2,084,623	15.90
Maintenance & Operations	5,941,298	6,078,145	6,365,217	287,072	4.72
Materials & Supplies	867,940	944,978	1,117,665	172,687	18.27
Pass Through Payments	286,514	271,682	269,000	(2,682)	-0.99
Salaries & Wages	19,061,114	18,999,922	19,288,535	288,613	1.52
Special Items of Expense	245,975	299,000	47,000	(252,000)	-84.28
Transfers-Out	2,512,722	2,272,936	2,816,936	544,000	23.93
Workers Compensation	976,107	800,413	647,013	(153,400)	-19.17
<b>Total General Fund Expenditures</b>	<b>\$ 48,986,338</b>	<b>\$ 47,736,628</b>	<b>\$ 51,290,812</b>	<b>\$ 3,554,184</b>	<b>7.45%</b>

**General Fund Expenditure by Category**



## FY 2021-22 AUTHORIZED FULL TIME EMPLOYEE POSITIONS

FY 2021-2022 Adopted Base	Title of Position	Salary	
3.00	Account Clerk (Part 1 of 2)	3,719	4,520
2.00	Accountant I	5,639	6,854
1.00	Accountant II	6,312	- 7,672
7.00	Accounting Technician	4,981	- 6,055
1.00	Administrative Analyst I	5,826	- 7,081
3.00	Administrative Assistant (Part 1 of 2)	3,711	- 4,512
5.00	Administrative Assistant (Part 2 of 2)	4,297	- 5,224
1.00	Administrative Coordinator	5,639	- 6,854
1.00	Administrative Officer	9,137	- 11,107
3.00	Administrative Specialist	5,324	- 6,472
1.00	Assistant City Clerk	7,809	- 9,491
1.00	Assistant City Engineer	10,272	- 12,486
1.00	Assistant Director of Economic Development & Recreation	10,700	- 13,004
1.00	Assistant Director of Public Works	11,195	- 13,608
1.00	Assistant Engineer	6,494	- 7,894
2.00	Assistant Planner	6,212	- 7,551
1.00	Assistant to the City Manager	10,278	- 12,492
4.00	Associate Engineer	7,519	- 9,140
1.00	Building Inspection Supervisor	8,755	- 10,643
1.00	Chief of Police	15,022	- 18,991
1.00	City Attorney		Contract
1.00	City Engineer	11,455	- 13,923
1.00	City Manager		Contract
1.00	Combination Building Inspector	6,522	- 7,926
2.00	Community Outreach Coordinator	5,500	- 6,685
8.00	Community Services Specialist	5,184	- 6,301
1.00	Compliance Principal	8,261	- 10,041
1.00	Crime Analyst	6,746	- 8,199
1.00	Deputy City Clerk	5,590	- 6,796
1.00	Director of Community Development	12,608	- 15,936
1.00	Director of Community Services	12,608	- 15,936
1.00	Director of Finance	12,608	- 15,936
1.00	Director of Human Resources	12,608	- 15,936
1.00	Director of Records & Council Services	10,278	- 12,492
1.00	Economic Development Manager	9,137	11,107
1.00	Electrical Technician	6,011	- 7,307
3.00	Engineering Technician II	6,304	- 7,662
1.00	Environmental Affairs Manager	10,272	- 12,486
1.00	Environmental Health Specialist II	6,746	- 8,199
2.00	Equipment Mechanic	5,310	- 6,455
1.00	Equipment Shop Supervisor	6,601	- 8,024
1.00	Executive Assistant to the Chief of Police	5,590	- 6,796
3.00	Finance Division Manager	8,985	- 10,921
1.00	Financial Analyst	7,083	- 8,609
1.00	GIS Analyst	7,328	- 8,907

## FY 2021-22 AUTHORIZED FULL TIME EMPLOYEE POSITIONS

FY 2021-2022 Adopted Base	Title of Position	Salary		
1.00	Harbormaster	8,261	-	10,041
1.00	Housing Manager	8,985	-	10,921
1.00	Housing Program Analyst I	5,826	-	7,081
4.00	Housing Specialist	4,898	-	5,954
1.00	Human Resources Analyst	6,746	-	8,199
1.00	Human Resources Specialist	5,590	-	6,796
1.00	Information Technology Analyst I	6,011	-	7,307
1.00	Information Technology Analyst II	7,037	-	8,553
1.00	Information Technology Manager	8,985	-	10,921
1.00	Lead Community Services Specialist	6,001	-	7,294
2.00	Lead Electrical Technician	6,959	-	8,459
1.00	Lead Police Records Clerk	5,225	-	6,350
1.00	Lead Public Works Superintendent	10,685	-	12,987
1.00	Maintenance Assistant	3,372	-	4,099
9.00	Maintenance Lead Worker	5,558	-	6,756
26.00	Maintenance Worker I	4,148	-	5,042
16.00	Maintenance Worker II	4,801	-	5,836
1.00	Payroll Specialist	5,590	-	6,796
1.00	Permit Center Manager	8,755	-	10,643
4.00	Permit Technician	5,253	-	6,386
1.00	Planning Manager	10,272	-	12,486
2.00	Police Captain	12,730	-	16,247
1.00	Police Evidence Technician	5,253	-	6,386
6.00	Police Lieutenant	11,097	-	14,163
67.00	Police Officer	6,053	-	8,944
5.00	Police Records Clerk (Part 1 of 2)	3,898	-	4,739
4.00	Police Records Clerk (Part 2 of 2)	4,512	-	5,485
1.00	Police Records Supervisor	6,590	-	8,010
10.00	Police Sergeant	8,599	-	10,975
1.00	Police Services Administrator	8,261	-	10,041
1.00	Power Company Manager	11,455	-	13,923
1.00	Property and Evidence Coordinator	5,999	-	7,292
2.00	Public Works Superintendent	9,230	-	11,219
7.00	Public Works Supervisor	6,601	-	8,024
2.00	Recreation Coordinator	5,055	-	6,145
2.00	Recreation Supervisor	6,603	-	8,026
1.00	Revenue Operations Supervisor	7,238	-	8,798
2.00	Senior Planner	8,326	-	10,120
2.00	Sr. Administrative Analyst	7,809	-	9,491
3.00	Sr. Civil Engineer	9,137	-	11,107
1.00	Sr. Combination Building Inspector	7,328	-	8,907
1.00	Sr. Human Resources Analyst	7,809	-	9,491
1.00	Sr. Information Technology Analyst	7,809	-	9,491
2.00	Sweeper Operator	4,148	-	5,042
1.00	Utility Lineworker	7,213	-	8,769

## FY 2021-22 AUTHORIZED FULL TIME EMPLOYEE POSITIONS

FY 2021-2022			Salary		
Adopted Base	Title of Position				
1.00	Utility Maintenance Worker	5,496	-	6,681	
1.00	Utility Supervisor	8,755	-	10,643	
5.00	Utility Technician	9,168	-	11,143	
1.00	Water Instrument / Maintenance Technician II	8,150	-	9,906	
1.00	Water Maintenance Mechanic I	7,040		8,558	
1.00	Water Maintenance Mechanic II	8,150	-	9,906	
1.00	Water Plant Apprentice Operator	4,801	-	5,836	
5.00	Water Plant Operator	7,071	-	8,595	
1.00	Water Plant Superintendent	10,177	-	12,370	
1.00	Water Plant Supervisor	8,755	-	10,643	
1.00	Water Quality Analyst II	7,462	-	9,070	
<hr/>					
<b>300.00</b>	<b>City Wide Total</b>				

## FY 2021 - 2022 AUTHORIZED FULL TIME EMPLOYEE ALLOCATIONS

Department/Division	FY 2019-2020 Amended Budget	FY 2020-2021 Amended Budget	FY 2021-2022 Adopted Base
<b><u>Administration</u></b>			
City Manager	0.95	0.40	0.45
City Clerk	1.40	1.70	2.10
City Attorney	1.00	1.20	1.55
Human Resources	5.00	5.00	4.00
Finance/Accounting	8.95	7.45	8.50
Finance/Utility Billing	8.50	9.15	8.25
Information/Communication Systems	5.00	5.00	5.00
<b><u>Community Development</u></b>			
Planning	5.99	5.66	6.00
Building	5.14	6.31	7.14
Code Enforcement	0.00	3.00	3.00
Engineering	12.71	12.37	13.14
NPDES Administration & Outreach	1.21	1.21	1.77
Southwest Pittsburg GHAD II	1.50	1.60	1.40
Local Traffic Mitigation Fee Fund	0.10	0.10	0.10
<b><u>Enterprise Services</u></b>			
Solid Waste	1.50	1.50	1.75
Economic Development	0.95	1.15	2.10
CDBG Entitlements	0.55	0.40	0.60
Waterfront Operations	3.75	3.85	2.05
Marina	6.80	7.80	8.80
<b><u>Police Department</u></b>			
Police - Admin & Support Services	7.00	7.00	5.00
Police - Operations Bureau	70.00	70.00	72.00
Police - Investigations	13.80	13.80	14.80
Police - Support Services	19.00	16.00	17.00
Police - Family Justice Center	0.20	0.20	0.20



**FY 2021 - 2022 AUTHORIZED FULL TIME EMPLOYEE ALLOCATIONS**

<b>Department/Division</b>	<b>FY 2019-2020 Amended Budget</b>	<b>FY 2020-2021 Amended Budget</b>	<b>FY 2021-2022 Adopted Base</b>
<b><u>Recreation &amp; Parks</u></b>			
Recreation - Admin	1.70	1.10	1.10
Recreation - Youth Activities	0.00	1.00	1.00
Recreation - Sports	1.15	1.15	1.00
Recreation - Senior Center	2.00	2.00	1.00
Citywide Landscape	9.65	10.65	10.70
Park Maintenance CFD 2007-1	0.25	0.25	0.15
<b><u>Public Works - Maintenance Services</u></b>			
Graffiti Removal Program	1.20	1.20	1.20
Public Works/Streets	12.75	13.35	13.60
Citywide Street Lighting	1.30	1.30	1.70
Citywide Street Trees	2.50	2.50	2.55
Citywide Concrete Program	0.10	0.10	0.50
NPDES - Maintenance/Trash & Illicit Dis	2.90	3.90	3.90
Fleet Maintenance	3.55	3.50	3.50
Building Maintenance	5.45	6.80	5.70
<b><u>Public Works - Water and Sewer Enterprises</u></b>			
Water Operating	32.60	30.65	32.25
Sewer Maintenance	9.90	9.00	10.60
<b><u>Housing Authority</u></b>			
Housing Authority - Section 8	6.65	7.65	6.65
RDA Housing - Administration	0.20	0.20	0.20
<b><u>Pittsburg Power Company</u></b>			
Island Energy	11.50	11.60	11.55
Pittsburg Power	2.55	2.85	3.05
<b><u>Successor Agency to Former Redevelopment Agency</u></b>			
RDA Administration	1.10	1.40	1.40
<b>CITYWIDE TOTALS:</b>	<b>290.00</b>	<b>294.00</b>	<b>300.00</b>



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➤ CITY COUNCIL

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MAYOR CRAFT

VICE MAYOR WHITE

COUNCIL MEMBER SCALES-PRESTON

COUNCIL MEMBER BANALES

COUNCIL MEMBER KILLINGS



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## ➤ CITY COUNCIL

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### Overview

The City of Pittsburg operates under a council manager form of government and derives its authority from both the California constitution and laws enacted by the state legislature. All legislative power is held by the publicly elected, five member City Council, which consists of the Mayor and four Council Members. All Council Members have equal authority. The Mayor, however, has the additional responsibility of presiding over the City Council meetings, signing official documents and performing ceremonial functions. City Council Members are elected at large in November and hold office for four years. The Mayor is selected among the Council Members and serves for a one-year term.

### Service Levels

- Appoint the City Manager and City Attorney to implement policy.
- Meet at least once a month, encouraging public comment.
- Represent the community on a variety of outside agencies' boards.



**Mayor  
Merl Craft**



**Vice Mayor  
Holland Barrett White**



**Council Member  
Shanelle Scales-Preston**



**Council Member  
Juan Antonio Banales**

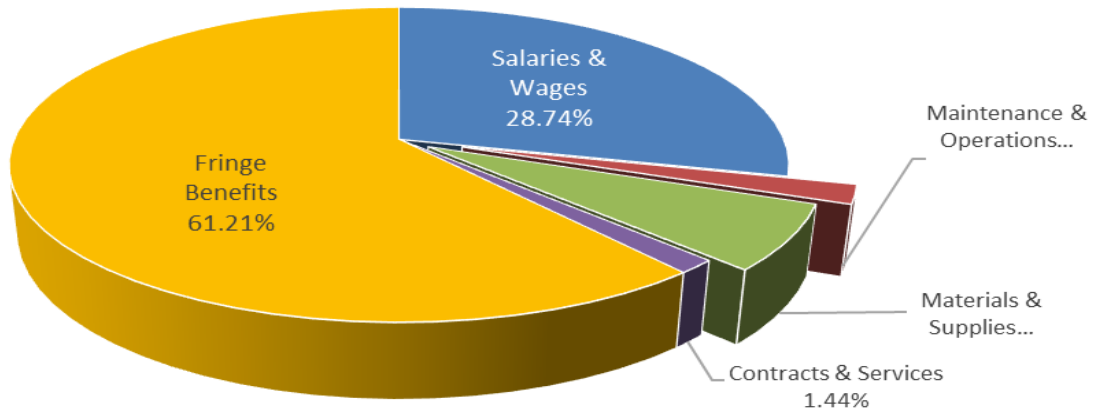


**Council Member  
Jelani Killings**

**Detailed Program Budget  
City Council**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Adopted Budget	Change from 2020-21	% Change
<b>AUTHORIZED POSITIONS</b>					
Total Authorized	-	-	-	-	-
<b>SOURCES OF REVENUE</b>					
(Addition To)/Reduction in Fund Balance	101,906	104,581	104,491	(90)	-0.09%
<b>TOTAL SOURCES OF REVENUE</b>	<b>\$ 101,906</b>	<b>\$ 104,581</b>	<b>\$ 104,491</b>	<b>\$ (90)</b>	<b>-0.09%</b>
<b>USES - OPERATING EXPENDITURES</b>					
Salaries & Wages	30,231	30,030	30,030	-	-
Maintenance & Operations	1,678	2,000	2,005	5	0.25
Materials & Supplies	5,829	7,070	7,000	(70)	-0.99
Contracts & Services	4,356	3,500	1,500	(2,000)	-57.14
Fringe Benefits	59,812	61,981	63,956	1,975	3.19
<b>TOTAL USES - OPERATING EXPENDITURES</b>	<b>\$ 101,906</b>	<b>\$ 104,581</b>	<b>\$ 104,491</b>	<b>\$ (90)</b>	<b>-0.09%</b>
<b>TOTAL USES</b>	<b>\$ 101,906</b>	<b>\$ 104,581</b>	<b>\$ 104,491</b>	<b>\$ (90)</b>	<b>-0.09%</b>
<b>USES BY PROGRAM RECAP</b>					
City Council	101,906	104,581	104,491	(90)	-0.09
<b>TOTAL USES BY PROGRAM RECAP</b>	<b>\$ 101,906</b>	<b>\$ 104,581</b>	<b>\$ 104,491</b>	<b>\$ (90)</b>	<b>-0.09%</b>

**City Council - Uses by Type**



➤ **ADMINISTRATION**

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CITY MANAGER'S OFFICE

CITY TREASURER

CITY CLERK/RECORDS/COUNCIL SERVICES

CITY ATTORNEY

FINANCE

HUMAN RESOURCES

INFORMATION & COMMUNICATION SERVICES



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## ➤ ADMINISTRATION – CITY MANAGER

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### Overview

The City Manager and City Manager's Office (CMO) provide daily direction and leadership in the administration of City operations and to departments in the execution of the City Council's goals and priorities. The City Manager provides information to the City Council; makes recommendations on policy and legislative issues, as well as strategies to address current and future needs of the community; recommends the annual Operating Budget and fiscal health of the City; and guides the preparation and presentation of City Council and subcommittee meeting agendas and reports. The City Manager also serves as the Director of Emergency Operations, and Executive Director of the Pittsburg Arts and Community Foundation, Housing Authority and Pittsburg Power Company, respectively.

As the City continues to respond to the impacts of the COVID-19 pandemic, the CMO will facilitate and implement a coordinated City response and recovery effort, including working with departments to identify changing community needs and strategic responses.

In carrying out the direction and vision of the City Council, the City Manager ensures that City services are available equitably to the entire community, and that residents have access to information regarding City policies, programs, and services. The CMO is also tasked with researching, developing, and implementing various long-range projects and initiatives to serve the interests of Pittsburg.

### Service Levels

- Recommend projects, programs, and initiatives that maintain the long-term fiscal health of the City while continuing to provide services to the public in a way that is responsive to community needs and interests
- Promote and facilitate cooperative and constructive interaction and communication among the City, local and regional agencies, service providers, and community organizations to ensure delivery of comprehensive, coordinated and high-quality services to Pittsburg residents
- Coordinate the City's COVID-19 response and recovery effort to ensure the diverse needs of the community are addressed
- Recommend the annual Operating Budget and Capital Improvement Program (CIP) budget

- As the City's financial situation resulting from COVID-19 evolves, the City Manager will recommend any necessary adjustments
- Coordinate and integrate City services to ensure effective, efficient and responsive service delivery



## ➤ ADMINISTRATION - TREASURER

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### Overview

The elected City Treasurer is responsible for auditing and examining all investments made by the City of Pittsburg authorized personnel. Such audits may be performed as deemed necessary and subsequently reported to the City Council.

### Service Levels

- Review and approve all quarterly investment reports including cash reserves and bond proceeds to ensure compliance with state law and the City's investment policy



**Nancy Parent  
City Treasurer**

## ➤ ADMINISTRATION - CITY CLERK/RECORDS AND COUNCIL SERVICES

---

### Overview

The City Clerk serves as the Clerk of the City Council and Secretary to all other Agencies within the City. The City Clerk is also the City's elections official, the filing officer for the



*Alice Evenson  
Pittsburg City Clerk*

Political Reform Act of 1974 regulations, the official custodian of the City's vital records and legislative history, and administrator of the City's records management program. The City Clerk is responsible for production and publication of all Council/Agency agendas; attends the meetings, records and prepares minutes; conducts the City's elections; ensures public access to, authenticates and preserves public records; ensures compliance with legal noticing requirements for all meetings; coordinates recruitment, interview and appointment of the City's commissions and maintains the City's Municipal Code. The City Clerk is an elected position.

### Service Levels

- The City Clerk promotes and facilitates cooperative and constructive interaction and communication among the City, local and regional agencies, service providers and community organizations to ensure comprehensive, coordinated, and superior service delivery for Pittsburg residents.
- Provides an environment of transparency in all respects and for all aspects of City government and ensures coordination and integration of informational and records management services to ensure effective, efficient, and responsive delivery.
- Provides a positive, productive and team-oriented work environment for City staff to encourage and ensure continuation of high-quality information and records management administration.
- Provides information and support to the City Council in all aspects of City operations, to assist policy-making and response to critical community issues while ensuring the availability of information to all citizens.
- Recruits candidates, coordinates interviews and appointments by the City Council for the City's Commissions, and posts Local Appointive List in accordance with the Maddy Act.
- Oversees and maintains the City's records management system and retention schedules, incorporating all local, state and federal guidelines, to provide for the destruction or permanent storage of appropriate records in a timely manner.

- Responsible for the production and publication of agendas and minutes for the City Council and other bodies.
- Administers City elections and ensures compliance with all applicable codes.
- Maintains conflict of interest, financial disclosure records and campaign statement filings submitted by public officials in accordance with the Political Reform Act of 1974.
- Preserves the City's legislative history.
- Maintains custody of and affixes the City seal to legal documents.
- Administers the oath of office to newly elected Council Members and appointed commissioners.
- Responds to the needs of internal and external customers in accordance with the Public Records Act.
- Processes subpoenas and risk management claims against the city, ensuring compliance with all legal regulations and timelines.

### **Accomplishments**

- ✓ Continued to perform all statutory duties within timelines, including adherence to the Brown Act, the California Public Records Act, the Political Reform Act, Conflicts of Interest and FPPC regulations, the Maddy Act, Elections Law, and the California Voting Rights Act, among others. Compliance with all statutory duties ensures the City of Pittsburg maintains good status with other governing agencies, and negates the City being subject to fines, lawsuits, or bad press
- ✓ Successfully instituted and navigated Virtual City Council and Commission meetings due to the COVID SIP
- ✓ Assembled, published and processed 31 City Council Meeting Agendas
- ✓ Processed 188 Resolutions, 15 Ordinances, 17 Minute Order Actions, 26 various reports submitted to Council for approval
- ✓ Responded to 312 Public Records Requests
- ✓ 9 Commission vacancies were filled
- ✓ Administered the November 2020 Municipal Election



## ➤ ADMINISTRATION – CITY ATTORNEY

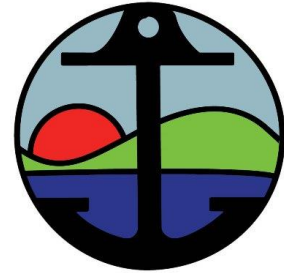
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### Overview

The City Council established and filled the in-house position of City Attorney in 2018. The City Attorney provides legal advice to staff on a broad range of matters, reviews contracts, and represents the City in certain litigation and non-litigation matters.

### Service Levels

- Provides legal services citywide
- Attends all City Council meetings, and commission or board meetings as needed
- Monitors outside counsel usage and expenditures



### Goals

Provide thorough and timely legal advice to minimize legal risk to the City

- ✓ Advise Staff regarding litigation risk reduction
- ✓ Advise City Council and City Manager of legal risks associated with policy options and Council actions
- ✓ Provide drafting and negotiation assistance for complex transactions

Provide legal information and training on laws

- ✓ Provide information regarding hot-button legislation that may impact the City
- ✓ Help identify new laws that significantly affect operations, major projects, or have budgetary implications, and help present an overview of legislation
- ✓ Hold workshops with the Planning Commission regarding findings required for land use entitlements, and laws concerning conditions of project approvals
- ✓ Review agenda items prior to going to Council
- ✓ Provide information to City Council members on conflicts of interest and land use

## ➤ **ADMINISTRATION – FINANCE**

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### **Overview**

The Finance Department is responsible for accounting operations, payroll, utility billing, budget, financial reporting, debt issuance and management, risk management programs and investments for all the City departments and agencies within the framework of City policies and procedures.

### **Service Levels**

- Provide administration, accounting, fiscal management, and support services to the City
- Manage Citywide budget development and monitoring
- Provide payroll servicing for the City
- Administer the financial provisions of all debt, bond, and tax sharing agreements
- Provide billing and collection services of business license taxes, sewer and water charges, and miscellaneous revenues
- Maintain up-to-date accounting and finance policy and procedure manuals
- Maintain a high level of professionalism and integrity in all the City's financial practices and procedures
- Monitor and report the City's fiscal condition semi-annually
- Administer the City's risk management programs

### **Accomplishments**

- ✓ Worked with Council and City departments to submit a budget consistent with the City's Fiscal Sustainability Ordinance
- ✓ Received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association
- ✓ Provided monthly financial updates to the Finance Subcommittee relating to the economic impact of COVID-19

The following are indicators of the types and volume of activities occurring within this program:

<b>Performance Measure</b>	<b>FY 18-19 Actual</b>	<b>FY 19-20 Actual</b>	<b>FY 20-21 Estimated</b>	<b>FY 21-22 Projected</b>
Business Licenses Issued	3,627	3,838	3,730	3,800
Utility Bills Generated	225,284	227,643	227,100	227,600
Online/Automatic Payments Processed	120,550	127,256	130,016	145,000





## ➤ ADMINISTRATION – HUMAN RESOURCES

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### Overview

The Human Resources Department supports the City of Pittsburg by providing comprehensive and timely human resources services. It has the responsibility for developing and implementing innovative strategies and programs that enhance the work experience for our employees. Its objective is to attract, develop, motivate, and retain the best-qualified employees whose diversity and skills contribute to and sustain the City of Pittsburg as a quality organization.

### Service Levels

- **Human Resources Administration** – Provides support and strategic planning services to employees and departments in the development of organizational objectives; provides interpretation of City and department policies; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services, and meeting goals.
- **Labor Relations** - Represents the City Council and City Manager on all labor negotiation and grievance matters with bargaining unit representatives of recognized employee organizations.
- **Employee Relations** – Provides guidance and counseling to employees; initiates, conducts and/or oversees investigations relative to disciplinary actions and complaints for City departments.
- **Recruitment and Selection** - Assists in the administration of the City's Civil Service Merit System; facilitates selection procedures that produce diverse and skilled applicant pools; assures that all recruitment, hiring, placements, transfers, and promotions are made based on individual qualifications for the position.
- **Workers' Compensation** – Administers the City's risk management programs including workers' compensation for on-the-job injuries and employment liability.
- **Benefits Administration** - Provides exceptional and affordable employee benefits for retirement, medical, dental, vision, and employee assistance to attract and retain a qualified and highly skilled workforce.



- **Organizational Training and Development** - Coordinates City-wide training including safety, mandated, educational, and development programs for City staff.
- **Classification & Compensation** - Plans and conducts classification and organization studies; develops classification specifications; designs compensation systems that support and reinforce the City's long-range objectives as well as the culture, climate, and behaviors needed for the organization to be effective.

## **Accomplishments**

- ✓ Proactively developed a City-wide employee response to the COVID-19 pandemic which included:
  - Development of internal policy and procedures to mitigate COVID-19 in the workplace based on current guidelines from various health entities
  - Implementation and oversight of the emergency paid sick leave and expanded family and medical leave requirements of the Families First Coronavirus Response Act (FFCRA)
  - Establishment and implementation of a COVID-19 Prevention Program (CPP) to control exposures to COVID-19 in compliance with AB685 and the Cal/OSHA Emergency Temporary Regulation for COVID-19 Prevention Requirements (8 CCR 3205)
  - Facilitated the implementation of a City-wide electronic COVID-19 health screening process utilizing hands-free technology
- ✓ To help mitigate the City's projected fiscal deficit caused by the COVID-19 pandemic, secured one-year rollover labor agreements with all six bargaining units and temporary salary and benefit reductions for the Senior Executive Team and City Manager
- ✓ Successfully facilitated and coordinated a 9-month professional development learning program that enhanced succession planning efforts and prepared 19 employees for promotional opportunities
- ✓ Facilitated and coordinated the City's first virtual online open enrollment fair due to COVID-19 and offered employees a variety of benefits presentations and webinars with vendors and 177 employees participated in one-on-one meetings and webinars throughout the fiscal year, including health, safety and wellness webinars and virtual training opportunities through Municipal Pooling Authority and Kaiser Permanente

- ✓ Safely and efficiently filled staffing vacancies within an average of 35 days while processing over 1,700 applications and utilizing alternative selection procedures amid the pandemic
- ✓ Coordinated implicit bias training for all staff to positively enhance the relations between employees and their interactions with members of the public



## ➤ ADMINISTRATION – INFORMATION/COMMUNICATIONS SYSTEMS

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### Overview

The Information and Communications Systems Department centrally manages the operation, maintenance and replacement of the citywide network infrastructure, telephone, computer equipment and other hardware and software needs. This activity falls under the Internal Service Fund relative to the management of information technology planning and technical support of the hardware and software required for citywide operations.

### Service Levels

- Maintain the Citywide Network System in a reliable and consistent manner
- Provide hardware support to sustain the City's information technology systems including servers, network devices, specialized appliances, etc.
- Provide equipment support for personal computers, laptops, and all other associated peripheral equipment
- Provide software support to sustain the City's local and wide area networks including electronic mail, remote access to City computers at offsite locations, Internet access, mobile access to City information technology systems and the City website
- Provide operational support for the City's VoIP telephony system. Maintain and manage the various application systems being used by the City in a reliable and consistent manner



## Accomplishments

- ✓ Complete replacement of the SCADA system at Water Treatment Plant
- ✓ New backup system (VeeAM) implemented for the City
- ✓ Server for Eden financial system replaced
- ✓ New City, Marina and Parks websites in final phases of launch
- ✓ Implementation of Darktrace security system for City's IT Infrastructure
- ✓ Implemented all the modules of new Asset Management System, Cityworks
- ✓ Launched the implementation of new Permit system, Accela
- ✓ Continuous enhancement of the GIS platform for the staff by adding 30 layers
- ✓ Water Treatment Plant and Marina assets were configured on the GIS platform to facilitate integration with Cityworks system
- ✓ Replacement of 25 desktop computers
- ✓ New storage system added for the Police IT infrastructure
- ✓ Continuous enhancement of the IT infrastructure to support Remote access, during the COVID-19 pandemic
- ✓ RFP released for the upgrade of Broadcasting System in the Council Chamber

Activity	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Estimate	FY 21/22 Budget
High Priority Tech Projects Completed	15	15	15	15
Tech Service Requests Completed	1,325	1565	1,800	2,000

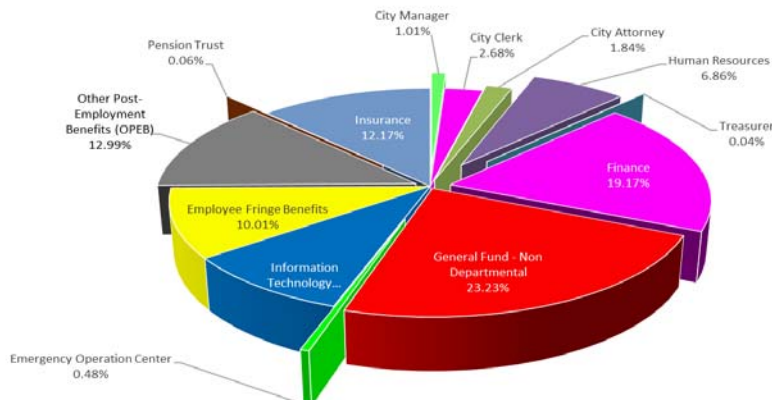
**FY 2021-22 AUTHORIZED FULL TIME EMPLOYEE ALLOCATIONS**  
**Administration**

<b>Department/Division</b>	<b>FY 2019-2020 Amended Budget</b>	<b>FY 2020-2021 Amended Budget</b>	<b>FY 2021-2022 Adopted Budget</b>
City Manager	0.95	0.40	0.45
City Clerk	1.40	1.70	2.10
City Attorney	1.00	1.20	1.55
Human Resources	5.00	5.00	4.00
Finance/Accounting	8.95	7.45	8.50
Finance/Utility Billing	8.50	9.15	8.25
Information/Communication Systems	5.00	5.00	5.00
<b>TOTAL:</b>	<b>30.80</b>	<b>29.90</b>	<b>29.85</b>

### Detailed Program Budget Administration

	2019-20 Actual	2020-21 Amended Budget	2021-22 Adopted Budget	Change from 2020-21	% Change
<b>AUTHORIZED POSITIONS</b>					
Total Authorized	30.80	29.90	29.85	(0.05)	-0.17%
<b>SOURCES OF REVENUE</b>					
General	11,128,136	10,154,505	9,449,003	655,698	2.09
Enterprise	782,207	861,414	840,000	(21,414)	-2.49
Internal Service	8,130,031	8,353,467	7,464,593	(888,874)	-10.64
Special Revenue	65,232	60,075	82,000	21,925	36.50
(Addition To)/Reduction in Fund Balance	(854,901)	(735,002)	(597,351)	137,651	-18.73
<b>TOTAL SOURCES OF REVENUE</b>	<b>\$ 19,250,705</b>	<b>\$ 18,694,459</b>	<b>\$ 17,238,245</b>	<b>\$ (1,456,214)</b>	<b>-7.79%</b>
<b>USES - OPERATING EXPENDITURES</b>					
Salaries & Wages	2,543,453	2,760,998	1,873,906	(887,092)	-32.13
Maintenance & Operations	4,059,344	4,525,506	4,339,143	(186,363)	-4.12
Workers Compensation	1,610,105	1,271,300	1,004,837	(266,463)	-20.96
Materials & Supplies	313,062	344,471	342,230	(2,241)	-0.65
Pass Through Payments	286,514	271,682	269,000	(2,682)	-0.99
Contracts & Services	2,249,768	2,361,274	2,375,560	14,286	0.61
Fringe Benefits	4,852,558	5,084,672	4,816,633	(268,039)	-5.27
<b>TOTAL USES - OPERATING EXPENDITURES</b>	<b>\$ 15,914,804</b>	<b>\$ 16,619,903</b>	<b>\$ 15,021,309</b>	<b>\$ (1,598,594)</b>	<b>-9.62%</b>
<b>USES - OTHER EXPENDITURES</b>					
Special Items of Expense	252	278,000	30,000	(248,000)	-89.21
<b>TOTAL USES - OTHER EXPENDITURES</b>	<b>\$ 252</b>	<b>\$ 278,000</b>	<b>\$ 30,000</b>	<b>\$ (248,000)</b>	<b>-89.21%</b>
<b>USES - CAPITAL EXPENDITURES</b>					
Capital Outlay - Equipment	46,836	113,620	110,000	(3,620)	-3.19
Capital Outlay - Projects	1,422,181	-	-	-	-
<b>TOTAL USES - CAPITAL EXPENDITURES</b>	<b>\$ 1,469,017</b>	<b>\$ 113,620</b>	<b>\$ 110,000</b>	<b>\$ (3,620)</b>	<b>-3.19%</b>
<b>USES - TRANSFERS-OUT</b>					
Transfers-Out	1,866,632	1,682,936	2,076,936	394,000	23.41
<b>TOTAL USES - TRANSFERS-OUT</b>	<b>\$ 1,866,632</b>	<b>\$ 1,682,936</b>	<b>\$ 2,076,936</b>	<b>\$ 394,000</b>	<b>23.41%</b>
<b>TOTAL USES</b>	<b>\$ 19,250,705</b>	<b>\$ 18,694,459</b>	<b>\$ 17,238,245</b>	<b>\$ (1,456,214)</b>	<b>-7.79%</b>
<b>USES BY PROGRAM RECAP</b>					
City Manager	243,187	172,412	173,717	1,305	0.76
City Clerk	392,861	487,016	461,528	(25,488)	-5.23
City Attorney	287,218	352,705	316,701	(36,004)	-10.21
Human Resources	1,167,248	1,158,357	1,181,779	23,422	2.02
Treasurer	6,343	6,223	6,215	(8)	-0.13
Finance	2,957,938	3,022,801	3,303,872	281,071	9.30
General Fund - Non Departmental	6,073,341	4,954,991	4,005,191	(949,800)	-19.17
Emergency Operation Center	50,970	41,600	82,000	40,400	97.12
Information Technology	1,307,005	1,855,377	1,635,831	(219,546)	-11.83
Employee Fringe Benefits	2,227,005	1,960,073	1,724,775	(235,298)	-12.00
Other Post-Employment Benefits (OPEB)	2,238,553	2,123,900	2,239,425	115,525	5.44
Pension Trust	394,215	392,935	10,000	(382,935)	-97.46
Insurance	1,904,821	2,166,069	2,097,211	(68,858)	-3.18
<b>TOTAL USES BY PROGRAM RECAP</b>	<b>\$ 19,250,705</b>	<b>\$ 18,694,459</b>	<b>\$ 17,238,245</b>	<b>\$ (1,456,214)</b>	<b>-7.79%</b>

Administration - Uses by Division





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➤ **COMMUNITY DEVELOPMENT**

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BUILDING

CODE ENFORCEMENT

ENGINEERING

PLANNING



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## ➤ COMMUNITY DEVELOPMENT – BUILDING CODE ENFORCEMENT

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### Overview

The Building Division is responsible for enforcing the California Building and Construction Codes as enacted by the California State Building Standards Commission. These codes apply to nearly all forms and levels of construction throughout the City. The Building Division is responsible for managing the construction permit process; including relaying general information and regulating plan submittal, plan review, permit issuance, inspection and document retention.

The Building Division also administers the City's Residential Rental Inspection Program, which includes identification and registration of residential rental properties, inspections, and issuance of correction notices and citations when necessary.



### Service Levels

- Next day construction inspection services
- Provide both general information and technical guidance for all types of construction projects within the City both personally and online
- Actively investigate citizen complaints regarding municipal code violations

### Accomplishments

- ✓ Adapted quickly to no-contact service delivery in response to coronavirus health orders, replacing over-the-counter plan review and permit issuance with digital
- ✓ Successful launch of program to conduct digital inspections with homeowners/contractors via cell phone camera on the more routine home installations, such as water heaters.
- ✓ Implementation completed end of fiscal year for new ACCELA software to improve service delivery, including ability for customers to view status of permit applications and plan reviews at key stages

## ➤ **COMMUNITY DEVELOPMENT – CODE ENFORCEMENT**

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### **Overview**

The Code Enforcement Division is responsible for enforcing the City’s Municipal Code as adopted by the City Council, from overgrown weeds to abatements of trash and debris in public view, and much more. The Code Enforcement Division plays a key role in helping maintain public safety and enhancing quality of life for Pittsburg residents.

The Code Enforcement Division receives complaints and requests from residents mainly through a dedicated mobile and web application, GOGov. The Division conducts inspections and issues correction notices and citations when necessary.



Previously, the Code Enforcement Division was housed within the Pittsburg Police Department. For the upcoming 2021-2022 Fiscal Year, the Division will transition to become a part of Community Development, with a renewed focus on proactive enforcement and enhancing the quality of life.

### **Service Levels**

- Responses to all service requests within 10 business days
- Actively investigate citizen complaints regarding municipal code violations

### **Accomplishments**

- ✓ Successful transition of Code Enforcement division staff from Police Department to civilian Community Development Department
- ✓ A total of 852 citizen complaints were completed and closed out so far this Fiscal Year
- ✓ 84 percent of closed cases were a result of voluntary compliance with correction notices that were issued
- ✓ The Division completed 1014 investigations during Fiscal Year 2020-21

## ➤ PUBLIC WORKS - ENGINEERING

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### Overview

The Engineering Division provides skilled and professional staff to assure that City-owned facilities such as streets, storm drain systems, water distribution networks, sewer collection facilities, parks, and similar improvements are constructed where needed and that the improvements are built to meet appropriate standards.

### Service Levels

- Manage the design and construction of City projects
- Assure that development projects (residential and commercial) meet City requirements
- Manage traffic related issues and improvements such as signal timing
- Process and issue the permits for encroachments within the public right-of-way, site grading, parking permits, and wide load permits
- Maintain records of the constructed improvements and the description of properties and easements within the City
- Serve as the City's Stormwater National Pollutant Discharge Elimination System (NPDES) manager to ensure compliance with the City's Stormwater permit
- Provide staff to manage and support the Southwest Pittsburg Geological Hazard Abatement District II



## **Accomplishments**

### *Projects Completed FY 2020-21*

- ✓ Annual Park Sign Replacement (4 locations)
- ✓ Range Road Sidewalk Improvements
- ✓ Montezuma Pump Station Replacement
- ✓ 2020/2021 Street Maintenance Project (Highland Meadows)
- ✓ SB1 West Leland Road / Loveridge Road Pavement Rehabilitation
- ✓ Stoneman Avenue Pedestrian Improvements
- ✓ West Leland Road/Loveridge Road Rehabilitation Phase II
- ✓ Sewer/Waterline Replacement Project (Sunset Park)
- ✓ 2020/21 Traffic Calming - Speed Humps on Heatherwood Drive
- ✓ West Leland Road Safety Improvements



## ➤ COMMUNITY DEVELOPMENT – PLANNING

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### Overview

The Planning Division facilitates new development's compliance with the City's development regulations and guidelines, California Environmental Quality Act (CEQA) and other applicable state, federal, and local regulations. Specifically, the Planning Division is responsible for development, maintenance, and implementation of the City's General Plan; development and administration of Pittsburg Municipal Code Title 18 (Zoning) and Title 19 (Signs) of the Pittsburg Municipal Code; co-administration of Title 17 (Subdivisions); administration of the East Contra Costa County Habitat Conservation Plan (HCP); and preparation and coordination of CEQA documents for the City.

### Service Levels

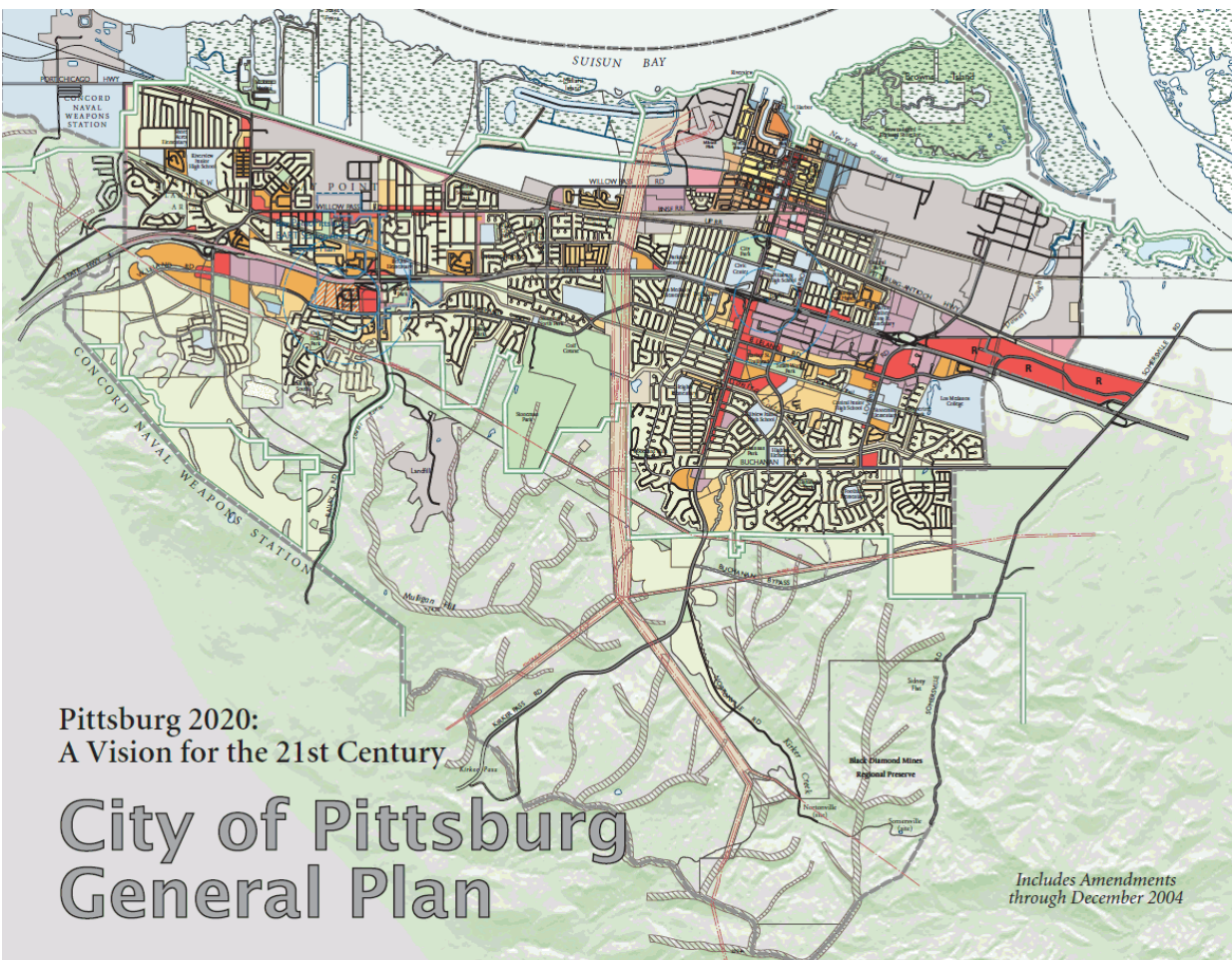
- Provides inter-departmental coordination for processing applications for private development within city limits, through Planning Commission and City Council
- Provides oversight and direction in the implementation and maintenance of the City's General Plan, Zoning Ordinance and other planning-related documents
- Serves as a resource for coordination and preparation of CEQA documents for both public and private developments within the City
- Serves as staff support to the Planning Commission and Historic Resources Commission, ensuring timely processing and distribution of public notices, agendas, staff reports, minutes and resolutions
- Represents the City and participates in regional planning activities, such as the East Contra Costa County Habitat Conservation Plan, meetings of the Contra Costa County Planning Directors, meetings with staff of Local Agency Formation Commission (LAFCO) and Bay Point Municipal Advisory Commission, as needed
- Receives and responds to complaints of Zoning and Sign ordinance violations, and assists in enforcement of other municipal code provisions



- Accepts, processes, analyzes and evaluates planning applications for conformance with the City of Pittsburg General Plan, Zoning Ordinance, CEQA, Subdivision Ordinance, Sign Ordinance and other state, federal and local planning regulations
- Provides feedback to other, surrounding jurisdictions regarding planning applications that have potential to impact the Pittsburg community

## Accomplishments

- ✓ City Council adopted Pittsburg Moves active transportation plan after a two-year community wide effort led by Planning division staff with extensive resident input
- ✓ First phase of Comprehensive General Plan Update completed on schedule; multi-year effort scheduled to be completed during Fiscal Year 2021-22
- ✓ Successfully moved department operations to remote work and digital service delivery in response to coronavirus pandemic





**FY 2021-22 AUTHORIZED FULL TIME EMPLOYEE ALLOCATIONS**  
**Development Services**

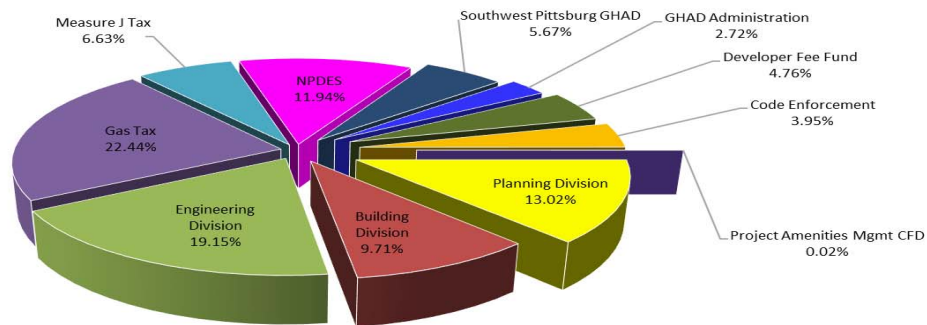
<b>Department/Division</b>	<b>FY 2019-2020 Amended Budget</b>	<b>FY 2020-2021 Amended Budget</b>	<b>FY 2021-2022 Adopted Budget</b>
Planning	5.99	5.66	6.00
Building	5.14	6.31	7.14
Code Enforcement	0.00	3.00	3.00
Engineering	12.71	12.37	13.14
NPDES Administration & Outreach	1.21	1.21	1.77
Southwest Pittsburg GHAD II	1.50	1.60	1.40
Local Traffic Mitigation Fee Fund	0.10	0.10	0.10
<b>TOTAL:</b>	<b>26.65</b>	<b>30.25</b>	<b>32.55</b>

### Detailed Program Budget Community Development

	2019-20 Actual	2020-21 Amended Budget	2021-22 Adopted Budget	Change from 2020-21	% Change
<b>AUTHORIZED POSITIONS</b>					
Total Authorized	26.65	30.25	32.55	2.30	7.60%
<b>SOURCES OF REVENUE</b>					
General	4,776,694	5,838,259	6,909,587	1,071,328	18.35
Capital Projects	3,846,753	9,882,391	4,420,800	(5,461,591)	-55.27
Special Revenue	7,608,272	14,407,148	6,997,572	(7,409,576)	-51.43
(Addition To)/Reduction in Fund Balance	(4,199,103)	2,771,249	(4,596,085)	(7,409,575)	-51.44
<b>TOTAL SOURCES OF REVENUE</b>	<b>\$ 12,032,616</b>	<b>\$ 32,899,047</b>	<b>\$ 13,731,874</b>	<b>\$ (19,167,173)</b>	<b>-58.26%</b>
<b>USES - OPERATING EXPENDITURES</b>					
Salaries & Wages	2,659,874	3,387,640	3,406,388	18,748	0.55
Maintenance & Operations	819,671	1,032,164	826,201	(205,963)	-19.95
Workers Compensation	139,355	135,705	118,713	(16,992)	-12.52
Materials & Supplies	89,804	124,390	328,125	203,735	163.79
Contracts & Services	915,384	1,679,216	1,152,215	(527,001)	-31.38
Fringe Benefits	2,001,606	2,292,632	2,716,996	424,364	18.51
<b>TOTAL USES - OPERATING EXPENDITURES</b>	<b>\$ 6,625,694</b>	<b>\$ 8,651,747</b>	<b>\$ 8,548,638</b>	<b>\$ (103,109)</b>	<b>-1.19%</b>
<b>USES - CAPITAL EXPENDITURES</b>					
Capital Outlay - Equipment	42,608	44,392	2,000	(42,392)	-95.49
Capital Outlay - Projects	1,677,612	20,254,361	2,616,180	(17,638,181)	-87.08
<b>TOTAL USES - CAPITAL EXPENDITURES</b>	<b>\$ 1,720,220</b>	<b>\$ 20,298,753</b>	<b>\$ 2,618,180</b>	<b>\$ (17,680,573)</b>	<b>-87.10%</b>
<b>USES - TRANSFERS-OUT</b>					
Transfers-Out	3,686,702	3,948,547	2,565,056	(1,383,491)	-35.04
<b>TOTAL USES - TRANSFERS-OUT</b>	<b>\$ 3,686,702</b>	<b>\$ 3,948,547</b>	<b>\$ 2,565,056</b>	<b>\$ (1,383,491)</b>	<b>-35.04%</b>
<b>TOTAL USES</b>	<b>\$ 12,032,616</b>	<b>\$ 32,899,047</b>	<b>\$ 13,731,874</b>	<b>\$ (19,167,173)</b>	<b>-58.26%</b>
<b>USES BY PROGRAM RECAP</b>					
Planning Division	1,608,492	1,561,108	1,787,205	226,097	14.48
Planning Grants	34,631	276,686	-	(276,686)	-100.00
Building Division	890,101	1,030,452	1,333,111	302,659	29.37
Engineering Division	2,371,921	2,254,880	2,629,879	374,999	16.63
Gas Tax	2,073,695	7,573,127	3,081,180	(4,491,947)	-59.31
Measure J Tax	1,445,029	6,219,531	910,000	(5,309,531)	-85.37
NPDES	968,797	1,513,768	1,639,988	126,220	8.34
Southwest Pittsburg GHAD	606,016	838,141	778,430	(59,711)	-7.12
GHAD Administration	384,652	513,118	373,545	(139,573)	-27.20
Pittsburg CIP	266,378	3,025,709	-	(3,025,709)	-100.00
Developer Fee Fund	1,004,331	7,420,245	653,182	(6,767,063)	-91.20
Community Capital Improvements	29,031	232,761	-	(232,761)	-100.00
Code Enforcement	-	437,121	541,954	104,833	23.98
Project Amenities Mgmt CFD	2,652	2,400	3,400	1,000	41.67
Infrastructure Repair & Replacement	346,890	-	-	-	-100.00
<b>TOTAL USES BY PROGRAM RECAP</b>	<b>\$ 12,032,616</b>	<b>\$ 32,899,047</b>	<b>\$ 13,731,874</b>	<b>\$ (19,167,173)</b>	<b>-58.26%</b>

(1) Includes transfers between funds for the administration of the GHAD program in the amount of \$511,000, therefore uses appear to be overstated by \$511,000

**Community Development - Uses by Division**



➤ **ENTERPRISE SERVICES**

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COMMUNITY DEVELOPMENT BLOCK GRANT

ECONOMIC DEVELOPMENT

ENVIRONMENTAL AFFAIRS

MARINA OPERATIONS

WATERFRONT OPERATIONS



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# ➤ ENTERPRISE SERVICES – COMMUNITY DEVELOPMENT BLOCK GRANT

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## Overview

The City of Pittsburg Community Development Block Grant (CDBG) Program receives its annual funding from the United State Department of Housing and Urban Development (HUD). Through Pittsburg’s citizen participation process, programs and projects are identified and implemented in accordance with the goals and objectives of the Five Year Consolidated Plan. The various activities funded by CDBG must meet one of HUD’s national objectives: 1) Benefit low and moderate income people; 2) Aid in prevention or elimination of slums or blight; and 3) Urgent need (i.e. damage due to natural disasters).



For Fiscal Year 2021-2022 (FY 21-22), the City will be receiving \$617,686 from HUD. Along with \$40,000 from previous years funding, the total CDBG funding for FY 21-22 is \$657,686.

## Service Levels

- The City funds programs and projects that benefit the citizens of Pittsburg. The funded activities include public services (youth, homeless, and health), economic development, code enforcement, infrastructure (ADA ramps) and the housing rehabilitation program.

## **Accomplishments**

- ✓ Funded the installation of 22 ADA ramps in targeted areas
- ✓ Funded a job training and placement program that placed 3 residents into positions with employment partners and provided micro-enterprises assistance to 30 small business owners
- ✓ Funded code enforcement efforts to address the decline in targeted neighborhoods
- ✓ Allocated funds to a variety of supportive services which included assistance for the homeless, the medically uninsured, and programs for at risk youth

Allocated funds to the housing rehabilitation program to provide low-interest loans up to \$30,000 to income qualified Pittsburg homeowners for the purpose of improving their property. During FY 20-21, 2 loans were issued



## ➤ ENTERPRISE SERVICES – ECONOMIC DEVELOPMENT

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### Overview

The Economic Development Department is responsible for building strong partnerships with local business and non-profit organizations. Its mission is to retain existing businesses and help them grow and become sustainable, while attracting new businesses that will expand employment opportunities for Pittsburg residents. In doing so, the City will expand the local sales and property tax base, while maintaining a positive balance between growth, social equity, and the economy.

As a result of COVID-19, many existing businesses will be reevaluating their processes and responding to the financial and operational impacts of the pandemic. The Economic Development Department will play a key role in helping businesses identify resources that allow them to modify operations, acquire new skills or employees, and plan for future impacts.

### Service Levels

- Promote business success by connecting business owners to services, resources, and information on funding opportunities
- Provide economic information to support job creation and business with a focus on the City's shopping districts
- Identify and address issues affecting business operations, and help businesses identify new technologies and operational measures to increase productivity
- Partner with educational institutions to scale-up workforce and prepare prospective employees with 21<sup>st</sup> century job skills
- Serve as a liaison between brokers and businesses for business retention, expansion, and site selection assistance



## **Accomplishments**

- ✓ Commenced Development of the City's Economic Development Strategic Plan
- ✓ Put small businesses in contact with funding and employment resources, including State of California Relief Grant Programs and Federal loan programs, totaling over \$10 million
- ✓ Administered Citywide grant program providing 23 grants of up to \$10,000 to local small businesses
- ✓ Established the Pittsburg Educational Attainment Partnership between the City of Pittsburg and Los Medanos College to help build a more robust and skilled workforce
- ✓ Partnered with SiFi Networks to bring Citywide fiber to Pittsburg and executed Smart City agreement
- ✓ Relunched ThinkPittsburg.com website as a business attraction tool
- ✓ Initiated Phase I of innovation district development
- ✓ Attracted autonomous aircraft R+D firm to test products in Stoneman Reuse Area
- ✓ Revised City's cannabis policies to allow for new businesses



## ➤ ENVIRONMENTAL SERVICES – SOLID WASTE DIVISION

Environmental Services Department focuses on environmental programs, services, infrastructure and development for residents, businesses and the community at large. The Environmental Services Department encompasses the Solid Waste Division, Waterfront Operations and Development Division, and Pittsburg Marina.

### SOLID WASTE DIVISION

#### Overview

The Solid Waste Division encompasses the following responsibilities: solid waste/recycling for the community, schools and businesses; Local Enforcement Agency (LEA) for enforcement and permitting of solid waste facilities; stormwater outreach, education, and compliance; sustainability/climate change; energy efficiency for City buildings and street lighting; cable/wireless communications, community TV/broadcasting and franchises; environmental compliance and safety; Emergency Operation Center support; and other environmental programs.

#### Service Levels

*Solid Waste/Recycling/Local Enforcement Agency:*

- Oversee and manage City's compliance with State-mandated AB 939 solid waste reduction programs, annual reporting, City's solid waste franchise agreements and mitigation fees
- Promote and implement programs for residents and small businesses to manage household hazardous waste through the Delta Household Hazardous Waste Collection Facility
- Implement mandated state programs such as commercial recycling and organic (green/wood/food) recycling
- Provide recycling programs to residents, schools, businesses and government offices
- Implement programs and grants for commercial recycling, construction and demolition disposal reduction, e-waste
- Conduct required monthly/quarterly inspections of solid waste facilities (transfer stations, landfills, chipping and grinding operations, composting operations)



- Investigate and provide enforcement on illegal dumping activities
- Solid Waste Facility permitting, review, and associated CEQA review

*Stormwater Outreach, Education, and Compliance:*

- Implementation and compliance with sections of the Municipal Regional Stormwater permit with education and outreach to residents, schools, and businesses
- Promote Integrated Pest Management (IPM) and pesticide alternatives
- Participate in watershed management education and activities in local schools; Delta Waters Education, Kids for the Bay
- Trash reduction education programs and polices: Plastic Bag Ordinance, Polystyrene Ordinance, Creek Cleanups; Civic Pride Day, Adopt a Spot



*Sustainability / Climate Change Energy Efficiency:*

- Manage the City's Greenhouse Gas Inventory by collecting data, assess and reevaluate data to create a Climate Action Plan to reduce City's carbon footprint
- Monitor and audit City facilities and parks for energy efficiency and implement reduction measures
- Education and Program Outreach: Green Footprint Festival, Sustainable Contra Costa Workshops and Advisor, Pittsburg Unified School District Sustainability Committee, Beacon Awards



### *Environmental Compliance, Safety, & Other Programs:*

- Hazardous materials inspection and compliance of City facilities for various agencies
- Provide annual required safety training, policies, and medical testing (respiratory / hearing) for Public Works and Maintenance personnel
- Emergency Operation Center coordination, programs, training
- Federal Communication Commission licensing
- Oversight of air monitoring station and education to residents and schools
- Required reporting and oversight of various regulations
- Neighborhood Improvement Team meetings



### *Cable and Wireless Communications:*

- Oversee City's Cable / Public Education and Government (PEG) and Wireless Franchises with management of Memorandum of Understanding (MOU) with Contra Costa Television (CCTV) and the City's Public Education and Government (PEG) programming on Delta TV - Channel 24 and other Agreements
- Promote production of programming for Delta TV with show sponsorship, government programming, sports broadcasting, and youth education

### **Accomplishments**

- ✓ Updated City's Solid Waste Ordinances to meet state mandated requirements under SB 1383, Short-lived Climate Pollutants: Organic Waste Reductions
- ✓ Received a \$55,000 grant from Diablo Energy Storage for development and expansion of Delta Education Programs
- ✓ Received a \$2,500 Corteva Community Advisory Panel grant for support of the Delta Waters Education Program
- ✓ Partnered with Mt Diablo Resource Recovery to provide virtual ECO Hero recycling / litter education program to 4 elementary schools – 2800 students
- ✓ Emergency Operations Center activated virtually for COVID-19 coordination

- ✓ Completed 5-Acre expansion permit revision for The Recycling Center and Transfer Station
- ✓ Completed Greenhouse Gas Inventory for City of Pittsburg



## ➤ ENTERPRISE SERVICES - MARINA

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### Overview

The Pittsburg Marina (Marina), is located between the Sacramento and San Joaquin rivers. The Marina has 575 berths, occupies approximately 38 acres, and includes both a motorized and non-motorized public launch ramp, as well as an ADA-accessible kayak launch ramp. The Marina vicinity also includes the Pittsburg Yacht Club, scenic waterfront parks, the “Marina Green” event space, several restaurants, and a privately-owned marine repair yard.

The Marina has a standing reputation as affordable, welcoming, and picturesque. The Marina will continue to be focusing on modernization and efficiency in fiscal year 2021-2022 to enhance its reputation, recreation opportunities offered, fiscal sustainability, and each customer’s experience.



### Service Levels

- Fueling facilities provide clean, renewable diesel and other premium fuels
- Free sewage pump-out at the fuel docks
- Overnight guest berthing
- Walking distance to restaurants, parks, and California Theatre
- Covered guest boater congregation area
- Long-term berthing with premium covered docks and open docks
- Restroom and laundry facilities for present live-aboard berthing
- Kayak and stand-up paddle board rentals
- Boat launch area with local bait shop
- Staffing 7-days a week
- Free Wi-fi



## **Accomplishments**

- ✓ Updated Fuel Dock system and pumps to EMV (chip-card) readers, which was mandated to occur by April 17, 2021
- ✓ Conversion of new Marina Management Software program, named “MOLO”, to manage moorage customers and guest dock customer more efficiently
- ✓ Implementation of new asset and maintenance management program “City Works”
- ✓ Acquired a new Spill Response trailer through a California Department of Fish and Wildlife grant as well as performed a multi-agency training online with an on-the-water training schedule after COVID
- ✓ Removal of 6+ derelict boats from Marina through lien sales, regular sales, salvage companies, and the CA-Vessel-Turn-In-Program (VTIP)
- ✓ Installing new gate access system hardware, software and fiber-optic cable infrastructure to manage access efficiently and securely
- ✓ Installation of new LED lighting in parking lots and on all docks to improve visibility, monitoring, tracking, safety, and security throughout the Marina
- ✓ Contracted for design and installation of new Crossover Pump to improve water flow and quality between the Lowy Basin and the residential channel
- ✓ Contracted an aquatic harvesting company to remove and maintain aquatic weeds throughout the Marina, improving vessel access and Marina appearance



## ➤ ENVIRONMENTAL SERVICES – WATERFRONT DEVELOPMENT

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### Overview

The Waterfront Operations and Development Division (Waterfront) is responsible for overseeing compliance with Senate Bill 551 (SB551) which granted tidelands and submerged Public Trust Lands (Trust Lands) to the City of Pittsburg (City). Under SB551, the Waterfront strives to bring widespread public benefit to the area by providing events and activities, recreation opportunities and infrastructure, as well as commerce at the waterfront. In addition, it provides services for existing and prospective Trust Lands tenants including assistance with leasing and development, property inspections, and marketing and promotion of waterfront properties. The Waterfront is also a one-stop shop for Trust Lands lease applications and development services to prospective tenants and new businesses.



### Service Levels

- Seek and manage grants for preservation, recreation, and development of the waterfront
- Facilitate public enjoyment of the Pittsburg Waterfront through annual events, commercial developments like restaurants and shopping opportunities, and more
- Develop strategic planning documents and capital projects that implement the Trust Lands Use Plan and enhance the Trust Lands in a manner consistent with the Public Trust Doctrine for purposes of commerce, navigation, fisheries, recreation, and other public trust purposes
- Manage existing Trust Lands leases and identify opportunities for revenue generation
- Implement the 2017 Trust Lands Use Plan, draft 5-year Trust Lands Utilization Reports Plans, and submit annual Statements of Revenues and Expenditures as required by SB551 to guide Waterfront development
- Ensure that the use of granted Trust Lands is in accord with the Public Trust Doctrine

- Manage federal, state, and local permits related to dredging and similar operations
- Partner with the waterfront businesses and industries to ensure responsible use and productivity of the granted tidelands

### **Accomplishments**

- ✓ Executed second Commercial Waterfront Lease for a Fish Market and Café bringing in \$9,792 in FY21 revenue
- ✓ Received a \$172,155 Proposition 68 Grant from the CA Delta Conservancy for planning updates to the Pittsburg Public Boat Launch Facilities and Central Harbor Park
- ✓ Increased annual Pittsburg Fishing Derby participation by 123% from 2019 (170 anglers)
- ✓ Performed 5 environmental assessments on 4 underused brownfield sites (8.14 acres) and prepared 1 site for remediation (4.5 acres)
- ✓ Completed Revitalization Plans for two large brownfield sites in Pittsburg (900+ acres) in concert with Engage Pittsburg, the City's General Plan Update, this included in-depth community engagement including one online workshop to gather input on the City's Opportunity Areas and two workshops to gain community input on Land Use Alternatives
- ✓ Executed an Exclusive Negotiating Rights Agreement for a potential new industrial waterfront tenant





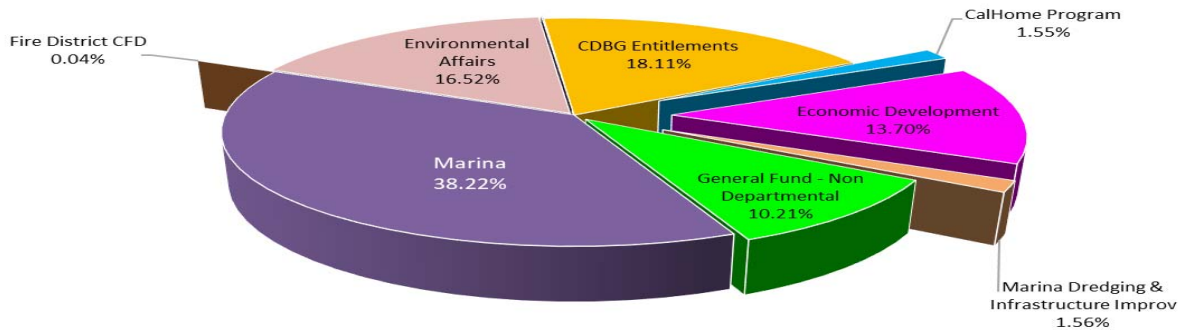
**FY 2021-22 AUTHORIZED FULL TIME EMPLOYEE ALLOCATIONS**  
**Enterprise Services**

<b>Department/Division</b>	<b>FY 2019-2020 Amended Budget</b>	<b>FY 2020-2021 Amended Budget</b>	<b>FY 2021-2022 Adopted Budget</b>
Solid Waste	1.50	1.50	1.75
Economic Development	0.95	1.15	2.10
CDBG Entitlements	0.55	0.40	0.60
Waterfront Operations	3.75	3.85	2.05
Marina	6.80	7.80	8.80
<b>TOTAL:</b>	<b>13.55</b>	<b>14.70</b>	<b>15.30</b>

**Detailed Program Budget  
Enterprise Services**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Adopted Budget	Change from 2020-21	% Change
<b>AUTHORIZED POSITIONS</b>					
Total Authorized	13.55	14.70	15.30	0.60	4.08%
<b>SOURCES OF REVENUE</b>					
Enterprise	4,473,725	4,589,812	3,900,843	(688,969)	-15.01
Special Revenue	2,356,959	5,465,434	4,877,081	(588,353)	-10.76
(Addition To)/Reduction in Fund Balance	(148,882)	(511,263)	(329,022)	182,241	-35.65%
<b>TOTAL SOURCES OF REVENUE</b>	<b>\$ 6,681,802</b>	<b>\$ 9,543,983</b>	<b>\$ 8,448,902</b>	<b>\$ (1,095,081)</b>	<b>-11.47%</b>
<b>USES - OPERATING EXPENDITURES</b>					
Salaries & Wages	1,078,153	1,264,096	1,353,429	89,333	7.07
Maintenance & Operations	722,792	1,072,137	901,278	(170,859)	-15.94
Workers Compensation	56,602	48,552	43,724	(4,828)	-9.94
Materials & Supplies	633,489	492,450	475,380	(17,070)	-3.47
Grants	-	721,024	620,024	(101,000)	-14.01
Contracts & Services	1,511,000	3,151,210	3,626,656	475,446	15.09
Fringe Benefits	838,165	861,522	1,028,552	167,030	19.39
Other	(34,137)	9,041	8,500	(541)	-5.98
<b>TOTAL USES - OPERATING EXPENDITURES</b>	<b>\$ 4,806,064</b>	<b>\$ 7,620,032</b>	<b>\$ 8,057,543</b>	<b>\$ 437,511</b>	<b>5.74%</b>
<b>USES - OTHER EXPENDITURES</b>					
Special Items of Expense	20,650	12,500	24,000	11,500	92.00
<b>TOTAL USES - OTHER EXPENDITURES</b>	<b>\$ 20,650</b>	<b>\$ 12,500</b>	<b>\$ 24,000</b>	<b>\$ 11,500</b>	<b>92.00%</b>
<b>USES - CAPITAL EXPENDITURES</b>					
Capital Outlay - Equipment	4,952	121,000	118,000	(3,000)	-2.48
Capital Outlay - Projects	912,535	554,092	-	(554,092)	-100.00
<b>TOTAL USES - CAPITAL EXPENDITURES</b>	<b>\$ 917,487</b>	<b>\$ 675,092</b>	<b>\$ 118,000</b>	<b>\$ (557,092)</b>	<b>-82.52%</b>
<b>USES - TRANSFERS-OUT</b>					
Transfers-Out	937,601	1,236,359	249,359	(987,000)	-79.83
<b>TOTAL USES - TRANSFERS-OUT</b>	<b>\$ 937,601</b>	<b>\$ 1,236,359</b>	<b>\$ 249,359</b>	<b>\$ (987,000)</b>	<b>-79.83%</b>
<b>TOTAL USES</b>	<b>\$ 6,681,802</b>	<b>\$ 9,543,983</b>	<b>\$ 8,448,902</b>	<b>\$ (1,095,081)</b>	<b>-11.47%</b>
<b>USES BY PROGRAM RECAP</b>					
General Fund - Non Departmental	-	-	657,276	657,276	-100.00
Marina	2,523,433	2,600,786	2,460,452	(140,334)	-5.40
Golf Course	6,882	4,000	-	(4,000)	-100.00
Fire District CFD	2,102	2,028	2,570	542	26.73
R/R Ave e-BART CFD	70,197	2,000	-	(2,000)	-100.00
Environmental Affairs	702,249	861,666	1,063,239	201,573	23.39
Housing Rehab Loans - CDBG	27,518	10,000	5,000	(5,000)	-50.00
CDBG Entitlements	777,186	1,392,441	1,166,002	(226,439)	-16.26
CalHome Program	-	-	100,000	100,000	-100.00
Waterfront Operations	2,248,569	3,846,133	2,011,997	(1,834,136)	-47.69
Economic Development	321,106	490,648	881,866	391,218	79.73
Community Services Grants	2,560	3,440	-	(3,440)	-100.00
Marina Dredging & Infrastructure Improv	-	330,841	100,500	(230,341)	-69.62
<b>TOTAL USES BY PROGRAM RECAP</b>	<b>\$ 6,681,802</b>	<b>\$ 9,543,983</b>	<b>\$ 8,448,902</b>	<b>\$ (1,095,081)</b>	<b>-11.47%</b>

**Enterprise Services - Uses by Division**



➤ HOUSING AUTHORITY

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HOUSING AUTHORITY – SECTION 8

HOUSING – SUCCESSOR AGENCY



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## ➤ HOUSING AUTHORITY

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### Overview

The Housing Authority of the City of Pittsburg provides rental subsidy to low-income households to the extent of the maximum budget authority received from the United States Department of Housing and Urban Development (HUD) and awarded through an Annual Contributions Contract. The number of households assisted is based on funding and expenses. Rental assistance is granted in the form of a Housing Choice Voucher (Voucher or HCV) which families utilize to rent a unit of their choice. Factors determining program expenses include the number of Vouchers awarded, the average housing assistance payment, fair market rents established by HUD and administrative costs. Based on these factors, the Housing Authority's allocation is to assist 1,133 households, which includes 185 previously homeless Veterans who participate in the (Veterans Affairs Supportive Housing) VASH Program.

### Service Levels

- Develop program policies, guidelines, and procedures in accordance with federal regulations and state and local laws
- Prepare and submit mandatory HUD reports, including but not limited to the Five-Year Plan, Annual Plan, monthly Voucher Management System reports, monthly transmission of Family Reports and Administrative Plan revisions
- Maintain the balance of service deliverables within the federal grant for the HCV and VASH programs
  - Continue to collaborate with the Veterans Affairs Department to fully utilize leasing under the VASH program
- Respond to landlords and clients on issues, concern and/or complaints as they relate to the program services including HUD, group advocates and legal aid

### Accomplishments

- ✓ The Housing Authority was awarded a Certificate of Recognition from HUD for being a "High Performer" Housing Authority for 2019-2020 and has been a high performer since 2007. This rating was extended through 2020-2021 by waivers granted during the COVID-19 Pandemic

- ✓ The Housing Authority successfully submitted their PHA 5 Year & Annual Plan for 2020-2025 per the regulatory requirements
- ✓ The Housing Authority was funded for two administrative grants under the CARES Act totaling \$486,042 in order to supplement operational needs during the COVID 19 Pandemic
- ✓ Homeownership participation increased, with two additional families becoming homeowners totaling 18 participants in HCV Home Ownership Program
- ✓ The Landlord Workshop conducted December 2019 coupled with new states laws enacted in 2020 regarding the Voucher Program, resulted in 21 new owners participating with the program
- ✓ The Housing Authority provided a \$780,000 loan to Satellite Affordable Housing Associates to assist in the construction of Veterans Square



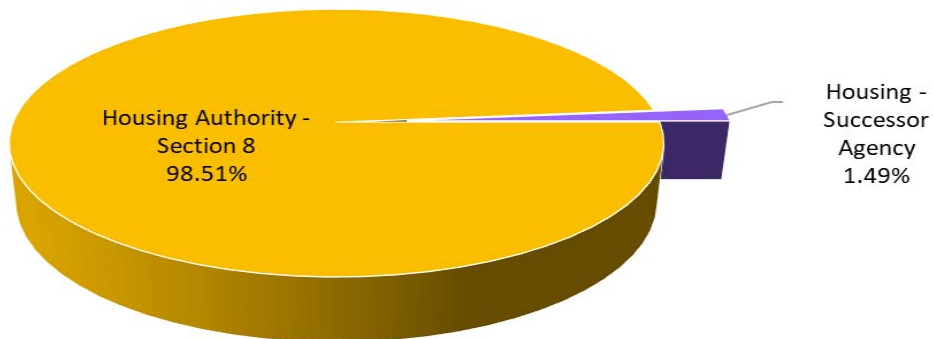
**FY 2021-22 AUTHORIZED FULL TIME EMPLOYEE ALLOCATIONS**  
**Housing Authority**

<b>Department/Division</b>	<b>FY 2019-2020 Amended Budget</b>	<b>FY 2020-2021 Amended Budget</b>	<b>FY 2021-2022 Adopted Budget</b>
Housing Authority - Section 8	6.65	7.65	6.65
RDA Housing - Administration	0.20	0.20	0.20
<b>TOTAL:</b>	<b>6.85</b>	<b>7.85</b>	<b>6.85</b>

## Detailed Program Budget Housing Authority

	2019-20 Actual	2020-21 Amended Budget	2021-22 Adopted Budget	Change from 2020-21	% Change
<b>AUTHORIZED POSITIONS</b>					
Total Authorized	6.85	7.85	6.85	(1.00)	-12.74%
<b>SOURCES OF REVENUE</b>					
Special Revenue	18,246,318	22,815,027	22,188,043	(626,984)	-2.75
(Addition To)/Reduction in Fund Balance	(400,315)	(3,040,446)	53,598	3,094,044	-101.76%
<b>TOTAL SOURCES OF REVENUE</b>	<b>\$ 17,846,003</b>	<b>\$ 19,774,581</b>	<b>\$ 22,241,641</b>	<b>\$ 2,467,060</b>	<b>12.48%</b>
<b>USES - OPERATING EXPENDITURES</b>					
Salaries & Wages	481,356	543,390	565,818	22,428	4.13
Maintenance & Operations	300,744	396,688	343,194	(53,494)	-13.49
Other Reimbursements	597	6,253	-	(6,253)	-100.00
Workers Compensation	24,916	22,219	18,178	(4,041)	-18.19
Materials & Supplies	21,548	41,463	64,442	22,979	55.42
Contracts & Services	16,599,063	17,506,415	18,363,117	856,702	4.89
Fringe Benefits	398,252	448,911	450,150	1,239	0.28
Other	-	780,000	2,400,000	1,620,000	207.69
<b>TOTAL USES - OPERATING EXPENDITURES</b>	<b>\$ 17,826,476</b>	<b>\$ 19,745,339</b>	<b>\$ 22,204,899</b>	<b>\$ 2,459,560</b>	<b>12.46%</b>
<b>USES - OTHER EXPENDITURES</b>					
Special Items of Expense	35	-	-	-	-100.00
<b>TOTAL USES - OTHER EXPENDITURES</b>	<b>\$ 35</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>USES - CAPITAL EXPENDITURES</b>					
Capital Outlay - Equipment	250	10,000	17,500	7,500	75.00
<b>TOTAL USES - CAPITAL EXPENDITURES</b>	<b>\$ 250</b>	<b>\$ 10,000</b>	<b>\$ 17,500</b>	<b>\$ 7,500</b>	<b>75.00%</b>
<b>USES - TRANSFERS-OUT</b>					
Transfers-Out	19,242	19,242	19,242	-	0.00
<b>TOTAL USES - TRANSFERS-OUT</b>	<b>\$ 19,242</b>	<b>\$ 19,242</b>	<b>\$ 19,242</b>	<b>\$ -</b>	<b>0.00%</b>
<b>TOTAL USES</b>	<b>\$ 17,846,003</b>	<b>\$ 19,774,581</b>	<b>\$ 22,241,641</b>	<b>\$ 2,467,060</b>	<b>12.48%</b>
<b>USES BY PROGRAM RECAP</b>					
Housing Authority - Section 8	17,563,383	18,606,878	21,910,872	3,303,994	17.76
Housing - Successor Agency	282,620	1,167,703	330,769	(836,934)	-71.67
<b>TOTAL USES BY PROGRAM RECAP</b>	<b>\$ 17,846,003</b>	<b>\$ 19,774,581</b>	<b>\$ 22,241,641</b>	<b>\$ 2,467,060</b>	<b>12.48%</b>

### Housing Authority - Uses by Division





➤ **PITTSBURG POWER COMPANY**

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PITTSBURG POWER COMPANY

ISLAND ENERGY



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## ➤ **PITTSBURG POWER COMPANY**

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### **Overview**

Pittsburg Power Company (“PPC”) is a Joint Powers Authority of the City of Pittsburg. PPC is defined as a Publicly Owned Utility (“POU”), a municipal utility as formed and defined under the California Constitution.

PPC operates and does business in two (2) separate locations:

1. Within the City of Pittsburg, developing project that generate revenue for the City of Pittsburg while working to retain existing businesses and attract new business developments. PPC has partnered with private enterprise to develop over \$2 billion of energy and industrial projects in Pittsburg since its creation in 1996.
2. PPC manages the electric distribution and natural gas utility systems on Mare Island, Vallejo. PPC acquired the electric and gas utility distribution franchise from the US Navy in 1997. Since inception, PPC has performed these utility distribution services on Mare Island under the common name “Island Energy”.

Currently, PPC is advancing local energy and other projects currently in the developmental stage. In addition, PPC staff continues to support the evaluation of renewable and alternative energy projects to lower City of Pittsburg’s annual electricity costs.

### **Service Levels**

- Develop opportunities between the City, the community, businesses, and industries on potential business interest in energy development projects
- Review new business opportunities that become available to PPC through legislative changes and/or technical advances in the gas and electric industry
- Collaborate between and with various power and related energy agencies, regulatory groups and other public and private organizations.
- Modernization of the electric distribution system on Mare Island, including implementing digitized GIS mapping and preparing for SCADA controls implementation
- Continue providing effective electric and gas utility services to Mare Island commercial and residential customers.

## Accomplishments

- ✓ PPC Utility Operations-Island Energy
  - Zero Crew Lost-time Accidents.
  - Uninterrupted utility services to commercial and residential customers during the Covid-19 pandemic.
  - Public Safety: Completed the required Wildfire Mitigation and Utility Physical Security Plans. Security fencing, signage, facility lighting and security upgrades continued.
  - Achieved High System Reliability: Four (4) key system distribution system repairs and upgrades made. “Non-destructive Partial Discharge Testing” of key electrical circuits to identify vulnerabilities.
  - Economic Management: Significant revenue increase from new, portable substations. Waived all billing late fees and suspended customer shutoffs during Covid-19. Rates remain frozen for two (2) years.
  - Work Management: Covid-19 protocols put in place, other work safety protocols in place. Rapid responses to cable vandalisms (4).

Activity Measure	FY 18-19	FY 19-20	FY 20-21
CIP – Reliability	6	0	6
CIP – Regulatory	0	1	2
Customer Projects (Commercial)	4	2	2
Safety (Lost Time Accidents)	0	0	0

- ✓ PPC City of Pittsburg Operation
  - The Future Build program, sponsored by PPC, admitted 40 students, 18 of whom graduated in November 2020 and 20 this June 2021. The graduation rate for those completing in November was 95% and an employment rate of 100%, with graduates earning an average of \$19.50 per hour.
  - As of this writing, the entered employment rate for those graduating at the end of June is not yet known. Based on employer inquiries, PPC is optimistic that the rate will look like that of the November graduates.
  - The pandemic affected instruction with on-line learning increasing, social distancing, masking and other protocols being practiced. While it was more complicated, instruction continued, and performance goals were achieved.

Activity Measure	FY 20-21 Admitted	FY 20-21 Graduates	FY 20-21 % of Graduates
Future Build Graduates	40	38	95

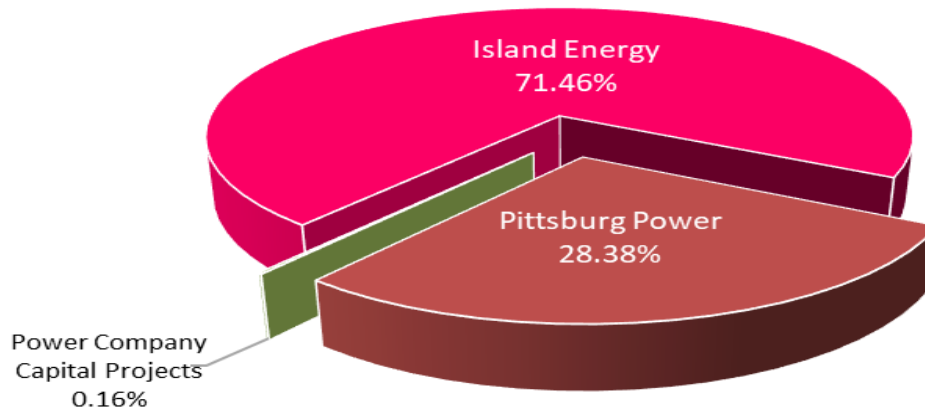
**FY 2021-22 AUTHORIZED FULL TIME EMPLOYEE ALLOCATIONS**  
**Pittsburg Power Company**

<b>Department/Division</b>	<b>FY 2019-2020 Amended Budget</b>	<b>FY 2020-2021 Amended Budget</b>	<b>FY 2021-2022 Adopted Base</b>
Island Energy	11.50	11.60	11.55
Pittsburg Power	2.55	2.85	3.05
<b>TOTAL:</b>	<b>14.05</b>	<b>14.45</b>	<b>14.60</b>

**Detailed Program Budget  
Pittsburg Power Company**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Adopted Budget	Change from 2020-21	% Change
<b>1 AUTHORIZED POSITIONS</b>					
Total Authorized	14.05	14.45	14.60	0.15	1.04%
<b>SOURCES OF REVENUE</b>					
Enterprise	8,094,914	10,272,333	10,683,609	411,276	4.00
(Addition To)/Reduction in Fund Balance	487,608	(35,551)	(1,340,808)	(1,305,257)	36.72
<b>TOTAL SOURCES OF REVENUE</b>	<b>\$ 8,582,522</b>	<b>\$ 10,236,782</b>	<b>\$ 9,342,801</b>	<b>\$ (893,981)</b>	<b>-8.73%</b>
<b>3 USES - OPERATING EXPENDITURES</b>					
Salaries & Wages	1,420,265	1,706,702	1,767,021	60,319	3.53
Maintenance & Operations	763,747	893,584	1,004,235	110,651	12.38
Workers Compensation	73,848	68,792	57,197	(11,595)	-16.86
Materials & Supplies	2,010,472	2,597,810	2,505,200	(92,610)	-3.56
Contracts & Services	1,552,696	1,706,266	1,723,548	17,282	1.01
Fringe Benefits	960,072	1,088,523	1,181,611	93,088	8.55
<b>TOTAL USES - OPERATING EXPENDITURES</b>	<b>\$ 6,781,100</b>	<b>\$ 8,061,677</b>	<b>\$ 8,238,812</b>	<b>\$ 177,135</b>	<b>2.20%</b>
<b>USES - CAPITAL EXPENDITURES</b>					
Capital Outlay - Equipment	300,240	462,964	100,000	(362,964)	-78.40
Capital Outlay - Projects	742,193	898,402	260,000	(638,402)	-71.06
<b>TOTAL USES - CAPITAL EXPENDITURES</b>	<b>\$ 1,042,433</b>	<b>\$ 1,361,366</b>	<b>\$ 360,000</b>	<b>\$ (1,001,366)</b>	<b>-73.56%</b>
<b>USES - TRANSFERS-OUT</b>					
Transfers-Out	758,989	813,739	743,989	(69,750)	-8.57
<b>TOTAL USES - TRANSFERS-OUT</b>	<b>\$ 758,989</b>	<b>\$ 813,739</b>	<b>\$ 743,989</b>	<b>\$ (69,750)</b>	<b>-8.57%</b>
<b>TOTAL USES</b>	<b>\$ 8,582,522</b>	<b>\$ 10,236,782</b>	<b>\$ 9,342,801</b>	<b>\$ (893,981)</b>	<b>-8.73%</b>
<b>USES BY PROGRAM RECAP</b>					
Island Energy	5,295,050	6,426,391	6,676,093	249,702	3.89
Pittsburg Power	2,753,390	2,521,066	2,651,708	130,642	5.18
Power Company Capital Projects	534,082	1,289,325	15,000	(1,274,325)	-98.84
<b>TOTAL USES BY PROGRAM RECAP</b>	<b>\$ 8,582,522</b>	<b>\$ 10,236,782</b>	<b>\$ 9,342,801</b>	<b>\$ (893,981)</b>	<b>-8.73%</b>

**Pittsburg Power Company - Uses by Division**



➤ **POLICE DEPARTMENT**

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OPERATIONS BUREAU

INVESTIGATIONS

SUPPORT SERVICES



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## ➤ POLICE DEPARTMENT

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### Overview

The Pittsburg Police Department is dedicated to providing the highest level of safety and security to the community through competent, professional law enforcement services.

The protection of life and property is the Police Department's ultimate priority. To this end, the Department is committed to forging an alliance with the residents served by providing police services that are fair, professional, and respectful of the dignity of all individuals.



### Service Levels

- Serve in the critical capacity of first responder for approximately 80,000 calls-for-service annually
- The Operations Bureau is responsible for the management of the Patrol Division and the Traffic Unit. The Patrol Division represents the largest component of the Police Department

- The Support Services Bureau is responsible for the management of the Investigations Division, Property/Evidence Division, Records Division, and the School Resource Officer Program. The Support Services Bureau also provides in-service training and certified courses to ensure compliance with Peace Officer Standards and Training (POST) and applicable educational mandates for all sworn and civilian police personnel
- The Police Department is dedicated to thoroughly investigate crime, evaluate and prepare criminal cases for appropriate clearance and submission to a prosecutor
- Provide proactive enforcement of the State’s DUI and boating while intoxicated laws, including patrol saturation and sobriety checkpoints, to ensure the highest level of roadway and waterway safety
- Reduce traffic collisions and promote safe driving. Traffic officers concentrate their efforts on regions within City that receive traffic complaints and where analysis of collision data identifies problem areas

### **Accomplishments**

- ✓ Due to the COVID-19 pandemic and the resulting County-wide closure, the Police Department took immediate measures to ensure the health and safety of its staff and the community
- ✓ The Police Department continues to establish crime reduction strategies and utilize available data to identify priority enforcement areas
- ✓ The Police Department continues to develop a strategic plan to evaluate Police Department operations, guide department activities and utilize technology to improve overall efficiency
- ✓ The Police Department implemented the pilot program to reduce big box commercial shrinkage and helping protect the viability of multiple large businesses in the City and create a more enjoyable and safe shopping experience
- ✓ The Police Department continues to enhance its social media presence and develop partnerships for community-led messaging that seeks to reduce crime and violence throughout the city
- ✓ The Police Department will identify youth-oriented programs that seek to address at risk youth and provide intervention as necessary

**FY 2021-22 AUTHORIZED FULL TIME EMPLOYEE ALLOCATIONS**  
**Police Department**

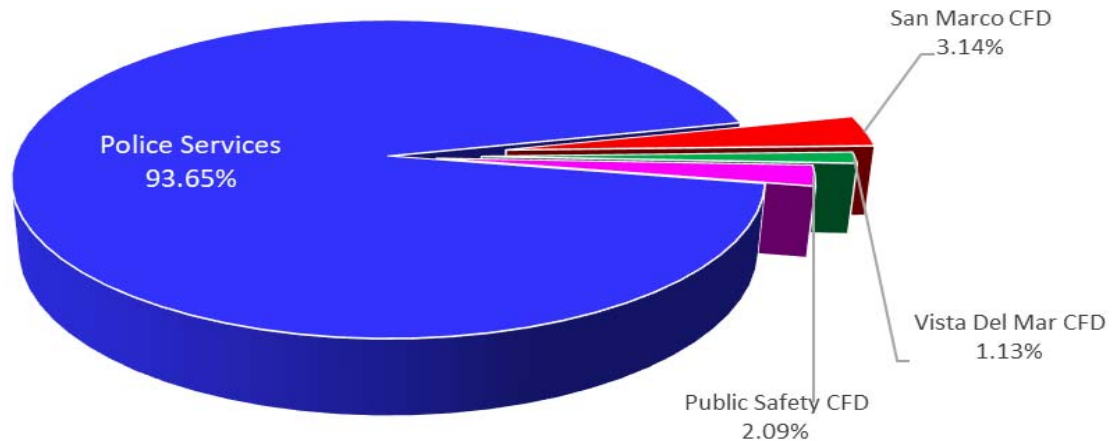
<b>Department/Division</b>	<b>FY 2019-2020 Amended Budget</b>	<b>FY 2020-2021 Amended Budget</b>	<b>FY 2021-2022 Adopted Base</b>
Police - Admin & Support Services	7.00	7.00	5.00
Police - Operations Bureau	70.00	70.00	72.00
Police - Investigations	13.80	13.80	14.80
Police - Support Services	19.00	16.00	17.00
Police - Family Justice Center	0.20	0.20	0.20
<b>TOTAL:</b>	<b>110.00</b>	<b>107.00</b>	<b>109.00</b>

**Detailed Program Budget  
Police Department**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Adopted Budget	Change from 2020-21	% Change
<b>AUTHORIZED POSITIONS</b>					
Total Authorized	110.00	107.00	109.00	2.00	1.87%
<b>SOURCES OF REVENUE</b>					
General	27,667,008	26,165,435	29,526,679	(371,426)	-4.66
Special Revenue	2,953,642	3,369,012	2,595,901	(773,111)	-22.95
(Addition To)/Reduction in Special Revenue Funds	2,347,459	2,971,295	1,679,689	(1,291,606)	-43.47
Fund Balance					
<b>TOTAL SOURCES OF REVENUE</b>	<b>\$ 32,968,109</b>	<b>\$ 32,505,742</b>	<b>\$ 33,802,269</b>	<b>\$ 1,296,527</b>	<b>3.99%</b>
<b>USES - OPERATING EXPENDITURES</b>					
Salaries & Wages	13,892,558	13,414,415	14,045,273	630,858	4.70
Maintenance & Operations	2,683,896	2,622,426	2,948,892	326,466	12.45
Workers Compensation	708,680	564,961	440,235	(124,726)	-22.08
Materials & Supplies	437,115	614,057	378,610	(235,447)	-38.34
Contracts & Services	2,703,369	2,479,658	2,645,790	166,132	6.70
Fringe Benefits	9,430,266	9,034,488	10,443,469	1,408,981	15.60
<b>TOTAL USES - OPERATING EXPENDITURES</b>	<b>\$ 29,855,884</b>	<b>\$ 28,730,005</b>	<b>\$ 30,902,269</b>	<b>\$ 2,172,264</b>	<b>7.56%</b>
<b>USES - OTHER EXPENDITURES</b>					
Special Items of Expense	215,262	1,815	5,000	3,185	175.48
<b>TOTAL USES - OTHER EXPENDITURES</b>	<b>\$ 215,262</b>	<b>\$ 1,815</b>	<b>\$ 5,000</b>	<b>\$ 3,185</b>	<b>175.48%</b>
<b>USES - CAPITAL EXPENDITURES</b>					
Capital Outlay - Equipment	655,716	1,215,796	765,000	(450,796)	-37.08
<b>TOTAL USES - CAPITAL EXPENDITURES</b>	<b>\$ 655,716</b>	<b>\$ 1,215,796</b>	<b>\$ 765,000</b>	<b>\$ (450,796)</b>	<b>-37.08%</b>
<b>USES - TRANSFERS-OUT</b>					
Transfers-Out	2,241,247	2,558,126	2,130,000 <sup>1</sup>	(428,126)	-16.74
<b>TOTAL USES - TRANSFERS-OUT</b>	<b>\$ 2,241,247</b>	<b>\$ 2,558,126</b>	<b>\$ 2,130,000</b>	<b>\$ (428,126)</b>	<b>-16.74%</b>
<b>TOTAL USES</b>	<b>\$ 32,968,109</b>	<b>\$ 32,505,742</b>	<b>\$ 33,802,269</b>	<b>\$ 1,296,527</b>	<b>3.99%</b>
<b>USES BY PROGRAM RECAP</b>					
Police Services	29,908,255	28,723,561	31,656,679 <sup>1</sup>	2,933,118	10.21
San Marco CFD	1,133,153	1,060,000	1,060,000	-	0.00
Vista Del Mar CFD	380,690	340,700	380,690	39,990	11.74
Public Safety CFD	564,020	644,000	704,900	60,900	9.46
Asset Forfeitures	326	4,226	-	(4,226)	-100.00
Police Grants	981,665	1,733,255	-	(1,733,255)	-100.00
<b>TOTAL USES BY PROGRAM RECAP</b>	<b>\$ 32,968,109</b>	<b>\$ 32,505,742</b>	<b>\$ 33,802,269</b>	<b>\$ 1,296,527</b>	<b>3.99%</b>

<sup>1</sup> Includes transfers between Police CFD funds and Grant funds for police services in the amount of \$2,282,000, therefore uses appear to be overstated by that amount.

**Police Department - Uses by Division**



➤ **PUBLIC WORKS – MAINTENANCE SERVICES**

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CITYWIDE STREET LIGHTING

CITYWIDE STREET & CONCRETE  
MAINTENANCE

CITYWIDE STREET TREES

GRAFFITI REMOVAL

CITYWIDE LANDSCAPE & PARK  
MAINTENANCE

BUILDING MAINTENANCE

FLEET MAINTENANCE



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## ➤ PUBLIC WORKS – MAINTENANCE SERVICES

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### Overview

The Public Works Department is responsible for the operation and/or maintenance of City facilities and infrastructure. The Public Works Maintenance Services Department maintains within the limits of respective budgets all City streets, storm drains, landscaping, Park facilities and City-owned buildings.

### Service Levels

#### *Administration:*

- Provide planning, direction, personnel, and training to the maintenance and operations divisions of the Public Works Department
- Review new projects related to utilities, streets, landscape, parks, traffic signals, and storm drain facilities

#### *Citywide Street Lighting:*

- Perform Citywide monthly nighttime street light inspections to identify inoperative or malfunctioning lights
- Respond to public requests, replace City owned light poles damaged by vehicular accidents and construct and install new streetlight poles in City rights-of-way, parking lots and streets with insufficient/inefficient lighting
- Prepare and forward to PG&E a list of non-operable PG&E maintained streetlights requiring repair, and monitor for compliance
- Repair and replace underground electrical conductors



#### *Concrete:*

- Mark and schedule the repairs of damaged sidewalks, curbs, and gutters based on the severity of damage and its potential for contributing to personal injury as budget allows
- Work with the Engineering Department to educate and notify the public on the responsibility for curb, gutter, and sidewalk damage not caused by city street trees

#### *Street Trees:*

- Provide oversight and direction to tree service companies performing work for the City of Pittsburg

- Respond to service calls and tree failure emergencies due to storms, vehicle accidents, etc.

*Graffiti Removal:*

- Inspect and respond to graffiti incidents both private and public throughout the City
- Work with Code Enforcement to log and identify serial taggers for future recovery of costs associated with Graffiti Removal and to help in prosecution

*Citywide Landscape and Parks:*

- Responsible for the grounds care of municipal landscaping including parks, medians, rights-of-way and facilities
- Maintain grounds, picnic areas, ball fields and facilities at each of the 26 parks within the City



*Swim Center Maintenance:*

- Maintain the pool, associated equipment and facilities according to State standards

**Accomplishments**

- ✓ Applied approximately 50,000 linear feet of thermo striping along Crestview Drive, improving visibility
- ✓ Replaced large portion of sidewalk at 351 School Street
- ✓ Developed and presented new citywide Landscape Maintenance Master Plan, approved and adopted by City Council
- ✓ Renewed Bailey Road median landscape improving appearance and reducing maintenance time and cost
- ✓ Installed new park signs with accent landscape at City, California Seasons, Lasater and Giacomelli Parks
- ✓ Removed several large, hazardous trees along Harbor and School Streets, improving sidewalks, streets, and resident safety
- ✓ Upgraded controllers at Santa Teresa / Santa Domingo and City Hall, increasing water efficiency





## ➤ PUBLIC WORKS – BUILDING MAINTENANCE

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### Overview

Building Maintenance sustains and/or oversees maintenance and service contracts for all or part of 23 City-owned buildings. Building Maintenance is charged with exploring avenues to reduce cost while providing enhanced user functionality and greater community access. User charges to respective departments provide the revenues to support the Building Maintenance function; these charges are described as “Building – Allocated Costs”.



### Service Levels

#### *Inspection:*

- Janitorial service inspection performed per the contracted scope of work. Meet with the janitorial service site manager regarding complaints, and provide/coordinate required staffing for other City sites
- Elevator contractor maintenance and repair inspections. Annual permit inspection and respective records maintenance
- Oversee contractor inspection, maintenance, scheduling and repairs for Heating, Ventilation and Air Conditioning (HVAC) controls and maintenance and maintain records



#### *Maintenance:*

- Maintain, schedule quarterly inspection, inspect repairs, and maintain required records for the fire alarm monitoring system at the Civic Center, Plaza Marina, California Theatre and Senior Center to meet State regulatory requirements.
- Maintain the security monitoring system and system support and schedule respective inspections for eight locations, including the Civic Center and the Senior Center
- Contract repairs to fire sprinkler system, schedule the annual inspection for re-certification and fire extinguisher service for the Civic Center, Senior Center and other facilities.
  - Provide monthly pest control service at City facilities

- Provide general building maintenance services including janitorial services, work area modification, roofing, moving of furniture, routine electrical repairs and upgrades, after hours and weekend building access, building security system and key control, set-up of meeting rooms, set up and maintenance of the Civic Center lobby area and Council Chambers for various events,

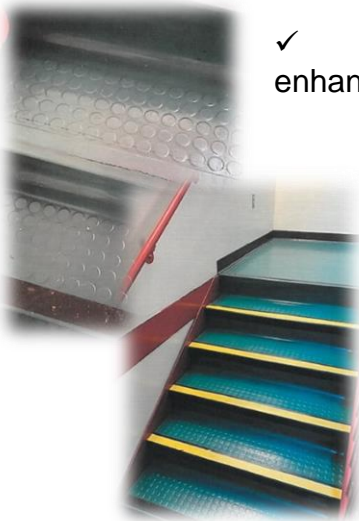
plumbing repair and maintenance, vector control, minor painting and roof repairs

- Assist other departments with respective property management, projects, and building maintenance needs.



## Accomplishments

- ✓ Removed and replaced HVAC boiler system and upgraded sensors at City Hall providing essential climate control to the building and improving efficiency



- ✓ Installed new rubber steps in Police Department at City Hall enhancing safety

- ✓ Upgraded access control and alarm system at City Hall for heightened security

- ✓ Upgraded alarm systems at several City owned buildings including Buchanan pool, the Environmental Center, and California Theatre delivering necessary protection

- ✓ Performed vital improvements to Corporation Yard offices and facilities, Environmental Center offices and kitchen, Water Treatment plant offices, and IT Department office to provide new office spaces, repair structures, and restore indispensable common areas



## ➤ PUBLIC WORKS – FLEET MAINTENANCE

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### Overview

Fleet Maintenance is responsible for the maintenance of vehicles and equipment. This includes police patrol cars and motorcycles, heavy-duty trucks and construction equipment, light-duty and medium-duty trucks, vans and SUVs, and other pieces of equipment.

Fleet Maintenance prepares and implements a preventative maintenance schedule for all City-owned vehicles. This division also prepares recommendations for replacement of vehicles based upon maintenance history and reliability, and subsequently prepares specifications for bids. User charges to respective departments provide the revenues which support the Fleet Maintenance function; these charges are described as “Fleet Maintenance Allocated Costs”.

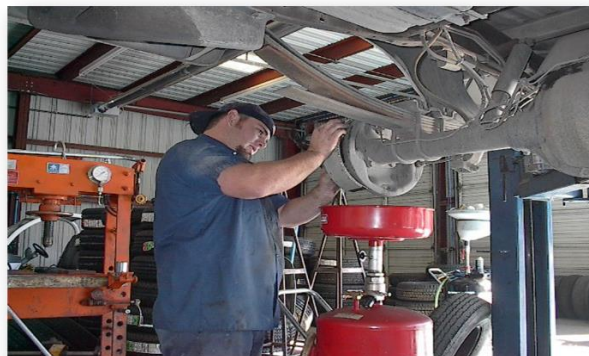


### Service Levels

- Ensure vehicle service turn-around time is four hours or less, 90% of the time
- Service Police vehicles every six weeks
- Service light trucks and cars every three months or 5,000 miles
- Service heavy equipment (backhoes, Vac-Con, etc.) every 200 hours

### Accomplishments

- ✓ Updated fleet maintenance tracking & work order system for improved recordkeeping of vehicle maintenance and repairs and better accuracy of fleet reporting system



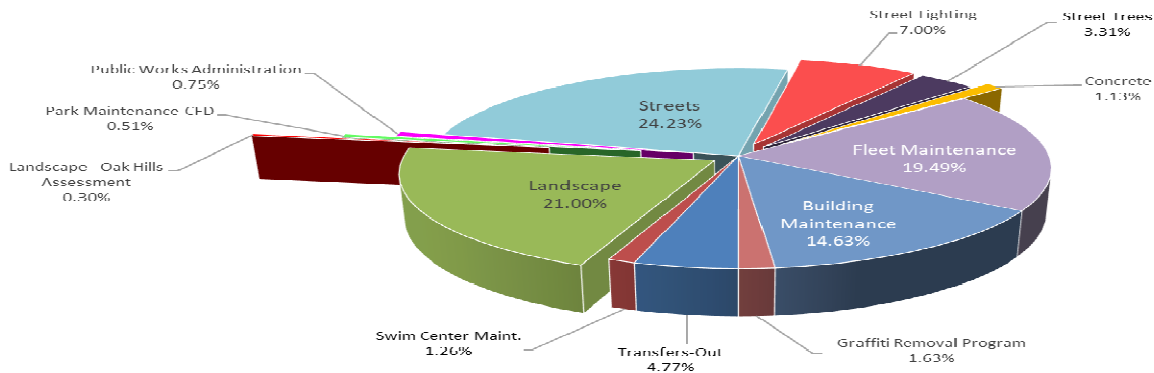
**FY 2021-22 AUTHORIZED FULL TIME EMPLOYEE ALLOCATIONS**  
**Public Works - Maintenance Services**

<b>Department/Division</b>	<b>FY 2019-2020 Amended Budget</b>	<b>FY 2020-2021 Amended Budget</b>	<b>FY 2021-2022 Adopted Base</b>
Building Maintenance	5.45	6.80	5.70
Citywide Concrete Program	0.10	0.10	0.50
Citywide Landscape	9.65	10.65	10.70
Citywide Street Lighting	1.30	1.30	1.70
Citywide Street Trees	2.50	2.50	2.55
Fleet Maintenance	3.55	3.50	3.50
Graffiti Removal Program	1.20	1.20	1.20
NPDES - Storm Drain Clean-Up	2.90	3.90	3.90
Park Maintenance CFD 2007-1	0.25	0.25	0.15
Public Works/Streets	12.75	13.35	13.60
<b>TOTAL:</b>	<b>39.65</b>	<b>43.55</b>	<b>43.50</b>

**Detailed Program Budget  
Public Works - Maintenance Services**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Adopted Budget	Change from 2020-21	% Change
<b>AUTHORIZED POSITIONS</b>					
Total Authorized	39.65	43.55	43.50	(0)	(0)
<b>SOURCES OF REVENUE</b>					
General	1,996,616	3,142,434	2,650,000	(492,434)	-15.67
Internal Service	4,244,640	4,246,978	4,235,742	(11,236)	-0.26
Special Revenue	4,415,801	4,569,702	5,181,375	611,673	13.39
(Addition To)/Reduction in Fund Balance	1,131,837	1,236,487	2,556,110	1,319,623	106.72%
<b>TOTAL SOURCES OF REVENUE</b>	<b>\$ 11,788,894</b>	<b>\$ 13,195,601</b>	<b>\$ 14,623,227</b>	<b>\$ 1,427,626</b>	<b>10.82%</b>
<b>USES - OPERATING EXPENDITURES</b>					
Salaries & Wages	2,864,474	3,363,306	3,638,840	275,534	8.19
Maintenance & Operations	3,106,810	3,310,197	3,222,012	(88,185)	-2.66
Workers Compensation	148,776	140,048	119,686	(20,362)	-14.54
Materials & Supplies	1,226,032	1,430,023	1,625,530	195,507	13.67
Contracts & Services	1,099,760	1,513,116	1,701,610	188,494	12.46
Fringe Benefits	2,049,472	2,297,146	2,537,184	240,038	10.45
<b>TOTAL USES - OPERATING EXPENDITURES</b>	<b>\$ 10,495,324</b>	<b>\$ 12,053,836</b>	<b>\$ 12,844,862</b>	<b>\$ 791,026</b>	<b>6.56%</b>
<b>USES - OTHER EXPENDITURES</b>					
Special Items of Expense	7,097	-	-	-	-
<b>TOTAL USES - OTHER EXPENDITURES</b>	<b>\$ 7,097</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>USES - CAPITAL EXPENDITURES</b>					
Capital Outlay - Equipment	54,111	509,400	1,046,000	536,600	105.34
<b>TOTAL USES - CAPITAL EXPENDITURES</b>	<b>\$ 54,111</b>	<b>\$ 509,400</b>	<b>\$ 1,046,000</b>	<b>\$ 536,600</b>	<b>105.34%</b>
<b>USES - TRANSFERS-OUT</b>					
Transfers-Out	1,232,362	632,365	732,365	100,000	15.81
<b>TOTAL USES - TRANSFERS-OUT</b>	<b>\$ 1,232,362</b>	<b>\$ 632,365</b>	<b>\$ 732,365</b>	<b>\$ 100,000</b>	<b>15.81%</b>
<b>TOTAL USES</b>	<b>\$ 11,788,894</b>	<b>\$ 13,195,601</b>	<b>\$ 14,623,227</b>	<b>\$ 1,427,626</b>	<b>10.82%</b>
<b>USES BY PROGRAM RECAP</b>					
Swim Center Maint.	140,768	161,576	192,925	31,349	19.40
Landscape	2,706,592	3,018,241	3,224,832	206,591	6.84
Landscape - Oak Hills Assessment	12,348	36,605	45,567	8,962	24.48
Park Maintenance CFD	62,476	85,434	78,906	(6,528)	-7.64
Marina Vista Field Replacement	18,843	1,695	-	(1,695)	-100.00
Public Works Administration	96,637	91,476	115,090	23,614	25.81
Streets	2,919,348	3,560,179	3,720,320	160,141	4.50
Street Lighting	929,273	923,309	1,074,777	151,468	16.40
Street Trees	381,689	484,473	508,742	24,269	5.01
Concrete	25,185	78,999	173,284	94,285	119.35
Fleet Maintenance	1,795,982	2,224,077	2,992,527	768,450	34.55
Building Maintenance	2,551,097	2,368,225	2,245,826	(122,399)	-5.17
Graffiti Removal Program	148,656	161,312	250,431	89,119	55.25
<b>TOTAL USES BY PROGRAM RECAP</b>	<b>\$ 11,788,894</b>	<b>\$ 13,195,601</b>	<b>\$ 14,623,227</b>	<b>\$ 1,427,626</b>	<b>10.82%</b>

**Public Works Maintenance Services - Uses by Division**





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➤ **PUBLIC WORKS – WATER AND SEWER SYSTEM ENTERPRISES**

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WATER LINES

WATER TREATMENT PLANT

SEWER MAINTENANCE

## ➤ PUBLIC WORKS – WATER AND SEWER SYSTEM ENTERPRISES – WATER

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### Overview

The Water Distribution Maintenance Division is responsible for the repair and maintenance of the water distribution system needed to meet all State of California Department of Public Health's water distribution system regulations.

The Water Treatment Plant provides management, operation and maintenance of the City's thirty-two million gallon per day water treatment plant, eight distribution reservoirs, nine pumping stations and two wells to reliably provide adequate supplies of highest quality drinking water that meets or exceeds all Federal and State requirements.



### Service Levels

#### *Water Lines:*

- Maintain and perform scheduled and emergency repairs on water mains, isolation valves, customer service lines and meters, and fire hydrants to maintain system reliability
- Manage Hydrant Flushing/Valve Exercising Program, Backflow Prevention Program (State Mandated): Provide record keeping, enforcement, repairs, testing and installations of 1,262 backflow prevention devices
- Provide monthly water meter reading for customer billing, meter replacement and repairs, service turn-on/shut-off, and respond to customer service complaints and service emergencies

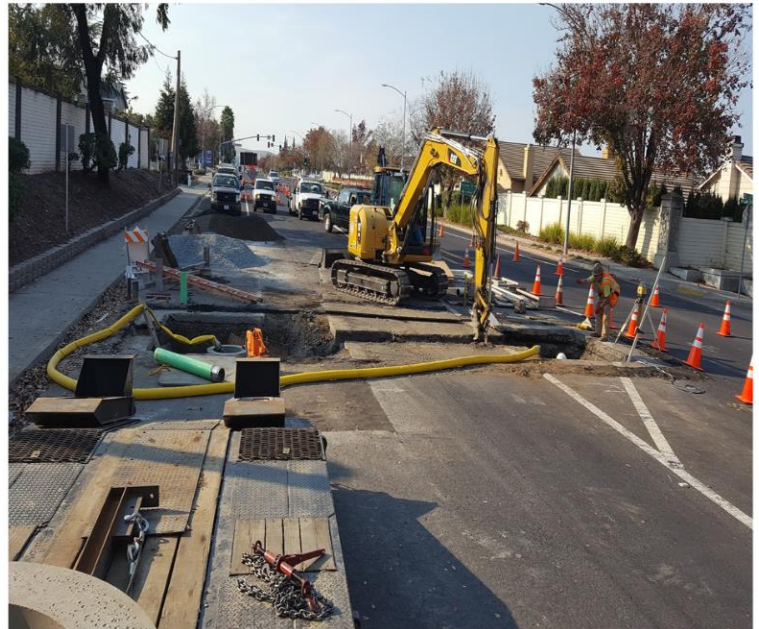
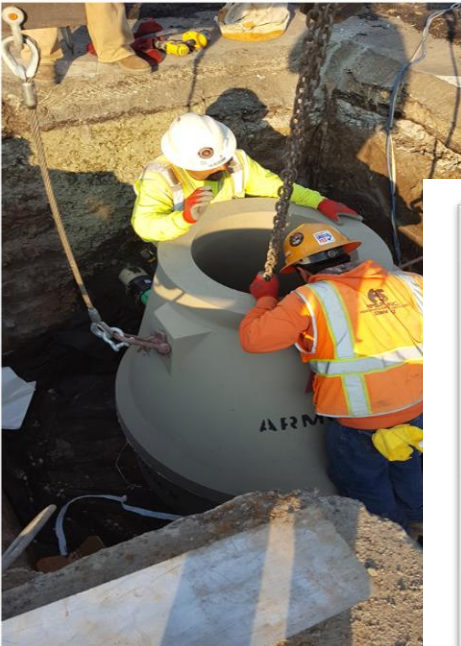
#### *Water Treatment Plant:*

- Operate the Water Treatment Plant, adjusting water production to meet system demand and maintain adequate system pressure
- Regularly test water to ensure that the water produced meets or exceeds all Federal and State standards
- Utilize the SCADA (Supervisory Control and Data Acquisition) system to monitor the distribution system, reservoirs, pumping stations and wells
- Provide for the maintenance and repair of the water treatment plant, wells, reservoirs and pumping stations



## **Accomplishments**

- ✓ Completed tenth year of the Automatic Meter Reading System installation to improve accuracy and efficiency of meter reading. Converted over 1,300 meters to AMR System, achieving approximately 90% of the meter inventory conversion.
- ✓ Upgraded/updated the SCADA (Supervisory Control and Data Acquisition) system for operation of the Water Treatment Plant, including back-up system, equipment, and technical support.
- ✓ Completed Annual Water Loss Audit of the water treatment and distribution system to identify areas of loss in the system.



## ➤ PUBLIC WORKS – WATER AND SEWER SYSTEM ENTERPRISES – SEWER

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### Overview

Sewer Maintenance is responsible for the maintenance and repair of 178 miles of sewer mains, two sewer lift stations and over 18,700 sewer laterals within the City of Pittsburg rights-of-way.

### Service Levels

- Provide cleaning for 178 miles of sewer mains and manholes in the sewer system
- Rotate through four maintenance zones each year as part of a comprehensive Preventative Maintenance Program (PMP). Routine work includes root cutting and video inspections of main lines and laterals, efficiently pinpoint problems and chronic areas using CCTV truck
- Provide preventative cleaning for 18 miles of problem sewer lines that have been identified with chronic or regularly reoccurring problems
- The City has responsibility for repairs and/or replacement for sewer laterals within the City's right-of-way (lower laterals), City staff responds to lateral blockages and conducts video inspections and schedules repair or replacement if problem is in the lower lateral



### Accomplishments



- ✓ Proactive efforts prevented sewer mainline overflows despite more people being home this year due to the pandemic and shelter-in-place orders; only three sewer main line overflows occurred over the course of the year

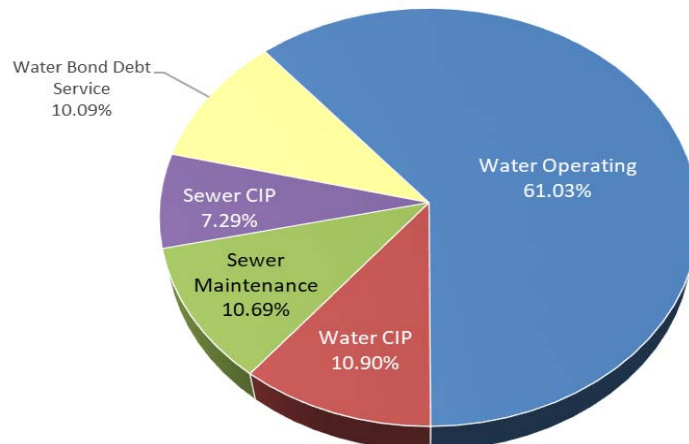
**FY 2021-22 AUTHORIZED FULL TIME EMPLOYEE ALLOCATIONS**  
**Public Works - Water and Sewer Systems Enterprises**

<b>Department/Division</b>	<b>FY 2019-2020 Amended Budget</b>	<b>FY 2020-2021 Amended Budget</b>	<b>FY 2021-2022 Adopted Base</b>
Water Operating	32.60	30.65	32.25
Sewer Maintenance	9.90	9.00	10.60
<b>TOTAL:</b>	<b>42.50</b>	<b>39.65</b>	<b>42.85</b>

**Detailed Program Budget  
Public Works - Water and Sewer Enterprises**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Adopted Budget	Change from 2020-21	% Change
<b>AUTHORIZED POSITIONS</b>					
Total Authorized	42.50	39.65	42.85	3.20	8.07%
<b>SOURCES OF REVENUE</b>					
Capital Projects	641	280	395	115	41.07
Debt Service	170,320	14,000	7,800	(6,200)	-44.29
Enterprise	40,843,730	32,182,273	32,405,452	223,179	0.69
Special Revenue	-	55,000	57,500	2,500	4.55
(Addition To)/Reduction in Fund Balance	(6,985,652)	15,918,734	(1,285,350)	(17,204,084)	-108.07%
<b>TOTAL SOURCES OF REVENUE</b>	<b>\$ 34,029,039</b>	<b>\$ 48,170,287</b>	<b>\$ 31,185,797</b>	<b>\$ (16,984,490)</b>	<b>-35.26%</b>
<b>USES - OPERATING EXPENDITURES</b>					
Salaries & Wages	3,882,091	4,175,066	4,224,206	49,140	1.18
Maintenance & Operations	3,034,903	2,852,190	3,065,825	213,635	7.49
Workers Compensation	200,930	171,739	134,791	(36,948)	-21.51
Materials & Supplies	7,495,162	8,322,205	9,253,145	930,940	11.19
Contracts & Services	310,298	770,781	576,600	(194,181)	-25.19
Fringe Benefits	2,678,961	2,796,473	3,037,907	241,434	8.63
<b>TOTAL USES - OPERATING EXPENDITURES</b>	<b>\$ 17,602,345</b>	<b>\$ 19,088,454</b>	<b>\$ 20,292,474</b>	<b>\$ 1,204,020</b>	<b>6.31%</b>
<b>USES - OTHER EXPENDITURES</b>					
Debt Service	3,943,262	3,955,554	3,145,420	(810,134)	-20.48
<b>TOTAL USES - OTHER EXPENDITURES</b>	<b>\$ 3,943,262</b>	<b>\$ 3,955,554</b>	<b>\$ 3,145,420</b>	<b>\$ (810,134)</b>	<b>-20.48%</b>
<b>USES - CAPITAL EXPENDITURES</b>					
Capital Outlay - Equipment	72,871	224,523	75,000	(149,523)	-66.60
Capital Outlay - Projects	1,358,830	23,120,970	5,675,000	(17,445,970)	-75.46
<b>TOTAL USES - CAPITAL EXPENDITURES</b>	<b>\$ 1,431,701</b>	<b>\$ 23,345,493</b>	<b>\$ 5,750,000</b>	<b>\$ (17,595,493)</b>	<b>-75.37%</b>
<b>USES - TRANSFERS-OUT</b>					
Transfers-Out	11,051,731	1,780,786	1,997,903	217,117	12.19
<b>TOTAL USES - TRANSFERS-OUT</b>	<b>\$ 11,051,731</b>	<b>\$ 1,780,786</b>	<b>\$ 1,997,903</b>	<b>\$ 217,117</b>	<b>12.19%</b>
<b>TOTAL USES</b>	<b>\$ 34,029,039</b>	<b>\$ 48,170,287</b>	<b>\$ 31,185,797</b>	<b>\$ (16,984,490)</b>	<b>-35.26%</b>
<b>USES BY PROGRAM RECAP</b>					
Water Operating	21,796,557	16,977,891	19,032,187	5,454,296	32.13
Water CIP	548,996	3,925,508	3,400,000	(3,925,508)	-100.00
Water Facility Reserve Fee Funds	968,104	3,113,538	-	(3,113,538)	-100.00
Sewer Maintenance	2,919,668	3,595,704	3,333,190	2,012,486	55.97
Sewer CIP	1,348,452	16,233,979	2,275,000	(16,233,979)	-100.00
Sewer Facility Reserve Fee Funds	810,000	368,113	-	(368,113)	-100.00
Water Bond Debt Service	4,834,605	3,150,300	3,145,420	(4,880)	-0.15
Sewer Bond Debt Service	802,657	805,254	-	(805,254)	-100.00
<b>TOTAL USES BY PROGRAM RECAP</b>	<b>\$ 34,029,039</b>	<b>\$ 48,170,287</b>	<b>\$ 31,185,797</b>	<b>\$ (16,984,490)</b>	<b>-35.26%</b>

**Water and Sewer Enterprises - Uses by Division**



## ➤ RECREATION PROGRAMS

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ADMINISTRATION

AQUATICS

SENIOR CENTER

SMALL WORLD PARK

CALIFORNIA THEATER

## ➤ RECREATION

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### Overview

The Recreation Department historically presents programs and services including aquatics, senior services, youth sports, and the seasonal operation of Small World Children's Amusement Park. These programs and services enhance the quality of life for all age groups of residents in the City of Pittsburg. Administration of programs helps to support City development, encourage community image, and promote social interaction and a positive sense of community.



The Recreation Department will continue to adapt and adjust services and how those services are offered in the midst of the Contra Costa County Shelter in Place Orders due to the Coronavirus Pandemic (COVID-19).

For Fiscal Year 2021-2022, residents will see a many of the traditional services such as, sports, classes, programs, and events resume slowly over the summer and fall. However, there will be an increase in new virtual services, personal development, and overall wellness. Services that were previously reduced are expected to return in the Spring of 2022.

New programs for 2021-2022 will include those aimed at providing employment resources, training, and job experience for youth between the ages of 11-21, new recreational sports programs for both youth and adults, increased focus on community art projects, and a Virtual Recreation Center for programs, classes, activities and more.

The Senior Center Division is responsible for the successful administration, programming, and operation of the Senior Center. Pittsburg residents, age fifty and older are provided with activities that improve their quality of life. The mission of the staff is to keep participants active and informed. This is accomplished through partnerships with Pittsburg Adult Education, Contra Costa County, AARP, John Muir Health, Senior Legal Services, Senior Outreach Services and the CC Café. Although the Senior Center is not expected to resume full operations until early 2022, senior meal, healthy living, and overall wellness will continue to be provided in new and creative ways.



Small World Children’s Amusement Park looks to operate on a reduced schedule in late summer 2021 with full operation resuming in spring 2022. Buchanan Swim Center located in Buchanan Park will remain closed to the general public for the summer of 2021 in accordance with health guidance but plans to resume operation in the spring 2022.

### **Service Levels**

#### *Administration:*

- Provide direction, planning, and administration for all recreation services, programs, activities, and community events



#### *Senior Center:*

- Provide various activities and programs for the City’s residents, ages 50+ year old which include exercise programs, financial counseling, crafts, special excursions, health management, social events, and substantial focus on meals and wellness

### **Accomplishments**

- ✓ Hosted the Halloween Bash Costume Drive-Thru where candy and information passed out to over 1,000 participants
- ✓ Conducted a virtual holiday tree lighting event featuring seven community performers and has received over 1,500 views on social media
- ✓ Establishment of the Pittsburg Youth Commission
- ✓ Provided over 17,000 meal deliveries to Pittsburg’s senior community
- ✓ Modified the Pittsburg Summer Youth Corps to provide work experience for youth ages 11-14 during COVID restrictions



**FY 2021-22 AUTHORIZED FULL TIME EMPLOYEE ALLOCATIONS**  
**Recreation and Parks**

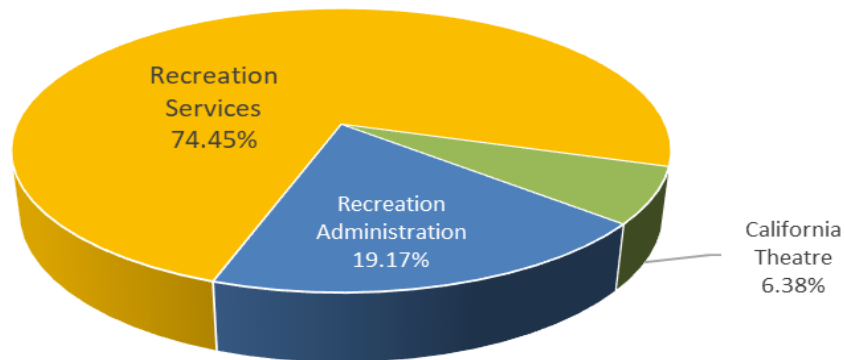
<b>Department/Division</b>	<b>FY 2019-2020 Amended Budget</b>	<b>FY 2020-2021 Amended Budget</b>	<b>FY 2021-2022 Adopted Budget</b>
Recreation-Admin	1.70	1.10	1.10
Recreation - Youth Activity	0.00	1.00	1.00
Recreation - Sports	1.15	1.15	1.00
Recreation - Senior Center	2.00	2.00	1.00
<b>TOTAL:</b>	<b>4.85</b>	<b>5.25</b>	<b>4.10</b>



### Detailed Program Budget Recreation

	2019-20 Actual	2020-21 Amended Budget	2021-22 Adopted Budget	Change from 2020-21	% Change
<b>AUTHORIZED POSITIONS</b>					
Total Authorized	4.85	5.25	4.10	(1.15)	-21.90%
<b>SOURCES OF REVENUE</b>					
General	786,345	647,114	1,163,950	516,836	79.87
Special Revenue	362,089	328,129	100,000	(228,129)	-69.52
(Addition To)/Reduction in Fund Balance	548,298	660,947	188,747	(472,200)	(71.44)
<b>TOTAL SOURCES OF REVENUE</b>	<b>\$ 1,696,732</b>	<b>\$ 1,636,190</b>	<b>\$ 1,452,697</b>	<b>\$ (183,493)</b>	<b>-11.21%</b>
<b>USES - OPERATING EXPENDITURES</b>					
Salaries & Wages	551,686	551,777	621,917	70,140	12.71
Maintenance & Operations	375,086	372,093	373,390	1,297	0.35
Workers Compensation	28,694	19,597	20,208	611	3.12
Materials & Supplies	46,352	57,397	53,000	(4,397)	-7.66
Contracts & Services	416,815	384,752	77,850	(306,902)	-79.77
Fringe Benefits	248,645	229,574	294,332	64,758	28.21
<b>TOTAL USES - OPERATING EXPENDITURES</b>	<b>\$ 1,667,278</b>	<b>\$ 1,615,190</b>	<b>\$ 1,440,697</b>	<b>\$ (174,493)</b>	<b>-10.80%</b>
<b>USES - OTHER EXPENDITURES</b>					
Special Items of Expense	23,364	21,000	12,000	(9,000)	-42.86
<b>TOTAL USES - OTHER EXPENDITURES</b>	<b>\$ 23,364</b>	<b>\$ 21,000</b>	<b>\$ 12,000</b>	<b>\$ (9,000)</b>	<b>-42.86%</b>
<b>USES - TRANSFERS-OUT</b>					
Transfers-Out	6,090	-	-	-	-
<b>TOTAL USES - TRANSFERS-OUT</b>	<b>\$ 6,090</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>TOTAL USES</b>	<b>\$ 1,696,732</b>	<b>\$ 1,636,190</b>	<b>\$ 1,452,697</b>	<b>\$ (183,493)</b>	<b>-11.21%</b>
<b>USES BY PROGRAM RECAP</b>					
Recreation Administration	294,908	263,039	278,488	15,449	5.87
Recreation Services	964,541	1,042,691	1,081,595	38,904	3.73
Recreation Grants	3,156	10,168	-	(10,168)	-100.00
California Theatre	434,127	320,292	92,614	(227,678)	-71.08
<b>TOTAL USES BY PROGRAM RECAP</b>	<b>\$ 1,696,732</b>	<b>\$ 1,636,190</b>	<b>\$ 1,452,697</b>	<b>\$ (183,493)</b>	<b>-11.21%</b>

### Recreation Services - Uses by Division





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➤ **COMMUNITY SERVICES**

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SUCCESSOR AGENCY ADMINISTRATION

SUCCESSOR AGENCY DEBT SERVICE



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# COMMUNITY SERVICES DEPARTMENT

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## Overview

Community Services is comprised of the Successor Agency for the Redevelopment Agency of the City of Pittsburg (Successor Agency), the Housing Authority of the City of Pittsburg (Housing Authority), the Community Development Block Grant Program (CDBG), and Pittsburg Power Company (PPC).

This narrative covers Community Services and the Successor Agency. The divisions of Housing Authority, CDBG, and PPC will have their own narratives.

## Service Levels

- Continue payment of the Successor Agency's financial obligations which entail payments of debt service and fulfillment of contractual obligations entered into by the Successor Agency prior to the enactment of the Dissolution Act.
- Continue to sell Successor Agency properties, complying with the Dissolution Act requiring the Successor Agency to sell properties on the approved Long-Range Property Management Plan.
  - Maintain properties so that they may yield the highest value upon disposition.
  - Work with potential buyers to dispose of the properties as expeditiously as possible.
- Provide immigration related information and resources to persons seeking assistance.
- Assist in the development of housing projects that will provide mixed-income housing.

**Accomplishments FY 2020-2021**

- ✓ Three (3) properties were sold for approximately \$124,000.
- ✓ Housing Authority provided a loan for the Veterans Square Housing project which consists of 28 one-bedroom units and 2 two-bedroom units. This project will be 100% affordable except for one unrestricted manager’s unit.
- ✓ Coordinated one (1) Know Your Rights Workshop

Activity	FY 18/19	FY 19/20	FY 20/21	FY 21/22 Projected
Sale of Successor Agency Properties	2	3	3	1
DONA-DACA Workshop Pittsburg Attendees	0	64	39	100
DONA-Know Your Rights Workshop Pittsburg Attendees	0	1	1	10



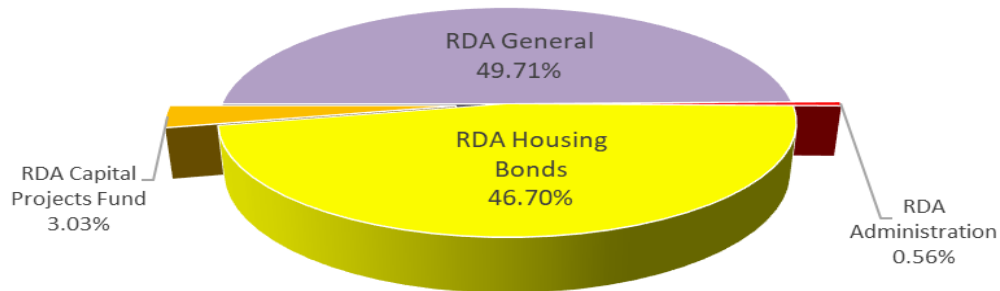
**FY 2021-22 AUTHORIZED FULL TIME EMPLOYEE ALLOCATIONS**  
**Successor Agency to Former Redevelopment Agency**

<b>Department/Division</b>	<b>FY 2019-2020 Amended Budget</b>	<b>FY 2020-2021 Amended Budget</b>	<b>FY 2021-2022 Adopted Base</b>
RDA Administration	1.10	1.40	1.40
<b>TOTAL:</b>	<b>1.10</b>	<b>1.40</b>	<b>1.40</b>

**Detailed Program Budget  
Successor Agency to Former RDA**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Adopted Budget	Change from 2020-21	% Change
<b>AUTHORIZED POSITIONS</b>					
Total Authorized	1.10	1.40	1.40	-	-
<b>SOURCES OF REVENUE</b>					
Capital Projects	341,881	-	-	-	-
Debt Service	1,874,595	33,450,985	33,136,074	(314,911)	-0.94%
Redevelopment Agency	66,488,060	33,798,160	33,607,142	(505,929)	-0.75
(Addition To)/Reduction in Fund Balance	(2,540,069)	147,954	168,257	20,303	13.72%
<b>TOTAL SOURCES OF REVENUE</b>	<b>\$ 66,164,467</b>	<b>\$ 67,397,099</b>	<b>\$ 66,911,473</b>	<b>\$ (485,626)</b>	<b>-0.72%</b>
<b>USES - OPERATING EXPENDITURES</b>					
Salaries & Wages	197,312	238,126	215,112	(23,014)	-9.66
Maintenance & Operations	99,121	73,164	36,257	(36,907)	-50.44
Workers Compensation	10,255	8,761	6,953	(1,808)	-20.64
Materials & Supplies	75	1,360	1,402	42	3.09
Contracts & Services	582,620	18,563	1,109	(17,454)	-94.03
Fringe Benefits	86,836	99,350	111,017	11,667	11.74
Other	1,407,551	-	-	-	-
<b>TOTAL USES - OPERATING EXPENDITURES</b>	<b>\$ 2,383,770</b>	<b>\$ 439,324</b>	<b>\$ 371,850</b>	<b>\$ (67,474)</b>	<b>-15.36%</b>
<b>USES - OTHER EXPENDITURES</b>					
Debt Service	29,967,118	33,249,183	33,245,310	(3,873)	-0.01
<b>TOTAL USES - OTHER EXPENDITURES</b>	<b>\$ 29,967,118</b>	<b>\$ 33,249,183</b>	<b>\$ 33,245,310</b>	<b>\$ (3,873)</b>	<b>-0.01%</b>
<b>USES - CAPITAL EXPENDITURES</b>					
Capital Outlay - Projects	-	291,744	-	(291,744)	-100.00
<b>TOTAL USES - CAPITAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 291,744</b>	<b>\$ -</b>	<b>\$ (291,744)</b>	<b>-100.00%</b>
<b>USES - TRANSFERS-OUT</b>					
Transfers-Out	33,813,579	33,416,848	33,294,313	(122,535)	-0.37
<b>TOTAL USES - TRANSFERS-OUT</b>	<b>\$ 33,813,579</b>	<b>\$ 33,416,848</b>	<b>\$ 33,294,313</b>	<b>\$ (122,535)</b>	<b>-0.37%</b>
<b>TOTAL USES</b>	<b>\$ 66,164,467</b>	<b>\$ 67,397,099</b>	<b>\$ 66,911,473</b>	<b>(485,626)</b>	<b>-0.72%</b>
<b>USES BY PROGRAM RECAP</b>					
RDA General	33,782,627	33,391,848	33,264,313	(127,535)	-0.38
RDA Administration	976,219	389,187	371,850	(17,337)	-4.45
RDA Capital Projects Fund	-	341,881	-	(341,881)	-100.00
RDA Tax Allocation Bonds	29,374,049	31,243,902	31,248,207	4,305	0.01
RDA Housing Bonds	2,031,572	2,030,281	2,027,103	(3,178)	-0.16
<b>TOTAL USES BY PROGRAM RECAP</b>	<b>\$ 66,164,467</b>	<b>\$ 67,397,099</b>	<b>\$ 66,911,473</b>	<b>(485,626)</b>	<b>-0.72%</b>

**Successor Agency to the Former RDA - Uses by Division**

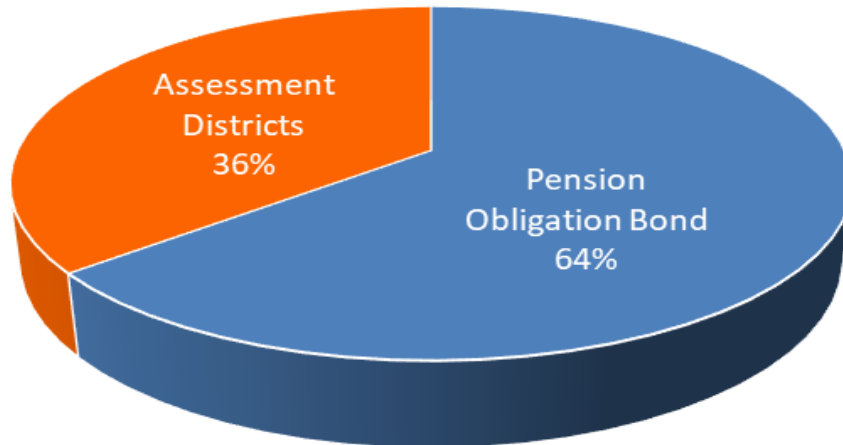




**Detailed Program Budget  
Debt Service**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Adopted Budget	Change from 2020-21	% Change
<b>AUTHORIZED POSITIONS</b>					
Total Authorized	-	-	-	-	-
<b>SOURCES OF REVENUE</b>					
Debt Service	8,520,666	8,104,641	8,276,981	172,340	2.13%
(Addition To)/Reduction in Fund Balance	(1,212,793)	307,515	(1,397,188)	400	8.70
<b>TOTAL SOURCES OF REVENUE</b>	<b>\$ 7,307,873</b>	<b>\$ 8,412,156</b>	<b>\$ 6,879,793</b>	<b>\$ (1,532,363)</b>	<b>-18.22%</b>
<b>USES - OPERATING EXPENDITURES</b>					
Maintenance & Operations	31,899	30,304	32,537	2,233	7.37
<b>TOTAL USES - OPERATING EXPENDITURES</b>	<b>\$ 31,899</b>	<b>\$ 30,304</b>	<b>\$ 32,537</b>	<b>\$ 2,233</b>	<b>7.37%</b>
<b>USES - OTHER EXPENDITURES</b>					
Debt Service	7,155,177	7,180,511	6,847,256	(333,255)	-4.64
<b>TOTAL USES - OTHER EXPENDITURES</b>	<b>\$ 7,155,177</b>	<b>\$ 7,180,511</b>	<b>\$ 6,847,256</b>	<b>\$ (333,255)</b>	<b>-4.64%</b>
<b>USES - CAPITAL EXPENDITURES</b>					
Capital Outlay - Projects	120,797	1,201,341	-	(1,201,341)	-100.00
<b>TOTAL USES - CAPITAL EXPENDITURES</b>	<b>\$ 120,797</b>	<b>\$ 1,201,341</b>	<b>\$ -</b>	<b>\$ (1,201,341)</b>	<b>-100.00%</b>
<b>TOTAL USES</b>	<b>\$ 7,307,873</b>	<b>\$ 8,412,156</b>	<b>\$ 6,879,793</b>	<b>\$ (1,532,363)</b>	<b>-18.22%</b>
<b>USES BY PROGRAM RECAP</b>					
Pension Obligation Bond	4,411,864	4,351,996	4,406,317	54,321	1.25
Assessment Districts	2,896,009	4,060,160	2,473,476	(1,586,684)	-39.08
<b>TOTAL USES BY PROGRAM RECAP</b>	<b>\$ 7,307,873</b>	<b>\$ 8,412,156</b>	<b>\$ 6,879,793</b>	<b>\$ (1,532,363)</b>	<b>-18.22%</b>

**Debt Service - Uses by Division**





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## ➤ CAPITAL OUTLAY – PROJECTS

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Capital improvement projects acquire, plan, construct, maintain, or improve facilities, land, major equipment, or other infrastructure. Capital projects are supported by a five-year expenditure plan that details funding sources and expenditure amounts. They often are multi-year projects that require funding beyond the one-year period of the annual budget. Prioritization of capital projects is based on available funding, public benefit, and funding restrictions. Capital projects meet some or all of the following criteria:

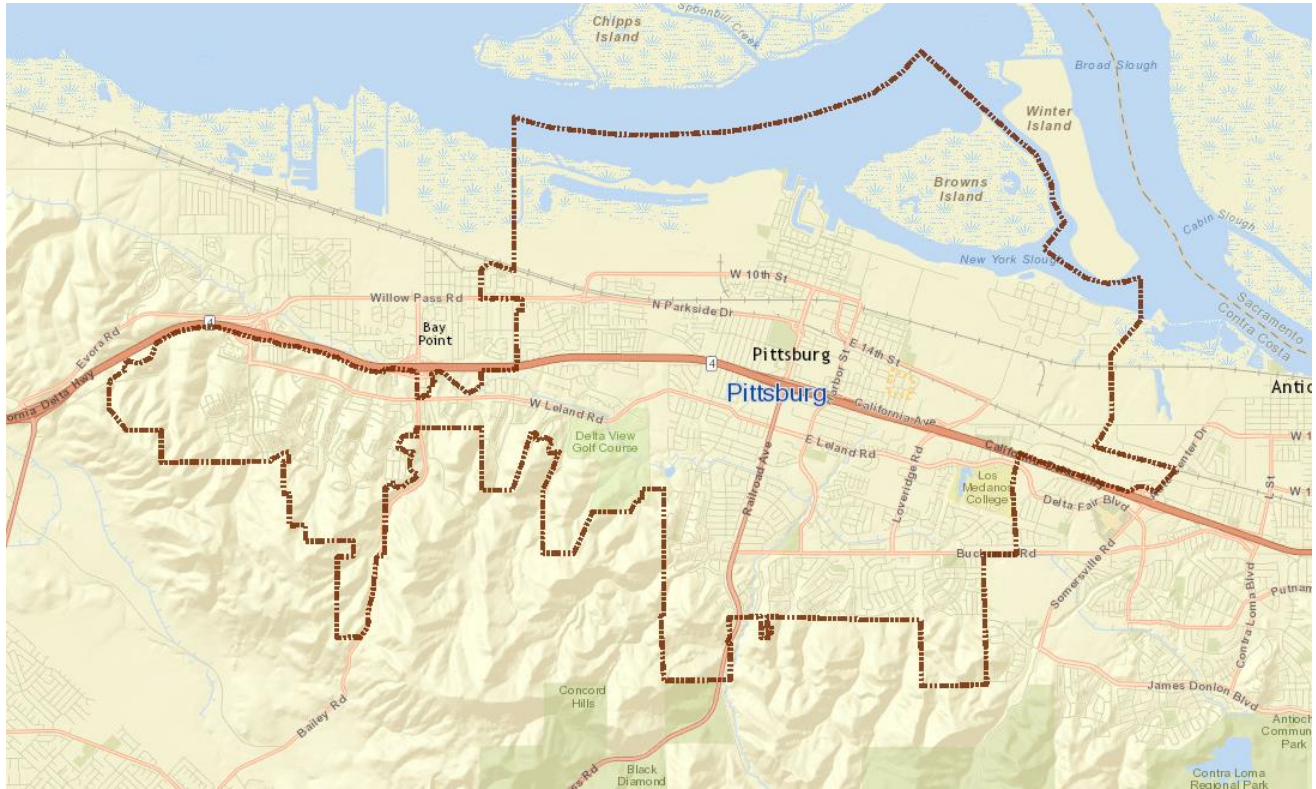
- Elimination of potentially hazardous or unsafe conditions and potential liability
- Replacement of high-maintenance, inefficient or ineffective infrastructure
- Improvement to and/or creation of new services to the public
- Compliance with regulatory requirements and mandates
- Stimulation of local economy and elimination of blighted conditions
- Compliance with the City of Pittsburg General Plan
- Preservation of existing assets

## New Capital Project Funding for FY 2021-22

Project Name	Funding Source	FY 21-22 Allocation
PK-13 Park and Landscaping Improvement Project	PDF	\$ 50,000
PK-15 Annual Citywide Park Sign Replacement Program	PDF	50,000
PK-4 Annual Playground Replacement Project	PDF	80,000
PK-8 Biennial Playfield Replacement	PDF	250,000
PK-9 Annual Park Features Replacement Project	PDF	75,000
PP-15 Station F Reconstruction	IE	260,000
S-16 2021/22 Traffic Signal Modification Project	RMRA	100,000
SS-36 2020/21 Sewer Replacement Rehabilitation Project	SOF	1,600,000
SS-36 Sewer Replacement Rehabilitation Project	SFR	600,000
SS-4 Sewer System Master Plan	SOF	75,000
ST-100 2020/21 STP/OBAG 11 Pavement Improvement Project	RMRA	40,000
ST-11 HSIP 10-Crestview Drive Pavement and Pedestrian Improvement Project	RMRA	41,180
ST-3 Bailey Road Double Chip Seal	Gas Tax	175,000
ST-33 SB1 FY 2021/22 Pavement Management Project	RMRA	1,100,000
ST-41 Annual Citywide Fence/Sound wall/Streetlight Replacement/sidewalk Installation & Repair	Measure J	75,000
ST-45 2021/22 Citywide Traffic Calming	Measure J	75,000
ST-48 FY 2021/22 Street Maintenance Project	RMRA	200,000
ST-48 FY 2021/22 Street Maintenance Project	Gas Tax	200,000
ST-52 Annual Citywide Striping & Signage Project	Gas Tax	50,000
ST-8 Bridge Maintenance & Repairs	Gas Tax	5,000
ST-96 Citywide Arterial Median Conversion Project	Measure J	50,000
W-1 Water System Master Plan	WOF	75,000
W-10 Highlands Ranch Reservoir Recoating	WOF	250,000
W-11 Automatic Water Meter Reading System	WOF	300,000
W-34 WTP Disinfection Modification and Conversion	WOF	1,500,000
W-39 Annual Filter Media Replacement	WOF	200,000
W-6 WTP Capital Repairs and Improvements	WOF	75,000
W-8 2020/21 Water Main Installation/Replacement Program	WOF	1,000,000
<b>Totals</b>		<b>\$ 8,551,180</b>

## Total FY 2021-22 Allocations by Funding Source:

Fund Name	Abbreviation	FY 21-22 Allocation
Gas Tax - Road Maintenance and Rehabilitation Fund	RMRA	\$ 505,000
Gas Tax Fund	Gas Tax	2,560,000
Island Energy Fund	IE	1,000,000
Measure J Fund	Measure J	156,180
Park Dedication Fund	PDF	1,625,000
Sewer Facility Reserve Fund	SFR	75,000
Sewer Operating Fund	SOF	1,700,000
Water Operating Fund	WOF	930,000
<b>Totals</b>		<b>\$ 8,551,180</b>



# PK-13: PARK AND LANDSCAPING IMPROVEMENT PROJECT

**Project No.**  
TBD

**Status:**  
Projected Funding for FY 19/20

**Estimated Project Cost:**  
\$200,000

**Project Limits:**  
TBD

**Operation and Maintenance**

**Funding Sources:**  
Eligible Funding Source: Grants & Park Dedication Fees (PDF)

Identified Funding Source: \$200,000 PDF

**Project Description:**

This project is for the replacement or removal of high maintenance amenities and landscaping at City maintained parks, medians, and landscaping features throughout the City. The intent of this project is to reduce or eliminate maintenance/staffing requirements by replacing or improving park and landscaping facilities with those that require less time to maintain resulting in an overall cost savings.



## PK-15: ANNUAL CITYWIDE PARK SIGN REPLACEMENT PROGRAM

**Project No.**  
TBD

**Status:**  
2021 /22 Allocation \$50,000

**Estimated Project Cost:**  
\$50,000 annual  
\$250,000 thru term of 5-year  
CIP

**Project Limits:**  
Citywide Park System

**Funding Sources:**  
Eligible Funding Source: Park Dedication Funds (PDF), Grants  
Identified Funding: Park Dedication Funds

### Project Description:

Recurring annual project for replacement of destination signs at public parks throughout the City. Priority for locations determined by Public Works with input from Recreation Services.



## PK-4: ANNUAL PLAYGROUND REPLACEMENT PROJECT

**Project No.**  
TBD

**Status:**  
Locations being prioritized by Public Works/  
Recreation Staff

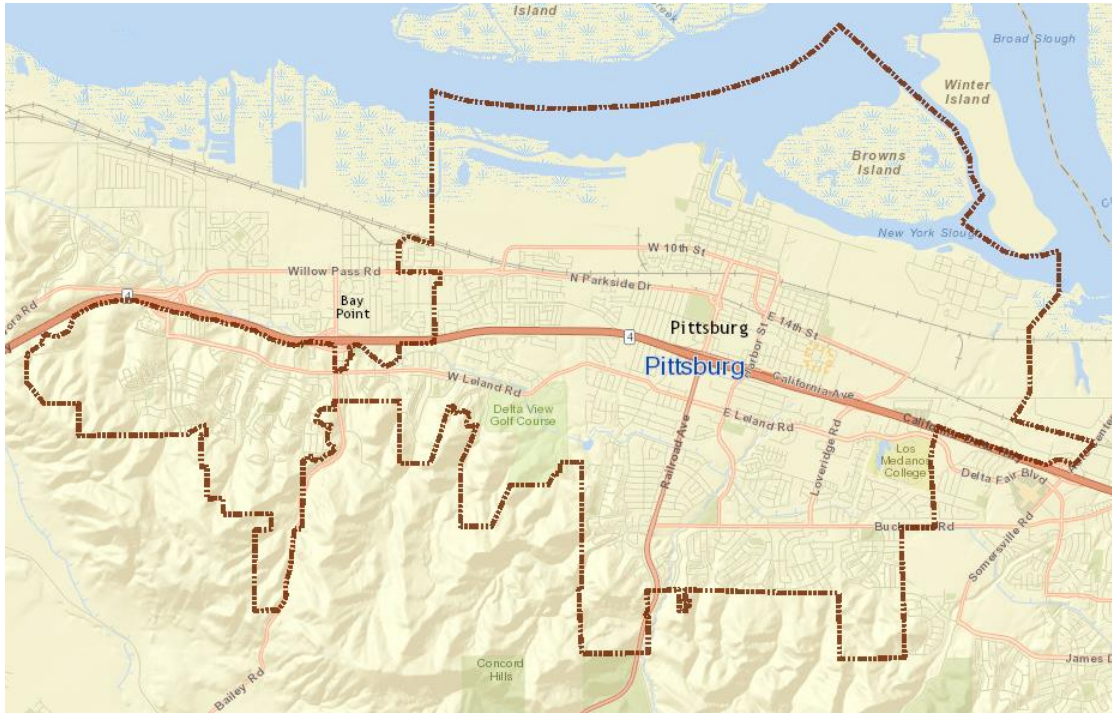
**Estimated Project Cost:**  
\$80,000 Annually  
\$400,000 thru term of 5-year  
CIP

**Project Limits:**  
Citywide Park System

**Funding Sources:**  
Eligible Funding Source: Park Dedication Funds  
(PDF), Grants  
Identified Funding: \$320,000 PDF, \$320,000  
Future PDF

### Project Description:

Recurring annual project for replacement of playground equipment and related amenities at public parks throughout the City. Priority for locations determined by Public Works with input from Recreation Services.



## PK-8: BIENNIAL PLAYFIELD REPLACEMENT

**Project No.**

TBD

**Status:**

**Estimated Project Cost:**

\$250,000 biennial  
(\$500,000 thru term of 5-year  
CIP)

**Project Limits:**

City Wide

**Funding Sources:**

Eligible Funding Source: Grants & Park Dedication  
Fees (PDF)

Identified Funding Source: \$250,000 PDF,  
\$250,000 Future PDF

**Project Description:**

Recurring \$250,000 biennial project for public parks throughout the City. Priority for locations determined by Public Works with input from Recreation Services.





# PK-9: ANNUAL PARK FEATURES REPLACEMENT PROJECT

**Project No.**  
TBD

**Status:**  
Locations being prioritized by Public Works/  
Recreation Staff

**Estimated Project Cost:**  
\$600,000

**Project Limits:**  
Citywide Parks

**Funding Sources:**  
Eligible Funding Source: Park Dedication Funds  
(PDF), Grants  
Identified Funding: \$225,000 PDF, \$300,000  
Future PDF

### Project Description:

Recurring annual project for the replacement of features and amenities such as drinking fountains, picnic tables, benches, lighting, pavement, and ADA accessibility at public parks throughout the City. Priority for locations determined by Public Works with input from Recreation Services.



## **PP-15: STATION F RECONSTRUCTION**

**Project No.**

**Status:**

Active

**Estimated Project Cost:**

\$260,000

**Project Limits:**

Mare Island PPC Utility Service Territory

**Funding Sources**

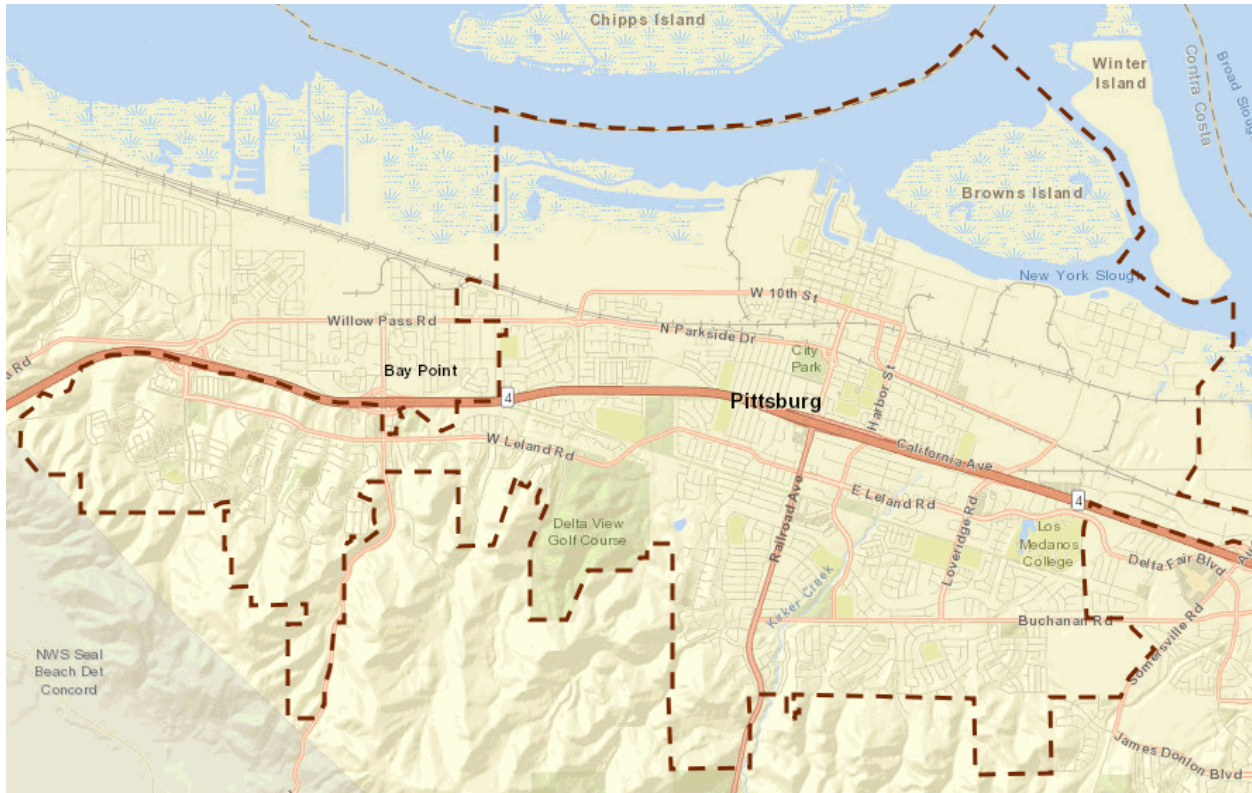
Island Energy Capital Reserve Acct.

### **Project Description:**

To reconstruct Station F to include a) re-engineering for greatest system reliability and the technical specification of necessary disconnects and two (2) replacement vacuum fault interrupters (“VFI’s”) and b) procurement and installation of the VFI’s.

Station F is a critical 12kV distribution substation serving both residential and commercial / industrial customers on Mare Island. Station F has been the point of several recent equipment failures with resultant customer electrical outages. The failures had been determined to be caused by moisture in the existing VFI’s, resulting in catastrophic failure of the devices.

The project scope includes determining how best to provide system protection to residential customers, increase system flexibility in re-routing power in the event of other system faults and improving reliability to the substation itself.



## S-16: FY 2021/22 TRAFFIC SIGNAL MODIFICATION

**Project No.**  
TBD

**Status:**  
Funded

**Estimated Project Cost:**  
\$100,000

**Project Limits: Citywide**

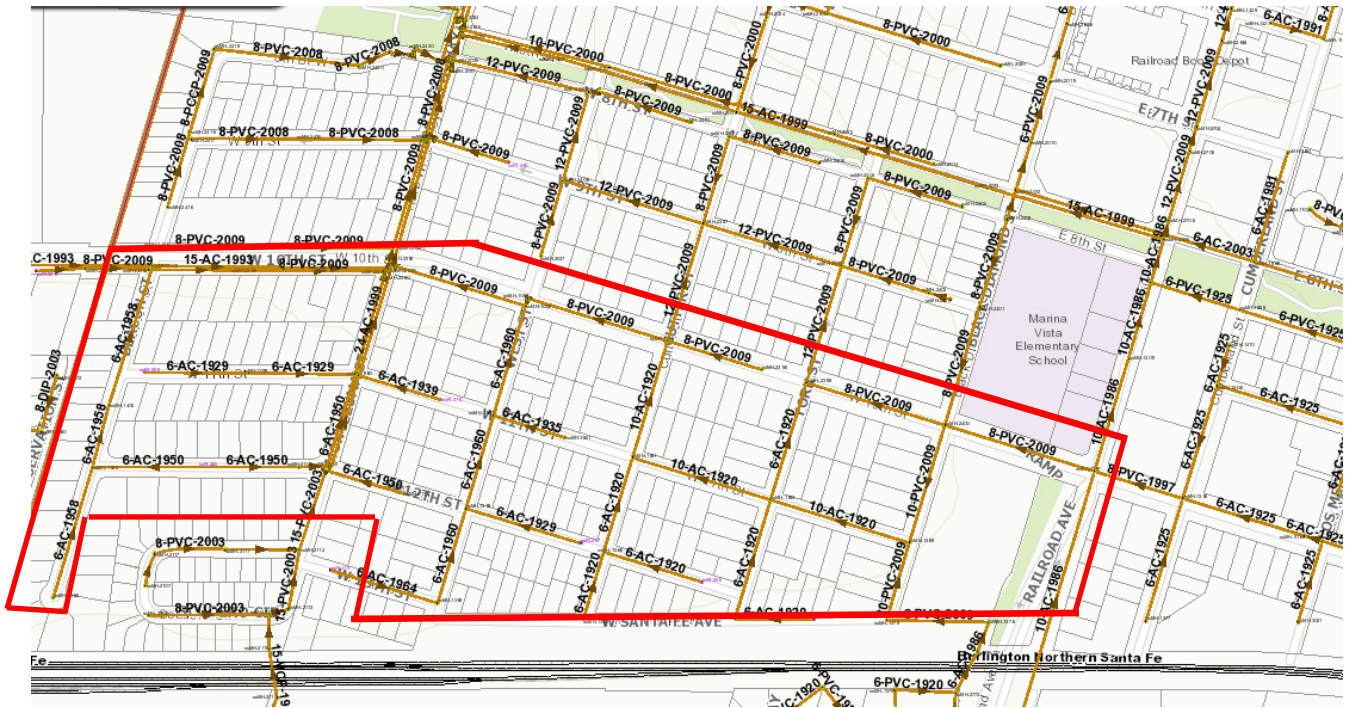
### **Funding Sources**

Eligible Funding: Gas Tax RMRA

Identified Funding: Gas Tax RMRA \$100,000

### **Project Description:**

This project is to perform on-going traffic signal timing and modifications to existing signals throughout the City. This will provide for improved traffic flow and allow for modernization of outdated signal controller equipment.



## SS-36: 2020/21 SEWER REPLACEMENT/REHABILITATION PROGRAM (11<sup>th</sup> Street Area)

**Project No.**  
TBD

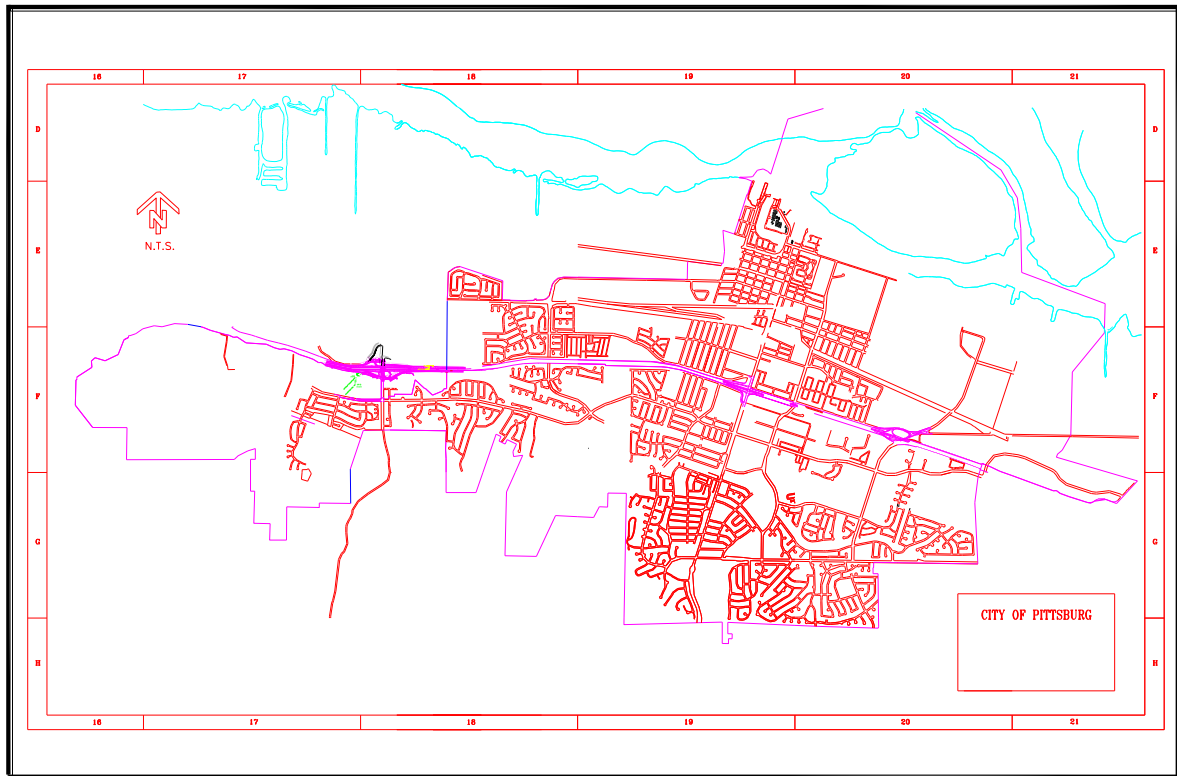
**Status:**  
Projected Funding for FY 19/20 & FY 20/21

**Estimated Project Cost:**  
\$3,800,000

**Project Limits:**  
Black Diamond Street to Beacon Street and West Santa Fe to West Tenth Street

**Funding Sources:**  
Eligible Funding Source: Sewer Operations Fund  
Identified Funding Source: \$3,200,000 SOF, 600,000 SFR

**Project Description:**  
Project will replace older sewer mains and laterals lines in the core (central) portions of the City that have higher maintenance and lower reliability.



## SS-4: SEWER MASTER PLAN UPDATE

**Project No.**  
TBD

**Status:**  
Currently being studied.

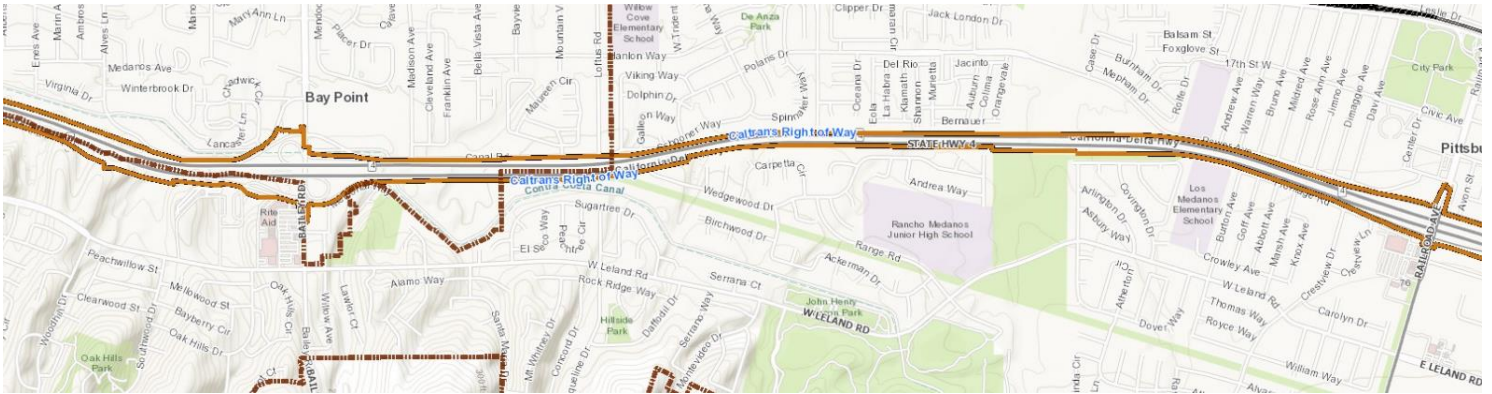
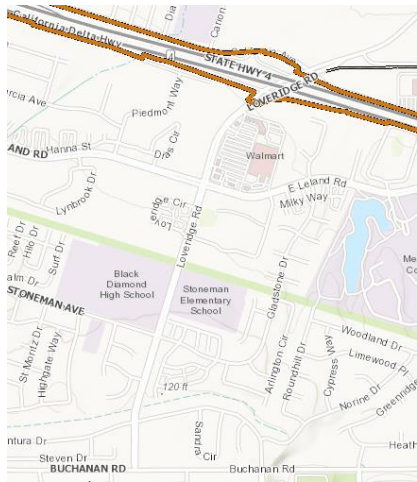
**Estimated Project Cost:**  
\$250,000

**Project Limits:**  
Citywide

**Funding Sources:**  
Eligible Funding Source: Sewer Operations Fund  
Identified Funding Source: \$175,000 SOF, 75,000 new obligation

### **Project Description:**

The City's sewer master plan was last fully updated in 2003. There have been three amendments to the master plan over the years, with the last being completed in 2011. This project is for a full update of the sewer master plan.



# ST-100: FY 2020/21 STP/OBAG II PAVEMENT IMPROVEMENT PROJECT

**Project No.**

**Status:**  
Design

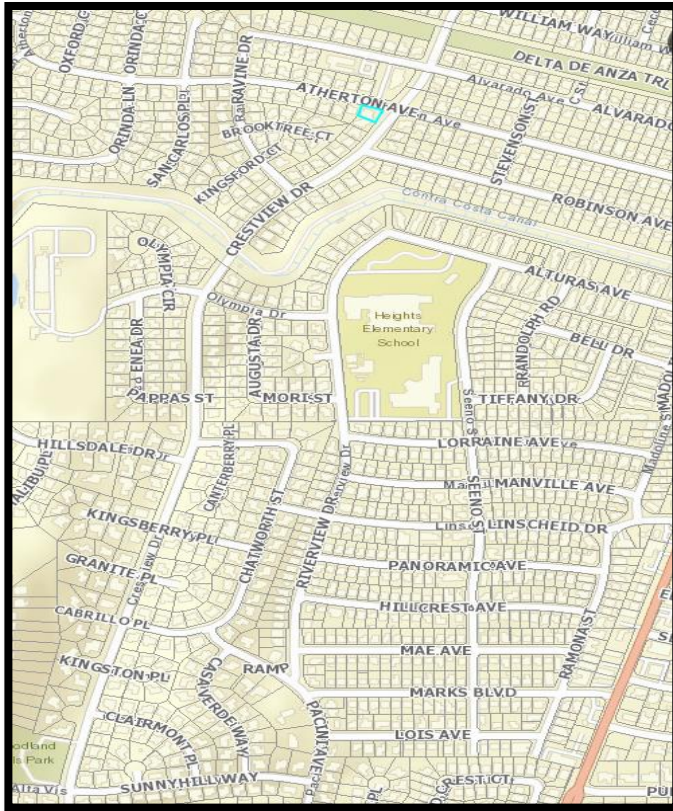
**Estimated Project Cost:**  
\$2,750,000

**Project Limits:**  
West Leland Road – South Broadway to Railroad Avenue  
Loveridge Road –Stoneman Avenue to Buchanan Road

**Funding Sources:**  
*Eligible Funding Sources:* Gas Tax, SB-1 Gas Tax (RMRA), Measure J, One Bay Area Grant (OBAG) II/STP  
*Identified Funding:* \$2,410,000 OBAG II/S, \$340,000 RMRA

**Project Description:**

This project will rehabilitate the roadway on West Leland Road from Woodhill Drive to Railroad Avenue and Loveridge Road from East Leland Road to Buchanan Road. The project will use a variety of pavement management techniques including crack sealing, base repairs, patch paving, milling, geosynthetics, and other treatments as appropriate to extend the useful life of the roadway.



## ST-11: HSIP 10 – CRESTVIEW DRIVE PAVEMENT AND PEDESTRIAN IMPROVEMENTS PROJECT

**Project No.** TBD

**Status:** Funded - \$378,220

**Estimated Project Cost:**

**Project Limits:** Crestview Drive

\$419,400

**Funding Sources:**

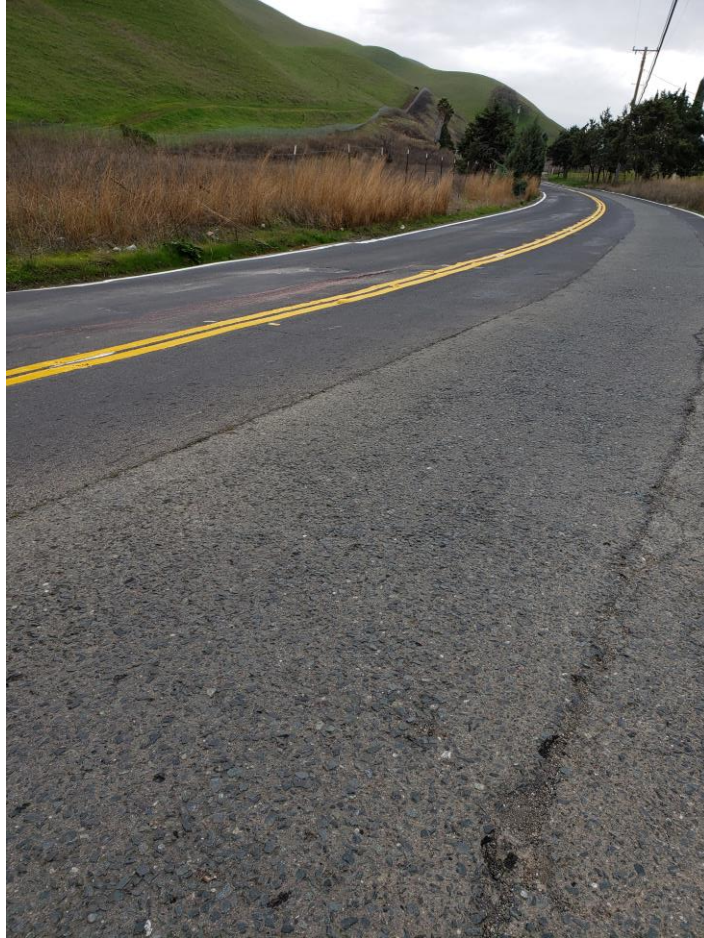
Highway Safety Improvement Program – Cycle 10

Local Match Funding Sources: Gas Tax, Measure J

Identified Funding Source: \$41,180 RMRA, \$378,220 HSIP

**Project Description:**

This project will consist of upgrade of intersection pavement markings, installation of raised medians, and pedestrian crossing enhancements. Project improvements are located at six different intersections along Crestview Drive. The intersections are Crestview Drive and Nina Place, Crestview Drive and AltaVista Circle/Sunnyhill Way, Crestview Drive and Kingsberry Place, Crestview Drive and Atherton Avenue, Crestview Drive and William Way, and Crestview Drive and Crestview Lane.



### **ST-3: BAILEY ROAD DOUBLE CHIP SEAL**

**Project No.**  
TBD

**Status:**

**Estimated Project Cost:**  
\$175,000

**Project Limits:**  
South City Limits

#### **Funding Sources**

Eligible Funding Source: Measure J, Keller Canyon Mitigation Funds, RMRA, HUTA  
Identified Funding Source: \$175,000 HUTA

**Project Description:** This project includes completion of a double chip seal on Bailey Road from approximately 1 mile south of Willow Avenue to south city limits. This is a joint project with the City of Pittsburg and Contra Costa County.





## ST-33: SB1 2021/22 PAVEMENT MANAGEMENT PROJECT

**Project No.**  
TBD

**Status:**  
2021/22 Allocation \$1,100,000

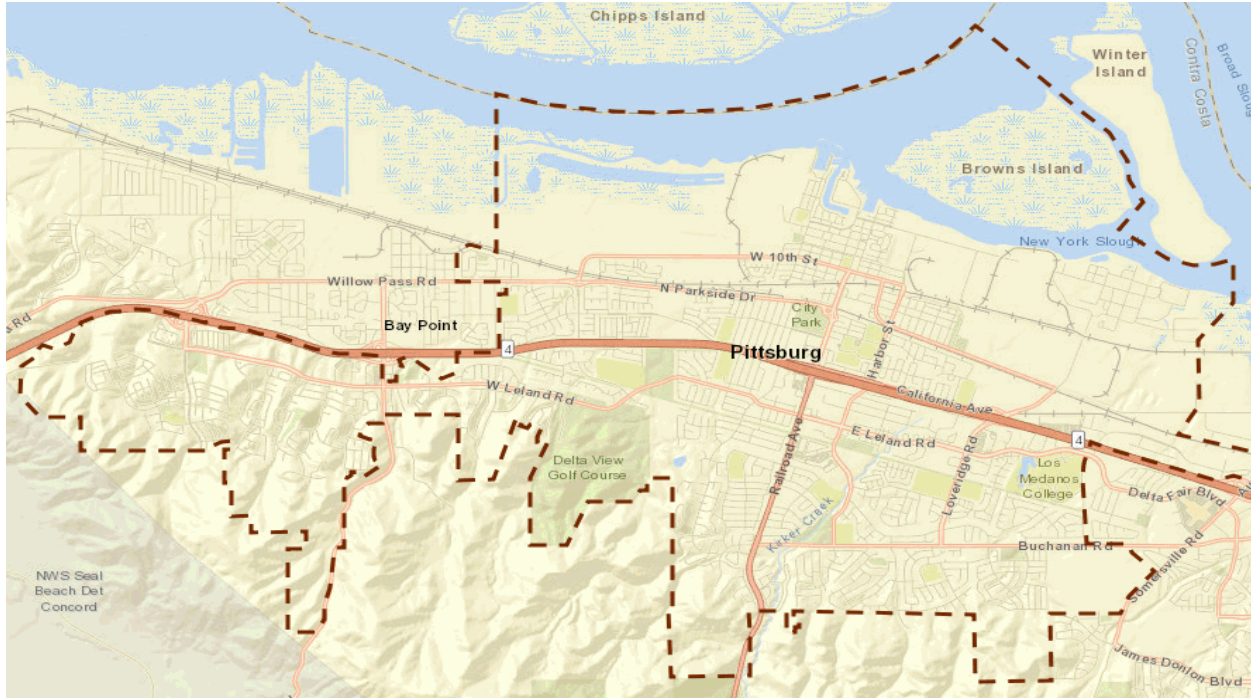
**Estimated Project Cost:**  
\$1,100,000

**Project Limits:**  
West Leland Road from South Broadway Street to Railroad Avenue

**Funding Sources**  
Eligible Funding Source: Gas Tax, Measure J, RMRA  
Identified Funding: \$1,100,000 RMRA

### Project Description:

This project will reconstruct/improve the pavement on West Leland Road from Railroad Avenue to South Broadway Street. The project will use a variety of pavement management techniques including, slurry seal, patch paving, pavement overlay, pavement inlay, base failures and crack sealing.



## ST-41: ANNUAL CITYWIDE FENCE, SOUNDWALL/ STREETLIGHT REPLACEMENT/SIDEWALK INSTALLATION PROJECT

**Project No.**  
TBD

**Status:**  
Analyzing Priorities

**Estimated Project Cost:**  
\$100,000 Annually  
\$500,000 thru term of 5 year  
CIP

**Project Limits:**  
Citywide

**Funding Sources:**

Eligible Funding Source: Measure J, Gas Tax,  
RMRA Gas Tax

Identified Funding Source: \$100,000 Measure J,  
\$400,000 Future Measure J

**Project Description:**

This project is for the replacement of damaged or deteriorated fencing, sound walls, streetlights or sidewalk that the City is responsible for maintaining. This project also includes new installations determined to be required for public safety and protection.



## ST- 45: FY 2021/22 CITYWIDE TRAFFIC CALMING PROJECT

**Project No.**  
TBD

**Status:**  
Funded

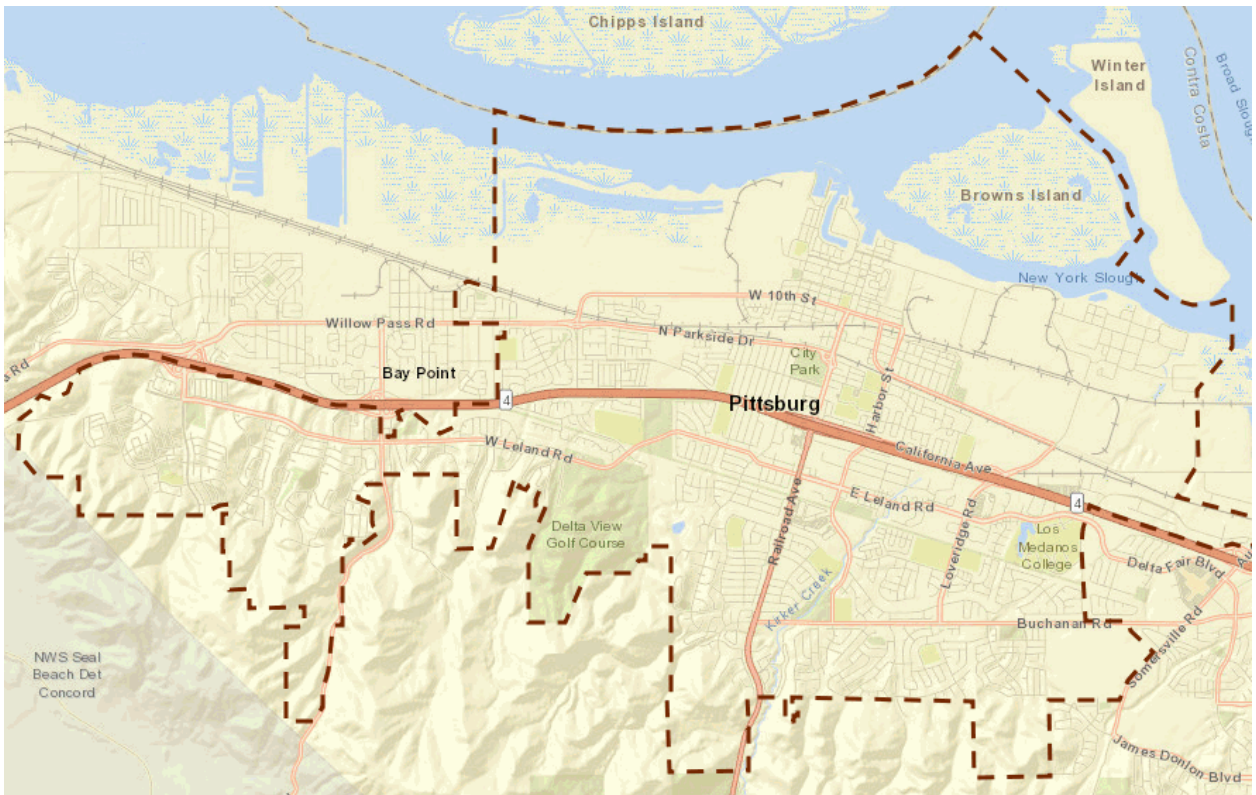
**Estimated Project Cost:**  
\$40,000

**Project Limits:**  
Citywide

**Funding Sources:**  
Eligible Funding Source: Gas Tax, Measure J,  
Grant Funding, Gas Tax RMRA  
Identified Funding: \$40,000 Measure J

### **Project Description:**

This project will construct speed humps and other traffic calming improvements at locations throughout the City to be determined through an application process or by City Staff. This will be managed through the Traffic Section of the Engineering Division.



## ST-48: FY 2021/22 STREET MAINTENANCE PROJECT

**Project No.**  
TBD

**Status:**  
Projected Funding for FY21/22

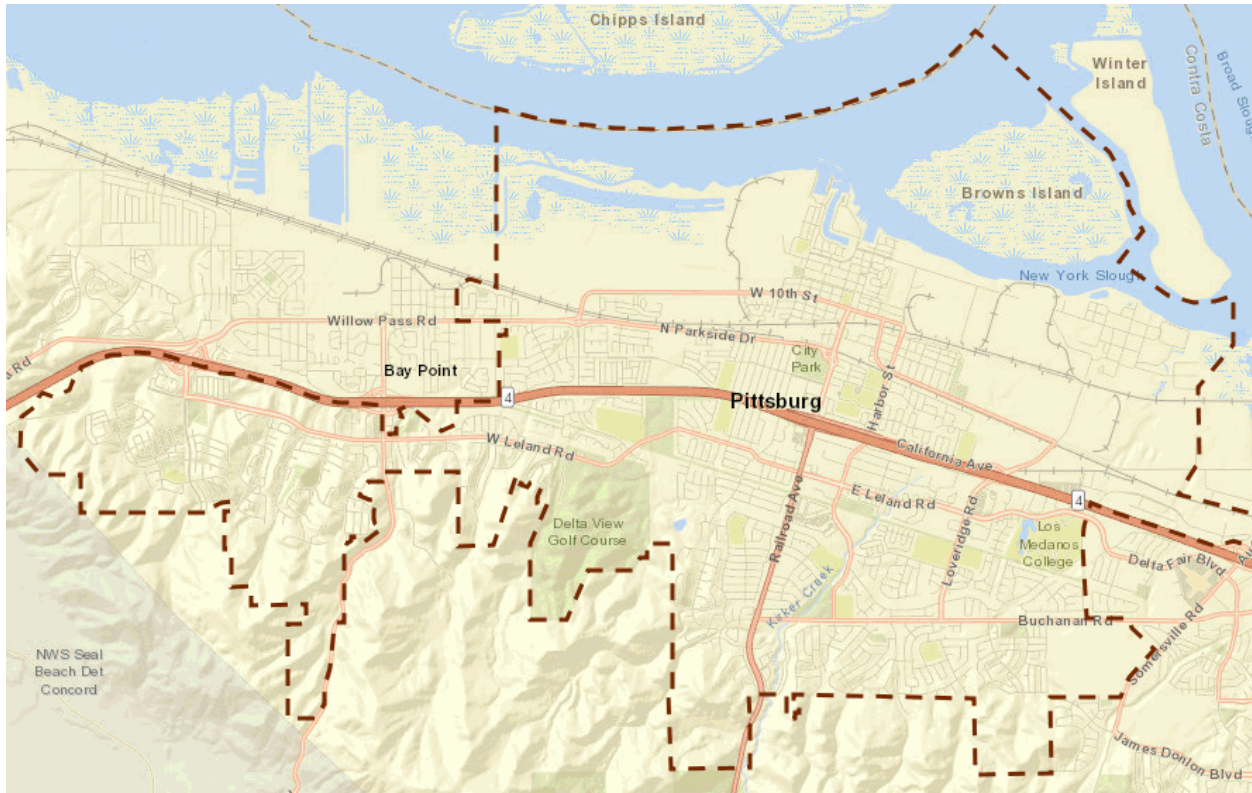
**Estimated Project Cost:**  
\$400,000

**Project Limits:** Sugartree Drive, Lislin Court, El Seco Way, Baja Court, Peachtree Circle, Jacqueline Drive, Rancho Way, Oaktree Court, Rosewood Court.

**Funding Sources:**  
Eligible Funding Source: Gas Tax  
Identified Funding Source: \$200,000 HUTA,  
\$200,000 RMRA

### **Project Description:**

This project will be determined based on use of the Pavement Management System (PMS) and Staff input. The project will use a variety of pavement management techniques including, slurry seal, patch paving, base failures, and crack sealing as appropriate to extend the useful life of the roadway.



## ST- 52: ANNUAL CITYWIDE STRIPING & SIGNAGE PROJECT

**Project No.**  
TBD

**Status:**  
Funded

**Estimated Project Cost:**  
\$50,000 annually  
\$250,000 thru term of 5-year  
CIP

**Project Limits:**  
Citywide

**Funding Sources:**  
Eligible Funding Source: Gas tax, Measure J,  
RMRA Gas Tax

Identified Funding: \$100,000 HUTA \$200,000  
Future

### Project Description:

This project will provide funding to complete new installation of signing and striping improvements or removal and replacement of existing signing and striping at locations Citywide. Priority for locations will be determined by Public Works and Engineering Departments.



## **ST-8: BRIDGE MAINTENANCE AND REPAIRS**

**Project No.**  
TBD

**Status:**

**Estimated Project Cost:**  
\$5,000

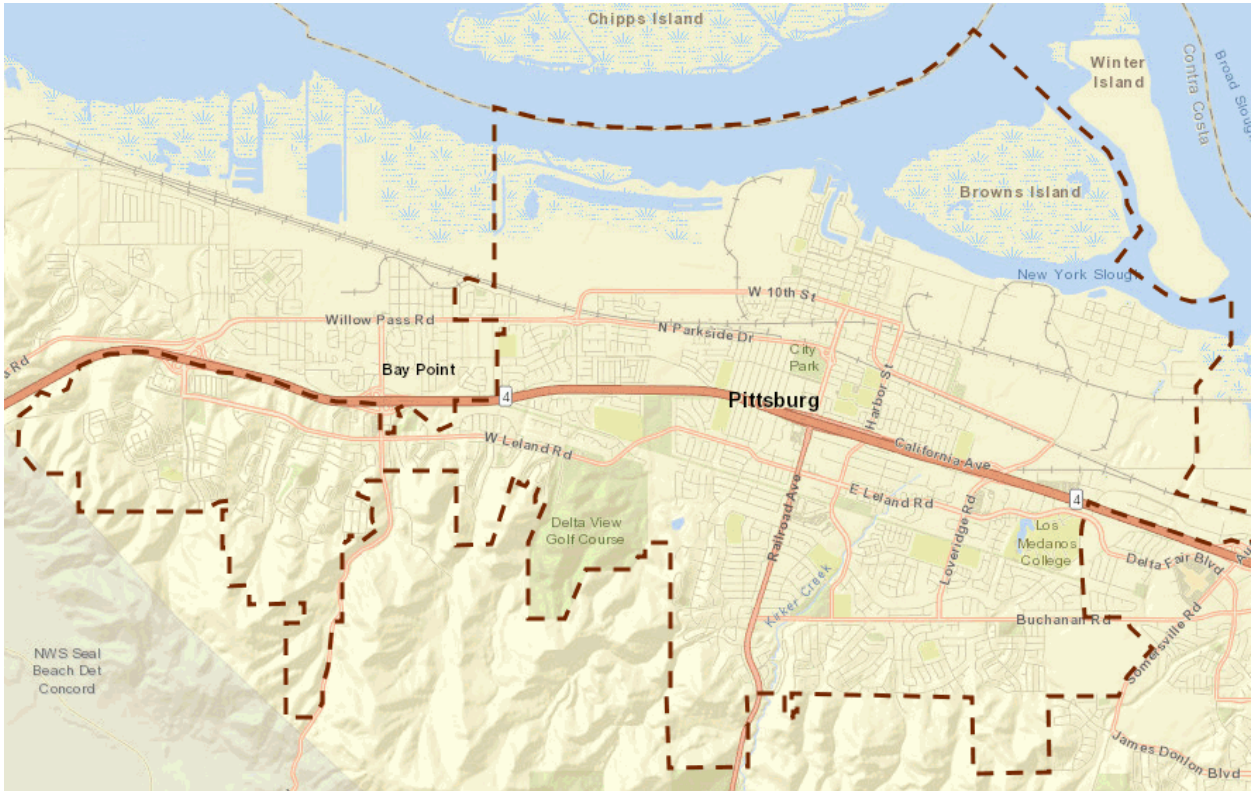
**Project Limits:**  
19 Bridges Citywide

### **Funding Sources**

Eligible Funding Source: Measure J, RMRA, HUTA

Identified Funding Source: \$5,000 HUTA

**Project Description:** The City of Pittsburg is responsible for the maintenance and repair of 19 bridges within the City Limits. This project will dedicate funds to complete required repairs.



## ST-96: CITYWIDE ARTERIAL MEDIAN CONVERSION

**Project No.**

**Status:**

2021/22 Allocation \$5,000

**Estimated Project Cost:**

\$50,000 annually

**Project Limits:**

Arterial Streets Citywide

**Funding Sources**

Eligible Funding Source: Measure J

Identified Funding Source: \$50,000 Measure J

**Project Description:**

The locations and priorities are determined by staff in order to provide adequate areas for maintenance staff working within the medians on arterial streets.



## W-1: WATER SYSTEM MASTER PLAN

**Project No.**

**Status:**

In Progress

**Estimated Project Cost:**

\$275,000

**Project Limits:**

Water Treatment Plant

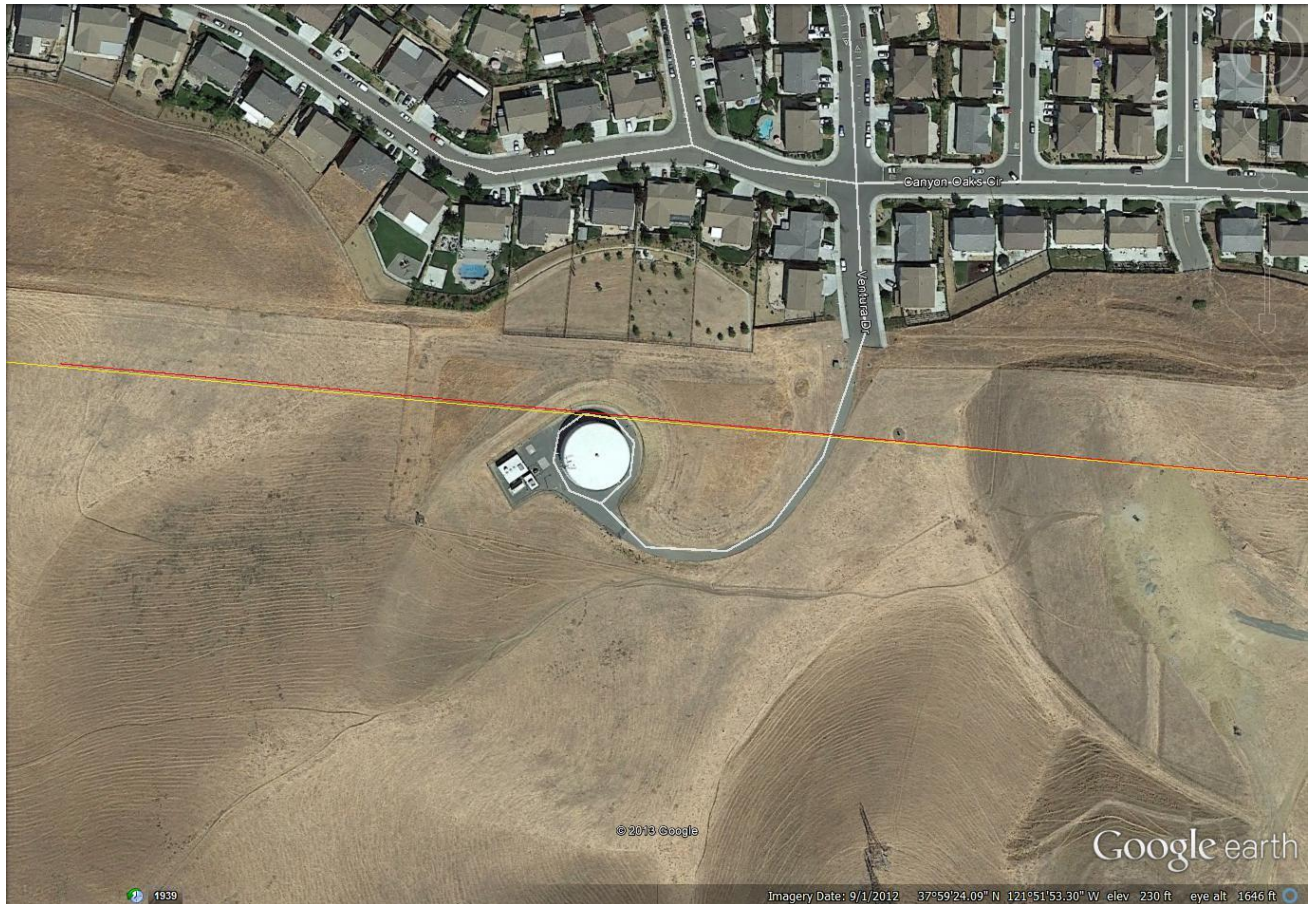
**Funding Sources:**

Eligible Funding Source: WFR, WOF

Identified Funding: \$275,000 WOF

**Project Description:** Every five years, the City prepares and adopts a Water System Master Plan. The Master Plan documents the capacity evaluation of the existing system and lists facility improvements needed to meet the water demand needs of existing users, as well as the needs of planned future developments.





## W-10: HIGHLANDS RANCH RESERVOIR RECOATING

**Project No.**

To be determined

**Status:**

**Estimated Project Cost:**

\$250,000

**Project Limits:**

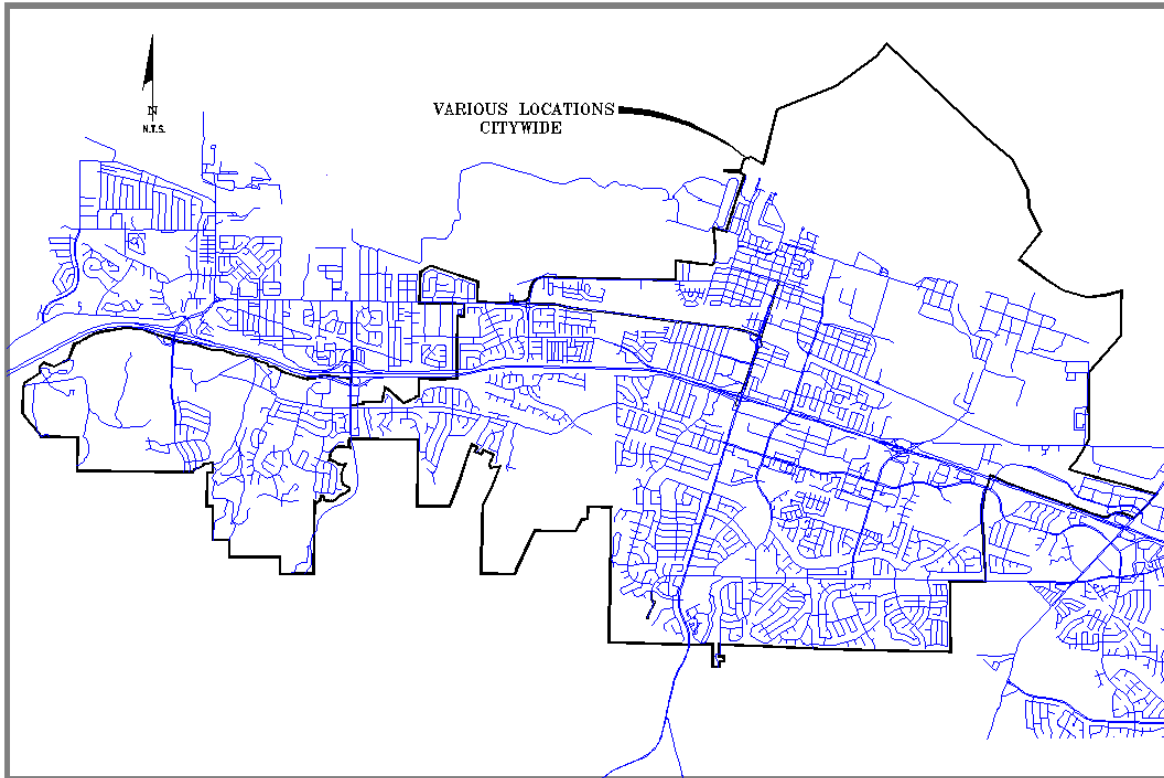
Highland Ranch Reservoir

**Funding Sources**

Eligible Funding: Water Operations Fund  
Identified Funding; 250,000 WOF

**Project Description:**

Recoating of the inside and painting the outside of Highlands Ranch Reservoir. The 1.0 million gallon steel reservoir is showing signs of coating failure after 17 years. Coatings usually last 25 years. Failure to address coating failure in a timely manner will lead to accelerated corrosion and more costly repairs.



## W-11: AUTOMATIC WATER METER READING SYSTEM (5030)

**Project No.**

TBD

**Status:**

2019/20 Allocation \$300,000

**Estimated Project Cost:**

\$3,106,793 previous  
allocations  
\$300,000

**Project Limits:**

Various Locations Citywide

**Funding Sources**

Eligible Funding: Water Operations Fund

Identified Funding: \$3,106,793 previous WOF,  
\$300,000 new WOF

**Project Description:**

Conversion of hard-to-read meters to radio read. Include Automatic Meter Reading system and replacement meters to convert an additional 1,500 meters. Meters include those that are hard to read because they are inaccessible, such as those in backyards or industrial/commercial sites, those that can be hazardous to read in landscaped medians or other high traffic areas, or older meters that are due for replacement.



## **W-34: WATER TREATMENT PLANT WATER DISINFECTION MODIFICATION AND CONVERSION**

**Project No.**  
TBD

**Status:**  
Future Funding Required

**Estimated Project Cost:**  
\$2,400,000

**Project Limits:**  
Water Treatment Plant

**Funding Sources:**

Eligible Funding Source: WFR, WOF  
Identified Funding: \$400,000 WFR(N),  
\$1,500,000 WFR, \$500,000 WOF (F)

**Project Description:**

This project will construct modifications to the existing disinfection system at the WTP to convert from chlorine gas disinfection to sodium hypochlorite. Converting to sodium hypochlorite will reduce the regulatory and reporting burden on WTP staff and will improve safety for employees at the plant. This conversion is anticipated to be a regulatory requirement at some point in the future.



## W-39: 2021/22 FILTER MEDIA REPLACEMENT

**Project No.**

TBD

**Status:**

2019/20 Allocation - \$100,000

**Estimated Project Cost:**

\$200,000 previously allocated  
\$200,000 WOF new  
\$600,000 thru term of 5-year  
CIP

**Project Limits:**

Water Treatment Plant

**Funding Sources:**

Eligible Funding Source: Water Operations  
(WOF), Water Facility Reserves (WFR)  
Identified Funding: \$200,000 WOF

**Project Description:**

This project will perform periodic replacement of the filter media for the eight water filters at the water treatment plant. Media replacement includes removal and disposal of spent filter media and replacement with new granulated activated carbon (GAC) or anthracite, sand, and gravel. Filter media needs to be replaced approximately every four years.



## W-6: WTP CAPITAL REPAIRS AND IMPROVEMENTS (5058)

**Project No.**

**Status:**

**Estimated Project Cost:**

\$75,000 annually  
\$375,000 thru term of 5-year  
CIP  
\$150,000 previous allocations

**Project Limits:**

Water Treatment Plant

**Funding Sources:**

Eligible Funding Source: Water Operations (WOF)  
Identified Funding: \$150,000 WOF (previous  
allocations), \$75,000 WOF FY19/20, 300,000

**Project Description:**

This project will provide upgrades/repairs to facilities at the Water Treatment Plant as identified by WTP staff.



## ➤ CAPITAL OUTLAY - EQUIPMENT

Capital Outlay involves the need for a budget appropriation to purchase equipment, land or other fixed assets which have a unit cost of more than \$5,000 and an estimated useful life of over five years. The following represent capital outlay – equipment for the 2021/22 fiscal year budget:

Description	Funding Source (Fund)	Total Allocation	Justification
Police – VDI Project	General Fund	\$510,000	5 Year Software Support
Police Digital Equipment/Media & Storage	General Fund	\$255,000	Axon - Body Cameras, In Car Cameras, Interview Rooms, Digital Storage
Public, Education & Gov't Fees (PEG) - Equipment	Public, Education & Gov't Fees	\$55,000	To purchase various equipment and infrastructure to allow the ability to broadcast public, educational and government program and activities.
Water Operating – Equipment Replacement	Water Operating	\$60,000	To replace Lab, Pumps, Motors, and other equipment
Island Energy Back-Up Generator and Ditch-Witch Excavator	Island Energy	\$100,000	Ditch-Witch Excavator – necessary to remove debris and water from manholes to enhance safety and work conditions
Information / Communication system – Replacement for Desktops, Servers, Presentation Computers and Print Server Computers	Information / Communication System	\$70,000	Replace desktops and servers so that the hardware is more in tune with the software & software application. Replace presentation computers and print server computers will optimize performance.
Information / Communication system – Upgrade eMail System	Information / Communication System	\$40,000	Explore the possibility of moving the current on-premises version of eMail system for City-wide use to the Cloud or Upgrade
Fleet Maintenance – Replace Police Vehicles	Fleet Maintenance	\$354,300	5-Interceptor Utilities, 4 Sedans and 1 Tahoe Truck
Fleet Maintenance – Replace Public Works Vehicles	Fleet Maintenance	\$510,000	9-Trucks and 2-Trailers
Fleet Maintenance – Replace Building/Engineering Vehicles	Fleet Maintenance	\$38,500	1-Truck and Stalker
Fleet Maintenance – Replace Marina Vehicles	Fleet Maintenance	\$40,000	1-Truck
Fleet Maintenance – Miscellaneous (Outfit)	Fleet Maintenance	\$57,200	To outfit replacement trucks
Miscellaneous	Various	\$143,500	Various
<b>Totals</b>		<b>\$2,233,500</b>	



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## ➤ **FINANCIAL POLICIES AND PROCEDURES**

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The City of Pittsburg has established Financial Policies and Procedures to provide guidance towards the City's fiscal stability as well as prudent and accountable management of the City's funds.

### **Balanced Budget**

The City will pay for all current non-capital expenditures with current revenues. The City will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' expenses such as postponing expenditures or accruing future years' revenues.

### **Capital Improvement Plans**

The City will develop 5-year Capital Improvement Plans that will be updated annually.

The City will develop annual capital budgets based on the 5-year Capital Improvement Plans.

The City will coordinate the capital budget with the operating budget such that future operating costs associated with new capital improvements will be included in financial forecasts.

The City will identify estimated costs and potential funding sources for each capital project proposal before it is submitted to City Council for approval.

### **Consolidated Annual Financial Report (CAFR) \*\***

The City will prepare the CAFR consistent with the Governmental Accounting Standards Board (GASB) and Governmental Finance Officers Association (GFOA) standards and will contract with an independent audit firm to audit the CAFR.

### **Expenditure Controls**

The City has various expenditure controls in place to ensure the City does not over-expend its budget including: (1) position requisition must be in the budget and approved by the City Manager, (2) encumbrance requests for purchases or contracts reviewed and approved by the Accounting Manager to ensure there are adequate funds, and (3) mid-year budget reviews to forecast expenses and revenues that identifies any potential shortfalls.

### **Financial Plans**

The City will annually prepare 5-year or more Forecasts for the City's General Fund and Housing Authority Fund that will include realistic revenue and expenditure projections.

\*\* Governmental Accounting Standards Board, SCO change the name from the Comprehensive Annual Financial Report (CAFR) to the Annual Comprehensive Financial Report (ACFR), beginning with the report dated June 30, 2020.

## **Fund Balance**

Fund balance from the prior fiscal year is total cash and investments less encumbrances and prior year appropriations.

The budget year estimated fund balance includes prior fiscal year actual fund balance plus estimated revenues minus the expenditure budget.

## **Revenue**

The City will try to maintain diversified and stable revenues to shelter it from unforeseeable short-run fluctuations in any revenue stream.

The City will estimate its annual revenues by an objective, analytical process where-ever practical. The City will update revenue projections annually.

The City will calculate the costs associated with user fees to ensure the fees are cost covering.

## **Capital Assets Policy**

The policy defines capital assets as tangible items to be used over a period of time greater than three years and having a value greater than or equal to \$5,000. In addition, the policy classifies assets as either land, buildings, improvements other than buildings or equipment and identifies method of depreciation thereof (Policy is included on Pages 277-287 in the Appendix section of the budget).

## **Debt Policy**

Provides guidelines for issuing and managing the City's debt including selecting the financing team, types of debt the City can issue, and on-going debt administration. (Policy is included on Pages 289-301 in the Appendix section of the budget)

## **Fiscal Sustainability Policy**

The goal of the Fiscal Sustainability Policy is to ensure the City has sufficient reserves to cover expenses in the event of an emergency and that it uses one-time revenues for one-time expenses.

Specifically, the Fiscal Sustainability Policy established (1) minimum unappropriated reserve balances at 30% of operating expenses for the City's General Fund, Internal Services Funds, and Enterprise Funds to be used only for emergencies such as natural disasters, (2) a Budget Stabilization Fund to be used to help absorb costs during an economic downturn and/or budget shortfall with a minimum balance equal to \$2.0 million or 5% of the General Fund operating expenses, whichever is greater, and a maximum balance of \$7.5 million or 25% of the General Fund operating expenses, (3) an Infrastructure Repair and Replacement Fund and Other Post-employment Benefits

(OPEB) Fund that receives surplus Budget Stabilization Fund monies, and (4) required a 4/5 vote of the City Council for appropriation of reserves or to vary the reserve levels. The Ordinance also requires the City to deposit one-time General Fund revenues, projected recurring revenues that exceed 10% or more from the previous fiscal year, and fiscal year-end General Fund surpluses into the Budget Stabilization Fund. (Policy is included on Pages 309-314 in the Appendix section of the budget)

### **Grant Policy**

The City has established a grant policy that provides an overall framework for the use and management of grant resources including identifying roles and responsibilities for managing the City's grants and compliance with Single Audit Act requirements (Policy is included on Pages 303-308 in the Appendix section of the budget).

### **Interfund Transfer Policy**

The policy ensures that procedures related to the administration and accounting for Interfund transactions are documented, communicated, clearly understood, and consistently applied. (Policy is included on Pages 315-317 in the Appendix section of the budget).

### **Investment Policy**

Provides guidelines for the prudent investment of the City's idle funds that optimizes returns while protecting the principal and providing a sufficient liquidity. Identifies eligible investments that include federal securities, Certificates of Deposit (CDs), medium term private security notes of highly rated companies, and Money Market Funds. Delegates investment decisions to the Director of Finance with oversight provided by the City Treasurer and City Manager. (Policy is included on Pages 319-340 in the Appendix section of the budget)

### **Purchasing Policies**

Delegates purchasing authority to the City Manager for goods and services valued at \$75,000 or below and to Senior Executive staff for those valued at \$50,000 or below. Identifies formal and informal bidding procedures based on dollar amount. Allows informal bidding construction services of less than \$175,000 and requires formal bidding for those greater than \$175,000. (Policy is included on Pages 341-347 in the Appendix section of the budget)



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## ➤ DEBT SERVICE - OVERVIEW

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The City and its related entities have combined outstanding principal of \$368 million including pension obligation bonds, assessment district bonds, water and sewer revenues bonds, miscellaneous loans, and Redevelopment Agency (RDA) bonds (now under the Successor Agency to the former Pittsburg Redevelopment Agency).

### **Debt Limit**

The City does not have any plans to issue new debt in the foreseeable future. However, the City's debt limit as defined under California Government Code, Section 43605 as 3.75% of assessed valuation at full cash value is <sup>(1)</sup> \$98.7 million. The City's bond indebtedness is within the legal debt limit.

### **Debt per Capita**

Total debt per capita including RDA bonds, Assessment District Bonds, Water and Sewer revenue bonds, pension obligation bonds and miscellaneous loans is <sup>(2)</sup> \$5,069 and represents <sup>(3)</sup> 6.98% of total personal income.

### **Debt Policy**

The City's Debt Policy is defined in the Financial Policies section of the budget book.

*The City's Appropriations Limit for the 2021-22 Fiscal Year and its calculations can be found in the Appendices section of the budget book (Pages 372-375).*

(1) Assessed Valuation of \$2,630,877,100 (net of \$5,148,312,362 Redevelopment incremental valuation) x 3.75% = \$98.7 million

(2) Debt Per Capita:  $\frac{367,969,352 \text{ Outstanding Principal}}{72,588 \text{ City Population}} = \$ 5,069$

(3)  $\frac{\$ 5,069 \text{ Debt Per Capita}}{72,588 \text{ City Population}} = 6.98\%$  of Total Personal Income

## ➤ DEBT SERVICE - REVENUE SOURCES

CITY		Series	Allocated Charges	Interest Earnings	FY 2021-2022
<b>Pension Obligation</b>					
Taxable Pension Funding Bond	2006	\$	3,784,543	\$ 15,000	\$ 3,799,543
CCCERA Triennial Experience Update	2006		660,633	-	660,633
<i>Total Pension Obligation:</i>			4,445,176	15,000	4,460,176
<b>Energy Efficiency Loans</b>					
California Energy Commission Energy Conservation Loan	2012		74,497	-	74,497
PG&E Energy Efficient Retrofit Loan - Chiller Replacement	2018		21,329	-	21,329
<i>Total Energy Efficiency Loans:</i>			95,826	-	95,826
<b>Assessment District Bonds</b>			<b>Assessment Collection</b>		
2011 Reassessment Revenue Refunding Bonds A & B	2011-1		1,355,595	25,000	1,380,595
Century Plaza - AutoMall	2001-03		323,687	4,500	328,187
Community Facilities District - Vista Del Mar	2016		722,694	9,000	731,694
<i>Total Assessment Districts:</i>			2,401,976	38,500	2,440,476
<b>Revenue Bonds - Enterprise Funds</b>			<b>Sewer/Water Revenues</b>		
Water Revenue Refunding	2016		2,498,500	-	2,498,500
I-Bank Loan - Water System Modification Project	2014		645,004	-	645,004
<b>Capital Leases for Governmental Activity</b>			<b>Allocated Charges</b>		
Various Fleet Vehicles	2018		121,602	-	121,602
Various Fleet Vehicles/Equipment	2019		57,890	-	57,890
Various Fleet Vehicles/Equipment	2019-2		187,344	-	187,344
VOIP System Upgrade	2018		121,209	-	121,209
<i>Total Capital Leases:</i>			488,045	-	488,045
<b>TOTAL CITY DEBT SERVICES:</b>			<b>\$ 10,574,527</b>	<b>\$ 53,500</b>	<b>\$ 10,628,027</b>

SUCCESSOR AGENCY TO FORMER RDA		Series	Tax Increment	Interest Earnings	FY 2021-2022
Tax Allocation Bonds (Partially Refunded by 2014 TARF)	1999		5,136,684	20,000	5,156,684
Tax Allocation Refunding Bonds	2014		7,294,571	248,000	7,542,571
Subordinate Tax Allocation Refunding Bonds	2016A		12,011,467	20,000	12,031,467
Subordinate Tax Allocation Refunding Bonds, Forward	2016C		6,437,425	50,000	6,487,425
Housing Set Aside Tax Allocation Bonds (Taxable)	2006A		673,772	44,000	717,772
Housing Set Aside Tax Allocation Refunding Bonds (Taxable)	2016A		1,304,331	5,000	1,309,331
<b>TOTAL RDA DEBT SERVICES:</b>			<b>\$ 32,858,250</b>	<b>\$ 387,000</b>	<b>\$ 33,245,250</b>
<b>GRAND TOTAL CITY and RDA DEBT SERVICES:</b>			<b>\$ 43,432,777</b>	<b>\$ 440,500</b>	<b>\$ 43,873,277</b>

## ► DEBT SERVICE - EXPENDITURE REQUIREMENTS

CITY	Series	Principal	Interest	Other Costs	FY 2021-2022	Outstanding Principal at July 1, 2021
<b>Pension Obligation</b>						
Taxable Pension Funding Bond	2006	\$ 2,458,859	\$ 1,333,684	\$ 7,000	\$ 3,799,543 <sup>(1)</sup>	\$ 45,385,000
CCCERA Triennial Experience Update	2006	271,196	389,437	-	660,633	5,563,389
<i>Total Pension Obligation:</i>		2,730,055	1,723,121	7,000	4,460,176	50,948,389
<b>Energy Efficiency Loans</b>						
California Energy Commission Energy Conservation Loan	2012	72,852	1,645	-	74,497	72,852
PG&E Energy Efficient Retrofit Loan - Chiller Replacement	2018	21,329	-	-	21,329	147,529
<i>Total Energy Efficiency Loans:</i>		94,182	1,645	-	95,826	220,381
<b>Assessment District Bonds</b>						
2011 Reassessment Revenue Refunding Bonds A & B	2011-1	920,000	358,794	101,801	1,380,595	8,015,000
Century Plaza - AutoMall	2001-03	160,000	149,681	18,506	328,187	2,645,000
Community Facilities District - Vista Del Mar	2016	395,000	320,994	15,700	731,694	7,880,000
<i>Total Assessment Districts:</i>		1,475,000	829,469	136,007	2,440,476	18,540,000
<b>Revenue Bonds - Enterprise Funds</b>						
Water Revenue Refunding	2016	1,450,000	1,042,250	6,250	2,498,500	24,570,000
I-Bank Loan - Water System Modification Project	2014	270,871	344,299	29,834	645,004	9,944,520
<b>Capital Leases for Governmental Activity</b>						
Various Fleet Vehicles	2018	111,731	9,870	-	121,602	287,416
Various Fleet Vehicles/Equipment	2019	52,200	5,691	-	57,890	162,683
Various Fleet Vehicles/Equipment	2019-2	166,307	21,037	-	187,344	609,755
VOIP System Upgrade	2018	121,209	-	-	121,209	121,209
<i>Total Capital Leases:</i>		451,447	36,598	-	488,045	1,181,062
<b>TOTAL CITY DEBT SERVICES:</b>		<b>\$ 6,471,555</b>	<b>\$ 3,977,382</b>	<b>\$ 179,091</b>	<b>\$ 10,628,027</b>	<b>\$ 105,404,352</b>

SUCCESSOR AGENCY TO FORMER RDA	Series	Principal	Interest	Other Costs	FY 2021-2022	Outstanding Principal at July 1, 2021
Tax Allocation Bonds (Partially Refunded by 2014 TARB)	1999	1,382,930	3,767,070	6,684	5,156,684 <sup>(2)</sup>	85,495,000
Tax Allocation Refunding Bonds	2014	6,335,000	1,199,875	7,696	7,542,571	33,205,000
Subordinate Tax Allocation Refunding Bonds	2016A	6,175,000	5,849,875	6,592	12,031,467	120,085,000
Subordinate Tax Allocation Refunding Bonds, Forward	2016C	6,325,000	158,125	4,300	6,487,425	6,325,000
Housing Set Aside Tax Allocation Bonds (Taxable)	2006A	310,000	404,167	3,605	717,772	7,765,000
Housing Set Aside Tax Allocation Refunding Bonds (Taxable)	2016A	930,000	375,005	4,326	1,309,331	9,690,000
<b>TOTAL RDA DEBT SERVICES:</b>		<b>\$ 21,457,930</b>	<b>\$ 11,754,117</b>	<b>\$ 33,203</b>	<b>\$ 33,245,250</b>	<b>262,565,000</b>
<b>GRAND TOTAL CITY and RDA DEBT SERVICES:</b>		<b>\$ 27,929,485</b>	<b>\$ 15,731,498</b>	<b>\$ 212,294</b>	<b>\$ 43,873,277</b>	<b>\$ 367,969,352</b>

(1) includes unaccrued discount in the total amount of \$12,512,757

(2) includes unaccrued discount in the total amount of \$49,933,441

## ➤ DEBT SERVICE REQUIREMENTS

### Taxable Pension Funding Bonds (Issued on 6/15/2006)

BOND ISSUES:	<b>CITY OF PITTSBURG</b> <b>Taxable Pension Funding Bonds Series 2006</b>
DATE OF ISSUES:	June 15, 2006
AMOUNT OF ISSUE:	\$ 39,566,056
AMOUNT OUTSTANDING: (June 30, 2021)	\$ 45,385,000 <sup>(1)</sup>
DESCRIPTION:	The City issued \$39,566,055.85 of Series 2006 Taxable Pension Funding Bonds bearing interest at 5.78 to 6.11%, to prepay the City unfunded accrued liability for the Miscellaneous and Safety plans in the amount of \$25,977,758 to the Public Employees' Retirement System (PERS). The City also prepaid the unfunded liability owed to Contra Costa County Employees Retirement Association (CCCERA) which amounted to \$12,700,000 as of June 30, 2006. Bonds were issued as current interest bonds and capital appreciation bonds. Repayment of accreted principal commenced on July 1, 2015
PAYMENT DATES:	January 1 and July 1 of each year.
PAYMENT AGENT:	The Bank of New York Mellon Trust Company N.A.

### DEBT SERVICE REQUIREMENTS

REVENUE SOURCES	FY 2020-2021	FY 2021-2022
Allocated Charges	\$ 3,729,453	\$ 3,784,543
Interest Earnings	15,000	15,000
<b>TOTAL:</b>	<b>\$ 3,744,453</b>	<b>\$ 3,799,543</b>
<b>EXPENDITURES</b>		
Fiscal Paying Agent Fees	\$ 2,600	\$ 3,000
Professional Administrative Fees	4,000	4,000
Principal Reduction	1,291,857	1,310,577
CAB Accreted Principal	1,028,143	1,094,423
Interest Expense	1,364,763	1,333,684
Pre-Pay Principal <sup>(2)</sup>	53,090	53,859
<b>TOTAL:</b>	<b>\$ 3,744,453</b>	<b>\$ 3,799,543</b>

(1) Includes unaccreted discount in the total amount of \$12,512,757

(2) Pursuant to Pension Obligation Bond documents, the City of Pittsburg is required to deposit with the Trustee no later than 7/15 of each fiscal year, the amount of the City's obligation for the following bond year.



## ➤ DEBT SERVICE - AMORTIZATION SCHEDULE

### Taxable Pension Funding Bonds (Issued on 6/15/2006)

FISCAL YEAR	PRINCIPAL	INTEREST	CAB ACCRETED PRINCIPAL	TOTAL
2022	\$ 1,310,577	\$ 1,333,684	\$ 1,094,423	\$ 3,738,684
2023	1,357,230	1,299,389	1,197,770	3,854,389
2024	1,385,374	1,261,572	1,264,626	3,911,572
2025	1,419,516	1,220,061	1,330,484	3,970,061
2026	1,456,285	1,174,709	1,398,715	4,029,709
2027	1,188,856	1,134,528	1,466,144	3,789,528
2028	1,212,219	1,099,960	1,532,781	3,844,960
2029	1,237,637	1,062,438	1,597,364	3,897,438
2030	1,270,133	1,021,814	1,664,867	3,956,814
2031	1,308,272	977,792	1,731,728	4,017,792
2032	1,749,024	915,009	1,400,976	4,065,009
2033	3,295,000	777,772	-	4,072,772
2034	3,555,000	575,389	-	4,130,389
2035	3,835,000	357,051	-	4,192,051
2036	4,125,000	121,873	-	4,246,873
<b>TOTAL</b>	<b>\$ 29,705,122</b>	<b>\$ 14,333,041</b>	<b>\$ 15,679,878</b>	<b>\$ 59,718,041</b>

Note: Pursuant to the Pension Obligation Bond documents the City of Pittsburg is required to pay one year of debt service payments in advance.

## ➤ DEBT SERVICE REQUIREMENTS

### 2006 CCCERA TRIENNIAL EXPERIENCE UPDATE (Issued in 2008)

AGREEMENT:	<b>Termination Agreement between City of Pittsburg and Contra Costa County Employees' Retirement Association</b>
AGREEMENT DATE:	July 1, 2001
CITY RESOLUTION NO.:	08-10943 (January 22, 2008)
AMOUNT OF ISSUE:	\$ 11,312,353
AMOUNT OUTSTANDING: (June 30, 2021)	\$ 5,563,389
DESCRIPTION:	As of December 31, 2018 Valuation of Assets, the City had an unfunded obligation of \$5,816,843 to provide future benefits to the City's CCCERA retirees and vested terminated members of the retirement plan. The unfunded obligation has been amortized for the remaining 15 years of the 1st amendment to agreement dated 07/2012 at an interest rate of 7.00%, resulting in 15 annual payments of \$660.633. The next triennial update shall be completed by December 31, 2021.
DUE and PAYABLE ON:	June 30
PAYMENT ENTITY:	Contra Costa County Employees' Retirement Association

### DEBT SERVICE REQUIREMENTS

	<u>FY 2020-2021</u>	<u>FY 2021-2022</u>
<b>REVENUE SOURCES</b>		
Allocated Charges	\$ 660,633	\$ 660,633
Interest Earnings	-	-
	<b>\$ 660,633</b>	<b>\$ 660,633</b>
<b>EXPENDITURES</b>		
Principal Reduction	\$ 253,454	\$ 271,196
Interest Expense	407,179	389,437
<b>TOTAL:</b>	<b>\$ 660,633</b>	<b>\$ 660,633</b>

**➤ DEBT SERVICE - AMORTIZATION SCHEDULE**

**CCCERA  
(Issued in 2008)**

<b>FISCAL YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL</b>
2022	\$ 271,196	\$ 389,437	\$ 660,633
2023	290,179	370,454	660,633
2024	310,492	350,141	660,633
2025	332,226	328,407	660,633
2026	355,482	305,151	660,633
2027	380,366	280,267	660,633
2028	406,992	253,641	660,633
2029	435,481	225,152	660,633
2030	465,965	194,668	660,633
2031	498,582	162,051	660,633
2032	533,483	127,150	660,633
2033	570,827	89,806	660,633
2034	610,785	49,848	660,633
2035	101,332	7,093	108,425
<b>TOTAL</b>	<b>\$ 5,563,389</b>	<b>\$ 3,133,265</b>	<b>\$ 8,696,654</b>

➤ **DEBT SERVICE REQUIREMENTS**

**California Energy Commission (CEC) Energy Conservation Loan  
(Issued in 2012)**

AGREEMENT: **State of California Energy Resources Conservation and Development Commission Loan No. 008-10-ECD**

AGREEMENT DATE: May 31, 2012

CITY RESOLUTION NO.: 11-11740

AMOUNT OF ISSUE: \$ 571,097

AMOUNT OUTSTANDING: \$ 72,852  
(June 30, 2021)

DESCRIPTION: City of Pittsburg has obtained a loan from the California Energy Commission (CEC), bearing an interest rate of 3.00% to convert all decorative lamp fixtures from High Pressure Sodium (HPS) to Light Emitted Diode (LED), including the installation of 621 LED lamps on 610 poles.

DUE and PAYABLE ON: December 22 and June 22 each Year

PAYMENT ENTITY: State of California Energy Resource Conservation & Development Commission

**DEBT SERVICE REQUIREMENTS**

	<u>FY 2020-2021</u>	<u>FY 2021-2022</u>
<b>REVENUE SOURCES</b>		
Citywide Lighting PG&E Savings	\$ 74,497	\$ 74,497
	<b>\$ 74,497</b>	<b>\$ 74,497</b>
<b>EXPENDITURES</b>		
Principal Reduction	\$ 70,715	\$ 72,852
Interest Expense	3,782	1,645
<b>TOTAL:</b>	<b>\$ 74,497</b>	<b>\$ 74,497</b>

➤ **DEBT SERVICE - AMORTIZATION SCHEDULE**

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**CEC Energy Conservation Loan  
(Issued in 2012)**

<b>FISCAL YEAR</b>	<b>PRINCIPAL</b>		<b>INTEREST</b>		<b>TOTAL</b>
2022	\$	72,852	\$	1,645	\$ 74,497
<b>TOTAL</b>	<b>\$</b>	<b>72,852</b>	<b>\$</b>	<b>1,645</b>	<b>\$ 74,497</b>

➤ **DEBT SERVICE REQUIREMENTS**

**PG&E Energy Efficient Retrofit Loan - Chiller Replacement  
(Issued in 2018)**

AGREEMENT: **Pacific Gas & Electric (PG&E) Energy Efficient Retrofit Loan to Replace the City Hall Chiller - TIF #: 005039**

AGREEMENT DATE: April 5, 2018

CITY RESOLUTION NO.: 18-13479

AMOUNT OF ISSUE: \$ 213,294

AMOUNT OUTSTANDING: \$ 147,529  
(June 30, 2021)

DESCRIPTION: City of Pittsburg has obtained a 10-year, interest-free (0%), no fee loan from PG&E to partially fund the cost to replace the existing City Hall Chiller with an energy-efficient system.

DUE and PAYABLE ON: Monthly Payment of Principal

PAYMENT ENTITY: Pacific Gas & Electric (PG&E)

**DEBT SERVICE REQUIREMENTS**

	<u>FY 2020-2021</u>	<u>FY 2021-2022</u>
<b>REVENUE SOURCES</b>		
Building Maintenance Allocation	\$ 21,329	\$ 21,329
	<b>\$ 21,329</b>	<b>\$ 21,329</b>
<b>EXPENDITURES</b>		
Principal Reduction	\$ 21,329	\$ 21,329
Interest Expense	-	-
<b>TOTAL:</b>	<b>\$ 21,329</b>	<b>\$ 21,329</b>

**➤ DEBT SERVICE - AMORTIZATION SCHEDULE**

**PG&E Energy Efficient Retrofit Loan - Chiller Replacement  
(Issued in 2018)**

<b>FISCAL YEAR</b>	<b>PRINCIPAL</b>		<b>TOTAL</b>
2022	\$	21,329	\$ 21,329
2023		21,329	21,329
2024		21,329	21,329
2025		21,329	21,329
2026		21,329	21,329
2027		21,329	21,329
2028		19,552	19,552
<b>TOTAL</b>	<b>\$</b>	<b>147,529</b>	<b>\$ 147,529</b>

## ➤ DEBT SERVICE REQUIREMENTS

### 2011 Re-Assessment Revenue Refunding Bonds (Issued in 2011)

BOND ISSUES:	<b>Pittsburg Infrastructure Financing Authority 2011 Reassessment Revenue Refunding Bonds A &amp; B</b>
DATE OF ISSUES:	August 24, 2011
AMOUNT OF ISSUE:	\$ 17,840,000
AMOUNT OUTSTANDING: (June 30, 2021)	\$ 8,015,000
DESCRIPTION:	The Bonds were issued by the City of Pittsburg Public Financing Authority pursuant to the Refunding Act of 1984 for 1915 Improvement Act Bonds PIFA 1988, Marina Walk, San Marco Phase I, and Oak Hills South. These bonds were grouped together and refunded in 2011 to reduce the interest expense.
PAYMENT DATES:	September 2 and March 2
PAYMENT AGENT:	The Bank of New York Mellon Trust Company N.A.

### DEBT SERVICE REQUIREMENTS

	<u>FY 2020-2021</u>	<u>FY 2021-2022</u>
<b>REVENUE SOURCES</b>		
Assessment Collection	\$ 1,730,077	\$ 1,355,595
Interest Earnings	25,000	25,000
<b>TOTAL:</b>	<b>\$ 1,755,077</b>	<b>\$ 1,380,595</b>
<b>EXPENDITURES</b>		
Fiscal Paying Agent Fees	\$ 4,300	\$ 4,300
Professional Administrative Fees	45,000	65,000
County Admin. Fees	5,000	5,000
City Admin. Fees	25,614	27,501
Principal Reduction	1,270,000	920,000
Interest Expense	405,163	358,794
<b>TOTAL:</b>	<b>\$ 1,755,077</b>	<b>\$ 1,380,595</b>



## ➤ DEBT SERVICE - AMORTIZATION SCHEDULE

### 2011 Re-Assessment Revenue Refunding Bonds (Issued in 2011)

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2022	\$ 920,000	\$ 358,794	\$ 1,278,794
2023	955,000	319,741	1,274,741
2024	860,000	280,181	1,140,181
2025	905,000	239,978	1,144,978
2026	585,000	205,303	790,303
2027	605,000	176,891	781,891
2028	640,000	145,988	785,988
2029	675,000	112,494	787,494
2030	590,000	80,269	670,269
2031	620,000	49,438	669,438
2032	660,000	16,819	676,819
<b>TOTAL</b>	<b>\$ 8,015,000</b>	<b>\$ 1,985,894</b>	<b>\$ 10,000,894</b>

## ➤ DEBT SERVICE REQUIREMENTS

### 2001-03 CENTURY PLAZA AUTO MALL PHASE I ASSESSMENT DISTRICT BONDS (Issued in 2002)

BOND ISSUES:	<b>CITY OF PITTSBURG</b> Century Plaza Auto Mall Assessment District 2001-03
DATE OF ISSUES:	October 1, 2002
AMOUNT OF ISSUE:	\$ 4,405,000
AMOUNT OUTSTANDING: (June 30, 2021)	\$ 2,645,000
DESCRIPTION:	The Assessment District 2001-03 Limited Obligation Improvement Bonds were issued by the City pursuant to the provisions of the Improvement Bond Act of 1915 to develop the initial phase of an Auto Mall within the Assessment District No. 2001-03, primarily roadway improvements. The bonds proceeds were also used to provide for a Reserve Account and Capitalized Interest fund.
PAYMENT DATES:	September 2 and March 2
PAYMENT AGENT:	The Bank of New York Mellon Trust Company N.A.

### DEBT SERVICE REQUIREMENTS

	<u>FY 2020-2021</u>	<u>FY 2021-2022</u>
<b>REVENUE SOURCES</b>		
Assessment Collection	\$ 318,576	\$ 323,687
Interest Earnings	4,500	4,500
<b>TOTAL:</b>	<b>\$ 323,076</b>	<b>\$ 328,187</b>
<b>EXPENDITURES</b>		
Fiscal Paying Agent Fees	\$ -	\$ -
Professional Administrative Fees	9,500	13,200
County Admin. Fees	255	270
City Admin. Fees	4,690	5,036
Principal Reduction	150,000	160,000
Interest Expense	158,631	149,681
<b>TOTAL:</b>	<b>\$ 323,076</b>	<b>\$ 328,187</b>

## ➤ DEBT SERVICE - AMORTIZATION SCHEDULE

### 2001-03 CENTURY PLAZA AUTO MALL PHASE I ASSESSMENT DISTRICT BONDS (Issued in 2002)

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2022	\$ 160,000	\$ 149,681	\$ 309,681
2023	170,000	140,194	310,194
2024	175,000	130,275	305,275
2025	185,000	119,925	304,925
2026	200,000	108,856	308,856
2027	210,000	96,938	306,938
2028	220,000	84,306	304,306
2029	235,000	70,941	305,941
2030	250,000	56,694	306,694
2031	265,000	41,566	306,566
2032	280,000	25,556	305,556
2033	295,000	8,666	303,666
<b>TOTAL</b>	<b>\$ 2,645,000</b>	<b>\$ 1,033,597</b>	<b>\$ 3,678,597</b>

## ➤ DEBT SERVICE REQUIREMENTS

### 2005-2 VISTA DEL MAR COMMUNITY FACILITIES DISTRICT SPECIAL TAX BONDS (Issued in 2015)

BOND ISSUES:	<b>CITY OF PITTSBURG</b> <b>Vista Del Mar CFD Special Tax Bonds 2005-02</b>
DATE OF ISSUES:	June 30, 2015
AMOUNT OF ISSUE:	\$ 9,655,000
AMOUNT OUTSTANDING: (June 30, 2021)	\$ 7,880,000
DESCRIPTION:	The Vista Del Mar CFD No. 2005-2 Special Tax Bonds were issued by the City pursuant to the Mello-Roos Community Facilities Act of 1982 for the purpose of constructing and acquiring certain public facilities of benefit to the District. The bonds proceeds were also used to provide for a Reserve Account, Capitalized Interest fund, and the cost of issuance of the Bonds. In June 2015, the bonds were refunded in full and defeased by the issuance of the 2015 Vista Del Mar Assessment District Special Tax Refunding Bonds.
PAYMENT DATES:	September 1 and March 1
PAYMENT AGENT:	The Bank of New York Mellon Trust Company N.A.

### DEBT SERVICE REQUIREMENTS

	FY 2020-2021	FY 2021-2022
<b>REVENUE SOURCES</b>		
Assessment Collection	\$ 720,631	\$ 722,694
Interest Earnings	9,000	9,000
<b>TOTAL:</b>	<b>\$ 729,631</b>	<b>\$ 731,694</b>
<b>EXPENDITURES</b>		
Fiscal Paying Agent Fees	\$ -	\$ -
Professional Administrative Fees	15,000	15,000
County Admin. Fees	700	700
Principal Reduction	380,000	395,000
Interest Expense	333,931	320,994
<b>TOTAL:</b>	<b>\$ 729,631</b>	<b>\$ 731,694</b>

## ➤ DEBT SERVICE - AMORTIZATION SCHEDULE

### 2005-2 VISTA DEL MAR COMMUNITY FACILITIES DISTRICT SPECIAL TAX BONDS (Issued in 2015)

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2022	\$ 395,000	\$ 320,994	\$ 715,994
2023	405,000	304,219	709,219
2024	425,000	283,469	708,469
2025	445,000	261,719	706,719
2026	465,000	238,969	703,969
2027	490,000	218,769	708,769
2028	505,000	201,041	706,041
2029	520,000	182,138	702,138
2030	540,000	161,588	701,588
2031	560,000	139,588	699,588
2032	580,000	116,788	696,788
2033	600,000	92,813	692,813
2034	625,000	67,547	692,547
2035	650,000	41,250	691,250
2036	675,000	13,922	688,922
<b>TOTAL</b>	<b>\$ 7,880,000</b>	<b>\$ 2,644,809</b>	<b>\$ 10,524,809</b>

## ➤ DEBT SERVICE REQUIREMENTS

### 2016A REFUNDING WATER REVENUE BONDS (Issued in 2016)

BOND ISSUES:	<b>CITY OF PITTSBURG</b> <b>Water Revenue Bonds 2016</b>
DATE OF ISSUES:	October 25, 2016
AMOUNT OF ISSUE:	\$ 30,850,000
AMOUNT OUTSTANDING: (June 30, 2021)	\$ 24,570,000
DESCRIPTION:	The Bonds were issued by the City of Pittsburg Public Financing Authority to provide funds to refund and defease the 2008 Water Revenue Refunding Bonds, pay a swap termination fee, and pay the costs of issuing the 2016 Bonds.
PAYMENT DATES:	August 1 and February 1, with first principal payment due on 02/1/2017
PAYMENT AGENT:	U. S. Bank National Association

### DEBT SERVICE REQUIREMENTS

	FY 2020-2021		FY 2021-2022	
<b>REVENUE SOURCES</b>				
Water Charge Revenues	\$	2,510,600	\$	2,498,500
Interest Earnings		-		-
<b>TOTAL:</b>	<b>\$</b>	<b>2,510,600</b>	<b>\$</b>	<b>2,498,500</b>
<b>EXPENDITURES</b>				
Professional Administrative Fees	\$	6,250	\$	6,250
Arbitrage Rebate Liability		-		-
Principal Reduction		1,405,000		1,450,000
Interest Expense		1,099,350		1,042,250
<b>TOTAL:</b>	<b>\$</b>	<b>2,510,600</b>	<b>\$</b>	<b>2,498,500</b>

**➤ DEBT SERVICE - AMORTIZATION SCHEDULE**

**2016A REFUNDING WATER REVENUE BONDS  
(Issued in 2016)**

<b>FISCAL YEAR</b>		<b>PRINCIPAL</b>		<b>INTEREST</b>		<b>TOTAL</b>
2022	\$	1,450,000	\$	1,042,250	\$	2,492,250
2023		1,500,000		975,750		2,475,750
2024		1,560,000		899,250		2,459,250
2025		1,620,000		819,750		2,439,750
2026		1,680,000		737,250		2,417,250
2027		1,745,000		651,625		2,396,625
2028		1,830,000		562,250		2,392,250
2029		1,895,000		469,125		2,364,125
2030		1,975,000		382,250		2,357,250
2031		2,040,000		301,950		2,341,950
2032		2,110,000		218,950		2,328,950
2033		2,180,000		133,150		2,313,150
2034		2,235,000		56,025		2,291,025
2035		750,000		11,250		761,250
<b>TOTAL</b>	<b>\$</b>	<b>24,570,000</b>	<b>\$</b>	<b>7,260,825</b>	<b>\$</b>	<b>31,830,825</b>

## ➤ DEBT SERVICE REQUIREMENTS

### I BANK LOAN - WATER SYSTEMS MODIFICATION PROJECT

INSTALLMENT SALE AGREEMENT	<b>Installment Sale Agreement by and between the City of Pittsburg and the California Infrastructure and Economic Development Bank</b>
AGREEMENT DATE	November 17,2014
AMOUNT OF ISSUE:	\$ 11,387,398
AMOUNT OUTSTANDING: (June 30, 2021)	\$ 9,944,520
DESCRIPTION:	City of Pittsburg Resolution No. 14-12168 dated 08/18/14 Authorized Incurring an Obligation, Payable to the California Infrastructure and Economic Development Bank (I-Bank), for the Financing of Modifications to the Water Treatment Plant and Installation of Transmission Lines, not to exceed \$11,500,000, and Authorized Execution of an Installment Sale Agreement with the City of Pittsburg and an Assignment Agreement with I-Bank .
PAYMENT DATES:	February 1 and August 1
PAYMENT ENTITY:	California Infrastructure and Economic Development Bank (I-Bank)

### DEBT SERVICE REQUIREMENTS

	<u>FY 2020-2021</u>	<u>FY 2021-2022</u>
<b>REVENUE SOURCES</b>		
Water Charge Revenues	\$ 645,950	\$ 645,004
Interest Earnings	-	-
<b>TOTAL:</b>	<b>\$ 645,950</b>	<b>\$ 645,004</b>
<b>EXPENDITURES</b>		
Professional Administrative Fees	\$ 30,619	\$ 29,834
Principal Reduction	261,686	270,871
Interest Expense	353,645	344,299
<b>TOTAL:</b>	<b>\$ 645,950</b>	<b>\$ 645,004</b>



## ➤ DEBT SERVICE - AMORTIZATION SCHEDULE

### I-BANK LOAN - WATER SYSTEMS MODIFICATION PROJECT

FISCAL YEAR	PRINCIPAL	INTEREST	ANNUAL FEE	TOTAL
2022	\$ 270,871	\$ 344,299	\$ 29,834	\$ 645,004
2023	280,379	334,624	29,021	644,024
2024	290,220	324,610	28,180	643,010
2025	300,407	314,245	27,309	641,961
2026	310,951	303,516	26,408	640,875
2027	321,866	292,410	25,475	639,750
2028	333,163	280,914	24,509	638,586
2029	344,857	269,015	23,510	637,382
2030	356,962	256,698	22,475	636,135
2031	369,491	243,948	21,405	634,844
2032	382,460	230,752	20,296	633,508
2033	395,884	217,092	19,149	632,125
2034	409,780	202,952	17,961	630,693
2035	424,163	188,317	16,732	629,212
2036	439,051	173,167	15,459	627,678
2037	454,462	157,486	14,142	626,090
2038	470,414	141,255	12,779	624,447
2039	486,925	124,453	11,367	622,746
2040	504,016	107,062	9,907	620,985
2041	521,707	89,061	8,395	619,163
2042	540,019	70,427	6,829	617,276
2043	558,974	51,140	5,209	615,323
2044	578,594	31,176	3,532	613,302
2045	598,902	10,511	1,797	611,210
<b>TOTAL</b>	<b>\$ 9,944,520</b>	<b>\$ 4,759,129</b>	<b>\$ 421,680</b>	<b>\$ 15,125,329</b>

➤ **DEBT SERVICE REQUIREMENTS**

**Fleet Vehicles/Lease-Purchase  
(Issued in 2018)**

AGREEMENT:	<b>Tax-Exempt Equipment Lease-Purchase Agreement by and between Holman Capital Corporation and the City of Pittsburg</b>
AGREEMENT DATE:	November 15, 2018
CITY RESOLUTION NO.:	18-13558
AMOUNT OF ISSUE:	\$ 549,017
AMOUNT OUTSTANDING: (June 30, 2021)	\$ 287,416
DESCRIPTION:	The City of Pittsburg entered into a lease-purchase agreement with Holman Capital for the lease/purchase of various Fleet Vehicles including (1) Street Sweeper, (1) Gang Mower, (1) Terex Hi-Ranger Truck, and (1) Ford Cargo Van. The scheduled lease-purchase term is 5 years at an interest rate of 3.80%
DUE and PAYABLE ON:	November 15 and May 15 Each Year
PAYMENT ENTITY:	Holman Capital Corporation

**DEBT SERVICE REQUIREMENTS**

	<u>FY 2020-2021</u>	<u>FY 2021-2022</u>
<b>REVENUE SOURCES</b>		
Fleet Maintenance Allocation	\$ 121,602	\$ 121,602
	<b>\$ 121,602</b>	<b>\$ 121,602</b>
<b>EXPENDITURES</b>		
Principal Reduction	\$ 107,604	\$ 111,731
Interest Expense	13,998	9,870
<b>TOTAL:</b>	<b>\$ 121,602</b>	<b>\$ 121,602</b>

**➤ DEBT SERVICE - AMORTIZATION SCHEDULE**

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**Fleet Vehicles/Lease-Purchase  
(Issued in 2018)**

<b>FISCAL YEAR</b>		<b>PRINCIPAL</b>		<b>INTEREST</b>		<b>TOTAL</b>
2022	\$	111,731	\$	9,870	\$	121,602
2023		116,017		5,584		121,602
2024		59,667		1,134		60,801
<b>TOTAL</b>	<b>\$</b>	<b>287,416</b>	<b>\$</b>	<b>16,588</b>	<b>\$</b>	<b>304,004</b>

➤ **DEBT SERVICE REQUIREMENTS**

**Fleet Vehicles/Lease-Purchase  
(Issued in 2019)**

AGREEMENT: **Tax-Exempt Equipment Lease-Purchase Agreement by and between Holman Capital Corporation and the City of Pittsburg**

AGREEMENT DATE: April 24, 2019

CITY RESOLUTION NO.: 19-13620

AMOUNT OF ISSUE: \$ 261,368

AMOUNT OUTSTANDING: \$ 162,683  
(June 30, 2021)

DESCRIPTION: The City of Pittsburg entered into a lease-purchase agreement with Holman Capital for the lease/purchase of various Fleet Vehicles including (1) Thermoplastic Machine, (1) Backhoe, and (1) Compressor. The scheduled lease-purchase term is 5 years at an interest rate of 3.80%

DUE and PAYABLE ON: April 24 and October 24 each year

PAYMENT ENTITY: Holman Capital Corporation

**DEBT SERVICE REQUIREMENTS**

	<u>FY 2020-2021</u>	<u>FY 2021-2022</u>
<b>REVENUE SOURCES</b>		
Fleet Maintenance Allocation	\$ 57,890	\$ 57,890
	<b>\$ 57,890</b>	<b>\$ 57,890</b>
<b>EXPENDITURES</b>		
Principal Reduction	\$ 50,271	\$ 52,200
Interest Expense	7,619	5,691
<b>TOTAL:</b>	<b>\$ 57,890</b>	<b>\$ 57,890</b>

**➤ DEBT SERVICE - AMORTIZATION SCHEDULE**

**Fleet Vehicles/Lease-Purchase  
(Issued in 2019)**

<b>FISCAL YEAR</b>	<b>PRINCIPAL</b>		<b>INTEREST</b>		<b>TOTAL</b>
2022	\$	52,200	\$	5,691	\$ 57,890
2023		54,202		3,688	57,890
2024		56,281		1,609	57,890
<b>TOTAL</b>	<b>\$</b>	<b>162,683</b>	<b>\$</b>	<b>10,988</b>	<b>\$ 173,671</b>

➤ **DEBT SERVICE REQUIREMENTS**

**Fleet Vehicles/Lease-Purchase  
(Issued in 2019)**

AGREEMENT: **Tax-Exempt Equipment Lease-Purchase Agreement by and between Holman Capital Corporation and the City of Pittsburg**

AGREEMENT DATE: October 21, 2019

CITY RESOLUTION NO.: 19-13702

AMOUNT OF ISSUE: \$ 848,058

AMOUNT OUTSTANDING: \$ 609,755  
(June 30, 2021)

DESCRIPTION: The City of Pittsburg entered into a lease-purchase agreement with Holman Capital for the lease/purchase of various Fleet Vehicles including (1) BMW Motorcycle, (2) Kubota Riding Mowers, and (1) Ford F750 Dump Truck. The scheduled lease-purchase term is 5 years at an interest rate of 3.70%

DUE and PAYABLE ON: April 21 and October 21 each year

PAYMENT ENTITY: Holman Capital Corporation

**DEBT SERVICE REQUIREMENTS**

	<u>FY 2020-2021</u>	<u>FY 2021-2022</u>
<b>REVENUE SOURCES</b>		
Fleet Maintenance Allocation	\$ 187,344	\$ 187,344
	<b>\$ 187,344</b>	<b>\$ 187,344</b>
<b>EXPENDITURES</b>		
Principal Reduction	\$ 160,320	\$ 166,307
Interest Expense	27,023	21,037
<b>TOTAL:</b>	<b>\$ 187,344</b>	<b>\$ 187,344</b>

**➤ DEBT SERVICE - AMORTIZATION SCHEDULE**

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**Fleet Vehicles/Lease-Purchase  
(Issued in 2019)**

<b>FISCAL YEAR</b>	<b>PRINCIPAL</b>		<b>INTEREST</b>		<b>TOTAL</b>
2022	\$	166,307	\$	21,037	\$ 187,344
2023		172,517		14,826	187,344
2024		178,960		8,384	187,344
2025		91,970		1,701	93,672
<b>TOTAL</b>	<b>\$</b>	<b>609,755</b>	<b>\$</b>	<b>45,949</b>	<b>\$ 655,704</b>

➤ **DEBT SERVICE REQUIREMENTS**

**Voice Over Internet Protocol (VOIP) System Upgrade  
(Issued in 2018)**

AGREEMENT: **Tax-Exempt Lease Agreement between Key Government Finance, Inc. and the City of Pittsburg**

AGREEMENT DATE: April 2, 3018

CITY RESOLUTION NO.: 18-13465

AMOUNT OF ISSUE: \$ 606,043

AMOUNT OUTSTANDING: \$ 121,209  
(June 30, 2021)

DESCRIPTION: The City of Pittsburg entered into five (5) year master tax-exempt lease/purchase agreement with Key Government Finance, Inc. to finance the upgrade of the City's computer network equipment and internet protocol phone system with 0% interest financing.

DUE and PAYABLE ON: May 3 Each Year

PAYMENT ENTITY: Key Government Finance, Inc.

**DEBT SERVICE REQUIREMENTS**

	FY 2020-2021	FY 2021-2022
<b>REVENUE SOURCES</b>		
IT Allocations	\$ 121,209	\$ 121,209
	<b>\$ 121,209</b>	<b>\$ 121,209</b>
<b>EXPENDITURES</b>		
Principal Reduction	\$ 121,209	\$ 121,209
Interest Expense	-	-
<b>TOTAL:</b>	<b>\$ 121,209</b>	<b>\$ 121,209</b>



**➤ DEBT SERVICE - AMORTIZATION SCHEDULE**

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**Voice Over Internet Protocol (VOIP) System Upgrade  
(Issued in 2018)**

<b>FISCAL YEAR</b>	<b>PRINCIPAL</b>		<b>TOTAL</b>
2022	\$	121,209	\$ 121,209
<b>TOTAL</b>	<b>\$</b>	<b>121,209</b>	<b>\$ 121,209</b>

## ➤ DEBT SERVICE REQUIREMENTS

### 1999 (RDA) TAX ALLOCATION BONDS (Issued in 1999)

BOND ISSUES:	<b>REDEVELOPMENT AGENCY Tax Allocation Bonds Series 1999</b>
DATE OF ISSUES:	November 3, 1999
AMOUNT OF ISSUE:	\$ 30,106,357
AMOUNT OUTSTANDING: (June 30, 2021)	\$ 85,495,000 <sup>(1)</sup>
DESCRIPTION:	The proceeds of the 1999 TABs were used to provide money for certain capital improvements located within the Los Medanos Community Development Project Area of the Agency, to provide a Reserve Account, and to pay costs of bonds issuance. In June 2014, the 2014 Tax Allocation Refunding Bonds refunded the current interest portion of the 1999 Bonds with maturities in 2014 through 2018 in the amount of \$6,110,000. The \$95,795,000 maturity value of the Capital Appreciation Bonds remains outstanding on parity to the 2014 Bonds.
PAYMENT DATES:	August 1 and February 1. Effective 08/1/2019 Annual Payment
PAYMENT AGENT:	The Bank of New York Mellon Trust Company N.A.

### DEBT SERVICE REQUIREMENTS

	FY 2020-2021	FY 2021-2022
<b>REVENUE SOURCES</b>		
Tax Increment	\$ 5,136,780	\$ 5,136,684
Interest Earnings	20,000	20,000
<b>TOTAL:</b>	<b>\$ 5,156,780</b>	<b>\$ 5,156,684</b>
<b>EXPENDITURES</b>		
Professional Administrative Fees	\$ 6,780	\$ 6,684
Principal Reduction	1,484,127	1,382,930
Interest Expense	3,665,873	3,767,070
<b>TOTAL:</b>	<b>\$ 5,156,780</b>	<b>\$ 5,156,684</b>

(1) Includes unaccreted discount in the total amount of \$49,933,441

## ➤ DEBT SERVICE - AMORTIZATION SCHEDULE

### 1999 (RDA) TAX ALLOCATION BONDS (Issued in 1999)

FISCAL YEAR	PRINCIPAL	ACCRETED PRINCIPAL	TOTAL
2022	\$ 1,382,930	\$ 3,767,070	\$ 5,150,000
2023	2,212,826	6,542,174	8,755,000
2024	2,081,538	6,668,462	8,750,000
2025	1,960,332	6,794,668	8,755,000
2026	1,822,266	6,932,734	8,755,000
2027	1,713,338	7,036,662	8,750,000
2028	1,684,600	7,460,400	9,145,000
2029	1,584,829	7,560,171	9,145,000
2030	1,490,909	7,654,091	9,145,000
2031	1,402,660	7,742,340	9,145,000
<b>TOTAL</b>	<b>\$ 17,336,228</b>	<b>\$ 68,158,772</b>	<b>\$ 85,495,000</b>

## ➤ DEBT SERVICE REQUIREMENTS

### 2014 Successor Agency to RDA 2014 Tax Allocation Refunding Bonds (Issued in 2014)

BOND ISSUES:	<b>SUCCESSOR AGENCY TO REDEVELOPMENT AGENCY Senior Tax Allocation Refunding Bonds 2014</b>
DATE OF ISSUES:	June 18, 2014
AMOUNT OF ISSUE:	\$ 67,445,000
AMOUNT OUTSTANDING: (June 30, 2021)	\$ 33,205,000
DESCRIPTION:	The 2014 Tax Allocation Refunding Bonds were issued by the Successor Agency to the Redevelopment Agency of the City of Pittsburg to refund a portion of the outstanding Los Medanos Community Development Project Tax Allocation Bonds, Series 1999 and all of the outstanding Los Medanos Community Development Project Tax Allocation Bonds, Series 2003A, funding a reserve account and paying the costs of issuing the 2014 Bonds
PAYMENT DATES:	February 1 and August 1 of each year
PAYMENT AGENT:	The Bank of New York Mellon Trust Company N.A.

### DEBT SERVICE REQUIREMENTS

	<u>FY 2020-2021</u>	<u>FY 2021-2022</u>
REVENUE SOURCES		
Tax Increment	\$ 7,303,722	\$ 7,294,571
Interest Earnings	248,000	248,000
<b>TOTAL:</b>	<b>\$ 7,551,722</b>	<b>\$ 7,542,571</b>
EXPENDITURES		
Professional Administrative Fees	\$ 7,472	\$ 7,696
Principal Reduction	6,040,000	6,335,000
Interest Expense	1,504,250	1,199,875
<b>TOTAL:</b>	<b>\$ 7,551,722</b>	<b>\$ 7,542,571</b>

## ➤ DEBT SERVICE - AMORTIZATION SCHEDULE

### 2014 Successor Agency to RDA 2014 Tax Allocation Refunding Bonds (Issued in 2014)

FISCAL YEAR		PRINCIPAL		INTEREST		TOTAL
2022	\$	6,335,000	\$	1,199,875	\$	7,534,875
2023		3,045,000		965,375		4,010,375
2024		2,340,000		830,750		3,170,750
2025		2,450,000		711,000		3,161,000
2026		2,575,000		585,375		3,160,375
2027		2,705,000		453,375		3,158,375
2028		2,445,000		324,625		2,769,625
2029		2,570,000		199,250		2,769,250
2030		2,700,000		67,500		2,767,500
<hr/>						
<b>TOTAL</b>	<b>\$</b>	<b>33,205,000</b>	<b>\$</b>	<b>5,337,125</b>	<b>\$</b>	<b>40,046,375</b>

## ➤ DEBT SERVICE REQUIREMENTS

### 2016A SUCCESSOR AGENCY TAX EXEMPT BONDS (Issued in 2016)

BOND ISSUES:	<b>SUCCESSOR AGENCY TO FORMER REDEVELOPMENT AGENCY Subordinate Tax Allocation Bonds, Series 2016A (Tax Exempt)</b>
DATE OF ISSUES:	February 10, 2016
AMOUNT OF ISSUE:	\$ 120,085,000
AMOUNT OUTSTANDING: (June 30, 2021)	\$ 120,085,000
DESCRIPTION:	Proceeds of the 2016 Series A Bonds were used to redeem and defease the 2004 Series A Bonds and a portion of the 2008 Series A Bonds, and finance a payment in connection with the termination of the 2004A Bond Swap Agreement, as well as cost of issuance payments which included the premium on a municipal bond insurance policy and to fund a debt service reserve insurance policy.
PAYMENT DATES:	September 1 and March 1, with the first principal due on September 1, 2021.
PAYMENT AGENT:	The Bank of New York Mellon Trust Company N.A.

### DEBT SERVICE REQUIREMENTS

	<u>FY 2020-2021</u>	<u>FY 2021-2022</u>
<b>REVENUE SOURCES</b>		
Tax Increment	\$ 5,990,850	\$ 12,011,467
Interest Earnings	20,000	20,000
<b>TOTAL:</b>	<b>\$ 6,010,850</b>	<b>\$ 12,031,467</b>
<b>EXPENDITURES</b>		
Professional Administrative Fees	\$ 6,600	\$ 6,592
Principal Reduction	-	6,175,000
Interest Expense	6,004,250	5,849,875
<b>TOTAL:</b>	<b>\$ 6,010,850</b>	<b>\$ 12,031,467</b>

**➤ DEBT SERVICE - AMORTIZATION SCHEDULE**

**2016A (RDA) SUBORDINATE TAX ALLOCATION BONDS  
(Issued in 2016)**

<b>FISCAL YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL</b>
2022	6,175,000	5,849,875	12,024,875
2023	11,165,000	5,416,375	16,581,375
2024	12,565,000	4,823,125	17,388,125
2025	13,210,000	4,178,750	17,388,750
2026	13,890,000	3,501,250	17,391,250
2027	14,610,000	2,788,750	17,398,750
2028	15,355,000	2,039,625	17,394,625
2029	16,140,000	1,252,250	17,392,250
2030	16,975,000	424,375	17,399,375
<b>TOTAL:</b>	<b>\$ 120,085,000</b>	<b>\$ 30,274,375</b>	<b>\$ 150,359,375</b>

## ➤ DEBT SERVICE REQUIREMENTS

### 2016C SUCCESSOR AGENCY TAX EXEMPT, FORWARD BONDS (Issued in 2016)

BOND ISSUES: **SUCCESSOR AGENCY TO FORMER REDEVELOPMENT AGENCY  
Subordinate Tax Allocation Bonds, Series 2016C-Tax Exempt,  
Forward**

DATE OF ISSUES: February 10, 2016

AMOUNT OF ISSUE: \$ 37,755,000

AMOUNT OUTSTANDING: \$ 6,325,000  
(June 30, 2021)

DESCRIPTION: Proceeds of the 2016 Series C Bonds were used to redeem and defease the 2006 Series C Bonds, as well as cost of issuance payments which included the premium on a municipal bond insurance policy and a debt service reserve fund insurance policy.

PAYMENT DATES: September 1 and March 1, with the first principal due on September 1, 2018.

PAYMENT AGENT: The Bank of New York Mellon Trust Company N.A.

### DEBT SERVICE REQUIREMENTS

	FY 2020-2021	FY 2021-2022
<b>REVENUE SOURCES</b>		
Tax Increment	\$ 12,447,550	\$ 6,437,425
Interest Earnings	50,000	50,000
<b>TOTAL:</b>	<b>\$ 12,497,550</b>	<b>\$ 6,487,425</b>
<b>EXPENDITURES</b>		
Professional Administrative Fees	\$ 4,300	\$ 4,300
Principal Reduction	11,880,000	6,325,000
Interest Expense	613,250	158,125
<b>TOTAL:</b>	<b>\$ 12,497,550</b>	<b>\$ 6,487,425</b>



## ➤ DEBT SERVICE - AMORTIZATION SCHEDULE

### 2016C SUCCESSOR AGENCY TAX EXEMPT, FORWARD BONDS (Issued in 2016)

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2022	\$ 6,325,000	\$ 158,125	\$ 6,483,125
2023	-	-	-
2024	-	-	-
2025	-	-	-
2026	-	-	-
2027	-	-	-
2028	-	-	-
2029	-	-	-
2030	-	-	-
<b>TOTAL:</b>	<b>\$ 6,325,000</b>	<b>\$ 158,125</b>	<b>\$ 6,483,125</b>

## ➤ DEBT SERVICE REQUIREMENTS

### 2006A (RDA) HOUSING SET ASIDE TAX ALLOCATION BONDS (Issued in 2006)

BOND ISSUES:	<b>REDEVELOPMENT AGENCY - HOUSING SET ASIDE Tax Allocation Bonds, Series 2006A (Taxable)</b>
DATE OF ISSUES:	December 14, 2006
AMOUNT OF ISSUE:	\$ 11,020,000
AMOUNT OUTSTANDING: (June 30, 2021)	\$ 7,765,000
DESCRIPTION:	The proceeds of the Housing Set Aside TABs 2006A were issued to fund low and moderate income housing projects within the Project Area, to fund a reserve account, and to pay the costs of issuance.
PAYMENT DATES:	August 1 and February 1
PAYMENT AGENT:	The Bank of New York Mellon Trust Company N.A.

### DEBT SERVICE REQUIREMENTS

	FY 2020-2021	FY 2021-2022
<b>REVENUE SOURCES</b>		
Tax Increment	\$ 674,591	\$ 673,772
Interest Earnings	44,000	44,000
<b>TOTAL:</b>	<b>\$ 718,591</b>	<b>\$ 717,772</b>
<b>EXPENDITURES</b>		
Professional Administrative Fees	\$ 3,500	\$ 3,605
Principal Reduction	295,000	310,000
Interest Expense	420,091	404,167
<b>TOTAL:</b>	<b>\$ 718,591</b>	<b>\$ 717,772</b>

➤ **DEBT SERVICE - AMORTIZATION SCHEDULE**

**2006A (RDA) HOUSING SET ASIDE TAX ALLOCATION BONDS  
(Issued in 2006 )**

<b>FISCAL YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL</b>
2022	310,000	404,167	714,167
2023	330,000	387,172	717,172
2024	345,000	369,247	714,247
2025	360,000	350,526	710,526
2026	380,000	330,875	710,875
2027	400,000	310,162	710,162
2028	425,000	288,255	713,255
2029	450,000	265,019	715,019
2030	470,000	240,588	710,588
2031	495,000	214,963	709,963
2032	520,000	188,009	708,009
2033	550,000	159,596	709,596
2034	580,000	129,588	709,588
2035	610,000	97,988	707,988
2036	415,000	70,769	485,769
2037	1,125,000	29,874	1,154,874
<b>TOTAL</b>	<b>\$ 7,765,000</b>	<b>\$ 3,836,799</b>	<b>\$ 11,601,799</b>

## ➤ DEBT SERVICE REQUIREMENTS

### 2016A SUCCESSOR AGENCY TAXABLE HOUSING BONDS (Issued in 2016)

BOND ISSUES:	<b>SUCCESSOR AGENCY TO FORMER REDEVELOPMENT AGENCY Taxable Housing Bonds</b>
DATE OF ISSUES:	February 10, 2016
AMOUNT OF ISSUE:	\$ 13,845,000
AMOUNT OUTSTANDING: (June 30, 2021)	\$ 9,690,000
DESCRIPTION:	The Successor Agency issued Bonds in order to redeem and defease the 2004 Series A Housing Set Aside Tax Allocation Bonds and to pay the costs of issuing the bonds, including the premium on a municipal bond insurance policy and a debt service reserve fund insurance policy.
PAYMENT DATES:	August 1 and February 1, with the first principal due on August 1, 2016.
PAYMENT AGENT:	The Bank of New York Mellon Trust Company N.A.

### DEBT SERVICE REQUIREMENTS

	<u>FY 2020-2021</u>	<u>FY 2021-2022</u>
<b>REVENUE SOURCES</b>		
Tax Increment	\$ 1,306,690	\$ 1,304,331
Interest Earnings	5,000	5,000
<b>TOTAL:</b>	<b>\$ 1,311,690</b>	<b>\$ 1,309,331</b>
<b>EXPENDITURES</b>		
Professional Administrative Fees	\$ 4,200	\$ 4,326
Principal Reduction	905,000	930,000
Interest Expense	402,490	375,005
<b>TOTAL:</b>	<b>\$ 1,311,690</b>	<b>\$ 1,309,331</b>

**➤ DEBT SERVICE - AMORTIZATION SCHEDULE**

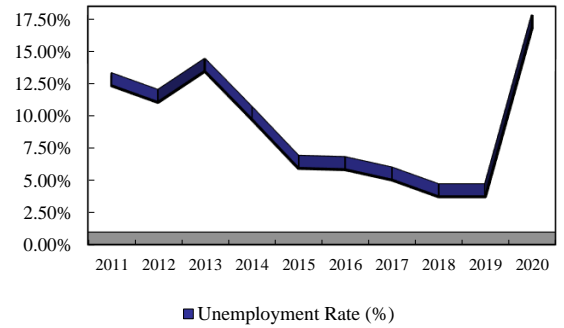
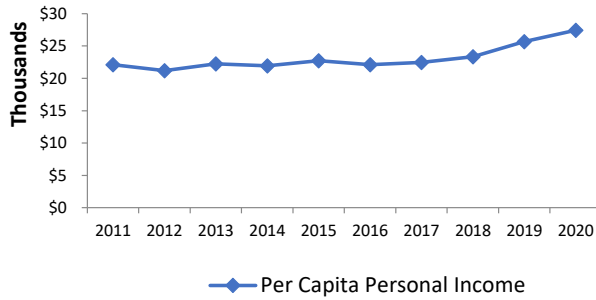
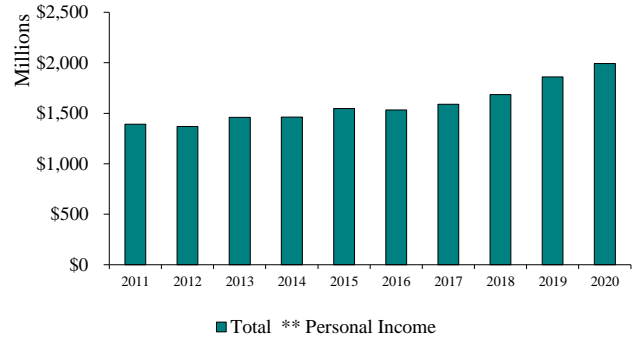
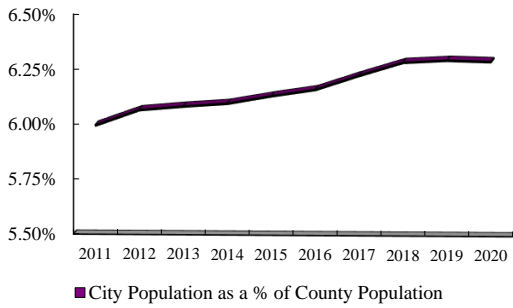
**2016A SUCCESSOR AGENCY TAXABLE HOUSING BONDS  
(Issued in 2016)**

<b>FISCAL YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL</b>
2022	930,000	375,005	1,305,005
2023	955,000	344,324	1,299,324
2024	990,000	310,385	1,300,385
2025	1,030,000	273,652	1,303,652
2026	1,065,000	233,997	1,298,997
2027	1,110,000	191,204	1,301,204
2028	1,150,000	142,159	1,292,159
2029	1,200,000	87,122	1,287,122
2030	1,260,000	29,509	1,289,509
<b>TOTAL:</b>	<b>\$ 9,690,000</b>	<b>\$ 1,987,357</b>	<b>\$ 11,677,357</b>



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**CITY OF PITTSBURG  
Demographic and Economic Statistics  
Last Ten Fiscal Years**



Fiscal Year	City * Population	Total ** Personal Income	Per Capita Personal Income	Unemployment*** Rate (%)	Contra Costa * County Population	Pittsburg Population % of County
2011	62,877	\$ 1,391,528,000	22,131	12.3%	1,049,025	5.99%
2012	64,660	1,370,214,000	21,191	11.0%	1,066,096	6.07%
2013	65,664	1,459,608,000	22,228	13.4%	1,079,597	6.08%
2014	66,695	1,461,822,000	21,918	9.7%	1,094,000	6.10%
2015	68,140	1,548,229,000	22,721	5.9%	1,111,339	6.13%
2016	69,424	1,534,225,000	22,099	5.8%	1,126,745	6.16%
2017	70,679	1,589,374,000	22,487	5.0%	1,135,127	6.23%
2018	72,141	1,684,104,000	23,345	3.7%	1,147,439	6.29%
2019	72,437	1,859,890,000	25,676	3.7%	1,150,215	6.30%
2020	72,588	1,991,949,000	27,442	16.8%	1,153,526	6.29%

Source: \* www.uscensusbureau.com  
 \*\* from HdL Coren Report  
 \*\*\* www.homefacts.com

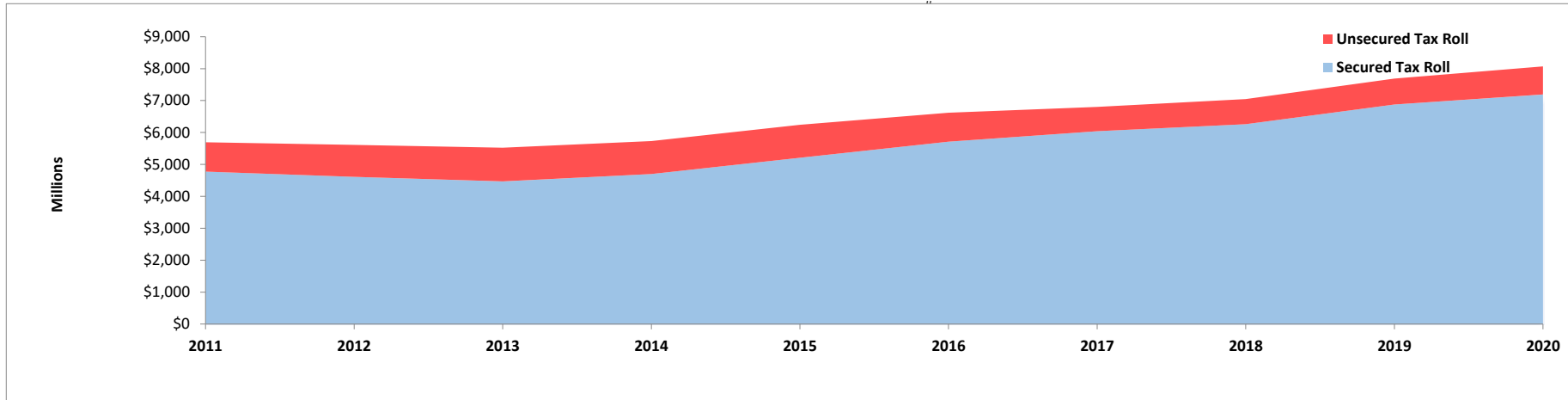
**CITY OF PITTSBURG**  
**Principal Employers**  
**Current Year and Nine Years Ago**

<u>Employer</u>	<u>2019-20 *</u>			<u>2010-11 **</u>		
	<u>Number of Employees</u>	<u>Rank</u>	<u>Percentage of Total City Employment</u>	<u>Number of Employees</u>	<u>Rank</u>	<u>Percentage of Total City Employment</u>
Pittsburg Unified School District	1,221	1	3.8%	1,200	1	4.7%
Los Medanos Community College	584	2	1.8%	472	3	1.9%
USS - Posco Industries	570	3	1.8%	680	2	2.7%
Dow Chemical Company	350	4	1.1%	425	4	1.7%
Ramar Foods	370	5	1.2%	-	-	-
City of Pittsburg	340	6	1.1%	239	6	0.9%
Walmart	222	7	0.7%	275	5	1.1%
Home Depot	188	8	0.6%	-	-	-
WinCo Foods	168	9	0.5%	-	-	-
Cardenas	143	10	0.4%	-	-	-
Target	-	-	-	140	7	0.6%
Safeway	-	-	-	114	8	0.5%
Best Buy Stores	-	-	-	50	9	0.2%
Contra Costa Health Center	-	-	-	37	10	0.1%
Subtotal	<u>4,156</u>		<u>13.0%</u>	<u>3,632</u>		<u>11.4%</u>
Employees in the City of Pittsburg	<u>31,873</u> ***			<u>25,300</u> **		

Source: \* Telephone Survey by Finance Staff  
\*\*2010-11 data from CAFR  
\*\*\* www.americanfactfinder.com



**CITY OF PITTSBURG**  
**Assessed and Estimated Actual**  
**Value of Taxable Property**  
**Last Ten Fiscal Years**



Fiscal Year	Secured Tax Roll			Unsecured Tax Roll	GROSS Tax Roll	LESS: Exemptions		NET Assessed Valuation ***	Total Direct Tax Rate ***
	Land	Improvements	Personal Property			HOPTR *	Others		
2011	\$ 1,271,652,002	\$ 3,468,075,002	\$ 32,556,725	\$ 921,168,099	\$ 5,693,451,828	\$ 64,704,851	\$ 174,568,314	\$ 5,454,178,663	0.73265
2012	1,199,342,285	3,380,327,868	29,398,082	1,000,793,072	5,609,861,307	62,930,462	163,259,839	5,383,671,006	0.73307
2013	1,154,280,061	3,284,318,842	29,454,784	1,058,290,739	5,526,344,426	61,050,228	167,858,949	5,297,435,249	0.72809
2014	1,244,373,590	3,426,800,074	29,431,527	1,030,705,786	5,731,310,977	58,985,158	184,163,403	5,488,162,416	0.17411
2015	1,431,988,767	3,744,776,351	29,751,906	1,033,971,545	6,240,488,569	57,725,918	187,268,875	5,995,493,776	0.14854 **
2016	1,596,856,457	4,088,152,986	28,100,163	905,755,131	6,618,864,737	57,212,685	195,920,004	6,365,732,048	0.15020
2017	1,734,578,352	4,271,018,852	31,382,377	763,128,074	6,800,107,655	56,350,900	203,066,563	6,540,690,192	0.15142
2018	1,912,263,271	4,316,648,943	30,152,799	789,812,811	7,048,877,824	55,968,158	206,618,682	6,786,290,984	0.15305
2019	2,097,264,749	4,752,331,104	29,396,436	808,915,163	7,687,907,452	55,103,121	206,894,237	7,425,910,094	0.15419
2020	2,244,198,055	4,919,701,883	24,764,994	882,038,216	8,070,703,148	54,749,068	291,513,686	7,724,440,394	0.15451

\* Homeowners' Property Tax Relief

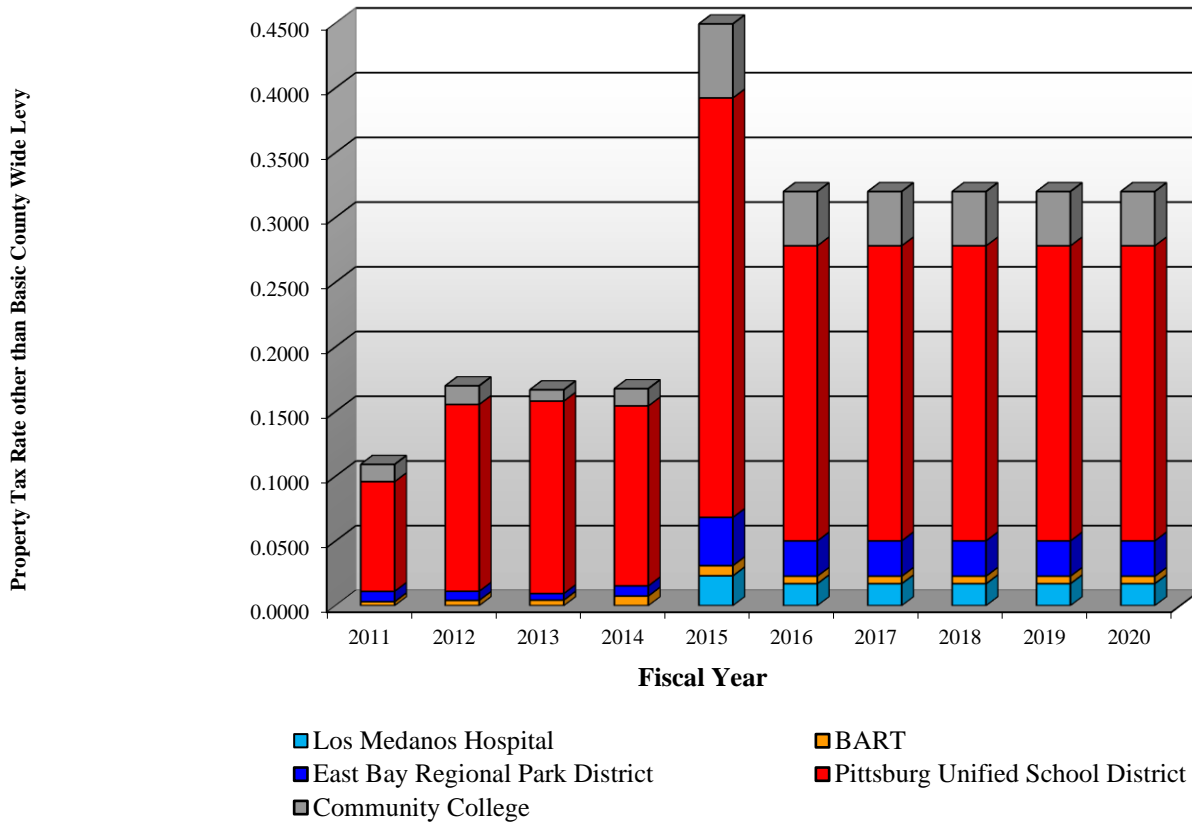
\* Direct Tax Rate for FY 14-15 has been updated to reflect the AB8 adjustment for the first time on 2014-15 tax roll after CAFR was issued.

\*\* The State Constitution requires property to be assessed at one hundred percent of the most recent purchase price, plus an increment of no more than two percent annually, plus any local over-rides. These values are considered to be full market values.

\*\*\* California cities do not set their own direct tax rate. The state constitution establishes the rate at 1% and allocates a portion of that amount, by an annual calculation, to all the taxing entities within a tax rate area. Beginning in 2013/14 the total Direct Rate no longer includes revenue generated from the former redevelopment tax rate areas. Challenges to recognized enforceable obligations are assumed to have been resolved during 2012/13. For the purposes of this report, residual revenue is assumed to be distributed to the City in the same proportions as general fund revenue.

Source: Contra Costa County Auditor Controller Office Certificate of Assessed Valuations

**CITY OF PITTSBURG**  
**Property Tax Rates**  
**All Overlapping Governments**  
**Last Ten Fiscal Years**



Fiscal Year	Basic County Wide Levy	Pittsburg Direct Rate*	Los Medanos Hospital	Bay Area Rapid Transit	East Bay Regional Park District	Pittsburg Unified School District	Community College	Total
2011	1.0000	0.73265	0.0000	0.0031	0.0080	0.0848	0.0133	1.8388
2012	1.0000	0.73307	0.0000	0.0041	0.0071	0.1443	0.0144	1.8989
2013	1.0000	0.72809	0.0000	0.0043	0.0051	0.1487	0.0087	1.8906
2014	1.0000	0.17411	0.0000	0.0075	0.0078	0.1391	0.0133	1.3343
2015	1.0000	0.14854	0.0231	0.0079	0.0373	0.3241	0.0572	1.5902
2016	1.0000	0.15020	0.0170	0.0058	0.0273	0.2280	0.0419	1.4644
2017	1.0000	0.15142	0.0170	0.0058	0.0273	0.2280	0.0419	1.4656
2018	1.0000	0.15142	0.0170	0.0058	0.0273	0.2280	0.0419	1.4656
2019	1.0000	0.15142	0.0170	0.0058	0.0273	0.2280	0.0419	1.4656
2020	1.0000	0.15142	0.0170	0.0058	0.0273	0.2280	0.0419	1.4656

\* Pittsburg Direct Rate = the weighted average of City's Share of 1% levy & Redevelopment Rate  
 Source: Contra Costa County Assessors Office & HdL Coren & Cone

**CITY OF PITTSBURG**  
**Principal Property Tax Payers**  
**Current Year and Nine Years Ago**

<b>Taxpayer</b>	<b>2019-20</b>			<b>2010-11</b>		
	<b>Taxable Assessed Value</b>	<b>Rank</b>	<b>Percentage of Total City Taxable Assessed Value</b>	<b>Taxable Assessed Value</b>	<b>Rank</b>	<b>Percentage of Total City Taxable Assessed Value</b>
Delta Energy Center	\$ 444,500,000	1	8.05%	\$ 444,500,000	1	9.65%
Calpine Corporation	346,393,000	2	6.28%	-	-	0.00%
USS - Posco Industries	288,709,735	3	5.23%	287,119,332	2	6.24%
Dow Agrosiences LLC	152,969,787	4	2.77%	-	-	0.00%
Untied Spiral Pipe LLC	129,226,974	5	2.34%	-	-	
Dow Chemical Company	122,061,390	6	2.21%	124,532,692	3	
Sierra Pacific Properties	95,710,229	7	1.73%	60,770,156	5	1.32%
KW Kirker Creek LLC	63,251,048	8	1.15%	63,251,048	4	1.37%
Koch Carbon LLC	54,488,986	9	0.99%	-	-	0.00%
Century Plaza Corporation	51,384,775	10	0.93%	-	-	0.00%
GWF Power System Limited Partner	-		0.00%	43,496,249	6	-
Fund VII PR Pittsburg, LLC	-		-	23,046,167	7	0.50%
Albert D Seeno Construction Co.	-		-	19,739,748	8	0.43%
FRG Presidents Park III LLC	-		-	19,173,641	9	0.42%
Contra Costa Waste Services Inc.	-		-	19,080,109	10	0.41%
Subtotal	<u>\$ 1,748,695,924</u>		<u>31.69%</u>	<u>\$ 1,104,709,142</u>		<u>10.27%</u>

Total Net Assessed Valuation:

Fiscal Year 2019-20	\$5,518,855,294
Fiscal Year 2010-11	\$4,604,404,017

Source: HdL Coren & Cone



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## ➤ GLOSSARY OF BUDGET TERMS

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The City's budget contains specialized and technical terminology that is unique to public finance and budgeting. To help the reader understand the terms, a glossary of budgetary terminology has been included in the document.

**ACCOUNT** – A subdivision within a fund for the purpose of classifying transactions

**ACCRUAL BASIS OF ACCOUNTING** – The method of accounting under which revenues are recorded when they are earned (regardless of when cash is received) and expenditures are recorded when goods and services are received (regardless of when disbursements are actually made at the time).

**ADOPTED BUDGET** – Revenues and appropriations approved by the City Council in June for the following fiscal year.

**ALLOCATED COSTS** – An expense charged by one department/division to another for services performed or expenditures of a general nature that are charged to one main account and allocated to other departments/divisions by a specified formula.

**APPROPRIATION** – Legal authorization granted by City Council to make expenditures and incur obligations for a specific purpose within a specific time frame.

**APPROPRIATION LIMIT** – As defined by Section 8 of Article XIII B of the California Constitution, enacted by the passage of Proposition 4 at the November 6, 1979 general election, the growth in the level of certain appropriations from tax proceeds are generally limited to the level of the prior year's appropriation limit as adjusted for changes in cost of living and population. Other adjustments may be made for such reasons as the transfer of services from one government entity to another.

**ASSESSED VALUATION** – A dollar value placed on real estate or other property by the County as a basis for levying property taxes.

**ATTRITION** – The unpredictable and uncontrollable, but normal, reduction of work force due to resignations and retirements.

**AUDIT** – A review of the City's accounts by an independent auditing firm to substantiate fiscal year-end balances and assure compliance with generally accepted standards for financial accounting and reporting.

**BALANCED BUDGET** – Where budgeted operating revenues cover or exceed budgeted non-capital operating expenditures, avoiding budgetary procedures that balance current expenditures at the expense of meeting future years' expenses such as postponing expenditures or accruing future years' revenues.

**BOND** – A municipal bond is a written promise from a local government to repay a sum of money on a specific date at a specified interest rate.

**BUDGET** – A plan of financial operation, including an estimate of proposed expenditures/expenses for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). Upon approval by the City Council, the budget appropriation resolution is the legal basis for expenditures in the fiscal year.

**BUDGET AMENDMENT** – A legal procedure utilized by the City Manager to revise a budget appropriation during the year. Adjustments to expenditures within or between department budgets may be accomplished administratively. City Council approval is required for additional appropriations from fund balances or new revenue sources.

**BUDGET STABILIZATION FUND** – A reserved amount of money placed in a separate fund to be used in times when regular income is disrupted or decreased in order for typical operations to continue.

**BUDGET YEAR** – The fiscal year for which the budget is being considered; fiscal year following the current year.

**CALIFORNIA EMPLOYERS' RETIREE BENEFIT TRUST (CERBT)** – The California Employers' Benefit Trust (CERBT) Fund is a Section 115 trust fund dedicated to prefunding Other Post-Employment Benefits (OPEB) for all eligible California public agencies.

**CAPITAL BUDGET** – Annual appropriations for capital improvement projects such as street improvements, building construction and various kinds of major facility maintenance. Capital projects are supported by a five-year expenditure plan, which details funding sources and expenditure amounts. They often are multi-year projects, which require funding beyond the one-year period of the annual budget.

**CAPITAL IMPROVEMENT PROGRAM (CIP)** – A financial plan of authorized expenditures for tangible, long-term construction of, or improvements to, public physical facilities

**CAPITAL OUTLAY** – A budget appropriation category which budgets all equipment, land or other fixed assets having a unit cost of more than \$5,000 and an estimated useful life of over five years.

**CAPITAL PROJECT FUND** – A governmental fund used to account for the acquisition and construction of major capital facilities other than those financed by proprietary funds and trust funds.

**CARRYOVER OR CARRY FORWARD** – Process of carrying a budgeted and encumbered item from the current fiscal year to the next fiscal year.

**CASH BASIS OR CASH METHOD** – An Accounting method that recognizes income and deductions when money is received or paid. The modified accrual method is the preferred method for government organizations.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)** - One of the longest-running programs of the U.S. Department of Housing and Urban Development, funds local community development activities such as affordable housing, anti-poverty programs, and infrastructure development.

**COMMUNITY FACILITIES DISTRICTS (CFDs)** - Localities that have been empowered by state law to levy special taxes on their residents to fund the capital costs of a wide variety of public improvements (such as roads and sewer services), as well as the ongoing operation and maintenance costs of a limited number of public services (such as schools, police and fire protection services, libraries, etc.) that benefit the community.

**CONTINGENCY** – An appropriation of funds to cover unforeseen events that occur during the fiscal year

**COST RECOVERY** – The establishment of user fees that is equal to the full cost of providing services including indirect overhead and administrative costs.

**DEBT SERVICE** – Payment of the principal and interest on an obligation resulting from the issuance of bonds, notes or leasing arrangements.

**DEBT SERVICE FUND** – A governmental fund used to account for the accumulation of resources and payment of general obligation bond principal and interest from governmental resources and special assessment bond principal and interest from special assessment levies when the government is obligated in some manner for the payment.

**DEFICIT** – An excess of expenditures or expenses over revenues (resources).

**DEPARTMENT** – An organizational unit comprised of divisions or programs. It is the basic unit of service responsibility that may include a broad mandate of related activities.

**DIVISION** – A sub-section (or activity) within a department, which furthers the objectives of the City Council by providing specific services or programs.

**ENCUMBRANCE** – A contingent liability, contract, purchase order, payroll commitment, tax payable, or legal penalty that is chargeable to an account. It ceases to be an encumbrance when paid-out or when the actual liability amount is determined and recorded as an expense.

**EMERGENCY OPERATION CENTER (EOC)** – A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

**EMPLOYER PAID MEMBER CONTRIBUTION (EPMC)** – EPMC represents a retirement benefit that is provided by the City of Pittsburg retirement program (PERS), which is the State Public Employee Retirement System.

**ENTERPRISE FUND** – A type of fund established for the total costs of those governmental facilities and services, which are operated in a manner similar to private enterprises. These programs are entirely or predominantly self-supporting. The City of Pittsburg maintains several Enterprise Funds that include Water, Sewer, Marina, Golf Course, Island Energy and the Power Company Fund.

**EXPENDITURES** – Monies spent, including current operating expenses, debt service and capital outlays.

**EXPENSE** – The actual spending of funds by an enterprise fund set-aside by an appropriation.

**FISCAL SUSTAINABILITY** - The ability of a government to sustain its current spending, tax and other policies in the long run without threatening government solvency or defaulting on some of its liabilities or promised expenditures.

**FISCAL YEAR** – The City's year for accounting and budgeting purposes, which begins on July 1 and ends on June 30.

**FORECAST** – Estimate of the future impact of current revenue and expenditure policies based on specific assumptions about future conditions such as inflation or population growth. Forecasts are neither predictions about the future nor a statement of policy intentions.

**FULL-TIME EQUIVALENT (FTE)** – The amount of time a regular full or part-time position has been budgeted for in terms of the amount of time an employee works in a year. The City of Pittsburg uses 1,000 hours to calculate the number of seasonal and part-time employees.

**FUND** – An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created.

**FUND BALANCE** – The amount of financial resources available for use. Generally, this represents the detail of all the annual operating surpluses and deficits since the fund's inception.



**GENERAL FUND** – The primary fund used to account for all revenues and expenditures of the City not legally restricted as to use. This fund is used to offset the cost of the City’s general operations. Examples of departments financed by the General Fund include the General Government, Police, Public Works, Recreation, and other Administrative Departments.

**GEOLOGIC HAZARD ABATEMENT DISTRICT (GHAD)** – A local assessment district formed for the purpose of prevention, mitigation, abatement, or control of geologic hazards, including an actual or threatened landslide, land subsidence, soil erosion, earthquake, or any other natural or unnatural movement of land or earth.

**GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA)** - A professional organization of public officials united to enhance and promote the professional management of governmental financial resources by identifying, developing and advancing fiscal strategies, policies, and practices for the public benefit.

**GOVERNANCE** – The process of providing community leadership and overall direction for a City. It involves understanding the community’s desires for its future, focusing those desires into an achievable vision and establishing specific objectives and goals in order to realize that future vision. It also involves leadership in explaining City policies to the community and gathering support for City programs.

**GRAPHIC INFORMATION SYSTEM (GIS)** - A system designed to capture, store, manipulate, analyze, manage, and present all types of spatial or geographical data.

**GRANT** – Contributions, gifts of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity or facility.

**INFRASTRUCTURE** – Facilities on which the continuance and growth of a community depend, such as streets and roads, sewers, public building, parks, etc.

**INTERFUND TRANSFER IN/OUT**- Monies transferred from one fund to another. Such money is transferred to finance the operations of another fund or to reimburse the fund for certain expenditures/expenses such as administrative support.

**INTERNAL SERVICE FUND** – A fund used to account for the services provided by one department to other departments on a cost-reimbursement basis.

**MANDATORY FRINGE BENEFIT** – Benefits the City pays on behalf of its employees including health and dental insurance, pension and social security.

**MUNICIPAL CODE** – A book that contains the City Council-approved ordinances currently in effect. The Code defines City policy. The Code contains the “laws” of the City.

**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)** - As authorized by the Clean Water Act, the National Pollutant Discharge Elimination System (NPDES) Permit Program controls water pollution by regulating point sources that discharge pollutants into waters of the United States.

**NORMAL COST (NC) RATE** – Pension rate that represents the annual cost of service accrual for the upcoming fiscal year, for active employees. Normal cost is shown as a percentage of payroll and paid as part of the payroll reporting process.

**OBJECTIVES** – The expected results or achievements of a budget activity, which can be measured and achieved within a given time frame. Achievement of the objective advances the organization towards a corresponding goal.

**OTHER POST EMPLOYMENT BENEFITS (OPEB)** - The benefits that an employee will begin to receive at the start of retirement. This does not include pension benefits paid to the retired employee

**OPERATING BUDGET** – Annual appropriation of funds for on-going program cost, including salaries and benefits, services and supplies, debt service and capital outlay.

**ORDINANCE** – A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless preempted by a higher form of law. An ordinance has higher legal standing than a resolution.

**RECOMMENDED BUDGET** – The financial and operating document submitted by the City Manager to the City Council for consideration.

**RESERVE** – an account used to record a portion of the fund balance as legally segregated for a specific use, usually at a future time.

**RESOLUTION** – A special order of the City Council, which has a lower legal standing than an ordinance.

**REVENUES** – Monies received or anticipated by a local government from both tax and non-tax sources during the fiscal year. Revenues include income from user fees, taxes, permits and other sources.

**SALARIES AND FRINGES** – A budget category which generally accounts for full-time and part-time employees, overtime expenses and all employee benefits, such as medical, dental and retirement.

**SECTION 115 TRUST** –Employer assets placed in a trust which is used for the designated purpose of prefunding other post-employment benefits, including pensions and retiree medical.

**SERVICES AND SUPPLIES** – Expenditures/expenses for supplies, materials and services which ordinarily are consumed within a fiscal year and which are not included in inventories.

**SPECIAL REVENUE FUNDS** – This fund type collects revenues that are restricted by the City, State or Federal government as to how the City might spend them. The City of Pittsburg maintains several Special Revenue Funds that include Gas Tax, Measure J, the Citywide and Oak Hills Lighting and Landscape Districts, Park Dedication, Traffic Mitigation, and Community Development Block Grant funds.

**SUBSIDY** – Supplemental resources provided to ensure adequate funding when anticipated expenditures exceed revenues.

**SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY** – The primary purpose of the Successor Agency is to administer the wind down of the previous Redevelopment Agency's operations which entails continued payment for financial obligations and fulfillment of contractual obligations entered into the Successor Agency prior to the enactment of Assembly Bill 26, which caused the dissolution of all Redevelopment Agencies in California.

**TRANSIENT OCCUPANCY TAX (TOT)** – This tax is collected from the operators of hotels and motels located within the City. A percentage of this tax is then remitted to the City.

**UNFUNDED ACTUARIAL ACCRUED LIABILITY (UAL)** – In regard to Pension, the amortized dollar amount needed to fund past service credit earned (or accrued) for members who are currently receiving retirement benefits, active members, and for members entitled to deferred benefits, as of the valuation date.

**USER FEES** – Fees charged to users of a particular service provided by the City.



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**CITY OF PITTSBURG**  
**CAPITAL ASSETS POLICY AND PROCEDURES**  
**JUNE 2013**

**Purpose:** The purpose of this policy is to:

1. Define the accounting practices and procedures that will ensure effective and accurate control of the capital assets of the City.
2. Assure that the City complies with the requirements of the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP) and OMB Circular A-133 as they relate to capital assets.
3. Communicate to City Elected Officials, Department Heads, Employees, and the Public the formal Capital Asset policy of the City of Pittsburgh.
4. Assure that an accurate record keeping system is in place to protect and properly insure assets in the event of loss.

**Application:** This policy applies to all Departments of the City of Pittsburgh.

**Responsibility:** The Finance Department is responsible for the implementation and administration of this policy.

The City Department Head is responsible for ensuring that proper budgeting, purchasing, and disposing guidelines are followed.

**Definitions:** **Capital Assets:** Major assets that are used in operations and have initial useful lives extending beyond a single reporting period. Capital assets with an original unit cost of greater than or equal to the City's capitalization threshold of \$5,000, including ancillary costs, and with a useful life of three years or more will be capitalized for financial accounting purposes. Examples include, among other things, land, land improvements, buildings, building improvements, furniture and fixtures, vehicles, machinery, equipment, infrastructure, and all other tangible or intangible assets.

**Infrastructure assets:** Long-lived capital assets that normally are stationary in nature and normally can be preserved to a significantly greater number of years than most capital assets. They include, among other things, roads, bridges, water and sewer systems, drainage systems, and electrical and gas lines.

**Controlled Assets:** Assets with an original unit cost less than \$5,000 (including ancillary cost) and a useful life of two years or more. Controlled assets will not be monitored in the City's Capital Asset records. Any item purchased for less than \$500.00 shall be considered as a supply line item. Examples of controlled assets include personal computers, facsimile machines, small photocopiers, printers, cellular phones, other telecommunication equipment, cabinets, tables, etc. These assets are not capitalized in the General Ledger nor are they depreciated. However, a copy of the Department's Inventory Control Records is to be provided to the Finance Department. This allows the City to control these assets through audits without affecting the City's financial status. Also, this information can be used to determine the proper level of insurance and assist the City in providing proof of loss in an insurance claim.

**Depreciation:** A methodology that amortizes the cost of the asset over its useful life using an acceptable basis.

**Useful Life:** The period of time the asset will be of service to the City.

**Salvage Value:** The subsequent value of the asset at the end of its useful life.

**Historical Cost:** The value placed on the asset at the time of acquisition, including ancillary costs (value of trade-ins, shipping costs, installation costs, etc.)

**Acquisition Date:** The date the City took ownership of the asset.

**Capitalization Threshold:** The measure of value placed on an individual asset to determine its qualification for capitalization or expense in the financial records, and includes all costs to put the asset in service (shipping, installation costs, etc.,).

**Fair Market Value:** The estimated value of the asset for which it would be exchanged between a willing buyer and seller when neither is forced into the exchange. In addition, both parties should have knowledge of all facts and consider it an equitable exchange. This is generally used in place of historical cost in a donated asset situation.

**Insurable Value:** The value placed on the asset that would best represent the replacement cost of the asset as determined by a qualified appraisal firm. If monetary value cannot be placed on items, such as irreplaceable documents, there is no insurable value. Insurable values of the buildings do not include the value of land.

**General:** The primary purpose of a Capital Asset accounting system is to maintain physical accountability over the assets owned by the City. The accounting system should provide a record of the capital assets obtained over the years that are still in service and identify the funding source for the purchase and/or construction of those assets. The capital assets of the City are those owned by the City that meet the above definition.

The City has established a unit cost threshold of \$5,000 (except Land which is \$1) and a useful life of at least three years for all capital assets. Assets with a unit cost below this level will be expensed. Donated assets and Grants-in-kind will be recorded at fair market value.

To maintain accurate capital asset records, information must be centralized in the Finance Department. The Finance Department is responsible for maintaining all of the asset information.

The City adheres to Generally Accepted Accounting Principles and the pronouncements of the Governmental Accounting Standards Board. Any subsequent changes to either will be incorporated into this policy upon the recommendation from the Finance Department.

### **Accounting for Capital Assets in Proprietary Funds**

Capital assets acquired for use in proprietary fund operations are considered “fund assets” and should be accounted for within the appropriate fund. Depreciation of capital assets accounted for in a proprietary fund shall be recorded in the accounts of that fund.

### **Accounting for Capital Assets in Governmental Funds**

Capital assets, other than those accounted for in Proprietary Funds shall be reported in the General Fixed Assets Account Group (GFAAG). The GFAAG is not a fund but simply a list of the City’s general fixed assets. Depreciation of general fixed assets shall be calculated and accumulated depreciation maintained in the GFAAG for disposition and cost accounting purposes.

### **Reporting requirements for capital assets in Comprehensive Annual Financial Report (CAFR)\*\***

- Capital assets are included in the Statement of Net Assets.
- Depreciation expense is included in the Statement of Activities.
- Note disclosure of changes in the general capital assets. This statement would show the beginning balance for each class of assets, total additions for the year by class, total dispositions for the year by class, total transfers for the year by class, and the ending balance for each class of assets in tabular form.

\*\* Governmental Accounting Standards Board, SCO change the name from the Comprehensive Annual Financial Report (CAFR) to the Annual Comprehensive Financial Report (ACFR) beginning with the report dated June 30, 2020.

**Policy:** Capital Assets are to be capitalized and depreciated only if they have an estimated useful life of at least three years following the date of acquisition, have a historical cost of at least \$5,000, including ancillary cost, (except Land which is \$1) per individual unit, are tagged (where applicable) and inventoried, and meet the above definitions and the following criteria:

**Assets that use Historical Costs for capitalization:**

**Land:** The purchase price and cost of preparing land for its intended use. Examples of ancillary costs include search costs, attorney’s fees, liens assumed, taxes assumed, grading costs, and land improvements with an indefinite life.

**Improvements other than Buildings:** Permanent (i.e., non-detachable) improvements that add value to land (e.g. fences, retaining walls, easements, road access). This account also is used for leasehold improvements.

**Buildings (including building improvements, additions or renovations):** The purchase price, contract price, or job order costs, and any other expenditure necessary to put a building or structure into its intended state of operation. Additional expenditures may include professional fees, costs of fixed fixtures (non-detachable) to the floor, ceilings and walls, insurance premiums, and related costs incurred during the period of construction.

**Furniture, Fixtures, and Equipment:** The total purchase price less any applicable discounts and any ancillary payments required to place the asset in its intended state of operation.

**Computer Equipments and software:** The total purchase price less any applicable discounts and any ancillary payments required to place the asset in its intended state of operation. Systems (i.e. Servers) constructed that in the aggregate exceed the capitalization threshold will not be capitalized. Any piece of a system that exceeds the capitalization threshold will be individually capitalized.

**Vehicles:** The total purchase price less any applicable discounts and any ancillary payments required to place the asset in its intended state of operation.

**Infrastructures:** The purchase price, contract price, or project costs, and any other expenditure necessary to put the asset into its intended state of operation. Additional expenditures may include professional fees, damage claims, insurance premiums, and related costs incurred during the period of construction. Examples include roads, gutters, bridges, traffic signals, water and sewer systems, drainage systems, monuments, electric and gas lines.

**Construction in Progress:** The total amount expended to date on uncompleted buildings, pipelines, or other capital project under construction. Interest costs are capitalized starting with the first expenditure related to the asset,



and capitalization continues until the asset is substantially completed and ready for its intended use. When the project is completed, the cumulative costs are then transferred to the appropriate capital asset accounts.

**Assets that use other valuation method for capitalization.**

**Lease Assets** -All capital assets, including leased assets, shall be recorded on the General Ledger. Operating leases shall be recorded as Controlled Assets, while capital leases shall be processed like any purchased asset. NCGA-5 (Accounting and Financial Reporting Principles for Lease Agreements of State and Local Governments) requires that a lease agreement that satisfies the criteria established by FAS-13 (Accounting for Leases) shall be capitalized. Any lease agreement that does not meet any one of the noted criteria shall be considered an operating lease and shall not be capitalized. Operating leases shall be maintained in the Department's Inventory Control System for insurance purposes only. FAS-13 states that non-cancellable leases that meet any one of the following criteria must be capitalized:

- a) The lease transfers ownership of the property to the lessee by the end of the lease term.
- b) The lease term contains a bargain purchase option.
- c) The lease term is equal to 75% or more of the estimated economic life of the leased property.
- d) The present value of the minimum lease payments at the inception of the lease, excluding executory costs, equals at least 90% of the fair market value of the leased property.

**Donated Assets:** Donated Assets or any other asset acquired in any way other than through normal purchasing also shall be recorded and tagged. This also holds true for assets purchased with grant monies. The operating department that becomes the beneficiary of any such asset shall notify the Finance Department. Donated assets shall be reported at their estimated fair value at the date of acquisition.

**Repair and Maintenance:** If costs are incurred to keep an asset in its normal operating condition and the life of the asset is not extended the costs are expensed (e.g. - cleaning, replacement of small parts, minor painting, lubrication).

Improvements, Additions or Renovations are capitalized if the historical cost of the asset, including the improvement, addition or renovation is \$5,000 or more and extends the life of the asset.

If the expenditure is a replacement, a retirement must be made to the items being replaced. This includes both a reduction in Historical Cost and Accumulated Depreciation.

**Useful Life** of the various categories of assets includes:

Land	N/A
Land Improvements	20 – 30 years
Buildings (Including improvements, additions, and renovations)	45-70 years
Furniture, Fixtures and Equipment	5 – 10 years
Computer, Equipment and Software	3 years
Vehicles	5 – 7 years
Infrastructure	20 – 75 years

**Depreciation Method** – The City will utilize the straight-line method for depreciation. Equal periodic depreciation charges are therefore recognized over the life of the capital asset. The department who purchases the asset should indicate on the surface of vendor invoices an estimate useful life of the assets.

$$\text{Annual Depreciation} = \frac{\text{Cost less Salvage Value}}{\text{Number of Estimated Life}}$$

**Tagging of Assets** – All capital assets that are purchased with Federal grant funding will be tagged and labeled with the name of the grant used for the purchase.

Land, Land Improvements and Buildings will use the legal address for identification in the City records. Vehicles will use their VIN for identification purposes. Equipment (where applicable) will use the serial number for identification.

**Disposition and Transfer of Assets** – Property shall not be transferred, turned-in or disposed of without prior approval of the City Manager or designee. For property valued more than \$5,000 (except vehicles) will require Council approval.

The operating departments shall be responsible to initiate transfer/disposition processing. The form “Request to Transfer/Disposal Assets” (see Exhibit A) shall be completed by the operating department and submitted to City Manager or designee for approval. The Department Head must acknowledge receipt of any fixed asset transferred to his/her department.

The actual transfer/removal or destruction of property should be witnessed by two City employees from other departments, particularly from Finance.

The operating department should also follow the capital assets disposal/ transfer guidelines as follows:

**Disposition of Assets** – All Capital Assets will be disposed of as follows:

**Grant Funded Acquisitions** shall be reviewed by the Finance Department or designee prior to disposition.

**Land and Buildings** will be sold to the highest bidder in a competitive environment after the proposed sale is advertised in a newspaper of general circulation.

**Furniture and Fixtures, Machinery and Equipment, and Vehicles** will be sold to the highest bidder at public auction. Trade in values will be considered, and encouraged, when in the best interest of the City as determined by the Operation Department.

Note: Salvage values received for assets sold will be receipted into the City's General Fund. Exceptions are limited to assets that were acquired with Enterprise Fund, Internal Services funds and assets that were seized or forfeited through the Sheriff Department, the Courts, or the Prosecuting Attorney's Office.

**Computer Equipment (including copiers and fax machines)** is to be sold to the highest bidder at public auction. Trade in values will be considered, and encouraged, when in the best interest of the City as determined by the IT Department.

Note: Salvage values received for assets sold will be receipted into the Internal Services Fund revenues. Exceptions are limited to assets that were seized or forfeited through the Sheriff Department, the Courts, or the Prosecuting Attorney's Office.

Note: Any capitalized or not capitalized asset will be returned to the Information Technology (IT) Department for disposition, unless used as a trade-in. Assets will be evaluated by the IT Department for their likeliness of sale and either placed in the auction or destroyed.

**Disposal of Surplus Supplies and Equipment (adopted from Section 10 of Purchasing Policy of 4-16-12)**

Each department shall submit a request to the City Manager or designee when the department seeks to have any City property under its jurisdiction declared to be surplus<sup>1</sup>. The Finance Director or designee evaluates the surplus property for possible use in another area and will inform other departments of the availability of the property or determine that there is no use for the property.

The Finance Director, or designee, will determine if any surplus property was purchased through grant funds, and whether such items can be surplus under the provisions of the grant.

The following chart will be used for the disposal of surplus property:

	Value of the surplus property is \$5,000 or Less (except vehicles)	Value of the surplus property is More than \$5,000 (except vehicles)
Exchange or Trade-In	A department, with approval of the City Manager, is authorized to exchange surplus property for other property of at least equal value, or to trade it in as part of the consideration to be paid for other property.	The City Manager or designee is authorized, upon City Council approval, to exchange surplus property for other property of at least equal value, or to trade it in as part of the consideration to be paid for other property.
Sale	A department, with approval from the Finance Director, will determine the best method for the sale of surplus property, with City Manager final approval.	The City Manager or designee, with approval from the City Council, will determine the best method for the sale of surplus property.
Discard	A department, with approval from the Finance Director, is authorized to dispose of surplus property after final approval by the City Manager.	The City Manager or designee, with approval from the City Council, is authorized to dispose of surplus property.
Donate	A department, with approval from the City Manager, is authorized to donate surplus property to any Pittsburg civic, community, or non-profit agency, or any agency funded through Pittsburg’s Community Development Block Grant (CDBG) program. (Other groups require City Council approval.)	The City Manager or designee, with approval from the City Council, is authorized to donate surplus property to any civic, community, or non-profit agency.
Vehicles	The City Manager or designee is authorized to exchange or trade-in; sell’ discard; or donate to any Pittsburg civic, community or non-profit agency, or donate to any agency funded through Pittsburg’s Community Development Block Grant program any vehicle which is deemed surplus. (Donations to other groups require City Council approval.)	

<sup>1</sup>For purposes of this Policy, “City property” does not include items seized by the Police Department. The disposal of such Police Department items shall be governed by a Police Department administrative policy.

Notwithstanding the above chart, the City Manager or his/her designee is authorized to routinely dispose of the following: (1) furniture than cannot be used by a City department, or used by and picked up by a Pittsburg governmental or non-profit organization; (2) scrap products made of brass and copper which will be disposed on a bid or quotation basis; (3) scrap products made primarily of iron, plastic or other materials of no value which will be disposed on a continuous basis; and (4) items that had an original value of less than two hundred dollars (\$200) or a current value of less than fifty dollars (\$50).

**Costs of disposal** will be considered in determining the best method of disposal of surplus property. Whenever possible and advantageous to the City, surplus property will be sold at public sale or auction. When in the opinion of the Finance Director or designee a better return may be received through direct contact with manufacturers, resellers, or users of specialty item(s), then that method of sale will be utilized.

**Sale proceeds** less direct costs from any sale shall be returned to the specific fund from which the surplus property was originally purchased.

**Donation means** the transfer of ownership of property for no consideration or for a value less than the reasonable fair market value of the property.

The surplus disposal **to City employees** will be only through a competitive process open to the public. Employees who have been responsible for declaring any item surplus may not bid on that item. These provisions do not apply to surplus property that is to be discarded.

**No warranty** of surplus property is provided by the City and is disposed of “as is” without warranty, express or implied, as to condition or usability.

The City’s intention is to award and transfer surplus property to the highest bidder. **If a mistake is made**, an attempt to correct it will also be made; however, the City offers no guarantees and accepts no liabilities for completion of sale(s) other than to return any applicable funds received.

**A written record** of the disposal of all surplus property will be maintained by the Finance Department for five (5) years.

## **Custody and Accountability:**

Each of the operating departments has the authority, accountability, and responsibility for the property issued to, or purchased by, their respective departments.

Each of the departments and divisions must designate a steward (“Property Steward”) for each piece of property in their custody. The person to whom the assets have been assigned for safekeeping will be the contact person for each property within the department. This person will become the focal point for questions regarding availability, condition and usage of the asset, as well as the contact during the physical inventory process.

A Property Steward shall be designated for each piece of property to ensure that property is acquired, maintained, used and disposed of in the City’s best interests. It is the Property Stewards’ responsibility to record the receipt of the asset, to examine the asset to make sure that no damage was incurred during shipment and to make sure that the asset was received in working order.

The Property Steward shall work in cooperation with selected Department personnel in arranging for necessary preventive maintenance and any needed repairs to keep the asset in working condition. Whenever the asset changes rooms, is transferred to another department, or is disposed of, the Property Steward must ensure this information is processed per the disposal/transfer guidelines. The Property Steward must ensure that departmental fixed assets are kept up-to-date in the Inventory Records and notify the Finance Department of any corrections which need to be made.

The Department Head or other person authorized by the Department Head is responsible for all property purchased for, assigned to, or otherwise provided to his/her department. The designated person to act as Property Steward is responsible for the custody and control of each property within the department.

At the end of the fiscal year, the Finance Department will provide two copies of the fixed assets list to the department Property Steward, including those that were purchased, transferred, or disposed of during the fiscal year. This listing will include all the property for which the department is responsible. It is required that an inventory of the listed property be conducted, discrepancies be resolved, and the listing be signed by the Property Steward and the Department Head verifying the property on hand. The listing shall be signed by the Property Steward and approved by the Department Head and then returned to Finance Department within ten (10) working days. A copy shall be retained by the department Property Steward for their files.

When a Property Steward is to be replaced for any reason, the Department head shall notify the Finance Department employee in charge of fixed assets. The Finance Department staff member will then provide a current fixed asset listing so that a joint review of the department's assets may be conducted by the outgoing and incoming Property Steward. The completed and verified joint review shall be forwarded to the Department Head and any changes submitted to the Finance Department within thirty (30) days after the appointment of the new Property Steward.

**Periodic**

**Review:** The Finance Department shall review this policy and make recommendations for change, as needed.



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**City of Pittsburg**  
**Debt Management Policy**  
**As Amended March 6, 2017**

**I. INTRODUCTION**

The City of Pittsburg (“City”) has established this Debt Management Policy to provide clear and comprehensive guidelines for the issuance and financial management of the City’s debt portfolio. This policy supports the City’s mission of providing responsive and high quality public services for its citizens and ensures that the City is financially self-sustaining and fiscally strong. The policy applies to debt issued by the City directly, as well as debt issued by the City on behalf of assessment districts or community facilities districts, or as a conduit issuer for third parties. Finally, this Debt Policy requires that the City Council specifically authorize each debt financing by resolution. Certain terms used in this Debt Policy are defined in the Glossary of Terms provided at the end.

**II. SCOPE**

The guidelines established by this policy will govern the issuance and management of all debt funded for long term capital financing needs and not for general operating functions. The Finance Department recognizes that changes in the capital markets and other unforeseen circumstances may require action which may deviate from this Debt Management Policy. In cases which require exceptions to this Debt Management Policy, approval from the City Council will be necessary for implementation.

**III. OBJECTIVES**

The purpose of this Debt Policy is to establish prudent debt issuance guidelines to ensure that the City meets the following objectives:

- To provide financial support for the City’s strategic and capital plan objectives through the most safe and cost effective means of debt issuance
- To ensure that the term of the debt shall not exceed the expected useful life of the capital improvement [not in this section]
- To ensure that any debt instrument utilized be fully understood by Staff (See Section V for a description of typical types of debt)
- To ensure that all debt obligations will be met in a timely & efficient manner (Section IX)
- To mandate that the City comply with all debt covenants (Section IX)
- To ensure that all required disclosure reports are filed on a timely basis (Section IX)
- To maintain good communications with bond rating agencies & investors (Section VIII & IX)

- To preserve financial flexibility (Section VI & IX)

#### IV. DELEGATION OF AUTHORITY

Pursuant to the provisions of Sections 37209 and 40805.5 of the Government Code of the State of California, the Finance Director (Director of Finance) shall be the head of the finance department and shall be responsible for all of the financial affairs of the City. This City Debt Management Policy grants the Director of Finance the authority to select the financing team, coordinate the administration and issuance of debt, communicate with the rating agencies, as well as to fulfill all the pre-issuance and post-issuance disclosure information.

The Director of Finance or designee will use the Request for Proposal (RFP) process to select various Financing Team Members. Below is a brief description of the main Financing Team, along with their functions, and the mandated frequency of soliciting RFP's.

The typical Financing Team consists of:

1. Financial Advisor/Municipal Advisor –
  - Assists with capital planning and long term financial planning
  - Coordinates the financing and debt issuance process
  - Helps evaluate underwriter proposals and provides financial analysis and recommendations
  - Assists with the securing of other professional services and other members of the financing team
  - Monitors and evaluates market conditions for opportunities to issue debt at low interest rates and/or refund existing debt for savings or other reasons sought by the City (e.g., modify debt covenants)
  - Works with the City and Underwriter to develop investor outreach and market approach
  - Manages competitive bid process
  - Ensures negotiated prices are “fair” and reasonable in the marketplace

Requests for Proposals for Financial Advisors should be done on a periodic basis not to exceed ten (10) years but is subject to review after four years.

2. Bond Counsel –
  - Prepare an approving legal opinion
  - Provide expert and objective legal opinion and advice
  - Prepare and review documents necessary to authorize, issue, sell and deliver the bonds, as well as coordinate the authorization and execution of closing documents
  - Review legal issues relating to the structure of the bond issue

- Prepare election proceedings or pursue validation proceedings if necessary
- Review or prepare those sections of the official statement that relate to the Bonds, financing documents, bond counsel opinion, and tax exemption
- Assist the City in presenting information to bond rating organizations and credit enhancement providers relating to legal issues affecting the issuance of the Bonds
- Review or prepare the Notice of Sale, Bond Purchase Contract and continuing disclosure undertaking of the City
- Post-issuance advice for bond covenant compliance

Requests for Proposals for Bond Counsel should be done on a periodic basis not to exceed ten (10) years but is subject to review after four years.

3. Underwriter –

- Provide the City with market knowledge
- Assist with credit analysis and preparation
- Premarketing of the Bonds
- Pricing and Sale of Bonds
- Trading of the Bonds

Underwriter services should be solicited through a Request for Proposal (RFP) for every bond issue, or by developing a pool of pre-qualified underwriters from which to select.

4. Trustee/Fiscal Agent/Paying Agent/Escrow Agent –

- Establishes and holds the funds and accounts relating to the bond issue
- Maintains the list of names and addresses of all registered owners of the bonds and recordings of transfers and exchanges of the bonds
- Acts as the authenticating agent
- Acts as the paying agent
- Protects the interests of the bondholders by monitoring compliance with covenants and acts on behalf of the bondholders in the event of default
- If also serving as the escrow agent, holds the investments acquired with the refunding bond proceeds and uses those investments to pay debt service on the refunded bonds
- If also serving as a dissemination agent acts on behalf of the issuer or other obligated person to disseminate annual reports and event notices to repositories under SEC Rule 15c2-12 (See Section IX)

RFP's for Trustee services should be done on a periodic basis if the recurring Trustee fees increase excessively (in excess of the prevailing Bay Area inflation rate).

## V. TYPES OF DEBT AND METHODS OF SALE

There are a number of market factors that will affect the success of a bond offering, and each should be carefully considered before selecting a method of sale. These factors include, but are not limited to, the following: 1) market perception of the credit quality of the source of repayment (e.g., City general fund, special taxes, enterprise fund revenues), 2) interest rate volatility, 3) size of the proposed issue, 4) complexity of the proposed issue, and 5) competition with other issuers for investor interest (bond supply).

The Finance Director with the assistance of the City's bond counsel, financial advisor and/or Underwriter, as appropriate, will examine and evaluate all available alternatives for new issues and make a recommendation to the Finance Committee. Factors that should be considered include: 1) Is the issuing option appropriate under existing laws? 2) Are there formal policies with respect to the method of sale? 3) Does the nature of the proposed offering suggest that one method of marketing is more efficient than another? and 4) Have the City's past issuance practices yielded acceptable results? Only after review and acceptance by the Finance Committee, will the proposed new bond issuance be presented to the City Council for review and consent.

The following are the types of debt the City could issue:

1. New Money Bonds

New Money bonds are bonds issued to finance the cost of capital improvement projects or other large and extraordinary costs as approved by the City Council.

2. Refunding Bonds

Refunding bonds are bonds issued to refinance (refund) previously issued outstanding debt. The City may issue refunding bonds to refinance the principal of and interest on outstanding bonds or other debt to achieve debt service savings, restructure scheduled debt service, convert from or to a variable or fixed interest rate, change or modify the source(s) of payment and security for the refunded debt, or modify covenants otherwise binding upon the City. Refunding bonds may be issued either on a current or advance basis.

3. Revenue Bonds

Revenue Bonds are generally issued by enterprise funds that are financially self-sustaining without the use of taxes and other revenues in the City's general fund, and therefore rely on the revenues collected by the enterprise fund to repay the debt.

4. Fixed vs. Variable Rate Debt

Fixed interest rate debt is typically preferred to maintain a more predictable debt service burden. Variable rate debt can be utilized on a limited basis when the potential advantages of capturing the lowest interest rates available in the current market outweigh forecasted risks.

5. Variable Rate Debt Obligation (VRDO)

Predetermine intervals are set where the rate can be reset to current market conditions. VRDO's with a long maturity can be priced as short-term instruments making it potentially a less costly option in a normal upward sloping yield curve environment.

6. Special Assessment Bonds

The Improvement Bond Act of 1915 (Streets and Highways Code Section 8500 et seq.) allows the City to issue bonds to finance the "specific benefit" improvements on the real property within its jurisdiction provided by the City. Installments are collected by posting to the secure property tax roll of the county.

7. Mello-Roos Special Tax Bonds

The Mello-Roos Community Facilities Act of 1982 (Government Code Section 53311 et seq.) allows the City to issue bonds payable from special taxes levied on real property within a community facilities district formed by the City. Special taxes are collected by posting to the secure property tax roll of the county.

8. General Obligation (GO) Bonds

In California, GO Bonds require a supermajority (2/3) voter approval. GO bonds are not repaid by the City's general fund but rather by an ad valorem tax levied in an amount sufficient to meet debt service requirements.

9. Certificate of Participation (COPs)

COPs represent a share of an issuer's stream of lease payments. When the City finances a public facility through a lease-purchase transaction, the interest in the City's lease payment stream can be assigned to a third party trustee that issues certificates of participation (COPs). The City's general fund is used to make the lease payments, and the lease payments are used to repay the investors of the COPs.

### Comparison of Common Financing Methods

#### General Obligation (GO) Bonds

- \* Strong market acceptance
- \* Significant structuring flexibility
- \* Favorable interest rates
- \* No debt service reserve fund requirement
- \* No trustee required
- \* Supermajority (2/3) voter approval required
- \* No pledge of City's general fund

#### Revenue Bonds

- \* Debt is secured by revenues of system users
- \* Debt limits not applicable
- \* Higher interest costs than GO's
- \* Debt service reserve fund may be required
- \* Trustee required
- \* Voter approval usually not required
- \* Debt Service Coverage covenants usually included
- \* Limited revenues available to secure debt

#### Assessment/Mello-Roos CFD Bonds

- \* Voter approval required
- \* Debt service reserve fund usually required
- \* Debt is secured by assessments or special taxes on property
- \* Complexity greater than GO's
- \* Market concerns about defaults, if property owned by single developer
- \* Limited revenues to secure debt
- \* Higher interest costs due to higher risk (but debt service not payable by City directly)

#### Certificates of Participation (COPs)

- \* Voter approval not required
- \* Debt limits not applicable
- \* Good market acceptance
- \* Complexity greater than GO's
- \* Risk of citizen opposition
- \* Limited revenues to secure debt
- \* Less secure than GO Bond

### Competitive Sales of Bonds

The terms and prices of the bonds will be negotiated by the City and one or more underwriters through a bidding process amongst approved, impartial underwriters and/or underwriting syndicates. Both the City and the underwriter collaborate in the origination and pricing of the bond issue. The issue is awarded to the underwriter judged to have submitted the best bid that offers the lowest interest rate, taking into account underwriting spread, interest rates and any discounts or premiums.

### Negotiated Sale of Bonds

A method of sale for bonds, notes, or other financing vehicles in which the City selects in advance, on the basis of proposals received or by other means, one of more underwriters to work with it in structuring, marketing and finally offering an issue to investors. The negotiated sale method is often used when the issue is: a first time sale by a particular issuer (a new

credit), a complex security structure, such as a variable rate transaction, an unusually large issue, or in a highly volatile or congested market.

#### Private Placement

A private placement is a variation of a negotiated sale in which the City, usually with the help of a financial advisor will attempt to place the entire new issue directly with an investor. The investor will negotiate the specific terms and conditions of the financing before agreeing to purchase the issue. Private placements are generally undertaken because the transaction is complex or unique, requiring direct negotiations with the investor, or because the issue is small and a direct offering provides economies of scale. Private placements are typically for debt maturing in 20 years or less.

#### Derivative Products

Because of their complexity, unless otherwise approved by the City Council, Derivative Products such as *Interest Rate Swaps*, *Inverse Floaters*, and other hybrid securities are prohibited.

### **VI. DEBT CAPACITY**

Article XVI, Section 18 of the California Constitution (the “debt limit”) prohibits cities from entering into indebtedness or liability that in any year exceeds the income and revenue provided for such year unless the City first obtains two-thirds voter approval for the obligation. Determining what the City’s debt capacity is at any point in time is difficult. It depends on a number of factors including market conditions, amount of undesignated fund balance in the General Fund, fluctuating cash balances, financial policies, management and staff experience, new or existing revenues available to support additional debt, and availability of financial consultants to assist in financial analysis. The City recognizes that maintenance and operating costs of projects financed with debt places constraints on the budgetary flexibility of the City and should be considered alongside debt capacity as a factor when evaluating any proposed financing. In the development of this Debt Policy, the goal is to serve as a framework within which the City can evaluate each potential debt issuance. This Debt Policy is not to be so restrictive that it interferes with the City’s legitimate efforts to prudently provide public services and facilities.

### **VII. PERFORMANCE STANDARDS**

The City of Pittsburg strives to maintain ‘*investment grade*’ standings in the municipal market.

Below is an Investment Grade Table of the three (3) major rating agencies:

<u>Moody's Investor's Service, Inc</u>	<u>S&amp;P Global Ratings</u>	<u>Fitch Investors Service, Inc</u>	<u>Definition</u>
Aaa	AAA	AAA	Highest rating assigned. Very Strong Security
Aa	AA	AA	Very strong security. Only slightly below best rating.
A	A	A	Average security but more subject to adverse financial and economic developments
Baa	BBB	BBB	Adequate capacity to secure debt. Adverse developments may affect ability to meet debt service requirements.

Note: Moody's uses the designation "1" to indicate greater strength within the "Baa", "A", and "Aa" categories. S&P and Fitch use "=" and "-" to indicate relative strength or weakness in the "BBB", "A", and "AA" categories.

#### **VIII. MARKET RELATIONSHIPS**

The Director of Finance will be responsible for maintaining relationships with investors, credit analysts, and rating agencies.

#### **IX. ON-GOING DEBT ADMINISTRATION**

##### Repayment of Debt and Compliance with Covenants

The Director of Finance will work with the Finance department and other City staff to ensure that all debt obligations will be met in a timely and efficient manner, and that the City complies with all debt covenants.

##### Refunding Opportunities

The Director of Finance will regularly review the City's outstanding obligations, particularly in declining interest rate environments. When rates begin to approach levels at which refunding is cost-effective, the City shall select a financing team to begin preparations for a refunding issue.

##### Continuing Disclosure

The Finance staff will ensure that the City's annual financial statements and associated reports are posted on the City's web site. The City will also contract with one or more dissemination agents (which may also serve as trustee/fiscal agent to the City) to comply with the Securities and Exchange



Commission Rule 15c2-12 by filing its annual financial statements and other financial and operating data for the benefit of its bondholders on the Electronic Municipal Market Access (EMMA) website of the Municipal Securities Rulemaking Board (MSRB).

Arbitrage Rebate Compliance and Reporting

The use and investment of bond proceeds must be monitored to ensure compliance with arbitrage restrictions. Existing regulations require that issuers calculate rebate liabilities related to any bond issues, with rebates paid to the Federal Government every five years and as otherwise required by applicable provisions of the Internal Revenue Code and regulations. The Director of Finance shall contract with a specialist to ensure that proceeds and investments are tracked in a manner that facilitates accurate, complete calculations, and if necessary, timely rebate payments.

Internal Controls With Respect to Bond Proceeds

The Finance Director will maintain internal control procedures related to the management and disbursement of bond proceeds. These will include, but not necessarily be limited to, ensuring bond proceeds are either (a) held by a third-party trustee or fiscal agent, which will disburse such proceeds to or upon the order of the Finance Director (or designee) in accordance with one or more written requisitions, or (b) held in an account of the City, to be deposited and accounted for in a separate fund or account, from which expenditures will be carefully documented by the City.

**x. DEBT MANAGEMENT POLICY REVIEW**

The Director of Finance shall review this Debt Management Policy at a minimum of every five (5) years and recommend any changes to the City Manager and City Council.

## City of Pittsburg Municipal Debt Management Policy Glossary of Terms

**Advance Refunding:** For purposes of certain tax and securities laws and regulations, a refunding in which the refunded issue remains outstanding for a period of more than 90-days after the issuance of the refunding issue. The proceeds of the refunding issue are generally invested in Treasury securities or federal agency securities (although other instruments are sometimes used), with principal and interest from these investments being used (with limited exceptions) to pay principal and interest on the refunded issue. Bonds are “escrowed to maturity” when the proceeds of the refunding issue are deposited in a escrow account for investment in an amount sufficient to pay the principal of and interest on the issue being refunded on the original interest payment and maturity dates, although in some cases an issuer may expressly reserve its right (pursuant to certain procedures delineated by the Securities and Exchange Commission) to consider “pre-refunded” when the refunding issue’s proceeds are escrowed only until a call date or dates on the refunded issue, with the refunded issue redeemed at that time.

**Amortization:** The gradual reduction in principal and interest of an outstanding debt according to a specific repayment schedule, which details specific dates and repayment amounts on those dates.

**Arbitrage:** In the municipal market, arbitrage refers to the difference between the tax-exempt interest rate paid by the borrower and the interest rate at which the proceeds of the issue are invested. The Internal Revenue Code contains specific regulations concerning the amount that can be earned from the investment of tax-exempt proceeds.

**Call Provisions:** Mandatory or optional provisions that allow or require an issuer to prepay or refinance a bond prior to its stated maturity date. These provisions identify which bonds may be called, when they may be called, and what premium, if any, must be paid upon redemption prior to the stated maturity date of the bond.

**Capitalized Interest:** Specific interest payments of a bond issue which are funded in advance, or capitalized, through proceeds of the same bond issue. These proceeds are set aside in a specially designated fund in order to pay these designated interest payments.

**Current Refunding:** A refunding transaction where the municipal securities being refunded will all mature or be redeemed within 90-days or less from the date of issuance of the refunding issue.

**Debt Affordability:** The principal amount of debt that an issuer can afford within the constraints of net revenues and debt coverage requirements.

**Debt Service Coverage:** The ratio of the net revenue stream pledged against a debt to the debt service payments to the debt. Debt service coverage ratios are most often used by rating agencies to determine repayment sufficiency with respect to bonds secured by a specific revenue stream.

**Debt Service Reserve Fund:** Traditional bond issues are structured with a debt service reserve fund, which assures the timely availability of sufficient funds for the repayment of debt service in the event that an issuer cannot make the required debt service payment(s). Typically, the required size of the reserve fund is determined by the lesser of: 100% of maximum annual debt service; 125% of average annual debt service; or 10% of the aggregate issue price. Reserve funds are usually fully funded out of bond proceeds and are set-aside in a separate fund, as long as the debt service fund is fully funded, and can only be used to offset debt service payments.

**Defeasance:** Termination of rights and interests of the bondholders and their lien on the pledged revenues or other security in accordance with the terms of the bond contract for an issue of bonds. Defeasance usually occurs in connection with the refunding of an outstanding issue after provision has been made for future payment of all obligations under the outstanding bonds through funds provided by the issuance of a new series of bonds.

**Derivative Product:** A product, such as an option or futures contract, whose value is derived from the performance of an underlying security. A commonly used derivative is an interest rate swap. See Section IV for additional details.

**Discount Rate:** The interest rate used for adjusting for the time value of money for net present value calculations, option pricing models, and other market models. The term "discount rate" can also refer to the rate that the Federal Reserve Bank charges its members for overnight deposits.

**Good Faith Deposit:** A sum of money or, alternatively, a surety bond provided to an issuer of a new issue of municipal securities by an underwriter or underwriting syndicate as an assurance of performance on its offer to purchase the issue. Good faith deposits are sometimes required in connection with competitive sales.

**Hedging:** A strategy designed to reduce investment risk. A hedge can help reduce the risk and volatility of a portfolio. A common hedging strategy includes matching the amount of short-term assets with the amount of short-term variable rate debt outstanding.

**Letter of Credit:** Two types of letter of credit are used in bond and other debt financings: standby letter of credit and direct pay letter of credit. They provide credit enhancement for debt issues by shifting the risk of repayment from the issuer to the bank issuing the letter of credit. Letters of credit are

usually required for the issuance of variable rate debt. Letters of credit also are used to provide liquidity.

A Standby Letter of Credit is an agreement issued by a commercial bank that commits the bank to pay a third party contingent upon the failure of bank's customer to perform under the terms of a contract or agreement with the beneficiary. Used as a substitute for a performance bond or payment guarantee, standby letters of credit are used mainly in the U.S where banks are legally barred from issuing certain types of guarantees. For bond or debt holders it serves as a secondary source of payment, in case the issuer fails to meet its payment obligations.

A Direct Pay Letter of Credit is an agreement issued by a commercial bank that commits the bank to pay third parties upon a request presented by the beneficiaries to the bank issuing the direct pay letter of credit.

**Line of Credit:** An arrangement in which a bank or other financial institution extends a specified amount of unsecured credit to a specific borrower for a specified time period.

**Maturity Date:** The date upon which a specified amount of debt principal or bonds matures, or becomes due and payable by the issuer of the debt.

**Negotiated Sale:** A method of sale of bonds, notes or other financing vehicles in which the issuer selects in advance, on the basis of proposals received or by other means, one or more underwriters to work with it in structuring, marketing and finally offering an issue to investors. See Section V for additional details.

**Net Revenue:** Gross revenues less operating and maintenance expenses.

**Official Statement:** A comprehensive statement issued by the governmental entity prior to the sale of bonds, notes, or other financing vehicles that contains all the salient facts concerning the issuer, the issuer's financial condition, the security pledged for the securities being offered, the projected use of the proceeds of the sale, and other facts deemed necessary to enable the investor to judge the quality of the securities being offered. This is also known the Disclosure Statement.

**Private Placement:** A private placement is a variation of a negotiated sale in which an issuer, usually with the help of a financial advisor or placement agent, will attempt to place the entire issue directly with an investor. The investor will negotiate the specific terms and conditions of the financing before agreeing to the purchase of the issue.

**Redemption:** Depending on an issue's call provisions, an issuer may on certain dates and at certain premiums, redeem or call specific outstanding maturities. When a bond or certificate is redeemed, the issuer is required to

pay the maturities' par amount, the accrued interest to the call date, plus any premium required by the issue's call provisions.

**Senior Lien Debt:** Debt whose terms require it to be repaid with a priority claim on pledged revenues.

**Subordinate Lien Debt:** Debt whose terms require it to be repaid with pledged revenues net of the amount necessary to make debt service payments on senior lien debt.

**Surety Bond:** An alternative to a fully funded debt service reserve fund. A surety bond can be purchased from a bond insurance provider to fulfill the role of debt service reserve fund and can be drawn upon in the event an issuer cannot make a regularly scheduled debt service payment. A surety bond must be purchased and is subject to credit approval by a bond insurance provider. The provider charges an upfront fee for the surety bond.

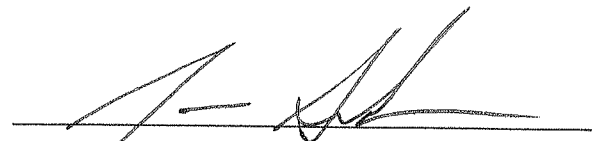
**Weighted Average Maturity:** With respect to an issue of bonds, the weighted period of time required to repay half of the issue through scheduled principal payments. The weighted average maturity is also referred to as the "weighted average life" or "average life" reflects how rapidly the principal of an issue is expected to be paid. Under one commonly used calculation method, average life is equal to the total bond years divided by the total number of bonds.

**Yield:** The net rate of return, as a percentage, received by an investor on an investment. Yield calculations on a fixed income investment, such as a bond issue, take purchase price and coupon into account when calculating yield to maturity.



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**City Manager's Office**  
**Administrative Order No: 047**  
**Issued: July 21, 2010**  
**Amended: January 3, 2012**



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Approved by: Joe Sbranti, City Manager

## **SUBJECT: GRANT MANAGEMENT PROCESS**

### **PURPOSE:**

Grant revenues have become an important part of the City's overall resource picture, especially in funding capital improvements. Actively seeking grant revenues that assist in achieving identified City goals and objectives play an important role in the City's financial strategies. Once the City receives a grant, it is equally important that the City spend the grant funds in a way that is consistent with the grant guidelines established by the funding agency or foundation. Thus, the purpose of this policy is to set forth an overall framework for guiding the City's use and management of grant resources.

- Establish general concepts and framework for seeking and managing grant programs.
- Identify roles and responsibilities in managing grant programs.
- Set policy in complying with Single Audit Act requirements.

## **ROLES AND RESPONSIBILITIES**

### **Administering Department**

1. Develop systems for maintaining ongoing information regarding grant availability within the department's functional areas of responsibility,
2. Evaluate benefits and costs of specific grant programs on a case-by-case basis including:
  - a. Purpose of the grant program and its consistency with identified City goals and objectives.
  - b. Additional staffing, office space, facilities, supplies or equipment that will be required if the grant is awarded,
  - c. On-going impact of the grant program after it is completed.
  - d. Responsibilities of other departments and impacts on them in preparing the grant application or performing scope if the grant is approved.
  - e. Amount of indirect costs to be recovered from the grant.
  - f. Total program costs, including portion funded through grant revenues and

- any required City contribution.
  - g. Source of funding for any required City share.
  - h. Compliance and audit requirements, paying special attention to those areas where the grantor's administrative procedures are different from the City's.
3. Prepare grant applications.
    - a. Work with the granting agency in identifying special program requirements and developing strategies for preparing a successful grant application.
    - b. Complete grant application documents.
    - c. Coordinate with affected departments as necessary.
  4. Prepare appropriate staff report for approval of the grant by the City Council.
    - a. City Council must first approve any grant money not already accounted for in the budget.
    - b. Staff report must include a copy of the Grant Summary Form.
    - c. Administering Department will forward a copy of the grant agreement to Finance.
    - d. Administering Department will forward a copy of any cost sharing requirements.
  5. Prepare and submit invoices including financial reports and progress reports as required by granting agency.
    - a. Responsible for timely submission of invoices and progress reports.
    - b. Ensure grant funds and expenditures are accounted and recorded properly. All reported expenditures should reconcile with the general ledger as provided by the finance department.
    - c. Completed report to be reviewed and approved by administering department's management and the finance department prior to submitting to the granting agency.
    - d. Timely submission of employment status reports as required even when there are no changes.
  6. Maintain copies of submitted documents and invoices for audit purposes.
  7. Responsible for any requests for budget modifications requests to extend the grant period.
    - a. Submit copies of the approved requests to Finance.
    - b. Maintain copies.
  8. On-site monitoring visit.
    - a. Retain the original monitoring report and any grantee responses in the administering department grant file.



- b. Submit a copy of the report and any grantee responses to Finance audit purposes.

### **City Council**

Approves all grant applications, accepts/appropriates grant funds, and delegates receipt and contract execution to the City Manager if delegation is allowed by the grantor agency.

### **City Manager**

Receives grants and executes related contract documents when delegated to do so by the Council. Approves and maintains grant management policies.

### **City Clerk**

Maintain and secure original grant documents in the City's vault including the original application for an approved grant, a copy of the guidelines and the signed funding agreement.

### **Finance Department**

1. Establish and assign a grant revenue account number and a grant expenditure account number. Notify the administering department of the account numbers.
2. Establish the grant budget by processing a budget transfer form.
  - a. Maintain a copy of the budget transfer form and any related council approved documents.
    - i. Forward a copy to the administering department.
    - ii. Maintain grant files in accordance with any Federal, State, and local guidelines/laws applicable to the agreement as well as Generally Accepted Accounting Principles.
3. Responsible for receipting all grant revenue checks to the appropriate grant revenue account.
4. Review invoices for payment and ensure they are coded appropriately to the correct grant program account numbers.
5. Prepare and submit the financial reports to the administering department on a quarterly basis and by any deadlines as set forth in grant agreement.
  - a. Maintain a copy in the finance department. Responsible for drawing down grant funds in a timely manner for reimbursable grant funds in accordance with the grant award or grant agreement, and will also prepare the applicable

journal entries.

6. Review and approve grant reports and invoices prior to submission to the granting agency. Ensure reported expenditures are recorded and reconciled with the general ledger.

### **Single Audit Act Requirements**

(OMB Circular A-133 Compliance Supplement)

To ensure compliance for federally awarded grant programs, the City must administer the following procedures:

1. Completion of the Grant Summary Form (must include name of the federal grantor/pass through agency, program title, federal CFDA number, grantor/pass through grant number).
2. Timely submission of reports including the processing of the monthly employment status reports. Invoices on federally awarded projects are submitted on a semi-annual basis. Other grant programs from pass through agencies may require more frequent reporting submissions.
3. Invoices are reviewed and approved by the finance department to ensure timely and accurate recording of expenditures and reconciliation to the general ledger.
4. Invoices are reviewed and approved by the administering department's management prior to submission.
5. Maintain copies of grant documents and submitted documents on file for reference and audit purposes.

### **Quarterly Grant Oversight Meetings**

The Finance and Administering Department staff who are responsible for grants shall meet on a quarterly basis to review grant funded programs and projects to ensure the City is in compliance with grant requirements. The Director of Finance will convene the quarterly grant oversight meetings.

## Grant Summary Form

This form is available on the I:Drive/ Finance Forms/Grant Summary Form.

### City of Pittsburg

#### GRANT PROGRAM SUMMARY

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#### GENERAL INFORMATION

<b>Grant Title</b>		<b>Grant No./CFDA No.</b>	
<b>City of Pittsburg Grant Account Codes</b>		<b>City Council Resolution No.</b>	
<b>General Description of the Grant Scope of Work/Reporting Requirements</b>			
<b>Granting Agency</b>		<b>Agency Contact/Email Address</b>	
<b>Pass-through Agency</b>		<b>Pass-through No.</b>	
<b>Type of Grant (circle)</b>	<b>Federal</b>	<b>State</b>	<b>County</b>
			<b>Other</b>
<b>Method of Funding (circle)</b>	<b>Advance</b>	<b>Reimbursement</b>	
<b>Frequency of Funding (circle)</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Annually</b>
			<b>At Completion</b>

<b>Funding Period</b>	<b>Total Grant Amount (\$)</b>	<b>City Matching Funds (Amount &amp; Source)</b>
<b>Responsible Department</b>	<b>Department Contact</b>	<b>Phone No.</b>

Council Approval Date	Application Date	Award date	Estimated Completion Date

**GRANT COST AND REVENUE SUMMARY**

Program Cost Summary	Total (\$)	Grant Portion (\$)
Staffing		
Contract Services		
Supplies and Other Operating Expenditures		
Capital Outlay		
Indirect Costs		
Totals		

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

An Ordinance of the City of Pittsburg Amending )  
Chapter 3.26.030 of the Pittsburg Municipal )  
Code Relating to Fiscal Sustainability and )  
Reserve Funds )

ORDINANCE NO. 18-1455

The City Council of the City of Pittsburg DOES ORDAIN as follows:

SECTION 1. Recitals.

- A. In order to ensure the fiscal sustainability of the City, the City desires to protect its revenues and ensure proper fiscal responsibility; and
- B. The City desires to maintain a reserve funds in case of an emergency; and
- C. The City desires to maintain a minimum balance in the City's Budget Stabilization Fund; and
- D. By ensuring minimum funding levels for reserve funds, the City desires to minimize the need to rely on one-time measures and funding sources to balance its budget, while protecting the City from major deficits and over spending.

SECTION 2. Adding Chapter 3.26 "Fiscal Sustainability and Reserve Funds" to Title 3 "Revenue and Finance" of the Pittsburg Municipal Code

Title 3 "Revenue and Finance" of the Pittsburg Municipal Code is hereby amended to include Chapter 3.26 "Fiscal Sustainability and Reserve Funds," which shall read as follows:

Section 3.26.010 Purpose and Definitions.

A. The purpose of this chapter is to establish policies and procedures to ensure the City maintains unappropriated fund balances, "Reserves" in the City's funds.

B. For purposes of this Ordinance, the following terms shall have the following meanings:

1. "City's Operating Expenses" shall mean the City's General Fund operating expenses of the City as set forth in the City's annual budget which generally includes staff costs and operating expenses of the City and excludes the capital project appropriations.

2. "One-time Revenues" shall mean those revenues that the City receives on a one-time or non-regular basis. For example, such revenues may include, but are not limited to, proceeds from the sale of surplus land, one-time unexpected sales tax allocations associated with capital improvements from local retailers, grants, lump sum payments of project fees, non-reoccurring sales tax of fee revenue, etc.

3. "Unappropriated Reserves" shall mean unappropriated operating revenues excluding capital project and program appropriations which originate from funding sources that are restricted to projects or programs.

#### Section 3.26.020 General Fund Account

There is established a "General Fund" into which all sums of money collected by the City for any purpose whatsoever shall be deposited, unless otherwise provided by ordinance or resolution directing the deposit into a specific fund other than the General Fund.

#### Section 3.26.030 General Fund Reserves

- A. There is established within the General Fund, a "General Fund Reserve", which shall be used for emergencies, including for example, natural disasters and costs associated with such natural disasters.
- B. At each and every budget cycle, commencing with FY 2013-14, and every year thereafter, money from the General Fund shall be unappropriated, and shall be deposited into the General Fund Reserve. The minimum funding level within the General Fund Reserve shall be thirty percent (30%) of the City's General Fund Operating Expenses. However, the City Council shall, on a best efforts basis, take such steps as necessary to achieve the minimum General Fund Reserve level during the budget process each year through fiscal year 2017/18. Afterward, the minimum funding levels will become mandatory as defined by this ordinance.
- C. The thirty percent (30%) minimum funding level within the General Fund Reserve of the City's General Fund Operating Expenses shall consist of the following and be restricted as per the City's policy:
  - A Reserve for Economic Uncertainty (20% of the 30% minimum funding level within the General Fund Reserve) – funds designated to mitigate periodic revenue shortfalls due to downturn in economic cycles, thereby avoiding the need for service-level reductions within the fiscal year, and
  - An Emergency Reserve (10% of the 30% minimum funding level within the General Fund Reserve) – funds designated to mitigate costs of unforeseeable emergencies and natural disasters.

The composition of the reserves shall consist of:

1. A minimum of two-thirds of the 30% (i.e., 20%) shall be held in cash and liquid investments consistent with the City's Investment Policy; and
2. An amount not to exceed one-third of the 30% (i.e., up to 10%) may be held in real property owned and designated by the City, where such real property has an appraised value of at least 125% of the dollar amount which the real property constitutes within the City's General Fund Reserve.

- D. Before the City sells, or otherwise encumbers in such a manner as to significantly impair the value of, any real property referenced in Section C.2 above, the City shall comply with Section E hereof and:
1. Identify replacement real property prior to the sale or encumbrance of the current designated property, provided that the City Council approves such replacement;
  2. Direct proceeds from the sale or encumbrance of the current designated property into the General Fund Reserve to maintain the minimum required funding;
  3. Increase the amount held in cash or liquid investments to maintain the minimum required funding; or
  4. Take any combination of the above actions, such that the City maintains the minimum required funding.
  5. Should the sale of any property result in the General Fund Reserve balance being greater than the 30% minimum funding level, the proceeds in excess of the 30% minimum funding level will be deposited into the Budget Stabilization Fund or handled in accordance with the requirements of the Ordinance.
- E. To designate real property as being held to satisfy the City's minimum General Fund Reserve requirement under Section C.2 above, the City shall identify the property by APN and/or address by a resolution adopted at a public hearing at a duly noticed regular City Council meeting. The City may remove the real property from this designation only by a subsequent resolution adopted at a public hearing at a duly noticed regular City Council meeting.

#### Section 3.26.040 Budget Stabilization Fund

- A. There is established a "Budget Stabilization Fund" which shall provide the City a cushion to help absorb costs during economic downturns and/or budget shortfalls.
- B. The target minimum funding level within the Budget Stabilization Fund shall be no less than \$2.0 million dollars or five percent (5%) of the City's General Fund Operating Expenses, whichever is greater. The City Council shall, on a best efforts basis, take such steps as necessary to meet the minimum funding level during the budget process each year.
- C. The target maximum funding level for the Budget Stabilization Fund shall be no more than \$7.5 million dollars or twenty-five percent (25%) of the annual City's General Fund Operating Expenses, whichever is greater.
- D. Additional Deposits into the Budget Stabilization Fund shall include:

1. One-time General Fund Revenues and/or projected recurring revenues that exceed ten percent (10%) or more from the previous fiscal year shall be deposited into the Budget Stabilization Fund.
  2. Fiscal year-end General Fund surpluses shall also be deposited into the Budget Stabilization Fund.
- E. Appropriations from the Budget Stabilization Fund require a majority vote of the City Council and may be made in order to balance the General Fund budget.

#### Section 3.26.050 Infrastructure Repair and Replacement Fund

- A. There is established an "Infrastructure Repair and Replacement Fund" which shall provide funding for additional repairs and capital improvements projects related to the City's infrastructure including streets, roads, parking lots, and storm drains.
- B. Once the Budget Stabilization Fund reaches the maximum funding level, seventy five percent (75%) of the available, excess revenues that would normally be placed into the Budget Stabilization Fund shall be deposited into the Infrastructure Repair and Replacement Fund.
- C. Appropriations from the Infrastructure Repair and Replacement Fund shall require a majority vote of the City Council.

#### Section 3.26.060 Other Post-employment Benefits (OPEB) Fund

- A. There is established an "Other Post-employment Benefits ("OPEB") Fund" which shall be available to provide funding to reduce the City's General Fund's portion of unfunded OPEB liabilities, including for example, retiree health benefits.
- B. Once the Budget Stabilization Fund reaches the maximum funding level, twenty five percent (25%) of the available, excess revenues that would normally be placed into the Budget Stabilization Fund shall be deposited into the OPEB Fund.
- C. Appropriations from the OPEB Fund shall require a majority vote of the City Council.

#### Section 3.26.070 Internal Service Fund Reserves

- A. The City maintains the following Internal Service Funds which provides funding to allocate costs for services provided to all City departments:
  1. Information and Communication Systems
  2. Fleet Maintenance
  3. Building Maintenance
  4. Fringe Benefits
  5. Liability Insurance
- B. It is established within each of these Internal Services Funds an Unappropriated Reserve which shall be used for emergencies, including for example, natural



disasters and costs associated with such natural disasters. At each and every budget cycle, commencing with FY 2013-14, and every year thereafter, the unappropriated reserve level within Internal Services Funds shall be thirty percent (30%) of the Internal Services Funds' annual budget excluding capital project and equipment appropriations. However, the City Council shall, on a best efforts basis, take such steps as necessary to achieve the minimum Internal Services Funds' Reserve levels during the budget process each year through fiscal year 2017/18. Afterward, the minimum funding levels will become mandatory as defined by this ordinance. The thirty percent (30%) reserve level may be exceeded.

### Section 3.26.080 Enterprise Fund Reserves

A. The City maintains the following enterprise funds for enterprise operations:

1. Water
2. Sewer
3. Waterfront Operations
4. Marina

B. It is established within each of these Enterprise Funds an Unappropriated Reserve which shall be used for emergencies, including for example, natural disasters and costs associated with such natural disasters. At each and every budget cycle, commencing with FY 2013-14, and every year thereafter, the target unappropriated reserve level within each Enterprise Fund Reserves shall be thirty percent (30%) of each Enterprise Fund's fiscal year operating expenses, excluding capital project appropriations. However, the City Council shall, on a best efforts basis, take such steps as necessary to achieve the minimum Enterprise Funds' Reserve levels during the budget process each year through fiscal year 2017/18. Afterward, the minimum funding levels will become mandatory as defined by this ordinance. The thirty percent (30%) reserve level may be exceeded.

### Section 3.26.090 Council Action Required

Except as otherwise stated in this Chapter, any variance from the policies established within this Ordinance, shall require adoption of a City Council resolution by a 4/5 vote of the City Council. The Council resolution shall set forth the following:

- A. A statement of findings supporting the appropriation of reserves or temporary modification of funding levels required by this ordinance; and
- B. A plan for replenishing the reserves within a reasonable time period when the appropriation causes a reserve to fall below minimum funding levels; and
- C. A description of the circumstances or event constituting an emergency.

### SECTION 3. Effective Date

This ordinance shall be in full force and effective thirty (30) days after its adoption.

SECTION 4. Publication

The City Clerk shall either (a) have this ordinance published once within 15 days after adoption in a newspaper of general circulation or (b) have a summary of the ordinance published twice in a newspaper of general circulation, once 5 days before its adoption and again 20 days after adoption.

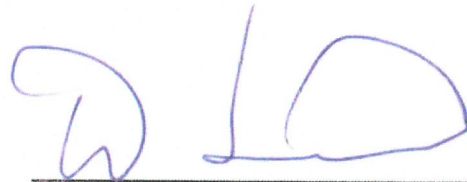
The foregoing ordinance was introduced at a meeting of the City Council of the City of Pittsburg held on September 17, 2018 and was adopted and ordered published at a meeting of the City Council held on October 1, 2018 by the following vote:

AYES: Banales, Craft, Evola, Killings

NOES: None

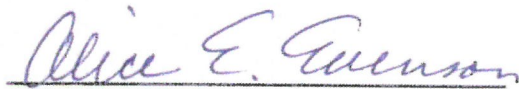
ABSTAINED: None

ABSENT: Longmire



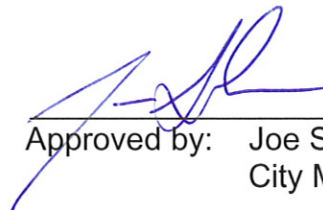
\_\_\_\_\_  
Dwaine "Pete" Longmire, Mayor

ATTEST:



\_\_\_\_\_  
Alice E. Evenson, City Clerk

City Manager's Office  
Administrative Order No: 057  
Issued: 03/2014

  
Approved by: Joe Sbranti  
City Manager

**Subject:** Interfund Transfer Policy

**Purpose:** To ensure that the policies and procedures related to administration and accounting for interfund transactions are documented, communicated, clearly understood, and consistently applied.

**Policy:**

Interfund transfer transactions can be divided into two main categories with various subcategories

1. Revenues and expenditures/expenses
  - A. Quasi-external transactions
  - B. Reimbursements
  
2. Reallocations of resources
  - A. Temporary -- interfund loans and advances
  - B. Permanent
    - (i) Contributed Capital (Capitalized)
    - (ii) Operating Transfer (operating subsidies)

**1.A. Quasi-External Transactions**

Definition

A quasi-external transaction is one of two transaction types that do not constitute transfers, but are appropriately accounted for as fund revenues, expenditures or expenses (payments for services). The following are the most common examples of quasi-external transactions:

- Enterprise Fund charges for goods or services to other funds based on actual costs incurred (the General Fund receives an invoice for utility services from an enterprise fund).
  
- Internal Services Fund charges for goods or services to other funds usually based on actual costs incurred.

### Accounting

Quasi-external funds will be recorded as revenues in the receiving fund and expenditures in the paying fund.

## **1.B. Reimbursements**

### Definition

On occasion, governments provide services from one fund to another and classify the payment as reimbursement revenue. This occurs most often when the General Fund charges other funds for services rather than using an interfund service fund for this activity. If the intent is to provide the service by the General Fund to the user fund, the transaction revenue should be classified as charges for services rather than reimbursements. Examples are:

- The Utility Billing function is in the City's General Fund but the services are for the Water and Sewer Fund.
- The General Fund charges administrative overhead to other funds.

### Accounting

Record the charges as revenue and costs as expenditure.

## **2.A. Interfund Loans & Advances**

### Definition

Loans from one fund to another should be recorded as interfund loans receivable and payable. The governing body of the reporting entity should authorize the loans, including the amount, the estimated dates of repayment and whether or not interest costs will be charged.

Due to and due from other funds are used to record temporary funding from one fund to another fund.

Advance to and from other funds, is an asset or liability account used to record the non-current portions of long term loans between funds.

### Accounting

Record transaction as Interfund Receivable and Payable.

## **2.B.(i) Contributed Capital**

### Definition

This is permanent or long term movement of resources. Such transfers must be contributions restricted to capital outlays or the return of such contributions. Examples are:

- Capital improvement projects for the Marina area are funded by various City funding sources. At year end, the asset is transferred to the Marina fund and recorded as contributed capital.
- The Water Facilities Fund transfers capital assets to the Water Fund.

#### Accounting

Increase the equity (assets) of the recipient fund and decrease equity (fund balance) in the contributed fund.

### **2.B.(ii) Operating Transfers**

#### Definition

Operating Transfers are periodic transfers made primarily to provide an operating subsidy to another fund. Operating transfer are authorized by the budget. Examples of operating transfers are:

- Transfer from the General Fund to the Landscape & Lighting Fund to subsidize operating expenses.
- Transfer from Pittsburg Power Fund to the General Fund to help fund General Fund expenses.

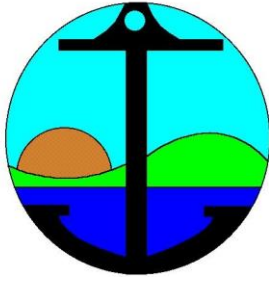
#### Accounting

Operating Transfers will be recorded as "Transfers In" by the receiving fund and "Transfers Out" by the paying fund. The transactions will be reported under "Other Financing Sources and Uses" in annual Financial Statement.

Operating transfers must be treated consistently by all funds Involved in the transfer. Operating transfers-in for City funds must be in balance with operating transfers-out for all City Funds.



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## CITY OF PITTSBURG INVESTMENT POLICY (Effective July 21, 2021)

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### I. Statement of Purpose and Adoption of Policy

It shall be the investment policy of the City of Pittsburg (the “City”) that all funds not required for immediate expenditures are invested in compliance with this statement, as well as applicable federal, state and local legislation governing the investment of public funds. Funds shall be invested in a manner that will provide the highest investment return with the appropriate level of security, while meeting the daily cash flow demands of the City.

Safeguards will be set into place to ensure that adequate operating reserves are established and maintained to provide that cash in enough amounts will be available to pay for immediate expenditures as authorized by the City’s budget. Funds so maintained will be deposited in a manner best serving the City.

The City has a responsibility to monitor the security of its assets and always maintain a level of quality so that the public at large will have the highest confidence that its best interests are being served.

The purpose of this document is to identify various policies and procedures that enhance opportunities for a systemic investment process. The initial step toward a prudent investment policy is to organize and formalize investment related activities. Related activities, which comprise good cash management, include accurate cash projection, the expeditious collection of revenue, the control of disbursements, cost effective banking relations and a short-term borrowing program, which coordinates working capital requirements and investment opportunities.

The City’s Investment Policy shall be adopted by resolution of City Council. The policy shall be reviewed at least annually by the City Treasurer, City Manager and the Finance Director, and any modification must be approved by City Council.

### II. SCOPE

It is intended that this policy cover all operating funds and investment activities under the direct authority of the City. These funds are described in the City’s Comprehensive Annual Financial Report and include its General Fund, Special Revenue Funds, Enterprise Funds, Trust and Agency Funds, Capital Project Funds and Successor Agency Trust Funds.

The Investment Policy applies to all transactions involving the financial assets and related activities of the foregoing funds. Except for cash held in separate restricted funds, the City will pool cash balances from all funds for investments to maximize earnings and efficiencies concerning investment pricing, safekeeping and administration. Investment income will be allocated to the City’s funds based upon

their respective average monthly balances and in accordance with Generally Accepted Accounting Principles (GAAP).

The employee's retirement and deferred compensation funds are not included. Bond proceeds are not covered under this policy and shall be governed by their applicable bond documents. However, if the bond documents are silent in regard to the investment of bond proceeds and reserves, the terms set forth in this policy shall govern the respective investment of bond proceeds.

### III. OBJECTIVES AND PERFORMANCE STANDARDS

The overall program shall be designed and managed with a degree of professionalism worthy of the public trust. The City's primary investment objectives, in priority order, shall be:

1. **Safety:** Safety of principal is the foremost objective the City's investment program, followed by liquidity and yield. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the City's portfolio. To obtain this objective, the City will diversify its investment by investing funds among a variety of securities offering independent returns and financial institutions. Each investment transaction shall seek to first ensure that capital losses are avoided, whether they are from securities default or erosion of market value. Investment decisions should not incur unreasonable investment risks in order to obtain current investment income.
2. **Liquidity:** The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements, which might be reasonably anticipated. This need for investment liquidity may be tempered to the extent that the City is able to issue short-term notes to meet its operating requirements. Emphasis will be on marketable securities with low sensitivity to market risk. Maturities of investments for which there is limited opportunity for resale shall be staggered to maximize liquidity.
3. **Yield:** The City maintains an active investment strategy and its investment portfolio shall be designed to attain a rate of return which approximates benchmarks to be selected by the City's investment advisory committee throughout budgetary and economic cycles, taking into account the City's investment risk constraints, the cash flow characteristics of the portfolio, and state and local laws, ordinances or resolutions that restricts the investment of funds.

### IV. DELEGATION OF AUTHORITY

Pursuant to California Government Code 53607 and the City's Municipal Code, the City Council's management responsibility for the investment program is hereby delegated for a one-year period to the Finance Director who shall be responsible for the investment of idle funds consistent with this investment policy. Subject to review, the City Council may renew the delegation of authority pursuant to this section each year. The Finance Director may delegate these duties to his/her designee upon approval of the City Council. The day-to-day investment decision-



making and execution authority may also be delegated to an investment advisor under the supervision of the Finance Director. The investment advisor shall follow this Policy and such other written instructions as are provided.

## **V. PRUDENCE AND RISK TOLERANCE**

The City recognizes that investment risks of the following can result from issuer defaults, market price changes or various technical complications leading to temporary liquidity:

1. Credit risk is the possibility that deterioration of an issuer's creditworthiness will adversely affect the value of its bonds or that an issuer will not make timely payments of interest or principal on its bonds (default). A decline in a bond issuer's credit rating, or creditworthiness, may cause prices for its outstanding bonds to decline. This shall be mitigated by limiting investments to those allowed under this policy and by diversification.
2. Market or Interest Rate risk, defined as market value fluctuations due to overall changes in market price, shall be mitigated by eliminating the need to sell securities prior to maturity and investing operating funds needed for short-term liquidity primarily in short-term securities, money market funds or similar investment pools, thereby limiting the average maturity of the portfolio. Investment shall be made with that degree of judgment and care, under circumstances then prevailing, which persons or prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the safety of their capital as well as the income to be derived.

The standard of prudence to be used by investment officers shall be the "prudent investor standard" and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the City's investment policy and exercising due diligence shall be relieved of personal liability for an individual security credit risk or market price changes, if deviations from expectations are reported on a timely fashion, and appropriate action is taken to control adverse developments.

## **VI. INTERNAL CONTROLS**

A system of internal controls will be maintained to assure compliance with Federal and State regulations, City Council direction, and prudent cash management procedures.

The controls shall be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by employees and officers of the City. Controls deemed most important include: control of collusion, segregation of duties, separating transaction authority from accounting and recordkeeping, custodial safekeeping, clear delegation of authority, specific limitations regarding securities losses and remedial action, written confirmation of telephone transactions, minimizing the number of authorized investment officials, documentation of

transactions and strategies, and code of ethical standards. In addition, whenever possible, pre-formatted wire transfers will be used to transfer funds to pre-authorized accounts.

1. The City Treasurer shall audit and examine all investments made by the City, or its duly authorized personnel, at those times deemed necessary by him/her and shall in his/her discretion report his/her audit and examination to the City Council.
2. Investment Oversight Committee: Quarterly review of procedures and adherence to this Investment Policy is conducted by the Investment Oversight Committee. The Committee, established by the City Council, is comprised of the City Manager, Finance Director, and City Treasurer.
3. Annual Audit: The City's portfolio is included in the annual review of the City's financial management performed by an outside audit firm.

## **VII. ETHICS AND CONFLICTS OF INTEREST**

Officers and employees involved in the investment process shall not participate in personal business activity that could conflict with proper execution of the investment program or which could impair the ability to make impartial investment decisions. Such employees and investment officials shall disclose any material financial interests in financial institutions that conduct business with the City, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio.

## **VIII. ELIGIBLE INVESTMENTS**

California Government Code Sections 53600 et. seq. provides basic investment limits and guidelines for government entities. Within the investments permitted by the Government Code, the City seeks to further restrict eligible investment to the investments listed below. In the event an apparent discrepancy is found between this policy and the Government Code, the more restrictive parameters will take precedence.

Rating requirements and percentage limitations, where indicated, apply *at the time of purchase*. In the event a security held by the City is subject to a rating change that brings it below the minimum specified rating requirement, the Finance Director shall notify the City Council of the change. The course of action to be followed will then be decided on a case-by-case basis, considering such factors as the reason for the rate drop, prognosis for recovery or further rate drops, and the market price of the security.

### Eligible Investments

#### **1. Securities of the U.S. Government:**

United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the

payment of principal and interest. There is no limitation as to the percentage of the City's portfolio that may be invested in this category.

## **2. Securities of U.S. Government Agencies**

Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There is no limitation as to the percentage of the City's portfolio that may be invested in this category, provided that no more than 30% of the portfolio may be invested in any single Agency/GSE issuer, the maximum maturity may not exceed five (5) years, and the maximum percent of agency callable securities in the portfolio will be 20%.

## **3. California State and Local Agency Obligations**

Obligations of the City, the State of California or any local agency within the state that are general obligation bonds or essential service bonds secured with revenue from a water, sewer, power or electric system, provided that such obligations are rated in a rating category of "A" or its equivalent or better by at least one nationally recognized statistical rating organization (NRSRO.) No more than 5 percent of the portfolio may be invested in any single issuer. No more than 30 percent of the portfolio may be invested in California State and Local Agency Obligations and other state obligations in the aggregate. The maximum maturity may not exceed five years.

## **4. Other State Obligations**

Registered treasury notes or bonds of any of the other 49 United States in addition to California, including general obligation bonds or bonds payable solely out of the revenues from a revenue-producing property owned, controlled or operated by a state or by a department, board, agency or authority of any of the other 49 United States, in addition to California, provided that such obligations are rated in a rating category of "A" or its equivalent or better by at least one NRSRO. No more than 5 percent of the portfolio may be invested in any single issuer. No more than 30 percent of the portfolio may be invested in other state obligations and California State and Local Agency Obligations in the aggregate. The maximum maturity may not exceed five years.

## **5. Bankers Acceptances**

Time drafts or bills of exchange that are drawn on and accepted by a commercial bank and brokered to investors in the secondary market. Purchasers are limited to issuers whose short-term debt is rated in the highest short-term rating category by a NRSRO. Banker's acceptances cannot exceed a maturity of 180 days. A maximum of 40% of the City's portfolio may be invested in this category.

## **6. Commercial paper**

The City may purchase commercial paper with short-term ratings of “A-1” or the equivalent or higher by a NRSRO. Long-term ratings, if any, must be “A” category or its equivalent or higher by a NRSRO. The entity that issues the commercial paper shall meet all the following conditions in either paragraph (A) or paragraph (B):

- (A) The entity meets the following criteria: (i) Is organized and operating in the United States as a general corporation. (ii) Has total assets more than five hundred million dollars (\$500,000,000). (iii) Has debt other than commercial paper, if any, that is rated in the “A” category or its equivalent or higher by a NRSRO
- (B) The entity meets the following criteria: (i) Is organized within the United States as a special purpose corporation, trust, or limited liability company. (ii) Has program wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond. (iii) Has commercial paper that is rated “A-1” or higher, or the equivalent, by a NRSRO.

Eligible commercial paper shall have a maximum maturity of 270 days or less and not represent more than 10 percent of the outstanding paper of an issuing corporation. A maximum of 25 percent of the City’s portfolio may be invested in this category. Under a provision sunseting on January 1, 2026, no more than 40 percent of the portfolio may be invested in Commercial Paper if the City’s investment assets under management are greater than \$100,000,000.

## **7. Negotiable Certificates of Deposit (NCDs)**

Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a state or federally licensed branch of a foreign bank. Amounts of the NCD insured up to the FDIC limit do not require any credit rating. Any amount above the FDIC insured limit which have short-term ratings of “A-1” or its equivalent or higher by a NRSRO; or long-term obligations rated in a category of “A” or its equivalent or higher by a NRSRO may be purchased. A maximum of 30 percent of the City’s portfolio may be invested in this category. No more than 5 percent of the portfolio may be invested in any single issuer.

## **8. Time Deposits**

The City may invest in non-negotiable time deposits (CDs) that are FDIC insured or fully collateralized in financial institutions located in California, including United States branches of foreign banks licensed to do business in California.

To be eligible for purchase, the financial institution must have received a minimum overall satisfactory rating for meeting the credit needs of California Communities in its most recent evaluation, as provided Government Code Section 53635.2. Purchase are further limited to financial institutions meeting all capital requirements and rated in one of the three highest rating categories by a NRSRO organization. All time deposits must be collateralized in accordance with

California Government Code sections 53650 et. seq. The City, at its discretion, may waive the collateralization requirements for any portion of the deposit that is covered by federal insurance. The maximum maturity of a time certificate of deposit shall not exceed 1 year. A maximum of 30 percent of the City's portfolio may be invested in this category.

## **9. Repurchase Agreements**

The City may enter into repurchase agreements with primary government securities dealers rated in the one of the three highest categories by two NRSROs. Counterparties should also have (i) a short-term credit rating in the highest category; (ii) minimum assets and capital size of \$25 billion in assets and \$350 million in capital; (iii) five years of acceptable audited financial results; and (iv) a strong reputation among market participants.

The following collateral restrictions will be observed: Only U.S. Treasury securities or Federal Agency securities will be acceptable collateral. All securities underlying repurchase agreements must be delivered to the City's custodian bank delivery versus payment or be handled under a properly executed tri-party repurchase agreement. The total market value of all collateral for each repurchase agreement must equal or exceed 102 percent of the total dollar value of the money invested by the City for the term of the investment. For any repurchase agreement with a term of more than one day, the value of the underlying securities must be reviewed on a weekly basis according to market conditions. Since the market value of the underlying securities is subject to daily market fluctuations, the investment in repurchase agreements shall comply if the value of the underlying securities is brought back up to 102 percent no later than the next business day. Market value must also be calculated each time there is a substitution of collateral.

The City or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to repurchase agreement. The City shall have properly executed a master repurchase agreement with each counter party with which it enters into repurchase agreements. Repurchase agreements are to be used solely as short-term investments not to exceed 90 days. A maximum of 15 percent of the City's portfolio may be invested in this category.

## **10. Medium Term Notes**

Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Purchases are limited to securities rated in a rating category of "A" or its equivalent or better by at least one NRSRO. A maximum of 30 percent of the City's portfolio may be invested in this category. No more than 5% of the portfolio may be invested in any single issuer.

## **11. Asset-Backed Securities**

A mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond from issuers not defined in subsections 1 and 2 of the Eligible Investments Section, of a legal final maturity not exceeding five years. Securities eligible for investment under this subdivision must be rated in a rating category of “AA” or its equivalent or better by a NRSRO. A maximum of 20 percent of the City’s portfolio may be invested in this category. No more than 5% of the portfolio may be invested in any single Asset-Backed or Commercial Mortgage security issuer.

## **12. Supranational Securities**

United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Securities eligible for investment under this subdivision must be rated in a rating category of “AA” or its equivalent or better by a NRSRO. A maximum of 30 percent of the City’s portfolio may be invested in this category. No more than 10% of the portfolio may be invested in any single issuer.

## **13. Money Market Funds**

Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 et seq.). To be eligible for purchase, the company shall have met either of the following criteria:

- (A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs.
- (B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of \$500,000,000.

A maximum of 20 percent of the City’s portfolio may be invested in this category (10 percent limit per fund).

## **14. State of California’s Local Agency Investment Fund (LAIF)**

The Local Agency Investment Fund was established by the State to enable local agency treasurers to place funds in a pool for investment (California Government Code Section 16429.1 et seq.). The City uses this investment vehicle for short-term liquidity, investment, and yield when rates are declining.

Funds are available on demand and interest is paid quarterly. The City may invest up to the maximum permitted by the LAIF.

### **15. California Asset Management Program (CAMP)**

Shares of beneficial interest issued by a joint powers authority organized pursuant to Government Code Section 6509.7 that invests the securities and obligations authorized in subdivisions (a) to (n), inclusive, of Government Code Section 53601.

## **IX. Investment Pools/Mutual Funds**

The City shall conduct a thorough investigation of any pool or mutual fund prior to making an investment, and on a continual basis thereafter. The **Finance Director** shall develop a questionnaire which will answer the following general questions:

- A description of eligible investment securities, and a written statement of investment policy and objectives.
- A description of interest calculations and how it is distributed, and how gains and losses are treated.
- A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
- A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
- A schedule for receiving statements and portfolio listings.
- Are reserves, retained earnings, etc. utilized by the pool/fund?
- A fee schedule, and when and how is it assessed.
- Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

## **X. DIVERSIFICATION AND RISK MANAGEMENT**

### **Mitigating Credit Risk in the Portfolio**

Credit risk is the risk that a security or a portfolio will lose some or all its value due to a real or perceived change in the ability of the issuer to repay its debt. The City will mitigate credit risk by adopting the following strategies:

- The diversification requirements included in the “Authorized Investments” section of this policy are designed to mitigate credit risk in the portfolio.
- No more than 5% of the total portfolio may be deposited with or invested in securities issued by any single issuer unless otherwise specified in this policy.
- The City may elect to sell a security prior to its maturity and record a capital gain or loss in order to manage the quality, liquidity or yield of the portfolio in response to market conditions or Agency’s risk preferences.

- If a security owned by the City is downgraded to a level below the requirements of this policy, making the security ineligible for additional purchases, the following steps will be taken:
  - Any actions taken related to the downgrade by the investment manager will be communicated to the Finance Director in a timely manner.
  - If a decision is made to retain the security, the credit situation will be monitored and reported to the City Council.

### **Mitigating Market Risk in the Portfolio**

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The City recognizes that, over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The City will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes.

The City further recognizes that certain types of securities, including variable rate securities, securities with principal paydowns prior to maturity, and securities with embedded options, will affect the market risk profile of the portfolio differently in different interest rate environments. The Agency, therefore, adopts the following strategies to control and mitigate its exposure to market risk:

- The City will maintain a minimum of six months of budgeted operating expenditures in short term investments to provide sufficient liquidity for expected disbursements.
- The maximum stated final maturity of individual securities in the portfolio will be five (5) years, except as otherwise stated in this policy.
- The duration of the portfolio will generally be approximately equal to the duration (typically, plus or minus 20%) of a Market Benchmark, an index selected by the City based on the City's investment objectives, constraints and risk tolerances. Maximum maturities may not exceed five years.

## **X. MAXIMUM MATURITY**

The City's cash management system is fully designed to accurately monitor and forecast revenues and expenditures thus enabling the City to invest funds possible. To the extent possible, the City will attempt to match investments with anticipated cash flow requirements. Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds.

Where this Policy does not specify a maximum remaining maturity at the time of the investment, no investment shall be made in any security, other than a security underlying a repurchase agreement, that at the time of the investment has a term



remaining to maturity in excess of five years, unless the City Council has granted express authority to make that investment either specifically or as a part of an investment program approved by the City Council no less than three months prior to the investment.

## **XI. INELIGIBLE INVESTMENTS**

Investments not described herein, including but not limited to common stocks and financial futures contracts and options, are prohibited in this fund. The City shall not invest any funds in inverse floaters, range notes, mortgage derived interest-only strips or in any security that could result in zero interest accrual if held to maturity. The purchase of any security not listed in Section 8 above, but permitted by the California Government Code, is prohibited unless the City Council approves the investment specifically or as a part of an investment program approved by the City Council.

## **XII. BANKS AND SECURITIES DEALERS**

The Finance Director shall maintain a list of authorized broker/dealers and financial institutions, which are approved for investment purposes. It shall be the City's policy to purchase securities only from those authorized institutions and firms. The City shall annually send a copy of the current investment policy to all dealers approved to do business with the City. Each broker dealer or financial institution that has been authorized by the City shall be required to submit the firm's most recent financial statement. If an investment advisor is used, they may use their own list of approved broker/dealers and financial institutions for investment purposes.

## **XIII. SAFEKEEPING AND CUSTODY**

All security transactions entered by the City shall be conducted on a delivery-versus-payment (DVP) basis. All cash and securities in the City's portfolio, including those that are managed by an investment advisor, shall be held in safekeeping in the City's name by a third-party bank trust department, acting as agent for the City under the terms of a custody agreement executed by the bank and the City. The only exception to the foregoing shall be depository accounts and securities purchases made with: (i) local government investment pools; (ii) time certificates of deposit, and, (iii) money market mutual funds, since the purchased securities are not deliverable. Evidence of each these investments will be held in the Treasury vault. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

## **XIV. PERFORMANCE STANDARDS**

The investment portfolio will be designed to obtain a market-average rate of return during budgetary and economic cycles, considering the City's investment risk constraints and cash flow needs.

## **XV. REPORTING REQUIREMENTS**

A Quarterly Investment report shall be provided to the City Council, City Manager, and Finance Director.

1. A quarterly investment report will be submitted within 60 days following the period being reported to the City Council. Reports of the investment of bond proceeds are issued monthly by the Trustee and are included in the quarterly report of the pooled investment fund. The quarterly investment report shall include information on the following:
  - Type of Investment
  - Issuer
  - Date of Maturity
  - Par and dollar amount invested on all securities
  - Current market value of each security and the source of the valuation
  - Credit quality of each investment, as determined by one or more nationally recognized credit rating services
  - Listing of investment transactions for the quarter being reported upon.
  - Statement that portfolio follows investment policy, or the way the portfolio is not in compliance
  - Statement denoting ability of City to meet its expenditure requirements for the next six months, or provide enough explanation why money is not available

## **XVI. INVESTMENT POLICY REVIEW**

The Finance Director shall periodically submit to the City Council a statement of investment policy outlining any proposed changes, which the City Council must consider at a public meeting.

## Glossary of Terms

**Accrued Interest:** Interest earned but not yet received.

**Active Deposits:** Funds which are immediately required for disbursement.

**Amortization:** An accounting practice of gradually decreasing (increasing) an asset's book value by spreading its depreciation (accretion) over a period.

**Arbitrage:** Transactions by which securities are bought and sold in different markets at the same time for the sake of the profit arising from a yield difference in the two markets.

**Asked Price:** The price a broker/dealer offers to sell securities.

**Average Life:** The average length of time that an issue of serial bonds and/or term bonds with a mandatory sinking fund features is expected to be outstanding.

**Bankers' Acceptance (BA):** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

**Basis Point:** One basis point is one hundredth of one percent (.01).

**Bid Price:** The price a broker/dealer offers to purchase securities.

**Bond:** A financial obligation for which the issuer promises to pay the bondholder a specified stream of future cash flows, including periodic interest payments and a principal repayment.

**Book Entry:** The system maintained by the Federal Reserve, by which most money market securities are delivered to an investor's custodial bank. The Federal Reserve maintains a computerized record of the ownership of these securities and records any changes in ownership corresponding to payments made over the Federal Reserve wire (delivery versus payment.)

**Book Value:** The value at which a debt security is shown on the holder's balance sheet. Book value is acquisition cost less amortization of premium or accretion of discount.

**Broker:** A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides; he does not take a position. In the money market, brokers are active in markets in which banks buy and sell money and in interdealer markets.

**Callable Bond:** A bond issue in which all or part of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions.

**Call Price:** The price at which an issuer may redeem a bond prior to maturity. The price is usually at a slight premium to the bond's original issue price to compensate the holder for loss of income and ownership.

**Call Risk:** The risk to a bondholder that a bond may be redeemed prior to maturity.

**Cash Sale/Purchase:** A transaction which calls for delivery and payment of securities on the same day that the transaction is initiated.

**Certificate of Deposit (CD):** A time deposit with a specific maturity evidenced by a Certificate. Large-denomination CDs are typically negotiable.

**Collateral:** Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

**Commercial Paper:** A short-term, unsecured, and negotiable promissory note with a fixed maturity of no more than 270 days. By statute, these issues are exempt from registration with the U.S. Securities and Exchange Commission.

**Comprehensive Annual Financial Report (CAFR)\*\*** The official annual financial report for public sector entities/companies. It includes five combined statements and basic financial statements for each individual fund and account group prepared in conformity with Generally Accepted Accounting Principles (GAAP).

**Convexity:** A measure of a bond's price sensitivity to changing interest rates. A high convexity indicates greater sensitivity of a bond's price to interest rate changes.

**Coupon:** The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.

**Credit Analysis:** A critical review and appraisal of the economic and financial conditions or of the ability to meet debt obligations.

**Credit Risk:** The risk to an investor that an issuer will default in the payment of interest and/or principal on a security and a loss will result.

**Current Yield:** The interest paid on an investment expressed as a percentage of the current price of the security.

**Custodian:** A bank or other financial institution that keeps custody of stock certificates and other assets.

**Dealer:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his or her own account.

**Debenture:** A bond secured only by the general credit of the issuer.

**Defeased Bond Issues:** Issues that have sufficient money to retire outstanding debt when due so that the agency is released from the contracts and covenants in the bond document.

\*\* [Governmental Accounting Standards Board, SCO change the name from the Comprehensive Annual Financial Report \(CAFR\) to the Annual Comprehensive Financial Report \(ACFR\) beginning with the report dated June 30, 2020.](#)

**Delivery versus Payment:** There are two methods of delivery of securities: delivery versus payment and delivery versus receipt (also called free delivery). Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

**Derivative:** Securities that are based on, or derived from, some underlying asset, reference date, or index.

**Discount:** The difference between the cost of a security and its value at maturity when quoted at lower than face value.

**Diversification:** Dividing investment funds among a variety of securities offering independent returns.

**Duration:** A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

**Face Value:** The principal amount owed on a debt instrument. It is the amount on which interest is computed and represents the amount that the issuer promises to pay at maturity.

**Fair Value:** The amount at which a security could be exchanged between willing parties, other than in a forced or liquidation sale. If a market price is available, the fair value is equal to the market value.

**Federal Farm Credit Bank (FFCB):** Government-sponsored institution that consolidates the financing activities of the Federal Land Banks, the Federal Intermediate Credit Banks and the Banks for Cooperatives. Its securities do not carry direct U. S. Government guarantees.

**Federal Funds Rate:** The rate of interest at which Federal funds are traded. This rate is considered the most sensitive indicator of the direction of interest rates, as it is currently pegged by the Federal Reserve through open-market operations.

**Federal Home Loan Banks (FHLB):** Government sponsored wholesale banks, which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

**Federal Home Loan Mortgage Corporation (FHLMC or Freddie Mac):** Established in 1970 to help maintain the availability of mortgage credit for residential housing. FHLMC finances these operations by marketing guaranteed mortgage certificates and mortgage participation certificates. Its discount notes and bonds do not carry direct U.S. Government guarantees.

**Federal National Mortgage Association (FNMA):** FNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (H.U.D.). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

**Federal Open Market Committee (FOMC):** Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

**Federal Reserve System:** The central bank of the U.S., which consists of seven-member Board of Governors, 12 regional banks, and about 5,700 commercial banks that are members.

**Fitch IBCA, Inc. (Fitch):** One of the three best-known rating agencies in the United States, the others being Moody's Investment Service, Inc. and Standard and Poor's Corporation.

**Government Accounting Standards Board (GASB):** A standard-setting body, associated with the Financial Accounting Foundation, which prescribes standard accounting practices for governmental units.

**Government National Mortgage Association (GNMA or Ginnie Mae):** Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by FHA or VA mortgages. The term pass-through is often used to describe Ginnie Maes.

**Government Securities:** An obligation of the U.S. government, backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market. See "Treasury Bills, Notes, and Bonds."

**Guaranteed Investment Contracts (GICS):** An agreement acknowledging receipt of funds, for deposit, specifying terms for withdrawal, and guaranteeing a rate of interest to be paid.

**Inactive Deposits (Idle Funds):** Funds not immediately needed for disbursement.

**Investment-Grade Obligations:** An investment instrument suitable for purchase by institutional investors under the prudent person rule. Investment-grade is restricted to those obligations rated BBB or higher by a rating agency.

**Interest Rate Risk:** The risk of gain or loss in market values of securities due to changes in interest-rate levels. For example, rising interest rates will cause the market value of portfolio securities to decline.

**Inverse Floating Rate Note:** A debt security with an interest rate stated as a fixed rate minus an index. This calculation causes the rate on the inverse floater to move in the opposite direction of general interest rates. This instrument generally performs well in a declining interest rate environment but will lose value if rates rise.

**Liquidity:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between the bid and asked prices is narrow and reasonable size can be done at those quotes.

**Local Agency:** County, City, City and County, including a chartered city or county, school district, community college district, public district, or any public or municipal corporation.

**Local Agency Investment Fund (LAIF):** An investment pool managed by the California State Treasurer. Local government units, with consent of the governing body of that agency, may voluntarily deposit surplus funds for the purpose of investment. Interest earned is distributed by the State Controller to the participating governmental agencies on a quarterly basis.

**Make whole call:** A type of call provision on a bond that allows the issuer to pay off the remaining debt early. Unlike a call option, with a make whole call provision, the issuer makes a lump sum payment that equals the net present value (NPV) of future coupon payments that will not be paid because of the call. With this type of call, an investor is compensated, or "made whole."

**Mark-to-market:** The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

**Market Risk:** Systematic risk of a security that is common to all securities of the same general class (stocks, bonds, notes, money market instruments) and cannot be eliminated by diversification (which may be used to eliminate non-systematic risk).

**Market Value:** The price at which a security is trading and could presumably be sold.

**Master Repurchase Agreement:** A written contract covering all future transactions between the parties to repurchase agreements and reverse repurchase agreements that establish each person's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

**Maturity:** The date upon which the principal or stated value of an investment becomes due and payable.

**Medium Term Notes:** Instruments issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States.

**Modified Duration:** A measure of exposure to market risk of a security or a portfolio. It is the percent change in the price of a security (portfolio) or a 100-basis point change in the security's (portfolio's) yield.

**Money Market:** The market in which short-term debt instruments (bills, commercial paper, bankers' acceptance, etc.) are issued and traded.

**Money Market Mutual Fund:** Mutual funds that invest solely in money market instruments (short-term debt instruments, such as Treasury bills, commercial paper, bankers' acceptances, repos and federal funds).

**Moody's:** Moody's Investment Service, Inc. One of the three best-known rating agencies in the United States, the others being Standard and Poor's Corporation (S&P) and Fitch IBCA, Inc. (Fitch).

**National Association of Securities Dealers (NASD):** A self-regulatory organization (SRO) of brokers and dealers in the over-the-counter securities business. Its regulatory mandate includes authority over firms that distribute mutual fund shares as well as other securities.

**NATIONAL RECOGNIZED STATISTICAL RATING ORGANIZATION (NRSRO):**

A rating organization designated by the SEC as being nationally recognized, such as Moody's Investor Service, Inc. (Moody's), Standard & Poor's (S&P), and Fitch Ratings (Fitch).

**Net Asset Value:** The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets, which includes securities, cash, and any accrued earnings, subtracting this from the fund's liabilities and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price for each security in the fund's portfolio.  $[(\text{Total assets}) - (\text{Liabilities})] / (\text{Number of shares outstanding})$

**Negotiable Certificate of Deposit:** A large denomination certificate of deposit, which can be sold in the open market prior to maturity.

**Nominal Yield:** The stated rate of interest that a bond pays its current owner, based on par value of the security. It is also known as the "coupon," "coupon rate," or "interest rate."

**New Issue:** Term used when a security is originally "brought" to market.

**Note:** A written promise to pay a specified amount to a certain entity on demand or on a specified date.

**Open Market Operations:** Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the Federal Open Market Committee, (FOMC), to influence the volume of money and credit in



the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit: Sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

**Par Value:** The amount of principal that must be paid at maturity. Also referred to as the face amount of a bond, normally quoted in \$1,000 increments per bond.

**Portfolio:** Collection of securities held by an investor.

**Premium:** The amount by which the price paid for a security exceeds the security's par value.

**Primary Dealer:** A group of government securities dealers that submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities, broker/dealers, banks and a few unregulated firms.

**Principal:** The face value or par value of a debt instrument, or the amount of capital invested in a given security.

**Prospectus:** A legal document that must be provided to any prospective purchaser of a new securities offering registered with the SEC that typically includes information on the issuer, the issuer's business, the proposed use of proceeds, the experience of the issuer's management, and certain certified financial statements (also known as an "official statement").

**Prudent Investor Standard:** An investment standard. In some states, the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the state, the so-called legal list. In other states, the trustee may invest in a security if it is one that would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

**Purchase Date:** The date in which a security is purchased for settlement on that or a later date.

**Range Note:** A debt security with a varied interest payment that depends on the number of days the designated index falls within (or in some cases outside) an established range of interest rates. Should rates move beyond the range on either end, the investor faces the risk of a reduced or zero interest payment for the applicable interest period.

**Rate of Return:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

**Rating Agency:** Nationally recognized credit rating agency such as Fitch, Moody's or S&P.

**Rating Category:** A credit rating assignment by a Rating Agency shall mean (a) with respect to any long-term rating category, all ratings designated by a particular letter or

combination of letters, without regard to any numerical modifier, plus or minus sign or other modifier, and (b) with respect to any short-term or commercial paper rating category, all ratings designated by a particular letter or combination of letters and taking into account any numerical modifier, but not any plus or minus sign or other modifier.

**Repurchase Agreement (RP or Repo):** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security “buyer” in effect lends the “seller” money for the period of the agreement and the terms of the agreement are structured to compensate the buyer for this. Dealers use RP extensively to finance their positions. Exception: when the Fed is said to be doing RP, it is lending money, which is increasing bank reserves.

**Reverse Repurchase Agreement (Reverse Repo):** A counter party (e.g. investment dealer) buys the securities from the holder of securities (e.g. the Agency) with an agreement to sell them back at a fixed date. The counter party in effect lends the seller, (e.g. the Agency) money for the period of the agreement with terms of the agreement structured to compensate buyer.

**Safekeeping:** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank’s vaults for protection.

**Secondary Market:** A market for the repurchase and resale of outstanding issues following the initial distribution.

**Securities:** Investment instruments such as notes, bonds, stocks, money market instruments and other instruments of indebtedness of equity.

**Sec Rule 15C3:1:** See Uniform Net Capital Rule.

**Securities and Exchange Commission:** Agency created by Congress to protect investors in securities transactions by administering securities legislation.

**Settlement Date:** The date on which a trade is cleared by delivery of securities against funds.

**Serial Bond:** A bond issue, usually of a municipality, with various maturity dates scheduled at regular intervals until the entire issue is retired.

**Sinking Fund:** Money accumulated on a regular basis in a separate custodial account that is used to redeem debt securities or preferred stock issues.

**Spread:** The difference between two figures or percentages. It may be the difference between the bid (price at which a prospective buyer offers to pay) and asked (price at which an owner offers to sell) prices of a quote, or between the amount paid when bought and the amount received when sold.

**Standard and Poor’s Corporation (S&P):** One of the three best-known rating agencies in the United States, the others being Moody’s Investment Service, Inc. and Fitch IBCA, Inc. (Fitch).

**Strip (Bonds):** Brokerage-house practice of separating a bond into its principal and interest, which are then sold as zero-coupon bonds.

**Supranationals:** Multi-national organizations whereby member states transcend national boundaries or interests to share in the decision making to promote economic development in member countries.

**Swap:** An agreement between two parties (known as counterparties) where one stream of future interest payments is exchanged for another based on a specified principal amount.

**Term Bond:** Bonds comprising a large part or all of a particular issue, which come due in a single maturity. The issuer usually agrees to make periodic payments into a sinking fund for mandatory redemption of term bonds before maturity.

**Time Certificate of Deposit:** A non-negotiable certificate of deposit, which cannot be sold prior to maturity.

**Total Return:** The sum of all investment income plus changes in the capital value of the portfolio. For mutual funds, return on an investment is composed of share price appreciation plus any realized dividends or capital gains. This is calculated by taking the following components during a certain time period. (Price Appreciation) + (Dividends paid) + (Capital gains) = Total Return

**Treasury Bills:** A noninterest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months or one year.

**Treasury Bonds:** Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

**Treasury Notes:** Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

**Trustee or trust company or trust department of a bank:** A financial institution with trust powers which acts in a fiduciary capacity for the benefit of the bondholders in enforcing the terms of the bond contract.

**Underwriter:** A dealer which purchases a new issue of municipal securities for resale.

**Uniform Net Capital Rule:** Securities and Exchange Commission requirement that member firms as well as nonmember broker/dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

**U.S. Government Agencies:** Instruments issued by various U.S. Government Agencies most of which are secured only by the credit worthiness of the agency.

**U.S. Treasury Obligations:** Debt obligations of the United States Government sold by the Treasury Department in the forms of Bills, Notes, and Bonds. Bills are short-term obligations that mature in 1 year or less and are sold based on a rate of discount. Notes are obligations that mature between 1 year and 10 years. Bonds are long-term obligations that generally mature in 10 years or more.

**Weighted Average Maturity (WAM):** The average maturity of all the securities that comprise a portfolio that is typically expressed in days or years.

**Yield:** The rate of annual income returns on an investment, expressed as a percentage. (a) Income Yield is obtained by dividing the current dollar income by the current market price for the security. (b) Net Yield or Yield to Maturity is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

**Yield to Maturity:** The rate of income returns on an investment, minus any premium or plus any discount, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond, expressed as a percentage.

**Yield Curve:** A graphic representation that shows the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity.

**Zero-coupon Securities:** Security that is issued at a discount and makes no periodic interest payments. The rate of return consists of a gradual accretion of the principal of the security and is payable at par upon maturity.

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Amending the City's Purchasing Policy )  
To Require Project Stabilization )  
Agreement and Update Requirements )

RESOLUTION NO. 18-13556

The City Council of the City of Pittsburg DOES RESOLVE as follows:

WHEREAS, the City has adopted a Purchasing Policy for the informal and formal bidding of supplies, general services, professional services, and public works projects; and

WHEREAS, the City Council authorized execution of a Project Stabilization Agreement and directed a revision to the Purchasing Policy accordingly; and

WHEREAS, the City Council in 2018 established and filled the in-house City Attorney position and City Council seeks to set forth the purchasing authority for the City Attorney; and

WHEREAS, it is prudent to expressly set forth contracting statutory requirements and/or best practices that contracts must be in writing and set forth the total maximum compensation, contract splitting is prohibited, subsequent years' appropriations for funding multi-year contracts are subject to authorization by City Council, contracts of \$10,000 or more require review and signature by the City Attorney, and circumstances when staff may amend a contract to increase compensation.

NOW, THEREFORE, the City Council finds and determines as follows:

Section 1. All the recitals above are true and correct and incorporated herein.

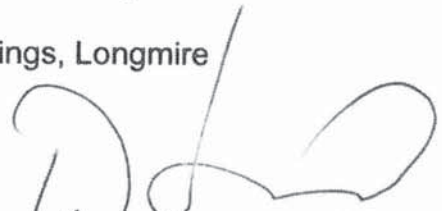
Section 2. The City Council hereby adopts this Resolution and amends the City's Purchasing Policy as shown in Exhibit A to this Resolution.

Section 3. The City Clerk shall certify to the adoption of this Resolution.

Section 4. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Council of the City of Pittsburg at a regular meeting on the 5th day of November 2018, by the following vote:

AYES: Banales, Craft, Evola, Killings, Longmire  
NOES: None  
ABSTAINED: None  
ABSENT: None

  
\_\_\_\_\_  
Dwaine "Pete" Longmire, Mayor

ATTEST:



Alice E. Evenson, City Clerk

**Exhibit A**

**CITY OF PITTSBURG  
PURCHASING POLICY**

**REVISED NOVEMBER 2018**

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## CITY OF PITTSBURG PURCHASING POLICY

**1. Authority Provided**

In compliance with Pittsburg Municipal Code Chapter 2.85.010, this Purchasing Policy was adopted by City Council Resolution No. 18-13556.

**2. Purchasing Authority**

Except as authorized below, no purchase may be made without the City Council's prior approval.

For purposes of this Policy, "Executive Team Member" shall mean the Assistant City Manager(s), Police Chief, Director of Finance, Human Resource Director, Public Works Director, Director of Community Services, Director of Community Development and Director of Records and Council Services.

Employees in the following positions are authorized to execute on behalf of the City agreements in the amounts as follows:

Position	Supplies	General Services	Professional Services	Public Works Projects
City Manager	\$75,000 or less	\$75,000 or less	\$75,000 or less	\$75,000 or less
City Attorney	\$10,000 or less	\$75,000 or less	\$75,000 or less	N/A
Executive Team Member	\$50,000 or less	\$50,000 or less	\$50,000 or less	\$50,000 or less

As authorized by Pittsburg Municipal Code Section 2.85.030, the City Manager may delegate his or her duties as chief purchasing officer to other city positions so long as such delegation is in writing and consistent with this Policy. By way of example, the City Manager may delegate purchasing authority of \$25,000 or less to the Planning Manager for professional services.

The City Attorney is authorized to purchase legal services, general services, and supplies for the City Attorney's Office.

All contracts must be in writing and set forth a total maximum compensation.

The contracting amounts set forth above are for one contract regardless of the duration of the contract. Contract splitting is prohibited. Contract splitting is dividing purchases into separate contracts, each below the amount of contracting authority, to avoid the requirement to obtain City Council approval or to competitive bidding.

For any multi-year contract, adequate funds must be available to fulfill the first fiscal year's obligation at the time of contract execution. Subsequent years' appropriations are subject to authorization by City Council unless allowed pursuant to state law and the terms of the contract.

Any contract for a duration of more than seven years must be approved by City Council regardless of the amount of compensation.

Any contract in an amount of \$10,000 or more must be reviewed and signed approving as to form by the City Attorney.

Purchasers may amend a contract that has been approved by City Council to increase compensation when 1) the City Council has approved a contingency amount and the increase is equal or less than the contingency amount, or 2) the amount of the increase is equal or less than the amount authorized for the purchaser as set forth above.

All contracts for outside legal counsel must be approved by the City Attorney.

**Supplies** are the purchase or lease of goods and equipment in the general conduct of the City's business, except supplies for a public works project governed by the California Public Contracts Code.

**General Services** are services such as uniform cleaning, maintenance or other services which do not require any unique skill, special background, training, and obtaining such services at the lowest cost is the highest weighted factor in selection, as opposed to personal performance.

**Professional Services** are services from a vendor who possesses a high degree of professional or technical skill. Professional services include legal, data processing and programming, planning, environmental, financial, architecture, engineering, etc. The selection must be based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services. State law does not require competitive bidding for these types of services.

**Public Works Project** has the same meaning as set forth in California Labor Code Section 1720. It is a project for the erection, improvement, painting or repair of public buildings and works; work in or about streams, bays, waterfronts, embankments, or other work for protection against overflow; street or sewer work except maintenance or repair; and/or furnishing supplies or materials for any such project, including maintenance or repair of streets or sewers.

### 3. **Informal Bidding Permitted**

Informal bidding, as may be further defined through administrative procedures, is authorized with the following limitations:



	Supplies	General Services	Professional Services	Public Works Project
Suggestion of soliciting comparable quotes.	\$10,000 or less	\$10,000 or less	\$10,000 or less	See Public Works Project "Informal Bidding Procedure"
Must solicit comparable quotes/informal proposals.	\$10,001 to \$50,000 must solicit a minimum of three quotes	\$10,001 to \$50,000 must solicit a minimum of three quotes	\$10,001 to \$50,000 must solicit a minimum of one quote	See Public Works Project "Informal Bidding Procedure"
Must solicit formal proposals/bids.	\$50,001 or more	\$50,001 or more	\$50,001 or more *	More than \$125,000

\* State law does not require competitive bidding for Professional Services; however, to promote fairness, the City strongly encourages the solicitation of competitive proposals for these services.

#### **4. Informal Bidding Procedure, not a Public Works Project**

The City Manager may issue administrative procedures setting forth requirements of informal bidding procedures for the purchase of supplies, general services, and professional services, consistent with state law and this Policy. Such procedures shall ensure uniformity of the City's purchasing practices.

#### **5. Informal Bidding Procedure, Public Works Projects**

As authorized by Pittsburg Municipal Code Chapter 2.86, a public works project of \$175,000 or less may be accomplished by informal bidding in compliance with Pittsburg Municipal Code Sections 2.86.030-060:

#### **6. Formal Bids**

##### **6.1 For Supplies, General Services, and Professional Services**

All purchases of supplies, general services, or professional services which may not be purchased under the City's informal bid thresholds shall be procured using a formal bid process. The City Manager may direct those purchases which fall within the informal bid thresholds to be formally bid, although there is no policy requirement for such a formal bid.

Formal bids for supplies, general services, or professional services shall contain the following elements and the City Manager may develop administrative procedures which adhere to these elements:

- Shall be prepared using a Request for Proposal (RFP) or a Request for Quote (RFQ) format; and
- Shall solicit potential vendors through the use of informal and/or formalized bidders lists; and

- Shall advertise the RFP or RFQ through an invitation to bid in a newspaper of general circulation, or through direct mailing, or through notices posted on the City’s website; and
- Shall be publicly opened when required, in accordance with State Law, by the City Clerk or his/her designee or assignee; and
- For supplies, shall be awarded to the lowest responsive bidder; or
- For general services, shall be awarded based on best value to the City; or
- For professional services, shall be awarded in accordance with state law and this Policy.

Note: Best value is the valuation of price in conjunction with quality of service.

## 6.2 For Public Works Projects

Public works project purchases (including emergency purchases) which exceed the informal bid threshold shall be made in conformance with the California Public Contract Code.

A public works project of more than \$1 million is subject to a Project Stabilization Agreement unless exempt, as set forth in Resolution No. 18-13456, until November 5, 2023.

## 7. **Exemptions from Bidding**

### 7.1 Emergency Purchasing

In the event of an emergency for a non-public works project, the City Manager or designee may waive any purchasing procedure. An emergency is defined to mean any of the following:

- There is a great public calamity.
- There is immediate need to prepare for national or local defense.
- There is a breakdown in machinery or an essential service that requires the immediate purchase of supplies or services to protect the public health, welfare or safety, or to prevent financial loss, or for the continued conduct of City services.

### 7.2 “Piggyback” Purchasing

Purchases may be made through an agreement for supplies or services negotiated by another governmental agency if: (a) the agreement was awarded by a public agency situated within the State of California utilizing a quotation or bid procedure substantially similar to the City’s required procedures for a contract of the same type and dollar amount; or (b) the agreement is identified on the California Multiple Award Schedules (“CMAS”) listing maintained by the State of California Department of General Services – Procurement Division.

### 7.3 Other

Based on unique facts or circumstances and a recommendation with justification from the affected department director, the City Manager after consultation with the City Attorney may waive one or more purchasing procedures if he/she determines the interests of the City are best served; provided, however, such waiver is not in violation of City Council policy or applicable law.

### 8. Local Preference

The City shall provide a three percent (3%) preference for local vendors on all qualifying purchases up to \$50,000. To qualify for this preference, the purchase must be subject to sales tax collection. Also, the purchase order or contract must be issued to a business holding a current, valid City of Pittsburg business license and said business must be located in Pittsburg, California.

### 9. Minority and Women Owned Businesses

It is the City's policy to give minority suppliers an opportunity to compete on an equal basis with all other vendors in the competitive marketplace. One of the responsibilities of the Chief Purchasing Officer or his/her designee is to seek out and identify qualified, minority-owned firms and assist them in becoming familiar with the City's requirements for city purchases.

### 10. Recycled Products Preference

The City will consider preferences, when using competitive bids, in determining the lowest price(s) for products containing recycled materials. The following preferences are not cumulative; only one preference may be applied to a single product:

- Total aggregate purchase of ten thousand dollars (\$10,000.00) or less. The City will consider a five percent (5%) preference for products containing fifty percent (50%) or more post-consumer recycled content.
- Total aggregate purchase of five thousand dollars (\$5,000.00) or less. The City will consider a ten percent (10%) preference for products containing fifty percent (50%) or more post-consumer recycled content.
- Total aggregate purchase of one thousand dollars (\$1,000.00) or less. The City will consider a ten percent (10%) preference for products containing fifty percent (50%) or more post-consumer recycled content.

The following procurements are exempt from the requirements as mentioned above:

- Purchases made with federal or state grant funds.
- Purchases of construction or public works projects.
- Purchases made in cooperation with other public entities.



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BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

A Resolution Establishing the City's )  
Purchasing Policy for Use During a )  
Proclaimed Emergency or Disaster )

RESOLUTION NO. 17-13389

The City Council of the City of Pittsburg DOES RESOLVE as follows:

WHEREAS, the City currently has an adopted purchasing ordinance for normal operations, however in the event of an emergency or disaster, this policy may not allow the flexibility needed for the required response. Without a specific emergency purchasing policy, costs incurred and requested for reimbursement from FEMA may be at risk if the City follows the existing normal operating purchasing policy.

WHEREAS, staff recommends that the City Council adopt the attached Resolution establishing a purchasing policy for use during an emergency or disaster.

NOW, THEREFORE, the City Council finds and determines as follows:

Section 1.

The City Council hereby finds and determines that the above recitals are true and correct and have served as the basis, in part, for the findings and actions of the City Council set forth below.

Section 2.

The City of Pittsburg Purchasing Policy for use during a proclaimed emergency or disaster attached as Exhibit A.

Section 3.

The City Clerk shall certify to the adoption of this Resolution.

Section 4.


This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Council of the City of Pittsburg at a regular meeting on the 6<sup>th</sup> day of November 2017, by the following vote:

AYES: Banales, Evola, Killings, Longmire, Craft  
NOES: None  
ABSTAINED: None  
ABSENT: None

  
Marilyn Craft, Mayor

ATTEST:

  
Alice E. Evenson, City Clerk

## **City of Pittsburg – Purchasing Policy for Use During a Proclaimed Emergency or Disaster**

### **§ 1 Purpose**

This Policy modifies the City's normal purchasing practices to assure that, in both emergency and exigent circumstances caused by a proclaimed disaster or emergency, the City will be able to acquire the goods and services required to address an immediate threat to life, Public health or safety, or to eliminate/reduce an immediate threat of significant damage to improve public and private property through cost-effective measures while still maintaining an effective purchasing process and complying with applicable local and state purchasing laws. Where the City is included in a major disaster or emergency declared by the President of the United States, this Policy also assures that City procurements comply with Federal regulations applicable to FEMA disaster grant reimbursement as defined in Title 2 of the Code of Federal Regulations, Part 200. (2CFR Part 200). This policy shall not apply to purchases subject to the requirements of the public contract code. Purchases made pursuant to this policy shall comply with applicable requirements of the California Environmental Quality Act (CEQA) and applicable emergency exceptions.

### **§ 2 Definitions**

For purposes of this policy:

(a) proclaimed disaster or emergency exists if:

- I. the Governor has declared a state of emergency for an area which includes the geographic territory of the City; or
- II. the City Manager of the City has declared an emergency in the City;

(b) "Exigent Circumstances" are situations in which

- I. a disaster or emergency has been proclaimed, and
- II. the public exigency for goods and services required to address an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures will not permit competitive solicitation.

(c) The City Manager is the EOC, if the City Manager is not available the EOC Director shall be the Assistant City Manager followed by the Policy Chief, a Police Captain then the Public Works Director.

### **§ 3 Delegations of Purchasing Authority in Exigent Circumstances.**

(a) If the City Manager determines that goods and services must be procured before the Elected governing board is able to assemble and approve purchases, the City Manager has authority, subject to the limitations set forth in sub-paragraphs (a)(1) and (a)(II), to approve the immediate rental or purchase of any equipment, supplies,

services or other items necessary to respond to an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures.

(I) Limits of Single Purchasing Authority.

(II) The City Manager, shall have the authority to make individual purchases up to \$150,000 on his or her signature alone. The City Manager shall have the authority to make purchases in excess of \$150,000 up to a maximum of \$250,000 when countersigned by the Mayor or in the Mayor's absence countersigned by the Vice-Mayor. If both the Mayor and Vice-Mayor are unavailable another council member may countersign the authorization. Limits of Aggregate Purchasing Authority.

The City Manager shall have the authority to make aggregate purchases up to \$150,000 on his or her signature alone. The City Manager shall have the authority to make purchases in excess of \$150,000 up to a maximum of \$250,000 when countersigned by the Mayor or in the Mayor's absence countersigned by the Vice-Mayor. If both the Mayor and Vice-Mayor are unavailable another council member may countersign the authorization.

(III) Purchases made during a Proclaimed Emergency or Disaster may be taken from the reserve balance of the General Fund to the extent they exceed previously budgeted items.

(b) Sub-delegation to EOC Director -

a. The EOC Director shall be a designee of the City Manager at any time the City Manager is not available to approve purchases as allowed in this section.

(c) Sub-delegation of Purchasing Authority to Department Heads:

a. If the EOC Director is not available, the City department heads, have authority to rent or purchase from the nearest available source any equipment, supplies, services, or other items necessary for his or her department to respond to an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures, up to a maximum of \$75,000.

(d) Administrative Procedures:

(1) As soon as possible after purchases are made under this section 3, the City Manager, EOC Director, or department head shall submit to the Purchasing Officer, a requisition and a notation that the commodity has been ordered on an emergency basis from the vendor designated.

(2) The Purchasing Officer will inform the City Manager and the Elected governing board of any individual purchase under this section with a contract amount greater than \$75,000, and whenever the aggregate of purchases under this section is greater than \$150,000 thousand dollars.

(3) the Purchasing Officer will obtain the City Manager's (or EOC Director as the City Manager's designee) approval prior to any purchase by a department head if the amount is \$75,000 thousand dollars or more.

(4) If the City Manager/EOC Director is unavailable, and the delay in getting his/her signature would imperil life, safety or improved property, the police chief, and/or police department watch commander, or his/her designee may approve the emergency purchase of \$75,000 thousand dollars or more.

(5) The Purchasing Officer shall have the authority to approve all disaster related purchases under \$150,000 thousand dollars with the City Managers approval.

(6) The Purchasing Officer will expedite the verification of funds available and complete the preparation of the purchase order.

#### **§ 4 Procurement Procedures in Exigent Circumstances.**

Upon receipt of requisitions under Section 3, the Purchasing Officer shall prepare purchase orders for the emergency equipment, supplies, services or other items in accordance with the requirements of this section.

(a) Exempt Purchases.

Purchases below \$25,000 shall not be required to be formally bid. Purchases greater than \$25,000 may be made following the procedures specified in this section. The signature(s) of the City Manager, Purchasing Officer and or Department Head are still required as provided in Section 3.

(b) Justification of Sole Source or No-bid Contracts.

Where exigent circumstances require immediate procurement from the nearest available source,

- (i) the Procurement Officer shall use the "Justification Form for Emergency Sole Source or No-Bid Purchase."
- (ii) procurement should be limited to that portion of the work that must be performed immediately, allowing subsequent procurement by competitive proposals of the remainder of the work.
- (iii) "sole source" or "no-bid" acquisitions shall be necessary for one of the following reasons: placement of emergency protective measures, procurement of a scarce commodities, goods, or services or acquisition or rental of emergency equipment, emergency consulting services, emergency road clearance or other emergency requirements.

(c) Provision for Alternate Bid Solicitation Procedures.

The City's normal requirements for sealed bids shall not apply to acquisitions under Section 3. However, the Procurement Officer shall conduct telephonic or other electronic bid solicitation from potential vendors or suppliers, in lieu of written and/or sealed bids, in an effort to obtain multiple competitive proposals when and if time allows in light of the exigent circumstances.

(d) Locations of Postings for Requests for Proposals or Solicitation of Bids.

The Procurement Officer may waive normal requirements for public posting of requests for proposals or solicitation of bids. Notices soliciting bids or requests for proposals shall be posted at the Emergency Operations Center or Alternate Emergency Operations Center, if the Primary Emergency Operations Center is not



being used.

- (e) Length of Time for Posting Requests for Proposals or Solicitation of Bids.  
The Procurement Officer may shorten the normal bid period from 10 days to expedite the award of contracts for emergency equipment, goods, or services. The Procurement Officer should seek to assure that the shortened bid period allows multiple suppliers to submit bids.

- (f) Number of Bids Required.  
Solicited bids that are non-responsive shall count towards the minimum numbers of bids required when there is a declared emergency or disaster in the Jurisdiction." All such no-bids must be documented as to time, date and person or company contacted, with a reason for the no-bid, if possible.

## **§ 5 Notification and Ratification**

- (a) Posting of Contract Awards.  
Under this section, all contracts awarded, that exceed \$150,000 shall be presented to the Elected governing board for ratification and thereafter, shall publicly posted within sixty (60) days of the award.

- (b) Authority to Cancel Emergency Procurements.  
As a provision of this ordinance, the City has the absolute authority to rescind a contract for non-performance within 24 hours when a contractor or vendor, once awarded a contract, is unable to perform under the terms of the contract and the resulting delay or non-performance presents an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures.

- (c) Notification Requirement for Emergency Purchases. For any purchase in excess of \$150,000, the City Manager shall report all such purchases to the Elected governing board within thirty (30) days of the onset of the disaster.

- (d) Requirement for Separate invoicing.  
All purchases or rentals made during proclaimed emergency or disaster conditions shall require separate invoicing from routine (non-disaster related) purchases. All invoices shall state the goods, services or equipment provided and shall specify where the goods or services were delivered. All invoices shall specify the locations where the goods or services were used if at all possible.

- (e) Auditing of Invoices for Debris Clearance Prior to Payment. All invoices for debris clearance and removal shall be audited by the City prior to payment to the vendor. Vendors shall be notified of this requirement prior to the awarding of any contract for debris clearance and/or removal. Audits shall be in accordance with procedures for debris removal monitoring specified in FEMA's Publication 325, Debris Management Guide.

- (f) Limitations of Disaster Purchasing Policy.  
For the purposes of this section, an emergency or disaster shall be deemed to exist when a condition exists that presents an immediate threat to life, public health, or

safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures and a local emergency or disaster has been proclaimed. Any purchases that do not meet the standard of being necessary for responding to an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures shall follow the City's regular purchasing provisions.

**Notwithstanding the terms of this policy, nothing contained herein shall conflict with Federal procurement regulations as currently defined in 2 CFR Part 200.**



**OFFICE OF THE CITY MANAGER/EXECUTIVE DIRECTOR  
65 Civic Avenue  
Pittsburg, CA 94565**

**DATE:** 10/25/2017  
**TO:** Mayor and Council Members  
**FROM:** Joe Sbranti, City Manager  
**SUBJECT:** Adoption of a City Council Resolution Approving Purchasing Policy for Use During a Proclaimed Emergency or Disaster  
**MEETING DATE:** 11/6/2017

**EXECUTIVE SUMMARY**

During a declared emergency or disaster the City needs to have a purchasing policy in place which allows staff the flexibility to acquire goods and services required to address immediate threats to life, public health and safety, or to eliminate/reduce damage to property.

**FISCAL IMPACT**

There is no fiscal impact to adopting this policy. Adoption of this policy will reduce the possibility of reduced reimbursement funding from the Federal Emergency Management Agency (FEMA) should the City apply for aid due to a proclaimed emergency or disaster.

**RECOMMENDATION**

Staff recommends that City Council adopts the attached resolution approving a Purchasing Policy for use during a proclaimed Emergency of Disaster.

**BACKGROUND**

The City currently has an adopted purchasing ordinance for normal operations, however in the event of an emergency or disaster, this policy may not allow the flexibility needed for the required response. Without a specific emergency purchasing policy, costs incurred and requested for reimbursement from FEMA may be at risk if the City follows the existing normal operating purchasing policy.

**SUBCOMMITTEE FINDINGS**

At a meeting held on October 18, 2017, the finance subcommittee recommended staff prepare and have in place a policy establishing the Purchasing Policy for use during a proclaimed emergency or disaster.

### **STAFF ANALYSIS**

During the spring of 2017, the City experienced flooding which became partially eligible for reimbursement due to federal and state declarations of an emergency. As a result of the time and energy staff spent on the application for reimbursement, staff attended a Disaster Cost Recovery Training class. At this class, staff discovered that the City should implement a policy to handle purchasing in case of a proclaimed emergency or disaster to ensure the costs incurred comply with the FEMA reimbursement guidelines as defined in Title 2 Code of Federal Regulations Part 200 (2CFR Part 200) and may be eligible for federal relief.

The attached purchasing policy will enable the City to acquire the goods and services required to address an immediate threat to life, Public health or safety, or to eliminate/reduce an immediate threat of significant damage to improve public and private property through cost-effective measures while still maintaining an effective purchasing process and complying with applicable local, state and federal purchasing laws.

ATTACHMENTS: Resolution  
Exhibit A – Purchasing Policy for use during a proclaimed emergency or disaster

Report Prepared By: Brad Farmer, Director of Finance

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Approval of the Operating Budget )  
for Fiscal Year 2021-22 for the City of )  
Pittsburg and Appropriation of Funds )  
for Fiscal Year 2021-22 )

RESOLUTION NO. 21-

The Pittsburg City Council DOES RESOLVE as follows:

WHEREAS, the City Manager has prepared, transmitted, and presented the one-year Preliminary Operating Budget for Fiscal Year 2021-22 to the City Council for its consideration; and

WHEREAS, the City prepares and adopts the Preliminary Operating Budget for Fiscal Year 2021-22 with the intent of providing a planned program for services and a financial system to carry out the planned program of services; and

WHEREAS, the Preliminary Operating Budget for Fiscal Year 2021-22 for the City of Pittsburg was presented to the City Council's Finance Sub-Committee on April 30, 2021. Council Budget workshops were held on May 10, 2021, and June 7, 2021. Copies of the proposed budget and supporting documentation were submitted to interested parties prior to the meetings; and

WHEREAS, the City Council, having fully reviewed the Preliminary Operating Budget for Fiscal Year 2020-21 being fully advised, finds, and determines that the said Preliminary Operating Budget should be adopted and prepared in the final form.

NOW, THEREFORE, the City Council finds and determines as follows:

Section 1. Findings and Authorization

- A. The recitals set forth above are true and correct statements and are hereby incorporated in conjunction with the respective staff report.
- B. The Budget for Fiscal Year 2021-22 is hereby approved as set forth in a copy of said budget summary on file with the City of Pittsburg and which by this reference is incorporated herein and authorizes the preparation of the final Adopted Operating Budget for Fiscal Year 2021-22.
- C. The funds are hereby and shall be appropriated in the base amount for all City funds, in the manner and for the purposes set forth in Attachment I – Summary of Fund Condition.
- D. Measure M funds in reserve in FY 2020-21 shall be reallocated as follows: \$750 thousand to Streets and \$250 thousand to Economic Development. Any Measure M appropriations unused at the end of FY2020-21 will be committed for future appropriations for Measure M projects and activities.

- E. The Finance Director or his/her designee is hereby authorized to approve payment of goods and services received by the City of Pittsburg in accordance with the City's approved budget, programs, and policies.
- F. The City Council of the City of Pittsburg authorizes changes to be made to the annual budget of the City of Pittsburg as follows:

Items Requiring Council/Agency Action:

- Appropriation of fund balance reserves.
- Transfers of appropriations between funds.
- New interfund loans or advances.
- Creation of new capital projects.
- Transactions which increase total fund budgets.

Items Delegated to the City Manager:

- Items in excess of \$5,000.00
- Transfers between departments and divisions so that the total fund budget remains the same.
- Approval of transfers within funds which increase salary and benefit appropriations so that the total fund budget remains the same.

Items Delegated to Department Heads:

- Allocation of departmental appropriations to line item except for salary and benefit appropriations.
- Changes which exceed current funds disbursement authorizations must be approved by the City Manager. These changes cannot increase the department budget.

Section 2.        Effective Date

This resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED by the City Council of the City of Pittsburg at a regular meeting held on 21<sup>st</sup> day of June 2021, by the following vote:

AYES:  
NOES:  
ABSTAINED:  
ABSENT:

\_\_\_\_\_  
Merl Craft, Mayor

ATTEST:

\_\_\_\_\_  
Alice E. Evenson, City Clerk



**Office of the City Manager  
65 Civic Avenue  
Pittsburg, CA 94565-3814**

**MEMO:** June 21, 2021

**TO:** Mayor and Council Members

**FROM:** Garrett Evans, City Manager

**RE:** Adoption of a City Council Resolution for Approval of the City of Pittsburg's Operating Budget for Fiscal Year 2021-22 and Appropriation of Funds for Fiscal Year 2021-22; Adoption of a City Council Resolution for Approval of the City of Pittsburg's Investment Policy Effective July 1, 2021

**EXECUTIVE SUMMARY**

The City Council's Finance Sub-Committee met on April 30, 2021, and City Council budget workshop meetings were held on May 10, 2021, and June 7, 2021, to review and receive public input and discussion regarding the Draft Operating Budget for Fiscal Year 2021-22. The Fiscal Year 2020-21 budget must be appropriated by July 1, 2021, to provide on-going funding for the City of Pittsburg activities during the next fiscal year.

**FISCAL IMPACT**

The proposed City of Pittsburg Operating Budget for Fiscal Year 2021-22 contains an overall estimated revenue stream of \$231,374,231 and overall appropriations of \$225,963,210. Included in the total appropriations budget are \$51.3 million for the General Fund, \$12.9 million for the Internal Service Funds, \$45.8 million for the Enterprise Funds, \$41.5 million for the Special Revenue Funds, \$7.5 million for the Debt and Project Funds and \$66.9 million for the Successor Agency to the Redevelopment Agency of the City of Pittsburg Funds.

**RECOMMENDATION**

The City Council approve and adopt the Operating Budget for the City of Pittsburg for the Fiscal Year 2021-22.

**BACKGROUND**

The Preliminary Operating Budget for Fiscal Year 2021-22 for the City of Pittsburg was presented to the City Council's Finance Sub-Committee on April 30, 2021. Council Budget workshops were held on May 10, 2021, and June 7, 2021. Copies of the proposed budget

and supporting documentation were submitted to interested parties prior to the meetings. A complete copy of the detailed Preliminary Operating Budget document for Fiscal Year 2021-22 will be on the City’s website before the June 21, 2021, City Council meeting and can be located by navigating to City Services/Finance/Budget and Other Financial Documents/2021-22 Proposed Budget.

This is the ninth year that the City’s budget has been developed under the guidelines of the City’s Fiscal Sustainability Ordinance. The Budget Stabilization Fund projected balance at the end of FY 2021-22 is over five percent of the General Fund operating expenditures as required by the Ordinance. While the City Council adopted a change to the Fiscal Sustainability Ordinance allowing up to 10 percent of the required minimum 30 percent General Fund reserve level to be held in real estate, no expected utilization of real estate is projected for the current year to maintain the minimum requirements as outlined in the Ordinance.

**SUBCOMMITTEE FINDINGS**

The City Council’s Finance Sub-committee met on April 30, 2021, to review the proposed budget. They did not have any changes to the City’s Fiscal Year 2020-21 Proposed Budget.

**STAFF ANALYSIS**

Revenues for the City are projected to be \$231.4 million, of which 22 percent comprises the General Fund. The City’s total expenditures are projected to be \$225.9 million, of which 23 percent is the General Fund, the City’s main source of unrestricted funds. This proposed budget funds 300 full-time equivalent employees. This Budget follows the requirements of the Fiscal Sustainability Ordinance, which set a minimum reserve by the end of FY 2017-18.

Projected FY 2021-22 ending Budget Stabilization Fund Balance     \$ 2,445,285  
 Projected FY 2021-22 ending General Fund Balance                             \$16,736,947

**Overview of the General Fund Proposed Operating Budget for FY 2021-22**

	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>Increase /</b>	<b>Percentage</b>
	<b>Amended Budget</b>	<b>Proposed Budget</b>	<b>(Decrease)</b>	<b>Inc/(Dec)</b>
Revenues	48,185,326	50,315,328	2,130,002	4.4%
Expenditures	47,736,628	51,290,812	3,554,184	7.4%
Surplus (Deficit)	448,698	(975,484)	(1,424,182)	
Use of General Fund Balance	448,698	(975,484)	(1,424,182)	

**Revenues**

The City’s revenue streams are influenced by overall economic conditions. Total General Fund revenue projections for FY 2021-22 are approximately \$2.1 million more than FY 2020-21 year-end estimates. This increase is due primarily to anticipated economic recovery



following the COVID-19 pandemic. The General Fund major revenue sources include property and sales taxes, franchise taxes, other taxes, permits, licenses and fees. Together the major sources comprise 83.9 percent of total General Fund revenues for FY 2021-22. The remaining 16.1 percent includes revenues transfers, administrative overhead reimbursements, investments, and other revenues.

The City anticipates property tax revenues to increase in FY 2021-22 by \$312,000, approximately half of which is due to increases in secured property, with the other half due to increases in supplemental taxes.

For FY 2021-22, Sales Tax revenue projections have increased by \$1.2 million compared to the FY 2020-21 year-end estimates, a 10 percent increase. This is in line with sales tax trends, and staff anticipates this growth to continue.

Revenues in other funds include Internal Service Funds \$11.7 million, Enterprise Funds \$47.8 million, Special Revenue Funds \$41.5 million, Capital Project and Debt Service Funds \$12.7 million, and Successor Agency \$66.7 million.

## **Expenditures**

General Fund projected expenditures have increased by \$3.5 million in FY 2021-22 over FY 2020-21, though only \$2.3 million over the pre-COVID-19 FY 2019-20. Increases are related to increasing fringe benefits, such as pension and medical costs, and to an increase in the contribution from the General Fund to the City-Wide Lighting and Landscaping Fund. This budget continues to see additional resources dedicated to fund the City's pension obligation, with higher contribution rates and additional funding requirements to cover the unfunded actuarial liabilities (UAL) and changes initiated by the California Public Employees' Retirement System (CalPERS) Board. These increases are the result of changes in CalPERS policies to proactively fund the current UAL over the next 15 years.

Expenditures in other include Internal Service Funds \$12.9 million, Enterprise Funds \$45.8 million, Special Revenue Funds \$41.5 million, Capital Project and Debt Service Funds \$7.5 million, and Successor Agency \$66.9 million.

## **Investment Policy**

This year, the Finance Sub-Committee reviewed and updated the City's Investment Policy. Updates incorporated changes in California State regulations governing how municipalities can invest idle funds and improvements to language and formatting. The City Treasurer reviewed the policy with the City's investment consultant, and the Finance Subcommittee reviewed the changes at its May 21, 2021, meeting. Both the City Treasurer and the Finance Subcommittee have approved the revised Investment Policy. The updated Investment Policy and Resolution for Approval are attached.

## **Measure M**

The Measure M Oversight Committee met on May 26, 2021, and reviewed a report of the current fiscal year (2020-21) expenditures as well as the proposed budget for FY 2021-22.

The Committee recommended releasing the \$1 million reserve from FY 2020-21 and distributing it as follows: \$750 thousand to streets and \$250 thousand to Economic Development. It is highly unlikely that projects funded by these additional monies can be completed prior to the end of FY 2021-22. Therefore, staff recommends the City Council restrict any unused funds, that would normally flow into fund balance, at the end of the FY2020-21 to make certain Measure M monies are not used for other purposes.

Report Prepared By: Emily Plummer-Boyd, Interim Director of Finance

**ATTACHMENTS:**

FY2021-22 Budget Resolution  
Investment Policy Resolution  
Fiscal Year 2020-21 City Manager Budget Message  
Summary of Fund Conditions for FY 2020-21  
Summary of Revenues and Expenditures All Funds  
Revenue Source by Category and Object All Funds  
Summary of Expenditures by Program All Funds  
General Fund Revenues  
General Fund Expenditures  
Investment Policy Document

**Summary of Fund Condition  
Table 1**

	Estimated Reserves 6/30/2021 <sup>1</sup>	Projected Revenues 2021-22	Transfers-In	Projected Expenditures 2021-22	Transfers-Out	Estimated Balance June 30, 2022
<b>General Fund</b>						
General	19,907,716	45,453,078	4,862,250	48,473,876	2,816,936	18,932,232
<b>Subtotal, General fund</b>	<u>\$ 19,907,716</u>	<u>\$ 45,453,078</u>	<u>\$ 4,862,250</u>	<u>\$ 48,473,876</u>	<u>\$ 2,816,936</u>	<u>\$ 18,932,232</u>
<b>Internal Service Funds</b>						
Building Maintenance	788,207	2,098,788	20,000	2,233,888	11,938	661,169
Fleet Maintenance	1,071,019	2,116,954	-	2,982,555	9,972	195,446
Fringe Benefits	1,140,641	1,731,087	-	1,724,775	-	1,146,953
Information Communication Services	1,019,083	1,305,975	-	1,635,831	-	689,227
Insurance	649,766	2,127,211	-	2,097,211	-	679,766
Other Post-Employment Benefits (OPEB) <sup>2</sup>	311,995	1,840,320	400,000	2,239,425	-	312,890
Pension Trust/Reserve Fund <sup>3</sup>	-	60,000	-	10,000	-	50,000
<b>Subtotal, Internal Service Funds</b>	<u>\$ 4,980,711</u>	<u>\$ 11,280,335</u>	<u>\$ 420,000</u>	<u>\$ 12,923,685</u>	<u>\$ 21,910</u>	<u>\$ 3,735,451</u>
<b>Enterprise Funds</b>						
Island Energy	4,321,626	7,391,000	-	6,647,301	28,792	5,036,533
Marina	1,168,096	2,398,139	-	2,443,458	16,994	1,105,783
Pittsburg Power	4,310,729	3,236,759	55,850	1,951,511	715,197	4,936,630
Sewer Utility	3,138,752	5,279,723	771,414	4,774,594	833,596	3,581,699
Water Front Operations	386,932	1,502,704	-	1,082,692	13,343	793,601
Water Utility	24,490,952	26,370,202	817,600	26,103,659	1,164,307	24,410,788
Zone 2 Reservoir	-	6,513	-	-	-	6,513
<b>Subtotal, Enterprise Funds</b>	<u>\$ 37,817,087</u>	<u>\$ 46,185,040</u>	<u>\$ 1,644,864</u>	<u>\$ 43,003,215</u>	<u>\$ 2,772,229</u>	<u>\$ 39,871,547</u>
<b>Special Revenue Funds</b>						
Assets Seizure	64,397	-	-	-	-	64,397
Budget Stabilization	2,445,285	-	-	-	-	2,445,285
CA Energy Conservation Program	4	-	74,500	74,497	-	7
CalHome Program	203,971	102,000	-	100,000	-	205,971
California Theatre	6,891	-	100,000	92,614	-	14,277
CFD 2021-1 Tuscany Meadows	-	45,600	-	-	-	45,600
COPS Hiring Recovery	-	-	-	-	-	-
Economic Development	812,670	627,000	200,000	830,602	51,264	757,804
Emergency Operations Center	21,004	-	82,000	62,000	20,000	21,004
Energy Efficiency and Conservation	-	-	-	-	-	-
Fire District CFD	12,864	16,560	-	2,570	-	26,854
Gas Tax	48,691	1,564,500	-	430,000	1,170,000	13,191
Gas Tax - Road Maint & Rehab (RMRA)	131,094	1,432,291	-	1,481,180	-	82,205
General Plan Update	281,678	3,600	160,000	160,000	-	285,278
GHAD Administration	206,315	1,000	510,000	369,472	4,073	343,770
Golf Course	(3,032)	-	-	-	-	(3,032)
Hillview Jr. High Athletic Field (Mainte	419,774	4,000	-	-	-	423,774
Housing Authority-Section 8	544,088	21,915,604	-	21,892,192	18,680	548,820
HUD Community Development Block Grant	158,691	1,332,236	-	1,002,457	163,545	324,925
Lighting and Landscape	274,620	3,076,649	1,904,986	4,871,882	109,753	274,620
Lighting and Landscaping Oak Hill	57,755	34,359	1,500	45,567	-	48,047
Local Law Enforcement Block Grant	(45,878)	45,878	-	-	-	-
Marina Dredging & Infrastructure Improve	656,159	-	-	100,500	-	555,659
Marina Vista Field Replacement	314,580	3,000	-	-	-	317,580
Measure C Tax Fund	3,658	1,000,000	-	200,000	710,000	93,658
Miscellaneous Grants	(269,846)	276,953	-	-	-	7,107
Neighborhood Stabilization	47,638	400	-	-	-	48,038
Other Impact Fees Fund	40,209	5,000	-	-	-	45,209
Park Maintenance CFD 2007-1	158,485	156,881	-	78,204	702	236,460
Project Amenities Mgmt (CFD 2015-1)	87,607	53,114	-	3,400	-	137,321
Public Safety CFD 2005-1	129,573	757,209	-	4,900	700,000	181,882
Public, Education & Gov't Fees (PEG)	837,298	127,000	-	375,000	-	589,298
R/R AVE SPECIFIC PLAN (E-BART) CFD 2014-	345,109	14,069	-	-	-	359,178
Regional Freeway Security Fund	(53,940)	53,940	-	-	-	-
San Marco CFD 2004-1	142,629	1,121,941	-	10,000	1,050,000	204,570
Small Cities Grant	5,961	-	10,000	5,000	-	10,961
Solid Waste	546,732	709,000	-	609,529	4,213	641,990
Southwest Pittsburg GHAD II	4,657,999	1,010,636	-	268,430	510,000	4,890,205
Storm Water Utility NPDES	489,406	1,262,431	-	1,629,005	10,983	111,849
Successor Agency Housing Fund	5,141,592	272,039	-	330,207	562	5,082,862
US EPA Grants	61,290	1,630,738	-	1,573,238	-	118,790
Vista Del Mar CFD 2005-2	36,628	385,858	-	690	380,000	41,796
<b>Subtotal, Special Revenue Funds</b>	<u>\$ 19,019,649</u>	<u>\$ 39,041,486</u>	<u>\$ 3,042,986</u>	<u>\$ 36,603,136</u>	<u>\$ 4,903,775</u>	<u>\$ 19,597,210</u>

	Estimated Reserves 6/30/2021 <sup>1</sup>	Projected Revenues 2021-22	Transfers-In	Projected Expenditures 2021-22	Transfers-Out	Estimated Balance June 30, 2022
<b>Capital Projects Funds</b>						
Bailey Road Maintenance	1,648,822	113,000	-	-	-	1,761,822
Capital Improvement	60,172	-	600,000	-	-	660,172
Community Capital Improvement	77,998	3,100	-	-	-	81,098
Inclusionary Housing	420,121	4,000	-	-	-	424,121
Infrastructure Repair & Replacement	32,508	-	-	-	-	32,508
Kirker Creek Drainage Fees	360,773	3,000	-	-	-	363,773
Park Dedication	1,049,348	2,665,401	-	567,326	-	3,147,423
Proposition 1B Local ST Road Impr	-	-	-	-	-	-
RDA - Project Fund	48,640	-	-	-	-	48,640
Recycled Water Capital Maintenance	33,427	395	-	-	-	33,822
Regional Traffic Mitigation	81,995	1,100	-	1,000	-	82,095
Traffic Impact Fair Share	524,961	5,500	-	-	-	530,461
Traffic Mitigation	3,435,601	1,025,699	-	84,856	-	4,376,444
<b>Subtotal, Capital Projects Funds</b>	<b>\$ 7,774,366</b>	<b>\$ 3,821,195</b>	<b>\$ 600,000</b>	<b>\$ 653,182</b>	<b>\$ -</b>	<b>\$ 11,542,379</b>
<b>Successor Agency to RDA Funds</b>						
RDA - Housing S/A TAB 2006A	1,596,713	40,000	729,540	717,772	-	1,648,481
RDA - TAB 1999	22,107,228	-	8,761,684	5,156,684	-	25,712,228
RDA - TAB 2004A	-	30,000	-	-	30,000	-
RDA-Tax Increment	1,170,691	130,853	245,239	371,850	33,263	1,141,670
Redevelopment Obligation Retirement Fund	-	33,231,050	-	-	33,231,050	-
Successor Agency to RDA - TARB 2014	-	10,000	4,094,196	7,542,571	-	(3,438,375)
Successor Agency to RDA - TARB 2016A	-	1,000	11,656,342	12,031,467	-	(374,125)
Successor Agency to RDA - TARB 2016B	-	-	-	-	-	-
Successor Agency to RDA - TARB 2016C	-	1,000	6,487,485	6,487,485	-	1,000
Successor to RDA - HSG S/A TARB 2016A	-	5,000	1,319,827	1,309,331	-	15,496
<b>Subtotal, Successor Agency to RDA Funds</b>	<b>\$ 24,874,632</b>	<b>\$ 33,448,903</b>	<b>\$ 33,294,313</b>	<b>\$ 33,617,160</b>	<b>\$ 33,294,313</b>	<b>\$ 24,706,375</b>
<b>Debt Service Funds<sup>4</sup></b>						
Assessment Districts Fund	5,994,295	333,900	-	328,187	-	6,000,008
Pension Obligations	3,264,156	4,406,317	-	4,406,317	-	3,264,156
RDA - Housing Set-Aside TABS - 2004A	-	-	-	-	-	-
RDA - TARB 1992	-	-	-	-	-	-
RDA - TARB 1993A	-	-	-	-	-	-
Re-Assessment District 2011-1	-	1,338,500	-	1,380,595	-	(42,095)
San Marco CFD 2009-1	-	1,445,184	-	33,000	-	1,412,184
Vista Del Mar CFD Bond 2005	-	748,080	-	731,694	-	16,386
Water Utility	692,308	7,800	-	-	-	700,108
<b>Subtotal, Successor Agency to RDA Funds</b>	<b>\$ 9,950,759</b>	<b>\$ 8,279,781</b>	<b>\$ -</b>	<b>\$ 6,879,793</b>	<b>\$ -</b>	<b>\$ 11,350,747</b>
<b>Total All Funds</b>	<b>\$ 124,324,920</b>	<b>\$ 187,509,818</b>	<b>\$ 43,864,413</b>	<b>\$ 182,154,047</b>	<b>\$ 43,809,163</b>	<b>\$ 129,735,941</b>

<sup>1</sup> Represents working capital and does not include fixed assets, inventory, long-term advances or loans

<sup>2</sup> Does not include CERBT trust funds held by CalPERS

<sup>3</sup> Pension trust funds are collected and disbursed to a trustee

<sup>4</sup> Debt service fund balances include debt service reserves held by a trustee

**Summary of Revenues and Expenditures - All Funds**  
**Table 2**

	<b>2019-20 Actual</b>	<b>2020-21 Amended Budget</b>	<b>2021-22 Proposed Budget</b>	<b>Change from 2020-21</b>	<b>% Change</b>
<b>Revenue</b>					
General	48,278,749	47,935,326	50,315,328	2,380,002	4.97
Internal Service	12,374,671	12,600,445	11,700,335	(900,110)	-7.14
Enterprise	54,194,576	47,905,832	47,829,904	(75,928)	-0.16
Special Revenue	36,016,035	51,074,127	42,084,472	(8,989,655)	-17.60
Capital Projects	4,189,275	9,882,671	4,421,195	(5,461,476)	-55.26
Redevelopment Agency	68,362,655	67,249,145	66,743,216	(505,929)	-0.75
Debt Service	8,683,264	8,113,041	8,279,781	166,740	2.06
<b>Total, Revenues</b>	<b>\$ 232,099,225</b>	<b>\$ 244,760,587</b>	<b>\$ 231,374,231</b>	<b>\$ (13,386,356)</b>	<b>-5.47%</b>
<b>Expenditure</b>					
Capital Outlay - Equipment	1,177,584	2,701,695	2,233,500	(468,195)	-17.33
Capital Outlay - Projects	6,234,148	46,320,910	8,551,180	(37,769,730)	-81.54
Contracts & Services	27,945,129	31,574,751	32,245,555	670,804	2.12
Debt Service	41,065,557	44,385,248	43,237,986	(1,147,262)	-2.58
Fringe Benefits	23,604,645	24,295,272	26,681,807	2,386,535	9.82
Grants	0	721,024	620,024	(101,000)	-14.01
Maintenance & Operations	15,999,691	17,182,453	17,094,969	(87,484)	-0.51
Materials & Supplies	12,278,940	14,032,696	15,034,064	1,001,368	7.14
Other	1,373,414	789,041	2,408,500	1,619,459	205.24
Other Reimbursements	597	6,253	0	(6,253)	-100.00
Pass Through Payments	286,514	271,682	269,000	(2,682)	-0.99
Salaries & Wages	29,601,453	31,435,546	31,741,940	306,394	0.97
Special Items of Expense	266,660	313,315	71,000	(242,315)	-77.34
Transfers-Out	55,614,175	46,088,948	43,809,163	(2,279,785)	-4.95
Workers Compensation	3,002,161	2,451,674	1,964,522	(487,152)	-19.87
<b>Total, Expenditures</b>	<b>\$ 218,450,668</b>	<b>\$ 262,570,508</b>	<b>\$ 225,963,210</b>	<b>\$ (36,607,298)</b>	<b>-13.94%</b>

**Revenue Source by Category and Object**  
**Table 3**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Change from 2020-21	% Change
<b>General Fund</b>					
Fines & Forfeitures	672,426	501,192	445,875	(55,317)	-11.04
Franchise Fees	4,619,312	4,150,566	4,596,720	446,154	10.75
Intergovernmental Revenue	4,376,902	4,780,363	3,489,675	(1,290,688)	-27.00
Other Revenues	2,108,862	2,125,601	2,167,112	41,511	1.95
Other Taxes	7,545,307	7,328,197	7,565,000	236,803	3.23
Permits, Licenses & Fees	2,006,059	2,840,871	3,787,170	946,299	33.31
Property Taxes	4,066,951	4,060,296	4,373,102	312,806	7.70
Sales Taxes	15,056,759	14,640,000	16,150,000	1,510,000	10.31
Service Fees	2,079,919	1,978,681	2,358,744	380,063	19.21
Transfers-In	4,979,236	5,133,207	4,862,250	(270,957)	-5.28
Use of Money & Property	767,016	396,352	519,680	123,328	31.12
<b>Subtotal, General Fund</b>	<b>\$ 48,278,749</b>	<b>\$ 47,935,326</b>	<b>\$ 50,315,328</b>	<b>\$ 2,380,002</b>	<b>4.97%</b>
<b>Internal Service</b>					
Operating Expenditures	-	1,200,000	-	(1,200,000)	-100.00
Other Revenues	6,610,490	5,159,283	5,745,804	586,521	11.37
Service Fees	5,298,259	5,581,162	5,534,531	(46,631)	-0.84
Transfers-In	465,922	660,000	420,000	(240,000)	-36.36
<b>Subtotal, Internal Service Funds</b>	<b>\$ 12,374,671</b>	<b>\$ 12,600,445</b>	<b>\$ 11,700,335</b>	<b>\$ (900,110)</b>	<b>-7.14%</b>
<b>Enterprise</b>					
Debt Service	57	-	-	-	-100.00
Fines & Forfeitures	23,683	6,299	-	(6,299)	-100.00
Franchise Fees	880,000	880,000	880,000	-	-
Intergovernmental Revenue	136,284	729,269	130,000	(599,269)	-82.17
Other Revenues	1,494,153	1,439,052	1,432,898	(6,154)	-0.43
Other Taxes	43,764	171,868	160,000	(11,868)	-6.91
Service Fees	37,564,658	40,775,128	41,157,121	381,993	0.94
Transfers-In	11,090,349	1,396,414	1,644,864	248,450	17.79
Use of Money & Property	2,961,628	2,507,802	2,425,021	(82,781)	-3.30
<b>Subtotal, Enterprise Funds</b>	<b>\$ 54,194,576</b>	<b>\$ 47,905,832</b>	<b>\$ 47,829,904</b>	<b>\$ (75,928)</b>	<b>-0.16%</b>
<b>Special Revenue</b>					
Fines & Forfeitures	33,829	31,534	0	(31,534)	-100.00
Franchise Fees	152,927	120,000	120,000	-	0.00
Intergovernmental Revenue	18,638,919	27,376,136	20,392,567	(6,983,569)	-25.51
Other Revenues	2,182,604	6,709,521	4,985,428	(1,724,093)	-25.70
Other Taxes	3,927,037	3,024,259	4,090,291	1,066,032	35.25
Sales Taxes	138,333	460,000	450,000	(10,000)	-2.17
Service Fees	275,191	356,722	66,000	(290,722)	-81.50
Special Assessments	7,040,093	7,979,076	7,853,807	(125,269)	-1.57
Transfers-In	2,929,604	4,567,939	3,042,986	(1,524,953)	-33.38
Use of Money & Property	697,498	448,940	1,083,393	634,453	141.32%
<b>Subtotal, Special Revenue Funds</b>	<b>\$ 36,016,035</b>	<b>\$ 51,074,127</b>	<b>\$ 42,084,472</b>	<b>\$ (8,989,655)</b>	<b>-17.60%</b>
<b>Capital Projects</b>					
Intergovernmental Revenue	263,182	879,023	100,000	(779,023)	-88.62
Other Revenues	640,438	4,276,761	-	(4,276,761)	-100.00
Service Fees	869,946	3,872,107	3,661,100	(211,007)	-5.45
Transfers-In	2,208,546	805,000	600,000	(205,000)	-25.47
Use of Money & Property	207,163	49,780	60,095	10,315	20.72
<b>Subtotal, Capital Projects Funds</b>	<b>\$ 4,189,275</b>	<b>\$ 9,882,671</b>	<b>\$ 4,421,195</b>	<b>\$ (5,461,476)</b>	<b>-55.26%</b>
<b>Successor Agency to RDA Funds</b>					
Debt Service	498,439	387,000	57,000	(330,000)	-85.27
Other Revenues	582,269	355,354	325,762	(29,592)	-8.33
Property Taxes	33,327,871	33,004,133	33,015,811	11,678	0.04
Service Fees	30,952	25,000	30,000	5,000	20.00
Transfers-In	33,813,579	33,416,848	33,294,313	(122,535)	-0.37
Use of Money & Property	109,545	60,810	20,330	(40,480)	-66.57
<b>Subtotal, Successor Agency to RDA Funds</b>	<b>\$ 68,362,655</b>	<b>\$ 67,249,145</b>	<b>\$ 66,743,216</b>	<b>\$ (505,929)</b>	<b>-0.75%</b>
<b>Debt Service Fund</b>					
Debt Service	92,181	53,500	34,500	(19,000)	-35.51
Service Fees	4,479,695	4,464,886	4,406,317	(58,569)	-1.31
Special Assessments	3,874,790	3,561,805	3,800,764	238,959	6.71
Transfers-In	126,939	-	-	-	-100.00
Use of Money & Property	109,659	32,850	38,200	5,350	16.29
<b>Subtotal, Debt Service Funds</b>	<b>\$ 8,683,264</b>	<b>\$ 8,113,041</b>	<b>\$ 8,279,781</b>	<b>\$ 166,740</b>	<b>2.06%</b>
<b>Total, All Funds</b>	<b>\$ 232,099,225</b>	<b>\$ 244,760,587</b>	<b>\$ 231,374,231</b>	<b>\$ (13,386,356)</b>	<b>-5.47%</b>

**Summary of Expenditure by Program**  
**Table 4**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Change from 2020-21	% Change
<b>City Council</b>					
City Council	101,906	104,581	104,491	(90)	-0.09
<b>Subtotal, City Council</b>	<u>\$ 101,906</u>	<u>\$ 104,581</u>	<u>\$ 104,491</u>	<u>\$ (90)</u>	<u>-0.09%</u>
<b>Administration</b>					
City Manager	243,187	172,412	173,717	1,305	0.76
City Clerk	392,861	487,016	461,528	(25,488)	-5.23
City Attorney	287,218	352,705	316,701	(36,004)	-10.21
Human Resources	1,167,248	1,158,357	1,181,779	23,422	2.02
Treasurer	6,343	6,223	6,215	(8)	-0.13
Finance	2,957,938	3,022,801	3,303,872	281,071	9.30
General Fund - Non Departmental	6,073,341	4,954,991	4,005,191	(949,800)	-19.17
Emergency Operation Center	50,970	41,600	82,000	40,400	97.12
Information Technology	1,307,005	1,855,377	1,635,831	(219,546)	-11.83
Employee Fringe Benefits	2,227,005	1,960,073	1,724,775	(235,298)	-12.00
Other Post-Employment Benefits (OPEB)	2,238,553	2,123,900	2,239,425	115,525	5.44
Pension Trust	394,215	392,935	10,000	(382,935)	-97.46
Insurance	1,904,821	2,166,069	2,097,211	(68,858)	-3.18
<b>Subtotal, Administration</b>	<u>\$ 19,250,705</u>	<u>\$ 18,694,459</u>	<u>\$ 17,238,245</u>	<u>\$ (1,456,214)</u>	<u>-7.79%</u>
<b>Police Department</b>					
Police Services	29,908,255	28,723,561	31,656,679	2,933,118	10.21
San Marco CFD	1,133,153	1,060,000	1,060,000	-	0.00
Vista Del Mar CFD	380,690	340,700	380,690	39,990	11.74
Public Safety CFD	564,020	644,000	704,900	60,900	9.46
Asset Forfeitures	326	4,226	-	(4,226)	-100.00
Police Grants	981,665	1,733,255	-	(1,733,255)	-100.00
<b>Subtotal, Police Department</b>	<u>\$ 32,968,109</u>	<u>\$ 32,505,742</u>	<u>\$ 33,802,269</u>	<u>\$ 1,296,527</u>	<u>3.99%</u>
<b>Enterprise Services</b>					
General Fund - Non Departmental	-	-	657,276	657,276	-100.00
Marina	2,523,433	2,600,786	2,460,452	(140,334)	-5.40
Golf Course	6,882	4,000	-	(4,000)	-100.00
Fire District CFD	2,102	2,028	2,570	542	26.73
R/R Ave e-BART CFD	70,197	2,000	-	(2,000)	-100.00
Environmental Affairs	702,249	861,666	1,063,239	201,573	23.39
Housing Rehab Loans - CDBG	27,518	10,000	5,000	(5,000)	-50.00
CDBG Entitlements	777,186	1,392,441	1,166,002	(226,439)	-16.26
CalHome Program	-	-	100,000	100,000	-100.00
Waterfront Operations	2,248,569	3,846,133	2,011,997	(1,834,136)	-47.69
Economic Development	321,106	490,648	881,866	391,218	79.73
Community Services Grants	2,560	3,440	-	(3,440)	-100.00
Marina Dredging & Infrastructure Improv	-	330,841	100,500	(230,341)	-69.62
<b>Subtotal, Enterprise Services</b>	<u>\$ 6,681,802</u>	<u>\$ 9,543,983</u>	<u>\$ 8,448,902</u>	<u>\$ (1,095,081)</u>	<u>-11.47%</u>
<b>Community Development</b>					
Planning Division	1,608,492	1,561,108	1,787,205	226,097	14.48
Planning Grants	34,631	276,686	-	(276,686)	-100.00
Building Division	890,101	1,030,452	1,333,111	302,659	29.37
Engineering Division	2,371,921	2,254,880	2,629,879	374,999	16.63
Gas Tax	2,073,695	7,573,127	3,081,180	(4,491,947)	-59.31
Measure J Tax	1,445,029	6,219,531	910,000	(5,309,531)	-85.37
NPDES	968,797	1,513,768	1,639,988	126,220	8.34
Southwest Pittsburg GHAD	606,016	838,141	778,430	(59,711)	-7.12
GHAD Administration	384,652	513,118	373,545	(139,573)	-27.20
Pittsburg CIP	266,378	3,025,709	-	(3,025,709)	-100.00
Developer Fee Fund	1,004,331	7,420,245	653,182	(6,767,063)	-91.20
Community Capital Improvements	29,031	232,761	-	(232,761)	-100.00
Code Enforcement	-	437,121	541,954	104,833	23.98
Project Amenities Mgmt CFD	2,652	2,400	3,400	1,000	41.67
Infrastructure Repair & Replacement	346,890	-	-	-	-100.00
<b>Subtotal, Community Development</b>	<u>\$ 12,032,616</u>	<u>\$ 32,899,047</u>	<u>\$ 13,731,874</u>	<u>\$ (19,167,173)</u>	<u>-58.26%</u>
<b>Public Works</b>					
Swim Center Maint.	140,768	161,576	192,925	31,349	19.40
Landscape	2,706,592	3,018,241	3,224,832	206,591	6.84
Landscape - Oak Hills Assessment	12,348	36,605	45,567	8,962	24.48
Park Maintenance CFD	62,476	85,434	78,906	(6,528)	-7.64
Marina Vista Field Replacement	18,843	1,695	-	(1,695)	-100.00
Public Works Administration	96,637	91,476	115,090	23,614	25.81
Streets	2,919,348	3,560,179	3,720,320	160,141	4.50
Street Lighting	929,273	923,309	1,074,777	151,468	16.40
Street Trees	381,689	484,473	508,742	24,269	5.01

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Change from 2020-21	% Change
Concrete	25,185	78,999	173,284	94,285	119.35
Fleet Maintenance	1,795,982	2,224,077	2,992,527	768,450	34.55
Building Maintenance	2,551,097	2,368,225	2,245,826	(122,399)	-5.17
Graffiti Removal Program	148,656	161,312	250,431	89,119	55.25
<b>Subtotal, Public Works</b>	<b>\$ 11,788,894</b>	<b>\$ 13,195,601</b>	<b>\$ 14,623,227</b>	<b>\$ 1,427,626</b>	<b>10.82%</b>
<b>Recreation</b>					
Recreation Administration	294,908	263,039	278,488	15,449	5.87
Recreation Services	964,541	1,042,691	1,081,595	38,904	3.73
Recreation Grants	3,156	10,168	-	(10,168)	-100.00
California Theatre	434,127	320,292	92,614	(227,678)	-71.08
<b>Subtotal, Recreation</b>	<b>\$ 1,696,732</b>	<b>\$ 1,636,190</b>	<b>\$ 1,452,697</b>	<b>\$ (183,493)</b>	<b>-11.21%</b>
<b>Water and Sewer Enterprises</b>					
Water Operating	21,796,557	16,977,891	22,432,187	5,454,296	32.13
Water CIP	548,996	3,925,508	-	(3,925,508)	-100.00
Water Facility Reserve Fee Funds	968,104	3,113,538	-	(3,113,538)	-100.00
Sewer Maintenance	2,919,668	3,595,704	5,608,190	2,012,486	55.97
Sewer CIP	1,348,452	16,233,979	-	(16,233,979)	-100.00
Sewer Facility Reserve Fee Funds	810,000	368,113	-	(368,113)	-100.00
Water Bond Debt Service	4,834,605	3,150,300	3,145,420	(4,880)	-0.15
Sewer Bond Debt Service	802,657	805,254	-	(805,254)	-100.00
<b>Subtotal, Water and Sewer Enterprises</b>	<b>\$ 34,029,039</b>	<b>\$ 48,170,287</b>	<b>\$ 31,185,797</b>	<b>\$ (16,984,490)</b>	<b>-35.26%</b>
<b>Housing Authority</b>					
Housing Authority - Section 8	17,563,383	18,606,878	21,910,872	3,303,994	17.76
Housing - Successor Agency	282,620	1,167,703	330,769	(836,934)	-71.67
<b>Subtotal, Housing Authority</b>	<b>\$ 17,846,003</b>	<b>\$ 19,774,581</b>	<b>\$ 22,241,641</b>	<b>\$ 2,467,060</b>	<b>12.48%</b>
<b>Pittsburg Power Company</b>					
Island Energy	5,295,050	6,426,391	6,676,093	249,702	3.89
Pittsburg Power	2,753,390	2,521,066	2,651,708	130,642	5.18
Power Company Capital Projects	534,082	1,289,325	15,000	(1,274,325)	-98.84
<b>Subtotal, Pittsburg Power Company</b>	<b>\$ 8,582,522</b>	<b>\$ 10,236,782</b>	<b>\$ 9,342,801</b>	<b>\$ (893,981)</b>	<b>-8.73%</b>
<b>Successor Agency to Former RDA</b>					
RDA General	33,782,627	33,391,848	33,264,313	(127,535)	-0.38
RDA Administration	976,219	389,187	371,850	(17,337)	-4.45
RDA Capital Projects Fund	-	341,881	-	(341,881)	-100.00
RDA Tax Allocation Bonds	29,374,049	31,243,902	31,248,207	4,305	0.01
RDA Housing Bonds	2,031,572	2,030,281	2,027,103	(3,178)	-0.16
<b>Subtotal, Successor Agency to Former RDA</b>	<b>\$ 66,164,467</b>	<b>\$ 67,397,099</b>	<b>\$ 66,911,473</b>	<b>\$ (485,626)</b>	<b>-0.72%</b>
<b>Debt Service Funds</b>					
Pension Obligation Bond	4,411,864	4,351,996	4,406,317	54,321	1.25
Assessment Districts	2,896,009	4,060,160	2,473,476	(1,586,684)	-39.08
<b>Subtotal, Debt Service Funds</b>	<b>\$ 7,307,873</b>	<b>\$ 8,412,156</b>	<b>\$ 6,879,793</b>	<b>\$ (1,532,363)</b>	<b>-18.22%</b>
<b>Total Uses by Program</b>	<b>\$ 218,450,668</b>	<b>\$ 262,570,508</b>	<b>\$ 225,963,210</b>	<b>\$ (36,607,298)</b>	<b>-13.94%</b>

(1) Includes transfers between Police funds in the amount of \$2,130,000, therefore uses appear to be overstated by \$2,130,000.

(2) Uses appear to be overstated by inclusion of transfers between Successor Agency funds to pay for debt obligations in the amount of \$33,015,812.



**General Fund Revenues  
Table 7**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Change from 2020-21	% Change
<b>Property Taxes</b>					
Homeowners Tax Relief	76,052	78,000	78,000	-	-
Prior Year Taxes	(28,156)	(11,260)	(30,000)	(18,740)	166.43
Secured Property Taxes	3,111,604	3,327,974	3,494,373	166,399	5.00
Supplemental Taxes	274,999	50,000	200,000	150,000	300.00
Unitary Taxes	288,736	291,078	290,000	(1,078)	-0.37
Unsecured Property Taxes	343,716	324,504	340,729	16,225	5.00
<b>Subtotal, Property Taxes</b>	<b>\$ 4,066,951</b>	<b>\$ 4,060,296</b>	<b>\$ 4,373,102</b>	<b>\$ 312,806</b>	<b>7.70%</b>
<b>Sales Taxes</b>					
Sales & Use Taxes	10,164,816	10,000,000	11,500,000	1,500,000	15.00
Sales Taxes - Increase	4,891,943	4,640,000	4,650,000	10,000	0.22
<b>Subtotal, Sales Taxes</b>	<b>\$ 15,056,759</b>	<b>\$ 14,640,000</b>	<b>\$ 16,150,000</b>	<b>\$ 1,510,000</b>	<b>10.31%</b>
<b>Other Taxes</b>					
Business License Tax	565,197	490,000	575,000	85,000	17.35
Motor Vehicle Tax	5,374,375	5,608,197	5,850,000	241,803	4.31
Other Taxes	251,917	220,000	250,000	30,000	13.64
Public Safety - Prop 172 Sales Tax	576,345	510,000	510,000	-	-
Transient Occupancy Taxes	777,473	500,000	380,000	(120,000)	-24.00
<b>Subtotal, Other Taxes</b>	<b>\$ 7,545,307</b>	<b>\$ 7,328,197</b>	<b>\$ 7,565,000</b>	<b>\$ 236,803</b>	<b>3.23%</b>
<b>Franchise Fees</b>					
Calpine	18,953	19,000	19,000	-	-
Comcast Broadband	673,151	650,000	625,000	(25,000)	-3.85
Franchise Fees - Other	87,525	80,000	80,000	-	-
PG&E	722,007	560,000	630,000	70,000	12.50
Pittsburg Disposal	2,118,815	1,825,000	2,210,000	385,000	21.10
RCTS	998,861	1,016,566	1,032,720	16,154	1.59
<b>Subtotal, Franchise Fees</b>	<b>\$ 4,619,312</b>	<b>\$ 4,150,566</b>	<b>\$ 4,596,720</b>	<b>\$ 446,154</b>	<b>10.75%</b>
<b>Service Fees</b>					
Building Service Fees	164,294	77,582	141,550	63,968	82.45
Engineering Service Fees	2,356	516	1,000	484	93.80
Other Reimbursements	261,964	300,000	300,000	-	-
Other Service Fees	648,126	651,399	664,571	13,172	2.02
Planning Service Fees	78,737	171,520	343,300	171,780	100.15
Police Service Fees	538,529	496,664	526,823	30,159	6.07
Public Works Service Fees	273,762	275,000	275,000	-	-
Recreation Entrance Fees	70,660	-	60,000	60,000	-100.00
Recreation Service Fees	25,905	6,000	28,500	22,500	375.00
Recreation Sports Fees	15,586	-	18,000	18,000	-100.00
<b>Subtotal, Service Fees</b>	<b>\$ 2,079,919</b>	<b>\$ 1,978,681</b>	<b>\$ 2,358,744</b>	<b>\$ 380,063</b>	<b>19.21%</b>
<b>Use of Money &amp; Property</b>					
Investment Earnings	511,650	235,000	235,000	-	-
Rental Income	255,366	161,352	284,680	123,328	76.43
<b>Subtotal, Use of Money &amp; Property</b>	<b>\$ 767,016</b>	<b>\$ 396,352</b>	<b>\$ 519,680</b>	<b>\$ 123,328</b>	<b>31.12%</b>
<b>Fines &amp; Forfeitures</b>					
Abandoned Vehicle Abatement	25,455	48,000	40,000	(8,000)	-16.67
Booking Fees	3,648	1,000	-	(1,000)	-100.00
Code Enforcement Fines	90,101	500	500	-	-
Fines and forfeitures	513	80,692	53,175	(27,517)	-34.10
Police Fines	92,518	85,000	71,200	(13,800)	-16.24
Police Forfeitures	1,100	1,000	1,000	-	-
POST Reimbursements	86,262	35,000	30,000	(5,000)	-14.29
Vehicle Code Fines	372,829	250,000	250,000	-	0.00
<b>Subtotal, Fines &amp; Forfeitures</b>	<b>\$ 672,426</b>	<b>\$ 501,192</b>	<b>\$ 445,875</b>	<b>\$ (55,317)</b>	<b>-11.04%</b>
<b>Permits, Licenses &amp; Fees</b>					
Building Fees	318,687	187,400	260,700	73,300	39.11
Building Permits	548,388	1,214,500	1,566,000	351,500	28.94
Building Service Fees	2,490	25,000	40,000	15,000	60.00
Business License Fees	148,779	94,900	137,260	42,360	44.64
Engineering Fees	793,561	955,050	1,379,899	424,849	44.48
Other Fees	10,161	10,261	10,511	250	2.44
Other Permits	5,752	4,500	4,200	(300)	-6.67
Permits, licenses and fees	-	15,000	20,000	5,000	33.33
Planning & Zoning	141,495	283,160	303,500	20,340	7.18
Planning Service Fees	30,566	50,000	62,000	12,000	24.00
Police Fees	6,180	1,100	3,100	2,000	181.82
<b>Subtotal, Permits, Licenses &amp; Fees</b>	<b>\$ 2,006,059</b>	<b>\$ 2,840,871</b>	<b>\$ 3,787,170</b>	<b>\$ 946,299</b>	<b>33.31%</b>
<b>Intergovernmental Revenue</b>					

	<b>2019-20 Actual</b>	<b>2020-21 Amended Budget</b>	<b>2021-22 Proposed Budget</b>	<b>Change from 2020-21</b>	<b>% Change</b>
Grants	179,576	1,118,876	160,675	(958,201)	-85.64
Intergovernmental revenues	1,516,842	1,060,000	1,040,000	(20,000)	-1.89
Other Reimbursements	457,171	440,205	199,000	(241,205)	-54.79
RDA AB-1290/City Pass Through	661,451	590,000	600,000	10,000	1.69
School Resource Officer Reimbursement	535,705	535,705	450,000	(85,705)	-16.00
State Mandated Costs	65,117	80,577	75,000	(5,577)	-6.92
Tipping Fee	961,040	955,000	965,000	10,000	1.05
<b>Subtotal, Intergovernmental revenue</b>	<b>\$ 4,376,902</b>	<b>\$ 4,780,363</b>	<b>\$ 3,489,675</b>	<b>\$ (1,290,688)</b>	<b>-27.00%</b>
<b>Other Revenues</b>					
Administrative Overhead	1,855,377	1,789,303	1,850,262	60,959	3.41
Donations	6,942	12,800	19,000	6,200	48.44
Other	15,028	13,461	17,850	4,389	32.61
Other Reimbursements	231,094	270,037	243,000	(27,037)	-10.01
Planning Service Fees	421	40,000	37,000	(3,000)	-7.50
<b>Subtotal, Other Revenues</b>	<b>\$ 2,108,862</b>	<b>\$ 2,125,601</b>	<b>\$ 2,167,112</b>	<b>\$ 41,511</b>	<b>1.95%</b>
<b>Transfers-In</b>					
Transfers-In	4,979,236	5,133,207	4,862,250	(270,957)	-5.28
<b>Subtotal, Transfers-In</b>	<b>\$ 4,979,236</b>	<b>\$ 5,133,207</b>	<b>\$ 4,862,250</b>	<b>\$ (270,957)</b>	<b>-5.28%</b>
<b>Total, General Fund Revenues</b>	<b>\$ 48,278,749</b>	<b>\$ 47,935,326</b>	<b>\$ 50,315,328</b>	<b>\$ 2,380,002</b>	<b>4.97%</b>

**General Fund Expenditures by Category**  
**Table 8**

	<b>2019-20 Actual</b>	<b>2020-21 Amended Budget</b>	<b>2021-22 Adopted Budget</b>	<b>Change from 2020-21</b>	<b>% Change</b>
<b>General Fund</b>					
Capital Outlay - Equipment	500,698	375,440	803,000	427,560	113.88
Capital Outlay - Projects	1,422,181	-	-	-	-100.00
Contracts & Services	3,816,364	4,581,752	4,739,463	157,711	3.44
Fringe Benefits	13,355,425	13,112,360	15,196,983	2,084,623	15.90
Maintenance & Operations	5,941,298	6,078,145	6,365,217	287,072	4.72
Materials & Supplies	867,940	944,978	1,117,665	172,687	18.27
Pass Through Payments	286,514	271,682	269,000	(2,682)	-0.99
Salaries & Wages	19,061,114	18,999,922	19,288,535	288,613	1.52
Special Items of Expense	245,975	299,000	47,000	(252,000)	-84.28
Transfers-Out	2,512,722	2,272,936	2,816,936	544,000	23.93
Workers Compensation	976,107	800,413	647,013	(153,400)	-19.17
<b>Total General Fund Expenditures</b>	<b>\$ 48,986,338</b>	<b>\$ 47,736,628</b>	<b>\$ 51,290,812</b>	<b>\$ 3,554,184</b>	<b>7.45%</b>

BEFORE THE GOVERNING BOARD OF THE HOUSING AUTHORITY

In the Matter of:

Approval of the Budget for Fiscal Year )  
2021-22 for the Housing Authority )  
of the City of Pittsburg and Appropriation )  
of Funds for Fiscal Year 2021-22 )

RESOLUTION NO. 21-

The Housing Authority Board of the City of Pittsburg FINDS AND DETERMINES as follows:

WHEREAS, the Executive Director has prepared, transmitted and presented the one year Preliminary Operating Budget Plan for Fiscal Year 2020-21 to the Housing Authority Board for its consideration; and

WHEREAS, a Housing Authority Budget is prepared with the intent of providing a planned program for services and a financial system to carry out the planned program of services; and

WHEREAS, on June 7, 2021, a budget workshop meeting was held to review and receive public input regarding the City's Preliminary Operating Budget for Fiscal Year 2021-22, which included the Housing Authority of the City of Pittsburg and recommends estimated revenues of \$21,915,604 and expenditures of \$21,910,872.

NOW, THEREFORE, the Housing Authority Board DOES RESOLVE as follows:

Section 1. Findings and Authorization

- A. The recitals set forth above are true and correct statements and are hereby incorporated in conjunction with the respective staff report.
- B. The Budget for Fiscal Year 2021-22 is hereby approved as set forth in a copy of said budget summary on file with the Housing Authority and which by this reference is incorporated herein and authorizes the preparation of the final Budget Review document for Fiscal Year 2021-22.
- C. Those funds are hereby and shall be appropriated in the estimated revenue of \$21,915,604 and expenditures of \$21,910,872.
- D. The Finance Director or his/her designee is hereby authorized to approve payment of goods and services received by the Housing Authority in accordance with the Housing Authority's approved budget, programs, and policies.
- E. The Housing Authority Board authorizes changes to be made to the annual budget as follows:

Items Requiring Board Action:

- Appropriation of fund balance reserves.
- Transfers of appropriations between funds.
- New interfund loans or advances.
- Creation of new capital projects.
- Transactions which increase total fund budgets.

Items Delegated to the Executive Director:

- Items in excess of \$5,000.00.
- Transfers between departments and divisions so that the total fund budget remains the same.
- Approval of transfers within funds which increase salary and benefit appropriations so that the total fund budget remains the same.

Items Delegated to Department Heads:

- Allocation of departmental appropriations to line item except for salary and benefit appropriations.
- Changes which exceed current funds disbursement authorizations must be approved by the Executive Director. These changes cannot increase the department budget.

Section 2.        Effective Date

This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED by The Housing Authority Board at a special meeting held on the 21<sup>st</sup> day of June 2021, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

---

Merl Craft, Chair

ATTEST:

---

Alice E. Evenson, Agency Secretary



**Office of the City Manager/Executive Director  
65 Civic Avenue  
Pittsburg, CA 94565-3814**

**MEMO:** June 21, 2021

**TO:** Chair and Agency Members

**FROM:** Garrett Evans, Executive Director

**RE:** Adoption of a Housing Authority City of Pittsburg Resolution for Approval of the Operating Budget Plan for Fiscal Year 2021-22 for the Housing Authority City of Pittsburg and Appropriation of Funds for Fiscal Year 2021-22

**EXECUTIVE SUMMARY**

On June 7, 2021, a budget workshop meeting was held to review and receive public input regarding the City's Preliminary Operating Budget for Fiscal Year 2021-22, which included the Housing Authority of the City of Pittsburg's Fiscal Year 2021-22 budget. The budget must be appropriated for Fiscal Year 2021-22 by July 1, 2021 to provide on-going financing for the Housing Authority of the City of Pittsburg's activities during the next fiscal year.

**FISCAL IMPACT**

The Housing Authority City of Pittsburg's budget for Fiscal Year 2021-22 estimates revenues of \$21,915,604 and expenditures of \$21,910,872.

**RECOMMENDATION**

Housing Authority Board approve the Operating Budget for Fiscal Year 2021-22 and adopts the budget for the Housing Authority City of Pittsburg, for the Fiscal Year 2021-22.

**BACKGROUND**

The Preliminary Operating Budget for Fiscal Year 2021-22 for the City of Pittsburg was presented to the City Council at a budget workshop meeting held on June 7, 2021, which included the Housing Authority of the City of Pittsburg.

**COMMITTEE FINDINGS**

The City of Pittsburg Preliminary Operating Budget for the Fiscal Year 2021-22, which included the Housing Authority City of Pittsburg's budget, was presented to the Finance

Committee on April 30, 2021. The Finance Committee did not have any changes related to the Housing Authority budget.

### **STAFF ANALYSIS**

A complete copy of the detailed Preliminary Operating Budget document for Fiscal Year 2021-22 will be placed on the City's website before the June 21, 2021 City Council meeting and can be located by navigating to the City Services/Finance/Budget and Other Financial Documents/2021-22 Proposed Budget.

The Housing Authority City of Pittsburg will see an increase in fund balance of \$4,732.

Report Prepared By: Laura Mendez, Finance Division Manager - Reporting  
Reviewed by: Emily Plummer-Boyd, Interim Director of Finance

Attachment: Resolution

BEFORE THE GOVERNING BOARD OF THE PITTSBURG POWER COMPANY

In the Matter of:

Approval of the Budget for Fiscal )  
Year 2021-22 for the Pittsburg Power )  
Company and Appropriation of Funds )  
For Fiscal Year 2021-22 )

RESOLUTION NO. 21-

The Governing Board of the Pittsburg Power Company FINDS AND DETERMINES as follows:

WHEREAS, the Executive Director has prepared, transmitted, and presented the one-year Preliminary Operating Budget for Fiscal Year 2021-22 to the Governing Board of the Pittsburg Power Company (Governing Board) for its consideration; and

WHEREAS, staff prepares and adopts the Pittsburg Power Company (PPC) Budget with the intent of providing a planned program for services and a financial system to carry out the planned program of services; and

WHEREAS, the Governing Board held budget workshops on May 10 and June 7, 2021, for the purpose of reviewing and discussing the Preliminary Operating Budget for Fiscal Year 2021-22, and for providing opportunities for public input and discussion on said Preliminary PPC Budget; and

WHEREAS, the Governing Board, having fully reviewed the Preliminary PPC Budget for Fiscal Year 2021-22 and being fully advised, found and determined that the said Preliminary PPC Budget should be adopted and prepared in final form.

NOW, THEREFORE, the Governing Board of the Pittsburg Power Company DOES RESOLVE as follows:

Section 1. Findings and Authorization

- A. The recitals set forth above are true and correct statements and are hereby incorporated in conjunction with the respective staff report.
- B. The Budget for Fiscal Year 2021-22 is hereby approved as set forth in a copy of said budget summary on file with the PPC at City Hall and which by this reference is incorporated herein and authorizes the preparation of the final Budget Review document for Fiscal Year 2021-22.
- C. Those funds are hereby and shall be appropriated in the estimated revenue amount of \$3,292,609 and a spending plan of \$2,666,708 for the PPC Fund. In addition, the budget recommends estimated revenues in the amount of \$7,391,000 and a spending plan of \$6,676,093 for the Island Energy Fund for Fiscal Year 2021-22.
- D. Fund 530 Golf Course shall be closed with any residual fund balance transferred to Fund 590.



- E. The Finance Director or his/her designee is hereby authorized to approve payment of goods and services received by the PPC in accordance with its approved budgets, programs, and policies.
- F. The Governing Board authorizes changes to be made to the annual budget as follows:

Items Requiring Governing Board/Agency Action:

- Appropriation of fund balance reserves.
- Transfers of appropriations between funds.
- New interfund loans or advances.
- Creation of new capital projects.
- Transactions which increase total fund budgets.

Items Delegated to the Executive Director:

- Items more than \$5,000.
- Transfers between departments and divisions so that the total fund budget remains the same.
- Approval of transfers within funds which increase salary and benefit appropriations so that the total fund budget remains the same.

Items Delegated to Department Heads:

- Allocation of departmental appropriations to line item except for salary and benefit appropriations.
- Changes which exceed current funds disbursement authorizations must be approved by the Executive Director. These changes cannot increase the department budget.

Section 2.        Effective Date

This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED by the Governing Board of the Pittsburg Power Company at a regular meeting held on the 21<sup>st</sup> day of June 2021, by the following vote:

AYES:  
NOES:  
ABSTAINED:  
ABSENT:

---

Merl Craft, Chair

ATTEST:

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Garrett Evans, Executive Secretary



**Pittsburg Power Company  
Office of the Executive Director  
65 Civic Avenue  
Pittsburg, CA 94565-3814**

**MEMO:** June 21, 2021

**TO:** Chair and Agency Members

**FROM:** Garrett Evans, Executive Director

**RE:** Adoption of a Pittsburg Power Company Resolution for Approval of the Budget for Fiscal Year 2021-22 for the Pittsburg Power Company (PPC) and Appropriation of Funds for Fiscal Year 2021-22

**EXECUTIVE SUMMARY**

The Pittsburg Power Company (PPC) has prepared its Operating Budget Plan for Fiscal Year 2021-22. The Fiscal Year 2020-21 budget must be appropriated by July 1, 2021, to provide on-going funding for the City of Pittsburg activities during the next fiscal year.

**FISCAL IMPACT**

The (PPC) budget for Fiscal Year 2021-22 estimates revenues in the amount of \$3,292,609 and a spending plan of \$2,666,708 for the PPC Fund. In addition, the budget estimates revenues in the amount of \$7,391,000 and a spending plan of \$6,676,093 for the Island Energy Fund.

**RECOMMENDATION**

Governing Board of the PPC approve the Operating Budget Plan for Fiscal Year 2021-22 and adopt the budget for the PPC for the Fiscal Year 2021-22.

**BACKGROUND**

The Preliminary Operating Budget for Fiscal Year 2021-22 for the City was presented to the Finance Subcommittee on April 30, 2021. Budget workshops were held on May 10, 2021, and June 7, 2021 to review and receive public input and discuss the Draft Operating Budget for Fiscal Year 2021-22. Copies of the proposed budget and supporting documentation were submitted to interested parties prior to the meetings. A complete copy of the detailed Preliminary Operating Budget document for Fiscal Year 2021-22 will be on the City's website

before the June 21, 2021, City Council meeting and can be located by navigating to City Services/Finance/Budget and Other Financial Documents/2021-22 Proposed Budget.

### **SUBCOMMITTEE FINDINGS**

The City Council's Finance Subcommittee met on April 30, 2021, to review the proposed budget. They did not have any changes to the City's Fiscal Year 2020-21 Proposed Budget.

### **STAFF ANALYSIS**

The PPC will see an increase in fund balance of \$625,901. Island Energy will experience an increase in fund balance of \$714,907 according to the Fiscal Year 2021-22 proposed budget. Both PPC and Island Energy are and will continue to follow the City's Fiscal Sustainability Ordinance.

Additionally, the City has had an established fund for the former Golf Course, Fund 530. Government Finance Officer's Association's Number of Funds Principle states:

Government units should establish and maintain those funds required by law and sound financial administration. Only the minimum number of funds consistent with legal and operating requirements should be established, however, since unnecessary funds result in inflexibility, undue complexity, and inefficient financial administration.

Fund 530 was established to monitor the revenues and expenditures of the Golf Course. However, in recent years, revenues and expenditures in this fund have been de minimis leaving the continuation of this as a separate fund unnecessary. For this reason, staff recommends folding Fund 530 into PPC, Fund 590. Proposed revenues (\$18,000) and expenditures (\$10,120) for Fiscal Year 2021-22 have been included in Fund 590 budgets. Additionally, staff recommends that Fund 590 absorb any outstanding fund balance in Fund 530 as of June 30, 2021, (estimated to be approximately negative \$3,032) and that Fund 530 be closed.

Report Prepared by: Emily Plummer-Boyd, Interim Director of Finance

Attachment: Resolution

BEFORE THE SOUTHWEST PITTSBURG GEOLOGIC HAZARD ABATEMENT  
DISTRICT II BOARD

In the Matter of:

Approval of the Budget Plan for Fiscal )  
Year 2021-22 for the Southwest )  
Pittsburg Geologic Hazard Abatement )  
District II (GHAD II) and Appropriation )  
of Funds for Fiscal Year 2021-22 )

RESOLUTION NO. 21-

The Southwest Pittsburg Geologic Hazard Abatement District (GHAD) II Board  
DOES RESOLVE as follows:

WHEREAS, the Executive Director has prepared, transmitted, and presented the one-year Preliminary Operating Budget for Fiscal Year 2021-22 to the City Council for its consideration; and

WHEREAS, the District prepares and adopts the Southwest Pittsburg Geologic Hazard Abatement District II (GHAD II) Budget with the intent of providing a planned program for services and a financial system to carry out the planned program of services; and

WHEREAS, the GHAD II Board held a meeting on June 21, 2021, for the purpose of reviewing and discussing the Southwest Pittsburg GHAD II budget for the Fiscal Year 2021-22 and recommended estimated revenues in the amount of \$1,521,636 and a spending plan of \$1,151,975.

NOW, THEREFORE, Southwest Pittsburg GHAD II Board finds and determines as follows:

Section 1. Findings and Authorization

- A. The recitals set forth above are true and correct statements and are hereby incorporated in conjunction with the respective staff report.
- B. The Budget for Fiscal Year 2021-22 is hereby approved as set forth in a copy of said budget summary on file with the City of Pittsburg and which by this reference is incorporated herein and authorizes the preparation of the final Budget Review document for Fiscal Year 2021-22.
- C. Those funds are hereby and shall be appropriated in the estimated revenue amount of \$1,521,636 and a spending plan of \$1,151,975.
- D. The Finance Director or his/her designee is hereby authorized to approve payment of goods and services received by the Southwest Pittsburg GHAD II in accordance with the City's approved budget, programs and policies.
- E. The Southwest Pittsburg GHAD II Board authorizes changes to be made to

the annual budget as follows:

Items Requiring GHAD Board of Directors Action:

- Appropriation of fund balance reserves.
- Transfers of appropriations between funds.
- New interfund loans or advances.
- Creation of new capital projects.
- Transactions which increase total fund budgets.

Items Delegated to the GHAD II Executive Director:

- Items in excess of \$5,000.00.
- Transfers between departments and divisions so that the total fund budget remains the same.
- Approval of transfers within funds which increase salary and benefit appropriations so that the total fund budget remains the same.

Items Delegated to the General Manager:

- Allocation of departmental appropriations to line item except for salary and benefit appropriations.
- Changes which exceed current funds disbursement authorizations must be approved by the Executive Director. These changes cannot increase the department budget.

Section 2.        Effective Date

This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED by the Southwest Pittsburg GHAD II Board at a regular meeting held on the 21<sup>st</sup> day of June 2021, by the following vote:

AYES:  
NOES:  
ABSTAINED:  
ABSENT:

---

Merl Craft, Chair

ATTEST:

---

Alice E. Evenson, City Clerk



**Southwest Geologic Hazard Abatement District II (GHAD II)  
Office of the Executive Director  
65 Civic Avenue  
Pittsburg, CA 94565-3814**

**MEMO:** June 21, 2021

**TO:** Chair and Board Members

**FROM:** Garrett Evans, Executive Director

**RE:** Adoption of a GHAD II Resolution for Approval of the Budget for Fiscal Year 2021-22 for the Southwest Pittsburg Geologic Hazard Abatement District II (GHAD II) and Appropriation of Funds for Fiscal Year 2021-22

**EXECUTIVE SUMMARY**

The City Council's Finance Sub-Committee met on April 30, 2021, and City Council budget workshop meetings were held on May 10, 2021, and June 7, 2021, to review and receive public input and discussion regarding the Draft Operating Budget for Fiscal Year 2021-22. The Fiscal Year 2021-22 budget must be appropriated by July 1, 2021, to provide on-going funding for the Southwest GHAD II activities during the next fiscal year.

**FISCAL IMPACT**

The Southwest GHAD II budget for Fiscal Year 2021-22 estimates revenues in the amount of \$1,521,636 and a spending plan of \$1,151,975.

**RECOMMENDATION**

GHAD II approve the Operating Budget for Fiscal Year 2021-22 and adopt the budget for the Southwest GHAD II, for the Fiscal Year 2021-22.

**BACKGROUND**

The Preliminary Operating Budget for Fiscal Year 2021-22 for the City of Pittsburg, including the Southwest GHAD II, was presented at budget workshop meetings held on April 30, May 10, and June 7, 2021.

**SUBCOMMITTEE FINDINGS**

The City of Pittsburg Preliminary Operating Budget for the Fiscal Year 2020-21 was

presented to the Finance Subcommittee on April 30, 2021. The Subcommittee members did not express any changes related to the GHAD II FY 2020-21 budget.

### **STAFF ANALYSIS**

A complete copy of the detailed Preliminary Operating Budget document for Fiscal Year 2021-22 will be placed on the City of Pittsburg's website before the June 21, 2022, City Council/GHAD Board Meeting and can be located by navigating to City Services/Finance/Budget and Other Financial Documents/2021-22 Proposed Budget.

The Southwest GHAD II will see an increase in fund balance of \$369,661.

Report Prepared by: Emily Plummer-Boyd, Interim Director of Finance

Attachment: Resolution

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Adopt a Resolution Establishing the )  
Appropriations Limit for the Fiscal Year )  
2021-22 in Accordance with California )  
Constitution Article XIII (B) )

RESOLUTION NO. 21-

The Pittsburg City Council DOES RESOLVE as follows:

WHEREAS, Article XIII(B) of the California Constitution, which was added by Proposition 4, establishing expenditure limits for cities; and

WHEREAS, State-implementing legislation (Government Code Section 7910) requires the City of Pittsburg to annually adopt a resolution establishing its Appropriations Limit for the following fiscal year; and

WHEREAS, effective FY 1990-91 Proposition 111 has amended Article XIII (B) to allow a selection of annual adjustment factors (price and population) which must also be adopted at a regularly scheduled meeting; and

WHEREAS, the City selected the County’s population change and the change in California per Capita Personal Income factors to compute the Appropriations Limit; and

WHEREAS, the Division Manager – Reporting has made the calculations specified in said Law and concludes that the appropriations subject to limitation is the sum of one hundred eighty-seven million, four hundred eighty-nine thousand, and sixty-two dollars (\$187,489,062); and

WHEREAS, pursuant to said law the calculations have been made available to the public for two (2) weeks prior to the date of the adoption of this resolution. A copy of the calculation is on file in the City of Pittsburg Finance Department.

NOW, THEREFORE, the City Council finds and determines as follows:

Section 1.

The recitals set forth are true and correct statements and hereby incorporated.

Section 2.

The City Council does hereby authorize and approve that the Fiscal Year 2021-22 Appropriations Limit of the City of Pittsburg is established at \$187,489,062 using the County’s Population Change and the change in the California per Capita Personal Income factors; and

Section 3.

That this Resolution shall take effect immediately upon adoption.



PASSED AND ADOPTED by the City Council of the City of Pittsburg at a regular meeting on the 21<sup>st</sup> of June 2021, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

---

Merl Craft, Mayor

ATTEST:

---

Alice E. Evenson, City Clerk



May 2021

Dear Fiscal Officer:

**Subject: Price Factor and Population Information**

**Appropriations Limit**

California Revenue and Taxation Code section 2227 requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2021, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2021-22. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2021-22 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

**Population Certification**

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2021.**

**Please Note:** The prior year's city population estimates may be revised. The per capita personal income change is based on historical data. Given the stay-at-home orders due to COVID-19, growth in the coming years may be substantially lower than recent trends.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

KEELY MARTIN BOSLER  
Director  
By:

/s/ Erika Li

Erika Li  
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2021-22 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2021-22	5.73

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2021-22 appropriation limit.

**2021-22:**

Per Capita Cost of Living Change = 5.73 percent  
 Population Change = -0.46 percent

Per Capita Cost of Living converted to a ratio:  $\frac{5.73 + 100}{100} = 1.0573$

Population converted to a ratio:  $\frac{-0.46 + 100}{100} = 0.9954$

Calculation of factor for FY 2021-22:  $1.0573 \times 0.9954 = 1.0524$

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Contra Costa				
Antioch	0.55	112,236	112,848	112,848
Brentwood	1.28	65,263	66,097	66,097
Clayton	-0.19	11,290	11,268	11,268
Concord	-0.14	129,453	129,273	129,273
Danville	0.15	43,840	43,906	43,906
El Cerrito	0.04	24,835	24,846	24,846
Hercules	1.45	25,494	25,864	25,864
Lafayette	0.15	25,321	25,358	25,358
Martinez	-0.32	36,946	36,827	36,827
Moraga	0.38	16,756	16,820	16,820
Oakley	1.48	42,268	42,895	42,895
Orinda	0.50	18,984	19,078	19,078
Pinole	-0.11	19,390	19,369	19,369
Pittsburg	0.00	74,501	74,498	74,498
Pleasant Hill	0.02	34,127	34,133	34,133
Richmond	-0.14	110,288	110,130	110,130
San Pablo	-0.12	31,078	31,041	31,041
San Ramon	0.58	83,376	83,863	83,863
Walnut Creek	1.03	70,592	71,317	71,317
Unincorporated	0.35	173,731	174,339	174,423
County Total	0.35	1,149,769	1,153,770	1,153,854

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

**Attachment C**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2020 to January 1, 2021**

<b>County</b>	<b><u>Percent Change</u></b> 2020-21	<b><u>--- Population Minus Exclusions ---</u></b> 1-1-20	<b><u>1-1-21</u></b>
<b>Alameda</b>			
Incorporated	-0.36	1,513,580	1,508,085
County Total	-0.37	1,661,183	1,654,975
<b>Alpine</b>			
Incorporated	0.00	0	0
County Total	-0.96	1,146	1,135
<b>Amador</b>			
Incorporated	-0.59	12,069	11,998
County Total	-0.42	33,613	33,472
<b>Butte</b>			
Incorporated	0.72	142,227	143,255
County Total	-3.01	208,951	202,669
<b>Calaveras</b>			
Incorporated	-0.05	4,040	4,038
County Total	0.00	44,951	44,952
<b>Colusa</b>			
Incorporated	1.14	11,622	11,755
County Total	0.99	22,030	22,248
<b>Contra Costa</b>			
Incorporated	0.35	976,038	979,431
County Total	0.35	1,149,769	1,153,770
<b>Del Norte</b>			
Incorporated	0.15	4,067	4,073
County Total	0.49	24,566	24,686
<b>El Dorado</b>			
Incorporated	0.33	34,174	34,286
County Total	0.96	193,435	195,297

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

City of Pittsburg Fiscal Year 2021-22  
Gann Appropriations Limit Calculations

	<u>City Population Change</u>	<u>County Population Change</u>	
Population Change as of January 1, 2021	1 <sup>(1)</sup>	1.0035 <sup>(1)</sup>	
	<u>Per Capita Change</u>	<u>Consumer Price Index CPI of Contra Costa County</u>	
Cost of Living FY 2021-22	1.0573 <sup>(1)</sup>	1.029 <sup>(2)</sup>	
FY 21-22 Gann Limit Growth Factor 1 + Larger of County and City Population		<u>1.0035</u>	
1 + Larger of Per Capita Change and 12-Month Change in CPI for County		<u>1.0573</u>	x
INCREASE in City's Appropriations Limit for FY 2021-22		<u><b>1.061001</b></u>	
FY 2020-21 Appropriations Limit		\$ 176,709,600 <sup>(3)</sup>	
Growth Factor		<u>1.061001</u>	x
<b>FY 2021-22 APPROPRIATIONS LIMIT</b>		<u><b>\$ 187,489,062</b></u>	

NOTE:

- (1) California Department of Finance Letter Dated May, 2021
- (2) Bureau of Labor Statistics CPI, 2020 Avg Change - SF Area (includes Contra Costa County)
- (3) FY2020-21 General Fund Appropriations Limit



**Office of the City Manager  
65 Civic Avenue  
Pittsburg, CA 94565**

**MEMO:** June 21, 2021

**TO:** Mayor and Council Members

**FROM:** Garrett Evans, City Manager

**RE:** Adopt a Resolution Establishing the Appropriations Limit for the 2021-22 Fiscal Year in Accordance with Proposition 111 and Article XIII (B)

**EXECUTIVE SUMMARY**

In November 1979, the voters of California approved Proposition 4, commonly known as the Gann Initiative. This proposition created Article XIII (B) of the State Constitution placing limits on the amount of revenue which can be appropriated by all government entities in any fiscal year. The legislation mandates all governing bodies including the City of Pittsburg to annually establish the Appropriations Limit.

**FISCAL IMPACT**

There is no impact to the City of Pittsburg budget. The FY 2021-22 Appropriations Limit is \$187,489,062 and will exceed the General Fund estimated spending plan of \$51,290,812.

**RECOMMENDATION**

Staff recommends that the City Council adopt this Resolution in compliance with the State of California legislative requirement for the City Council to annually establish the Appropriations Limit.

**BACKGROUND**

In 1979, Proposition 4, known as the Gann Initiative was approved by the California voters. As a result, Article XIII (B) of the State Statute (Government Code Section 7900-10) was enacted and it requires that each year thereafter, the governing body of each local jurisdiction shall by resolution, establish its Appropriations (spending) limit for the following fiscal year. The determination of the appropriations limit is considered to be a legislative act and should be adopted at a regular council meeting.

Proposition 111, approved by California voters in 1990, amended Article XIII (B) further, and Council action is necessary to implement the amendments effective for FY 2005-06 and thereafter.

The amendments of Proposition III specify that the annual adjustment factors in calculating the Appropriations Limit will be increased by:

- The change in population growth for City **OR** County (whichever is higher)
- The change in California Per Capita Personal Income

**OR**

The growth in the average change in the County Consumer Price Index (whichever is higher).

Pursuant to Proposition III amendments, staff has calculated the FY 2021-22 Appropriations Limit (see attached Gann Calculations) using the City Population change and the change in California per Capita Personal Income factors. The basis for the selection methodology is the City's Population Change versus the County's population growth, and the change in the California Per Capita Personal Income factor versus the Change in the Contra Costa County Consumer Price Index. The calculation uses whichever rate is higher for both population change and per capita income. The City's Appropriations limit for FY2021-22 is \$187,489,062.

### **SUBCOMMITTEE FINDINGS**

This item not presented to a subcommittee.

### **STAFF ANALYSIS**

Establishing the Appropriations Limit is a State of California mandate which requires all cities to adopt a respective Resolution at the beginning of each fiscal year.

The Appropriations subject to Limitation for Fiscal Year 2021-22 is \$51,290,812 against the calculated limit of \$187,489,062.

Appropriations subject to the limit for fiscal year 2020-21 totaled \$43,124,579 against the Adopted Limit of \$176,709,600 for that same year.

### **ATTACHMENTS:**

Resolution  
California Department of Finance Letter dated May 2021  
Gann Calculations

Report Reviewed By: Laura Mendez, Finance Manager - Reporting

Emily Plummer-Boyd, Interim Director of Finance



BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Approving the City of Pittsburg )  
Investment Policy Effective )  
July 1, 2021 )

RESOLUTION NO. 21-

The Pittsburg City Council DOES RESOLVE as follows:

WHEREAS, the State of California passed legislation during the 1995 session requiring all public agencies to adopt a Statement of Investment Policy which pursuant to AB 2853 is now encouraged not mandated; and

WHEREAS, on October 18, 2010 the City Council adopted the City's Investment Policy; and

WHEREAS, on September 17, 2018 the City Council adopted the most recent version of the City's Investment Policy; and

WHEREAS, the purpose of the Investment Policy is to provide guidelines for the prudent investment of the City's idle funds and to outline the policies for maximizing the efficiency of the City's cash management system; and

WHEREAS, the Finance Department is recommending revisions to the City's Investment Policy, a copy of which is attached; and

WHEREAS, the basic premise that continues to underlie the City of Pittsburg's Investment Policy is to ensure that money is always available when needed and, at the same time, repaying the highest and safest return.

NOW, THEREFORE, the City Council finds and determines as follows:

Section 1. Findings

- A. The recitals set forth above are true and correct statements and are hereby incorporated in conjunction with the respective staff report.
- B. That the Statement of Investment Policy attached hereto, is hereby adopted as the City of Pittsburg Investment Policy.
- C. That the management of the investment functions is delegated to the Director of Finance.

Section 2. Authorization

The Director of Finance is hereby authorized to manage the investment functions for the City of Pittsburg in accordance with the most current adopted Statement of Investment Policy.

PASSED AND ADOPTED by the City Council of the City of Pittsburg at a regular meeting held on the 21st day of June 2021 by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

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Merl Craft, Mayor

ATTEST:

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Alice E. Evenson, City Clerk