



City of
Pittsburg
California



Proposed Annual Budget

FY 2024-25

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➤ **ACKNOWLEDGEMENTS**

City Council

Juan Antonio Banales, Mayor

Jelani Killings, Vice Mayor

Dionne Adams, Council Member

Angelica Lopez, Council Member

Shanelle Scales-Preston, 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

Maria Aliotti, Assistant City Manager

Sara Bellafronte, Assistant to the City Manager

Jordan Davis, Director of Community and Economic Development

Melaine Venenciano, Director of Records and Council Services

Paul Rodrigues, Director of Finance

Steven Albanese, Chief of Police

Jennifer Brizel, Director of Human Resources

John Samuelson, Director of Public Works/City Engineer

Kolette Simonton, Director of Recreation

➤ **ACKNOWLEDGEMENTS**

Prepared by the Finance Department

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Rhonda Caldwell, Administrative Coordinator



June 17, 2024

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) 2024-25 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 76,500, 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.

Revenues for all City funds are projected to be \$262.6 million for FY 2024-25, 25.8 percent of which comprises the General Fund. The City's total expenditures are projected to be \$246.5 million, of which 27.3 percent is the General Fund, the City's main source of discretionary spending. This proposed budget funds 324 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 2024-25 ending Budget Stabilization Fund Balance: \$2,445,285
- Projected FY 2024-25 ending General Fund Balance: \$17,536,153

Overview of the General Fund Proposed Operating Budget for FY 2024-25

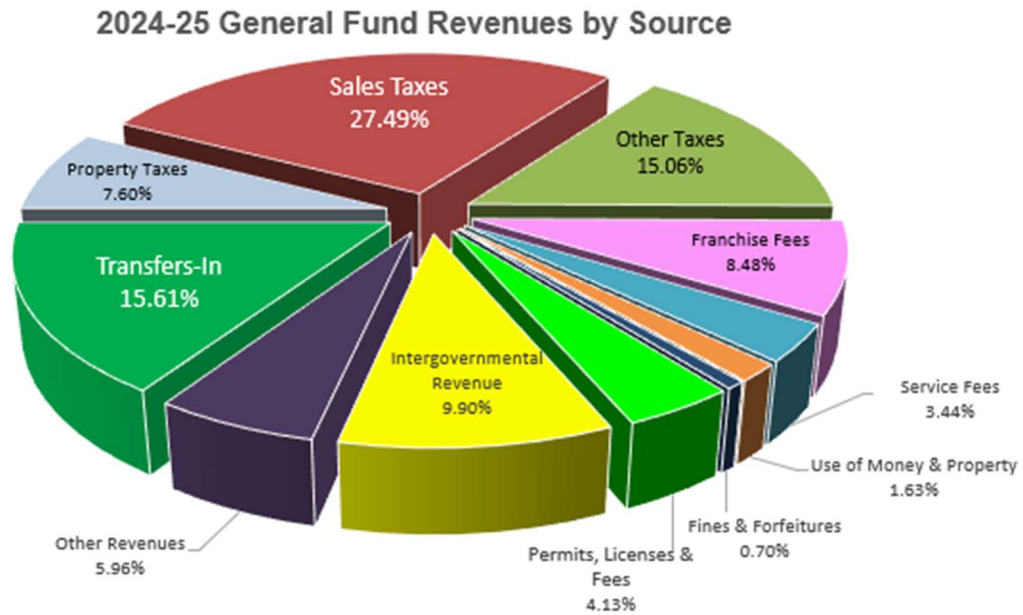
	Amended Budget	Proposed Budget	Increase/ (Decrease)	Percentage Inc/(Dec)
Revenues	61,259,205	61,293,045	33,840	0.1%
Expenditures	70,050,960	61,886,866	(8,164,094)	-11.7%
Surplus (Deficit)	(8,791,755)	(593,821)	8,197,934	
<i>Use of General Fund Balance</i>	<i>(8,791,755)</i>	<i>(593,821)</i>	<i>8,197,934</i>	
(Not Including Measure M activity)				

Measure M Activity

The City accounts for Measure M activity in a separate, stand alone fund. This fund is a sub fund of the General Fund. The following discussion of General Fund revenues and expenditures includes Measure M activity.

Revenues

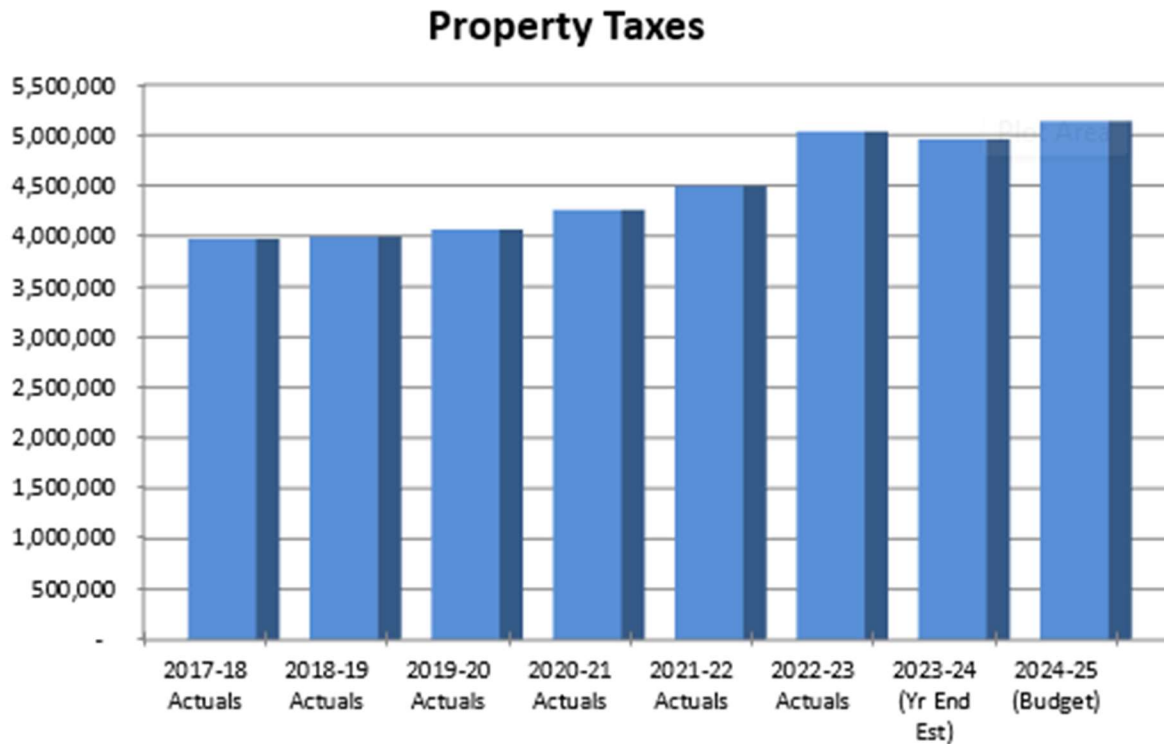
The City's revenue streams are influenced by overall economic conditions. Total General Fund revenue projections for FY 2024-25 are \$369,840 less than FY 2023-24 year-end estimates. This decrease is due primarily to lower sales tax revenues. The General Fund's major revenue sources include property and sales taxes, franchise taxes, other taxes, and intergovernmental revenue, permits, licenses and fees. Together these sources comprise 73 percent of total General Fund revenues for FY 2024-25, as shown on the graph below. The remaining 27 percent includes revenues such as transfers, investments, and administrative overhead reimbursements.



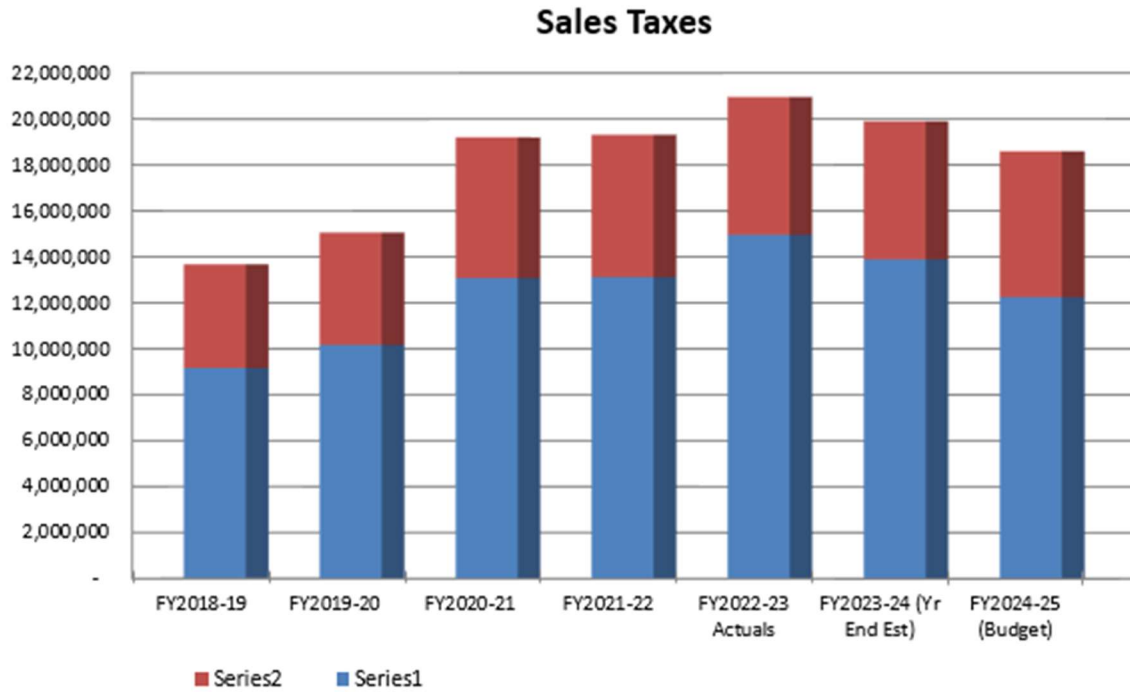
The City anticipates property tax revenues to increase modestly in FY 2024-25 by \$180,545, approximately 48% of which is due to increases in secured property, with the other 52% due to increases in supplemental taxes. Secured property tax is the tax on the ad valorem (value) of the real estate property being assessed. Supplemental property taxes are a one-time tax that covers the increased value caused by purchase or new construction.

While the City is anticipating modest property tax revenue growth, this projection will be re-assessed during the year and adjusted to reflect stronger revenue growth if warranted. The City will be engaging with a property tax revenue consultant to better estimate these revenues in the upcoming year.

The median sale price of Pittsburg detached single-family homes from January through November 2023 was \$602,500, a decrease of \$32,500 (-5.1%) from 2022'. While the average home in Pittsburg is on the market for less than three weeks, new homes are regularly selling for over \$1 million.



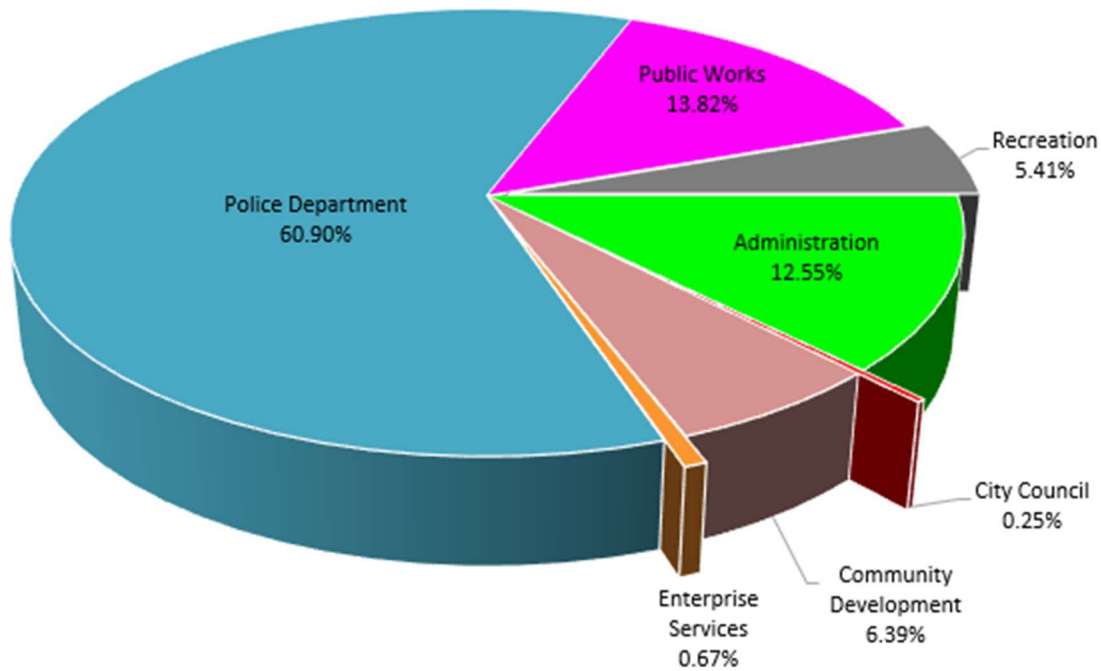
For FY 2024-25, Sales Tax revenue projections have decreased significantly compared to the FY 2023-24 year-end estimates, a 6.56 percent decrease. This is in line with sales tax trends throughout the Bay Area, and reflects the loss of several Pittsburg businesses. Staff anticipates sales taxes to grow very slowly over the course of the next several years.



Expenditures

General Fund projected expenditures have decreased by 7.7 million in FY 2024-25 over FY 2023-24, primarily due to additional appropriation of General Fund reserves for various City Council approved projects in 2023-24. Other increases are related to scheduled salary increases as well as increasing fringe benefits, such as pension and medical costs. 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.

2024-25 General Fund Expenditures by Department



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 2024-25 is over the lesser of \$2 million or 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 6.8 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. As of June 30, 2021, 51% of non-safety employees and 52% percent of safety employees were covered by PEPRA. 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.

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 2024-25 Capital Projects budget will be presented to the City Council for approval at a later date and incorporated into the 2024-25 budget.

Conclusion

The FY 2024-25 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.

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 2024-25 budget. I would like to give special thanks to Paul Rodrigues, Finance Director, Andy Wang, Assistant Finance Director, Deana Cardona, Finance Manager. and Tracy Story , Financial Analyst for their work and expertise throughout this year's budget process.



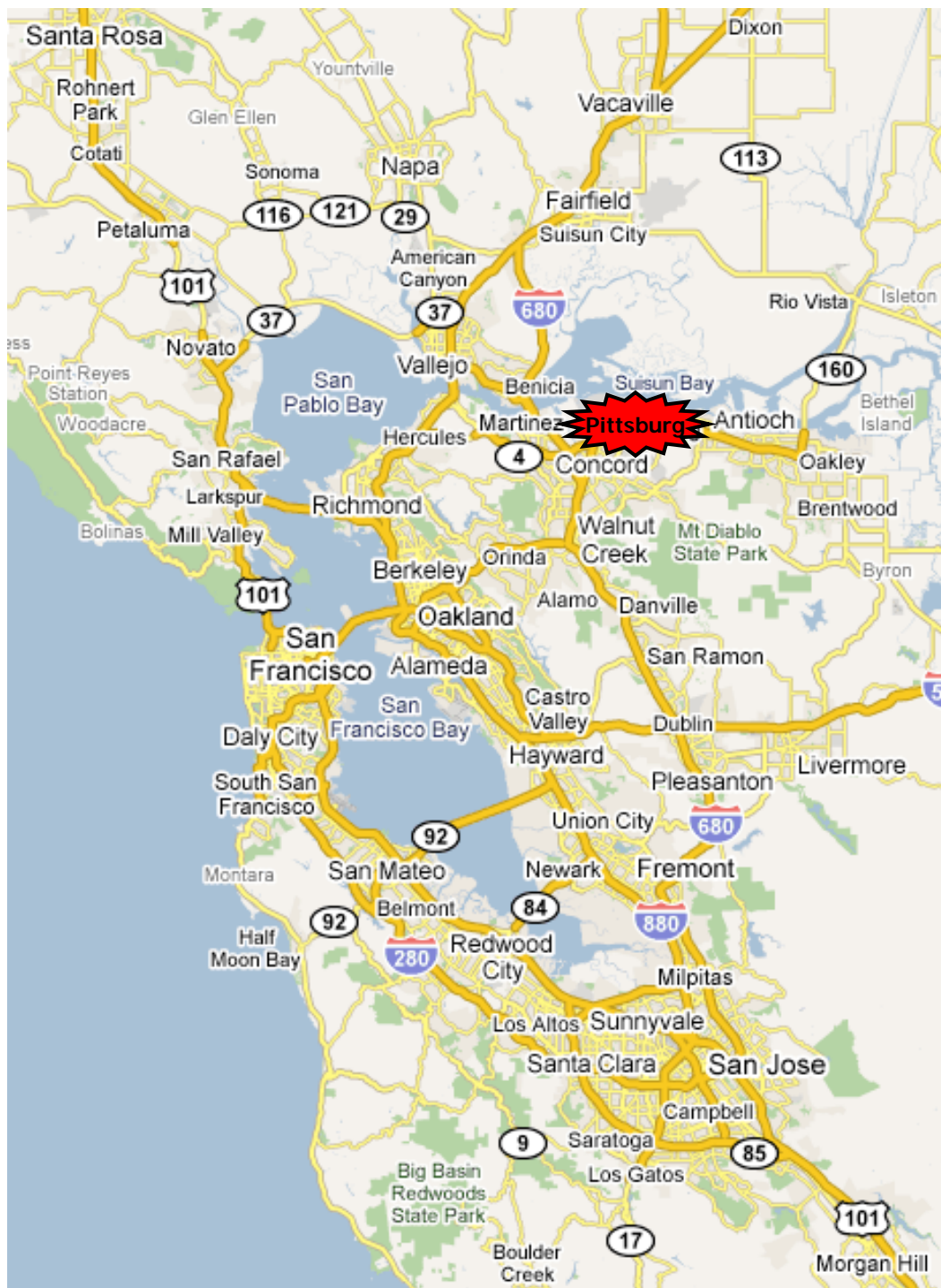
Garrett Evans
City Manager

➤ MISSION STATEMENT

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:

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



➤ CITY OF PITTSBURG – OUR HISTORY

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.

2021 – The City's Digital Office for New Americans hosted its first Naturalization Ceremony, welcoming 25 citizens, 6 of which are from Pittsburg.

2022 – The City issued \$43.9 Million in Water Revenue Bonds to fund a major upgrade to Water Treatment Plant (WTP). The Marina Center returned to the City's Recreation Department.

Pittsburg has emerged as a pleasant community of 26 parks, recreational facilities, shopping centers, waterfront experience, 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.

Source: Pittsburg Chamber of Commerce

PROPOSED CITYWIDE GOALS

PRIORITY AREAS FOR CONTINUED IMPROVEMENT

Economic Development

Continue economic development through strategic partnerships, promotion of entry-level and high-end housing, and the retention and growth of new and existing businesses.

Public Infrastructure

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

Youth Development

Improve the education, health and wellness of our youth and young adults by improving their social and economic outcomes.

PRIORITY AREAS FOR SUSTAINED PROGRESS

Efficiency

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

Public Safety

Improve the quality of life for all Pittsburgh residents.

COMMUNITY & ECONOMIC DEVELOPMENT

- Create a framework for the redevelopment of Century Plaza
- Assist existing businesses in growing and maintain a minimum 95% retention of current in-town businesses in the next business license renewal cycle
- Update the zoning code to ensure efficient entitlement process for businesses and industries in appropriate areas

PITTSBURG POWER COMPANY / ISLAND ENERGY

- Develop energy supply strategy for the Water Treatment Plant

COMMUNITY SERVICES

- Enroll Participants in a self-sufficiency pilot program
- Preservation of affordable housing stock through the housing rehabilitation loan program
- Continue with the Development of Bliss Avenue

PUBLIC WORKS

- Improve key entryways into the city
- Evaluate existing and new funding sources to support roadway infrastructure improvements
- Address traffic circulation issues at the intersection of San Marco Boulevard and West Leland Road
- Address traffic circulation issues along Railroad Avenue corridor
- Engage and advocate with Caltrans in improved communication and collaboration

ENVIRONMENTAL SERVICES

- Promote public transit incentive programs available to the community
- Enhance clean-up day program to mitigate illegal dumping

RECREATION

- Work with our educational partners to provide career pathways and opportunities for youth and young adults as identified in the Youth & Young Adult Services Master Plan Objective 2
- Evaluate and prioritize events and experience-based entertainment
- Promote “Pittsburg Cares” with events and activities to support community engagement

POLICE

- Implement Violent Crime Reduction Strategies
- Forecast and Model police resources to match growth of community (forecast needs to meet City Council priorities (i.e., ratio, crime rates, etc.)

CITY CLERK SERVICES

- Ensure compliance with applicable elections codes regarding City actions as triggered by specified timelines for potential ballot measure

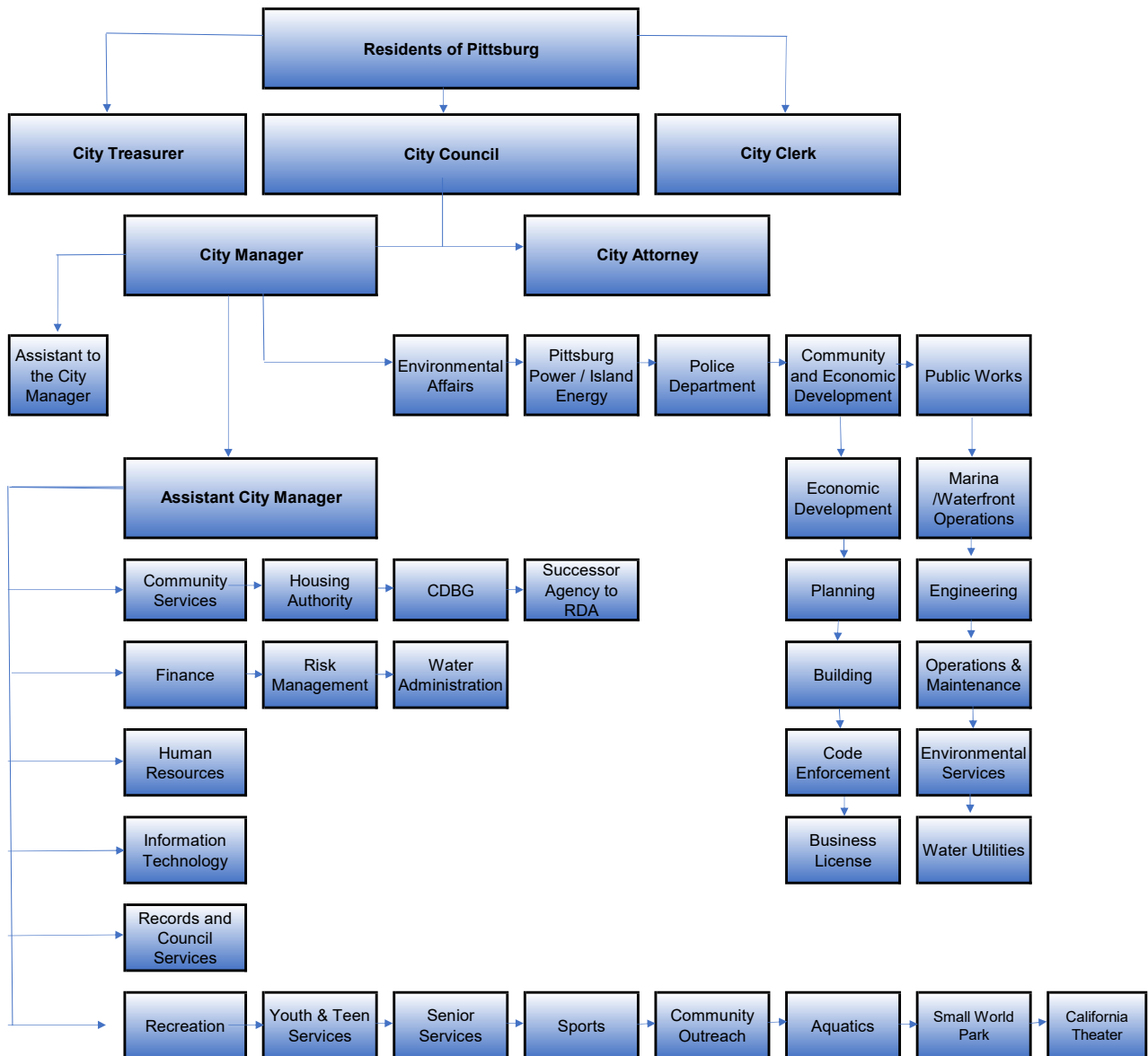
INFORMATION TECHNOLOGY

- Improve the user experience with the City website

HUMAN RESOURCES

- Establish service level standards

➤ CITY GOVERNMENT ORGANIZATION



➤ **BUDGET PROCESS AND BASIS OF BUDGETING**

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.

After recommendation by the Finance Subcommittee, 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 is presented for the Community Advisory Commission and Planning Commission prior to seeking City 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 which do not increase total fund budget
- 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 which do not increase total fund budget
- 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 2024/25 Budget Development Calendar

2024

January 2024						
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			

1/10 Distribution of Mid-Year Reports for Department Year-End Estimates
1/15 City Holiday - Martin Luther King, Jr. Day

July 2024						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

2/12 City Holiday - Lincoln's Birthday - City Offices Closed
2/13 Department Year-End Estimates Due to Finance
2/19 City Holiday - President's Day - City Offices Closed

August 2024						
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

March 2024						
S	M	T	W	Th	F	Sa
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10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

3/25 Annual Budget Kick-off Meeting.
3/29 Operating Budget Templates and Other Forms Due to Finance
3/29 Staff Allocation due to Finance from HR

September 2024						
S	M	T	W	Th	F	Sa
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22	23	24	25	26	27	28
29	30					

April 2024						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

4/1 City Holiday - Cesar Chavez Day - City Offices Closed
4/15 2023-24 Mid Year Budget Review to City Council
4/2- 4/10 Finance summarize Initial Budget Requests
4/25 Finance Subcommittee - FY 2024-25 Budget Review
4/30 Narratives Due to Finance

October 2024						
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		

May 2024						
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	

5/6 City Council Budget Workshop
5/14 Measure M Committee Review
5/7 - 5/17 CM-Finance-Dept Head Reviews/Meetings
5/22 Senior Executive Team Budget Review
5/27 City Holiday - Memorial Day - City Offices Closed
5/28 Senior Executive Team Budget Review

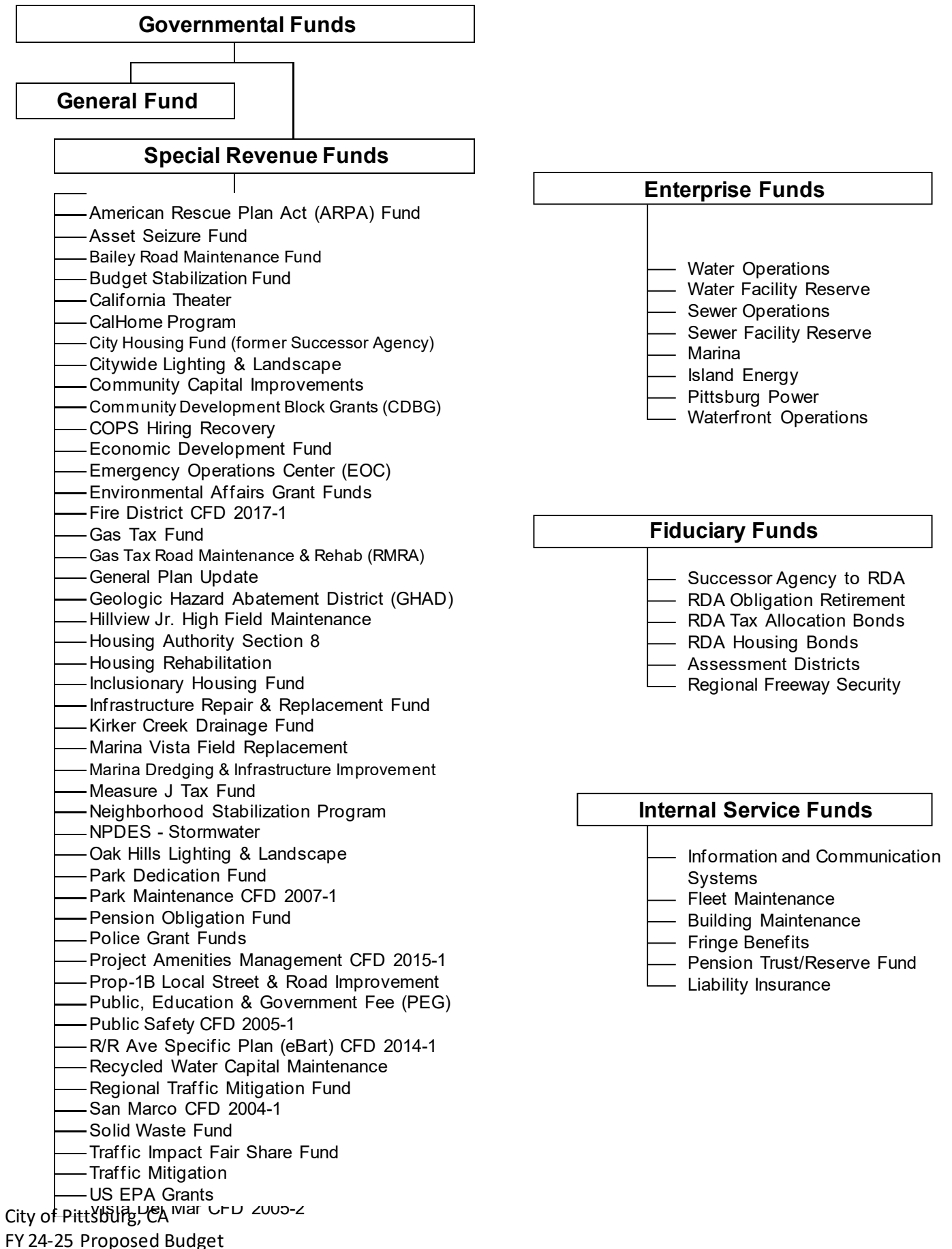
November 2024						
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24	25	26	27	28	29	30

June 2024						
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23	24	25	26	27	28	29
30						

6/3 City Council Budget Workshop
6/17 Adoption of Gann Spending Limit
6/17 Consideration and Adoption of the FY 2024-25 Budget
6/17 Update General Fund 20 Yr Projections

December 2024						
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				

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➤ General Fund 20-Year Forecast

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, the City Council ensured funding by requiring one-time General Fund monies be deposited into the Fund. Again, in 2012 and 2017, the City 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 the City 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. The City 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:

<u>Revenue Assumptions</u>	<u>Expenditure Assumptions</u>
General Fund Revenues – are projected to decrease by 1.53% during FY2024-25 <ul style="list-style-type: none">• Sales & Use Taxes are projected by outside economic consultant• Increases in Housing, Commercial, and Industrial revenues starting in FY 24-25• Measure M Sales Tax revenues will expire June 2035• Successor Agency pass-through will end in FY 29-30, offset by additional property taxes in FY 30-31• New Hotel, resulting in increased TOT income starting in FY 2024-25	General Fund Expenses – are projected to decrease by 12.95% during FY 2023-24 including: <ul style="list-style-type: none">• A 4% cost of living adjustment for salaries is projected for FY 2024-25• Pension costs are projected by CalPERS• Health Care and other benefits costs continue to rise at a rate greater than the increase in revenues• The City's Lighting and Landscaping District is subsidized by the General Fund• Attrition savings for 2024-25 are 8.99% of salaries and benefits.

	Mid-Year Budget FY 2023-24	Budget FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34
Annual Revenues:											
Taxes - Property, Sales, TOT, Franchise & Motor Vehicle	\$43,570,670	\$41,690,243	\$42,522,050	\$43,805,872	\$45,128,452	\$46,490,514	\$51,412,085	\$54,689,047	\$56,474,313	\$58,325,037	\$60,243,830
Fees, Intergovernmental, Permits, Fines and Service Charges	7,108,027	7,603,311	7,683,014	7,763,881	7,845,939	7,929,210	8,013,721	8,099,496	8,186,564	8,274,950	8,364,683
Transfers In from Other City Funds	6,386,476	5,609,379	5,624,001	5,638,696	5,653,464	5,668,307	5,683,223	5,698,214	5,713,280	5,728,422	5,743,639
Other Revenues	4,658,032	5,875,114	5,951,417	6,028,916	6,107,631	6,187,583	6,268,795	6,351,289	6,435,087	6,520,213	6,606,689
Total Annual Revenues:	\$61,723,205	\$60,778,047	\$61,780,482	\$63,237,365	\$64,735,486	\$66,275,614	\$71,377,824	\$74,838,047	\$76,809,244	\$78,848,621	\$80,958,841
Potential New or Short Term Revenues:											
One Time Monies	\$1,190,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
City Property Lease Revenue	0	0	222,598	237,748	237,748	242,569	257,031	257,031	257,031	257,031	261,216
TOT from New Development	0	0	0	492,750	502,605	512,657	522,910	533,368	544,036	554,917	566,015
Commercial and Industrial Development	0	0	22,785	22,785	22,785	22,785	22,785	22,785	22,785	177,285	177,285
Housing Development	0	0	1,243,735	1,835,683	2,573,085	3,134,423	3,695,761	4,257,100	4,818,438	5,379,776	5,941,114
Total Potential New or Short Term Revenues:	\$1,190,000	\$0	\$1,489,118	\$2,588,966	\$3,336,223	\$3,912,434	\$4,498,488	\$5,070,285	\$5,642,290	\$6,369,009	\$6,945,630
Total Revenues:	\$62,913,205	\$60,778,047	\$63,269,600	\$65,826,330	\$68,071,709	\$70,188,048	\$75,876,312	\$79,908,331	\$82,451,534	\$85,217,630	\$87,904,471
Annual Expenses:											
Salaries	\$25,117,068	\$25,083,546	\$26,290,912	\$27,255,145	\$28,250,804	\$29,278,866	\$30,340,341	\$31,436,264	\$32,567,708	\$33,735,774	\$34,941,598
Vacancy Rate/Attrition Savings	(3,975,000)	(4,337,500)	(4,337,500)	(4,337,500)	(4,337,500)	(4,337,500)	(4,337,500)	(4,337,500)	(4,337,500)	(4,337,500)	(4,337,500)
CalPERS	9,087,914	10,042,173	11,672,202	12,009,279	12,463,373	13,308,658	13,533,833	13,733,298	13,753,806	13,695,085	13,673,864
Section 115 Trust	245,524	246,774	246,774	246,774	246,774	246,774	246,774	246,774	246,774	246,774	246,774
Benefits & Insurance	12,178,004	12,867,237	13,687,813	14,409,966	15,173,223	15,979,995	16,832,838	17,734,463	18,687,746	19,695,735	20,761,665
Contractual and Professional Services	12,246,584	11,130,974	11,373,248	11,621,350	11,875,446	12,135,707	12,402,311	12,675,442	12,955,289	13,242,051	13,535,930
Transfers Out and Other Costs	12,928,763	4,746,012	4,926,580	5,011,176	5,097,794	5,186,492	5,277,327	5,370,361	5,465,654	5,563,271	5,663,280
Pavement Maintenance	2,672,103	0	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
One Time Expense	0	1,592,652	0	0	0	0	0	0	0	0	0
Total Annual Expenses:	\$70,500,960	\$61,371,868	\$64,360,029	\$66,716,190	\$69,269,914	\$72,298,992	\$74,795,924	\$77,359,102	\$79,839,477	\$82,341,191	\$84,985,612
Potential New or Short Term Expenses:											
New Expenses Not Yet Identified	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Placeholder]	0	0	0	0	0	0	0	0	0	0	0
Total Potential New or Short Term Expenses:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenses:	\$70,500,960	\$61,371,868	\$64,360,029	\$66,716,190	\$69,269,914	\$72,298,992	\$74,795,924	\$77,359,102	\$79,839,477	\$82,341,191	\$84,985,612
Use or Surplus of General Fund Reserves:	(\$7,587,755)	(\$593,821)	(\$1,090,429)	(\$889,859)	(\$1,198,205)	(\$2,110,944)	\$1,080,388	\$2,549,229	\$2,612,057	\$2,876,440	\$2,918,859
General Fund Reserve:											
Total General Fund Reserve + BSF	\$21,779,258	\$21,185,437	\$20,095,008	\$19,205,148	\$18,006,943	\$15,895,999	\$16,976,387	\$19,525,616	\$22,137,673	\$25,014,113	\$27,932,972
Total General Fund Reserve Held In Property	7,905,889	7,905,889	8,064,007	8,225,287	8,389,793	8,557,589	8,728,740	8,903,315	9,081,381	9,263,009	9,448,269
Total General Fund Reserve:	\$29,685,147	\$29,091,326	\$28,159,014	\$27,430,435	\$26,396,736	\$24,453,588	\$25,705,128	\$28,428,931	\$31,219,054	\$34,277,122	\$37,381,241
Compliance with Fiscal Sustainability Ordinance	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Note - For 20 Year Forecast, Measure M reserves included

20-Year General Fund Forecast



	FY 2034-35	FY 2035-36	FY 2036-37	FY 2037-38	FY 2038-39	FY 2039-40	FY 2040-41	FY 2041-42	FY 2042-43	FY 2043-44
Annual Revenues:										
Taxes - Property, Sales, TOT, Franchise & Motor Vehicle	\$62,233,413	\$57,446,051	\$62,550,811	\$64,550,056	\$66,622,068	\$68,769,766	\$70,996,190	\$73,304,512	\$75,698,041	\$78,180,225
Fees, Intergovernmental, Permits, Fines and Service Charges	8,455,792	8,548,306	8,642,255	8,737,670	8,834,584	8,933,028	9,033,037	9,134,645	9,237,886	9,342,798
Transfers In from Other City Funds	5,758,932	5,774,302	5,789,748	5,805,272	5,820,873	5,836,553	5,852,311	5,868,147	5,884,063	5,900,058
Other Revenues	6,694,540	6,783,791	6,874,465	6,966,589	7,060,188	7,155,288	7,251,916	7,350,099	7,449,866	7,551,244
Total Annual Revenues:	\$83,142,678	\$78,552,449	\$83,857,279	\$86,059,587	\$88,337,713	\$90,694,635	\$93,133,453	\$95,657,403	\$98,269,856	\$100,974,325
Potential New or Short Term Revenues:										
One Time Monies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
City Property Lease Revenue	273,768	273,768	273,768	273,768	277,172	287,383	287,383	287,383	287,383	287,383
TOT from New Development	577,335	588,882	600,660	612,673	624,926	637,425	650,173	663,177	676,440	689,969
Commercial and Industrial Development	177,285	177,285	177,285	357,285	357,285	357,285	357,285	357,285	357,285	357,285
Housing Development	6,404,969	6,868,823	7,332,678	7,796,532	8,050,932	8,305,332	8,559,732	8,814,132	9,068,532	9,068,532
Total Potential New or Short Term Revenues:	\$7,433,357	\$7,908,758	\$8,384,390	\$9,040,258	\$9,310,315	\$9,587,425	\$9,854,574	\$10,121,977	\$10,389,641	\$10,403,170
Total Revenues:	\$90,576,035	\$86,461,207	\$92,241,669	\$95,099,845	\$97,648,029	\$100,282,060	\$102,988,027	\$105,779,381	\$108,659,496	\$111,377,495
Annual Expenses:										
Salaries	\$36,186,352	\$37,471,241	\$38,797,509	\$40,166,437	\$41,579,345	\$43,037,593	\$44,542,583	\$46,095,758	\$47,698,607	\$49,352,663
Vacancy Rate/Attrition Savings	(4,337,500)	(4,337,500)	(4,337,500)	(4,337,500)	(4,337,500)	(4,337,500)	(4,337,500)	(4,337,500)	(4,337,500)	(4,337,500)
CalPERS	13,571,395	13,353,874	10,006,400	8,738,400	8,433,600	8,175,600	8,125,600	7,389,200	6,990,000	9,011,200
Section 115 Trust	246,774	246,774	246,774	246,774	246,774	246,774	246,774	246,774	246,774	246,774
Benefits & Insurance	21,888,964	23,081,274	24,342,453	25,235,715	26,647,174	28,140,559	29,720,766	31,392,990	33,162,749	35,035,898
Contractual and Professional Services	13,837,139	14,145,897	14,462,430	14,786,975	15,119,776	15,461,086	15,811,168	16,170,294	16,538,748	16,916,824
Transfers Out and Other Costs	5,655,241	5,583,513	5,676,756	5,771,962	5,869,176	5,968,440	6,069,800	6,173,302	6,278,995	6,386,926
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	0	0	0	0	0	0	0	0	0	0
Total Annual Expenses:	\$87,548,366	\$90,045,072	\$89,694,823	\$91,108,764	\$94,058,345	\$97,192,552	\$100,679,190	\$103,630,818	\$107,078,373	\$113,112,784
Potential New or Short Term Expenses:										
New Expenses Not Yet Identified	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>[Placeholder]</i>	0	0	0	0	0	0	0	0	0	0
Total Potential New or Short Term Expenses:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenses:	\$87,548,366	\$90,045,072	\$89,694,823	\$91,108,764	\$94,058,345	\$97,192,552	\$100,679,190	\$103,630,818	\$107,078,373	\$113,112,784
Use or Surplus of General Fund Reserves:	\$3,027,669	(\$3,583,865)	\$2,546,846	\$3,991,080	\$3,589,683	\$3,089,508	\$2,308,838	\$2,148,562	\$1,581,124	(\$1,735,290)
General Fund Reserve:										
Total General Fund Reserve + BSF	\$30,960,641	\$27,376,776	\$29,923,622	\$33,914,703	\$37,504,386	\$40,593,894	\$42,902,732	\$45,051,294	\$46,632,418	\$44,897,128
	9,637,235	9,829,979	10,026,579	10,227,110	10,431,653	10,640,286	10,853,091	11,070,153	11,291,556	11,517,387
Total General Fund Reserve:	\$40,597,875	\$37,206,755	\$39,950,201	\$44,141,813	\$47,936,039	\$51,234,180	\$53,755,823	\$56,121,447	\$57,923,974	\$56,414,515
Compliance with Fiscal Sustainability Ordinance	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Note - For 20 Year Forecast, Measure M reserves included



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Section 8 Housing Choice Voucher/Veteran Affairs Support Housing Program 6-Year Forecast

In October 2021, HACP received notification from HUD that it was in a shortfall position, which continued through calendar year 2022. Shortfall status indicates that HACP may not have adequate funding to support the current leasing levels. HACP has been working closely with HUD to ensure that measures have been in place for cost control, and HACP had stopped additional leasing activities through the end of 2022. Following a review in January 2023, HACP was determined to no longer be in shortfall and began absorbing portability tenants to reduce portability billing activity and receive funding directly from HUD. HACP will continue working with HUD to ensure the program is in compliance.

The FY 2024-25 budgeted revenue projections are based on estimates derived from the number of units leased. Additional provisions have been made to include the potential set aside funding and utilization of the existing HUD reserve.

HACP continues to be challenged to maintain the level of service with significant increases in costs from the rising rental market coupled with lower earned administrative fees. HACP's plan is to closely balance units leased with a healthy dose of administrative revenue and attempt to cover all the costs.

The City of Pittsburg Finance Department has established a 6-year forecast to help manage the HACP'S budget. HACP anticipates using existing reserves to supplement any forecasted shortfalls in future years.

Staff will update this forecast periodically according to the latest revenue and expenditure information.

Major assumptions used to develop forecasts in the 6-Year Plan are as follows:

Revenue Assumptions

Annual Increase in Operating Revenues

FY's 2025-26 through 2029-30 1%

Estimated Ending Fund Balance
on June 30, 2025 \$244,240

Expenditure Assumptions

Annual Increase in Operating Expenditures

1% increase in Program
2% increase in Personnel costs
1% increase in other Admin expenses

SECTION 8 HOUSING CHOICE VOUCHER/VETERAN AFFAIRS SUPPORT HOUSING PROGRAM 6 YEAR FORECAST

	Amended Budget	Proposed Budget	Projected				
	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30
<u>Program Revenue:</u>							
Program Revenue from HUD	\$ 20,131,092	\$ 21,588,588	\$ 21,804,474	\$ 22,022,519	\$ 22,242,744	\$ 22,465,171	\$ 22,689,823
Program Expenses	(20,131,092)	(21,588,588)	(21,804,474)	(22,022,519)	(22,242,744)	(22,465,171)	(22,689,823)
Net Operating Income / (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Administrative Revenue:</u>							
Administrative Overhead from HUD	\$ 1,699,870	\$ 1,584,903	\$ 1,600,752	\$ 1,616,759	\$ 1,632,927	\$ 1,649,256	\$ 1,665,749
Other Svcs fee and income(incl. Port In & Unreported Income)	974,988	1,517,512	1,532,687	1,548,014	1,563,494	1,579,129	1,594,920
Rental Income	211,500	175,020	176,770	178,538	180,323	182,127	183,948
Reimbursement-COVID 19	-	-	-	-	-	-	-
Partnership Income	129,478	-	-	-	-	-	-
Transfer In-SA Housing	55,000	-	-	-	-	-	-
Total Administrative Revenue	\$ 3,070,836	\$ 3,277,435	\$ 3,310,209	\$ 3,343,311	\$ 3,376,744	\$ 3,410,512	\$ 3,444,617
<u>Administrative Expenses</u>							
Salaries and Benefits	(1,162,634)	(1,152,418)	(1,175,466)	(1,198,976)	(1,222,955)	(1,247,414)	(1,272,363)
Port In/Out Expenses	(1,018,000)	(1,558,644)	(1,574,230)	(1,589,973)	(1,605,872)	(1,621,931)	(1,638,151)
Rental Property Expenses	(68,300)	(66,400)	(67,064)	(67,735)	(68,412)	(69,096)	(69,787)
Other Administrative Expenses	(591,382)	(698,230)	(705,212)	(712,264)	(719,387)	(726,581)	(733,847)
Total Admin. Expenses	\$ (2,840,316)	\$ (3,475,692)	\$ (3,521,973)	\$ (3,568,947)	\$ (3,616,627)	\$ (3,665,023)	\$ (3,714,147)
Net Administrative Income/(Deficit)	\$ 230,520	\$ (198,257)	\$ (211,764)	\$ (225,636)	\$ (239,882)	\$ (254,511)	\$ (269,530)
Total Fund Income/(Deficit)	\$ 230,520	\$ (198,257)	\$ (211,764)	\$ (225,636)	\$ (239,882)	\$ (254,511)	\$ (269,530)
Available Beginning Fund Balance	\$ 211,977	\$ 442,497	\$ 244,240	\$ 32,476	\$ (193,161)	\$ (433,043)	\$ (687,554)
Use of Fund Balance	230,520	(198,257)	(211,764)	(225,636)	(239,882)	(254,511)	(269,530)
Available Ending Fund Balance	\$ 442,497	\$ 244,240	\$ 32,476	\$ (193,161)	\$ (433,043)	\$ (687,554)	\$ (957,084)

**Summary of Fund Condition
Table 1**

	Estimated Reserves	Projected Revenues		Proposed Expenditures		Estimated Balance
	6/30/2024 ¹	2024-25	Transfers-In	2024-25	Transfers-Out	June 30, 2025
General Fund						
General	18,129,974	50,733,666	10,559,379	59,502,566	2,384,300	17,536,153
Measure M Fund	1,104,000	6,340,000	-	-	5,400,000	2,044,000
Subtotal, General Fund	\$ 19,233,974	\$ 57,073,666	\$ 10,559,379	\$ 59,502,566	\$ 7,784,300	\$ 19,580,153
Internal Service Funds						
Building Maintenance	880,346	3,070,393	-	3,026,786	15,917	908,036
Fleet Maintenance	1,065,976	2,238,386	-	2,051,693	13,296	1,239,373
Fringe Benefits	1,087,069	1,000,000	-	31,417	-	2,055,652
Information Communication Services	1,202,813	2,929,118	-	3,204,716	-	927,215
Insurance	1,138,857	3,393,240	-	-	-	4,532,097
Other Post-Employment Benefits (OPEB) ²	220,728	2,603,000	500,000	-	-	3,323,728
Pension Trust/Reserve Fund ³	87,499	481,954	-	222,338	-	347,115
Subtotal, Internal Service Funds	\$ 5,683,288	\$ 15,716,091	\$ 500,000	\$ 8,536,950	\$ 29,213	\$ 13,333,216
Enterprise Funds						
Island Energy	3,641,710	10,049,196	-	9,898,719	38,389	3,753,798
Marina	1,728,185	2,196,014	-	2,446,143	22,659	1,455,397
Pittsburg Power	3,978,875	4,472,230	55,200	1,911,927	766,929	5,827,449
Sewer Utility	5,698,866	5,320,832	-	2,748,944	841,461	7,429,293
Water Front Operations	671,990	1,023,238	-	945,773	67,791	681,664
Water Utility	80,210,149	28,432,298	817,600	30,606,970	435,525	78,417,552
Zone 2 Reservoir	-	3,836	-	-	-	3,836
Subtotal, Enterprise Funds	\$ 95,929,775	\$ 51,497,644	\$ 872,800	\$ 48,558,476	\$ 2,172,754	\$ 97,568,989
Special Revenue Funds						
American Rescue Plan Act (ARPA) Fund	9,553,866	-	-	470	-	9,553,396
Assets Seizure	111,258	-	-	-	-	111,258
Budget Stabilization	2,445,285	-	-	-	-	2,445,285
CalHome Program	239,619	8,350	-	152,000	-	95,969
California Theatre	141,590	930	350,000	125,846	-	366,674
CFD 2021-1 Tuscan Meadows	24,519	680	-	-	-	25,199
Economic Development	856,838	238,150	450,000	1,215,859	53,285	275,844
Emergency Operations Center	88,246	2,774	50,000	99,000	-	42,020
Fire District CFD	106,541	41,073	-	4,160	-	143,454
Gas Tax	1,295,691	2,174,056	-	-	1,200,000	2,269,747
Gas Tax - Road Maint & Rehab (RMRA)	783,635	1,998,342	-	-	-	2,781,977
General Plan Update	508,367	22,094	-	-	-	530,461
GHAD Administration	125,175	10,802	569,530	700,076	5,431	-
Golf Course	37	-	1,600	-	-	1,637
Hillview Jr. High Athletic Field (Mainte	434,589	12,070	-	-	-	446,659
Housing Authority-Section 8	442,497	24,866,023	-	25,039,373	24,907	244,240
HUD Community Development Block Grant	113,213	642,658	-	651,610	2,060	102,201
Lighting and Landscape	127,522	3,758,925	2,265,000	6,104,443	47,004	-
Lighting and Landscaping Oak Hill	74,560	35,820	1,500	37,110	-	74,770
Local Law Enforcement Block Grant	(34)	66,895	-	35,047	-	31,814
Marina Dredging & Infrastructure Improve	239,708	-	-	-	-	239,708
Marina Vista Field Replacement	325,687	9,046	-	-	-	334,733
Measure J Tax Fund	(579,596)	1,289,596	-	-	710,000	-
Miscellaneous Grants Non Interest	181,792	89,054	-	73,500	125,000	72,346
Neighborhood Stabilization	49,376	1,372	-	-	-	50,748
Other Impact Fees Fund	84,578	29,040	-	-	-	113,618
Park Maintenance CFD 2007-1	514,363	196,837	-	81,319	936	628,945
Project Amenities Mgmt (CFD 2015-1)	107,502	60,516	-	-	115,000	53,018
Public Safety CFD 2005-1	6,484	1,044,081	-	5,400	1,043,693	1,472
Public, Education & Gov't Fees (PEG)	294,666	172,938	-	-	-	467,604
R/R AVE SPECIFIC PLAN (E-BART) CFD 2014-	115,790	3,262	-	-	-	119,052
Regional Freeway Security Fund	78,798	-	-	-	-	78,798
San Marco CFD 2004-1	7,219	1,458,854	-	10,800	1,455,273	-
Small Cities Grant	253,024	3,876	-	-	-	256,900
Solid Waste	1,221,546	1,716,386	-	1,329,755	205,617	1,402,560
Southwest Pittsburg GHAD II	6,245,127	1,389,786	-	610,339	569,530	6,455,044
Storm Water Utility NPDES	15,730	1,744,489	215,000	1,960,575	14,644	-
Successor Agency Housing Fund	1,240,765	533,992	-	1,064,381	749	709,627

	Estimated Reserves	Projected Revenues		Proposed Expenditures		Estimated Balance
	6/30/2024 ¹	2024-25	Transfers-In	2024-25	Transfers-Out	June 30, 2025
US EPA Grants	1,517,187	3,533,396	150,000	3,228,662	-	1,971,921
Vista Del Mar CFD 2005-2	777	425,413	-	691	425,413	86
Subtotal, Special Revenue Funds	<u>\$ 29,393,537</u>	<u>\$ 47,581,576</u>	<u>\$ 4,052,630</u>	<u>\$ 42,530,416</u>	<u>\$ 5,998,542</u>	<u>\$ 32,498,785</u>
Capital Projects Funds						
Bailey Road Maintenance	2,146,018	212,860	-	-	-	2,358,878
Capital Improvement	11,758,135	348,308	-	465,620	-	11,640,823
Community Capital Improvement	471,354	13,712	-	-	-	485,066
Inclusionary Housing	40,126	1,116	-	-	-	41,242
Infrastructure Repair & Replacement	31,013	856	-	-	-	31,869
Kirker Creek Drainage Fees	378,145	10,426	-	-	-	388,571
Park Dedication	2,478,312	126,968	-	85,766	-	2,519,514
Proposition 1B Local ST Road Impr	-	-	-	-	-	-
RDA - Project Fund	48,640	-	-	2,417	-	46,223
Recycled Water Capital Maintenance	34,764	962	-	-	-	35,726
Regional Traffic Mitigation	469,748	12,948	-	-	-	482,696
Traffic Impact Fair Share	548,952	15,122	-	-	-	564,074
Traffic Mitigation	4,199,428	583,028	-	85,570	-	4,696,886
Water Utility	1,937,300	53,492	-	-	-	1,990,792
Subtotal, Capital Projects Funds	<u>\$ 24,541,935</u>	<u>\$ 1,379,798</u>	<u>\$ -</u>	<u>\$ 639,373</u>	<u>\$ -</u>	<u>\$ 25,282,360</u>
Successor Agency to RDA Funds						
Successor Agency to RDA Tax Alloc Bonds	24,076,818	1,035,030	29,696,250	29,696,250		25,111,848
Successor Agency RDA Retirement Fund	-	32,158,960	-	-	32,158,960	-
Successor Agency to RDA - Housing Bonds	1,625,053	88,636	2,042,710	2,042,710		1,713,689
Successor Agency to RDA Tax Inc Fund	2,620,155	275,148	420,000	382,977		2,932,326
Subtotal, Successor Agency to RDA Funds	<u>\$ 28,322,026</u>	<u>\$ 33,557,774</u>	<u>\$ 32,158,960</u>	<u>\$ 32,121,937</u>	<u>\$ 32,158,960</u>	<u>\$ 29,757,863</u>
Debt Service Funds⁴						
Assessment Districts Fund	535,290.00	351,866	-	323,872	-	563,284
Pension Obligations	3,375,868.00	4,759,668	-	4,637,694	-	3,497,842
Re-Assessment District 2022-1	737,183.00	664,362	-	710,750	-	690,795
San Marco CFD 2009-1	3,632,145.00	1,822,564	-	30,000	-	5,424,709
Vista Del Mar CFD Bond 2005	1,127,591.00	38,768	-	717,489	-	448,870
Subtotal, Debt Service Funds	<u>\$ 9,408,077</u>	<u>\$ 7,637,228</u>	<u>\$ -</u>	<u>\$ 6,419,805</u>	<u>\$ -</u>	<u>\$ 10,625,500</u>
Total All Funds	<u>\$ 212,512,612</u>	<u>\$ 214,443,777</u>	<u>\$ 48,143,769</u>	<u>\$ 198,309,523</u>	<u>\$ 48,143,769</u>	<u>\$ 228,646,866</u>

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

² Does not include CERBT trust funds held by CalPERS

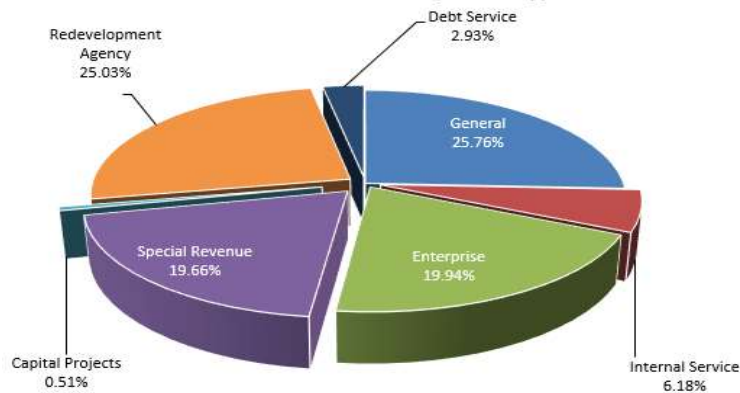
³ Pension trust funds are collected and disbursed to a trustee

⁴ Debt service fund balances include debt service reserves held by a trustee

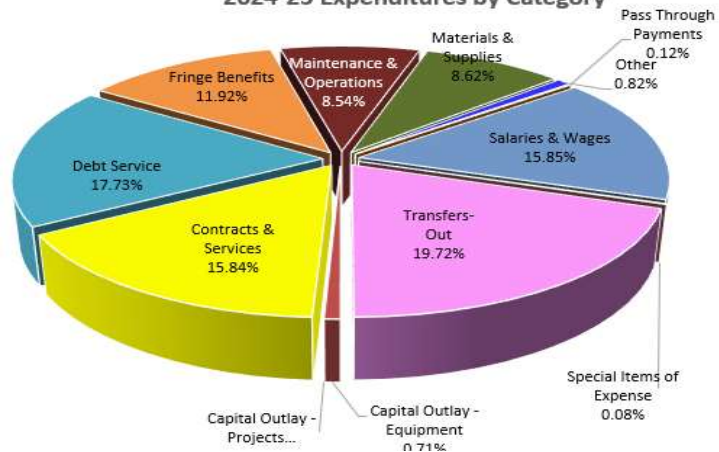
Summary of Revenues and Expenditures - All Funds
Table 2

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Change from 2023-24	% Change
Revenue					
General	62,716,397	67,263,205	67,633,045	369,840	0.55
Internal Service	17,471,656	18,337,725	16,216,091	(2,121,634)	-11.57
Enterprise	56,828,971	56,304,842	52,370,444	(3,934,398)	-6.99
Special Revenue	57,017,933	61,724,322	51,634,206	(10,090,116)	-16.35
Capital Projects	12,923,309	13,641,133	1,326,306	(12,314,827)	-90.28
Successor Agency	65,420,187	64,576,665	65,716,734	1,140,069	1.77
Debt Service	8,221,460	8,543,913	7,690,720	(853,193)	-9.99
Total, Revenues	\$ 280,599,913	\$ 290,391,805	\$ 262,587,546	(27,804,259)	-9.57%
Expenditure					
Acquisition	-	3,000,000	-	(3,000,000)	-100.00
Capital Outlay - Equipment	2,786,290	8,256,396	1,742,416	(6,513,980)	-78.90
Capital Outlay - Projects	7,204,147	34,309,940	84,098	(34,225,842)	-99.75
Contracts & Services	35,126,129	44,459,236	38,681,854	(5,777,382)	-12.99
Debt Service	41,977,528	41,536,658	43,303,033	1,766,375	4.25
Fringe Benefits	27,093,139	30,137,783	29,102,576	(1,035,207)	-3.43
Grants	180,365	73,196	-	(73,196)	-100.00
Maintenance & Operations	23,284,340	27,285,021	20,859,331	(6,425,690)	-23.55
Materials & Supplies	20,957,953	22,443,844	21,043,565	(1,400,279)	-6.24
Other	1,173,533	1,293,000	1,998,644	705,644	54.57
Pass Through Payments	282,237	310,000	300,000	(10,000)	-3.23
Salaries & Wages	34,226,646	37,516,273	38,707,664	1,191,391	3.18
Special Items of Expense	1,636,674	275,360	202,000	(73,360)	-26.64
Transfers-Out	59,283,753	69,349,888	48,143,769	(21,206,119)	-30.58
Workers Compensation	3,119,645	4,538,710	2,284,342	(2,254,368)	-49.67
Total, Expenditures	\$ 258,332,379	\$ 324,785,305	\$ 246,453,292	\$ (78,332,013)	-24.12%

2024-25 Revenues by Fund Type



2024-25 Expenditures by Category



Revenue Source by Category and Object
Table 3

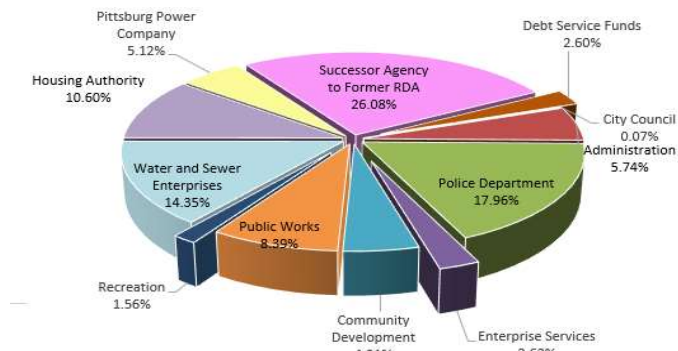
	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Change from 2023-24	% Change
General Fund					
Fines & Forfeitures	520,197	468,000	471,000	3,000	0.64
Franchise Fees	5,392,894	5,206,800	5,734,000	527,200	10.13
Intergovernmental Revenue	6,974,910	6,948,037	6,694,230	(253,807)	-3.65
Other Revenues	2,453,909	2,329,451	4,028,577	1,699,126	72.94
Other Taxes	8,848,654	9,312,383	10,188,179	875,796	9.40
Permits, Licenses & Fees	2,924,275	2,552,214	2,794,961	242,747	9.51
Property Taxes	5,034,133	4,959,305	5,139,850	180,545	3.64
Sales Taxes	20,955,967	19,897,000	18,592,000	(1,305,000)	-6.56
Service Fees	2,864,062	2,407,769	2,327,995	(79,774)	-3.31
Transfers-In	5,642,788	12,026,476	10,559,379	(1,467,097)	-12.20
Use of Money & Property	1,104,608	1,155,770	1,102,874	(52,896)	-4.58
Subtotal, General Fund	\$ 62,716,397	\$ 67,263,205	\$ 67,633,045	\$ 369,840	0.55%
Internal Service					
Other Revenues	7,353,804	8,614,854	7,885,119	(729,735)	-8.47
Service Fees	9,547,852	9,193,591	7,830,972	(1,362,619)	-14.82
Transfers-In	570,000	529,280	500,000	(29,280)	-5.53
Subtotal, Internal Service Funds	\$ 17,471,656	\$ 18,337,725	\$ 16,216,091	\$ (2,121,634)	-11.57%
Enterprise					
Debt Service	1,359,576	850,000	1,135,594	285,594	33.60
Fines & Forfeitures	9,914	46,100	-	(46,100)	-100.00
Franchise Fees	1,080,000	880,000	1,080,000	200,000	22.73
Intergovernmental Revenue	92,841	200,000	589,752	389,752	444.88
Other Revenues	1,816,077	3,082,047	2,091,038	(991,009)	-48.38
Other Taxes	(28,259)	35,764	-	(35,764)	-100.00
Service Fees	44,167,702	45,338,429	43,404,811	(1,933,618)	-4.26
Transfers-In	5,325,389	3,442,279	872,800	(2,569,479)	-74.64
Use of Money & Property	3,005,731	2,430,223	3,196,449	766,226	31.53
Subtotal, Enterprise Funds	\$ 56,828,971	\$ 56,304,842	\$ 52,370,444	\$ (3,934,398)	-6.99%
Special Revenue					
Fines & Forfeitures	8,831	49,000	-	(49,000)	-100.00
Franchise Fees	141,195	155,000	155,000	-	0.00
Intergovernmental Revenue	34,783,433	26,361,450	26,786,107	424,657	1.61
Other Revenues	3,428,128	10,599,855	5,330,581	(5,269,274)	-49.71
Other Taxes	3,750,249	4,906,095	5,250,956	344,861	7.03
Sales Taxes	450,000	-	-	-	-100.00
Service Fees	14,671	92,171	17,396	(74,775)	-81.13
Special Assessments	8,297,469	8,838,177	8,842,848	4,671	0.05
Transfers-In	5,283,486	9,771,786	4,052,630	(5,719,156)	-58.53
Use of Money & Property	860,471	950,788	1,198,688	247,900	26.07
Subtotal, Special Revenue Funds	\$ 57,017,933	\$ 61,724,322	\$ 51,634,206	\$ (10,090,116)	-16.35%
Capital Projects					
Intergovernmental Revenue	248,819	538,272	158,000	(380,272)	-70.65
Other Revenues	181,241	45,000	-	(45,000)	-100.00
Service Fees	1,846,832	1,201,249	441,000	(760,249)	-63.29
Transfers-In	10,217,813	11,496,174	-	(11,496,174)	-100.00
Use of Money & Property	428,604	360,438	727,306	366,868	101.78
Subtotal, Capital Projects Funds	\$ 12,923,309	\$ 13,641,133	\$ 1,326,306	\$ (12,314,827)	-90.28%
Successor Agency to RDA Funds					
Debt Service	880,431	21,600	1,123,666	1,102,066	5,102.16
Other Revenues	635,494	610,286	190,200	(420,086)	-68.83
Property Taxes	31,723,055	32,136,171	32,158,960	22,789	0.07
Service Fees	49,520	-	-	-	-100.00
Transfers-In	32,071,439	31,763,629	32,158,960	395,331	1.24
Use of Money & Property	60,248	44,979	84,948	39,969	88.86
Subtotal, Successor Agency to RDA Funds	\$ 65,420,187	\$ 64,576,665	\$ 65,716,734	\$ 1,140,069	1.77%
Debt Service Fund					
Debt Service	156,696	45,872	178,422	132,550	288.96
Service Fees	4,544,428	4,579,105	4,637,694	58,589	1.28
Special Assessments	3,431,533	3,837,498	2,758,486	(1,079,012)	-28.12
Use of Money & Property	88,803	81,438	116,118	34,680	42.58
Subtotal, Debt Service Funds	\$ 8,221,460	\$ 8,543,913	\$ 7,690,720	\$ (853,193)	-9.99%
Total, All Funds	\$ 280,599,913	\$ 290,391,805	\$ 262,587,546	\$ (27,804,259)	-9.57%

Summary of Expenditure by Program
Table 4

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Change from 2023-24	% Change
City Council					
City Council	149,813	153,155	169,664	16,509	10.78
Subtotal, City Council	<u>\$ 149,813</u>	<u>\$ 153,155</u>	<u>\$ 169,664</u>	<u>\$ 16,509</u>	<u>10.78%</u>
Administration					
City Manager	154,845	157,108	158,329	1,221	0.78
City Clerk	608,089	505,784	611,434	105,650	20.89
City Attorney	340,446	567,249	506,177	(61,072)	-10.77
Human Resources	1,271,628	1,303,671	1,349,467	45,796	3.51
Treasurer	6,284	6,215	6,215	-	0.00
Finance	3,844,004	3,785,360	4,452,066	666,706	17.61
General Fund - Non Departmental	16,976,379	16,158,931	3,724,746	(12,434,185)	-76.95
General Fund - Capital Projects	-	350,000	-	(350,000)	-100.00
Emergency Operation Center	73,494	66,500	99,000	32,500	48.87
Information Technology	1,612,559	3,607,822	3,204,716	(403,106)	-11.17
Employee Fringe Benefits	2,530,919	3,288,266	31,417	(3,256,849)	-99.04
Other Post-Employment Benefits (OPEB)	2,408,117	2,515,880	-	(2,515,880)	-100.00
Pension Trust	13,711	-	-	-	-
Insurance	2,617,954	2,920,167	-	(2,920,167)	-100.00
American Rescue Plan Act (ARPA)	1,160,456	7,540,679	470	(7,540,209)	-99.99
Subtotal, Administration	<u>\$ 33,618,885</u>	<u>\$ 42,773,632</u>	<u>\$ 14,144,037</u>	<u>\$ (28,629,595)</u>	<u>-66.93%</u>
Police Department					
Police Services	34,966,756	35,577,102	38,352,897	2,775,795	7.80
San Marco CFD	1,344,843	1,712,006	1,466,073	(245,933)	-14.37
Vista Del Mar CFD	399,690	453,691	426,104	(27,587)	-6.08
Public Safety CFD	959,192	1,280,378	1,049,093	(231,285)	-18.06
Asset Forfeitures	823	-	-	-	-
Police Grants	426,290	716,011	125,000	(591,011)	-82.54
Measure M Police	-	2,850,000	2,850,000	-	0.00
Subtotal, Police Department	<u>\$ 38,097,594</u>	<u>\$ 42,589,188</u>	<u>\$ 44,269,167</u>	<u>\$ 1,679,979</u>	<u>3.94%</u>
Enterprise Services					
General Fund - Non Departmental	3,874	-	-	-	-100.00
Public, Education & Gov't Fees (PEG)	117,818	500,000	-	(500,000)	-100.00
Marina	2,481,373	2,903,259	2,468,802	(434,457)	-14.96
Golf Course	808	-	-	-	-100.00
Fire District CFD	4,085	3,242	4,160	918	28.32
R/R Ave e-BART CFD	67,380	-	-	-	-100.00
Environmental Affairs	925,105	1,166,573	1,570,419	403,846	34.62
Housing Rehab Loans - CDBG	225	12,423	-	(12,423)	-100.00
CDBG Entitlements	799,558	747,677	653,670	(94,007)	-12.57
CalHome Program	25,130	75,000	152,000	77,000	102.67
Waterfront Operations	980,984	1,726,632	1,152,184	(574,448)	-33.27
Marina Dredging & Infrastructure Improv	542,014	-	-	-	-
Measure M Economic Development	-	450,000	450,000	-	-
Subtotal, Enterprise Services	<u>\$ 5,948,354</u>	<u>\$ 7,584,806</u>	<u>\$ 6,451,235</u>	<u>\$ (1,133,571)</u>	<u>-14.95%</u>
Community Development					
Planning Division	2,129,203	1,379,559	1,404,030	24,471	1.77
Planning Grants	155,115	101,885	-	(101,885)	-100.00
Building Division	1,266,735	1,964,987	2,045,328	80,341	4.09
Gas Tax	2,000,373	8,368,602	1,200,000	(7,168,602)	-85.66
Measure J Tax	926,872	4,149,760	710,000	(3,439,760)	-82.89
NPDES	1,475,875	1,640,139	1,975,219	335,080	20.43
Southwest Pittsburg GHAD	679,412	1,134,428	1,179,369	44,941	3.96
GHAD Administration	304,434	705,707	705,507	(200)	-0.03
Pittsburg CIP	2,291,514	7,535,582	465,620	(7,069,962)	-93.82
Developer Fee Fund	1,049,252	7,864,134	171,336	(7,692,798)	-97.82
Community Capital Improvements	1,490	1,845,666	-	(1,845,666)	-100.00
Code Enforcement	694,538	874,886	852,010	(22,876)	-2.61
Project Amenities Mgmt CFD	64,471	118,604	115,000	(3,604)	-3.04
Economic Development	1,638,058	1,367,877	1,269,144	(98,733)	-7.22
Subtotal, Community Development	<u>\$ 14,677,342</u>	<u>\$ 39,051,816</u>	<u>\$ 12,092,563</u>	<u>\$ (26,959,253)</u>	<u>-69.03%</u>

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Change from 2023-24	% Change
Public Works					
Engineering Division	2,806,857	3,149,346	4,030,675	881,329	27.98
Pittsburg CIP	362,842	975,475	-	(975,475)	-100.00
Swim Center Maint.	193,062	216,530	233,602	17,072	7.88
Landscape	3,900,734	4,684,760	4,386,541	(298,219)	-6.37
Landscape - Oak Hills Assessment	35,214	39,101	37,110	(1,991)	-5.09
Park Maintenance CFD	72,748	75,481	82,255	6,774	8.97
Public Works Administration	95,010	104,575	90,098	(14,477)	-13.84
Streets	3,438,244	3,301,143	3,430,188	129,045	0.04
Street Lighting	1,292,206	1,064,147	1,032,039	(32,108)	-3.02
Street Trees	562,225	635,604	612,179	(23,425)	-3.69
Concrete	81,444	134,229	120,688	(13,541)	-10.09
Fleet Maintenance	3,266,804	4,581,190	2,064,989	(2,516,201)	-54.92
Building Maintenance	2,557,319	3,030,722	3,042,703	11,981	0.40
Graffiti Removal Program	230,927	282,623	267,623	(15,000)	-5.31
Measure M Public Works	-	750,000	1,250,000	500,000	66.67
Subtotal, Public Works	\$ 18,895,636	\$ 23,024,926	\$ 20,680,690	\$ (2,344,236)	-10.18%
Recreation					
Pittsburg CIP	836,867	935,522	-	(935,522)	-100.00
Recreation Administration	790,531	827,230	793,008	(34,222)	-4.14
Recreation Services	1,527,562	1,980,650	2,070,511	89,861	0.05
Recreation Grants	27,512	133,639	-	(133,639)	-100.00
California Theatre	194,391	723,562	125,846	(597,716)	-82.61
Measure M Recreation	-	850,000	850,000	-	0.00
Subtotal, Recreation	\$ 3,376,863	\$ 5,450,603	\$ 3,839,365	\$ (1,611,238)	-29.56%
Water and Sewer Enterprises					
US EPA Grants	59,383	5,150,420	3,090,042	(2,060,378)	-4.00
Water Operating	19,461,342	23,534,258	23,484,947	(49,311)	-0.21
Water CIP	1,941,110	9,139,715	5,749	(9,133,966)	-100.00
Water Facility Reserve Fee Funds	500,000	2,033,853	-	(2,033,853)	-100.00
Sewer Maintenance	4,556,851	4,737,808	3,589,004	(1,148,804)	-24.25
Sewer CIP	4,105,978	1,445,581	933	(1,444,648)	-99.94
Sewer Facility Reserve Fee Funds	0	-	-	-	0
Waterfront Operations	197,873	2,100,000	-	(2,100,000)	-100.00
Water Bond Debt Service	4,576,273	3,945,305	5,187,403	1,242,098	31.48
Subtotal, Water and Sewer Enterprises	\$ 35,398,810	\$ 52,086,940	\$ 35,358,078	\$ (16,728,862)	-32.12%
Housing Authority					
Housing Authority - Section 8	23,276,274	22,971,408	25,064,280	2,092,872	9.11
Housing - Successor Agency	290,545	4,200,778	1,065,130	(3,135,648)	-74.64
Subtotal, Housing Authority	\$ 23,566,819	\$ 27,172,186	\$ 26,129,410	\$ (1,042,776)	-3.84%
Pittsburg Power Company					
Island Energy	9,793,391	9,182,704	9,585,938	403,234	4.39
Pittsburg Power	3,039,102	3,239,781	2,658,988	(580,793)	-17.93
Power Company Capital Projects	357,552	1,107,528	371,038	(736,490)	-66.50
Subtotal, Pittsburg Power Company	\$ 13,190,045	\$ 13,530,013	\$ 12,615,964	\$ (914,049)	-6.76%
Successor Agency to Former RDA					
RDA General	31,994,757	32,578,893	32,158,960	(419,933)	-1.29
RDA Administration	383,642	422,711	382,977	(39,734)	-9.40
RDA Capital Projects Fund	49,856	740,235	2,417	(737,818)	-99.67
RDA Tax Allocation Bonds	29,412,044	29,319,375	29,696,250	376,875	1.29
RDA Housing Bonds	2,023,242	2,023,132	2,042,710	19,578	0.97
Subtotal, Successor Agency to Former RDA	\$ 63,863,541	\$ 65,084,346	\$ 64,283,314	\$ (801,032)	-1.23%
Debt Service Funds					
Pension Obligation Bond	4,519,852	4,579,205	4,637,694	58,489	1.28
Assessment Districts	3,028,825	1,704,489	1,782,111	77,622	4.55
Subtotal, Debt Service Funds	\$ 7,548,677	\$ 6,283,694	\$ 6,419,805	\$ 136,111	2.17%
Total Uses by Program	\$ 258,332,379	\$ 324,785,305	\$ 246,453,292	\$ (78,332,013)	-24.12%

2024-25 Expenditures by Program



Expenditures by Fund Type - All Funds
Table 5

	General	Internal Service	Enterprise	Special Revenue	Capital Projects	Debt Service	Redevelopment Agency	Total
City Council								
City Council	169,664	-	-	-	-	-	-	169,664
Subtotal, City Council	\$ 169,664	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 169,664
Administration								
City Manager	158,329	-	-	-	-	-	-	158,329
City Clerk	610,934	-	-	500	-	-	-	611,434
City Attorney	506,177	-	-	-	-	-	-	506,177
Human Resources	1,349,467	-	-	-	-	-	-	1,349,467
Treasurer	6,215	-	-	-	-	-	-	6,215
Finance	2,087,202	-	2,364,864	-	-	-	-	4,452,066
General Fund - Non Departmental	3,724,746	-	-	-	-	-	-	3,724,746
Emergency Operation Center	-	-	-	99,000	-	-	-	99,000
Information Technology	-	3,204,716	-	-	-	-	-	3,204,716
Employee Fringe Benefits	-	253,755	-	-	-	-	-	253,755
Other Post-Employment Benefits (OPEB)	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-
American Rescue Plan Act (ARPA)	-	-	-	470	-	-	-	470
Subtotal, Administration	\$ 8,443,070	\$ 3,458,471	\$ 2,364,864	\$ 99,970	\$ -	\$ -	\$ -	\$ 14,366,375
Police Department								
Police Services	38,130,559	-	-	-	-	-	-	38,130,559
San Marco CFD	-	-	-	1,466,073	-	-	-	1,466,073
Vista Del Mar CFD	-	-	-	426,104	-	-	-	426,104
Public Safety CFD	-	-	-	1,049,093	-	-	-	1,049,093
Police Grants	-	-	-	125,000	-	-	-	125,000
Measure M Police	2,850,000	-	-	-	-	-	-	2,850,000
Subtotal, Police Department	\$ 40,980,559	\$ -	\$ -	\$ 3,066,270	\$ -	\$ -	\$ -	\$ 44,046,829
Enterprise Services								
Marina	-	-	2,468,802	-	-	-	-	2,468,802
Golf Course	-	-	-	-	-	-	-	-
Fire District CFD	-	-	-	4,160	-	-	-	4,160
Environmental Affairs	-	-	-	1,570,419	-	-	-	1,570,419
CDBG Entitlements	-	-	-	653,670	-	-	-	653,670
CalHome Program	-	-	-	152,000	-	-	-	152,000
Waterfront Operations	-	-	1,013,564	138,620	-	-	-	1,152,184
Measure M Economic Development	450,000	-	-	-	-	-	-	450,000
Subtotal, Enterprise Services	\$ 450,000	\$ -	\$ 3,482,366	\$ 2,518,869	\$ -	\$ -	\$ -	\$ 6,451,235
Community Development								
Planning Division	1,404,030	-	-	-	-	-	-	1,404,030
Building Division	2,045,328	-	-	-	-	-	-	2,045,328
Gas Tax	-	-	-	1,200,000	-	-	-	1,200,000
Measure J Tax	-	-	-	710,000	-	-	-	710,000
NPDES	-	-	-	1,975,219	-	-	-	1,975,219
Southwest Pittsburg GHAD	-	-	-	1,179,369	-	-	-	1,179,369
GHAD Administration	-	-	-	705,507	-	-	-	705,507
Developer Fee Fund	-	-	-	-	171,336	-	-	171,336
Code Enforcement	852,010	-	-	-	-	-	-	852,010
Project Amenities Mgmt CFD	-	-	-	115,000	-	-	-	115,000
Economic Development	-	-	-	1,269,144	-	-	-	1,269,144
Subtotal, Community Development	\$ 4,301,368	\$ -	\$ -	\$ 7,154,239	\$ 171,336	\$ -	\$ -	\$ 11,626,943

	General	Internal Service	Enterprise	Special Revenue	Capital Projects	Debt Service	Redevelopment Agency	Total
Public Works - Maintenance Services								
Engineering Division	4,030,675	-	-	-	-	-	-	4,030,675
Pittsburg CIP	-	-	-	-	468,037	-	-	468,037
Swim Center Maint.	233,602	-	-	-	-	-	-	233,602
Landscape	-	-	-	4,386,541	-	-	-	4,386,541
Landscape - Oak Hills Assessment	-	-	-	37,110	-	-	-	37,110
Park Maintenance CFD	-	-	-	82,255	-	-	-	82,255
Public Works Administration	90,098	-	-	-	-	-	-	90,098
Streets	3,430,188	-	-	-	-	-	-	3,430,188
Street Lighting	-	-	-	1,032,039	-	-	-	1,032,039
Street Trees	-	-	-	612,179	-	-	-	612,179
Concrete	-	-	-	120,688	-	-	-	120,688
Fleet Maintenance	-	2,064,989	-	-	-	-	-	2,064,989
Building Maintenance	-	3,042,703	-	-	-	-	-	3,042,703
Graffiti Removal Program	267,623	-	-	-	-	-	-	267,623
Measure M Public Works	1,250,000	-	-	-	-	-	-	1,250,000
Subtotal, Public Works - Maintenance Services	\$ 9,302,186	\$ 5,107,692	\$ -	\$ 6,270,812	\$ 468,037	\$ -	\$ -	\$ 21,148,727
Recreation								
Recreation Administration	793,008	-	-	-	-	-	-	793,008
Recreation Services	1,997,011	-	-	73,500	-	-	-	2,070,511
California Theatre	-	-	-	125,846	-	-	-	125,846
Measure M Recreation	850,000	-	-	-	-	-	-	850,000
Subtotal, Recreation	\$ 3,640,019	\$ -	\$ -	\$ 199,346	\$ -	\$ -	\$ -	\$ 3,839,365
Water and Sewer Enterprises								
US EPA Grants	-	-	-	3,090,042	-	-	-	3,090,042
Water Operating	-	-	23,484,947	-	-	-	-	23,484,947
Water CIP	-	-	5,749	-	-	-	-	5,749
Sewer Maintenance	-	-	3,589,004	-	-	-	-	3,589,004
Sewer CIP	-	-	933	-	-	-	-	933
Waterfront Operations	-	-	5,187,403	-	-	-	-	5,187,403
Subtotal, Public Works - Water and Sewer Enterprise	\$ -	\$ -	\$ 32,268,036	\$ 3,090,042	\$ -	\$ -	\$ -	\$ 35,358,078
Housing Authority								
Housing Authority - Section 8	-	-	-	25,064,280	-	-	-	25,064,280
Housing - Successor Agency	-	-	-	1,065,130	-	-	-	1,065,130
Subtotal, Housing Authority	\$ -	\$ -	\$ -	\$ 26,129,410	\$ -	\$ -	\$ -	\$ 26,129,410
Pittsburg Power Company								
Island Energy	-	-	9,956,976	-	-	-	-	9,956,976
Pittsburg Power	-	-	2,658,988	-	-	-	-	2,658,988
Power Company Capital Projects	-	-	-	-	-	-	-	-
Subtotal, Pittsburg Power Company	\$ -	\$ -	\$ 12,615,964	\$ -	\$ -	\$ -	\$ -	\$ 12,615,964
Successor Agency to Former RDA								
RDA General	-	-	-	-	-	-	32,158,960	32,158,960
RDA Administration	-	-	-	-	-	-	382,977	382,977
RDA Tax Allocation Bonds	-	-	-	-	-	-	29,696,250	29,696,250
RDA Housing Bonds	-	-	-	-	-	-	2,042,710	2,042,710
Subtotal, Successor Agency to Former RDA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,280,897	\$ 64,280,897
Debt Service Funds								
Pension Obligation Bond	-	-	-	-	-	4,637,694	-	4,637,694
Assessment Districts	-	-	-	-	-	1,782,111	-	1,782,111
Subtotal, Debt Service Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,419,805	\$ -	\$ 6,419,805
Total Expenditures	\$ 67,286,866	\$ 8,566,163	\$ 50,731,230	\$ 48,528,958	\$ 639,373	\$ 6,419,805	\$ 64,280,897	\$ 246,453,292

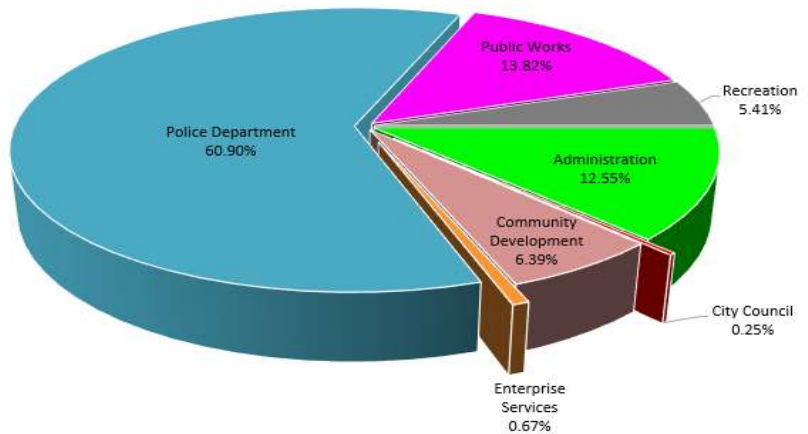
General Fund Revenues and Expenditures

Table 6

	2022-23 Actual	2023-24 Amended Budget	2024-25 Amended Budget	Change from 2023-24	% Change
Revenue					
Fines & Forfeitures	520,197	468,000	471,000	3,000	0.64
Franchise Fees	5,392,894	5,206,800	5,734,000	527,200	10.13
Intergovernmental Revenue	6,974,910	6,948,037	6,694,230	(253,807)	-3.65
Other Revenues	2,453,909	2,329,451	4,028,577	1,699,126	72.94
Other Taxes	8,848,654	9,312,383	10,188,179	875,796	9.40
Permits, Licenses & Fees	2,924,275	2,552,214	2,794,961	242,747	9.51
Property Taxes	5,034,133	4,959,305	5,139,850	180,545	3.64
Sales Taxes	20,955,967	19,897,000	18,592,000	(1,305,000)	-6.56
Service Fees	2,864,062	2,407,769	2,327,995	(79,774)	-3.31
Transfers-In	5,642,788	12,026,476	10,559,379	(1,467,097)	-12.20
Use of Money & Property	1,104,608	1,155,770	1,102,874	(52,896)	-4.58
Total, General Fund Revenues	\$ 62,716,397	\$ 67,263,205	\$ 67,633,045	\$ 369,840	0.55%
Expenditure					
¹ Administration	21,149,839	20,603,054	8,443,070	(12,159,984)	-59.02
City Council	149,813	153,155	169,664	16,509	10.78
Community Development	4,090,476	3,930,552	4,301,368	370,816	9.43
Enterprise Services	-	450,000	450,000	-	0.00
Police Department	34,966,756	38,427,102	40,980,559	2,553,457	6.64
Public Works	6,764,100	7,729,217	9,302,186	1,572,969	20.35
Recreation	2,318,093	3,657,880	3,640,019	(17,861)	-0.49
Total, General Fund Expenditures	\$ 69,439,077	\$ 74,950,960	\$ 67,286,866	\$ (7,664,094)	-10.23%

Administration expenditures for prior years include project transfers out and other undefined expenditures Measure M activity, while accounted for separately, are reported in these totals

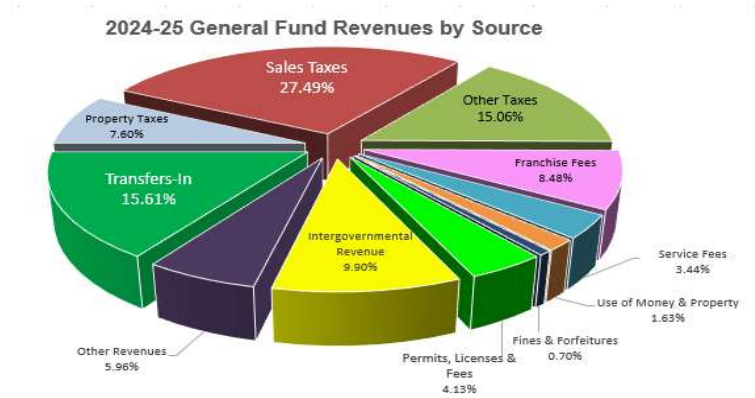
2024-25 General Fund Expenditures by Department



General Fund Revenues
Table 7

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Change from 2023-24	% Change
Property Taxes					
Homeowners Tax Relief	75,486	69,043	70,610	1,567	2.27
Prior Year Taxes	(75,601)	(73,448)	(42,411)	31,037	-42.26
Secured Property Taxes	3,747,181	3,784,651	3,870,633	85,982	2.27
Supplemental Taxes	521,054	300,000	350,685	50,685	16.90
Unitary Taxes	362,528	382,397	382,397	-	0.00
Unsecured Property Taxes	403,485	496,662	507,936	11,274	2.27
Subtotal, Property Taxes	\$ 5,034,133	\$ 4,959,305	\$ 5,139,850	\$ 180,545	3.64%
Sales Taxes					
Sales & Use Taxes	14,959,723	13,893,000	12,252,000	(1,641,000)	-11.81
Sales Taxes - Measure M	5,996,244	6,004,000	6,340,000	336,000	5.60
Subtotal, Sales Taxes	\$ 20,955,967	\$ 19,897,000	\$ 18,592,000	\$ (1,305,000)	-6.56%
Other Taxes					
Business License Tax	699,501	700,000	720,000	20,000	2.86
Motor Vehicle Tax	6,590,985	6,962,383	7,223,979	261,596	3.76
Other Taxes	241,648	320,000	300,000	(20,000)	-6.25
Public Safety - Prop 172 Sales Tax	815,485	830,000	844,200	14,200	1.71
Transient Occupancy Taxes	501,035	500,000	1,100,000	600,000	120.00
Subtotal, Other Taxes	\$ 8,848,654	\$ 9,312,383	\$ 10,188,179	\$ 875,796	9.40%
Franchise Fees					
Calpine	20,617	19,800	20,000	200	1.01
Comcast Broadband	655,403	700,000	700,000	-	0.00
Franchise Fees - Other	48,769	42,000	55,000	13,000	30.95
PG&E	890,187	740,000	934,000	194,000	26.22
Pittsburg Disposal	2,671,306	2,595,000	2,775,000	180,000	6.94
RCTS	1,106,612	1,110,000	1,250,000	140,000	12.61
Subtotal, Franchise Fees	\$ 5,392,894	\$ 5,206,800	\$ 5,734,000	\$ 527,200	10.13%
Service Fees					
Building Service Fees	344,936	226,600	263,350	36,750	16.22
Engineering Service Fees	7,087	4,000	3,000	(1,000)	-25.00
Other Reimbursements	511,096	-	-	-	-100.00
Other Service Fees	717,367	765,249	736,545	(28,704)	-3.75
Planning Service Fees	20,876	9,000	57,200	48,200	535.56
Police Service Fees	686,328	786,150	632,000	(154,150)	-19.61
Public Works Service Fees	289,787	276,000	285,000	9,000	3.26
Recreation Entrance Fees	130,526	140,500	140,500	-	0.00
Recreation Service Fees	69,270	80,270	80,000	(270)	-0.34
Recreation Sports Fees	86,789	120,000	130,400	10,400	8.67
Subtotal, Service Fees	\$ 2,864,062	\$ 2,407,769	\$ 2,327,995	\$ (79,774)	-3.31%
Use of Money & Property					
Investment Earnings	616,486	788,626	688,563	(100,063)	-12.69
Rental Income	488,122	367,144	414,311	47,167	12.85
Sale of Property	-	-	-	-	-
Subtotal, Use of Money & Property	\$ 1,104,608	\$ 1,155,770	\$ 1,102,874	\$ (52,896)	-4.58%
Fines & Forfeitures					
Abandoned Vehicle Abatement	69,253	40,000	50,000	10,000	25.00
Code Enforcement Fines	9,574	6,000	15,000	9,000	150.00
Fines and forfeitures	64,172	78,000	83,000	5,000	6.41
Police Fines	67,657	53,000	32,500	(20,500)	-38.68
Police Forfeitures	494	1,000	500	(500)	-50.00
POST Reimbursements	78,927	60,000	60,000	-	0.00
Vehicle Code Fines	230,120	230,000	230,000	-	0.00
Subtotal, Fines & Forfeitures	\$ 520,197	\$ 468,000	\$ 471,000	\$ 3,000	0.64%
Permits, Licenses & Fees					
Building Fees	340,458	258,500	319,000	60,500	23.40
Building Permits	751,157	790,000	775,000	(15,000)	-1.90
Building Service Fees	27,876	40,000	42,000	2,000	5.00
Business License Fees	177,036	154,300	157,000	2,700	1.75
Engineering Fees	1,043,839	890,053	1,049,700	159,647	17.94
Other Fees	11,503	14,761	16,261	1,500	10.16
Other Permits	243,565	213,200	240,000	26,800	12.57
Permits, licenses and fees	15,130	30,000	25,000	(5,000)	-16.67
Planning & Zoning	308,061	107,000	116,500	9,500	8.88
Planning Service Fees	-	50,000	50,000	-	0.00
Police Fees	5,650	4,400	4,500	100	2.27
Subtotal, Permits, Licenses & Fees	\$ 2,924,275	\$ 2,552,214	\$ 2,794,961	\$ 242,747	9.51%

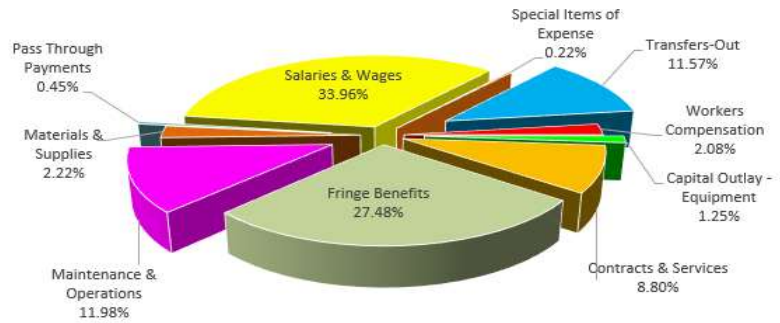
	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Change from 2023-24	% Change
Intergovernmental Revenue					
Grants	214,807	170,500	161,000	(9,500)	-5.57
Intergovernmental revenues	3,719,253	3,868,023	3,557,724	(310,299)	-8.02
Other Reimbursements	271,936	170,000	172,000	2,000	1.18
RDA AB-1290/City Pass Through	1,185,730	1,233,159	1,308,690	75,531	6.13
School Resource Officer Reimbursement	482,073	501,355	394,816	(106,539)	-21.25
State Mandated Costs	126,669	-	-	-	
Tipping Fee	974,442	1,005,000	1,100,000	95,000	9.45
Subtotal, Intergovernmental revenue	\$ 6,974,910	\$ 6,948,037	\$ 6,694,230	\$ (253,807)	-3.65%
Other Revenues					
Administrative Overhead	1,851,403	1,959,597	2,495,077	535,480	27.33
Donations	47,767	10,000	12,500	2,500	25.00
Other	66,728	43,000	283,500	240,500	559.32
Other Reimbursements	439,099	261,854	1,184,500	922,646	352.35
Planning Service Fees	48,912	55,000	53,000	(2,000)	-3.64
Subtotal, Other Revenues	\$ 2,453,909	\$ 2,329,451	\$ 4,028,577	\$ 1,699,126	72.94%
Transfers-In					
Transfers-In	5,642,788	12,026,476	10,559,379	(1,467,097)	-12.20
Subtotal, Transfers-In	\$ 5,642,788	\$ 12,026,476	\$ 10,559,379	\$ (1,467,097)	-12.20%
Total, General Fund Revenues	\$ 62,716,397	\$ 67,263,205	\$ 67,633,045	\$ 369,840	0.55%



General Fund Expenditures by Category
Table 8

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Change from 2023-24	% Change
General Fund					
Capital Outlay - Equipment	1,204,918	1,970,660	837,860	(1,132,800)	-57.48
Capital Outlay - Projects	-	(150,000)	-	150,000	-100.00
Contracts & Services	5,975,948	5,872,818	5,920,339	47,521	0.81
Fringe Benefits	15,281,411	17,127,920	18,490,754	1,362,834	7.96
Maintenance & Operations	8,989,621	9,825,941	8,061,355	(1,764,586)	-17.96
Materials & Supplies	1,502,608	1,675,371	1,493,710	(181,661)	-10.84
Other	14,400	-	-	-	-100.00
Pass Through Payments	282,237	310,000	300,000	(10,000)	-3.23
Salaries & Wages	21,312,895	20,674,068	22,853,563	2,179,495	10.54
Special Items of Expense	1,608,588	192,937	147,000	(45,937)	-23.81
Transfers-Out	12,279,349	15,987,869	7,784,300	(8,203,569)	-51.31
Workers Compensation	987,102	1,463,376	1,397,985	(65,391)	-4.47
Total General Fund Expenditures	\$ 69,439,077	\$ 74,950,960	\$ 67,286,866	\$ (7,664,094)	-10.23%

2024-25 General Fund Expenditure by Category



FY 2024-2025 FUNDED POSITIONS

FY 2024-2025 Adopted Base		Title of Position	Salary		
1.00	Account Clerk	4,918	-	5,978	
3.00	Accountant II	7,492	-	9,107	
1.00	Accounting Supervisor	8,533	-	10,372	
3.00	Accounting Technician	5,742	-	6,980	
1.00	Administrative Analyst I	7,311	-	8,887	
6.00	Administrative Analyst II	8,464	-	10,289	
7.00	Administrative Assistant	4,955	-	6,023	
3.00	Administrative Coordinator	6,500	-	7,901	
3.00	Administrative Specialist	6,139	-	7,462	
1.00	Assistant City Clerk	9,001	-	10,941	
1.00	Assistant City Engineer	11,843	-	14,395	
1.00	Assistant City Manager	16,999	-	21,691	
1.00	Assistant Director of Community & Economic Development	13,794	-	16,754	
1.00	Assistant Director of Finance	12,336	-	14,992	
1.00	Assistant Director, Public Works - Operations	12,944	-	15,734	
1.00	Assistant Director, Public Works - Utilities	13,794	-	16,754	
2.00	Assistant Engineer	7,694	-	9,352	
1.00	Assistant to the City Manager	11,849	-	14,401	
4.00	Associate Engineer	8,909	-	10,829	
1.00	Associate Planner	8,291	-	10,078	
1.00	Chief of Police	18,070	-	22,844	
1.00	City Attorney		-	22,102	
1.00	City Manager		-	24,983	
1.00	Code Enforcement Officer I	5,977	-	7,265	
2.00	Code Enforcement Officer II	6,918	-	8,409	
1.00	Code Enforcement Supervisor	9,001	-	10,941	
2.00	Community Outreach Coordinator	6,341	-	7,707	
6.00	Community Services Specialist	5,977	-	7,265	
2.00	Construction Inspector I	6,688	-	8,130	
1.00	Construction Inspector II	7,517	-	9,137	
1.00	Crime Analyst	7,776	-	9,452	
2.00	Customer Service Representative	4,918	-	5,978	
1.00	Deputy Chief Information Systems Officer	12,336	-	14,992	
1.00	Deputy City Clerk	6,446	-	7,835	
1.00	Deputy Director, Information Technology Operations	12,336	-	14,992	
1.00	Deputy General Manager, Pittsburg Power Company	12,336	-	14,992	
1.00	Development Services Coordinator	7,676	-	9,331	
1.00	Development Services Supervisor	10,670	-	12,970	
1.00	Director of City Clerk Services	11,849	-	14,401	
1.00	Director of Community & Economic Development	14,741	-	18,631	
1.00	Director of Finance	14,535	-	18,372	
1.00	Director of Human Resources	14,535	-	18,372	
1.00	Director of Public Works/City Engineer	15,754	-	19,150	
1.00	Director of Recreation	14,535	-	18,372	
1.00	Economic Development Manager	11,455	-	13,924	
2.00	Electrical Technician	6,931	-	8,425	

FY 2024-2025 FUNDED POSITIONS

FY 2024-2025 Adopted Base		Title of Position	Salary		
1.00		Environmental Health & Safety Officer	10,367	-	12,601
2.00		Equipment Mechanic	6,122	-	7,442
1.00		Equipment Shop Supervisor	7,928	-	9,636
1.00		Executive Assistant	6,937	-	8,433
1.00		Executive Assistant to the Chief of Police	6,446	-	7,835
1.00		Finance Division Manager	10,359	-	12,591
1.00		Financial Analyst	8,579		10,428
1.00		Geographical Information Systems Administrator	9,940	-	12,082
1.00		Harbormaster	9,524	-	11,576
1.00		Housing Manager	10,359	-	12,591
4.00		Housing Specialist	5,647	-	6,864
1.00		Human Resources Specialist	6,446	-	7,835
1.00		Information Technology Analyst II	8,112	-	9,860
1.00		Laboratory Supervisor	10,094	-	12,270
1.00		Lead Customer Service Representative	5,410	-	6,576
2.00		Lead Electrical Technician	8,023	-	9,752
1.00		Lead Police Records Clerk	6,023	-	7,321
1.00		Lead Public Works Superintendent	12,319	-	14,973
9.00		Maintenance Lead Worker	6,408	-	7,789
36.00		Maintenance Worker I	4,782	-	5,812
17.00		Maintenance Worker II	5,535	-	6,728
1.00		Office Assistant	3,887	-	4,725
1.00		Paralegal	6,937	-	8,433
1.00		Payroll Coordinator	6,500	-	7,901
1.00		Permit Center Supervisor	9,001	-	10,941
2.00		Permit Technician	6,057	-	7,362
2.00		Police Captain	15,665	-	19,993
1.00		Police Forensic Technician II	7,012	-	8,524
6.00		Police Lieutenant	13,656	-	17,429
68.00		Police Officer	7,114	-	10,511
8.00		Police Records Clerk	5,202	-	6,323
1.00		Police Records Supervisor	8,048	-	9,782
11.00		Police Sergeant	10,105	-	12,897
1.00		Police Services Administrator	10,088	-	12,262
1.00		Power Company Manager	13,206	-	16,052
1.00		Principal Planner	10,559	-	12,834
1.00		Property and Evidence Supervisor	8,048	-	9,782
1.00		Property and Evidence Technician	5,462	-	6,639
2.00		Public Works Superintendent	10,641	-	12,934
7.00		Public Works Supervisor	7,626	-	9,269
2.00		Recreation Coordinator	5,829	-	7,085
3.00		Recreation Supervisor	7,612	-	9,253
1.00		Revenue Operations Supervisor	8,345	-	10,143
1.00		Senior Accounting Technician	6,317	-	7,678
2.00		Senior Administrative Analyst	9,798	-	11,910
3.00		Senior Civil Engineer	10,914	-	13,266

FY 2024-2025 FUNDED POSITIONS

FY 2024-2025 Adopted Base		Title of Position	Salary		
2.00		Senior Combination Building Inspector	8,449	-	10,270
1.00		Senior Financial Analyst	9,932	-	12,073
1.00		Senior Housing Program Analyst	9,798	-	11,910
2.00		Senior Human Resources Analyst	9,733	-	11,831
1.00		Senior Information Technology Analyst	9,940	-	12,082
1.00		Senior Payroll Coordinator	7,150	-	8,691
1.00		Senior Permit Technician	6,678	-	8,117
2.00		Senior Planner	9,599	-	11,668
2.00		Sweeper Operator	4,782	-	5,812
1.00		Utility Lead Technician	11,513	-	13,994
1.00		Utility Lineworker	8,236	-	10,011
5.00		Utility Technician	10,466	-	12,722
1.00		Water Instrument / Maintenance Technician II	9,396	-	11,421
1.00		Water Maintenance Mechanic II	9,396	-	11,421
1.00		Water Plant Apprentice Operator	5,535	-	6,728
5.00		Water Plant Operator	8,153	-	9,910
1.00		Water Plant Superintendent	11,732	-	14,261
1.00		Water Plant Supervisor	10,094	-	12,270
1.00		Water Quality Analyst II	8,603	-	10,457

324.00

FY 2024 - 2025 AUTHORIZED FULL TIME EMPLOYEE ALLOCATIONS

Department/Division	FY 2022-23 Adopted Base	FY 2023-24 Adopted Base	FY 2024-25 Adopted Base
<u>Administration</u>			
City Manager	0.45	0.45	0.45
City Clerk	2.30	1.70	1.70
City Attorney	1.55	1.55	1.55
Human Resources	4.00	4.00	4.00
Finance/Accounting	8.50	7.50	7.75
Finance/Utility Billing	9.25	9.25	9.25
Information/Communication Systems	5.00	5.00	5.00
<u>Community Development</u>			
Planning	6.37	5.77	5.52
Building	5.91	8.07	7.12
Code Enforcement	4.10	4.00	4.00
Economic Development	3.55	3.50	3.70
NPDES Administration & Outreach	1.56	0.76	0.76
Southwest Pittsburg GHAD II	2.20	4.20	4.20
Local Traffic Mitigation Fee Fund	0.10	0.10	0.00
<u>Enterprise Services</u>			
Solid Waste	2.50	2.45	2.45
CDBG Entitlements	0.70	0.60	0.60
Waterfront Operations	2.70	1.85	1.85
Marina	8.30	7.55	7.55
<u>Police Department</u>			
Police - Admin & Support Services	5.00	5.00	6.00
Police - Operations Bureau	72.00	70.00	74.00
Police - Investigations	16.80	18.80	15.80
Police - Support Services	19.00	19.00	17.00
Police - Family Justice Center	0.20	0.20	0.20

FY 2024 - 2025 AUTHORIZED FULL TIME EMPLOYEE ALLOCATIONS

Department/Division	FY 2022-23 Adopted Base	FY 2023-24 Adopted Base	FY 2024-25 Adopted Base
<u>Recreation & Parks</u>			
Recreation - Admin	3.10	2.10	2.10
Recreation - Youth Activities	2.00	2.00	2.00
Recreation - Community Events	0.00	1.00	1.00
Recreation - Sports	1.00	1.00	1.00
Recreation - Senior Center	2.00	2.00	2.00
<u>Public Works - Maintenance Services</u>			
Graffiti Removal Program	1.20	1.25	1.25
Park Maintenance CFD 2007-1	0.10	0.10	0.10
Public Works/Streets	13.25	14.25	14.25
Citywide Landscape	15.60	15.65	15.65
Citywide Street Lighting	1.70	1.70	1.70
Citywide Street Trees	2.55	2.60	2.60
Citywide Concrete Program	0.10	0.10	0.10
NPDES - Maintenance/Trash & Illicit Discharge	6.55	6.40	7.40
Fleet Maintenance	3.45	3.45	3.45
Building Maintenance	5.65	4.70	4.70
Engineering	16.21	16.50	17.60
<u>Public Works - Water and Sewer Enterprises</u>			
Water Operating	35.80	36.65	36.65
Sewer Maintenance	10.35	10.25	9.25
<u>Housing Authority</u>			
Housing Authority - Section 8	6.65	6.65	6.65
RDA Housing - Administration	0.30	0.30	0.30
<u>Pittsburg Power Company</u>			
Island Energy	10.55	10.50	10.50
Pittsburg Power	2.15	2.15	2.15
<u>Successor Agency to Former Redevelopment Agency</u>			
RDA Administration	1.70	1.40	1.15
CITYWIDE TOTALS:	324.00	324.00	324.00



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➤ **CITY COUNCIL**

MAYOR BANALES

VICE MAYOR KILLINGS

COUNCIL MEMBER ADAMS

COUNCIL MEMBER LOPEZ

COUNCIL MEMBER SCALES-PRESTON

➤ CITY COUNCIL

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
Juan Antonio Banales



Vice Mayor
Jelani Killings



Council Member
Dionne Adams



Council Member
Angelica Lopez

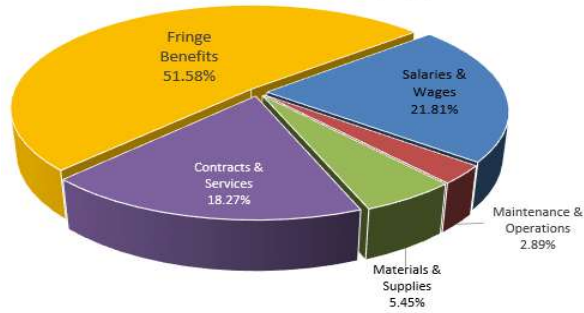


Council Member
Shanelle Scales-Preston

**Detailed Program Budget
City Council**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Change from 2023-24	% Change
AUTHORIZED POSITIONS					
Total Authorized	-	-	-	-	-
SOURCES OF REVENUE					
(Addition To)/Reduction in Fund Balance	149,813	153,155	169,664	16,509	10.78%
TOTAL SOURCES OF REVENUE	\$ 149,813	\$ 153,155	\$ 169,664	\$ 16,509	10.78%
USES - OPERATING EXPENDITURES					
Salaries & Wages	36,346	42,030	37,000	(5,030)	-11.97
Maintenance & Operations	4,400	5,700	4,900	(800)	-14.04
Materials & Supplies	23,090	10,550	9,250	(1,300)	-12.32
Contracts & Services	5,697	11,000	31,000	20,000	181.82
Fringe Benefits	80,280	83,875	87,514	3,639	4.334
TOTAL USES - OPERATING EXPENDITURES	\$ 149,813	\$ 153,155	\$ 169,664	\$ 16,509	10.78%
TOTAL USES	\$ 149,813	\$ 153,155	\$ 169,664	\$ 16,509	10.78%
USES BY PROGRAM RECAP					
City Council	149,813	153,155	169,644	16,489	10.78
TOTAL USES BY PROGRAM RECAP	\$ 149,813	\$ 153,155	\$ 169,644	\$ 16,489	10.77%

2024-25 City Council - Uses by Type





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➤ ADMINISTRATION

CITY MANAGER'S OFFICE

CITY TREASURER

CITY CLERK/RECORDS/COUNCIL SERVICES

CITY ATTORNEY

HUMAN RESOURCES

FINANCE

INFORMATION & COMMUNICATION SERVICES

➤ **ADMINISTRATION – CITY MANAGER**

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 and Pittsburg Power Company, respectively.

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 recovery effort utilizing American Rescue Plan Act (ARPA) Funds and to ensure the diverse needs of the community are addressed
- Recommend the annual Operating Budget and Capital Improvement Program (CIP) budget
- Coordinate and integrate City services to ensure effective, efficient, and responsive service delivery

➤ ADMINISTRATION - TREASURER

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 an elected position. The City Clerk's Office oversees elections, the regulations for Political Reform Act of 1974, the



Alice Evenson
Pittsburg City Clerk

City's vital records and legislative history, and the records management program. The City Clerk's Office 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.

Service Levels

- The City Clerk's Office 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 policymaking 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
- Receives subpoenas and risk management claims against the City

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
- ✓ Assembled, published and processed 25 City Council Meeting Agendas
- ✓ Processed 233 Resolutions, 11 Ordinances, 17 Minute Orders, 7 Certifications
- ✓ Responded to 173 Public Records Requests
- ✓ Upgraded the council chamber with new cameras, speakers, computer screens, microphones, TV's and a tricastor

➤ **ADMINISTRATION – CITY ATTORNEY**

Overview

The City Attorney is appointed by City Council and is responsible for providing legal advice to City Council, city staff and city boards and commissions on a broad range of matters that affect the conduct of city business. The City Attorney reviews contracts, ordinances, resolutions, and related legal documents to implement adopted city policies 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
- Drafts ordinances and resolutions
- Monitors outside counsel usage and expenditures
- Oversees work done by outside counsel on behalf of the City
- Advises staff regarding litigation risk reduction
- Advises City Council and City Manager on legal risks associated with policy options and Council actions
- Provides drafting and negotiation assistance for complex transactions
- Provides education and training on new legislation that may impact the City
- Provides education and training on City contract language and use



➤ ADMINISTRATION – HUMAN RESOURCES

Overview

The Human Resources Department supports the organization and its employees to provide the highest level of service to the City of Pittsburg community. We take pride in delivering services that support a productive, innovative, and inclusive workforce. The mission of the Human Resources Department is to provide leadership and vision for the City's workforce programs: talent acquisition, benefits administration, classification and compensation, workers' compensation, performance management, training and development, labor and employee relations.

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** - Administration of the City's 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
- **Leaves Administration** - Support employees and departments with guidance and coordination for a variety of employee leaves of absence, including providing information and resources on benefits
- **Safety and Training** - Coordinate and facilitate safety activities and regulatory compliance, and provide centralized training services to ensure employees are properly trained in compliance with applicable California Occupational Safety and Health Administration, or Cal OSHA, regulations

Accomplishments

- ✓ Implemented a public dashboard to promote and track City Goals based on City Council Priorities
- ✓ Launched the "Recognize City Staff" weblink to nominate employees who provide exceptional service and demonstrate innovation
- ✓ Revised the Administrative Policy for Employee Recognition
- ✓ Surveyed City employees to identify learning needs to pursue a new Learning Management System (LMS) capable of supporting workforce development
- ✓ Supported the selection process for a new Enterprise Resource Planning (ERP) System
- ✓ Updated Personnel Rules in compliance with legislative changes, including sick leave accrual, expansion of bereavement leave and reproductive leave
- ✓ Continued COVID-19 contact tracing, case reviews, and required recordkeeping with employees to prevent transmission in the workplace
- ✓ Facilitated the sunset of Supplemental Paid Sick Leave for COVID-19 and collaborated with bargaining units to implement side letter agreements to utilize excess vacation accrual hours within three years due to COVID-19
- ✓ Conducted 40 recruitments resulting in 48 new hires and 14 promotions, recruitments were completed within an average of 51 days

- ✓ Coordinated over fifteen wellness events including Walk-&-Lunches, Yoga, Light Cardio and Stretching, Walking Challenges, Meditation, Fall Picnic, Safety Picnic and Art Workshop as well as provided weekly Wellness Wednesday tips and tools to promote the physical and emotional health of employees
- ✓ Facilitated seven employee events and activities to enhance engagement and connectivity
- ✓ Enhanced the City's Return-to-Work Program to promote transitional work opportunities for injured workers
- ✓ Increased support and inclusivity for our breastfeeding parents through the installation of a Lactation Pod
- ✓ Applied for and received a grant in the amount of \$12,900 from Municipal Pooling Authority (MPA) Risk Safety Grant Program for projects, training, and other activities aimed at mitigating losses and reducing risk
- ✓ Updated the City's Workplace Violence Prevention Plan
- ✓ Developed a Driver Safety and Vehicle Use Program to protect employees and resources, to ensure compliance with state and federal regulations
- ✓ Engaged with over 1,000 job seekers during job fairs at Pittsburg High School, Black Diamond High School, Pittsburg Adult Education Center, Corteva, and UPI
- ✓ Facilitated and coordinated the City's health and wellness enrollment fair and offered employees information on health benefits, safety and wellness

➤ **ADMINISTRATION – FINANCE**

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 City's annual operating budget.

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

Performance Measure	FY21-22 Actuals	FY 22-23 Actuals	FY 23-24 Estimated	FY 24-25 Projected
Utility Bills Generated	231,675	233,219	234,000	234,500
Online/Automated Payments	148,212	152,590	154,000	156,000



➤ **ADMINISTRATION – INFORMATION/COMMUNICATIONS SYSTEMS**

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 telephone system, maintain and manage the various application systems being used by the City in a reliable and consistent manner



Accomplishments

- ✓ Replacement of 40 desktop computers
- ✓ Continuous enhancement of the GIS platform for the staff
- ✓ Vendors selected for the new ERP system
- ✓ New Broadcasting System implemented in the Council Chamber
- ✓ Closed Captioning feature introduced for the Council and Planning Commission meetings
- ✓ City's email system moved to cloud-based system by Microsoft
- ✓ VMWare infrastructure for the Police department has been updated by replacing key components like Servers, Storage and Network devices
- ✓ Video Surveillance System infrastructure for the Police department has been updated by replacing key components like Servers, Storage and Network devices
- ✓ Business License system migrated to Accela platform for the Building division
- ✓ Continuous enhancement of application software like Cityworks, Accela, OnBase, Yardi, Laserfiche, etc., to support new business needs
- ✓ Complete upgrade of WiFi system at City Hall
- ✓ Newly designed websites launched for Recreation and Marina
- ✓ Electronic signature system (DocuSign) launched for Citywide use
- ✓ Citywide Priorities and Goals monitoring system (AchieveIT) launched
- ✓ Sharepoint system implemented for key departments of the City
- ✓ Senior Center computer lab has been upgraded with new computers and technology
- ✓ A unified WiFi experience has been created for the staff and visitors to the remote locations of the City
- ✓ A public records request portal is being implemented for the City Clerk's department
- ✓ Creation of IT infrastructure for the new facilities and stations of Police

Activity	FY 19/20 Actual	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Estimate	FY 24/25 Budget
High Priority Tech Projects Completed	15	16	18	20	20	20
Tech Service Requests Completed	1,565	2,095	1,914	1,945	2,100	2,100

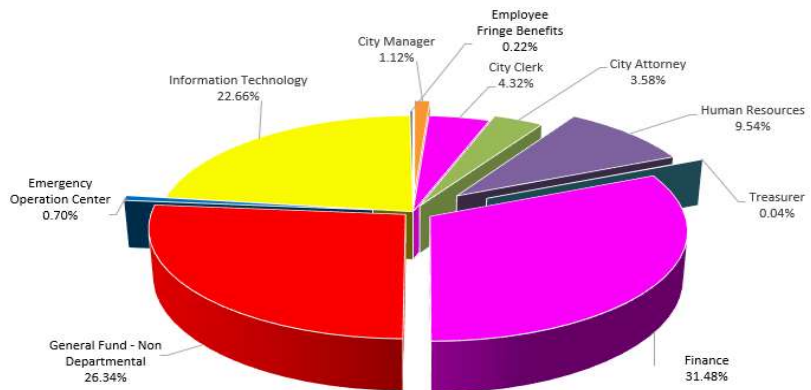
FY 2024-25 AUTHORIZED FULL TIME EMPLOYEE ALLOCATIONS
Administration

Department/Division	FY 2022-2023 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Adopted Budget
City Manager	0.45	0.45	0.45
City Clerk	2.30	1.70	1.70
City Attorney	1.55	1.55	1.55
Human Resources	4.00	4.00	4.00
Finance/Accounting	8.50	7.50	7.75
Finance/Utility Billing	9.25	9.25	9.25
Information/Communication Systems	5.00	5.00	5.00
TOTAL:	31.05	29.45	29.70

**Detailed Program Budget
Administration**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Change from 2023-24	% Change
AUTHORIZED POSITIONS					
Total Authorized	31.05	29.45	29.70	0.25	0.85%
SOURCES OF REVENUE					
General	43,238,320	42,412,000	40,598,112	(1,813,888)	-4.28
Enterprise	851,441	845,000	845,000	-	0.00
Internal Service	10,314,685	12,387,540	10,907,312	(1,480,228)	-11.95
Special Revenue	11,691,006	6,116,657	52,774	(6,063,883)	-99.14
(Addition To)/Reduction in Fund Balance	(32,476,567)	(18,987,565)	(38,259,161)	(19,271,596)	101.50
TOTAL SOURCES OF REVENUE	\$ 33,618,885	\$ 42,773,632	14,144,037	(28,629,595)	-66.93%
USES - OPERATING EXPENDITURES					
Salaries & Wages	3,161,454	3,142,442	1,352,995	(1,789,447)	-56.94
Maintenance & Operations	5,513,373	7,590,060	3,315,916	(4,274,144)	-56.31
Workers Compensation	1,662,144	2,370,709	214,338	(2,156,371)	-90.96
Materials & Supplies	293,635	1,768,198	1,522,900	(245,298)	-13.87
Pass Through Payments	282,237	310,000	300,000	(10,000)	-3.23
Contracts & Services	3,353,307	3,047,580	2,324,985	(722,595)	-23.73
Fringe Benefits	5,165,747	5,441,155	2,527,603	(2,913,552)	-53.55
TOTAL USES - OPERATING EXPENDITURES	\$ 19,431,897	\$ 23,670,144	11,558,737	(12,111,407)	-51.17%
USES - OTHER EXPENDITURES					
Special Items of Expense	1,508,888	53,887	87,000	33,113	61.45
TOTAL USES - OTHER EXPENDITURES	\$ 1,508,888	\$ 53,887	87,000	33,113	61.45%
USES - CAPITAL EXPENDITURES					
Capital Outlay - Equipment	(36,642)	167,188	114,000	(53,188)	-31.81
Capital Outlay - Projects	187,393	6,644,544	-	(6,644,544)	-100.00
TOTAL USES - CAPITAL EXPENDITURES	\$ 150,751	\$ 6,811,732	114,000	(6,697,732)	-98.33%
USES - TRANSFERS-OUT					
Transfers-Out	12,527,349	12,237,869	2,384,300	(9,853,569)	-80.52
TOTAL USES - TRANSFERS-OUT	\$ 12,527,349	\$ 12,237,869	2,384,300	(9,853,569)	-80.52%
TOTAL USES	\$ 33,618,885	\$ 42,773,632	14,144,037	(28,629,595)	-66.93%
USES BY PROGRAM RECAP					
City Manager	154,845	157,108	158,329	1,221	.78
City Clerk	608,089	505,784	611,434	105,650	20.79
City Attorney	340,446	567,249	506,177	(61,072)	-10.77
Human Resources	1,271,628	1,303,671	1,349,467	45,796	3.51
Treasurer	6,284	6,215	6,215	-	0
Finance	3,844,004	3,785,360	4,452,066	666,706	17.61
General Fund - Non Departmental	16,976,379	16,158,931	3,724,746	(12,434,185)	-76.95
General Fund - Capital Projects	-	350,000	-	(350,000)	0
Emergency Operation Center	73,494	66,500	99,000	32,500	48.87
Information Technology	1,612,559	3,607,822	3,204,716	(403,106)	-11.17
Employee Fringe Benefits	2,530,919	3,288,266	31,417	(3,256,849)	-99.04
Other Post-Employment Benefits (OPEB)	2,408,117	2,515,880	-	(2,515,880)	-100
Pension Trust	13,711	-	-	-	0
Insurance	2,617,954	2,920,167	-	(2,920,167)	-1000
American Rescue Plan Act (ARPA)	1,160,456	7,540,679	470	(7,540,209)	-99.99
TOTAL USES BY PROGRAM RECAP	\$ 33,618,885	\$ 42,773,632	\$ 14,144,037	\$ (28,629,595)	-66.93%

2024-25 Administration - Uses by Division



➤ COMMUNITY AND ECONOMIC DEVELOPMENT

BUILDING

PLANNING

CODE ENFORCEMENT

ECONOMIC DEVELOPMENT

➤ COMMUNITY & ECONOMIC DEVELOPMENT – PERMIT CENTER DIVISION

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 also 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 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
- 48-hour residential roof mount solar plan reviews
- 10-day plan review for new construction projects
- 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

- ✓ Relaunched City's Residential Rental Inspection Program
- ✓ Initiated move of the Business Licensing Division from Finance to Community and Economic Development to form the Permit Center
- ✓ Issued over 2,000 building permits
- ✓ Plan-checked construction plans for Courtyard by Marriot, Hilton Home 2 Suites, and Public Storage redevelopment



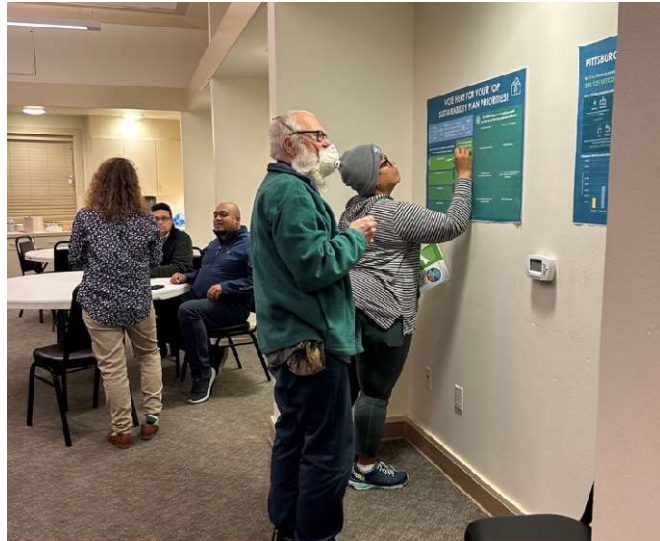
➤ COMMUNITY & ECONOMIC DEVELOPMENT – PLANNING DIVISION

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); coordination and 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 6th Cycle Housing Element, a plan that allows the City to reach its Regional Housing Needs Allocation (RHNA) of 2,052 new units over the next eight years
- ✓ Issued Notice of Preparation for the “Envision Pittsburg: 2040 General Plan,” environmental impact report (EIR)
- ✓ Reduced average time for processing use permit applications, with completed applications processed in under than 60 days on average
- ✓ Processed user permit and/or design review applications for 6 new businesses Downtown



ENVISION
Pittsburg

➤ COMMUNITY & ECONOMIC DEVELOPMENT – CODE ENFORCEMENT DIVISION

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.

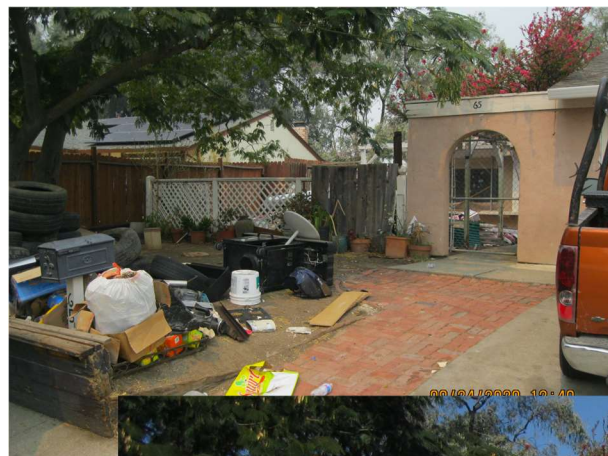
Fiscal Year 2021-2022, the Division transitioned to become a part of Community Development, with a renewed focus on proactive enforcement and enhancing the quality of life.

Service Levels

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

Accomplishments

- ✓ Nearly 700 citizen complaints were completed and closed during the Fiscal Year
- ✓ City brought on Contract code enforcement to proactively address commercial properties



➤ COMMUNITY & ECONOMIC DEVELOPMENT – ECONOMIC DEVELOPMENT DIVISION

Overview

The Economic Development Division 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.

The City's small, medium, and large businesses have rebound well from COVID-19. The Economic Development Division will continue to work with other department staff as well as developers to facilitate development of long-standing vacant sites, as well as large industrial sites slated for reuse, to bring new users that will provide additional job and commercial opportunities. The Division will also oversee the City's branding efforts throughout the upcoming fiscal year.

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 21st century job skills
- Serve as a liaison between brokers and businesses for business retention, expansion, and site selection assistance



Accomplishments

- ✓ Assisted in successfully attracting Sprouts Farmers Market to San Marco Neighborhood (including use of surplus Measure M funds for new traffic signal)
- ✓ Negotiated use of ARPA funds and City-backed loan to commence construction of Courtyard by Marriott Hotel
- ✓ Negotiated City-backed loan for sale of Tech Park property for \$16.7M
- ✓ Initiated City-wide mural and art installation program; creation of Old Town Arts District.
- ✓ Launched signage rehabilitation program.
- ✓ Held four-part small business development series with Chamber and SBDC.
- ✓ Created “Pop-Up Shop” program and held first pop-up at 670 Railroad Avenue.



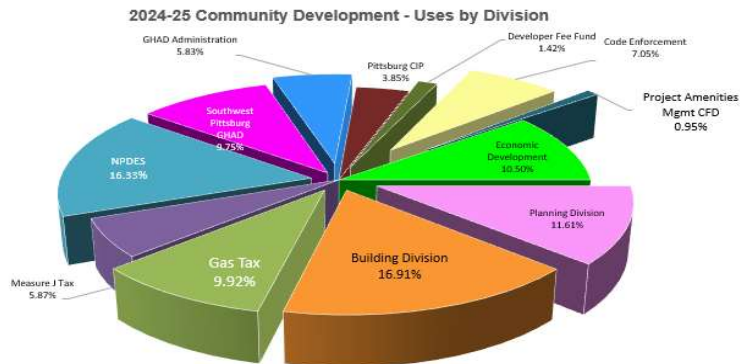
FY 2024-25 AUTHORIZED FULL TIME EMPLOYEE ALLOCATIONS
Community Development Services

Department/Division	FY 2022-2023 Adopted Budget	FY 2023-2024 Adopted Budget	FY 2024-2025 Adopted Budget
Planning	6.37	5.77	5.52
Building	5.91	8.07	7.12
Code Enforcement	4.10	4.00	4.00
Economic Development	3.55	3.50	3.70
NPDES Administration & Outreach	1.56	0.76	0.76
Southwest Pittsburgh GHAD II	2.20	4.20	4.20
Local Traffic Mitigation Fee Fund	0.10	0.10	0.00
TOTAL:	23.79	26.40	25.30

**Detailed Program Budget
Community and Economic Development**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Change from 2023-24	% Change
AUTHORIZED POSITIONS					
Total Authorized	23.79	26.40	25.30	(1.10)	-4.17%
SOURCES OF REVENUE					
General	4,629,844	4,728,197	6,095,127	1,366,930	28.91
Capital Projects	9,390,865	6,662,433	1,325,344	(5,337,089)	-80.11
Special Revenue	9,031,039	14,052,487	9,883,691	(4,168,796)	-29.67
(Addition To)/Reduction in Fund Balance	(8,374,406)	13,608,699	(5,211,599)	(18,820,298)	-138.30%
TOTAL SOURCES OF REVENUE	\$ 14,677,342	\$ 39,051,816	\$ 12,092,563	\$ (26,959,253)	-69.03%
USES - OPERATING EXPENDITURES					
Salaries & Wages	2,653,736	4,422,617	3,570,199	(852,418)	-19.27
Maintenance & Operations	1,009,213	3,088,521	1,211,054	(1,877,467)	-60.79
Workers Compensation	130,067	215,190	211,949	(3,241)	-1.51
Materials & Supplies	190,439	356,502	415,450	58,948	-16.54
Contracts & Services	1,471,346	3,660,977	1,429,150	(2,231,827)	-61.28
Fringe Benefits	1,982,286	2,439,046	2,568,371	129,325	5.30
TOTAL USES - OPERATING EXPENDITURES	\$ 7,437,087	\$ 14,182,853	\$ 9,406,173	\$ (4,776,680)	-33.68%
USES - OTHER EXPENDITURES					
Special Items of Expense	-	-	-	-	0.00
TOTAL USES - TRANSFERS-OUT	\$ -	\$ -	\$ -	\$ -	#DIV/0!
USES - CAPITAL EXPENDITURES					
Capital Outlay - Equipment	12,466	691,721	18,500	(673,221)	.97.33
Capital Outlay - Projects	2,877,892	14,481,211	-	(14,481,211)	-100.00
TOTAL USES - CAPITAL EXPENDITURE	\$ 2,890,358	\$ 15,172,932	\$ 18,500	\$ (15,154,432)	-99.88%
USES - TRANSFERS-OUT					
Transfers-Out	4,349,897	9,696,031	2,667,890	(7,028,141)	-72.48
TOTAL USES - TRANSFERS-OUT	\$ 4,349,897	\$ 9,696,031	\$ 2,667,890	\$ (7,028,141)	-72.48%
TOTAL USES	\$ 14,677,342	\$ 39,051,816	\$ 12,092,563	\$ (26,959,253)	-69.03%
USES BY PROGRAM RECAP					
Planning Division	2,129,203	1,379,559	1,404,030	24,471	1.77
Planning Grants	155,115	101,885	-	(101,885)	-100.00
Building Division	1,266,735	1,964,987	2,045,328	80,341	4.09
Gas Tax	2,000,373	8,368,602	1,200,000	(7,168,602)	-85.66
Measure J Tax	926,872	4,149,760	710,000	(3,439,760)	-82.89
NPDES	1,475,875	1,640,139	1,975,219	335,080	20.43
Southwest Pittsburg GHAD	679,412	1,134,428	1,179,369	44,941	3.96
GHAD Administration	304,434	705,707	705,507	(200)	-0.03
Pittsburg CIP	2,291,514	7,535,582	465,620	(7,069,962)	-93.82
Developer Fee Fund	1,049,252	7,864,134	171,336	(7,692,798)	-97.82
Community Capital Improvements	1,490	1,845,666	-	(1,845,666)	-100.00
Code Enforcement	694,538	874,886	852,010	(22,876)	-2.61
Project Amenities Mgmt CFD	64,471	118,604	115,000	(3,604)	-3.04
Economic Development	1,638,058	1,367,877	1,269,144	(98,733)	-7.22
TOTAL USES BY PROGRAM RECAP	\$ 14,677,342	\$ 39,051,816	\$ 12,092,563	\$ (26,959,253)	-69.03%

(1) Includes transfers between funds for the administration of the GHAD program in the amount of \$512,706, therefore uses appear to be overstated by \$512,706



➤ POLICE DEPARTMENT

OPERATIONS BUREAU

Patrol * Traffic Unit * School Resource Officers * Marine Patrol

SUPPORT SERVICES BUREAU

Investigations * Property/Evidence * Records Division * Outreach

➤ POLICE DEPARTMENT

Overview

The Pittsburg Police Department has no greater honor than to keep our citizens safe and to serve our community with pride and integrity. It is our pledge to our community that we will continue to be transparent and available. We take tremendous pride in building and maintaining valued relationships based on mutual respect and open dialog. The police



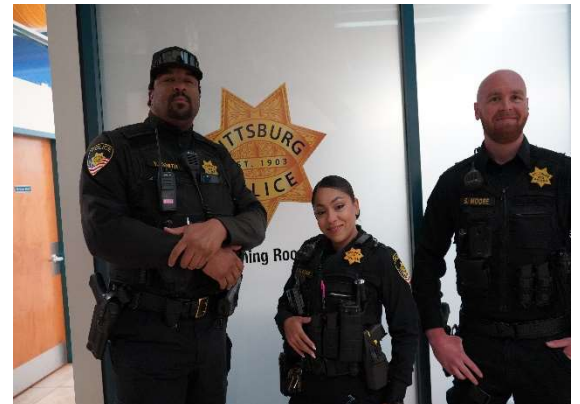
departments mission continues to be to serve our community through **Professionalism, Excellence, and Trust.**

Police and Community Partnerships create an opportunity for the Pittsburg Police Department and the community to work together to improve the safety of our community so that our community can thrive. We do this by sharing information about neighborhood crime issues, maintaining a consistent presence

through our social media platforms and sharing ideas and tips on how to solve and prevent crime and how to build a stronger community together.

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 and the School Resource Officer program, 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, Outreach Unit, 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 crimes, evaluate and prepare criminal cases for submission to the District Attorney's Office for prosecution, our Detective Division works closely with the District Attorney's Victim Advocate services as well as continues to be at the forefront of the effort to combat and end Human Trafficking
- The Traffic and Marine Patrol Units provide proactive enforcement of the State's DUI and boating while intoxicated laws, including targeted enforcement patrols and sobriety checkpoints, to ensure the highest level of roadway and waterway safety, our Marine unit also assists the US Coast Guard and other regional marine units for maritime activities and festivities throughout the greater bay area
- Traffic officers concentrate their efforts on regions within the City that receive traffic



complaints

and where

analysis of collision data identifies problem areas in an effort to reduce traffic collisions and promote safe driving

- The Community Outreach Unit provides outreach services and assistance to the unhoused community and works to contribute back to the overall health and wellness of the city, additionally, they partner with business districts throughout the city to address retail theft, loitering and other related matters to ensure our businesses have the best opportunity to thrive in our community



Bureau Activity Overview

Activity Measure	CY 2021	CY 2022	CY 2023	%Change
OPERATIONS BUREAU				
Calls for Service	73,780	70,794	66,445	-6.1%
Bookings	2,226	2,287	1,960	-14.3%
Traffic Citations	3,686	2,563	2,844	11.0%
Guns Recovered	221	322	202	-37.3%
NIBRS Group A (Incidents) Crime Rate	n/a	n/a	48.6	n/a
Violent Crimes (Victims) Crime Rate	6	6.2	6.5	n/a
SUPPORT SERVICES BUREAU				
Public Records Act Requests	61	60	91	52%
PRA - Police Report Requests	2,584	2,302	2,561	11%
Subpoenas Duces Tecum	46	30	54	80%
INVESTIGATIONS BUREAU				
Felony Investigations	924	886	730	-18%
Filed Felony Investigations	375	378	287	-24%
Misdemeanor Investigations	947	896	988	10%
Filed Misdemeanor Investigations	245	204	180	-12%

Crime Rate: Crime rate is per 1,000 residents. Population: 74,769

Percent Change: 2022 vs 2023.

Violent crimes: For 2023, these include NIBRS victim counts for: murder, negligent manslaughter, rape, sodomy, sexual assault with object, forcible fondling, robbery, and aggravated assaults. UCR counts are used for 2021 and half of 2022. Percentage change for violent crimes is not provided due to different reporting requirements.

Investigations received: Dates are for the calendar year the case was received by the investigations division, not when the case was reported. The case totals do not include suspicious death investigations and runaway investigations.

Investigations Filed: Filed refers to the initial complaint submitted by PPD to the DA. Dates are for the calendar year the case was received. For cases with more than (1) suspect, cases remain open until all dispositions are received. The statute of limitations for filing is (1) year for misdemeanors and (3) years for felonies.

Data is as of 4/3/24 and is subject to change.

FY 2024-25 AUTHORIZED FULL TIME EMPLOYEE ALLOCATIONS
Police Department

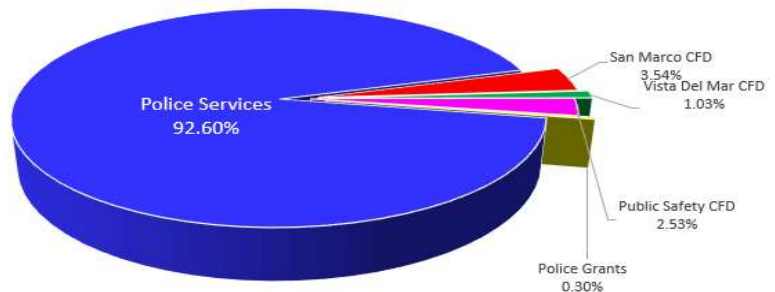
Department/Division	FY 2022-2023 Adopted Base	FY 2023-2024 Adopted Base	FY 2024-2025 Adopted Base
Police - Admin & Support Services	5.00	5.00	6.00
Police - Operations Bureau	72.00	70.00	74.00
Police - Investigations	16.80	18.80	15.80
Police - Support Services	19.00	19.00	17.00
Police - Family Justice Center	0.20	0.20	0.20
TOTAL:	113.00	113.00	113.00

**Detailed Program Budget
Police Department**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Change from 2023-24	% Change
AUTHORIZED POSITIONS					
Total Authorized	113.00	113.00	113.00	-	0.00%
SOURCES OF REVENUE					
General	8,977,125	12,438,581	11,345,395	(1,093,186)	-8.79
Measure M Police	2,850,000	2,850,000	2,850,000	-	0.00
Special Revenue	3,356,124	4,107,348	2,943,902	(1,163,446)	-28.33
(Addition To)/Reduction in Special Revenue Funds	22,914,345	23,193,259	27,129,870	3,936,611	0.00
Fund Balance					
TOTAL SOURCES OF REVENUE	38,097,594	42,589,188	44,269,167	1,679,979	3.94%
USES - OPERATING EXPENDITURES					
Salaries & Wages	14,930,883	13,927,465	16,377,659	2,450,194	17.59
Maintenance & Operations	4,489,666	3,809,714	3,780,831	(28,883)	-6.59
Workers Compensation	681,349	940,235	913,931	(26,304)	-2.80
Materials & Supplies	756,035	897,373	729,010	(168,363)	-18.76
Contracts & Services	2,746,455	2,911,654	3,165,295	253,641	8.71
Fringe Benefits	10,573,420	11,445,217	12,563,702	1,118,485	9.77
Other	14,400	(167,000)		167,000	-100.00
TOTAL USES - OPERATING EXPENDITURES	34,192,208	33,764,658	37,530,428	3,598,770	10.66%
USES - OTHER EXPENDITURES					
Special Items of Expense	17,002	15,000	5,000	(10,000)	-66.67
TOTAL USES - OTHER EXPENDITURES	17,002	15,000	5,000	(10,000)	-66.67%
USES - CAPITAL EXPENDITURES					
Capital Outlay - Equipment	905,596	2,233,054	834,360	(1,398,694)	-62.64
TOTAL USES - CAPITAL EXPENDITURES	905,596	2,233,054	834,360	(1,398,694)	-62.64%
USES - TRANSFERS-OUT					
Transfers-Out	2,982,788	6,576,476	5,899,379	(677,097)	-10.30
TOTAL USES - TRANSFERS-OUT	2,982,788	6,576,476	5,899,379	(677,097)	-10.30%
TOTAL USES	38,097,594	42,589,188	44,269,167	1,679,979	3.94%
USES BY PROGRAM RECAP					
Police Services	34,966,756	35,577,102	38,352,897	2,775,795	7.18
San Marco CFD	1,344,843	1,712,006	1,466,073	(245,933)	-14.37
Vista Del Mar CFD	399,690	453,691	426,104	(27,587)	-6.08
Public Safety CFD	959,192	1,280,378	1,049,093	(231,285)	-18.06
Asset Forfeitures	823	-	-	-	-100.00
Police Grants	426,290	716,011	125,000	(591,011)	-82.54
Measure M Police	-	2,850,000	2,850,000	-	0
TOTAL USES BY PROGRAM RECAP	38,097,594	42,589,188	44,269,167	1,679,979	3.94%

¹ Includes transfers between Police CFD funds and Grant funds for police services in the amount of \$2,737,476, therefore uses appear to be overstated by that amount.

2024-25 Police Department - Uses by Division



➤ RECREATION PROGRAMS

ADMINISTRATION

SENIOR CENTER

YOUTH / TEEN SERVICES

SPORTS

AQUATICS

SMALL WORLD PARK

CALIFORNIA THEATER

COMMUNITY OUTREACH

➤ RECREATION

Overview

The Recreation Department historically presents programs and services including aquatics, senior services, youth sports, operation of the California Theatre, 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 **Marina Community Center** opened its doors in April 2023 allowing the Recreation Department to enhance its offerings of indoor programs and activities for youth, families, and all residents. The center serves as a resource hub for community partners and residents.

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 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.



The division of **Youth and Young Adult Services** works to provide programs and opportunities for youth. This division oversees the Youth Advisory Commission which provides youth an opportunity to be civic leaders for their peers. Programs aimed at providing employment resources, training, and job experience, mentoring, and team building for youth between the ages of 11-21 include Pittsburg Spring/Summer Youth Corp and Twilight Hoops.

The **Sports** division is responsible for providing recreational sports activities for our residents. Programs include Junior NBA youth basketball league, youth NFL flag football, indoor futsal, youth soccer, Junior Giants, adult baseball, Twilight Hoops and more. This division also works with local non-profit leagues to provide equal access to City sports fields and facilities.



The **Small World Park** division is responsible for the successful administration, programming and operation of the park which is geared towards children twelve years and younger. The park is open weekends only in the spring/fall and four days a week during the summer. The park offers special “Themed Thursdays” and is home to the Green Footprint Festival and National Night Out. Amenities include: Train, Carousel, Whale Ride, Ferris Wheel, zipline, crawdad fishing, and play equipment. Six large picnic sites, a barn and birthday party castle are available for rental. In 2023, the park partnered with the Pittsburg Library to offer StoryWalk, a permanent feature displaying pages from a select book encouraging our patrons to read a story while at play. A minimal admission fee is charged which offsets the operation of the park.

**Parks
Make
Life
Better!**

Buchanan Swim Center located in Buchanan Park offers a wide variety of aquatic programming for residents of all age groups. The Swim Center is open for recreational and lap swim during the spring and fall months. Programs offered include the Aquatics Adventure Camp, American Red Cross swim lessons for youth and adults, and Wipe-Out Wednesdays. Throughout the year, the pool has become the home for high school and club swim teams as well as the being utilized by the U.S. Navy for training purposes. The Swim Center offers rental areas for private parties during regular hours, but also offers the after-hours rental of the full swim center for large events, parties, and corporate rentals.



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

Youth Services:

- Provide a variety of programs for youth and young adults including job readiness, employment opportunities, sports and overall wellness, arts and community

Sports:

- Provides a wide variety of recreation sports leagues, camps and clinics for youth and adults, additionally, responsible for coordination of field rentals and usage

Small World Park:

- Daily operations of children's amusement park

Aquatics:

- Operation of aquatic center including recreation and lap swim, classes and programs, and rentals

Accomplishments

BUCHANAN SWIM CENTER

- ✓ Welcomed over 8,000 recreation swimmers
- ✓ Provided aquatic camps, youth and adult swim lessons, lap swim, First Aid/CPR training, and water polo camp
- ✓ Served as a home facility for Pittsburg High School and Clayton Valley Charter School swim and water polo teams
- ✓ Held weekly training for Navy Seal recruits

MARINA COMMUNITY CENTER

- ✓ Through new indoor youth and adult sporting leagues, camps and play we saw over 300 participants and over 400 spectators

YOUTH PROGRAMS

- ✓ Received certification as a My Brother's Keeper Certified Community
- ✓ Awarded \$100,000 in grant funding from the Los Medanos Community Health Advisory Committee for Twilight Hoops League
- ✓ Completed Youth and Young Adult Services Master Plan Objective 1, "Measure 1: Establish a database of youth and young adult services to help identify underserved demographics"

SENIOR CENTER

- ✓ Received over \$117,000 in grant funds for a new tech lab and programming
- ✓ 35% increase in seniors joining various activities

SMALL WORLD PARK

- ✓ STEM in the park in partnership with Habitot Museum
- ✓ Hosted a "Story Walk" in collaboration with the Pittsburg Library
- ✓ Welcomed over 1,200 visitors to the annual Easter Egg Hunt and over 2,000 visitors during annual Halloween Bash

COMMUNITY

- ✓ Opened the doors to the Marina Community Center on April 10, 2023 only 4 months after receiving keys
- ✓ Offered a variety of new family and teen events bringing over 200 residents on Friday nights
- ✓ Partnered with Be Exceptional to create a pop-up skate park at the Marina Center
- ✓ Launched after-school open gym for teens at no-cost to provide a safe space for youth during unsupervised hours, over 200 participants since September 2023
- ✓ Hosted the 1st annual Halloween Haunted House at the Marina Community Center with over 800 in attendance
- ✓ In collaboration with Economic Development, coordinated and implemented a large mural on the sound wall in the parking lot of Marina Center

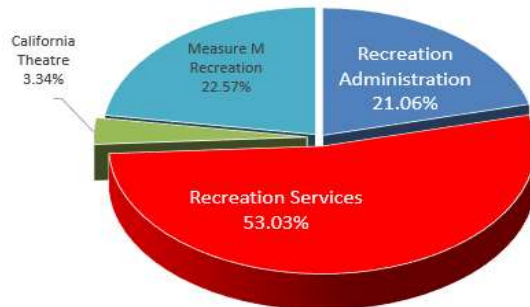
FY 2024-25 AUTHORIZED FULL TIME EMPLOYEE ALLOCATIONS
Recreation

Department/Division	FY 2022-2023 Adopted Budget	FY 2023-2024 Adopted Budget	FY 2024-2025 Adopted Budget
Recreation-Admin	3.10	2.10	2.10
Recreation - Community Events	0.00	1.00	1.00
Recreation - Youth Activity	2.00	2.00	2.00
Recreation - Sports	1.00	1.00	1.00
Recreation - Senior Center	2.00	2.00	2.00
TOTAL:	8.10	8.10	8.10

**Detailed Program Budget
Recreation**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Change from 2023-24	% Change
AUTHORIZED POSITIONS					
Total Authorized	8.10	8.10	8.10	0.00	0.00
SOURCES OF REVENUE					
General	1,517,661	2,357,770	2,402,211	44,441	1.88
Capital Projects	1,885,187	4,001,300	0	(4,001,300)	-100.00
Special Revenue	340,457	806,410	350,930	(455,480)	-56.48
Measure M Recreation		850,000	850,000	-	0.00
(Addition To)/Reduction in Fund Balance	(603,023)	(2,764,099)	236,224	3,000,323	-106.00
TOTAL SOURCES OF REVENUE	\$ 3,140,282	\$ 5,251,381	\$ 3,839,365	\$ (1,412,016)	-26.89%
USES - OPERATING EXPENDITURES					
Salaries & Wages	929,383	1,165,755	1,261,425	95,670	8.21
Maintenance & Operations	609,276	1,209,392	680,974	(528,418)	-43.69
Workers Compensation	45,441	86,382	48,616	(37,766)	-43.72
Materials & Supplies	109,897	220,232	78,150	(142,082)	-64.51
Contracts & Services	843,676	995,530	357,850	(637,680)	-71.44
Fringe Benefits	456,352	591,345	507,350	(83,995)	-14.20
TOTAL USES - OPERATING EXPENDITURES	\$ 2,994,025	\$ 4,268,636	\$ 2,934,365	\$ (1,334,271)	-31.26%
USES - OTHER EXPENDITURES					
Special Items of Expense	82,698	124,050	55,000	(69,050)	-55.66
TOTAL USES - OTHER EXPENDITURES	\$ 82,698	\$ 124,050	\$ 55,000	\$ (69,050)	-55.66%
USES - CAPITAL EXPENDITURES					
Capital Outlay - Projects	63,559	8,695	0	(8,695)	-100.00
TOTAL USES - CAPITAL EXPENDITURES	\$ 63,559	\$ 8,695	\$ -	\$ (8,695)	-100.00%
USES - TRANSFERS-OUT					
Transfers-Out	\$ -	850,000	850,000	-	0
TOTAL USES - TRANSFERS-OUT	\$ -	\$ 850,000	\$ 850,000	\$ -	0.00%
TOTAL USES	\$ 3,140,282	\$ 5,251,381	\$ 3,839,365	\$ (1,412,016)	-26.89%
USES BY PROGRAM RECAP					
Pittsburg CIP	836,867	935,522	-	(935,522)	-100.00
Recreation Administration	790,531	827,230	793,008	(34,222)	-4.14
Recreation Services	1,527,562	1,980,650	2,070,511	89,861	.83
Recreation Grants	27,512	133,639	0	(133,639)	-100.00
California Theatre	194,391	723,562	125,846	(597,716)	-82.61
Measure M Recreation	-	850,000	850,000	-	0
TOTAL USES BY PROGRAM RECAP	\$ 3,376,863	\$ 5,450,603	\$ 3,839,365	\$ (1,611,238)	-29.56%

2024-25 Recreation Services - Uses by Division





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➤ PUBLIC WORKS – MAINTENANCE SERVICES

CITYWIDE STREET LIGHTING

CITYWIDE STREET & CONCRETE MAINTENANCE

CITYWIDE STREET TREES

GRAFFITI REMOVAL

CITYWIDE LANDSCAPE & PARK MAINTENANCE

BUILDING MAINTENANCE

FLEET MAINTENANCE

ENGINEERING

➤ PUBLIC WORKS – MAINTENANCE SERVICES

Overview

The Public Works Department is responsible for the operation and/or maintenance of City facilities and infrastructure. The Public Works Operations and Maintenance Division 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 Operations and Maintenance Division of the Public Works Department
- Review new projects related to utilities, streets, landscape, parks, traffic signals, and storm drain facilities
- Prepare and forward to Pacific Gas & Electric (PG&E) a list of non-operable PG&E-maintained streetlights requiring repair, and monitor for compliance
- Repair and replace underground electrical conductors

Citywide Street Lighting:

- Perform Citywide monthly nighttime streetlight 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

Concrete:

- As budget allows, 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
- Work with the Engineering Division 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

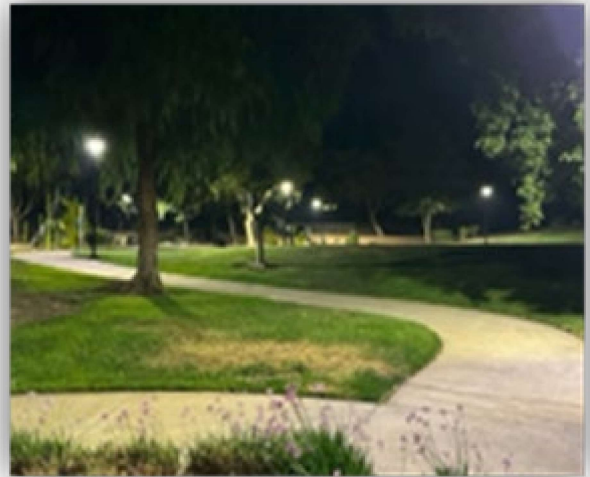
Swim Center Maintenance:

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



Accomplishments

- ✓ Awarded \$2,000,000 grant from the U.S. Forest Service for Urban Forest Management Program, which includes a long-term tree management plan and tree inventory software and data.
- ✓ Obtained \$20,000 rebate to remove non-functional turf areas from medians throughout the City. Prep work commenced on San Marco Blvd.
- ✓ Installed new exercise equipment at City Park
- ✓ Updated 5 irrigation controllers increasing water and staff efficiency.
- ✓ Installed new, brighter LED lights in neighborhoods, parks, and along major thoroughfares throughout the City increasing safety and reducing electricity costs and energy usage.



➤ PUBLIC WORKS – BUILDING MAINTENANCE

Overview

Building maintenance sustains and/or oversees maintenance and service contracts for all or part of 23 city-owned buildings. Building maintenance team 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 recertification 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 AC system and upgraded sensors at Senior Center providing essential climate control to the building and improving efficiency.
- ✓ Remodeled break room on second floor of City Hall
- ✓ Renovated Environmental Center Conference Rooms and Personnel Offices
- ✓ City Hall stair nose repair on main staircase



➤ PUBLIC WORKS – FLEET MAINTENANCE

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 using the RTA software. 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

- ✓ Began reporting Advanced Clean Fleets data to CARB
- ✓ Installed 6 Electric Vehicle Charging Stations for Police Electric Vehicle Fleet
- ✓ Small World Park carousel and train repair and replacement scheduled



➤ PUBLIC WORKS - ENGINEERING

Overview

The Engineering Division provides professional staff to assure that City-owned infrastructure and facilities are constructed as necessary to accommodate a standard level of service and are built meeting current standards and requirements. Examples include streets, sidewalks, ramps, storm drain systems, water distribution networks, sewer collection facilities, parks, trees and landscaping, street lighting and traffic signals improvements.

Service Levels

- Manage the design and construction of Capital Improvement Program Projects
- Assure that development projects (residential and commercial) meet City requirements
- Manage and analyze traffic related issues and provide improvements such as signal timing and safety upgrades
- Process permits for encroachments, site grading and drainage, parking, and wide load transportation
- Maintain records of the constructed improvements and the description of properties and easements within the City
- Serve as the 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 (GHAD)



Accomplishments

Projects Completed FY 2023-24

- ✓ 2033 Loveridge Road Maintenance (Buchanan Rd. to East Leland Rd)
- ✓ 2241 East Leland Road Pavement Maintenance (Railroad Ave. to Eastern City Limits)
- ✓ 2050 Safe Routes to School (School St., Seeno Ave., Riverview Dr., West 4th St., and Buchanan Rd)
- ✓ 5080 HDPE Watermain Reducer Emergency Repair (Buchanan Road at Quercus Lane)
- ✓ 2608 Kirker Pass Road Rehabilitation – Phase I
- ✓ 2023/24 CDBG ADA Curb Ramp Installation (Parkside Manor, Carnegie Manor, and Rancho Medanos Neighborhoods)
- ✓ Citywide Patch Paving, Sealing, and Striping
- ✓ 3333 California Theater Marquee Modification
- ✓ 3334 City Council Chamber Upgrade



Grant Awards

- ✓ 2023/24 Rubberized Pavement Grant from CalRecycle - \$250,000 for construction of Project 2040 2023/24 Pavement Management

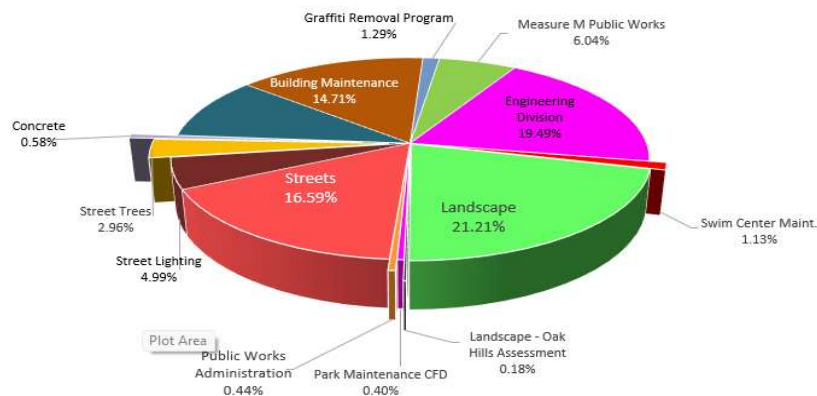
FY 2024-25 AUTHORIZED FULL TIME EMPLOYEE ALLOCATIONS
Public Works - Maintenance Services

Department/Division	FY 2022-2023 Adopted Base	FY 2023-2024 Adopted Base	FY 2024-2025 Adopted Base
Building Maintenance	5.65	4.70	4.70
Citywide Concrete Program	0.10	0.10	0.10
Citywide Landscape	15.60	15.65	15.65
Citywide Street Lighting	1.70	1.70	1.70
Citywide Street Trees	2.55	2.60	2.60
Engineering	16.21	16.50	17.60
Fleet Maintenance	3.45	3.45	3.45
Graffiti Removal Program	1.20	1.25	1.25
NPDES - Storm Drain Clean-Up	6.55	6.40	7.40
Park Maintenance CFD 2007-1	0.10	0.10	0.10
Public Works/Streets	13.25	14.25	14.25
TOTAL:	66.36	66.70	68.80

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

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Change from 2023-24	% Change
AUTHORIZED POSITIONS					
Total Authorized	66.36	66.70	68.80	2.10	3.15
SOURCES OF REVENUE					
General	4,353,447	4,876,657	6,742,200	1,865,543	38.25
Measure M Public Works	1,646,626	-	-	-	-100.00
Internal Service	7,156,971	5,950,185	5,308,779	(641,406)	-10.78
Special Revenue	6,026,607	6,189,095	6,279,198	90,103	1.46
(Addition To)/Reduction in Fund Balance	(288,015)	6,008,989	2,350,513	(3,658,476)	-60.88
TOTAL SOURCES OF REVENUE	\$ 18,895,636	\$ 23,024,926	\$ 20,680,690	\$ (2,344,236)	-10.18%
USES - OPERATING EXPENDITURES					
Salaries & Wages	4,825,182	5,322,825	6,547,949	1,225,124	25.30
Maintenance & Operations	4,692,514	4,741,967	4,624,532	(117,435)	4.96
Workers Compensation	230,330	384,244	338,994	(45,250)	58.27
Materials & Supplies	2,293,106	2,361,303	1,934,075	(427,228)	-8.02
Contracts & Services	2,205,431	1,659,449	1,466,671	(192,778)	-62.94
Fringe Benefits	3,471,447	4,210,957	4,441,316	230,359	14.09
TOTAL USES - OPERATING EXPENDITURES	\$ 17,718,010	\$ 18,680,745	\$ 19,353,537	\$ 672,792	3.60%
USES - OTHER EXPENDITURES					
Special Items of Expense	-	-	-	-	-
TOTAL USES - OTHER EXPENDITURES	\$ -	\$ -	\$ -	\$ -	0.00%
USES - CAPITAL EXPENDITURES					
Capital Outlay - Equipment	1,100,473	2,396,195	-	(2,396,195)	-100.00
Capital Outlay - Projects	-	1,120,833	-	(1,120,833)	-100.00
TOTAL USES - CAPITAL EXPENDITURES	\$ 1,100,473	\$ 3,517,028	\$ -	\$ (3,517,028)	-100.00%
USES - TRANSFERS-OUT					
Transfers-Out	77,153	827,153	1,327,153	500,000	60.45
TOTAL USES - TRANSFERS-OUT	\$ 77,153	\$ 827,153	\$ 1,327,153	\$ 500,000	60.45%
TOTAL USES	\$ 18,895,636	\$ 23,024,926	\$ 20,680,690	\$ (2,344,236)	-10.18%
USES BY PROGRAM RECAP					
Engineering Division	2,806,857	3,149,346	4,030,675	881,329	27.98
Pittsburg CIP	362,842	975,475	-	(975,475)	-100.00
Swim Center Maint.	193,062	216,530	233,602	17,072	7.88
Landscape	3,900,734	4,684,760	4,386,541	(298,219)	-6.37
Landscape - Oak Hills Assessment	35,214	39,101	37,110	(1,991)	-5.09
Park Maintenance CFD	72,748	75,481	82,255	6,774	8.97
Public Works Administration	95,010	104,575	90,098	(14,477)	-13.84
Streets	3,438,244	3,301,143	3,430,188	129,045	6.32
Street Lighting	1,292,206	1,064,147	1,032,039	(32,108)	-3.02
Street Trees	562,225	635,604	612,179	(23,425)	-3.69
Concrete	81,444	134,229	120,688	(13,541)	-10.09
Fleet Maintenance	3,266,804	4,581,190	2,064,989	(2,516,201)	-54.92
Building Maintenance	2,557,319	3,030,722	3,042,703	11,981	0.40
Graffiti Removal Program	230,927	282,623	267,623	(15,000)	-5.31
Measure M Public Works	-	750,000	1,250,000	500,000	66.67
TOTAL USES BY PROGRAM RECAP	\$ 18,895,636	\$ 23,024,926	\$ 20,680,690	\$ (2,344,236)	-10.18%

2024-25 Public Works Maintenance Services - Uses by Division



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

WATER LINES

WATER TREATMENT PLANT

SEWER MAINTENANCE

➤ PUBLIC WORKS – WATER AND SEWER SYSTEM ENTERPRISES – WATER

Overview

The Water Distribution Maintenance Division is responsible for the repair and maintenance of the city's water distribution system. This system meets 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 to maintain system reliability on water mains, isolation valves, customer service lines and meters, and fire hydrants Manage Hydrant Flushing/Valve Exercising Program, Backflow Prevention Program (State Mandated): Provide record keeping, enforcement, repairs, testing and installations of 1,335 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 watertreatment plant, wells, reservoirs and pumping stations



Accomplishments

- ✓ Continued installation of large water meter replacements which register low flows of water increasing accuracy of consumption on multi-family and commercial units
- ✓ Responded to and repaired approximately 72 main and service line breaks, replaced 13 faulty water valves and replaced 97 plastic (poly) lines with more durable copper pipes to keep the water distribution system properly operational



➤ PUBLIC WORKS – WATER AND SEWER SYSTEM ENTERPRISES – SEWER

Overview

Sewer Maintenance is responsible for the maintenance and repair of 178 miles of sewer mains, two sewer lift stations, and over 18,850 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

- ✓ Cleaned approximately 422,000 linear feet of sewer mains with sewer combination trucks to prevent mainline overflows
- ✓ Completed CCTV of approximately 14,256 linear feet of main sewer line to evaluate the pipe condition and to avoid sewer surcharge



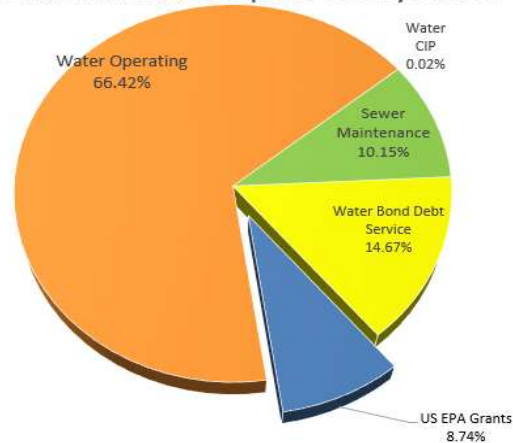
FY 2024-25 AUTHORIZED FULL TIME EMPLOYEE ALLOCATIONS
Public Works - Water and Sewer Systems Enterprises

Department/Division	FY 2022-2023 Adopted Base	FY 2023-2024 Adopted Base	FY 2024-2025 Adopted Base
Sewer Maintenance	10.35	10.25	9.25
Water Operating	35.80	36.65	36.65
TOTAL:	46.15	46.90	45.90

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

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Change from 2023-24	% Change
AUTHORIZED POSITIONS					
Total Authorized	46.15	46.90	45.90	(1.00)	-2.13
SOURCES OF REVENUE					
Debt Service	35,720	38,600	54,454	15,854	40.77
Enterprise	37,808,282	39,578,643	33,729,566	(5,849,077)	-14.78
Special Revenue	63,053	3,644,653	3,037,654	(606,999)	-16.65
(Addition To)/Reduction in Fund Balance	(2,508,245)	8,825,044	(1,463,596)	(10,288,640)	-1.1658
TOTAL SOURCES OF REVENUE	\$ 35,398,810	\$ 52,086,940	\$ 35,358,078	\$ (16,728,862)	-32.12%
USES - OPERATING EXPENDITURES					
Salaries & Wages	4,260,404	5,291,488	5,294,442	2,954	.06
Maintenance & Operations	4,475,894	5,613,153	4,222,580	(1,390,573)	9.01
Workers Compensation	204,544	300,851	306,211	5,360	1.78
Materials & Supplies	9,044,223	11,042,737	11,267,950	225,213	2.04
Contracts & Services	1,486,799	6,594,760	3,774,942	(2,819,818)	-42.76
Fringe Benefits	2,981,386	3,405,649	3,652,564	246,915	7.25
TOTAL USES - OPERATING EXPENDITURES	\$ 22,453,250	\$ 32,248,638	\$ 28,518,689	\$ (3,729,949)	-11.57%
USES - OTHER EXPENDITURES					
Debt Service	4,576,273	3,945,305	5,187,403	1,242,098	-31.48
TOTAL USES - OTHER EXPENDITURES	\$ 4,576,273	\$ 3,945,305	\$ 5,187,403	\$ 1,242,098	31.48%
USES - CAPITAL EXPENDITURES					
Capital Outlay - Equipment	474,491	2,617,682	375,000	(2,242,682)	-85.67
Capital Outlay - Projects	2,531,359	10,298,150	-	(10,298,150)	0
TOTAL USES - CAPITAL EXPENDITURES	\$ 3,005,850	\$ 12,915,832	\$ 375,000	\$ (12,540,832)	-97.10%
USES - TRANSFERS-OUT					
Transfers-Out	5,363,437	2,977,165	1,276,986	(1,700,179)	-57.11
TOTAL USES - TRANSFERS-OUT	\$ 5,363,437	\$ 2,977,165	\$ 1,276,986	\$ (1,700,179)	-57.11%
TOTAL USES	\$ 35,398,810	\$ 52,086,940	\$ 35,358,078	\$ (16,728,862)	-32.12%
USES BY PROGRAM RECAP					
US EPA Grants	59,383	5,150,420	3,090,042	(2,060,378)	-15.35
Water Operating	19,461,342	23,534,258	23,484,947	(49,311)	-.21
Water CIP	1,941,110	9,139,715	5,749	(9,133,966)	-100.00
Water Facility Reserve Fee Funds	500,000	2,033,853	-	(2,033,853)	-100.00
Sewer Maintenance	4,556,851	4,737,808	3,589,004	(1,148,804)	-24.25
Sewer CIP	4,105,978	1,445,581	933	(1,444,648)	-99.94
Sewer Facility Reserve Fee Funds	-	-	-	-	0
Waterfront Operations	197,873	2,100,000	-	(2,100,000)	-100.00
Water Bond Debt Service	4,576,273	3,945,305	5,187,403	1,242,098	31.48
Sewer Bond Debt Service	-	-	-	-	0
TOTAL USES BY PROGRAM RECAP	\$ 35,398,810	\$ 52,086,940	\$ 35,358,078	\$ (16,728,862)	-32.12%

2024-25 Water and Sewer Enterprises - Uses by Division



➤ **PITTSBURG POWER COMPANY**

PITTSBURG POWER COMPANY

ISLAND ENERGY

➤ **PITTSBURG POWER COMPANY**

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 conducts business in two (2) separate locations:

1. Within the City of Pittsburg, developing and supporting projects that stretch the City's progressive and entrepreneurial culture in energy projects, and generates revenue, 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 and natural gas distribution and 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 several energy project developments within the City of Pittsburg, including supplying utility services to a data center project. PPC staff continues to support the evaluation of renewable and alternative energy projects such as solar and fuel cells to lower City facilities' annual electricity costs.

Service Levels

- Develop opportunities between PPC, Island Energy, the City, the community, businesses, and industries on potential business interests in energy development projects
- Pursue service delivery of new loads within the City of Pittsburg through strategic transmission and distribution systems interconnects
- Review new business opportunities that become available to PPC through legislative changes and/or technical advances in the electric and gas 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 the completion and implementation of digitized ArcGIS mapping and preparing for SCADA monitoring implementation
- Continue providing effective and reliable electric and gas utility services to Mare Island commercial and residential customers

PPC Accomplishments

- ✓ Island Energy Utility Operations
 - Zero Lost-time Accidents
 - Public Safety: Updated the State required Wildfire Mitigation Plan (WMP) and Physical Security Plan (PSP) including security fencing, signage, facility lighting, and security upgrades
 - Achieved High System Reliability: The continuation of “Non-destructive Partial Discharge Testing” of key electrical circuits to identify vulnerabilities
 - Completed major electrical system upgrades at station F, M and N
 - Completed electrical equipment installation to provide power to ALCO Metal Shredder project
 - Significant revenue increases due to Mare Island Dry Dock activities and business expansion on Mare Island, while utility rates continue to stay significantly below PG&E’s
 - Worked closely with Mare Island Company to develop new energy projects on Mare Island

Activity Measure	FY 21-22	FY 22-23	FY 23-24
CIP – Reliability	0	0	2
CIP – Regulatory	1	1	1
Customer Projects (Commercial)	1	5	1
Safety (Lost Time Accidents)	0	0	0

- ✓ PPC Achievements
 - Completed PPC’s long-term strategic plan which provides the framework for utility service territory expansion beyond the current service territory
 - Filed an energy wholesale service interconnection application to PG&E and in the process of obtaining critical studies and plans from PG&E

- Continue to invest appropriate resources and efforts to research energy business opportunities for large industrial customers
 - Obtained state grant for a fuel cell unit(s) to provide alternative power to the City's water treatment plant
 - Exploring ownership of renewable energy generating assets to serve City-owned facilities
- ✓ City of Pittsburg Operation and Community Support
- The Future Build program, sponsored by PPC, admitted 40 students in FY 2023-24, 18 graduated in November 2023 and 19 are currently enrolled and are anticipated to graduate in Spring 2024
 - The graduation rate for those completing in November 2023 is 90% with an employment rate of 78%, earning an average of \$25.58 per hour

Activity Measure	FY 23-24 Admitted	FY 23-24 Graduates	FY 23-24 % of Graduates	FY 23-24 Employed	FY 23-24 % Employed
Future Build Graduates – Fall 2023	20	18	90%	14	78%
Future Build Graduates – Spring 2024	19	TBD	TBD	TBD	TBD

- Future Build has been successful at attracting external funding to support its activities. Currently, Future Build receives external funding from the Environmental Protection Agency, the Contra Costa Workforce Development Board, the Construction Trades Workforce Initiative, and the Kaiser Foundation

PPC contributes funds to various City youth and community benefit programs including:

- | | |
|--------------------------------|---|
| ▪ Open Opportunities, Inc. | Career Development for CoP |
| ▪ Youth Based Programs (STS) | Youth After-School Education Program |
| ▪ Black Diamond Data | Free Downtown WiFi |
| ▪ California Consulting Inc | City Grant Application Drafting |
| ▪ Northpoint Security Services | City Parks Security |
| ▪ California Theater | Financial Support for Theater Operation |

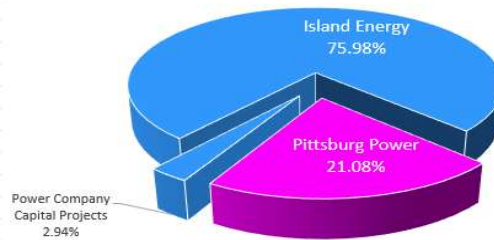
FY 2024-25 AUTHORIZED FULL TIME EMPLOYEE ALLOCATIONS
Pittsburg Power Company

Department/Division	FY 2022-2023 Adopted Base	FY 2023-2024 Adopted Base	FY 2024-2025 Adopted Base
Island Energy	10.55	10.50	10.50
Pittsburg Power	2.15	2.15	2.15
TOTAL:	12.70	12.65	12.65

**Detailed Program Budget
Pittsburg Power Company**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Change from 2023-24	% Change
AUTHORIZED POSITIONS					
Total Authorized	12.70	12.65	12.65	-	0.00%
SOURCES OF REVENUE					
Enterprise	13,918,561	12,387,883	14,576,626	2,188,743	16.67
(Addition To)/Reduction in Fund Balance	(98,126)	1,142,130	(1,960,662)	(3,102,792)	-2.72
TOTAL SOURCES OF REVENUE	\$ 13,820,435	\$ 13,530,013	\$ 12,615,964	\$ (914,049)	-6.76%
USES - OPERATING EXPENDITURES					
Salaries & Wages	1,643,094	1,898,200	2,037,572	139,372	7.34
Maintenance & Operations	1,025,691	1,286,110	1,515,797	229,687	17.86
Workers Compensation	79,144	112,723	115,415	2,692	2.39
Materials & Supplies	6,241,042	4,627,816	4,553,180	(74,636)	-1.61
Contracts & Services	1,794,062	2,363,763	1,911,197	(452,566)	-19.15
Fringe Benefits	1,016,970	1,079,172	1,192,831	113,659	10.53
TOTAL USES - OPERATING EXPENDITURES	\$ 11,800,003	\$ 11,367,784	\$ 11,325,992	\$ (41,792)	-0.37%
USES - CAPITAL EXPENDITURES					
Capital Outlay - Equipment	21,674	150,556	400,556	250,000	166.05
Capital Outlay - Projects	10,303	1,099,155	84,098	(1,015,057)	-92.35
TOTAL USES - CAPITAL EXPENDITURES	\$ 31,977	\$ 1,249,711	\$ 484,654	\$ (765,057)	-61.22%
USES - TRANSFERS-OUT					
Transfers-Out	1,105,318	912,518	805,318	(107,200)	-11.75
TOTAL USES - TRANSFERS-OUT	\$ 1,105,318	\$ 912,518	\$ 805,318	\$ (107,200)	-11.75%
TOTAL USES	\$ 12,937,298	\$ 13,530,013	\$ 12,615,964	\$ (914,049)	-6.76%
USES BY PROGRAM RECAP					
Island Energy	9,793,391	9,182,704	9,585,938	403,234	4.39
Pittsburg Power	3,039,102	3,239,781	2,658,988	(580,793)	-17.93
Power Company Capital Projects	357,552	1,107,528	371,038	(736,490)	-66.50
TOTAL USES BY PROGRAM RECAP	\$ 13,190,045	\$ 13,530,013	\$ 12,615,964	\$ (914,049)	-6.76%

**2024-25 Pittsburg Power Company - Uses by
Division**



➤ COMMUNITY SERVICES DEPARTMENT

SUCCESSOR AGENCY

COMMUNITY DEVELOPMENT BLOCK GRANT

SOLID WASTE & ENVIRONMENTAL AFFAIRS

WATERFRONT OPERATIONS

➤ **COMMUNITY SERVICES DEPARTMENT**

Overview

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

Marina Administration and Operation have been moved to Public Works during FY 2023-2024.

SUCCESSOR AGENCY

Service Levels

- Continue payment of the Successor Agency's financial obligations which entail payments of debt service and fulfillment of contractual obligations executed by the Successor Agency prior to the enactment of the Dissolution Act
- Provide immigration related information and resources to persons seeking assistance through DONA
- Assist in the development of housing projects that will provide mixed-income housing
- Partner with organizations to assist the unhoused population in Pittsburg
 - A contract for the Coordinated Outreach Referral Engagement (CORE) Program for \$269,729 was executed. The CORE Program works to engage and stabilize the unhoused through consistent outreach and to refer the unhoused to resources such as shelters, daytime drop-in care centers, emergency food, job training, healthcare, mental health counseling, transportation, substance abuse treatment, and other services.

Accomplishments FY 2023-2024

- ✓ Community Services successfully utilized the Permanent Local Housing Allocation (PLHA) grant funds the City received from the California Department of Housing and Community Development (HCD)
 - \$121,638 of PLHA funds assisted in funding the CORE Program. The remaining balance of the contract, \$148,091, was paid by the Housing

Successor Agency.

- \$629,957 of PLHA funds were used to acquire and rehabilitate a 3-bedroom, 2-bathroom home that will be owned and managed by the Housing Authority of the City of Pittsburg and leased to a Housing Choice Voucher recipient.

COMMUNITY DEVELOPMENT BLOCK GRANT

The City of Pittsburg Community Development Block Grant (CDBG) Program receives its annual funding from the United States 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 persons and families; 2) Aid in prevention or elimination of slums or blight; and 3) Urgent need (i.e. damage due to natural disasters).



FY 2023-2024 is the second year of a 3-year funding cycle. Therefore, the subrecipients who received funding in FY 2023-24 will be considered for the allocations in FY 2024-2025, the third and final year of the 3-year funding cycle.

The City has not received its allocation amount from HUD as of date. The allocation is expected by the end of April. The City has earned \$146,303 thus far in program income during FY 2023-2024, which will be allocated in FY 2024-2025. These monies are from the repayment of housing rehabilitation loans funded by CDBG.

Service Levels

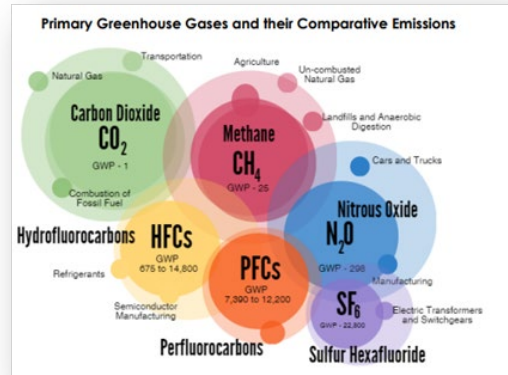
- The City funds programs and projects that benefit the low- and moderate-income households of Pittsburg; funded activities include public services (youth, homeless, and health), economic development, infrastructure and public improvements, and the housing rehabilitation program

Accomplishments FY 2023-2024

- ✓ Funded the installation of 22 ADA compliant curb ramps in targeted areas
- ✓ Funded a job training and placement program that placed 13 residents to date into a job with an employment partner. Program anticipates servicing up to 20 residents by the end of the fiscal year
- ✓ Allocated funds to a variety of supportive services which included assistance for the unhoused and the medically uninsured
- ✓ Funded a regenerative farm to increase food security by distributing fresh produce, offering community workshops and work experience for young adults, services were provided to 1,100 Pittsburg residents to date
- ✓ Allocated funds to the Housing Rehabilitation Loan Program, providing low-interest loans of up to \$30,000 to income qualified Pittsburg homeowners for the purpose of improving their property. During FY 2023-2024, 1 loan was issued, and 2 more applications are being processed with loans anticipated to be issued by June 30, 2024

SOLID WASTE & ENVIRONMENTAL AFFAIRS

Solid Waste is responsible for solid waste/recycling for the community, schools and businesses; the 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 environmental programs, services, infrastructure and development for residents, businesses, and the community at large. These responsibilities are funded by the Recycling Center and Transfer Stations (RCTS) Operating Agreement between the City and Contra Costa Waste Service, Inc. (CCWS). Through this Agreement, the City receives a Recycling and Inspection Fee on all solid waste and recycled material accepted at the transfer station. While based on actual tonnage, FY 2024-2025 Solid Waste Recycling and Inspection Fee Revenue from CCWS is estimated just over \$820,000.



Service Levels

- Oversee and manage City's compliance with State-mandated AB 939 and SB 1383 solid waste reduction and diversion 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, residential curbside services, organic (green/wood/food) recycling, and more
- Investigate and provide enforcement on solid waste facilities (transfer stations, landfills, chipping and grinding operations, composting operations), illegal dumping activities and hazardous materials for various agencies
- Permit and review the Solid Waste Facilities
- Implement sections of the Municipal Regional Stormwater permit with education and outreach
- Participate in watershed management education and activities in local schools
- Conduct sustainability education programs, outreach, and policies
- Manage the City's Greenhouse Gas Inventory by collecting data, assess and reevaluate data to create a Sustainability Plan (Climate Action Plan) to reduce City's carbon footprint
- Monitor and audit City facilities and parks for energy efficiency and implement reduction measures
- Provide annual required safety training, policies, and medical testing (respiratory/hearing) for Public Works and Maintenance personnel

- Conduct Emergency Operation Center coordination, programs, and training
- Manage licensing with the Federal Communication Commission
- Oversee air monitoring station and associated engagement with residents and schools
- Oversee the 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 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
- Co-manage Neighborhood Improvement Team meetings

Accomplishment FY 2023-2024

- ✓ Earned \$201,000 grant for Edible Food Recovery program development
- ✓ Held Green Footprint Festival to teach the youth about sustainability
- ✓ Environmental Services team secured a cumulative amount of over \$400,000 in small grants
- ✓ Updated Adopt-a-spot guidelines to increase community participation
- ✓ Hosted LEA Roundtable for the first time in LEA's History
- ✓ Adopted the first Sustainability Plan

WATERFRONT

Waterfront Administration 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. 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. As Waterfront Administration is funded by Tidelands leases and relevant grants, Waterfront Administration is also a one-stop shop for Trust Lands lease applications and development services to prospective tenants and new businesses. FY 2024-2025 Waterfront Administration revenues are estimated to be approximately \$926,000.



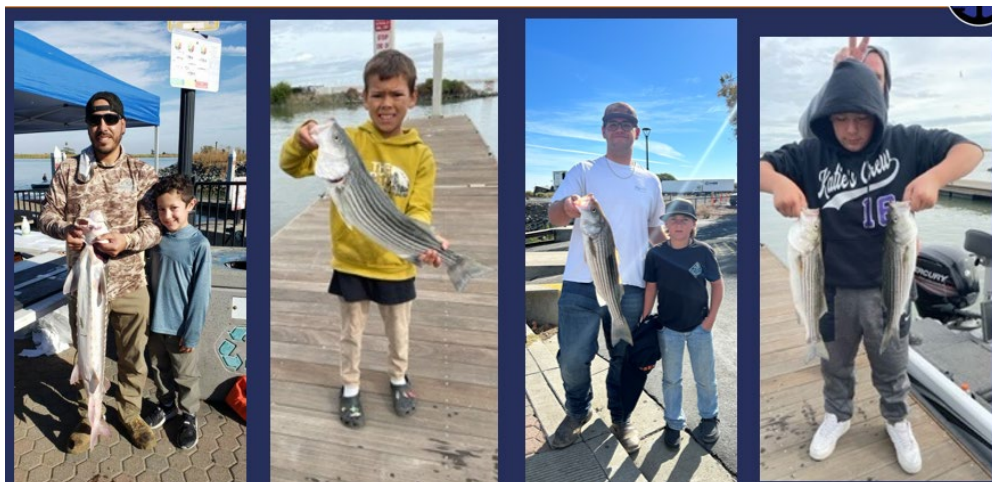
Service Levels

- Seek and manage grants for preservation, sustainability, recreation, and development of the waterfront
- Promote access to the Delta and enjoyment of the waterfront through kayak and stand-up paddle board rentals, four public launch ramps, two waterfront parks, community events, and waterfront facility rentals, 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 to generate community benefits
- 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 FY 2023-2024

- ✓ Secured \$3.7M grant for Central Harbor Park and Surrounding Areas
- ✓ Assisted the City on becoming the owner of the former NRG industrial Wharf
- ✓ Executed contract for remediation design of City's first remediation project under the US EPA-funded Brownfields Program
- ✓ Hosted over 160 4th graders at the Corteva wetlands to teach them with hands on activities about the importance of our wetlands through the Delta Waters Program
- ✓ Executed Commercial Waterfront Lease for development of a boutique hotel, restaurants, and banquet space on the waterfront bringing in \$34,000 in initial revenue
- ✓ Hosted two fishing derbies: the 6th Annual Pittsburg Fishing Derby and the 17th annual Diamond Classic Sturgeon Derby collectively attracting over 350 anglers, nearly 110 of which were youth



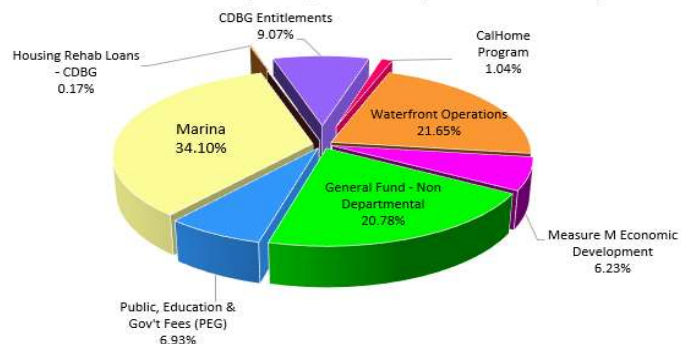
FY 2024-25 AUTHORIZED FULL TIME EMPLOYEE ALLOCATIONS
Enterprise Services

Department/Division	FY 2022-2023 Adopted Budget	FY 2023-2024 Adopted Budget	FY 2024-2025 Adopted Budget
Solid Waste	2.50	2.45	2.45
CDBG Entitlements	0.70	0.60	0.60
Waterfront Operations	2.70	1.85	1.85
Marina	8.30	7.55	7.55
TOTAL:	14.20	12.45	12.45

**Detailed Program Budget
Community Services**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Change from 2023-24	% Change
AUTHORIZED POSITIONS					
Total Authorized				0.00	#DIV/0!
SOURCES OF REVENUE					
Enterprise	4,250,687	3,493,316	3,219,252	(274,064)	-7.85
Special Revenue	2,285,320	2,937,694	3,153,396	215,702	7.34
Measure M - Economic Development	-	-	450,000	450,000	-100.00
(Addition To)/Reduction in Fund Balance				-	#DIV/0!
TOTAL SOURCES OF REVENUE	\$ 6,536,007	\$ 6,431,010	\$ 6,822,648	\$ 391,638	6.09%
USES - OPERATING EXPENDITURES					
Salaries & Wages	968,705	1,302,619	1,248,952	(53,667)	-4.12
Maintenance & Operations	1,007,719	1,013,722	946,785	(66,937)	-6.60
Workers Compensation	46,833	71,437	74,913	3,476	4.87
Materials & Supplies	447,182	475,911	427,200	(48,711)	-10.24
Grants	180,365	73,196	-	(73,196)	-100.00
Contracts & Services	1,650,496	2,453,303	2,065,046	(388,257)	-15.83
Fringe Benefits	807,418	824,068	885,212	61,144	7.42
Other	453	250,000	-	(250,000)	-100.00
TOTAL USES - OPERATING EXPENDITURES	\$ 5,109,171	\$ 6,464,256	\$ 5,648,108	\$ (816,148)	-12.63%
USES - OTHER EXPENDITURES					
Special Items of Expense	28,086	82,423	55,000	(27,423)	-33.27
TOTAL USES - OTHER EXPENDITURES	\$ 28,086	\$ 82,423	\$ 55,000	\$ (27,423)	-33.27%
USES - CAPITAL EXPENDITURES					
Capital Outlay - Equipment	58,219	-	-	-	-100.00
Capital Outlay - Projects				-	-100.00
TOTAL USES - CAPITAL EXPENDITURES	\$ 58,219	\$ -	\$ -	\$ -	#DIV/0!
USES - TRANSFERS-OUT					
Transfers-Out	752,878	1,038,127	748,127	(290,000)	-27.93
TOTAL USES - TRANSFERS-OUT	\$ 752,878	\$ 1,038,127	\$ 748,127	\$ (290,000)	-27.93%
TOTAL USES	\$ 5,948,354	\$ 7,584,806	\$ 6,451,235	\$ (1,133,571)	-14.95%
USES BY PROGRAM RECAP					
General Fund - Non Departmental	3,874	-	-	-	-100.00
Public, Education & Gov't Fees (PEG)	117,818	500,000	-	(500,000)	-100.00
Marina	2,481,373	2,903,259	2,468,802	(434,457)	-14.96
Golf Course	808	-	-	-	-100.00
Fire District CFD	4,085	3,242	4,160	918	28.32
R/R Ave e-BART CFD	67,380	-	-	-	-100.00
Environmental Affairs	925,105	1,166,573	1,570,419	403,846	34.62
Housing Rehab Loans - CDBG	225	12,423	-	(12,423)	-100.00
CDBG Entitlements	799,558	747,677	653,670	(94,007)	-12.57
CalHome Program	25,130	75,000	152,000	77,000	102.67
Waterfront Operations	980,984	1,726,632	1,152,184	(574,448)	-33.27
Marina Dredging & Infrastructure Improv	542,014	-	-	-	-100.00
Measure M Economic Development	-	450,000	450,000	-	-100.00
TOTAL USES BY PROGRAM RECAP	\$ 5,948,354	\$ 7,584,806	\$ 6,451,235	\$ (1,133,571)	-14.95%

2023-24 Economic Development, Community Services - Uses by Division



➤ **COMMUNITY SERVICES - HOUSING AUTHORITY**

HOUSING AUTHORITY – SECTION 8

HOUSING – SUCCESSOR AGENCY

➤ **COMMUNITY SERVICES - HOUSING AUTHORITY**

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 1,140 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 utilized its wait list and issued six (6) Housing Choice Vouchers
- ✓ The Annual Plan for Fiscal Year 2024-2025 has been adopted by the Governing Board of the Housing Authority and submitted to HUD
- ✓ The Administrative Plan for Fiscal Year 2024-2025 has been updated, incorporating HUD's changes to the Housing Opportunity Through Modernization Act (HOTMA) and National Standards for the Physical Inspection of Real Estate (NSPIRE) policies related to rent calculations and inspections
- ✓ The Housing Authority assisted with the acquisition of a single family residential until that will be made available as affordable housing



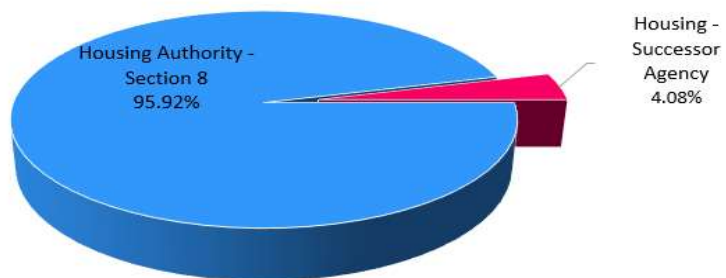
FY 2024-25 AUTHORIZED FULL TIME EMPLOYEE ALLOCATIONS
Housing Authority

Department/Division	FY 2022-2023 Adopted Budget	FY 2023-2024 Adopted Budget	FY 2024-2025 Adopted Budget
Housing Authority - Section 8	7.65	6.65	6.65
RDA Housing - Administration	0.30	0.30	0.30
TOTAL:	7.95	6.95	6.95

**Detailed Program Budget
Housing Authority**

	2021-22 Actual	2022-23 Amended Budget	2023-24 Adopted Budget	Change from 2022-23	% Change
AUTHORIZED POSITIONS					
Total Authorized	7.95	6.95	6.95	-	0.00
SOURCES OF REVENUE					
Special Revenue	23,604,992	23,579,220	25,401,387	1,822,167	7.73
(Addition To)/Reduction in Fund Balance	(38,173)	3,592,966	728,053	(2,864,913)	
TOTAL SOURCES OF REVENUE	\$ 23,566,819	\$ 27,172,186	\$ 26,129,440	\$ (1,042,746)	-3.84%
USES - OPERATING EXPENDITURES					
Salaries & Wages	583,260	705,096	755,819	50,723	7.19
Acquisition	-	3,000,000	-	(3,000,000)	-100.00
Maintenance & Operations	380,369	570,880	409,685	(161,195)	-28.24
Workers Compensation	28,449	41,876	46,478	4,602	10.99
Materials & Supplies	29,481	91,300	103,800	12,500	13.69
Contracts & Services	20,813,928	20,724,673	22,222,894	1,498,221	7.23
Fringe Benefits	445,005	497,705	566,464	68,759	13.81
Other	1,205,658	1,460,000	1,998,644	538,644	36.89
TOTAL USES - OPERATING EXPENDITURES	\$ 23,486,150	\$ 27,091,530	\$ 26,103,784	\$ (987,746)	-3.65%
USES - OTHER EXPENDITURES					
Special Items of Expense	-	-	-	-	-100.00
TOTAL USES - OTHER EXPENDITURES	\$ -	\$ -	\$ -	\$ -	0.00%
USES - CAPITAL EXPENDITURES					
Capital Outlay - Equipment	13	-	-	-	-100.00
TOTAL USES - CAPITAL EXPENDITURES	\$ 13	\$ -	\$ -	\$ -	0.00%
USES - TRANSFERS-OUT					
Transfers-Out	80,656	80,656	25,656	(55,000)	-68.19
TOTAL USES - TRANSFERS-OUT	\$ 80,656	\$ 80,656	\$ 25,656	\$ (55,000)	-68.19%
TOTAL USES	\$ 23,566,819	\$ 27,172,186	\$ 26,129,440	\$ (1,042,746)	-3.84%
USES BY PROGRAM RECAP					
Housing Authority - Section 8	23,276,274	22,971,408	25,064,280	2,092,872	9.11
Housing - Successor Agency	290,545	4,200,778	1,065,130	(3,135,648)	-74.64
TOTAL USES BY PROGRAM RECAP	\$ 23,566,819	\$ 27,172,186	\$ 26,129,410	\$ (1,042,776)	-3.84%

2024-25 Housing Authority - Uses by Division



➤ **COMMUNITY SERVICES – SUCCESSOR AGENCY**

SUCCESSOR AGENCY ADMINISTRATION

SUCCESSOR AGENCY DEBT SERVICE

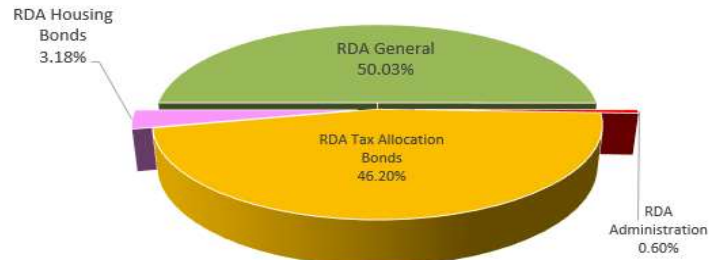
FY 2024-25 AUTHORIZED FULL TIME EMPLOYEE ALLOCATIONS
Successor Agency to Former Redevelopment Agency

Department/Division	FY 2022-2023 Adopted Base	FY 2023-2024 Adopted Base	FY 2024-2025 Adopted Base
RDA Administration	1.70	1.40	1.15
TOTAL:	1.70	1.40	1.15

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

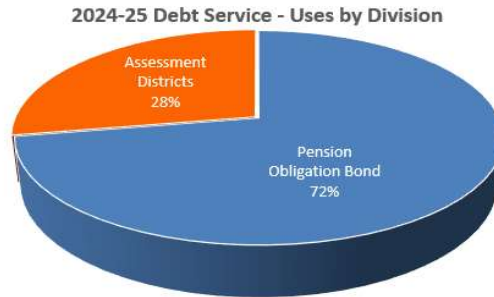
	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Change from 2023-24	% Change
AUTHORIZED POSITIONS					
Total Authorized	1.47	1.40	1.15	(0.25)	-17.86
SOURCES OF REVENUE					
Debt Service	-	-	-	-	-100.00
Redevelopment Agency	65,420,187	64,953,465	65,716,734	763,269	1.18
(Addition To)/Reduction in Fund Balance	(1,556,646)	130,880	(1,433,420)	(1,564,300)	-1195.22
TOTAL SOURCES OF REVENUE	\$ 63,863,541	\$ 65,084,345	\$ 64,283,314	\$ (801,031)	-1.23%
USES - OPERATING EXPENDITURES					
Salaries & Wages	234,199	295,736	223,652	(72,084)	-24.37
Maintenance & Operations	40,046	65,954	29,142	(36,812)	-55.81
Workers Compensation	11,344	15,063	13,497	(1,566)	-10.40
Materials & Supplies	1,293	2,700	2,600	(100)	-3.70
Contracts & Services	2,894	6,547	6,824	277	4.23
Fringe Benefits	112,828	119,594	109,679	(9,915)	-8.29
TOTAL USES - OPERATING EXPENDITURES	\$ 402,604	\$ 505,594	\$ 385,394	\$ (120,200)	-23.77%
USES - OTHER EXPENDITURES					
Debt Service	31,385,766	31,342,507	31,738,960	396,453	1.26
TOTAL USES - OTHER EXPENDITURES	\$ 31,385,766	\$ 31,342,507	\$ 31,738,960	\$ 396,453	1.26%
USES - CAPITAL EXPENDITURES					
Capital Outlay - Projects	30,894	657,352	-	(657,352)	-100.00
TOTAL USES - CAPITAL EXPENDITURES	\$ 30,894	\$ 657,352	\$ -	\$ (657,352)	-100.00%
USES - TRANSFERS-OUT					
Transfers-Out	32,044,277	32,578,892	32,158,960	(419,932)	-1.29
TOTAL USES - TRANSFERS-OUT	\$ 32,044,277	\$ 32,578,892	\$ 32,158,960	\$ (419,932)	-1.29%
TOTAL USES	\$ 63,863,541	\$ 65,084,345	\$ 64,283,314	(801,031)	-1.23%
USES BY PROGRAM RECAP					
RDA General	31,994,757	32,578,893	32,158,960	(419,933)	-1.29
RDA Administration	383,642	422,711	382,977	(39,734)	-9.40
RDA Capital Projects Fund	49,856	740,235	2,417	(737,818)	-99.67
RDA Tax Allocation Bonds	29,412,044	29,319,375	29,696,250	376,875	1.29
RDA Housing Bonds	2,023,242	2,023,132	2,042,710	19,578	0.97
TOTAL USES BY PROGRAM RECAP	\$ 63,863,541	\$ 65,084,346	\$ 64,283,314	(801,032)	-1.23%

**2024-25 Successor Agency to the Former RDA - Uses
by Division**



**Detailed Program Budget
Debt Service**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Change from 2023-24	% Change
AUTHORIZED POSITIONS					
Total Authorized	-	-	-	-	-
SOURCES OF REVENUE					
Debt Service	8,186,371	8,505,913	7,637,228	(868,685)	-10.21
Special Revenue	20,335	10,758	29,040	18,282	169.94
(Addition To)/Reduction in Fund Balance	(658,029)	(2,232,977)	(1,246,463)	986,514	-44.18
TOTAL SOURCES OF REVENUE	\$ 7,548,677	\$ 6,283,694	\$ 6,419,805	\$ 136,111	2.17%
USES - OPERATING EXPENDITURES					
Maintenance & Operations	33,188	34,848	43,135	8,287	23.78
TOTAL USES - OPERATING EXPENDITURES	\$ 33,188	\$ 34,848	\$ 43,135	\$ 8,287	23.78%
USES - OTHER EXPENDITURES					
Debt Service	6,015,489	6,248,846	6,376,670	127,824	2.05
TOTAL USES - OTHER EXPENDITURES	\$ 6,015,489	\$ 6,248,846	\$ 6,376,670	\$ 127,824	2.05%
USES - CAPITAL EXPENDITURES					
Capital Outlay - Projects	1,500,000	-	-	-	-100.00
TOTAL USES - CAPITAL EXPENDITURES	\$ 1,500,000	\$ -	\$ -	\$ -	-100.00%
TOTAL USES	7,548,677	6,283,694	6,419,805	136,111	2.17%
USES BY PROGRAM RECAP					
Pension Obligation Bond	4,519,852	4,579,205	4,637,694	58,489	1.28
Assessment Districts	3,028,825	1,704,489	1,782,111	77,622	4.55
TOTAL USES BY PROGRAM RECAP	\$ 7,548,677	\$ 6,283,694	\$ 6,419,805	\$ 136,111	2.17%



➤ **FINANCIAL POLICIES AND PROCEDURES**

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.

Annual Comprehensive Financial Report (ACFR)

The City will prepare the ACFR 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 ACFR.

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.

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 264-274 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 276-288 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 297-302 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 290-293 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 304-306 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 308-329 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 331-337 in the Appendix section of the budget)



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The City does not have any plans to issue new debt in the foreseeable future. However, the

Total debt per capita including RDA bonds, Assessment District Bonds, Water and Sewer

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

(2) Debt Pay Capital: \$200,100,680 - \$5,020

➤DEBT SERVICE - REVENUE SOURCES

1

CITY	Series	Allocated Charges	Interest Earnings	FY 2024-2025
Pension Obligation				
Taxable Pension Funding Bond	2006	\$ 3,976,961	\$ 100	\$ 3,977,061
CCCERA Triennial Experience Update	2006	660,633	-	660,633
<i>Total Pension Obligation:</i>		4,637,594	100	4,637,694
Energy Efficiency Loans				
PG&E Energy Efficient Retrofit Loan - Chiller Replacement	2018	21,329	-	21,329
<i>Total Energy Efficiency Loans:</i>		21,329	-	21,329
Assessment District Bonds		Assessment Collection		
2011 Reassessment Revenue Refunding Bonds A & B	2011-1	-	-	-
Century Plaza - AutoMall	2001-03	320,000	6,652	326,652
Community Facilities District - Vista Del Mar	2016	705,419	12,000	717,419
Limited Obligation Refunding Improvement Bonds	2022	676,746		676,746
<i>Total Assessment Districts:</i>		1,702,165	18,652	1,720,817
Revenue Bonds - Enterprise Funds		Sewer/Water Revenues		
Water Revenue Refunding	2016	2,446,000	-	2,446,000
I-Bank Loan - Water System Modification Project	2014	646,402	-	646,402
Water Revenue Bonds, Series 2022A	2022	2,081,063		2,081,063
Capital Leases for Governmental Activity		Allocated Charges		
Various Fleet Vehicles	2018	-	-	-
Various Fleet Vehicles/Equipment	2019	-	-	-
Various Fleet Vehicles/Equipment	2019-2	93,672	-	93,672
VOIP System Upgrade	2018	-	-	-
<i>Total Capital Leases:</i>		93,672	-	93,672
TOTAL CITY DEBT SERVICES:		\$ 11,628,224	\$ 18,752	\$ 11,646,976

SUCCESSOR AGENCY TO FORMER RDA	Series	Tax Increment	Interest Earnings	FY 2024-2025
Tax Allocation Bonds (Partially Refunded by 2014 TARB)	1999	8,551,176	207,824	8,759,000
Tax Allocation Refunding Bonds	2014	2,684,536	481,464	3,166,000
SubordinateTax Allocation Refunding Bonds	2016A	17,044,508	345,742	17,390,250
Subordinate Tax Allocation Refunding Bonds, Forward	2016C	-	-	-
Housing Set Aside Tax Allocation Bonds (Taxable)	2006A	694,026	20,000	714,026
Housing Set Aside Tax Allocation Refunding Bonds (Taxable)	2016A	1,308,552	100	1,308,652
TOTAL RDA DEBT SERVICES:		\$ 30,282,798	\$ 1,055,130	\$ 31,337,928

GRAND TOTAL CITY and RDA DEBT SERVICES:	\$ 41,911,022	\$ 1,073,882	\$ 42,984,904
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➤ DEBT SERVICE - EXPENDITURE REQUIREMENTS

CITY							Outstanding Principal at July 1, 2024
	Series	Principal	Interest	Other Costs	FY 2024-2025		
Pension Obligation							
Taxable Pension Funding Bond	2006	\$ 2,750,000	\$ 1,220,061	\$ 7,000	\$ 3,977,061 ⁽¹⁾	\$	37,775,000
CCCERA Triennial Experience Update	2006	332,226	328,407	-	660,633		4,691,522
Total Pension Obligation:		3,082,226	1,548,467	7,000	4,637,694		42,466,522
Energy Efficiency Loans							
PG&E Energy Efficient Retrofit Loan - Chiller Replacement	2018	21,329	-	-	21,329		83,540
Total Energy Efficiency Loans:		21,329	-	-	21,329		83,540
Assessment District Bonds							
2011 Reassessment Revenue Refunding Bonds A & B	2011-1	-	-	-	- ⁽³⁾		-
Century Plaza - AutoMall	2001-03	185,000	119,925	17,407	322,332		2,140,000
Community Facilities District - Vista Del Mar	2016	445,000	261,719	10,700	717,419		6,655,000
Limited Obligation Refunding Improvement Bonds	2022	549,323	97,969	29,454	676,746		3,164,598
Total Assessment Districts:		1,179,323	479,613	57,561	1,716,497		11,959,598
Revenue Bonds - Enterprise Funds							
Water Revenue Refunding	2016	1,620,000	819,750	6,250	2,446,000		20,060,000
I-Bank Loan - Water System Modification Project	2014	300,407	314,245	31,750	646,402		9,103,049
Water Revenue Bonds, Series 2022A	2022		2,081,063		2,081,063		43,870,000
Capital Leases for Governmental Activity							
Various Fleet Vehicles	2018	-	-	-	-		-
Various Fleet Vehicles/Equipment	2019	-	-	-	-		-
Various Fleet Vehicles/Equipment	2019-2	91,970	1,701	-	93,672		91,970
VOIP System Upgrade	2018	-	-	-	-		-
Total Capital Leases:		91,970	1,701	-	93,672		91,970
TOTAL CITY DEBT SERVICES:		\$ 6,295,256	\$ 5,244,839	\$ 102,561	\$ 11,642,656	\$	127,634,680

SUCCESSOR AGENCY TO FORMER RDA	Series	Principal	Interest	Other Costs	FY 2024-2025		Outstanding Principal at July 1, 2024
Tax Allocation Bonds (Partially Refunded by 2014 TARB)	1999	1,960,332	6,794,668	4,000	8,759,000 ⁽²⁾		62,840,000
Tax Allocation Refunding Bonds	2014	2,450,000	711,000	5,000	3,166,000		15,445,000
Subordinate Tax Allocation Refunding Bonds	2016A	13,210,000	4,178,750	1,500	17,390,250		90,180,000
Subordinate Tax Allocation Refunding Bonds, Forward	2016C	-	-	-	-		-
Housing Set Aside Tax Allocation Bonds (Taxable)	2006A	360,000	350,526	3,500	714,026		6,780,000
Housing Set Aside Tax Allocation Refunding Bonds (Taxable)	2016A	1,030,000	273,652	5,000	1,308,652		6,815,000
TOTAL RDA DEBT SERVICES:		\$ 19,010,332	\$ 12,308,596	\$ 19,000	\$ 31,337,928		262,565,000

GRAND TOTAL CITY and RDA DEBT SERVICES:		\$ 25,305,588	\$ 17,553,435	\$ 121,561	\$ 42,980,584	\$	390,199,680
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(1) includes unaccreted discount in the total amount of \$11,757,180
(2) includes unaccreted discount in the total amount of \$43,771,689
(3) Debt paid off as part of refunding improvement bonds in July 2022

➤ DEBT SERVICE REQUIREMENTS

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

BOND ISSUES:	CITY OF PITTSBURG Taxable Pension Funding Bonds Series 2006
DATE OF ISSUES:	June 15, 2006
AMOUNT OF ISSUE:	\$ 39,566,056
AMOUNT OUTSTANDING: (June 30, 2024)	\$ 37,775,000 ⁽¹⁾
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

	FY 2023-2024	FY 2024-2025
REVENUE SOURCES		
Allocated Charges	\$ 3,918,472	\$ 3,976,961
Interest Earnings	\$ 100	\$ 100
TOTAL:	\$ 3,918,572	\$ 3,977,061
EXPENDITURES		
Fiscal Paying Agent Fees	\$ 3,000	\$ 3,000
Professional Administrative Fees	4,000	4,000
Principal Reduction	1,385,374	1,419,516
CAB Accreted Principal	1,264,626	1,330,484
Interest Expense	1,261,572	1,220,061
Pre-Pay Principal ⁽²⁾		
TOTAL:	\$ 3,918,572	\$ 3,977,061

(1) Includes unaccreted discount in the total amount of \$11,757,180

(2) Pursuant to Pension Obligation Bond documents, the City of Pittsburgh 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
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
TOTAL	\$ 25,651,941	\$ 10,438,396	\$ 12,123,059	\$ 48,213,396

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

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

BOND ISSUES:	CITY OF PITTSBURG Taxable Pension Funding Bonds Series 2006
DATE OF ISSUES:	June 15, 2006
AMOUNT OF ISSUE:	\$ 39,566,056
AMOUNT OUTSTANDING: (June 30, 2024)	\$ 37,775,000 ⁽¹⁾
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

	FY 2023-2024	FY 2024-2025
REVENUE SOURCES		
Allocated Charges	\$ 3,918,472	\$ 3,976,961
Interest Earnings	\$ 100	\$ 100
TOTAL:	\$ 3,918,572	\$ 3,977,061
EXPENDITURES		
Fiscal Paying Agent Fees	\$ 3,000	\$ 3,000
Professional Administrative Fees	4,000	4,000
Principal Reduction	1,385,374	1,419,516
CAB Accreted Principal	1,264,626	1,330,484
Interest Expense	1,261,572	1,220,061
Pre-Pay Principal ⁽²⁾		
TOTAL:	\$ 3,918,572	\$ 3,977,061

(1) Includes unaccreted discount in the total amount of \$11,757,180

(2) Pursuant to Pension Obligation Bond documents, the City of Pittsburgh 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
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
TOTAL	\$ 25,651,941	\$ 10,438,396	\$ 12,123,059	\$ 48,213,396

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:	Termination Agreement between City of Pittsburg and Contra Costa County Employees' Retirement Association
AGREEMENT DATE:	July 1, 2001
CITY RESOLUTION NO.:	08-10943 (January 22, 2008)
AMOUNT OF ISSUE:	\$ 11,312,353
AMOUNT OUTSTANDING: (June 30, 2024)	\$ 4,691,522
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

	FY 2023-2024	FY 2024-2025
REVENUE SOURCES		
Allocated Charges	\$ 660,633	\$ 660,633
Interest Earnings	-	-
	\$ 660,633	\$ 660,633
EXPENDITURES		
Principal Reduction	\$ 310,492	\$ 332,226
Interest Expense	350,141	328,407
TOTAL:	\$ 660,633	\$ 660,633

➤ DEBT SERVICE - AMORTIZATION SCHEDULE

CCCERA (Issued in 2008)

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
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
TOTAL	\$ 4,691,522	\$ 2,023,233	\$ 6,714,755

➤ 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: (June 30, 2024)	\$	83,540	
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

	FY 2023-2024		FY 2024-2025	
REVENUE SOURCES				
Building Maintenance Allocation	\$	21,239	\$	21,329
	\$	21,329	\$	21,329
EXPENDITURES				
Principal Reduction	\$	21,239	\$	21,329
Interest Expense		-		-
TOTAL:	\$	21,329	\$	21,329

➤ **DEBT SERVICE - AMORTIZATION SCHEDULE**

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

FISCAL YEAR	PRINCIPAL	TOTAL
2025	21,329	21,329
2026	21,329	21,329
2027	21,329	21,329
2028	19,552	19,552
TOTAL	\$ 83,540	\$ 83,540

➤ DEBT SERVICE REQUIREMENTS

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

BOND ISSUES:	Pittsburg Infrastructure Financing Authority 2011 Reassessment Revenue Refunding Bonds A & B
DATE OF ISSUES:	August 24, 2011
AMOUNT OF ISSUE:	\$ 17,840,000
AMOUNT OUTSTANDING: (June 30, 2024)	\$ -
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

	FY 2023-2024	FY 2024-2025
REVENUE SOURCES		
Assessment Collection	\$ -	\$ -
Interest Earnings	-	-
TOTAL:	\$ -	\$ -
EXPENDITURES		
Fiscal Paying Agent Fees	\$ -	\$ -
Professional Administrative Fees	-	-
County Admin. Fees	-	-
City Admin. Fees	-	-
Principal Reduction	-	-
Interest Expense	-	-
TOTAL:	\$ -	\$ -

(3) Debt paid off as part of refunding improvement bonds in July 2022

➤ DEBT SERVICE - AMORTIZATION SCHEDULE

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

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2024			0
2025			0
2026			0
2027			0
2028			0
2029			0
2030			0
2031			0
2032			0
TOTAL	\$ -	\$ -	\$ -

(3) Debt paid off as part of refunding improvement bonds in July 2022

➤ DEBT SERVICE REQUIREMENTS

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

BOND ISSUES:	CITY OF PITTSBURG Century Plaza Auto Mall Assessment District 2001-03
DATE OF ISSUES:	October 1, 2002
AMOUNT OF ISSUE:	\$ 4,405,000
AMOUNT OUTSTANDING: (June 30, 2024)	\$ 2,140,000
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

	FY 2023-2024	FY 2024-2025
REVENUE SOURCES		
Assessment Collection	\$ 320,000	\$ 320,000
Interest Earnings	6,652	6,652
TOTAL:	\$ 326,652	\$ 326,652
EXPENDITURES		
Fiscal Paying Agent Fees	\$ -	\$ -
Professional Administrative Fees	12,000	12,000
County Admin. Fees	270	270
City Admin. Fees	5,394	5,137
Principal Reduction	175,000	185,000
Interest Expense	130,275	119,925
TOTAL:	\$ 322,939	\$ 322,332

➤ DEBT SERVICE - AMORTIZATION SCHEDULE

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

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
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
TOTAL	\$ 2,140,000	\$ 613,447	\$ 2,753,447

➤ DEBT SERVICE REQUIREMENTS

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

BOND ISSUES:	CITY OF PITTSBURG Vista Del Mar CFD Special Tax Bonds 2005-02
DATE OF ISSUES:	June 30, 2015
AMOUNT OF ISSUE:	\$ 9,655,000
AMOUNT OUTSTANDING: (June 30, 2024)	\$ 6,655,000
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 2023-2024	FY 2024-2025
REVENUE SOURCES		
Assessment Collection	\$ 733,580	\$ 705,419
Interest Earnings	12,000	12,000
TOTAL:	\$ 745,580	\$ 717,419
EXPENDITURES		
Fiscal Paying Agent Fees	\$ -	\$ -
Professional Administrative Fees	10,000	10,000
County Admin. Fees	700	700
Principal Reduction	425,000	445,000
Interest Expense	283,469	261,719
TOTAL:	\$ 719,169	\$ 717,419

➤ DEBT SERVICE - AMORTIZATION SCHEDULE

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

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
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
TOTAL	\$ 6,655,000	\$ 1,736,128	\$ 8,391,128

➤ DEBT SERVICE REQUIREMENTS

2016A REFUNDING WATER REVENUE BONDS (Issued in 2016)

BOND ISSUES:	CITY OF PITTSBURG Water Revenue Bonds 2016
DATE OF ISSUES:	October 25, 2016
AMOUNT OF ISSUE:	\$ 30,850,000
AMOUNT OUTSTANDING: (June 30, 2024)	\$ 20,060,000
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 2023-2024	FY 2024-2025
REVENUE SOURCES		
Water Charge Revenues	\$ 2,465,500	\$ 2,446,000
Interest Earnings	-	-
TOTAL:	\$ 2,465,500	\$ 2,446,000
EXPENDITURES		
Professional Administrative Fees	\$ 6,250	\$ 6,250
Arbitrage Rebate Liability	-	-
Principal Reduction	1,560,000	1,620,000
Interest Expense	899,250	819,750
TOTAL:	\$ 2,465,500	\$ 2,446,000

➤ DEBT SERVICE - AMORTIZATION SCHEDULE

2016A REFUNDING WATER REVENUE BONDS

(Issued in 2016)

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
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
TOTAL	\$ 20,060,000	\$ 4,343,575	\$ 24,403,575

➤ DEBT SERVICE REQUIREMENTS

I BANK LOAN - WATER SYSTEMS MODIFICATION PROJECT

INSTALLMENT SALE AGREEMENT **Installment Sale Agreement by and between the City of Pittsburg and the California Infrastructure and Economic Development Bank**

AGREEMENT DATE November 17,2014

AMOUNT OF ISSUE: \$ 11,387,398

AMOUNT OUTSTANDING: \$ 9,103,049
(June 30, 2024)

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

	FY 2023-2024	FY 2024-2025
REVENUE SOURCES		
Water Charge Revenues	\$ 646,580	\$ 646,402
Interest Earnings	-	-
TOTAL:	\$ 646,580	\$ 646,402
EXPENDITURES		
Professional Administrative Fees	\$ 31,750	\$ 31,750
Principal Reduction	290,220	300,407
Interest Expense	324,610	314,245
TOTAL:	\$ 646,580	\$ 646,402

➤ DEBT SERVICE - AMORTIZATION SCHEDULE

I-BANK LOAN - WATER SYSTEMS MODIFICATION PROJECT

FISCAL YEAR	PRINCIPAL	INTEREST	ANNUAL FEE	TOTAL
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
TOTAL	\$ 9,103,049	\$ 3,755,595	\$ 334,646	\$ 13,193,290

➤ 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: (June 30, 2024)	\$ -
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

	FY 2023-2024	FY 2024-2025
REVENUE SOURCES		
Fleet Maintenance Allocation	\$ 57,890	\$ -
	\$ 57,890	\$ -
EXPENDITURES		
Principal Reduction	\$ 56,281	\$ -
Interest Expense	1,609	-
TOTAL:	\$ 57,890	\$ -

➤ **DEBT SERVICE - AMORTIZATION SCHEDULE**

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

FISCAL YEAR	PRINCIPAL		INTEREST		TOTAL
TOTAL	\$	-	\$	-	\$ -

➤ 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 Pittsburgh
AGREEMENT DATE:	October 21, 2019
CITY RESOLUTION NO.:	19-13702
AMOUNT OF ISSUE:	\$ 848,058
AMOUNT OUTSTANDING: (June 30, 2024)	\$ 91,970
DESCRIPTION:	The City of Pittsburgh 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

	FY 2023-2024	FY 2024-2025
REVENUE SOURCES		
Fleet Maintenance Allocation	\$ 187,344	\$ 93,672
	\$ 187,344	\$ 93,672
EXPENDITURES		
Principal Reduction	\$ 178,960	\$ 91,970
Interest Expense	8,384	1,701
TOTAL:	\$ 187,344	\$ 93,672

➤ **DEBT SERVICE - AMORTIZATION SCHEDULE**

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

FISCAL YEAR	PRINCIPAL		INTEREST		TOTAL
2025	91,970		1,701		93,672
TOTAL	\$	91,970	\$	1,701	\$ 93,672

➤ DEBT SERVICE REQUIREMENTS

1999 (RDA) TAX ALLOCATION BONDS (Issued in 1999)

BOND ISSUES: **REDEVELOPMENT AGENCY**
Tax Allocation Bonds Series 1999

DATE OF ISSUES: November 3, 1999

AMOUNT OF ISSUE: \$ 30,106,357

AMOUNT OUTSTANDING: \$ 62,840,000 ⁽¹⁾
(June 30, 2024)

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 2023-2024	FY 2024-2025
REVENUE SOURCES		
Tax Increment	\$ 8,753,750	\$ 8,551,176
Interest Earnings	250	207,824
TOTAL:	\$ 8,754,000	\$ 8,759,000
EXPENDITURES		
Professional Administrative Fees	\$ 4,000	\$ 4,000
Principal Reduction	2,081,538	1,960,332
Interest Expense	6,668,462	6,794,668
TOTAL:	\$ 8,754,000	\$ 8,759,000

(1) Includes unaccrued discount in the total amount of \$43,771,689

➤ **DEBT SERVICE - AMORTIZATION SCHEDULE**

1999 (RDA) TAX ALLOCATION BONDS
(Issued in 1999)

FISCAL YEAR	PRINCIPAL	ACCRETED PRINCIPAL	TOTAL
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
TOTAL	\$ 11,658,934	\$ 51,181,066	\$ 62,840,000

➤ DEBT SERVICE REQUIREMENTS

2014 Successor Agency to RDA 2014 Tax Allocation Refunding Bonds (Issued in 2014)

BOND ISSUES: **SUCCESSOR AGENCY TO REDEVELOPMENT AGENCY
Senior Tax Allocation Refunding Bonds 2014**

DATE OF ISSUES: June 18, 2014

AMOUNT OF ISSUE: \$ 67,445,000

AMOUNT OUTSTANDING: \$ 15,445,000
(June 30, 2024)

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

	FY 2023-2024	FY 2024-2025
REVENUE SOURCES		
Tax Increment	\$ 3,174,750	\$ 2,684,536
Interest Earnings	1,000	481,464
TOTAL:	\$ 3,175,750	\$ 3,166,000
EXPENDITURES		
Professional Administrative Fees	\$ 5,000	\$ 5,000
Principal Reduction	2,340,000	2,450,000
Interest Expense	830,750	711,000
TOTAL:	\$ 3,175,750	\$ 3,166,000

➤ DEBT SERVICE - AMORTIZATION SCHEDULE

2014 Successor Agency to RDA 2014 Tax Allocation Refunding Bonds
(Issued in 2014)

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
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
TOTAL	\$ 15,445,000	\$ 2,341,125	\$ 17,786,125

➤ DEBT SERVICE REQUIREMENTS

2016A SUCCESSOR AGENCY TAX EXEMPT BONDS (Issued in 2016)

BOND ISSUES:	SUCCESSOR AGENCY TO FORMER REDEVELOPMENT AGENCY Subordinate Tax Allocation Bonds, Series 2016A (Tax Exempt)
DATE OF ISSUES:	February 10, 2016
AMOUNT OF ISSUE:	\$ 120,085,000
AMOUNT OUTSTANDING: (June 30, 2024)	\$ 90,180,000
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

	FY 2023-2024	FY 2024-2025
REVENUE SOURCES		
Tax Increment	\$ 17,389,375	\$ 17,044,508
Interest Earnings	250	345,742
TOTAL:	\$ 17,389,625	\$ 17,390,250
EXPENDITURES		
Professional Administrative Fees	\$ 1,500	\$ 1,500
Principal Reduction	12,565,000	13,210,000
Interest Expense	4,823,125	4,178,750
TOTAL:	\$ 17,389,625	\$ 17,390,250

➤ **DEBT SERVICE - AMORTIZATION SCHEDULE**

2016A (RDA) SUBORDINATE TAX ALLOCATION BONDS
(Issued in 2016)

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
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
TOTAL:	\$ 90,180,000	\$ 14,185,000	\$ 104,365,000

➤ DEBT SERVICE REQUIREMENTS

2006A (RDA) HOUSING SET ASIDE TAX ALLOCATION BONDS (Issued in 2006)

BOND ISSUES:	REDEVELOPMENT AGENCY - HOUSING SET ASIDE Tax Allocation Bonds, Series 2006A (Taxable)
DATE OF ISSUES:	December 14, 2006
AMOUNT OF ISSUE:	\$ 11,020,000
AMOUNT OUTSTANDING: (June 30, 2024)	\$ 6,780,000
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 2023-2024	FY 2024-2025
REVENUE SOURCES		
Tax Increment	\$ 697,747	\$ 694,026
Interest Earnings	20,000	20,000
TOTAL:	\$ 717,747	\$ 714,026
EXPENDITURES		
Professional Administrative Fees	\$ 3,500	\$ 3,500
Principal Reduction	345,000	360,000
Interest Expense	369,247	350,526
TOTAL:	\$ 717,747	\$ 714,026

➤ **DEBT SERVICE - AMORTIZATION SCHEDULE**

2006A (RDA) HOUSING SET ASIDE TAX ALLOCATION BONDS
(Issued in 2006)

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
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
TOTAL	\$ 6,780,000	\$ 2,676,213	\$ 9,456,213

➤ DEBT SERVICE REQUIREMENTS

2016A SUCCESSOR AGENCY TAXABLE HOUSING BONDS (Issued in 2016)

BOND ISSUES:	SUCCESSOR AGENCY TO FORMER REDEVELOPMENT AGENCY Taxable Housing Bonds
DATE OF ISSUES:	February 10, 2016
AMOUNT OF ISSUE:	\$ 13,845,000
AMOUNT OUTSTANDING: (June 30, 2024)	\$ 6,815,000
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

	FY 2023-2024	FY 2024-2025
REVENUE SOURCES		
Tax Increment	\$ 1,305,285	\$ 1,308,552
Interest Earnings	100	100
TOTAL:	\$ 1,305,385	\$ 1,308,652
EXPENDITURES		
Professional Administrative Fees	\$ 5,000	\$ 5,000
Principal Reduction	990,000	1,030,000
Interest Expense	310,385	273,652
TOTAL:	\$ 1,305,385	\$ 1,308,652

➤ **DEBT SERVICE - AMORTIZATION SCHEDULE**

2016A SUCCESSOR AGENCY TAXABLE HOUSING BONDS
(Issued in 2016)

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
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
TOTAL:	\$ 6,815,000	\$ 957,644	\$ 7,772,644

➤ DEBT SERVICE REQUIREMENTS

Limited Obligation Refunding Improvement Bonds (Issued on July 29, 2022 - Series A)

BOND ISSUES:	City of Pittsburg Reassessment Districtd 2022--1 Limited Obligation Refunding Improvement Bonds
DATE OF ISSUES:	July 29, 2022
AMOUNT OF ISSUE:	\$ 3,681,484
AMOUNT OUTSTANDING: (June 30, 2024)	\$ 3,164,598
DESCRIPTION:	The Bonds shall be designated "City of Pittsburg Reassessment District 2022-1 Limited Obligation Refunding Improvement Bonds 2022 Series A" and shall be issued by the City under and pursuant to the 1984 Act and under and pursuant hereto in the aggregate principal amount equal to the aggregate amount of the unpaid principal portion of the Reassessments (as of the Closing Date, \$3,681,484)
PAYMENT DATES:	September 2 and March 2
PAYMENT AGENT:	The Bank of New York Mellon Trust Company

DEBT SERVICE REQUIREMENTS

	FY 2023-2024	FY 2024-2025
REVENUE SOURCES		
Assessment Collection	\$ 1,040,000	\$ 657,911
Interest Earnings	38,692	38,692
TOTAL:	\$ 1,078,692	\$ 696,603
EXPENDITURES		
Fiscal Paying Agent Fees		19,857
Professional Administrative Fees		
County Admin. Fees		
City Admin. Fees	\$ 29,454	29,454
Principal Reduction	\$ 516,886	\$ 549,323
Interest Expense	\$ 116,041	\$ 97,969
TOTAL:	\$ 662,381	\$ 696,603

➤ DEBT SERVICE - AMORTIZATION SCHEDULE

Limited Obligation Refunding Improvement Bonds 2022 Series A

Debt Service Payments and Yield on the 2022 A Bonds

FISCAL YEAR	PRINCIPAL		INTEREST		TOTAL
2025	\$	549,323	\$	97,969	\$ 647,292
2026	\$	364,188	\$	82,485	\$ 446,673
2027	\$	372,321	\$	70,001	\$ 442,322
2028	\$	388,200	\$	57,110	\$ 445,310
2029	\$	402,709	\$	43,704	\$ 446,413
2030	\$	349,104	\$	30,961	\$ 380,065
2031	\$	360,885	\$	18,927	\$ 379,812
2032	\$	377,868	\$	6,405	\$ 384,273
TOTAL	\$	3,164,598	\$	407,562	\$ 3,572,160

➤ DEBT SERVICE REQUIREMENTS

CITY OF PITTSBURG PUBLIC FINANCING AUTHORITY WATER REVENUE BONDS, SERIES 2022A

BOND ISSUES:	CITY OF PITTSBURG PUBLIC FINANCING AUTHORITY WATER REVENUE BONDS, SERIES 2022A
DATE OF ISSUES:	May 26, 2022
AMOUNT OF ISSUE:	\$ 43,870,000
AMOUNT OUTSTANDING:	\$ 43,870,000 ⁽¹⁾
DESCRIPTION:	The City of Pittsburgh Public Financing Authority (the "Issuer"), together with the City of Pittsburgh (the "City"), hereby make the following representations of facts and expectations and covenant to comply with the requirements of this Tax Certificate in connection with the \$43,870,000 City of Pittsburgh Public Financing Authority Water Revenue Bonds, Series 2022A (the "Obligations").
PAYMENT DATES:	August 1st and February 1st of each year.
PAYMENT AGENT:	US Bank Trust Company

DEBT SERVICE REQUIREMENTS

	FY 2023-2024	FY 2024-2025
REVENUE SOURCES		
Allocated Charges		
Interest Earnings		
TOTAL:	\$ -	\$ -
EXPENDITURES		
Fiscal Paying Agent Fees		
Professional Administrative Fees		
Principal Reduction		
CAB Accreted Principal		
Interest Expense	\$ 2,081,063	\$ 2,081,063
Pre-Pay Principal ⁽²⁾		
TOTAL:	\$ 2,081,063	\$ 2,081,063

(1) Includes unaccreted discount in the total amount

(2) Pursuant to Pension Obligation Bond documents, the City of Pittsburgh 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

FISCAL YEAR	PRINCIPAL	INTEREST	CAB ACCRETED PRINCIPAL	TOTAL
2025	\$ -	2,081,063		\$ 2,081,063
2026	\$ -	2,081,063		\$ 2,081,063
2027	\$ -	2,081,063		\$ 2,081,063
2028	\$ -	2,081,063		\$ 2,081,063
2029	\$ -	2,081,063		\$ 2,081,063
2030	\$ -	2,081,063		\$ 2,081,063
2031	\$ -	2,081,063		\$ 2,081,063
2032	\$ -	2,081,063		\$ 2,081,063
2033		2,081,063		\$ 2,081,063
2034		2,081,063		\$ 2,081,063
2035	\$ 525,000	2,067,938		\$ 2,592,938
2036	\$ 1,335,000	2,021,438		\$ 3,356,438
2037	\$ 1,405,000	1,952,938		\$ 3,357,938
2038	\$ 1,480,000	1,880,813		\$ 3,360,813
2039	\$ 1,555,000	1,804,938		\$ 3,359,938
2040	\$ 1,640,000	1,725,063		\$ 3,365,063
2041	\$ 1,725,000	1,640,938		\$ 3,365,938
2042	\$ 1,815,000	1,552,438		\$ 3,367,438
2043	\$ 1,910,000	1,459,313		\$ 3,369,313
2044	\$ 2,000,000	1,370,313		\$ 3,370,313
2045	\$ 2,090,000	1,285,956		\$ 3,375,956
2046	\$ 2,800,000	1,185,100		\$ 3,985,100
2047	\$ 2,920,000	1,067,125		\$ 3,987,125
2048	\$ 3,040,000	944,200		\$ 3,984,200
2049	\$ 3,185,000	801,875		\$ 3,986,875
2050	\$ 3,345,000	638,625		\$ 3,983,625
2051	\$ 3,515,000	467,125		\$ 3,982,125
2052	\$ 3,700,000	286,750		\$ 3,986,750
2053	\$ 3,885,000	\$ 97,125.00		\$ 3,982,125
<hr/>				
TOTAL	\$ 43,870,000	\$ 45,060,631	\$ -	\$ 88,930,631

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

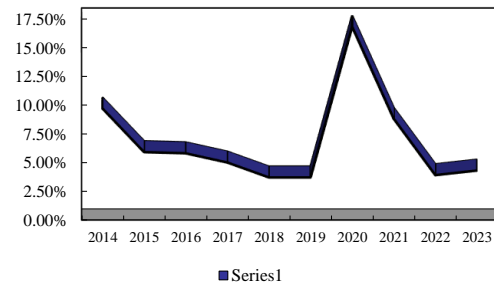
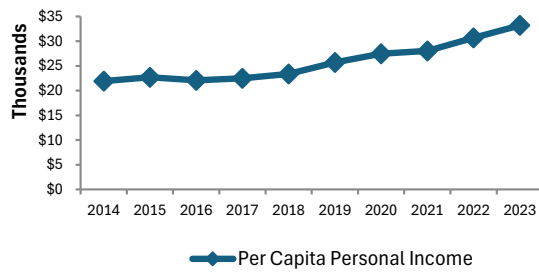
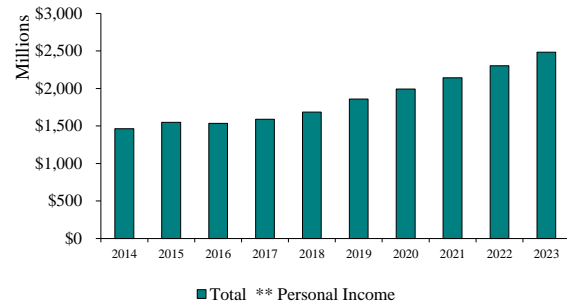
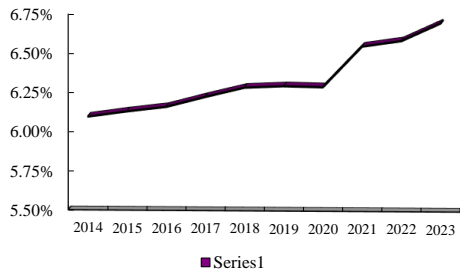


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CITY OF PITTSBURG

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
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%
2021	76,416	2,140,660,000	28,013	8.8%	1,165,927	6.55%
2022	76,544	2,303,530,000	30,649	3.9%	1,161,413	6.59%
2023	77,572	2,482,707,000	33,187	4.3%	1,156,966	6.70%

Source: * www.census.gov
 ** from HdL Coren Report
 *** www.homefacts.com

CITY OF PITTSBURG
Principal Employers
Current Year and Nine Years Ago

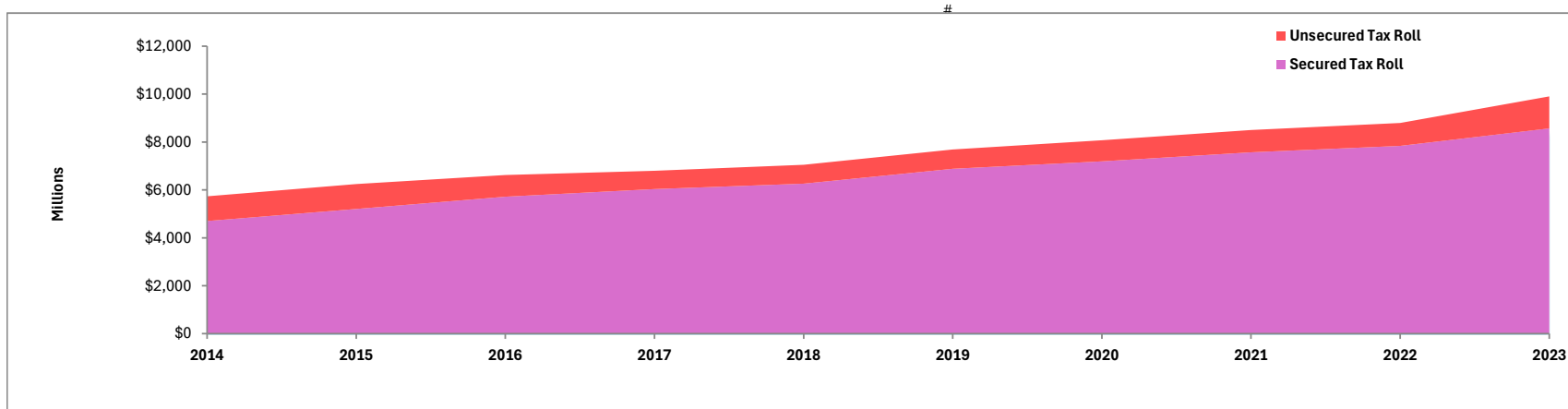
Employer	2022-23 *			2013-14 **		
	Number of Employees	Rank	Percentage of Total City Employment	Number of Employees	Rank	Percentage of Total City Employment
Pittsburg Unified School District	1,271	1	3.5%	1,172	1	3.2%
Los Medanos Community College	934	2	2.6%	472	3	1.3%
Dow Chemical Company	370	3	1.0%	350	4	0.9%
City of Pittsburg	295	4	0.8%	222	6	0.6%
Walmart	250	5	0.7%	250	5	0.7%
Ramar Foods	198	6	0.6%	132	10	0.4%
Target	163	7	0.5%	-	-	-
Home Depot	153	8	0.4%	-	-	-
WinCo Foods	151	9	0.4%	134	9	-
Safeway	117	10	0.3%	-	-	-
Angelica Corporation (Laundry)	-	-	-	185	7	0.5%
USS - Posco Industries	-	-	-	700	2	1.9%
Mi Pueblo Foods	-	-	-	137	8	0.4%
Subtotal	<u>3,902</u>		<u>10.9%</u>	<u>3,754</u>		<u>10.5%</u>
Employees in the City of Pittsburg	<u>35,879</u> ***			<u>37,098</u> **		

Source: * Telephone Survey by Finance Staff

**2013-14 data from CAFR

*** www.uscensusbureau.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			
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	4,700,605,191
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 **	5,206,517,024
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	5,713,109,606
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	6,036,979,581
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	6,259,065,013
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	6,878,992,289
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	7,188,664,932
2021	2,430,265,323	5,114,403,543	23,294,582	931,043,622	8,499,007,070	54,039,947	293,711,372	8,151,255,751	0.15778	7,567,963,448
2022	2,591,425,680	5,225,394,381	23,288,811	956,204,399	8,796,313,271	53,217,087	342,980,102	8,400,116,082	0.15585	7,840,108,872
2023	2,918,316,115	5,627,562,103	23,777,465	1,333,934,749	9,903,590,432	52,009,128	374,728,335	9,476,852,969	0.13847	8,569,655,683

* Homeowners' Property Tax Relief

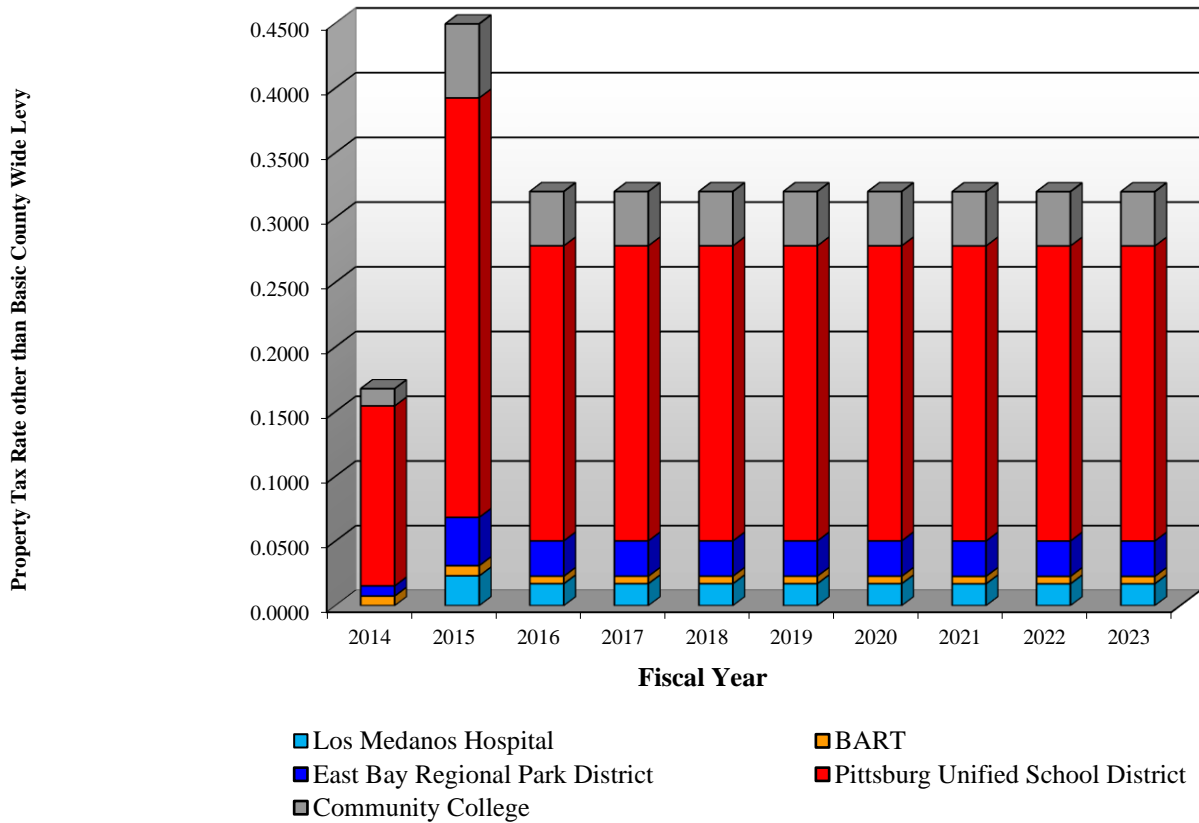
** Direct Tax Rate for FY 14-15 has been updated to reflect the AB8 adjustment for the first time on 2014-15 tax roll after ACFR was issued.

*** 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
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	0.15305	0.0170	0.0058	0.0273	0.2280	0.0419	1.4673
2019	1.0000	0.15419	0.0170	0.0058	0.0273	0.2280	0.0419	1.4684
2020	1.0000	0.15451	0.0170	0.0058	0.0273	0.2280	0.0419	1.4687
2021	1.0000	0.15778	0.0170	0.0058	0.0273	0.2280	0.0419	1.4719
2022	1.0000	0.15585	0.0170	0.0058	0.0273	0.2280	0.0419	1.4700
2023	1.0000	0.13847	0.0170	0.0058	0.0273	0.2280	0.0419	1.4526

* 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

Taxpayer	2022-23			2013-14		
	Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value
Corteva Agriscience	\$298,458,793	1	3.13%	\$ -		0.00%
USS - Posco Industries	245,777,966	2	2.58%	246,066,357	4	4.44%
Diablo Energy Storage LLC	233,489,362	3	2.45%			0.00%
Calpine Corporation	227,100,000	4	2.38%	321,240,000	3	5.79%
Delta Energy Center LLC	180,300,000	5	1.89%			0.00%
K2 Pure Sol	168,970,294	6	1.77%	133,318,129	6	2.40%
KW Kirker Creek LLC	111,751,230	7	1.17%	68,107,724	9	1.23%
Dow Chemical Company	103,558,859	8	1.09%	327,316,210	1	5.90%
Sierra Pacific Apartments LLC	97,682,017	9	1.03%	101,404,796	7	1.83%
San Marco Properties LLC	87,210,686	10	0.92%	54,312,194	10	0.98%
United Spiral LLC			0.00%	135,562,535	5	2.44%
Diablo Energy Storage LLC			0.00%	326,900,000	2	5.89%
Century Plaza Corporation			0.00%	68,809,329	8	1.24%
Subtotal	<u>\$ 1,754,299,207</u>		<u>18.41%</u>	<u>\$ 1,783,037,274</u>		<u>27.71%</u>

Total Net Assessed Valuation:

Fiscal Year 2022-23	\$9,528,862,097
Fiscal Year 2013-14	\$5,547,144,833

Source: HdL Coren & Cone



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➤ GLOSSARY OF BUDGET TERMS

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 Pittsburgh 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 Pittsburgh 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 Pittsburgh 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.

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 surplus¹. 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.)	

¹For 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 Pittsburgh
Debt Management Policy
As Amended March 6, 2017

I. INTRODUCTION

The City of Pittsburgh ("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			
<p>General Obligation (GO) Bonds</p> <ul style="list-style-type: none"> * 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 		<p>Revenue Bonds</p> <ul style="list-style-type: none"> * 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 	
<p>Assessment/Mello-Roos CFD Bonds</p> <ul style="list-style-type: none"> * 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) 		<p>Certificates of Participation (COPs)</p> <ul style="list-style-type: none"> * 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 Pittsburgh 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&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 Pittsburgh 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.

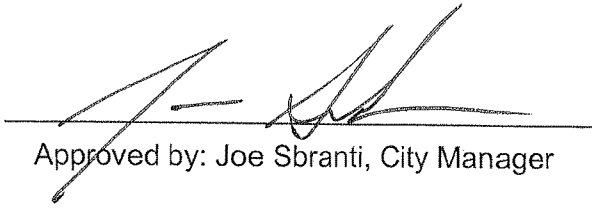
Weighted Average Maturity: With respect to an issue of bonds, the weighted period of time required to repay half of the issue through scheduled principal payments. The weighted average maturity is also referred to as the "weighted average life" or "average life" reflects how rapidly the principal of 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


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 Pittsburgh

GRANT PROGRAM SUMMARY

GENERAL INFORMATION

Grant Title		Grant No./CFDA No.	
City of Pittsburgh Grant Account Codes		City Council Resolution No.	
General Description of the Grant Scope of Work/Reporting Requirements			
Granting Agency		Agency Contact/Email Address	
Pass-through Agency		Pass-through No.	
Type of Grant (circle)	Federal	State	County
			Other
Method of Funding (circle)	Advance	Reimbursement	
Frequency of Funding (circle)	Monthly	Quarterly	Annually
			At Completion

Funding Period	Total Grant Amount (\$)	City Matching Funds (Amount & Source)
Responsible Department	Department Contact	Phone No.

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		



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BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

An Ordinance of the City of Pittsburgh Amending)
Chapter 3.26.030 of the Pittsburgh Municipal)
Code Relating to Fiscal Sustainability and)
Reserve Funds)

ORDINANCE NO. 18-1455

The City Council of the City of Pittsburgh 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 Pittsburgh Municipal Code

Title 3 "Revenue and Finance" of the Pittsburgh 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 composure 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.

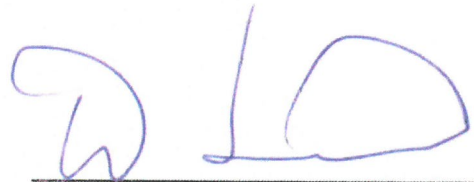
The foregoing ordinance was introduced at a meeting of the City Council of the City of Pittsburg held on September 17, 2018 and was adopted and ordered published at a meeting of the City Council held on October 1, 2018 by the following vote:

AYES: Banales, Craft, Evola, Killings

NOES: None

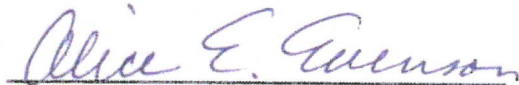
ABSTAINED: None

ABSENT: Longmire



Dwaine "Pete" Longmire, Mayor

ATTEST:

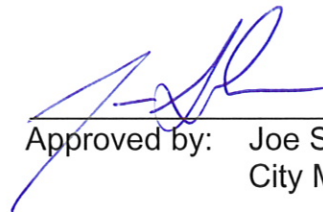


Alice E. Evenson, City Clerk



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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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**OFFICE OF THE CITY MANAGER/EXECUTIVE DIRECTOR
65 Civic Avenue
Pittsburg, CA 94565**

TO: Mayor and Council Members

FROM: Garrett Evans, City Manager

SUBJECT: A City Council Resolution Approving Revisions to the City's Investment Policy

MEETING DATE: June 17, 2024

EXECUTIVE SUMMARY

The City of Pittsburg's Investment Policy provides guidelines for the prudent investment of the City's idle funds and outlines the policies for maximizing the efficiency of the City's cash management system. The goal of the City's Investment Policy is to enhance the economic status of the City while protecting its funds.

FISCAL IMPACT

There is no direct fiscal impact to approving revisions to the City's Investment Policy.

RECOMMENDATION

City Council adopt the attached Resolution approving the revisions to the City's Investment Policy.

BACKGROUND

Through Government Code Section 53600 et. seq., the State of California identifies permitted investments for the state and municipalities that minimize the risk to public funds. The overall objective of the City's Investment Policy is optimizing yields on investments while protecting the principal. The City's portfolio has been designed in a manner responsive to public trust and consistent with State law.

On July 1, 2018, the City changed investment advisors to Chandler Asset Management and like previous financial advisors, reviewed the City's investment policy and made various suggestions for clarification and recent governmental code changes since the last update to the City's Investment Policy in 2015. While there are no major fundamental changes to the existing policy structure, below is a list of significant changes that took effect in July 2018.

- Throughout the Investment Policy, the nationally recognized statistical rating agency was shortened to NRSRO
- Clarification of the Prudence and Risk Tolerance (Section V)
- Clarification of Eligible Investments and their acceptable investment grades (Section VIII)
- Section IX was changed to Diversification and Risk Management to augment the City's risk management policies and approach of investing.
- Additional Terms were added to the Glossary of Terms

On June 19, 2023, by Resolution 23-14321, the City Council reviewed and approved the last revision to the City's Investment Policy which included a change to Code Section 53601.

SUBCOMMITTEE FINDINGS

This item was not presented to the subcommittee.

STAFF ANALYSIS

There are no structural changes to the current City Council approved Investment Policy. However, there are changes to the California Government code, specifically, Code Section 53601 in 2024. The code specifies the purchase of any security not listed in a City's investment policy, 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. Senate Bill 1489 placed a limit of 45 days for settlement periods for securities. Securities with trade settlement periods longer than 45 days are prohibited.

The proposed revisions will clarify, streamline, and further strengthen the City's Investment Policy.

ATTACHMENTS: Resolution
City of Pittsburg Investment Policy Dated June 17, 2024

Report Prepared By: Laura Mendez, Senior Financial Reporting Analyst

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Approving Revisions to the City of)
Pittsburg's Investment Policy)
Effective June 17, 2024)

RESOLUTION NO. 24-

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, but not mandated; and

WHEREAS, pursuant to Government Code Section 53600 et. seq., the State identifies permitted investments for the state and municipalities that minimize the risk to public funds; 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, on June 19, 2023, by Resolution 23-14321, the City Council reviewed and approved the last revision to the City's Investment Policy which included a change to Code Section 53601; and

WHEREAS, the Finance Department is recommending revisions to the City's current Investment Policy, a copy of which is attached to the Staff Report.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Pittsburg hereby finds the Investment Policy for Fiscal Year 2024/25 a thorough and complete document and approves the Investment policy.

BE IT FURTHER RESOLVED that 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 Pittsburgh at a regular meeting held on the 17th day of June 2024 by the following vote:

AYES:

NOES:

ABSTAINED:

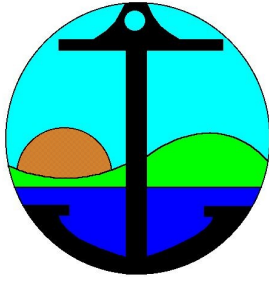
ABSENT:

—

Juan Antonio Banales, Mayor

ATTEST:

Alice E. Evenson, City Clerk



CITY OF PITTSBURGH INVESTMENT POLICY

(June 17, 2024)

I. Statement of Purpose and Adoption of Policy

It shall be the investment policy of the City of Pittsburgh (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 covers all operating funds and investment activities under the direct authority of the City. These funds are described in the City’s Annual Comprehensive 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 of 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 has 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. Purchases are further limited to financial institutions meeting all capital requirements and rated in one of the three highest rating categories by an 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 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 LAIF.

15. Local Government Investment Pools

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, and 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 it is 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 as measured from date of trade settlement, 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.

XI. 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 as measured from date of trade settlement, 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.

XII. 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. Securities with a trade settlement period longer than 45 days are prohibited.

XIII. 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.

XIV. 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 of 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).

XV. 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.

XVI. 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

XVII. 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.

Annual Comprehensive Financial Report (ACFR): 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).

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.

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.

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.
$$\frac{[(\text{Total assets}) - (\text{Liabilities})]}{(\text{Number of shares outstanding})}$$

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. $(\text{Price Appreciation}) + (\text{Dividends paid}) + (\text{Capital gains}) = \text{Total Return}$

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 Pittsburgh 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 Pittsburgh 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 Pittsburgh 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 Pittsburgh 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 Pittsburgh 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 Pittsburgh 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 Pittsburgh at a regular meeting on the 6th 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 Pittsburgh – 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



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