

# *Richmond California*

## Adopted Capital Improvement Plan

Fiscal Year 2020-25

June 30, 2020



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**CITY OF RICHMOND**  
**Fiscal Years 2020-21 to 2024-25**  
**CAPITAL IMPROVEMENT PLAN / BUDGET**

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# *Richmond City Council*



**Tom Butt**  
Mayor



**Nathaniel Bates**  
Vice Mayor



**Ben Choi**  
Councilmember



**Demnlus Johnson**  
Councilmember



**Eduardo Martinez**  
Councilmember



**Jael Myrick**  
Councilmember



**Melvin Willis**  
Councilmember

**CITY OFFICIALS**

**JUNE 30, 2020**

**CITY COUNCIL**

Mayor .....	Tom Butt
Vice Mayor .....	Nathaniel Bates
Councilmember .....	Ben Choi
Councilmember .....	Demnlus Johnson
Councilmember .....	Eduardo Martinez
Councilmember .....	Jael Myrick
Councilmember .....	Melvin Willis

**ADMINISTRATION AND DEPARTMENT HEADS**

City Manager .....	Laura Snideman
Deputy City Manager, Economic Development .....	Shasa Curl
Deputy City Manager, Internal Services (Acting) .....	LaShonda White
City Attorney (Acting) .....	Rachel Sommovilla
City Clerk .....	Pamela Christian
Library & Community Services Director .....	Sal Vaca
Finance Director/Treasurer .....	Belinda Brown
Fire Chief .....	Adrian Sheppard
Housing Authority Director .....	Nannette Beacham
Human Resources Director (Interim) .....	Allison Picard
Information Technology Director .....	Sue Hartman
Library and Cultural Services Director .....	Katy Curl
Community Development Director .....	Lina Velasco
Police Chief (Acting) .....	Bisa French
Port Director .....	Jim Matzorkis
Public Works Director .....	Yader Bermudez
Rent Control Executive Director .....	Nicolas Traylor
Water Resource Recovery Manager .....	Ryan Smith

**CITY OF RICHMOND**

**FISCAL YEAR 2020-21 ADOPTED BUDGET**

**BUDGET TEAM**

**Belinda Brown**  
*Finance Director*

**Markisha Guillory**  
*Budget Administrator*

**Bert Jones**  
*Budget Analyst I*

**Vrenesia Ward**  
*Budget Analyst II*



**Antonio Banuelos**  
*Accounting Manager*

*Finance - Payroll*

*Finance - Administration*

*Special thanks for cover design: Leah Clark, Library & Community Services*

*Cover Photo provided by © R.D. Lopez | Shots From Richmond*

# MISSION

The City of Richmond shall provide services that enhance economic vitality, the environment and the quality of life of our community.

# VALUES

Honesty  
Excellent Customer Service  
Teamwork  
Commitment  
Innovation, Creativity and  
Risk-Taking

# VISION

Richmond will develop all of its neighborhoods and businesses as quality places to live, work, shop and play, with its 32 miles of shorelines as a widely recognized symbol of the City's success.

# *California Society of Municipal Finance Officers*

*Certificate of Award*

## *Operating Budget Excellence Award Fiscal Year 2019-2020*

*Presented to the*

*City of Richmond*

For meeting the criteria established to achieve the CSMFO Excellence Award in Budgeting.

*January 31, 2020*



*Steve Heide*

*Steve Heide  
CSMFO President*

*Yolanda Rodriguez*

*Yolanda Rodriguez, Chair  
Recognition Committee*

*Dedicated Excellence in Municipal Financial Reporting*

# California Society of Municipal Finance Officers

*Certificate of Award*

## **Capital Budget Excellence Award Fiscal Year 2019-2020**

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*January 31, 2020*



*Steve Heide*

Steve Heide  
CSMFO President

*Yolanda Rodriguez*

Yolanda Rodriguez, Chair  
Recognition Committee

*Dedicated Excellence in Municipal Financial Reporting*



FINANCE DEPARTMENT

# AGENDA REPORT

**DATE:** June 30, 2020

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Laura Snideman, City Manager  
Belinda Brown, Finance Director  
Markisha Guillory, Budget Administrator

**SUBJECT:** ADOPTION OF FISCAL YEAR 2020-21 ANNUAL OPERATING BUDGET AND FISCAL YEARS 2020-25 CAPITAL IMPROVEMENT PLAN BUDGET

## **STATEMENT OF THE ISSUE:**

Staff has completed development of the Fiscal Year 2020-21 Annual Operating Budget and the Fiscal Years 2020-21 to 2024-25 Capital Improvement Plan Budget based on City Council direction, and is submitting these budgets for adoption.

## **RECOMMENDED ACTION:**

ADOPT resolutions approving: the Fiscal Year 2020-21 Annual Operating Budget and the Fiscal Years 2020-21 to 2024-25 Capital Improvement Plan Budget – City Manager’s Office/Finance Department (Laura Snideman 510-620-6512/Belinda Brown 510-620-6740).

## **FINANCIAL IMPACT OF RECOMMENDATION:**

The recommended budget is a balanced budget with budgeted revenues equal to budgeted expenditures at \$165.2 million. Balancing the budget required addressing an estimated \$29.5 million deficit. More than 80% of this amount was addressed by measures not directly impacting full-time staff positions. However, as noted throughout the Discussion Section of this report, there are a number of assumptions and concerns that could present challenges to maintaining a balanced budget and staff expects modifications to this budget throughout the next fiscal year as more precise information is received. Most notably, in accordance with the City Council’s June 16 direction to base the budget on Proposal C that avoids any reductions in staff, union accommodations of approximately \$5.3 million have been incorporated to achieve a balanced budget. This entire amount is subject to a meet and confer process which remains in progress. Should information change about this component of the budget prior to the City Council meeting, staff may make different recommendations during the

meeting. It is additionally important to note that should we be unsuccessful in achieving accommodations or finding new expenditure reductions or a guaranteed additional source of revenue, reductions in staff may become likely and these reductions increase in number the longer the we go without being able to implement any accommodations.

## **DISCUSSION:**

### **Overview**

The purpose of this item is to transmit the proposed FY 2020-21 Annual Operating Budget and the FY 2020-25 Five-Year Capital Improvement Plan (CIP) Budget for adoption by the City Council. The General Fund operating budget is balanced with revenues totaling \$165.2 million and expenditures totaling \$165.2 million. It should be acknowledged that this budget was developed under unprecedented fiscal conditions as an economic downturn caused by the COVID-19 pandemic exacerbated a budget that was already structurally unbalanced. The result is a proposed budget that is still not structurally balanced and includes considerable budget reductions that are one-time in nature and may adversely impact service levels. Staff will continue to monitor this budget very closely as uncertainty makes it difficult to predict further budget impacts, especially to major revenue streams.

As previously stated, the proposed budget is balanced with a placeholder of \$5.3 million for union accommodations (proposal C adopted by City Council on June 16, 2020). Staff understands that the proposed budget does not meet all of Council's budget goals and staff will therefore continue to evaluate alternative recommendations for how to further reduce the deficit for presentation during the June 30, 2020 City Council meeting. In consideration of Council discussions and union presentations, staff is researching the feasibility of implementing one or more of the following actions:

- Using a small portion of reserves to reduce the deficit;
- Not fully paying the City's full OPEB contribution while earmarking portions of future revenue generated from ballot measures to pay the outstanding balance;
- Instituting a voluntary lay-off or retirement incentive program and using a portion of reserves for use in potential pay-outs;
- Identifying potential savings from lay-offs; and/or
- Exploring even more deferred vehicle purchases.

Staff is continuing to evaluate these additional budget reducing strategies to ensure that the full impact on the City's budget is clearly articulated to Council. Please visit the City's website at <https://www.ci.richmond.ca.us/1427/Presentations> for the most up-to-date budget information and presentations, as specific and updated information will be presented after the publishing of this report.

This agenda report will provide the framework in which the operating and CIP budgets were developed.

### **Budget Development Process**

On March 2, 2020, the Finance Department held the annual budget kick-off meeting to begin development of the FY 2020-21 operating and CIP budgets. At that meeting, staff was

provided with guidelines for developing their departmental budget and was instructed to maintain the baseline budget in line with the FY 2019-20 budget.

Following department budget entry, Finance staff held a series of budget hearings with individual departments. The purpose of these meetings was to have in-depth discussions about departmental budgets, focusing mainly on requests for additional appropriations and requests for new positions and promotions.

At the conclusion of budget hearings with individual departments, Finance staff compiled the first draft of the FY 2020-21 operating budget, which was transmitted to the City Council at its meeting on May 4, 2020. At that point, the General Fund reflected an estimated deficit of \$27 million for FY 2020-21. Considering the COVID-19 pandemic, staff also evaluated the FY 2019-20 operating budget and revised budget projections, resulting in an estimated deficit of \$7 million.

Given the magnitude of the estimated deficits in both the FY2019-20 and FY 2020-21, staff explored several potential measures to balance the budgets in both fiscal years. Additionally, an ad hoc budget committee, consisting of the Mayor and two Councilmembers, was convened to strategize ways to balance the budgets. A series of meetings were held with the ad hoc budget committee, City staff and management, and representatives of the bargaining units. These meetings consisted of brainstorming sessions on potential budget balancing strategies, as well as revenue generation ideas (Attachment 2). The expenditure-related strategies were eventually arranged into four “buckets” of options. The City Council voted to implement several options that did were not directly related to union accommodations or permanent staff reductions that reduced the estimated budget deficit.

At its meeting on May 26, 2020, the City Council received a presentation from Russ Branson of Russ Branson Consulting on the City’s preliminary five-year budget forecast. The purpose of the presentation was to provide a long-range financial outlook to assist the City with proactively addressing future challenges through the annual budget process. The key take-away was that the City needs to take bold action to correct the long-term structural deficit to secure fiscal sustainability.

On June 2 and 5, 2020, staff hosted two community budget meetings that included information on the City’s budget process, status of the current financial condition, and a question and answer session. A recurring theme revealed during both meetings was community members’ concerns around budget cuts to Library & Community Services programs.

During the City Council meetings held in June 2020, staff presented to the City Council four budget balancing proposals with varying alternatives around meet and confer items. The Council reviewed budget balancing proposals and voted to institute freezing a total of 58 vacant positions, reducing departmental budgets, and directing staff to begin the meet and confer process with bargaining units on accommodations to close the remaining budget gap.

### **Proposed General Fund Budget**

The budget started with an estimated deficit of \$27 million, which increased to \$29.5 million primarily due to further reductions made to the sales tax projections. Table 1 shows the

measures that were implemented to reduce the estimated deficit to \$5.3 million. More than 80% of the \$29.5 million deficit was reduced by measures not directly impacting full-time staff positions, but most of those measures do not address the structural imbalance. As it stands, the proposed budget is fragile primarily due to the following:

- The majority of budget balancing measures represent one-time solutions as highlighted below in blue
- Uncertainty remains in terms of the impact of COVID-19 on revenue streams
- Revenue projections assume economic recovery will begin in December 2020

Table 1

#	Strategy – General Operating Items	FY2019-20 Estimated Cost Savings	FY2020-21 Estimated Cost Savings
	<b><u>BEGINNING DEFICIT</u></b>	<b>(\$6,961,540)</b>	<b>(\$29,543,872)</b>
1	Credit card processing fees		90,000
2	Eliminate festivals	11,000	300,000
3	Discontinue Fire consulting contract		100,000
4	Eliminate 1% across-the-board cost of living adjustments		1,300,000
5	Institute hiring freeze for some positions/vacancy savings	2,408,000	3,154,211
6	Reduce department operating budgets	1,113,001	1,427,952
7	Reduce pool cars	5,000	20,000
8	Eliminate matching funds for campaigns		100,000
9	Fund community programs with ECIA funding		325,000
10	Reduce recreation programs	340,982	991,278
11	Reduce insurance reserves to 70% confidence level		3,029,873
12	Reduce equipment/vehicle replacement		1,295,000
13	Fund information technology replacement with a capital lease		3,300,000
	<b>ESTIMATED COST SAVINGS – May 26, 2020</b>	<b><u>3,877,983</u></b>	<b><u>15,433,314</u></b>
14	Additional vacancies for hiring freeze		3,110,376
15	Additional reductions to department operating budgets		308,800
16	Eliminate replacement of Fire pumper		795,000
17	Eliminate replacement one street sweeper		280,000
18	Move one Code Enforcement Officer to Planning fund		150,600
19	Unanticipated documentary transfer tax receipt	1,095,764	
	<b>ESTIMATED COST SAVINGS – June 2, 2020</b>	<b><u>1,095,764</u></b>	<b><u>4,644,776</u></b>

	<b>TOTAL "Bucket 1" ESTIMATED COST SAVINGS</b>	<b>4,973,747</b>	<b>20,078,090</b>
20	Police Lieutenant was inadvertently marked for hiring freeze		(286,249)
	<b>REVISED TOTAL "Bucket 1" ESTIMATED COST SAVINGS</b>	<b>4,973,747</b>	<b>19,791,841</b>
	<b>REMAINING DEFICIT BALANCE</b>	<b>(\$1,987,793)</b>	<b>(\$9,752,031)</b>
21	Reduce citywide overtime		1,000,000
22	Additional vacancies included in hiring freeze		2,889,336
24	Eliminate City Council travel/training		25,000
25	Reduce compensation study		50,000
26	Reduce Police special services revenue -WCCUSD Board voted against funding School Resource Officers		(900,000)
27	Additional RPTTF pass-through revenue	680,000	
28	City Manager's Office budget reductions	173,000	28,077
29	Franchise fee 7.5% increase	432,000	893,784
30	Decrease Police parking enforcement revenue due to position being frozen		(116,191)
31	Eliminate vacancy savings		(600,000)
	<b>ESTIMATED COST SAVINGS</b>	<b><u>1,285,000</u></b>	<b><u>3,270,006</u></b>
		<b>6,258,747</b>	<b>23,061,847</b>
	<b>REMAINING DEFICIT BALANCE</b>	<b>(\$702,793)</b>	<b>(\$6,482,025)</b>
	<b>June 16, 2020 City Council meeting:</b>		
32	<u>Freeze:</u>		
	Police Lieutenant		286,249
	Police Officers (2)		465,902
	Police Sergeant		261,604
	Groundskeeper/Gardener (2); Parks Construction & Maintenance Worker (split btwn. Parks and Marina Bay)		183,856
33	City Council - reduce sister city travel		6,000
34	Economic Development - reduce travel/training		12,100

35	Human Resources - eliminate compensation study	200,000
36	ONS - Add 2 Neighborhood Change Agents (divert funding from frozen Police Lieutenant)	(227,694)
<b>ESTIMATED COST SAVINGS - June 16, 2020</b>		<b>1,188,017</b>
<b>REMAINING DEFICIT BALANCE</b>		<b>(\$702,793) (\$5,294,008)</b>

The proposed budget in Table 2 reflects a balanced position with revenues and expenditures totaling \$165.2 million. It does, however, contain a placeholder of \$5.3 million for accommodations requiring meet and confer with bargaining units. With all other options exhausted, including freezing positions and operating budget reductions, the remaining deficit will need to be reduced by accommodations to avoid or lessen staff reductions. If agreements are not reached on accommodations, staff recommends that payouts resulting from staff reductions be paid from reserves as these are one-time expenditures.

If the proposed budget is the final budget, cash reserves are estimated to be at 12% of total expenditures, given that FY 2019-20 ends in a break-even position.

Table 2

<b>Estimated Beginning Balance 7/1/2020</b>	<b>\$19,534,660</b>
<b>REVENUES:</b>	
Property Taxes	43,928,806
Sales & Use Tax	40,995,626
Utility Users Tax	44,506,312
Other Taxes	13,704,709
Licenses, Permits & Fees	6,479,388
Fines & Forfeitures	831,966
Interest Income	236,079
Charges for Services	3,381,868
Other Revenue	196,496
Rental Income	952,123
Intergov State Taxes	87,405
Grants	546,184
Proceeds from Sale of Property	55,000
Operating Transfers In	9,258,229
<b>TOTAL REVENUES</b>	<b>165,160,191</b>
<b>EXPENDITURES:</b>	
Salaries & Wages	71,789,370
Benefits	58,554,789
Professional & Admin Services	9,998,918
Other Operating	5,227,563
Utilities	4,548,320
Equipment & Contract Services	2,113,661

Insurance	3,143
Cost Pool	14,139,253
Asset/Capital Outlay	460,468
Debt Service Expenditures	2,049,749
A87 Cost Plan Reimbursement	(3,516,104)
Grant Expenditures	40,000
Operating Transfers Out	4,961,206
Accommodations	(5,210,145)
<b>TOTAL EXPENDITURES</b>	<b>165,160,191</b>
Net Surplus/(Deficit)	-
<b>Estimated Ending Balance 6/30/2021</b>	<b>\$19,534,660</b>
Cash Reserve Level	12%

### Budget Assumptions

COVID-19 has impacted the local economy in Richmond as well as nationally. The shelter-in-place, the mandatory closing of non-essential businesses, and decreased hours, as well as patronage of essential businesses have had a toll. The revenue streams most impacted to a total on nearly \$10 million have been Sales Tax, Transient Occupancy Tax, charges for services and facility rental. Staff assumes depressed level of activities for the next 6 months and then rebound towards normal starting in January. Another significant increase in COVID-19 cases and another strict shelter-in-place mandate will make the recovery much slower.

In brief, for Richmond, staff is expecting lower revenue numbers for certain revenue streams, especially sales tax in the first half of FY 2020-21. Although local businesses are opening up again, there is still much uncertainty with what will happen with COVID-19, with Property Taxes, and with operations at the Chevron Refinery in light of oil prices and demand going down at the global level.

#### *Sales Tax*

Sales Tax is the revenue category most impacted by COVID-19. Staff is proposing an overall reduction of 18% or \$7.4 from FY 2019-20 mid-year budgeted amounts to FY 2020-21 projected amounts. The decrease stems from shelter-in-place and decreased economic activity in Richmond. Before COVID-19, sales tax was our biggest revenue stream. We were originally expecting about \$48 million. After COVID-19, we expect Sales Tax revenue to be \$41 million in FY 2020-21, which is a \$7 million reduction.

Estimates are based on updated forecast from the City's sales tax consultant and finance staff. While the shelter-in-place was partially lifted in mid-June, the recession scenario is still expected to extend until December. If another shelter-in-place were to occur, the impact would be even bigger. The forecast for next year takes into account slow growth back to normal. At this time, we do not know what the "new normal" will be. Some businesses are more affected than others and will take longer to comeback. Some businesses may never come back.

Additionally, the State of California is allowing small businesses to defer payments for at least six months. This will impact the cash flow of sales tax revenue to the City and if those businesses do go out of business the City will not see the associated revenue. Preliminary indications from the State point towards this program not being as impactful to most cities as was originally feared.

### *Property Taxes*

Staff is assuming no immediate impact to property taxes due to COVID-19 in FY 2020-21. The forecast assumes that property taxes will remain fairly flat. The forecast is based on actual property sales in 2019, the Chevron Refinery valuation staying flat with zero percent growth, and the rest of the properties in Richmond growing by the 2% (the maximum amount based on Proposition 13). In reference to the Chevron Refinery valuation, if the County Assessor increases their valuation, then that means more money for the City; if the County lowers the valuation of the Refinery, due to decreased value stemming from lower productivity or due to lower revenues at the Refinery tied to lower crude oil prices, then that equates to lower property taxes for Richmond.

An impact related to COVID-19 and the economic downturn would more likely affect City revenues in FY 2021-22. For that to happen, the sale prices of properties in Richmond would have to drop. The County Assessor could opt to use Proposition 8 provisions that allow for temporary reductions in assessed valuations for property taxes when real property suffers declines in value.

The City receives property taxes from Contra Costa County through the Teeter Plan. This means almost all property taxes are guaranteed to be remitted to the City by the County regardless of payment status. The County keeps all the corresponding late fees and penalties. The City would not be impacted if a significant amount of property owners are late in paying their property tax bills due in December and April. Secured Property Taxes are paid by the County in December (55%), April (40%), and June (5%).

A relatively new property tax revenue in the General Fund are the Successor Agency surplus and pass-through funds which at \$4.9 million make up 11% of the property tax category. The surplus Redevelopment Property Tax Trust Fund (RPTTF) distributions are estimates that are dependent upon actual tax allocations by the County and approval of Recognized Obligation Payment Schedule (ROPS) funding requests by the California Department of Finance (DOF). The City's General Fund is allocated 28% of any extra funds that are left over. The amount received changes year to year based on changes to tax increment and other obligations. The pass-through revenues are a direct percentage of available tax increment, and don't fluctuate with ROPS funding authorization or actual Agency disbursements. Pass-through revenue is best projected at the prior year actual level, increased by the current year growth in tax increment. Half of that revenue is received in January and the other half in June.

Due to the County Assessor's Office being deemed non-essential in April, the County does not expect to have the Assessment Roll Letter that is usually available in early July until mid-August. This report tells Contra Costa County cities the total valuation changes for the upcoming year and helps determine the level of property taxes.

### *Utility Users Tax*

Staff does not foresee any significant impact to the Utility Users Tax (UUT) revenue stream. Eighty percent of the gas and electricity UUT is paid by residential customers and with the shelter-in-place; residential usage will remain flat or go up. The other 20% is made up by commercial businesses. Any decrease here would be offset by an increase in residential usage. In the short term, any non-payment of residential accounts will not affect the City revenues.

Although no impact due to COVID-19, we do forecast a reduction of \$2.7 million in FY 2020-21 compared to FY 2019-20 mid-year budgeted amounts. UUT decreases are mainly due to the structure of the Chevron Tax Settlement. The settlement payment goes down from \$7 million in FY 2019-20 to \$4 million in FY 20-2021. Yearly payments stay at \$4 million for five more years through FY 2024-25 when the settlement payments are completed. Additionally, the downward trend in UUT from telecommunications, cable television and pre-paid wireless will continue. This trend is due to various technology changes and consumer trends including people getting rid of their land lines and cable service. Additionally, cheaper cell phone plans are now available for the consumers. This reduction accounts for 6.5% of the UUT revenue category.

Additionally, we expect increases in UUT from the Cap Provision and gas & electricity. The Cap Provision allows any entity to pay UUT without providing any actual back up, keeping their operations confidential. Changes in the cap amount depend on the Consumer Price Index (CPI). Actual CPI through the month of May would be an increase of 6%.

### *Other Taxes*

Transient Occupancy (Hotel) Tax (TOT) is the other revenue stream impacted by COVID-19. Normal amount in TOT should be around \$2 million. TOT forecast assumes very slow growth back to normal. The County is currently renting out hundreds of hotel rooms in Richmond, but these are all exempt from TOT because their contracts are for more than 30 days. The city is only expecting \$1.3 million in FY 2020-21, a decrease of 48% compared to the FY 2019-20 mid-year budgeted amount.

Another of area of concern is documentary transfer tax. Even before COVID-19, this was considered the most volatile revenue stream with amounts varying significantly from month to month and year to year. With the current tiered rate structure, one or two large sales will greatly impact the monthly amount. Staff is leaving the budgeted amount at \$6 million which is the same as the original budgeted amount for FY 2019-20 that will end up above \$8 million. Even if property values decline, this could potentially lead to more sales, so values may go down, but volume could go up. High dollar property sales are usually industrial properties, including warehouse and large apartment complexes.

### *Personnel Costs*

Salaries and benefits are decreasing due to 58 vacant positions being frozen and unfunded for FY 2020-21. For existing staff, costs remain close to the FY 2019-20 baseline budget as

the budget does not include any cost of living adjustments. The largest increase is in benefits costs, primarily pension and Other Post-Employment Benefits (OPEB). The budgeted amounts are based on rates from the actuarial valuation reports. It is important to note that the proposed budget does not include any requested promotions or new positions.

### *Other Operating Costs*

For the most part, departmental budgets remain close to FY 2019-20 baseline budget. The major increases in operating costs are in cost pool for technology and vehicle replacement. It should be noted, however, that both of those allocations were reduced significantly from the original proposed amounts. Technology replacement was reduced by \$3.3 million and vehicle replacement by \$2.2 million.

Budget reductions were made across multiple departments as a budget balancing measure. The Police Department, in particular, reduced its budget significantly, with an operational budget reduction of \$2 million. Additionally, 21 vacant sworn positions and 10 vacant non-sworn positions were frozen resulting in cost reductions of \$6.4 million.

### **Position Control**

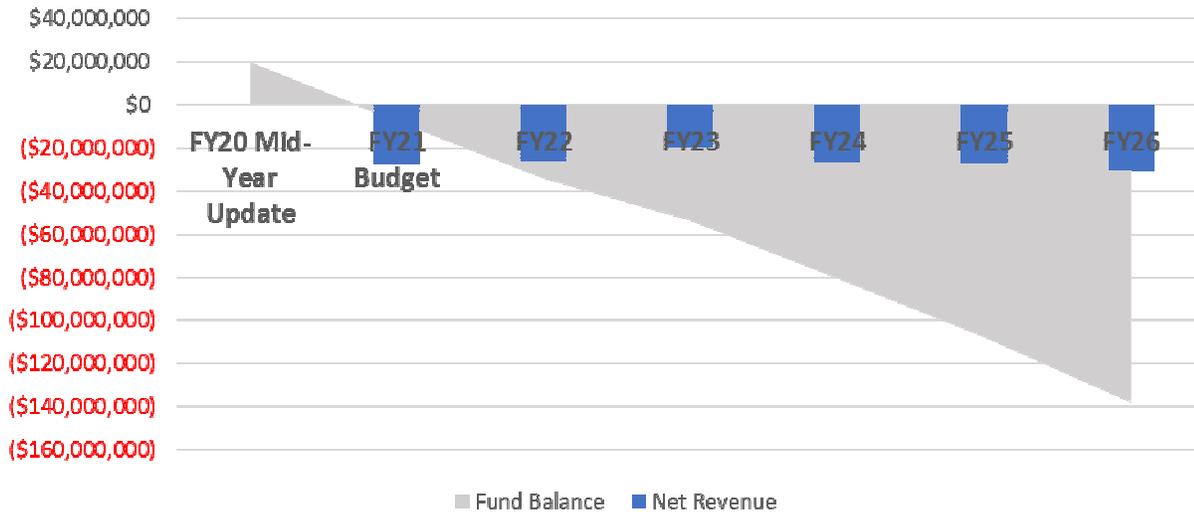
Budget development began with 65 vacant positions in the General Fund in both sworn and non-sworn classifications (Full position control listing - Attachment 3). While a hard hiring freeze was not instituted, the City Council voted to freeze 58 vacant positions in the General Fund, resulting in cost savings of \$10 million. Additionally, the City Council voted to reduce citywide overtime by \$1 million. The largest reductions were in Police and Fire sworn overtime, which makes up most of the overtime budget.

Cost savings of \$10 million were realized by freezing positions and reducing overtime; however, minimal budgeted vacancies may lead to increased overtime expenses. This is due to existing staff having to carry heavier workloads to meet service demands. Staff is concerned about the implications of decimating the majority of vacant positions. These concerns are related to potential staff retention problems due to burnout and no clear career paths. In particular for the Police Department, staff is concerned that there will be an adverse impact to service delivery due to the combination of reducing the operational budget and freezing almost all of the vacant positions. Furthermore, minimum staffing requirements will require the use of overtime, which was also reduced.

### **Long-Range Budget Forecast**

The City Council received a presentation from Russ Branson of Russ Branson Consulting on the City's preliminary five-year budget forecast. The presentation highlighted the impacts of COVID-19 on major sources of revenue, the risk associated with low cash reserves, and on-going budget pressures. The preliminary baseline forecast indicated that corrective action is needed in the near-term to achieve a structurally balanced budget and long-term fiscal sustainability. The table below shows a growing negative fund balance over the next five years if the structural imbalance is not corrected.

## Baseline Budget Forecast Net Revenue and Fund Balance



The City Council will receive the updated five-year budget forecast at a meeting in September 2020.

### Fiscal Challenges

The City has several on-going fiscal challenges that make it difficult to achieve a structurally balanced budget. These challenges include the following:

- Cash reserves that are below the 15% policy target. At \$19.5 million, or 12% of the total proposed expenditures of \$165.1 million, reserves are \$5 million below the policy target. This represents less than two months of expenditure coverage, whereas, the industry standard is to maintain a minimum reserve of 16% to 25% of total expenditures. It is essential to build and maintain a healthy reserve to cover short-term and long-term interruptions in cash flow.
- Pension and Other Post-Employment Benefits (OPEB) costs continue to grow rapidly although growth rates in salaries and total headcount have remained flat. Public agencies in the California Public Employees’ Retirement System (PERS), in particular, have experienced very high growth rates due to actual returns on investments being less than projected.
- Deferred maintenance and capital improvements on aging infrastructure, including facilities, equipment, and technology.
- Negative cash balances remain at \$8.7 million, which is a drain on other cash resources. Some of these balances have been paid down with General Fund surplus monies over the last three fiscal years.
- Richmond Housing Authority (RHA) relies on support from the City’s General Fund to

provide public housing programs. The operating subsidy provided by the U.S. Department of Housing and Urban Development (HUD) is not sufficient to cover the full cost of providing housing services. A proposed budget for FY 2020-21, which includes a projected deficit, will be brought before the RHA Board of Commissioners and the City Council for approval in July 2020.

## **Non-General Fund Budgets**

Non-general funds consist of various funds outside of the General Fund that are restricted to be used for specific purposes. These include special revenue, debt service, enterprise, and internal service funds. Apart from those funds with negative cash balances and those subsidized by the General Fund, each non-general fund is self-sustaining with funding sources that are equal to or exceed expenditures.

## **Capital Improvement Plan Budget**

The Capital Improvement Plan (CIP) is a five-year outlook of the City's capital improvement projects. The CIP is managed continuously by measuring progress and anticipating future needs; and the budget is adopted annually alongside the operating budget. For FY 2020-21, expenditures budgeted in CIP funds total \$37.9 million. The major sources of funding for these projects are as follows:

- State Gas Tax, which are monies received from the State under the provision of the Streets and Highway Code. These monies are restricted to uses for street construction activities. The City's allocation increased by \$1.8 million to \$4.5 million due to the Governor's new bill SB1, the Road Repair and Accountability Act of 2017. Notable projects are:
  - Street paving program - \$2.5 million
  - Castro Ranch Road - \$1.4 million
- Measure C/J was set up when the voters of Contra Costa County approved Measure C proving the creation of the Contra Costa County Transportation Authority (Authority). The half-cent transportation sales tax was renewed under Measure J, effective April 1, 2009. The Authority collects one-half of one percent sales and use tax. Twenty percent of this tax is allocated to the City of Richmond to be used for the improvement of local transportation, including streets and roads in accordance with Measure C and Measure J requirements. Notable projects are:
  - I-80 Central Interchange Phase II - \$2.3 million
  - Americans with Disabilities Act (ADA) Miscellaneous Sidewalk Repairs - \$600,000
- Bond Proceeds are used to fund large enterprise projects, mainly capital improvements in the Wastewater system. Notable projects are:
  - Dechlorination System Replacement - \$3.5 million
  - Sludge Thickner Replacement - \$5.2 million
- Grants that fund CIP projects are mostly awarded by state and local granting agencies. Notable projects are:

- Boorman Park Revitalization - \$4.1 million
- Carlson Crosstown Connections - \$425,000
- Greening the Yellow Brick Road - \$3.5 million
- Harbour 8 Park Expansion - \$8.5 million
- Yellow Brick Road - \$5.2 million

Other capital projects are funded by operating funds, including enterprise funds. For FY 2020-21, these expenditures total \$19.2 million. On-going operations and maintenance costs of capital projects are budgeted in operating budgets.

The CIP document contains detailed information on individual projects and their source and uses of funding.

**Conclusion/Next Steps**

Staff is recommending that the City Council adopts the proposed FY2020-21 Annual Operating Budget and proposed FY2020-25 Five-Year Capital Improvement Plan Budget as presented with this agenda item.

Depending on the outcome of the meet and confer process, staff may return with additional budget recommendations in July.

The City Council will receive a presentation on the updated five-year budget forecast in September 2020. The forecast will be updated based on final budget decisions for FY 2020-21 and economic conditions at that point.

Also, staff will be returning to the last City Council meeting in September 2020 for adoption of year-end adjustments for FY 2019-20.

Please visit the City’s website at <https://www.ci.richmond.ca.us/1427/Presentations> for the most up-to-date budget information and presentations, as specific and updated information will be presented after the publishing of this report. The complete budget documents will be available on the website at: <https://www.ci.richmond.ca.us/183/Budget-Documents>.

**DOCUMENTS ATTACHED:**

- Attachment 1 – Budget Summaries
- Attachment 2 – Revenue Enhancement Spreadsheet
- Attachment 3 – Multi-Year Position Listing
- Attachment 4 – Request for Position Control Changes
- Attachment 5 – Operating Budget Resolution
- Attachment 6 – Capital Improvement Plan Resolution

**RESOLUTION NO. 70-20**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RICHMOND,  
CALIFORNIA, APPROVING THE FISCAL YEARS 2020-21 THROUGH 2024-25  
CAPITAL IMPROVEMENT PLAN AND ADOPTING THE FISCAL YEAR 2020-21  
BUDGET FOR THE CAPITAL IMPROVEMENT FUNDS**

---

**WHEREAS**, a balanced budget for the City of Richmond has been prepared for Fiscal Year 2020-21 and presented to the City Council pursuant to Article IV, Section 1 (b) of the Charter of the City of Richmond; and

**WHEREAS**, a Capital Improvement Plan for Fiscal Years 2020-21 through 2024-25 has been prepared; and

**WHEREAS**, the budget for the Capital Improvement Funds for the 2020-21 Fiscal Year has been prepared; and

**WHEREAS**, all appropriations for the prior fiscal year shall lapse at the end of Fiscal Year 2019-20 and any remaining amounts shall be credited against their respective fund balances, except for:

- a. Any unexpected but encumbered amounts for specific orders outstanding at the end of the Fiscal Year; and
- b. Any appropriations for incomplete capital projects including the Municipal Sewer District at the end of Fiscal Year 2019-20; and

**WHEREAS**, for these exceptions, such carry-overs may be made without any further City Council action; and

**WHEREAS**, the City Council needs to approve the following expenditures for the Fiscal Year 2020-21 Capital Improvement budget:

- a. Project expenditures in the amount of \$37,939,059 for the Fiscal Year FY2020-21 of the Capital Improvement Plan.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Richmond hereby (1) approves the Capital Improvement Plan for Fiscal Years 2020-21 through 2024-25; (2) adopts the budget for the Capital Improvement Funds for the 2020-21 Fiscal Year; and (3) authorizes the City Manager to place appropriations and estimated revenues in effect on July 1, 2020 and as shown in the FY2020-21 Capital Improvement Budget.

\*\*\*\*\*

I certify that the foregoing resolution was passed and adopted by the Council of the City of Richmond at a regular meeting thereof held June 30, 2020, by the following vote:

AYES: Councilmembers Choi, Johnson, Myrick, Willis, and Mayor Butt.  
NOES: Councilmember Martinez and Vice Mayor Bates.  
ABSTENTIONS: None.  
ABSENT: None.

PAMELA CHRISTIAN  
CLERK OF THE CITY OF RICHMOND  
(SEAL)

Approved:

TOM BUTT  
Mayor

Approved as to form:

RACHEL SOMMOVILLA  
Interim City Attorney

State of California            }  
County of Contra Costa        : ss.  
City of Richmond               }

I certify that the foregoing is a true copy of **Resolution No. 70-20**, finally passed and adopted by the City Council of the City of Richmond at a regular meeting held on June 30, 2020.

  
\_\_\_\_\_  
Pamela Christian, Clerk of the City of Richmond

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**City of Richmond  
Capital Improvement Projects  
FY2020-21 Budget**

	Gas Tax	RMRA SB1	Engineering Grants	Capital Outlay Fund	Measure C/J	Improvements Total
FUND	1002	1019	1054	2001	2002	
<b>Estimated Beginning Balance 07/01/2020</b>	430,067	1,193,896	-	2,734,712	1,516,913	<b>5,875,588</b>
<b>Revenues</b>						
Federal Grant Revenue						-
State and Local Taxes	2,615,293	1,898,024	21,903,448		4,756,391	31,173,156
Transfer-In						-
<b>Total Revenues</b>	<b>2,615,293</b>	<b>1,898,024</b>	<b>21,903,448</b>	-	<b>4,756,391</b>	<b>31,173,156</b>
<b>Expenditures</b>						
<b>Public Works Department</b>						
13TH STREET COMPLETE					861,740	861,740
AMERICANS WITH DISABILITIES ACT (ADA)						
MISCELLANEOUS SIDEWALK REPAIRS					600,000	600,000
BOORMAN PARK REVITALIZATION			4,165,000			4,165,000
CARLSON BLVD. CROSSTOWN CONNECTIONS AND IMPROVEMENTS			425,000			425,000
FIRE STATION 66 - GENDER SPECIFIC RESTROOM				70,600		70,600
FIRE STATION 67- REPLACE ROOF				177,226		177,226
GREENING THE YELLOW BRICK ROAD			3,531,584			3,531,584
HARBOUR 8 PARK EXPANSION			8,500,000			8,500,000
HARBOUR WAY IMPROVEMENT					565,670	565,670
I-80 CENTRAL INTERCHANGE PHASE II					2,363,272	2,363,272
MARTIN LUTHER KING JR. CENTER				267,692		267,692
MEMBERSHIP DUES (West Contra Costa Transportation Advisory Committee and Contra Costa Transportation Authority)					140,000	140,000
S. RICHMOND CONNNECTIVITY IMPROVEMENTS				265,000		265,000
S.F. BAY TRAIL GOODRICK AVENUE					231,379	231,379
S.F. BAY TRAIL PT. RICHMOND TO PT. MOLATE				858,033		858,033
STREET AUDIT REPORT	3,000					3,000
STREET PAVING	2,500,000					2,500,000
STREET PAVING - SB1 - 37TH STREET		300,000				300,000
STREET PAVING - SB1 - CASTRO RANCH ROAD		1,444,966				1,444,966
STREET SWEEPING SIGNS	30,000					30,000
SURFACE DRAINAGE					100,000	100,000
TRAFFIC SAFETY IMPROVEMENT					969,000	969,000
YELLOW BRICK ROAD			5,281,864			5,281,864
<b>Sub-Total - Public Works Department</b>	<b>2,533,000</b>	<b>1,744,966</b>	<b>21,903,448</b>	<b>1,638,551</b>	<b>5,831,061</b>	<b>33,651,026</b>

**City of Richmond  
Capital Improvement Projects  
FY2020-21 Budget**

	Gas Tax	RMRA SB1	Engineering Grants	Capital Outlay Fund	Measure C/J	Improvements Total
FUND	1002	1019	1054	2001	2002	
<b><u>Expenditures - continued</u></b>						
<b><u>Public Works Projects - Chevron Settlement Agreement 2018-19</u></b>						
AUDITORIUM UPGRADES (Main floor lighting, electrical & switch board upgrade, and remove curtains from stage area)				392,250		392,250
NEVIN COMMUNITY CENTER HEATING VENTILATION AND AIR CONDITIONING (HVAC) UPGRADE				150,000		150,000
RECREATION COMPLEX HVAC SYSTEM				120,000		120,000
SHIELDS-REID COMMUNITY CENTER HVAC SYSTEM UPGRADE				100,000		100,000
<b>Sub-Total - Public Works Projects - Chevron Settlement</b>	-		-	<b>762,250</b>	-	<b>762,250</b>
<b><u>City Manager Department</u></b>						
SOLAR BIG BELLY TRASH COMPACTOR				125,408		125,408
<b>Sub-Total - City Manager</b>	-		-	<b>125,408</b>	-	<b>125,408</b>
<b><u>Information Technology Department</u></b>						
DOCUMENT STORAGE				119,201		119,201
<b>Sub-Total - Information Technology</b>	-		-	<b>119,201</b>	-	<b>119,201</b>
<b>Total Expenditures</b>	<b>2,533,000</b>	<b>1,744,966</b>	<b>21,903,448</b>	<b>2,645,410</b>	<b>5,831,061</b>	<b>34,657,885</b>
<b>Transfers in from:</b>						
Total transfers in	-		-	-	-	-
<b>Transfers out to:</b>						
Total transfers out	-		-	-	-	-
<b>Net transfers in/out</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Surplus/Deficit</b>	<b>82,293</b>	<b>153,058</b>	<b>-</b>	<b>(2,645,410)</b>	<b>(1,074,670)</b>	<b>(3,484,729)</b>
<b>Projected Ending Balance 6/30/2021</b>	<b>512,360</b>	<b>1,346,954</b>	<b>-</b>	<b>89,302</b>	<b>442,243</b>	<b>2,390,859</b>

**City of Richmond  
Capital Improvement Projects  
FY2020-21 Budget**

	Asset Seizure	Outside Grants	Police Impact Fee	Fire Impact Fee	Rec/Aquatics Impact Fee	Improvements Total
FUND	<b>1004</b>	<b>1006</b>	<b>2114</b>	<b>2113</b>	<b>2115</b>	
<b>Estimated Beginning Balance 07/01/2020</b>	308,161	222,002	269,442	130,750	419,482	<b>1,349,837</b>
<b>Revenues</b>						
Other Grant Revenue		984,822				984,822
State Grant Revenue						-
<b>Total Revenues</b>	-	<b>984,822</b>	-	-	-	<b>984,822</b>
<b>Expenditures</b>						
<b>Police Department</b>						
EQUIPMENT SERVICES/EQUIPMENT, SPIKELESS FLARES, AUDIO JACKS	41,000					41,000
NON CAPITAL/COMPUTER EQUIPMENT (REPLACEMENT CAMERAS & ACCESSORIES AND SPIKE STRIPS)	50,000					50,000
OTHER OPERATING/MISC CONTRIBUTION	1,500					1,500
OTHER OPERATING/OFFICE SUPPLIES	8,136					8,136
OTHER OPERATING/IN-CAR MOBILE DATA COMPUTERS (MCD)'S FOR PATROL VEHICLES, RADIO BATTERIES, SWIVEL CLIPS	103,000					103,000
PATROL VEHICLE PLUS OUTFITTING - CSI			41,000			41,000
PROF & ADMIN/PROFESSIONAL SERVICES	2,840					2,840
<b>Sub-Total Police</b>	<b>206,476</b>	-	<b>41,000</b>	-	-	<b>247,476</b>
<b>Fire Department</b>						
ADMIN EXPENSE/ADMINISTRATION COST		2,900				2,900
NON CAPITAL/REPLACE TURNOUT AND SAFETY EQUIPMENT AT END OF USEFUL LIFE				76,000		76,000
NON CAPITAL/SMALL TOOLS AND EQUIPMENT FOR FIRE TRUCK				15,000		15,000
OTHER OPERATING/TRAINING SUPPLIES		2,868				2,868
PROF & ADMIN/EMPG FUNDS		20,000				20,000
PROF & ADMIN/PROFESSIONAL SERVICES		2,500				2,500
PROPERTY INSURANCE		450				450
<b>Sub-Total Fire</b>	-	<b>28,718</b>	-	<b>91,000</b>	-	<b>119,718</b>
<b>City Manager Department</b>						
ADMIN EXPENSE STAFF COST - CAL RECYCLE FOOD WASTE		10,000				10,000
ADMIN EXPENSE STAFF COST - CAR MOBILITY		5,000				5,000
ADMIN EXPENSE STAFF COST - ILLEGAL DISPOSAL SITE		20,000				20,000
PROF & ADMIN/CAL RECYCLE FOOD WASTE		180,000				180,000
PROF & ADMIN/CAR AND MOBILITY GRANT		70,000				70,000
PROF & ADMIN/DOC RECYCLE GRANT		27,477				27,477
PROF & ADMIN/ILLEGAL DISPOSAL SITE GRANT		180,000				180,000
PROF & ADMIN/KIVA GRANT MATCH FOR SMALL BUSINESS		12,500				12,500
<b>Sub-Total City Manager</b>	-	<b>504,977</b>	-	-	-	<b>504,977</b>

**City of Richmond  
Capital Improvement Projects  
FY2020-21 Budget**

	Asset Seizure	Outside Grants	Police Impact Fee	Fire Impact Fee	Rec/Aquatics Impact Fee	Improvements Total
FUND	1004	1006	2114	2113	2115	
<b><u>Expenditures - continued</u></b>						
<b><u>Public Works Department</u></b>						
MARTIN LUTHER KING JR. (MLK) PARK TURF FIELD REPLACEMENT		250,000				250,000
<b>Sub-total Public Works Department</b>		<b>250,000</b>	-	-	-	<b>250,000</b>
<b><u>Community Services Department</u></b>						
JOHN F. KENNEDY (JFK) SWIM CENTER BOILER					400,000	400,000
PROF & ADMIN/PROGRAM SUPPLIES		1,073				1,073
<b>Sub-Total Community Services</b>	-	<b>1,073</b>	-	-	<b>400,000</b>	<b>401,073</b>
<b>Total Expenditures</b>	<b>206,476</b>	<b>784,767</b>	<b>41,000</b>	<b>91,000</b>	<b>400,000</b>	<b>1,523,243</b>
<b>Transfers in from:</b>						
Total transfers in	-	-	-	-	-	-
<b>Transfers out to:</b>						
Total transfers out	-	-	-	-	-	-
<b>Net transfers in/out</b>	<b>-</b>			<b>-</b>		<b>-</b>
<b>Net Surplus/Deficit</b>	<b>(206,476)</b>	<b>200,054</b>	<b>(41,000)</b>	<b>(91,000)</b>	<b>(400,000)</b>	<b>(538,422)</b>
<b>Projected Ending Balance 6/30/2021</b>	<b>101,685</b>	<b>422,056</b>	<b>228,442</b>	<b>39,750</b>	<b>19,482</b>	<b>811,415</b>

**City of Richmond  
Capital Improvement Projects  
FY2020-21 Budget**

	Park Impact Fee	Traffic Impact Fee	Facility Open Space Impact Fee	Library Impact Fee	Storm Drainage Impact Fee	Wastewater Impact Fee	Improvements Total
FUND	2110	2111	2116	2117	2119	2120	
<b>Estimated Beginning Balance 07/01/2020</b>	122,721	548,268	1,712,198	1,321,701	547,523	807,271	<b>5,059,682</b>
<b><u>Revenues</u></b>							
Fees							-
<b>Total Revenues</b>	-	-	-	-	-	-	-
<b><u>Expenditures</u></b>							
<b><u>Public Works Department</u></b>							
JPA SPORTS FIELD AGREEMENT	15,000						15,000
MANHOLE REHABILITATION FY2020-21						544,130	544,130
PT MOLATE BAY TRAIL			141,967				141,967
TRAFFIC SAFETY IMPROVEMENT		531,000					531,000
<b>Sub-total Public Works Department</b>	<b>15,000</b>	<b>531,000</b>	<b>141,967</b>	-	-	<b>544,130</b>	<b>1,232,097</b>
<b><u>Library &amp; Cultural Services Department</u></b>							
AMERICANS WITH DISABILITIES ACT (ADA) RAMP MAIN LIBRARY STAFF ENTRANCE				30,000			30,000
NON CAPITAL/COMPUTER HARDWARE & SOFTWARE, OTHER EQUIPMENT, AND FURNITURE				290,634			290,634
PROF & ADMIN/SOFTWARE UPGRADES, START UP COLLECTION BOOKS FOR BOOK VAN, MEDIA DVDS, AUDIO BOOKS AND PROMO ADS				205,200			205,200
<b>Sub-total - Library &amp; Cultural Services</b>	-	-	-	<b>525,834</b>	-	-	<b>525,834</b>
<b>Total Expenditures</b>	<b>15,000</b>	<b>531,000</b>	<b>141,967</b>	<b>525,834</b>	-	<b>544,130</b>	<b>1,757,931</b>
<b>Transfers out to:</b>							
Total transfers out	-	-	-	-	-	-	-
<b>Net transfers in/out</b>	-	-	-	-	-	-	-
<b>Net Surplus/Deficit</b>	<b>(15,000)</b>	<b>(531,000)</b>	<b>(141,967)</b>	<b>(525,834)</b>	-	<b>(544,130)</b>	<b>(1,757,931)</b>
<b>Projected Ending Balance 6/30/2021</b>	<b>107,721</b>	<b>17,268</b>	<b>1,570,231</b>	<b>795,868</b>	<b>547,523</b>	<b>263,141</b>	<b>3,301,752</b>

**City of Richmond  
Capital Improvement Projects  
FY2020-21 Budget**

	Harbor	Hilltop Impact Fee	Improvements Total
FUND	<b>2007</b>	<b>2118</b>	
<b>Estimated Beginning Balance 07/01/2020</b>	44,988	31,235	<b>12,361,330</b>
<b>Revenues</b>			
Interest			
Fees			
State and Local Taxes			
Other Revenue			
Uses of Money & Property			
<b>Total Revenues</b>		-	<b>32,157,978</b>
			-
<b>Total Expenditures</b>		-	<b>37,939,059</b>
<b>Transfers in from:</b>			
	Total transfers in	-	-
<b>Transfers out to:</b>			
	Total transfers out	-	-
	<b>Net transfers in/out</b>	-	-
<b>Net Surplus/Deficit</b>		-	<b>(5,781,081)</b>
<b>Projected Ending Balance 6/30/2021</b>	<b>44,988</b>	<b>31,235</b>	<b>6,580,249</b>

**City of Richmond  
Capital Improvement Projects  
Enterprise, Internal Services, and Other Operations Funds  
FY2020-21 Budget**

	Port	Wastewater	Stormwater	KCRT	Equipment	Total
	4001	4003	4006	4008	5003	
<b>Estimated Beginning Balance 07/01/2020</b>		37,310,760	(1,114,574)	702,779	579,376	<b>37,478,341</b>
<b><u>Revenues</u></b>						
Fees		295,000	75,000	1,250,000		1,620,000
Fines & Forfeitures		2,000	2,000			4,000
State Grants			2,500,000			2,500,000
Rental Income	10,364,580		4,380			10,368,960
Charges for Services		24,343,330	1,930,296		1,660,000	27,933,626
<b>Total Revenues</b>	<b>10,364,580</b>	<b>24,640,330</b>	<b>4,511,676</b>	<b>1,250,000</b>	<b>1,660,000</b>	<b>42,426,586</b>
<b><u>Expenditures</u></b>						
<b><u>Port</u></b>						
POINT POTRERO MARINE TERMINAL (PPMT) DOCK REPAIR/STUDY	75,000					75,000
POINT POTRERO MARINE TERMINAL (PPMT) ELECTRICAL UPGRADES	245,000					245,000
POINT POTRERO MARINE TERMINAL (PPMT) IMPROVEMENTS	175,000					175,000
POINT POTRERO MARINE TERMINAL (PPMT) METER UPGRADES	30,000					30,000
TERMINAL 2 - DREDGING PLANNIG	175,000					175,000
TERMINAL 3 SECURITY IMPROVEMENTS	125,000					125,000
Port Operations	7,643,357					7,643,357
<b>Sub-Total - Port Department</b>	<b>8,468,357</b>	-	-	-	-	<b>8,468,357</b>
<b><u>Water Resource Recovery - Wastewater</u></b>						
DECHLORINATION SYSTEM REPLACEMENT		3,521,283				3,521,283
INFLUENT PUMP STATION SAFTEY IMPROVEMENTS		340,572				340,572
SANITARY SEWER PIPELINE REPLACEMENT		2,500,000				2,500,000
SLUDGE THICKNER REPLACEMENT		5,156,389				5,156,389
Wastewater Operations		21,970,913				21,970,913
<b>Sub-Total - Water Resource Recovery - Wastewater D</b>	-	<b>33,489,157</b>	-	-	-	<b>33,489,157</b>

**City of Richmond  
Capital Improvement Projects  
Enterprise, Internal Services, and Other Operations Funds  
FY2020-21 Budget**

	Port	Wastewater	Stormwater	KCRT	Equipment	Total
	4001	4003	4006	4008	5003	
<b><u>Expenditures - continued</u></b>						
<b><u>Water Resource Recovery - Stormwater</u></b>						
WATER CAPTURE FACILITY AT REGATTA BLVD. AND BAYVIEW AVE			2,500,000			2,500,000
Stormwater Operations			2,011,674			2,011,674
<b>Sub-Total - Water Resource Recovery - Stormwater D</b>	-	-	<b>4,511,674</b>	-	-	<b>4,511,674</b>
<b><u>KCRT</u></b>						
ENIGNIEERING (Microwave Transmission & Playback System)				40,000		40,000
MULTI-MEDIA (Council Chambers and Media Center)				40,000		40,000
KCRT Operations				851,416		851,416
<b>Sub-Total - KCRT</b>	-	-	-	<b>931,416</b>	-	<b>931,416</b>
<b><u>Equipment Services</u></b>						
FIRE VEHICLES					150,000	150,000
OTHER CITY VEHICLES					630,000	630,000
POLICE VEHICLES					880,000	880,000
Equipment Services - Debt Service - Fire					326,018	326,018
<b>Sub-total - Equipment Services</b>	-	-	-		<b>1,986,018</b>	<b>1,986,018</b>
<b><u>Information Technology</u></b>						
DESKTOP REFRESH					100,000	100,000
<b>Sub-total - Information Technology</b>					<b>100,000</b>	<b>100,000</b>
<b>Total Expenditures</b>	<b>8,468,357</b>	<b>33,489,157</b>	<b>4,511,674</b>	<b>931,416</b>	<b>2,086,018</b>	<b>49,486,622</b>
<b>Transfers in from:</b>						
General Fund for Equipment					100,000	100,000
General Fund for Debt Service					326,018	326,018
Total transfers in	-	-	-		426,018	426,018
<b>Transfers out to:</b>						
General Fund						-
Total transfers out	-	-	-	-	-	-
<b>Net transfers in/out</b>	-	-	-		<b>426,018</b>	<b>426,018</b>
<b>Net Surplus/Deficit</b>	<b>1,896,223</b>	<b>(8,848,827)</b>	<b>2</b>	<b>318,584</b>	<b>-</b>	<b>(6,634,018)</b>
<b>Projected Ending Balance 6/30/2021</b>	<b>1,896,223</b>	<b>28,461,933</b>	<b>(1,114,572)</b>	<b>1,021,363</b>	<b>579,376</b>	<b>30,844,323</b>

**City of Richmond  
Capital Improvement Projects  
Housing Department and Other Operations Funds  
FY2020-21 Budget**

	CDBG	ECIA	Housing Capital Project Fund	Total
<b>Estimated Beginning Balance 07/01/2020</b>	<b>1201</b> 1,417,172	<b>1017</b> 20,067,124	<b>2126</b>	<b>21,484,296</b>
<b><u>Revenues</u></b>				
<b><u>Interest</u></b>				
Interest and Investment Income	27,604			27,604
Federal Grants				-
State Grants				-
Other Grants		9,258,000		9,258,000
Loan/Bond Proceeds	270,703			270,703
<b>Total Revenues</b>	<b>298,307</b>	<b>9,258,000</b>	-	<b>9,556,307</b>
<b><u>Expenditures</u></b>				
<b><u>Public Workss Department</u></b>				
YELLOW BRICK ROAD		1,826,312		1,826,312
ECIA Operations		12,159,790		
<b>Sub-Total - Public Works Department</b>		<b>13,986,102</b>	-	<b>1,826,312</b>
<b><u>Community Services Capital</u></b>				
AMERICANS WITH DISABILITIES ACT (ADA) PARCHESTER CENTER	650,000			650,000
AMERICANS WITH DISABILITIES ACT (ADA) SHIELDS-REID CENTER	184,672			184,672
CDBG Operations	56,753			
<b>Sub-Total - Community Services Department Capital</b>	<b>891,425</b>	-	-	<b>834,672</b>
<b>Sub-Total - ECIA Other Expenses - Multiple Departments</b>				<b>-</b>
<b>Total Expenditures</b>	<b>891,425</b>	<b>13,986,102</b>	<b>-</b>	<b>2,660,984</b>

**City of Richmond**  
**Capital Improvement Projects**  
**Housing Department and Other Operations Funds**  
**FY2020-21 Budget**

	CDBG	ECIA	Housing Capital Project Fund	Total
	1201	1017	2126	
<b>Transfers in from:</b>				-
				-
Total transfers in	-		-	-
<b>Transfers out to:</b>				
Other Operatiosns		252,942		252,942
Total transfers out	-	<b>252,942</b>	-	<b>252,942</b>
<b>Net transfers in/out</b>	-	<b>(252,942)</b>	-	<b>(252,942)</b>
<b>Net Surplus/Deficit</b>	<b>(593,118)</b>	<b>(4,981,044)</b>	-	<b>6,642,381</b>
<b>Projected Ending Balance 6/30/2021</b>	<b>824,054</b>	<b>15,086,081</b>	-	<b>28,126,677</b>

City of Richmond  
Capital Unfunded Request FY2020/21 to FY2024/25



Project Title	Adopted FY2020-21	Proposed FY2021-22	Proposed FY2022-23	Proposed FY203-24	Proposed FY2024-25	Total
<b>Public Works Department</b>						
Crosswalk Improvements		\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 600,000
Fairmede Soccer Field		\$ 45,000	\$ 217,500			\$ 262,500
Hilltop Pylon Sign			\$ 1,300,000	\$ 230,000		\$ 1,530,000
John F. Kennedy Swim Center Boiler		\$ 200,000				\$ 200,000
Martin Luther King (MLK) Jr. Community Center		\$ -	\$ 1,000,000	\$ 13,000,000		\$ 14,000,000
Playground restorations citywide			\$ 500,000	\$ 500,000		\$ 1,000,000
Pullman Neighborhood Park Additions		\$ 105,000	\$ 125,000			\$ 230,000
Street Sweeping Signs at Richmond Annex		\$ 250,000				\$ 250,000
Wendell Park Renovations		\$ 2,000,000				\$ 2,000,000
Corporation Yard Facility Relocate			\$ 10,000,000			\$ 10,000,000
Replace two existing 2000 gls Fuel Tanks		\$ 250,000				\$ 250,000
<b>Unfunded Public Works - Total</b>	<b>\$ -</b>	<b>\$ 3,000,000</b>	<b>\$ 13,292,500</b>	<b>\$ 13,880,000</b>	<b>\$ 150,000</b>	<b>\$ 30,322,500</b>

<b>Police Department</b>						
New Police Facility		\$ 2,000,000	\$ 78,000,000			\$ 80,000,000
<b>Unfunded Police Department - Total</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ 78,000,000</b>	<b>\$ -</b>		<b>\$ 80,000,000</b>

<b>Fire Department</b>						
Fire Station 66 Gender Specific Restroom		\$ 550,000				\$ 550,000
Replace Station 66			\$ 8,000,000			\$ 8,000,000
Replace Station 67			\$ 8,000,000			\$ 8,000,000
Training Tower at New Facility				\$ 800,000		\$ 800,000
<b>Unfunded Fire Department - Total</b>	<b>\$ -</b>	<b>\$ 550,000</b>	<b>\$ 16,000,000</b>	<b>\$ 800,000</b>	<b>\$ -</b>	<b>\$ 17,350,000</b>

<b>Library Department</b>						
Architectural Design of New Library			\$ 2,790,000			\$ 2,790,000
Community Room Entrance		\$ 45,000				\$ 45,000
Configure Manager's Office Upstairs		\$ 35,000				\$ 35,000
Heating and Cooling System		\$ 100,000				\$ 100,000
Main Library Floor		\$ 600,000				\$ 600,000
Main Library Reading Room Updates - Lighting		\$ 100,000				\$ 100,000
Main Library Staff Entrance Ramp		\$ 30,000				\$ 30,000

City of Richmond  
Capital Unfunded Request FY2020/21 to FY2024/25



Project Title	Adopted FY2020-21	Proposed FY2021-22	Proposed FY2022-23	Proposed FY203-24	Proposed FY2024-25	Total
New Library				\$ 23,500,000	\$ 23,500,000	\$ 47,000,000
Outside Book Return Bins		\$ 45,000				\$ 45,000
Replace/Upgrade Elevator		\$ 450,000				\$ 450,000
<b>Unfunded Library Department - Total</b>	<b>\$ -</b>	<b>\$ 1,405,000</b>	<b>\$ 2,790,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,670,000</b>

<b>Community Services Department</b>						
Auditorium Lighting System on Stage		\$ 1,500,000				\$ 1,500,000
Booker T. Anderson (BTA) Park, Rehabilitation of Baseball Field Lighting		\$ 1,000,000				\$ 1,000,000
Parchester Community Center Roof Replacement		\$ 250,000				\$ 250,000
Replace Windows at the Recreation Complex (energy efficient)		\$ 65,000				\$ 65,000
<b>Unfunded Community Services Department - Total</b>	<b>\$ -</b>	<b>\$ 2,815,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,815,000</b>

<b>Employment &amp; Training Department</b>						
Starlight Building Civic Center Employment and Training Roof		\$ 150,000				\$ 150,000
<b>Unfunded Employment &amp; Training Department - Total</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>

<b>Information Technology Department</b>						
Broadband Accessibility Project		\$ 500,000				\$ 500,000
Computer Replacement/Upgrades		\$ 1,473,333	\$ 1,473,333	\$ 1,473,333		\$ 4,420,000
Fiber Expansion		\$ 1,200,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 3,000,000
<b>Unfunded Information Technology Department - Total</b>	<b>\$ -</b>	<b>\$ 3,173,333</b>	<b>\$ 2,073,333</b>	<b>\$ 2,073,333</b>	<b>\$ 600,000</b>	<b>\$ 7,920,000</b>

<b>City Attorney Department</b>						
Access Compliance		\$ 246,931	\$ 246,931	\$ 171,296	\$ 246,931	\$ 912,089
Mid-Block Barriers		\$ 560,618	\$ 560,618		\$ 560,618	\$ 1,681,855
Pedestrian Signals		\$ 3,880	\$ 3,880	\$ 3,880	\$ 3,880	\$ 15,520
<b>Total - Unfunded City Attorney Department</b>	<b>\$ -</b>	<b>\$ 811,429</b>	<b>\$ 811,429</b>	<b>\$ 175,176</b>	<b>\$ 811,429</b>	<b>\$ 2,609,464</b>

<b>Unfunded Request - Total</b>	<b>\$ -</b>	<b>\$ 13,904,763</b>	<b>\$ 112,967,263</b>	<b>\$ 16,928,509</b>	<b>\$ 1,561,429</b>	<b>\$ 144,836,964</b>
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# Community Services-25



Youth Participants Helping in the Park



Renovation for Quality, Clean, Safe Community Facilities



Special Events

**Mission:** To improve the quality of life in Richmond by celebrating the diversity of our residents and building understanding through interactions in our recreation programs, parks, facilities, and cultural events. The department is committed to providing the highest quality recreation, parks, programs, and services at a good value to our customers.

### Overview

The primary function of the Community Service Department is to provide recreation programs and services for all ages and abilities at community centers and parks.

Clean, functional, safe and attractive facilities are necessary components of our recreation programs and services. These components improve the community through leisure, wellness, education and socialization which assist in the efforts to mitigate crime and violence in the community.

There are 11 community centers, two aquatics facilities, and one auditorium. We provide programs in youth sports, youth activities, aquatics, special events, and adult activities. Additionally, facilities are available for public use to celebrate a diversity of activities. Over the next five years, our plan is to improve all of our recreation facilities to meet today's standards for quality recreation services.

# Community Services-25

**Plan Highlights:**

**Americans with Disabilities Act (ADA) – Parchester Center**

Project Cost: \$650,000  
Funding Source: CDBG

ADA Improvements throughout the facility – mandated by state law.

**Americans with Disabilities Act (ADA) – Shields-Reid Center**

Project Cost: \$184,672  
Funding Source: CDBG

ADA Improvements throughout the facility – mandated by state law.

**Auditorium Convention Center Upgrades**

Project Cost: \$392,250  
Funding Source: General Capital Fund

This project includes making upgrades to: the main floor lighting, electrical and switch board, and remove fire curtain from the stage area.

**John F. Kennedy (JFK) Swim Center Boiler**

Project Cost: \$400,000  
Funding Source: Recreation/Aquatics Impact Fee

Replace boiler at the Swim Center as it is no longer repairable.

## Community Services Department-25 CIP Overview

### TOTAL CIP BUDGET - HISTORICAL COMPARISON

	FY2019-20 Adopted	FY2019-20 Actual 3/31/2020	FY2020-21 Adopted	FY2021-22 Proposed	FY2022-23 Proposed	FY2023-24 Proposed	FY2024-25 Proposed	5 Year Total
<b>SOURCES BY FUND</b>								
Outside Grant-1006	350,390	5,260						-
Housing-1201	939,529	531,519	834,672					834,672
General Capital-2001	1,136,254	27,721	762,250					762,250
Community/Aquatics Impact Fee-2115	538,466	102,631	400,000					400,000
<b>TOTAL SOURCES BY FUND</b>	<b>2,964,639</b>	<b>667,131</b>	<b>1,996,922</b>	-	-	-	-	<b>1,996,922</b>
<b>USES BY PROJECT</b>								
American with Disabilities Act (ADA) Parchester Community Center			650,000					
American with Disabilities Act (ADA) Shields- Reid Community Center	939,529	531,519	184,672					184,672
Auditorium Convention Center Upgrades	420,705	15,255	392,250					392,250
Developing Personal Resources Center (DPRC) Replace Roof	209,590	11,847						-
John F. Kennedy (JFK) Park Basketball Court	182,740	5,260						-
John F. Kennedy (JFK) Swim Center Boiler	200,000		400,000					400,000
Nevin Community Center Heating Ventilation and Air Conditioning (HVAC) Upgrade	150,000		150,000					150,000
Recreation Complex Gym Floor Upgrade	67,541	2,100						-
Recreation Complex HVAC System	120,000		120,000					120,000
Recreation Complex Roof Replacement	180,005	94,134						-
Richmond Senior Center Roof Replacement	226,879	7,016						-
Shields-Reid Community Center HVAC Upgrade	100,000		100,000					100,000
Unity Park Basketball Court	167,650							-
<b>TOTAL USES BY PROJECT</b>	<b>2,964,639</b>	<b>667,131</b>	<b>1,996,922</b>	-	-	-	-	<b>1,162,250</b>
<b>USES BY ORG CODE</b>								
Outside Grant-10651051	350,390	5,260	-	-	-	-	-	-
Housing-12138962	939,529	531,519	834,672	-	-	-	-	834,672
General Capital - Recreation-20151051	1,136,254	27,721	762,250	-	-	-	-	762,250
Community/Aquatics Impact Fee-21551051	538,466	102,631	400,000	-	-	-	-	400,000
<b>TOTAL USES BY ORG CODE</b>	<b>2,964,639</b>	<b>667,131</b>	<b>1,996,922</b>	-	-	-	-	<b>1,996,922</b>

## FY2020-21 to FY2024-25 Capital Improvement Plan

**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Americans with Disabilities Act (ADA) Improvements Parchester Center	
<b>Project Manager:</b>	Yader Bermudez	
<b>Department Responsible:</b>	Community Services	
<b>Project Description:</b>	ADA Improvements.	
	Project ID: 03F06 Project Location: 900 Williams Avenue Planning and Design: \$ - Construction: \$ 650,000 Equipment: \$ - Contingency/Other: \$ - <b>FY2020-21 Total: \$ 650,000</b>	
	Estimated Start Date: 7/1/2018 Estimated Completion Date: 12/31/2021	
<b>Justification:</b>	Mandated by State law.	

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
1201 CDBG	\$ -	\$ 650,000					\$ 650,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 650,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 650,000</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Americans with Disabilities Act (ADA) Improvements Shields Reid Center	
<b>Project Manager:</b>	Yader Bermudez	
<b>Department Responsible:</b>	Community Services	
<b>Project Description:</b>	ADA Improvements.	
	Project ID: 03H06 Project Location: 1410 Kelsey Street Planning and Design: \$ - Construction: \$ 184,672 Equipment: \$ - Contingency/Other: \$ - <b>FY2020-21 Total: \$ 184,672</b>	
	Estimated Start Date: 7/1/2018 Estimated Completion Date: 12/31/2021	

**Justification:** Mandated by State law.

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
1201 CDBG	\$ 626,204	\$ 184,672					\$ 810,876
<b>Total</b>	<b>\$ 626,204</b>	<b>\$ 184,672</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 810,876</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Auditorium Convention Center Upgrades	
<b>Project Manager:</b>	Yader Bermudez	
<b>Department Responsible:</b>	Community Services	
<b>Project Description:</b>	This project includes making upgrades to: the main floor lighting, electrical and switch board, and remove fire curtain from the stage area.	
	Project ID:	CSA20
	Project Location:	403 Civic Center Plaza
	Planning and Design:	\$ -
	Construction:	\$ 392,250
	Equipment:	\$ -
	Contingency/Other:	\$ -
<b>FY2020-21 Total:</b>	<b>\$ 392,250</b>	
Estimated Start Date:	7/1/2018	
Estimated Completion Date:	12/31/2021	
<b>Justification:</b>	This project is needed to comply with safety standards and allow for increased rental revenue.	



Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
1201 CDBG	\$ 1,157,970						\$ 1,157,970
2001 General Capital	\$ 251,655	\$ 392,250					\$ 643,905
<b>Total</b>	<b>\$ 1,409,625</b>	<b>\$ 392,250</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,801,875</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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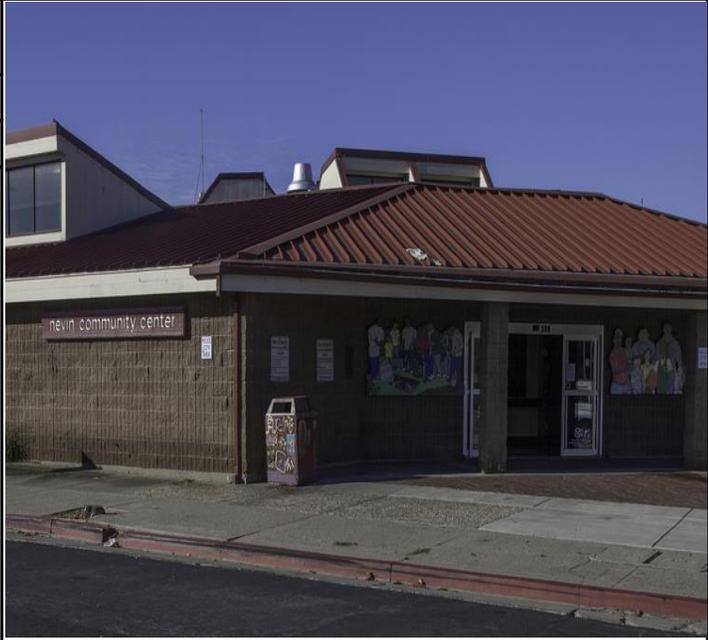
**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	John F. Kennedy Swim Center	
<b>Project Manager:</b>	Yader Bermudez	
<b>Department Responsible:</b>	Community Services	
<b>Project Description:</b>	<p>Replace boiler at the Kennedy Swim Center, it is no longer repairable.</p> <p>Project ID: 00A02            Project Location: 4300 Cutting Blvd.            Planning and Design: \$ -            Construction: \$ -            Equipment: \$ -            Contingency/Other: \$ 400,000  <b>FY2020-21 Total: \$ 400,000</b></p>	
	Estimated Start Date: 7/1/2019	
	Estimated Completion Date: 6/30/2021	
<b>Justification:</b>	The boiler is no longer repairable and is necessary to operate the pool.	

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
2001 General Capital	\$ 9,200						\$ 9,200
2115 Community/Aquatics Impact Fee	\$ 546,375	\$ 400,000					\$ 946,375
<b>Total</b>	<b>\$ 555,575</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 955,575</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ 4,000</b>
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Nevin Community Center Heating Ventilation and Air Conditioning (HVAC) Upgrade															
<b>Project Manager:</b>	Yader Bermudez															
<b>Department Responsible:</b>	Community Services															
<b>Project Description:</b>	Upgrade existing HVAC System.															
	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Project ID:</td> <td style="text-align: right;">CSA23</td> </tr> <tr> <td>Project Location:</td> <td style="text-align: right;">598 Nevin Avenue</td> </tr> <tr> <td>Planning and Design:</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Construction:</td> <td style="text-align: right;">\$ 150,000</td> </tr> <tr> <td>Equipment:</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Contingency/Other:</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td><b>FY2020-21 Total:</b></td> <td style="text-align: right;"><b>\$ 150,000</b></td> </tr> </table>		Project ID:	CSA23	Project Location:	598 Nevin Avenue	Planning and Design:	\$ -	Construction:	\$ 150,000	Equipment:	\$ -	Contingency/Other:	\$ -	<b>FY2020-21 Total:</b>	<b>\$ 150,000</b>
Project ID:	CSA23															
Project Location:	598 Nevin Avenue															
Planning and Design:	\$ -															
Construction:	\$ 150,000															
Equipment:	\$ -															
Contingency/Other:	\$ -															
<b>FY2020-21 Total:</b>	<b>\$ 150,000</b>															
	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Estimated Start Date:</td> <td style="text-align: right;">7/1/2019</td> </tr> <tr> <td>Estimated Completion Date:</td> <td style="text-align: right;">6/30/2021</td> </tr> </table>	Estimated Start Date:	7/1/2019	Estimated Completion Date:	6/30/2021											
Estimated Start Date:	7/1/2019															
Estimated Completion Date:	6/30/2021															
<b>Justification:</b>																

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
2001 General Capital		\$ 150,000					\$ 150,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Recreation Complex Heating Ventilation and Air Conditioning (HVAC) System		
<b>Project Manager:</b>	Yader Bermudez		
<b>Department Responsible:</b>	Community Services		
<b>Project Description:</b>	New HVAC System.		
	Project ID:	CSA24	
	Project Location:	3230 Macdonald Avenue	
	Planning and Design:	\$ -	
	Construction:	\$ 120,000	
	Equipment:	\$ -	
	Contingency/Other:	\$ -	
	<b>FY2020-21 Total:</b>	<b>\$ 120,000</b>	
	Estimated Start Date:	7/1/2019	
	Estimated Completion Date:	6/30/2021	
<b>Justification:</b>			

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
2001 General Capital		\$ 120,000					\$ 120,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 120,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 120,000</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Shields Reid Center Heating Ventilation and Air Conditioning (HVAC) Upgrade															
<b>Project Manager:</b>	Yader Bermudez															
<b>Department Responsible:</b>	Community Services															
<b>Project Description:</b>	Upgrade existing HVAC System.															
	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Project ID:</td> <td style="text-align: right;">CSA27</td> </tr> <tr> <td>Project Location:</td> <td style="text-align: right;">1410 Kelsey Street</td> </tr> <tr> <td>Planning and Design:</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Construction:</td> <td style="text-align: right;">\$ 100,000</td> </tr> <tr> <td>Equipment:</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Contingency/Other:</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td><b>FY2020-21 Total:</b></td> <td style="text-align: right;"><b>\$ 100,000</b></td> </tr> </table>		Project ID:	CSA27	Project Location:	1410 Kelsey Street	Planning and Design:	\$ -	Construction:	\$ 100,000	Equipment:	\$ -	Contingency/Other:	\$ -	<b>FY2020-21 Total:</b>	<b>\$ 100,000</b>
Project ID:	CSA27															
Project Location:	1410 Kelsey Street															
Planning and Design:	\$ -															
Construction:	\$ 100,000															
Equipment:	\$ -															
Contingency/Other:	\$ -															
<b>FY2020-21 Total:</b>	<b>\$ 100,000</b>															
	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Estimated Start Date:</td> <td style="text-align: right;">7/1/2019</td> </tr> <tr> <td>Estimated Completion Date:</td> <td style="text-align: right;">6/30/2021</td> </tr> </table>	Estimated Start Date:	7/1/2019	Estimated Completion Date:	6/30/2021											
Estimated Start Date:	7/1/2019															
Estimated Completion Date:	6/30/2021															
<b>Justification:</b>																

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
2001 General Capital		\$ 100,000					\$ 100,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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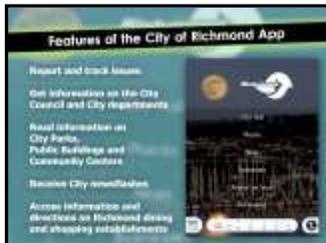
# Information Technology-26



Civic Center Server Room



Voice over Internet Protocol (VoIP)



City's Mobile Device

**Mission:** To be customer centric. Information Technology (IT) will be the best provider of comprehensive and innovative support services and training for information services to our customers. It is the goal of the IT Department to improve the quality of life for all employees by increasing computer literacy, and the use of state-of-the-art tools.

## Overview

### Administration and IT Services

The Information Technology Administration Division's responsibilities include strategic planning, policy development, security controls, network deployment, and computer literacy training, as well as responsibility for managing and maintaining a centralized purchasing authority for computer services and products.

Information Technology Services has two broad, but overlapping, areas of responsibility; i.e., the work unit is responsible for maintaining all current information systems, and designing and implementing new systems for city departments.

### Application Processing

Information Technology Services maintains current City-wide business and operational multi-user systems for the City of Richmond and develops and enhances systems to meet functional needs of staff to streamline business processes to operate in a progressively-efficient manner.

### Telecommunications Revolving

This program's responsibility is to evaluate, certify, implement, and maintain technology hardware, desktop software standards, tools to improve productivity in the workplace, and to improve the stability and reliability of city systems.

### Telephone

To provide telephone communication for all departments as needed. Strive to keep up with technology and provide equipment with more than satisfactory capabilities; and ultimately maintain a system that meets or exceeds the needs required for public safety, administrative and community services.

## Information Technology-26

### Plan Highlight:

#### Document Storage City-Wide

Project Cost: \$119,201  
Funding Source: General Capital Fund

To implement networked document management storage required by MUNIS and the SIRE Document Management System.

## Information Technology Department-26 CIP Overview

### TOTAL CIP BUDGET - HISTORICAL COMPARISON

	FY2019-20 Adopted	FY2019-20 Actuals	FY2020-21 Adopted	FY2021-22 Proposed	FY2022-23 Proposed	FY2023-24 Proposed	FY2024-25 Proposed	5 Year Total
<b>3/31/2020</b>								
<b>SOURCES BY FUND</b>								
General Capital-2001	119,201	-	119,201	-	-	-	-	119,201
<b>TOTAL SOURCES BY FUND</b>	<b>119,201</b>	<b>-</b>	<b>119,201</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>119,201</b>
<b>USES BY PROJECT</b>								
Document Storage City-wide	119,201		119,201					119,201
<b>TOTAL USES BY PROJECT</b>	<b>119,201</b>		<b>119,201</b>	<b>-</b>	<b>-</b>			<b>119,201</b>
<b>USES BY ORG CODE</b>								
General Capital - Information Technology-20162317	119,201	-	119,201	-	-	-	-	119,201
<b>TOTAL USES BY ORG CODE</b>	<b>119,201</b>		<b>119,201</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>119,201</b>

## FY2020-21 to FY2024-25 Capital Improvement Plan

**City of Richmond**  
 Capital Improvement Plan  
 FY2021 through FY2025  
**Project Description Report**

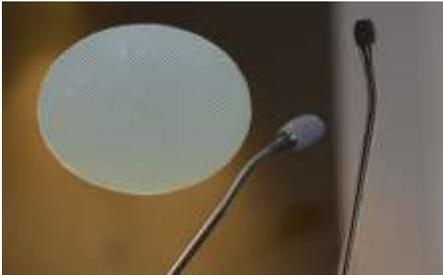
<b>Project Name:</b>	Document Storage City-wide	
<b>Project Manager:</b>	Sue Hartman	
<b>Department Responsible:</b>	Information Technology	
<b>Project Description:</b>	To implement networked document management storage required by MUNIS and the SIRE Document Management System.	
	Project ID:	06B03
	Project Location:	450 Civic Center Plaza
	Planning and Design:	\$ -
	Construction:	\$ -
	Equipment:	\$ -
Contingency/Other:	\$ 119,201	
<b>FY2020-21 Total:</b>	<b>\$ 119,201</b>	
Estimated Start Date:	7/1/2015	
Estimated Completion Date:	6/30/2020	
<b>Justification:</b>	The network storage is a requirement for document management storage.	



Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
2001 General Capital	\$ 130,799	\$ 119,201					\$ 250,000
<b>Total</b>	<b>\$ 130,799</b>	<b>\$ 119,201</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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## Information Technology-26 KCRT Cable TV Division



Chambers Audio System



Media Center Upgrade



Playback Control System

**Mission:** To “Get Richmond’s Voice Heard” – throughout Richmond, throughout the East Bay, and around the world. The Cable Television Division provides for the 24-7 operation of the City’s Cable TV station, KCRT. This serves to promote services, events, resources, and opportunities for the City of Richmond, other regional government agencies, both national and regional non-profit organizations and Cable, and on the web through video streaming.

### Overview

Using KCRT, KCOR, the City’s Traffic Information & Safety (TIS) AM radio station, and KCRT.com’s video streaming for the web, the Cable Television Division disseminates public information and emergency information from the Emergency Operations Center (EOC) during times of crisis or disaster.

The Cable Television Division monitors the local aspects of the State Cable Franchises, resolves cable disputes, and works with other departments on other Telecom issues that affect Richmond.

KCRT staff provides audio and video technical assistance and training for departments. This includes PowerPoint assessment and assistance, video equipment rental (video cameras, laptop, projector, and screen for display) with training and/or set up assistance. The Division also provides video production for special projects that are not originally slated for air on KCRT. These include promotional materials and specialty video projects such as training videos for departmental use, and on-air and on-line video.

Working with the City Attorney’s Office, the Cable Television Division assists other departments with negotiating Telecom leases to gain the best value for the City’s Right-of-Way and Property.

All funding for KCRT’s Capital Improvement Plan (CIP) comes from Cable Franchise Fees and the PEG (Public-Education-Government) Access Pass-Thru.

## **Information Technology-26 KCRT Cable TV Division**

### **Plan Highlights:**

#### **Engineering – Microwave Transmission and Playback Control System**

Project Cost: \$40,000  
Funding Source: Cable Franchise Fees, Equipment Rental

Replace Playback system for TV channel, including new server and monitors.

#### **Multi-Media – Council Chambers and Studio Equipment**

Project Cost: \$40,000  
Funding Source: Cable Franchise Fees, Equipment Rental

Replace and update Council Chambers equipment, including cameras and switcher, to HD quality.

## Information Technology-26

### KCRT Cable Television CIP Overview

#### TOTAL CIP BUDGET - HISTORICAL COMPARISON

	FY2019-20 Adopted	FY2019-20 Actual 3/31/2020	FY2020-21 Adopted	FY2021-22 Proposed	FY2022-23 Proposed	FY2023-24 Proposed	FY2024-25 Proposed	5 Year Total
<b>SOURCES BY FUND</b>								
Information Technology/KCRT-4008	40,000		80,000	-	-			80,000
<b>TOTAL SOURCES BY FUND</b>	<b>40,000</b>		<b>80,000</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>80,000</b>
<b>USES BY PROJECT</b>								
Engineering; (Microwave Transmission & Playback System)	40,000		40,000					40,000
Multi-Media; (Council Chambers & Media Center)			40,000					40,000
<b>TOTAL USES BY PROJECT</b>	<b>40,000</b>		<b>80,000</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>80,000</b>
<b>USES BY ORG CODE</b>								
KCRT Cable TV-40864281	40,000		80,000	-	-	-		80,000
<b>TOTAL USES BY ORG CODE</b>	<b>40,000</b>		<b>80,000</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>80,000</b>

## FY2020-21 to FY2024-25 Capital Improvement Plan

**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Engineering (Playback Control System)	
<b>Project Manager:</b>	Sue Hartman	
<b>Department Responsible:</b>	Information Technology - KCRT	
<b>Project Description:</b>	Replace Playback system for TV channel, including new server and monitors.	
	Project ID:	06F03
	Project Location:	Civic Center Plaza
	Planning and Design:	\$ -
	Construction:	\$ -
	Equipment:	\$ 40,000
	Contingency/Other:	\$ -
	<b>FY2020-21 Total:</b>	<b>\$ 40,000</b>
	Estimated Start Date:	7/1/2020
	Estimated Completion Date:	6/30/2021



**Justification:** To improve media broadcasting internally and externally with the option of true HD in compliance with current Americans with Disabilities Act (ADA) standards.

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
4008 KCRT		\$ 40,000					\$ 40,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Multi-Media (Council Chambers & Studio Equipment)	
<b>Project Manager:</b>	Sue Hartman	
<b>Department Responsible:</b>	Information Technology - KCRT	
<b>Project Description:</b>	Replace and update Council Chambers equipment, including cameras and switcher, to HD quality.	
	Project ID:	06D03
	Project Location:	Civic Center Plaza
	Planning and Design:	\$ -
	Construction:	\$ -
	Equipment:	\$ 40,000
	Contingency/Other:	\$ -
	<b>FY2020-21 Total:</b>	<b>\$ 40,000</b>
Estimated Start Date:	7/1/2020	
Estimated Completion Date:	6/30/2021	
<b>Justification:</b>	To improve media broadcasting internally and externally with the option of true HD in compliance with current Americans with Disabilities Act (ADA) standards.	



Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
4008 KCRT		\$ 40,000					\$ 40,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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# Public Works-23

## Equipment Services Division



**Mission:** To establish and maintain delivery of fleet services by departments with safe, reliable, economical, environmentally-sound transportation, and related support services that are responsive to the needs of customer departments which conserve the value of the vehicle and equipment investment. Along with the delivery of replacement vehicles and equipment based on the replacement schedule, specifications for acquisition of all vehicles and equipment will be prepared in collaboration with the using departments to ensure said vehicles and equipment are responsive to their needs.

### Overview

The Equipment Services Division provides preventive maintenance and repair services for all city vehicles and equipment including police and fire. Staff develops vehicle and equipment specifications, solicits bids and participates in the procurement process, completes required build-ups relative to in-service needs, maintains, and finally disposes of all surplus units. Staff maintains a complete and comprehensive computerized fleet management program which tracks operation and maintenance costs and provides the critical information relative to fleet decisions.



Division staff also coordinates compliance with all applicable regulatory agencies associated with government and commercial fleet operations including licensing, inspections, smog and opacity checks, etc. In addition to maintaining the city fleet, this division also provides fabricating and welding services for all city departments.



## **Public Works-23**

### **Equipment Services Division**

#### **Plan Highlight:**

#### **Vehicle and Equipment Replacement**

Project Cost: \$11,355,556 over next 5 years  
Funding Source: Equipment Services – Replacement Fund

This project is to provide annual, timely replacement of vehicles and equipment. Vehicles and equipment will be evaluated and replaced in accordance with serviceable life cycles. Purchases are scheduled each fiscal year.

## Public Works Department-23

### Equipment Services CIP Overview

#### TOTAL CIP BUDGET - HISTORICAL COMPARISON

	FY2019-20 Adopted	FY2019-20 Actual 3/31/2020	FY2020-21 Adopted	FY2021-22 Proposed	FY2022-23 Proposed	FY2023-24 Proposed	FY2024-25 Proposed	5 Year Total
<b>SOURCES BY FUND</b>								
DIMO Equipment Services-5003	1,905,000	1,291,447	1,660,000	2,317,500	2,387,025	2,458,636	2,532,395	11,355,556
<b>TOTAL SOURCES BY FUND</b>	<b>1,905,000</b>	<b>1,291,447</b>	<b>1,660,000</b>	<b>2,317,500</b>	<b>2,387,025</b>	<b>2,458,636</b>	<b>2,532,395</b>	<b>11,355,556</b>

#### USES BY PROJECT

Fire Vehicles - 03A04	45,000		150,000	154,500	159,135	163,909	168,826	796,370
Other City Equipment - 03D04	210,000	222,019		216,300	222,789	229,473	236,357	904,919
Other City Vehicles - 03C04	390,000	265,892	630,000	648,900	668,367	688,418	709,071	3,344,756
Police Vehicles - 03B04	1,260,000	803,537	880,000	1,297,800	1,336,734	1,376,836	1,418,141	6,309,511
<b>TOTAL USES BY PROJECT</b>	<b>1,905,000</b>	<b>1,291,447</b>	<b>1,660,000</b>	<b>2,317,500</b>	<b>2,387,025</b>	<b>2,458,636</b>	<b>2,532,395</b>	<b>11,355,556</b>

#### USES BY ORG CODE

DIMO Equipment Services-50336031	1,905,000	1,291,447	1,660,000	2,317,500	2,387,025	2,458,636	2,532,395	11,355,556
<b>TOTAL USES BY ORG CODE</b>	<b>1,905,000</b>	<b>1,291,447</b>	<b>1,660,000</b>	<b>2,317,500</b>	<b>2,387,025</b>	<b>2,458,636</b>	<b>2,532,395</b>	<b>11,355,556</b>

## FY2020-21 to FY2024-25 Capital Improvement Plan

**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Fleet Replacement		
<b>Project Manager:</b>	Dee Karnes		
<b>Department Responsible:</b>	Public Works - Equipment Services		
<b>Project Description:</b>	Fire Vehicles - 03A04 - \$150,000 Other City Vehicles - 03C04 - \$630,000 Police Vehicles - 03B04 - \$880,000  Project Location: 6 13th Street Planning and Design: \$ - Construction: \$ - Equipment: \$ 1,660,000 Contingency/Other: \$ - <b>FY2020-21 Total: \$ 1,660,000</b> Estimated Start Date: 7/1/2015 Estimated Completion Date: Ongoing		



**Justification:** The City's vehicles and equipment fleet have a serviceable life cycle. Once reached, the vehicles and equipment need to be replaced to provide the City with safe, efficient and cost-effective transportation.

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
5003 Equipment Services	Ongoing	\$ 1,660,000	\$ 2,317,500	\$ 2,387,025	\$ 2,458,636	\$ 2,532,395	\$ 11,355,556
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,660,000</b>	<b>\$ 2,317,500</b>	<b>\$ 2,387,025</b>	<b>\$ 2,458,636</b>	<b>\$ 2,532,395</b>	<b>\$ 11,355,556</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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# Office of the City Manager-13



**Mission:** To implement City Council policy through effective day-to-day oversight of operating departments, and through the initiation, development, and implementation of programs that provide for the efficient, effective, and equitable delivery of services to all those who live and work in the City of Richmond.

The City Manager's Office performs specific operational responsibilities in the following areas:

- Council-directed the development of special projects.
- Community and economic development.
- Environmental and Community Investment Agreement (ECIA) Program development and oversight.
- Environmental initiatives.
- Health in all policies.
- Policy and program development.
- Resident and business issues resolution.
- Transportation and transit connectivity.



Solar Big Belly Trash Compactor

# Office of the City Manager-13

**Plan Highlight:**

**Solar Big Belly Trash Compactor**

Project Cost: \$125,408  
Funding Source: General Capital

This project will install solar compacting trash and recycling receptacles in city parks and public right-of-ways. The solar compacting receptacles will improve solid waste and recycling capacity, prevent litter debris, decrease Greenhouse Gas (GHG) emissions, and support the City's waste reduction goals.

# Office of the City Manager-13

## CIP Overview

### TOTAL CIP BUDGET - HISTORICAL COMPARISON

	FY2019-20 Adopted	FY2019-20 Actuals 3/31/2020	FY2020-21 Adopted	FY2021-22 Proposed	FY2022-23 Proposed	FY2023-24 Proposed	FY2024-25 Proposed	Total
<b>SOURCES BY FUND</b>								
General Capital-2001	444,335	246,440	125,408					125,408
<b>TOTAL SOURCE BY FUND</b>	<b>444,335</b>	<b>246,440</b>	<b>125,408</b>	-	-	-	-	<b>125,408</b>

### USES BY PROJECT

Recycle More Mosaic Trash Cans	94,500	8,098						-
Solar Big Belly Trash Compactor	349,835	238,342	125,408					125,408
<b>TOTAL USES BY PROJECT</b>	<b>444,335</b>	<b>246,440</b>	<b>125,408</b>	-	-	-	-	<b>125,408</b>

### USES BY ORG CODE

General Capital-20131031	444,335	246,440	125,408					125,408
<b>TOTAL USES BY ORG CODE</b>	<b>444,335</b>	<b>246,440</b>	<b>125,408</b>	-	-	-	-	<b>125,408</b>

## FY2020-21 to FY2024-25 Capital Improvement Plan

**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Solar Big Belly Trash Compactor						
<b>Project Manager:</b>	Samantha Carr						
<b>Department Responsible:</b>	City Manager						
<b>Project Description:</b>	<p>This project will increase recycling rates for the city, redeploy staff to high-need areas, decrease gas expenses, and prevent litter. This project aims to replace city park trash bins with solar compacting trash and recycling receptacles.</p> <p>Project ID: 13002  Project Location: Downtown Richmond and City Parks  Planning and Design: \$ -  Construction: \$ -  Equipment: \$ 125,408  Contingency/Other: \$ -  <b>FY2020-21 Total: \$ 125,408</b></p> <p>Estimated Start Date: 7/1/2017  Estimated Completion Date: 6/30/2021</p>						
<b>Justification:</b>	<p>On December 16, 2015, the City of Richmond received a \$2.1 million dollar disbursement from the West Contra Costa Integrated Waste Management Authority (Recycle More) to support recycling efforts and fund impacts caused by solid waste collection and processing. The funding must be spent on initiatives that support recycling programs and have direct nexus with RecycleMore rates. In addition, solar compactors will provide flexibility to enable the Parks division to redeploy personnel to high need locations including the Richmond Greenway and Dr. Martin Luther King Jr. Park.</p>						
<b>Project Funding</b>	<b>Prior</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>Total</b>
2001 General Capital	\$ 585,026	\$ 125,408					\$ 710,434
<b>Total</b>	<b>\$ -</b>	<b>\$ 125,408</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 710,434</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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# Water Resource Recovery-22

## Stormwater Division

**Mission:** To provide for the efficient and effective cleaning and repair of Richmond’s stormwater collection system, control pollutant loading to the receiving water bodies, mitigate flooding hazards and implement the federally- mandated Stormwater Pollution Prevention Program.



Storm Drain Construction

### Overview

In accordance with the City's General Plan, the goals of the Storm Sewer System Capital Improvement Program are to reduce the risk of drainage-related surface damage, and to protect the quality of stormwater runoff in order to comply with state and federal regulations. Hence, the City of Richmond is responsible for constructing, as budgets and City Council priorities permit, facilities for conveying and treating surface stormwater runoff in the City's Urban Service Area prior to discharge to adjacent stream channels, creeks and the San Francisco Bay.



Storm Drain Improvements

The operations and maintenance of the storm drain collection system is provided via a 20-year contract (expires in May 2022) with Veolia Water North America under the direction of the Director of Water Resource Recovery.

The Storm Sewer Operating Fund provides funding for storm system maintenance, the Storm Drain Management System, and the federally-mandated Point and Non-Point Source Pollution Control Program through Storm Sewer Service charge fees. These charges are assessed annually on properties and collected with real property taxes.

New and replacement storm drain pipelines must be designed to accommodate a ten-year storm.

Storm sewer systems in newly-developed areas are primarily constructed by developers as a condition of development. Drainage impact fees, assessed on developments, provide funding for projects in developed areas to enhance existing capacity and improve operations and maintenance.

# Water Resource Recovery-22

## Stormwater Division

### Plan Highlight

#### Full-Trash Capture Facilities at Marina Bay Parkway, S. 8th Street, Regatta and Bayview

Project Cost: \$2,500,000  
Funding Source: Grant

Purchase, design, and installation of full trash capture facilities at Marina Bay Parkway and S. 8th St to reduce trash from urban stormwater run-off in the Meeker Slough Watershed.

# Water Resource Recovery Department Stormwater CIP Overview

## TOTAL CIP BUDGET - HISTORICAL COMPARISON

	FY2019-20 Adopted	FY2019-20 Actual 3/31/2020	FY2020-21 Adopted	FY2021-22 Proposed	FY2022-23 Proposed	FY2023-24 Proposed	FY2024-24 Proposed	5 Year Total
<b>SOURCES BY FUND</b>								
Storm Drainage Impact Fee-2119	305,366	278,377	-					-
Stormwater-4006	3,000,000	685,770	2,500,000					2,500,000
<b>TOTAL SOURCES BY FUND</b>	<b>3,305,366</b>	<b>964,147</b>	<b>2,500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,500,000</b>
<b>USES BY PROJECT</b>								
Water Capture Facility at Regatta Blvd. and Bayview Ave.	3,000,000	685,770	2,500,000					2,500,000
Valley View Sinkhole	305,366	278,377						-
<b>TOTAL USES BY PROJECT</b>	<b>3,305,366</b>	<b>964,147</b>	<b>2,500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,500,000</b>
<b>USES BY ORG CODE</b>								
Storm Drainage Impact Fee-21931031	305,366	278,377	-					-
Stormwater CIP Division-40623431	3,000,000	685,770	2,500,000					2,500,000
<b>TOTAL USES BY ORG CODE</b>	<b>3,305,366</b>	<b>964,147</b>	<b>2,500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,500,000</b>

## FY2020-21 to FY2024-25 Capital Improvement Plan

**City of Richmond**  
**Capital Improvement Plan**  
**FY2020 through FY2024**  
**Project Description Report**

<b>Project Name:</b>	Full Trash Capture Facilities at Marina Bay Parkway, S. 8th Street, Regatta Blvd and Bayview Ave.																			
<b>Project Manager:</b>	Joanne Le																			
<b>Department Responsible:</b>	Water Resource Recovery - Stormwater																			
<b>Project Description:</b>	<p>Four hydrodynamic separators, Contech Continuous Deflection Separation (CDS) units, will be constructed at Marina Bay Parkway, S 8th Street and Regatta Blvd in the City of Richmond. These CDS units will screen, separate and trap debris, sediment, and oil and grease from stormwater runoff in the Meeker Slough Watershed. Approximately 961 acres of land, of which 70 acres are from Caltrans Right of Way, will be treated by these units. The units have been rated as being effective at trapping 80% of sediment at either the 140 or 175 micron level depending on unit type. Thus, they will achieve load reductions for Polychlorinated-Biphenyls (PCB)s and Hg, beside trash. This project posts a watershed based solution to reduce pollutant loadings, trash, and PCBs and Mercury in sediments, in the Meeker Slough watershed and the San Francisco Bay, thus enhancing water quality for beneficial and recreational uses, and protect, restore, and enhance intertidal and subtidal habitat of the clapper rails.</p> <p>Project ID: 22A01</p> <p>Project Location: Marina Bay Parkway, S. 8th Street, Regatta Blvd and Bayview Ave.</p> <table border="0"> <tr> <td>Charges for Services</td> <td>\$</td> <td>-</td> </tr> <tr> <td>Planning and Design:</td> <td>\$</td> <td>-</td> </tr> <tr> <td>Construction:</td> <td>\$</td> <td>2,500,000</td> </tr> <tr> <td>Equipment:</td> <td>\$</td> <td>-</td> </tr> <tr> <td>Contingency/Other:</td> <td>\$</td> <td>-</td> </tr> <tr> <td><b>Total FY2020-21</b></td> <td><b>\$</b></td> <td><b>2,500,000</b></td> </tr> </table>		Charges for Services	\$	-	Planning and Design:	\$	-	Construction:	\$	2,500,000	Equipment:	\$	-	Contingency/Other:	\$	-	<b>Total FY2020-21</b>	<b>\$</b>	<b>2,500,000</b>
Charges for Services	\$		-																	
Planning and Design:	\$	-																		
Construction:	\$	2,500,000																		
Equipment:	\$	-																		
Contingency/Other:	\$	-																		
<b>Total FY2020-21</b>	<b>\$</b>	<b>2,500,000</b>																		
Estimated Start Date:	7/1/2017																			
Estimated Completion Date:	7/1/2021																			

**City of Richmond**  
 Capital Improvement Plan  
 FY2020 through FY2024  
**Project Description Report**

Continued

<b>Project Name:</b>	Full Trash Capture Facilities at Marina Bay Parkway, S. 8th Street and Regatta Blvd
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<b>Justification:</b>	This project is necessary to reduce pollutant loadings, trash, and PCBs and Mercury in sediments, in the Meeker Slough watershed and the San Francisco Bay, thus enhancing water quality for beneficial and recreational uses, and protect, restore, and enhance intertidal and subtidal habitat of the clapper rails. Also, the City will achieve 80% trash load reduction requirement as mandated by the Municipal Regional Permit, issued by the State Water Resource Control Board.
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<b>Total Estimated Cost:</b>	<b>\$ 2,500,000</b>
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SOURCE OF FUNDING							
Project Funding	Prior	FY2020	FY2021	FY2022	FY2023	FY2024	Total
4006 Stormwater Grant	\$ 2,499,569	\$ 3,000,000	\$ -	\$ -	\$ -		\$ 5,499,569
<b>Total</b>	<b>\$ 2,499,569</b>	<b>\$ 3,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 5,499,569</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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# Water Resource Recovery-22

## Wastewater Division



**Digester Station**

**Mission:** Protecting Richmond's public health and environment, and transforming stormwater and wastewater into resources.

### Overview

The operation and maintenance tasks are provided via a 50-year contract (expires in May 2027) with Veolia Water North America under the direction of the Director of Water Resource Recovery. The wastewater collection system consists of 183 miles of sewer collection pipelines and 13 sewer lift stations. The wastewater treatment system includes screening, grit removal, primary sedimentation, conventional activated sludge (biological secondary treatment), secondary clarification, disinfection and de-chlorination, and well as sludge thickening and anaerobic digestion.



**Energy Project**

Wastewater collection and treatment system Capital Improvement Plan (CIP) projects are evaluated using the following criteria established by the City and Veolia:

- Projects needed for health and safety
- Projects needed to maintain the quality of effluent flow
- Projects driven by regulatory requirements
- Projects that ensure adequate process reliability
- Projects that improve efficiency and effectiveness
- Projects needed to meet requirements in the Baykeeper settlement agreement and Clean Water Act



# Water Resource Recovery-22

## Wastewater Division

### Plan Highlights:

#### Manhole Rehabilitation

Project Cost: \$544,130  
Funding Source: Wastewater Enterprise Fund

This project is the rehabilitation and sealing of brick manholes in the sanitary sewer collection system in the Richmond Municipal Sewer District. This is an annual program to restore aged brick manholes that contribute significant inflow and infiltration (I/I) into the sewer system during wet weather.

#### Dechlorination System Replacement

Project Cost: \$3,521,283  
Funding Source: Wastewater Enterprise Fund

This project replaces the system that dechlorinates disinfected effluent from the City's Wastewater Treatment Plant (WWTP) as well as effluent discharged from West County Wastewater District. The system is comprised of chemical storage tanks, pipes, valves, chemical metering pumps, and auxiliary equipment.

#### Sanitary Sewer Pipeline Rehabilitation

Project Cost: \$2,500,000  
Funding Source: Wastewater Enterprise Fund

This project is the replacement or restoration of severely degraded sanitary sewer pipe segments (PACP score of Grade 5) in the Richmond Municipal Sewer District. This is an annual program mandated by the Baykeeper Settlement Agreement.

## Water Resource Recovery Department-22 Wastewater CIP Overview

### TOTAL CIP BUDGET - HISTORICAL

	FY2019-20 Adopted	FY2019-20 Actual 3/31/2020	FY2020-21 Adopted	FY2021-22 Proposed	FY2022-23 Proposed	FY2023-24 Proposed	FY2024-25 Proposed	5 Year Total
<b>SOURCES BY FUND</b>								
Wastewater - 4003	33,102,062	9,683,643	11,518,244	2,750,000	2,750,000	2,750,000	2,750,000	22,518,244
Wastewater Impact Fee - 2120	2,132,000		544,130					544,130
<b>TOTAL SOURCES BY FUND</b>	<b>35,234,062</b>	<b>9,683,643</b>	<b>12,062,374</b>	<b>2,750,000</b>	<b>2,750,000</b>	<b>2,750,000</b>	<b>2,750,000</b>	<b>23,062,374</b>

### USES BY PROJECT

2017A Bond/Cutting Carlson Hoffman Sewer Capacity	5,833,352	5,112,817						-
2017A Bond/Design & Engineering Services	1,569,062	474,234						-
2017A Bond/Sanitary Sewer Master Plan	292,727	292,727						-
2017A Bond/Sanitary Sewer Pipeline Rehabilitation	480,686	420,052						-
2019A Bond/1st Street Interceptor Sewer Capacity - Construction								-
2019A Bond/Wastewater Treatment Plant Critical Improvements								-
Co-Generation	1,882,000							-
Dechlorination System Replacement	3,521,283		3,521,283					3,521,283
Design Cutting Carlson Hoffman Sewer Capacity	1,389,674	17,735						-
Discharge Pipe Sludge	455,779							-
Electric Utility Carts (2) for Treatment Plant	44,000	23,415						-
Influent Pump	340,572		340,572					340,572
Macdonald & Virginia Sewer Capacity	7,652,831	3,079,099						-
Manhole Rehabilitation Project	444,756	192,653	544,130	250,000	250,000	250,000	250,000	1,544,130
Sanitary Sewer Pipeline Rehabilitation Project	3,779,951	70,911	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	12,500,000
Scada Upgrades	2,091,000							-
Seismic Retrofit	300,000							-
Sludge Thickener Replacement	5,156,389		5,156,389					5,156,389
<b>TOTAL USES BY PROJECT</b>	<b>35,234,062</b>	<b>9,683,643</b>	<b>12,062,374</b>	<b>2,750,000</b>	<b>2,750,000</b>	<b>2,750,000</b>	<b>2,750,000</b>	<b>23,062,374</b>

### USES BY ORG CODE

Wastewater CIP - 40322931	33,102,062	9,683,643	11,518,244	2,750,000	2,750,000	2,750,000	2,750,000	22,518,244
Wastewater Impact Fee - 22022031	2,132,000	-	544,130	-	-	-	-	544,130
<b>TOTAL USES BY ORG CODE</b>	<b>35,234,062</b>	<b>9,683,643</b>	<b>12,062,374</b>	<b>2,750,000</b>	<b>2,750,000</b>	<b>2,750,000</b>	<b>2,750,000</b>	<b>23,062,374</b>

## FY2020-21 to FY2024-25 Capital Improvement Plan

**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Dechlorination System Replacement	
<b>Project Manager:</b>	Yader Bermudez	
<b>Department Responsible:</b>	Water Resource Recovery - Wastewater	
<b>Project Description:</b>	This project replaces the system that dechlorinates disinfected effluent from the City's Wastewater Treatment Plant (WWTP) as well as effluent discharged from West County Wastewater District. The system is comprised of chemical storages tanks, pipes, valves, chemical metering pumps, and auxiliary equipment.	
	Project ID:	01N10
	Project Location:	601 Canal Blvd.
	Planning and Design:	\$ -
	Construction:	\$ 3,521,283
	Equipment:	\$ -
	Contingency/Other:	\$ -
<b>FY2020-21 Total:</b>	<b>\$ 3,521,283</b>	
Estimated Start Date:	7/1/2020	
Estimated Completion Date:	6/30/2022	
<b>Justification:</b>	Needed to prevent imminent failure of a critical wastewater treatment process.	



Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
4003 Wastewater		\$ 3,521,283					\$ 3,521,283
<b>Total</b>	<b>\$ -</b>	<b>\$ 3,521,283</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,521,283</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Influent Pump Station Safety Improvements	
<b>Project Manager:</b>	Yader Bermudez	
<b>Department Responsible:</b>	Water Resource Recovery - Wastewater	
<b>Project Description:</b>	This project improves the ventilation system of the Wastewater Treatment Plant (WWTP) influent pump station through the construction of walls and foul air ducting, which will therefor prevent human contact with hydrogen sulfide gas and hydrogen sulfide corrosion of electrical devices.	
	Project ID:	01Q10
	Project Location:	601 Canal Blvd.
	Planning and Design:	\$ -
	Construction:	\$ 340,572
	Equipment:	\$ -
	Contingency/Other:	\$ -
	<b>FY2020-21 Total:</b>	<b>\$ 340,572</b>
Estimated Start Date:	7/1/2020	
Estimated Completion Date:	6/30/2022	
<b>Justification:</b>	Needed for worker safety and corrosion prevention.	



Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
4003 Wastewater		\$ 340,572					\$ 340,572
<b>Total</b>	\$ -	\$ 340,572	\$ -	\$ -	\$ -	\$ -	\$ 340,572

<b>Estimated Operation and Maintenance Cost:</b>	\$	-
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Manhole Rehabilitation Replacement		
<b>Project Manager:</b>	Yader Bermudez		
<b>Department Responsible:</b>	Water Resource Recovery - Wastewater		
<b>Project Description:</b>	<p>This project is the rehabilitation and sealing of brick manholes in the sanitary sewer collection system in the Richmond Municipal Sewer District. This is an annual program to restore aged brick manholes that contribute significant inflow and infiltration (I/I) into the sewer system during wet weather.</p>		
	Project ID:	22235	
	Project Location:	Richmond Municipal Sewer District	
	Planning and Design:	\$ -	
	Construction:	\$ 544,130	
	Equipment:	\$ -	
	Contingency/Other:	\$ -	
	<b>FY2020-21 Total:</b>	<b>\$ 544,130</b>	
	Estimated Start Date:	7/1/2018	
	Estimated Completion Date:	Ongoing	
<b>Justification:</b>	To rehabilitate aged brick manholes that are in danger of collapse and contribute inflow and infiltration (I/I) into the sanitary sewer system. Reduced (I/I) and wet weather sanitary sewer overflows (SSOs).		

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
4003 Wastewater	Ongoing		\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,000,000
2120 Wastewater Impact Fee	Ongoing	\$ 544,130					\$ 544,130
<b>Total</b>		\$ 544,130	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,544,130

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Sanitary Sewer Pipeline Program	
<b>Project Manager:</b>	Yader Bermudez	
<b>Department Responsible:</b>	Water Resource Recovery - Wastewater	
<b>Project Description:</b>	This project is the replacement or restoration of severely degraded sanitary sewer pipe segments (PACP score of Grade 5) in the Richmond Municipal Sewer District. This is an annual program mandated by the Baykeeper Settlement Agreement.	
	Project ID: 22234 Project Location: Richmond Municipal Sewer District Planning and Design: \$ - Construction: \$ 2,500,000 Equipment: \$ - Contingency/Other: \$ - <b>FY2020-21 Total: \$ 2,500,000</b>	
Estimated Start Date:	7/1/2018	
Estimated Completion Date:	Ongoing	
<b>Justification:</b>	To replace or restore sewer pipes that are in danger of collapse and contribute inflow and infiltration (I/I) into the sanitary sewer system.	

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
4003 Wastewater	Ongoing	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 12,500,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 2,500,000</b>	<b>\$ 12,500,000</b>				

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Sludge Thickener Replacement		
<b>Project Manager:</b>	Yader Bermudez		
<b>Department Responsible:</b>	Water Resource Recovery - Wastewater		
<b>Project Description:</b>	This project replaces the WWTP dissolved air floatation thickener (DAFT) which is operating beyond its useful life. The unit will be replaced with a newer, more efficient rotary drum thickener (RDT) technology.		
	Project ID:		
	Project Location:	601 Canal Blvd.	
	Planning and Design:	\$	-
	Construction:	\$	5,156,389
	Equipment:	\$	-
	Contingency/Other:	\$	-
	<b>FY2020-21 Total:</b>	<b>\$</b>	<b>5,156,389</b>
	Estimated Start Date:	7/1/2020	
	Estimated Completion Date:	6/30/2022	
<b>Justification:</b>	Needed to prevent imminent failure of a critical wastewater treatment process.		



Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
4003 Wastewater		\$ 5,156,389					\$ 5,156,389
<b>Total</b>	<b>\$ -</b>	<b>\$ 5,156,389</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,156,389</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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## Public Works-23



37th Street Improvements



SF Bay Trail

**Mission:** To enhance the City's physical environment, including infrastructure, community facilities and City-owned properties, to the greatest degree possible as efficiently as possible, in order to promote economic vitality and enhance the quality of life of the citizens in Richmond.

### Overview:

The CIP Department undertakes the planning and design of the City's Capital Improvement Plan and administers public and public-private partnership projects that enhance the City's infrastructure and overall physical environment, consistent with the policies of the General Plan. As part of its mission, the CIP Department also manages city-owned properties and former Successor Agency properties held by the City for development. The City has over 280 miles of streets, 130 traffic signals, and 9,000 street lights.

### Design Division

A major function of Engineering is the design of public infrastructure which includes streets, bridges, parks, and public buildings. Most projects include a community engagement component where the projects are designed with public participation.

### Construction Division

After projects are designed, publicly bid, and constructed by private contractors, Engineering inspectors inspect the projects to ensure quality work is achieved. Staff also inspects new subdivision improvements and encroachment permits within the City's right-of-way.

### Traffic Division

The Traffic Engineering Division handles all citizen service requests, including traffic safety concerns, speed hump requests, signage and striping upgrades, and parking control. The Division is responsible for traffic signal timing and coordination at City-owned traffic signals in addition to the coordination of signal operations at state-owned traffic signals. Traffic Engineering staff also provide traffic counts to prospective business and commercial developers.

## Public Works-23

### Land Development Division

This Division reviews the design of all work within the public right-of-way and streets proposed on new residential and commercial developments. Staff ensures that land development plans conform to City standard details, specifications, policies, and practices, as well as zoning and subdivision ordinances.

### Pavement Improvements

The City is continuously studying new technology to maximize limited funds and better preserve the existing pavement infrastructure. Staff is exploring the option of using asphalt rubber as a pavement material. To add to the City's existing array of pavement preservation applications, staff will be utilizing several different pavement preservation techniques such as more extensive crack sealing, use of fog seals and pavement rejuvenators, and applying thicker, double applications of seal coats.

In this next fiscal year we will continue to rehabilitate pavement. We will also be applying preventative maintenance seal treatments to various streets in an effort to extend the service life of the pavement. Areas with significant ride-ability issues, such as large failed areas, potholes, and other safety concerns, will be addressed through localized spot rehabilitation. Response to customer complaints and other corrective maintenance requests will continue in order to keep streets in a safe, operable condition.

### Pedestrian Access Improvements

The annual sidewalk repair and curb ramp program will continue. This program eliminates tripping hazards created by the roots of City trees uplifting the sidewalk. This program has been implemented to reduce the number of trip and fall claims against the City. As part of the City's Americans with Disabilities Act (ADA) program, we will be preparing a Transition Plan that will outline the City's policy of installing curb ramps throughout the City. We will continue to meet the requests for curb ramps as funding permits.

### Street Light Improvements

A Citywide project to replace all existing streetlights to energy efficient Light-Emitting Diode (LED) fixtures is complete. During the same period of time, the City has added 1,800 new streetlights to a total of 9,000 streetlights in City streets. Most of the decorative fixtures such as those along Macdonald Avenue in the downtown areas were also converted to LED. The lightings of many freeway underpasses, pathways and the Richmond Greenway were improved, with new LED fixtures installed. Several wire-theft related projects have also been completed, such as Richmond Parkway, Fred Jackson Way and 23<sup>rd</sup> street walkway. A number of City Parks have received LED fixtures upgrade, including J.F. Kennedy Park and Nichol Park tennis courts. Staff will continue to upgrade the rest of the City parks as funding allows.

### Traffic Safety Improvements

The Traffic Safety Program continues to successfully mitigate traffic impacts in neighborhoods by funding the most basic traffic mitigations such as traffic control signs and roadway markings. The Department will continue having an independent speed hump contract and also looking into the possibility of using traffic circles and bulb outs. This year, we will have an outreach component to the program and solicit from each neighborhood council their number one traffic safety concern. Based on an objective analysis, each concern will be prioritized with an appropriate solution and preliminary cost estimate and programmed into multiple future fiscal years of the CIP program.

# Public Works-23

## Plan Highlights:

### Castro Ranch Road Rehabilitation

Project Cost: \$1,444,966  
Funding Source: SB1

The Castro Ranch Road Rehabilitation Project includes infrastructure improvements to Castro Ranch Road from Olinda Road to the City Limit east of County View Drive. The scope of work includes pavement surface rehabilitation along the entire roadway, traffic striping including installation of bicycle lanes from Amend Road to the City Limit east of Country View Drive. Construction of Americans with Disabilities Act (ADA) accessible curb ramps to ensure accessibility at all intersections, improvement of a pedestrian crossing at Amend Road, installation of a new pedestrian crossing with pedestrian-activated rectangular rapid flashing beacon between Conestoga Way and Deer Run Drive, bus stop improvements, and drainage improvements.

### I-80 Central Interchange Phase II

Project Cost: \$2,363,272  
Funding Sources: Measure J

This project is a two phased effort to improve traffic congestion at the I-580/I-80/Central Avenue area. The second phase will increase the spacing between the signalized interceptions east of I-80 by connecting Pierce Street and San Mateo Street, converting Pierce Street access at Central Avenue to “right-in, right-out” and relocating the traffic signal at Pierce Street/Central Avenue to the San Mateo Street/Central Avenue Interception.

### Street Paving

Project Cost: \$2,500,000  
Funding Sources: Gas Tax

This project is needed to repair deteriorated infrastructure assets and as preventive maintenance. It will improve the roadway Pavement Condition Index (PCI) and reduce routine maintenance.

## Public Works Department-23 CIP Overview

### TOTAL CIP BUDGET - HISTORICAL COMPARISON

	FY2019-20 Adopted	FY2019-20 Actuals 3/31/2020	FY2020-21 Adopted	FY2021-22 Proposed	FY2022-23 Proposed	FY2023-24 Proposed	FY2024-25 Proposed	5 Year Total
<b>SOURCES BY FUND</b>								
Gas Tax-1002	1,289,263	759,671	2,533,000	2,553,000	2,604,000	2,656,020	2,709,080	13,055,100
Outside Funded Grabs-1006			250,000					250,000
Environmental & Community Investment Agreement (ECIA)-1017	3,144,653	1,088,677	1,826,312					1,826,312
Road Maintenance and Rehabilitation Account (RMRA)-1019	2,325,110	350,721	1,744,966					1,744,966
Engineering Grants-1054	10,876,844	1,339,003	21,903,448					21,903,448
General Capital-2001	2,105,601	495,312	1,638,551					1,638,551
Measure J-2002	7,070,138	1,668,408	5,831,061	4,262,000	1,300,000	1,300,000	1,300,000	13,993,061
Park Impact Fee - 2110	15,000	15,000	15,000					15,000
Traffic Impact Fee-2111	660,817	165,819	531,000					531,000
Open Space Impact Fee-2116	141,967		141,967					141,967
<b>TOTAL SOURCES BY FUND</b>	<b>27,629,393</b>	<b>5,882,609</b>	<b>36,415,305</b>	<b>6,815,000</b>	<b>3,904,000</b>	<b>3,956,020</b>	<b>4,009,080</b>	<b>55,099,405</b>
<b>USES BY PROJECT</b>								
13th Street Complete Street	890,000		861,740	2,962,000				3,823,740
37th Street Improvement	2,971							-
Americans with Disabilities Act (ADA) Misc. Sidewalk Repairs	656,925	633,419	600,000	600,000	600,000	600,000	600,000	3,000,000
Boorman Park Revitalization			4,165,000					4,165,000
Carlson Crosstown Connections and Improvements	500,000	41,075	425,000					425,000
Corporation Yard Roof Replacement	437,400	286,231						-
Cutting Carlson Grade Crossing - Phase II	418,656	303,255						-
Electronic Bike Lockers		40,000						-
Fire Station 66 Gender Specific Restroom	150,000		70,600					70,600
Fire Station 67 Roof Replacement	117,990	990	177,226					177,226
Greening the Yellow Brick Road	4,100,000	354,292	3,531,584					3,531,584
Harbour 8 Park Expansion			8,500,000					8,500,000
Harbour Way Improvements	257,360	15,035	565,670					565,670
I-80 Central Interchange Phase II	2,364,998	2,219	2,363,272					2,363,272
JPA Sportsfield Agreement	15,000	15,000	15,000					15,000
Marina Way South Rule 20 Underground Utilities	75,000							-
Martin Luther King Jr. Center	267,692		267,692					267,692
Martin Luther King Jr. Park Turf Field Replacement			250,000					250,000
Membership & Dues (West Contra Costa Transportation Advisory Committee and Contra Costa Transportation Authority)	140,000	140,000	140,000	140,000	140,000	140,000	140,000	700,000
Richmond Bike Lane Gap Closure	621,381	621,381						-
Richmond Museum Roof Replacement	157,404	147,508						-
S. Richmond Transit Connectivity			265,000					265,000
San Pablo Avenue Complete Street	24,984	33,292						-
SF Bay Trail Goodrick Avenue	984,402	18,666	231,379					231,379

## Public Works Department-23 CIP Overview

### TOTAL CIP BUDGET - HISTORICAL COMPARISON

	FY2019-20 Adopted	FY2019-20 Actuals 3/31/2020	FY2020-21 Adopted	FY2021-22 Proposed	FY2022-23 Proposed	FY2023-24 Proposed	FY2024-25 Proposed	5 Year Total
<b>Continued</b>								
SF Bay Trail (Pt. Richmond to Pt. Molate)	1,117,082	60,583	1,000,000					1,000,000
Street Audit Report	3,000		3,000	3,000	3,000	3,000	3,000	15,000
Street Paving	2,500,000	1,538,115	2,500,000	2,550,000	2,601,000	2,653,020	2,706,080	13,010,100
Street Paving - SB1 37th Street	221,332	244,430	300,000					300,000
Street Paving - SB1 Castro Ranch Road	1,603,778	96,669	1,444,966					1,444,966
Street Paving - SB1 Richmond Parkway	500,000	9,621						-
Street Sweeping Signs			30,000					30,000
Surface Drainage	300,000		100,000	300,000	300,000	300,000	300,000	1,300,000
Traffic Safety Improvements	660,817	165,819	1,500,000	260,000	260,000	260,000	260,000	2,540,000
Traffic Signal Interconnect	1,141,682	1,088,677						-
Yellow Brick Road	7,399,539	26,332	7,108,176					7,108,176
<b>TOTAL USES BY PROJECT</b>	<b>27,629,393</b>	<b>5,882,609</b>	<b>36,415,305</b>	<b>6,815,000</b>	<b>3,904,000</b>	<b>3,956,020</b>	<b>4,009,080</b>	<b>55,099,405</b>

### USES BY ORG CODE

Gas Tax-10234431			2,533,000	2,553,000	2,604,000	2,656,020	2,709,080	13,055,100
Gas Tax-10291331	1,289,263	759,671						-
Outside Funded Grants-10633031			250,000					250,000
ECIA-11731013	3,144,653	1,088,677	1,826,312	-	-	-	-	1,826,312
RMRA-11931031			1,744,966	-	-	-	-	1,744,966
RMRA-11991031	2,325,110	350,721						-
Engineering Grants-15436431			21,903,448	-	-	-	-	21,903,448
Engineering Grants-15491331	10,876,844	1,339,003						-
General Capital-20136031			1,638,551	-	-	-	-	1,638,551
General Capital-20191331	2,105,601	495,312						-
Measure J-20236031			5,831,061	4,262,000	1,300,000	1,300,000	1,300,000	13,993,061
Measure J-20291331	7,070,138	1,668,408						-
Park Impact Fee-21033131	15,000	15,000	15,000	-	-	-	-	15,000
Traffic Impact Fee-21136031			531,000	-	-	-	-	531,000
Traffic Impact Fee-21190031	660,817	165,819						-
Open Space Impact Fee-21633131			141,967	-	-	-	-	141,967
Open Space Impact Fee-21695031	141,967	-						-
<b>TOTAL USES BY ORG CODE</b>	<b>27,629,393</b>	<b>5,882,609</b>	<b>36,415,305</b>	<b>6,815,000</b>	<b>3,904,000</b>	<b>3,956,020</b>	<b>4,009,080</b>	<b>55,099,405</b>

## FY2020-21 to FY2024-25 Capital Improvement Plan

**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	13th Street Complete Street	
<b>Project Manager:</b>	Tawfic Haliby	
<b>Department Responsible:</b>	Public Works	
<b>Project Description:</b>	Install complete streets elements: improve lighting to increase safety and walkability after dark; reduce traffic speeds; improve sidewalks and Americans with Disabilities Act (ADA) curb ramps; install better street crossings; plant shade trees and other landscaping; install bicycle facilities to expand network; separate sidewalk from street; provide better access to bus stops; install bus shelters with benches and trash receptacles.	
	Project ID: 29120	
	Project Location: 13th St. from Harbour Way to Costa Ave.	
	Engineering Cost Charges for Services: \$ -	
	Planning and Design: \$ 861,740	
	Construction: \$ -	
	Equipment: \$ -	
	Contingency/Other: \$ -	
	<b>FY2020-21 Total: \$ 861,740</b>	
	Estimated Start Date: 7/1/2019	
	Estimated Completion Date: 12/31/2022	
<b>Justification:</b>	The 13th Street corridor is a key connection to Harbour Way South in Richmond via the Pennsylvania Overcrossing, as well as to Rumrill Boulevard in neighboring San Pablo, connecting Central Richmond to Contra Costa College and the Hilltop Mall area. This project will significantly improve pedestrian and bicycle safety and will connect to existing and proposed facilities in Richmond and in San Pablo.	
<b>Total Estimated Cost:</b>	<b>\$861,740</b>	

SOURCE OF FUNDING							
Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
2002 Measure J	\$ 1,469	\$ 861,740	\$ 2,962,000				\$ 3,825,209
<b>Total</b>	<b>\$ 1,469</b>	<b>\$ 861,740</b>	<b>\$ 2,962,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,825,209</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Americans with Disabilities Act (ADA) Miscellaneous Sidewalk Repairs																			
<b>Project Manager:</b>	Robin Chee																			
<b>Department Responsible:</b>	Public Works																			
<b>Project Description:</b>	<p>This annual program is dedicated to complying with (ADA) within the street right-of-way through: <b>Curb Ramp Upgrades</b> - by upgrading or installing reported curb ramp deficiencies. <b>Damaged Sidewalks</b> - repair sidewalk, curb, gutter, and adjacent pavement damaged by the roots of City owned trees. <b>Sidewalk Gaps</b> - install missing sidewalk and associated curb, gutter or driveways, and adjacent pavement to eliminate pedestrian access barriers.</p> <p>Project ID: 01A04  Project Location: City-wide</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Engineering Cost Charges for Services:</td> <td style="width: 5%; text-align: center;">\$</td> <td style="width: 25%; text-align: right;">60,000</td> </tr> <tr> <td>Planning and Design:</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Construction:</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">540,000</td> </tr> <tr> <td>Equipment:</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Contingency/Other:</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td><b>FY2020-21 Total:</b></td> <td style="text-align: center;"><b>\$</b></td> <td style="text-align: right;"><b>600,000</b></td> </tr> </table>		Engineering Cost Charges for Services:	\$	60,000	Planning and Design:	\$	-	Construction:	\$	540,000	Equipment:	\$	-	Contingency/Other:	\$	-	<b>FY2020-21 Total:</b>	<b>\$</b>	<b>600,000</b>
Engineering Cost Charges for Services:	\$		60,000																	
Planning and Design:	\$		-																	
Construction:	\$		540,000																	
Equipment:	\$	-																		
Contingency/Other:	\$	-																		
<b>FY2020-21 Total:</b>	<b>\$</b>	<b>600,000</b>																		
	Estimated Start Date:	7/1/2015																		
	Estimated Completion Date:	Ongoing																		
<b>Justification:</b>	The 1990 ADA requires public agencies to identify, plan, and modify barriers of access to the disabled. A regular curb ramp upgrade program is required to ensure public safety and reduce liability exposure.																			
<b>Total Estimated Cost:</b>	<b>\$600,000</b>																			

SOURCE OF FUNDING							
Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
Measure J	Ongoing	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 3,000,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 600,000</b>	<b>\$ 3,000,000</b>				

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$</b>	<b>-</b>
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**City of Richmond**  
 Capital Improvement Plan  
 FY2021 through FY2025  
**Project Description Report**

<b>Project Name:</b>	Boorman Park Revitalization	
<b>Project Manager:</b>	Yader Bermudez	
<b>Department Responsible:</b>	Public Works	
<b>Project Description:</b>	Total revitalization of Boorman Park.	
	Project ID: 23006 Project Location: 27th Street and Maine Avenue Charges for Services Planning and Design: \$ 500,000 Construction: \$ 3,665,000 Equipment: \$ - Contingency/Other: \$ - <b>FY2020-21 Total: \$ 4,165,000</b>	
	Estimated Start Date: 7/1/2020 Estimated Completion Date: 06/30/2022	

**Justification:** This park received a \$4,165,000 State Grant for a total park rehabilitation.

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
1054 Engineering Grant		\$ 4,165,000					\$ 4,165,000
<b>Total</b>	\$ -	\$ 4,165,000	\$ -	\$ -	\$ -	\$ -	\$ 4,165,000

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ 250,000</b>
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Carlson Blvd. Crosstown Connections and Improvements Project																				
<b>Project Manager:</b>	Tawfic Halaby																				
<b>Department Responsible:</b>	Public Works																				
<b>Project Description:</b>	<p>This project includes the design and construction of bicycle lanes along Carlson Boulevard to provide a continuous bikeway from the existing bike lanes on Carlson Boulevard at San Pablo Avenue in El Cerrito north to Broadway, near Richmond Civic Center. Additionally the project includes state-of-the-art bus shelters at select locations prepped for Wi-Fi and real-time transit information. This project's conceptual design and environmental review were completed concurrently with the Bicycle Master Plan. The Project is partially funded by a Safe Routes to Transit grant awarded by the Metropolitan Transportation Commission.</p> <p>Project ID: 29122  Carlson Blvd Corridor from Broadway to Tehama</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Charges for Services</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">15,000</td> </tr> <tr> <td>Planning and Design:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Construction:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">410,000</td> </tr> <tr> <td>Equipment:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Contingency/Other:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td><b>FY2020-21 Total:</b></td> <td style="text-align: right;"><b>\$</b></td> <td style="text-align: right;"><b>425,000</b></td> </tr> </table> <p>Estimated Start Date: 7/1/2019  Estimated Completion Date: 6/30/2022</p>			Charges for Services	\$	15,000	Planning and Design:	\$	-	Construction:	\$	410,000	Equipment:	\$	-	Contingency/Other:	\$	-	<b>FY2020-21 Total:</b>	<b>\$</b>	<b>425,000</b>
Charges for Services	\$	15,000																			
Planning and Design:	\$	-																			
Construction:	\$	410,000																			
Equipment:	\$	-																			
Contingency/Other:	\$	-																			
<b>FY2020-21 Total:</b>	<b>\$</b>	<b>425,000</b>																			



**Justification:** Carlson Boulevard is designated as a Key Corridor in both the Pedestrian Plan and the Bicycle Master Plan (BMP). The BMP also recommends a road diet to improve pedestrian safety.

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
1054 Engineering Grant	\$ 275,975	\$ 425,000					\$ 700,975
<b>Total</b>	<b>\$ 275,975</b>	<b>\$ 425,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 700,975</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Fire Station 66 - Gender Specific Restrooms		
<b>Project Manager:</b>	Yader Bermudez		
<b>Department Responsible:</b>	Public Works		
<b>Project Description:</b>	Construct a gender specific restroom facility.		
	Project ID:	05G01	
	Project Location:	4100 Clinton Avenue	
	Planning and Design:	\$ 1,500	
	Construction:	\$ 69,100	
	Equipment:	\$ -	
	Contingency/Other:	\$ -	
	<b>FY2020-21 Total:</b>	<b>\$ 70,600</b>	
	Estimated Start Date:	7/1/2019	
	Estimated Completion Date:	6/30/2022	
<b>Justification:</b>	A gender specific restroom facility is needed to accommodate female firefighter needs.		

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
2001 General Capital	\$62,665	\$ 70,600					\$ 133,265
<b>Total</b>	<b>\$62,665</b>	<b>\$ 70,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 133,265</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Fire Station 67 Roof Replacement	
<b>Project Manager:</b>	Yader Bermudez	
<b>Department Responsible:</b>	Public Works	
<b>Project Description:</b>	Replace roof at Fire Station 67.	
	Project ID:	CSA22
	Project Location:	1131 Cutting Blvd.
	Planning and Design:	\$ 1,000
	Construction:	\$ 176,226
	Equipment:	\$ -
	Contingency/Other:	\$ -
	<b>FY2020-21 Total:</b>	<b>\$ 177,226</b>
	Estimated Start Date:	7/1/2018
	Estimated Completion Date:	12/31/2020
<b>Justification:</b>	The existing roof has exceeded its expected life.	

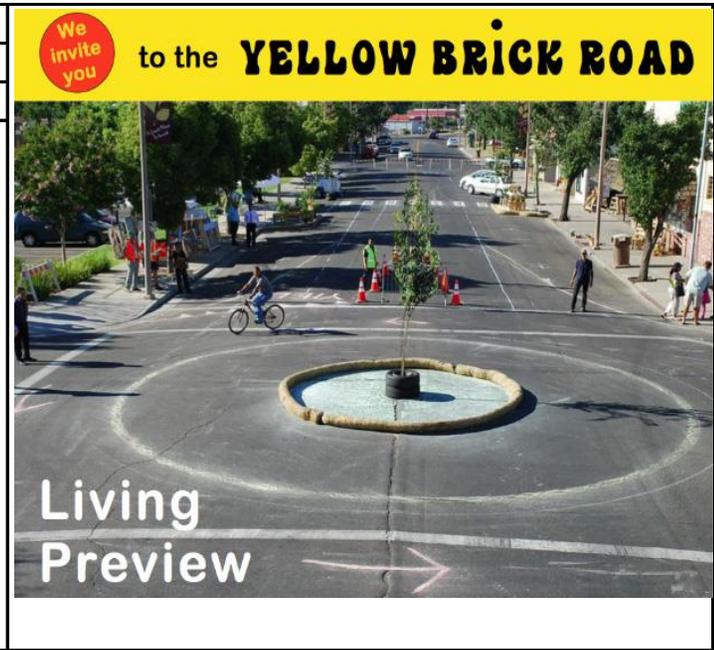


Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
2001 General Capital	\$ 1,490	\$ 177,226					\$ 178,716
<b>Total</b>	<b>\$ 1,490</b>	<b>\$ 177,226</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 178,716</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Greening the Yellow Brick Road
<b>Project Manager:</b>	Tawfic Halaby
<b>Department Responsible:</b>	Public Works
<b>Project Description:</b>	<p>Creating of safe bicycle and pedestrian routes.</p> <p>Bicycle and pedestrian safety elements including bicycle lanes, curb ramps, elevated crosswalks, bulb-outs, flashing beacons, pavement striping, traffic circles, signage, lighting.</p> <p>Project ID: 29125</p> <p>Project Location: Pennsylvania from 7th Street to 9th Street, 8th Street from Barrett Avenue to Pennsylvania Avenue</p> <p>Charges for Services \$ -</p> <p>Planning and Design: \$ -</p> <p>Construction: \$ 2,750,000</p> <p>Equipment: \$ -</p> <p>Contingency/Other: \$ 781,584</p> <p><b>FY2020-21 Total: \$ 3,531,584</b></p> <p>Estimated Start Date: 4/1/2019</p> <p>Estimated Completion Date: 5/31/2022</p>



**Justification:** To create safe bicycle and pedestrian routes, and to add greening elements in the Iron Triange Neighborhood.

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
1054 Engineering Grant	\$ 354,292	\$ 3,531,584					\$ 3,885,876
<b>Total</b>	<b>\$ 354,292</b>	<b>\$ 3,531,584</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,885,876</b>

**Estimated Operation and Maintenance Cost: \$ 400,000**

**City of Richmond**  
 Capital Improvement Plan  
 FY2021 through FY2025  
**Project Description Report**

<b>Project Name:</b>	Harbour 8 Park Expansion	 <p><b>HARBOUR-8 PARK EXPANSION PROJECT</b></p>
<b>Project Manager:</b>	Yader Bermudez	
<b>Department Responsible:</b>	Public Works	
<b>Project Description:</b>	Property acquisition and Park Expansion Project	
	Project ID: 23004 Project Location: #1 Harbour Way South Charges for Services Planning and Design: \$ 1,600,000 Construction: \$ 6,900,000 Equipment: \$ - Contingency/Other: \$ - <b>FY2020-21 Total: \$ 8,500,000</b>	
	Estimated Start Date: 7/1/2020 Estimated Completion Date: 06/30/2022	
<b>Justification:</b>	This park received a \$8,500,000 State Grant for a total park rehabilitation. The Project will improve the quality of life and safety for the neighborhood.	

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
1054 Engineering Grant		\$ 8,500,000					\$ 8,500,000
<b>Total</b>	\$ -	\$ 8,500,000	\$ -	\$ -	\$ -	\$ -	\$ 8,500,000

**Estimated Operation and Maintenance Cost:**

**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Harbour Way Improvements	
<b>Project Manager:</b>	Patrick Phelan	
<b>Department Responsible:</b>	Public Works	
<b>Project Description:</b>	<p>This project entails the design and construction of a variety of pedestrian and bicycle improvements along Harbour Way from its southerly terminus at the proposed Richmond Ferry Terminal north to Pennsylvania Avenue. The project will implement improvements proposed in several City planning documents, including the South Shoreline Connectivity Plan, Bicycle Master Plan, and the Pedestrian Plan and its Yellow Brick Road appendix. The Project is partially funded by a Transportation Development Act grant.</p> <p>Project ID: 29103  Project Location: Harbour Way Blvd. (North and South)  Charges for Services \$ 20,060  Planning and Design: \$ 100,210  Construction: \$ 445,400  Equipment: \$ -  Contingency/Other: \$ -  <b>FY2020-21 Total: \$ 565,670</b></p>	
	Estimated Start Date: 7/1/2016	
	Estimated Completion Date: 12/31/2021	
<b>Justification:</b>	Harbour Way is in both the Pedestrian Plan and the Bicycle Master Plan. It is especially important as a bike/pedestrian route because it is the only street that traverses the City in a north-south direction connecting San Pablo and North Richmond to the planned ferry service at the terminus of Harbour Way.	

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
1054 Engineering Grant	\$ 14,688						\$ 14,688
2002 Measure J	\$ 58,306	\$ 565,670					\$ 623,976
<b>Total</b>	<b>\$ 72,994</b>	<b>\$ 565,670</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 638,664</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	I-80 Central Interchange Phase I	
<b>Project Manager:</b>	Tawfic Halaby	
<b>Department Responsible:</b>	Public Works	
<b>Project Description:</b>	<p>This project is the first in a two phase effort to improve traffic congestion at the I-580/I-80/Central Avenue area. Phase I includes signalization of intersections currently configured as all-way stops and the installation of variable message signs (VMS). The VMS will be configured to prohibit left turns onto westbound I-80 from Central during weekend peak periods, redirecting this traffic to eastbound I-580. This project is wholly funded by grants, including a Federal earmark and Measure J.</p> <p>Project ID: 29110  Project Location: I-580/I-80 Central Ave.  Charges for Services \$ 38,294  Planning and Design: \$ -  Construction: \$ 2,324,978  Equipment: \$ -  Contingency/Other: \$ -  <b>FY2020-21 Total: \$ 2,363,272</b></p> <p>Estimated Start Date: 7/1/2016  Estimated Completion Date: 12/31/2022</p>	
<b>Justification:</b>	Central Avenue is a designated Route of Regional Significance in Contra Costa County. The four closely spaced signalized intersections along Central Avenue between Jacuzzi Street and Pierce Street lack sufficient storage capacity, resulting in poor intersection operations and heavy congestion during peak travel times, especially on weekends.	



Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
2002 Measure J	\$ 465,173	\$ 2,363,272					\$ 2,828,445
<b>Total</b>	<b>\$ 465,173</b>	<b>\$ 2,363,272</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,828,445</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ 400,000</b>
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Joint Powers Agreement (JPA) Sports Field Partnership		
<b>Project Manager:</b>	Yader Bermudez		
<b>Department Responsible:</b>	Capital Projects - Parks		
<b>Project Description:</b>	This is an agreement the City of Richmond entered into with the cities of El Cerrito, Albany, Berkeley, and Emeryville to build and maintain a multi-use sports field.		
	Project ID:	03A01	
	Project Location:	400 Gilman Street, Albany, CA	
	Planning and Design:	\$ -	
	Construction:	\$ -	
	Equipment:	\$ -	
	Contingency/Other:	\$ 15,000	
	<b>FY2020-21 Total:</b>	<b>\$ 15,000</b>	
	Estimated Start Date:	7/1/2015	
	Estimated Completion Date:	Ongoing	

**Justification:** This is an agreement that has been entered into with the other agencies.

**SOURCE OF FUNDING**

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
2110 Park Impact Fee	Ongoing	\$ 15,000					\$ 15,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

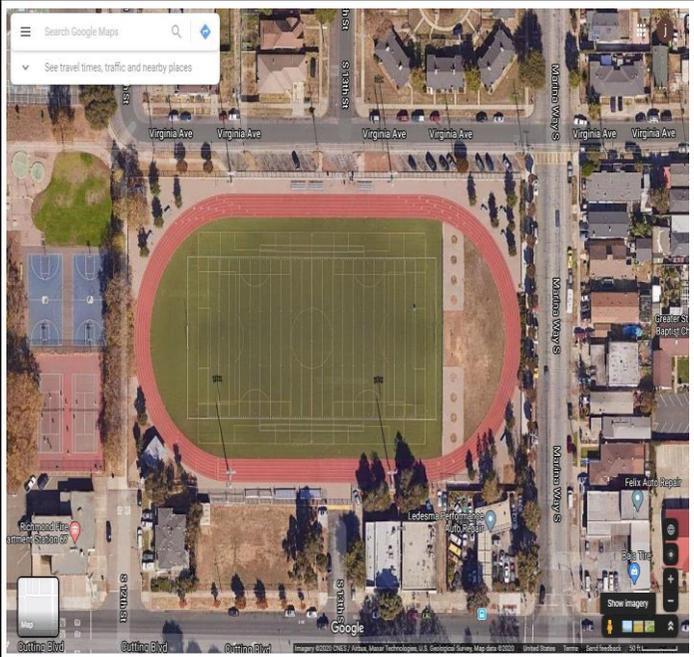
<b>Project Name:</b>	Martin Luther King Jr. Community Center	
<b>Project Manager:</b>	Yader Bermudez	
<b>Department Responsible:</b>	Public Works	
<b>Project Description:</b>	<p>This project will design and construct a new community center to replace the Martin Luther King (MLK) Jr. Community Center that was damaged by flooding, and demolished in 2010. The new MLK Center will be designed through a community process and made an integral part of the Nystrom Village Revitalization project. Final design and construction cost are currently unfunded.</p> <p>Project ID: 01015  Project Location: 360 Harbour Way S.  Charges for Services: \$ -  Planning and Design: \$ 267,692  Construction: \$ -  Equipment: \$ -  Contingency/Other: \$ -  <b>FY2020-21 Total: \$ 267,692</b></p> <p>Estimated Start Date: 7/1/2015  Estimated Completion Date: TBD</p>	
<b>Justification:</b>	Design and construct a new (replacement) MLK Community Center.	



Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
2001 General Capital	\$ 531,097	\$ 267,692					\$ 798,789
<b>Total</b>	<b>\$ 531,097</b>	<b>\$ 267,692</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 798,789</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$</b>	<b>-</b>
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Martin Luther King (MLK) Jr. Park Turf Field Replacement		
<b>Project Manager:</b>	Yader Bermudez		
<b>Department Responsible:</b>	Public Works		
<b>Project Description:</b>	<p>Football field turf replacement at MLK Jr. field. Total project cost is \$500,000, waiting on approval from the County for balance of \$250,000 needed to complete the project.</p> <p>Project ID: 23007            Project Location: 360 Harbour Way South</p> <p>Charges for Services            Planning and Design:</p> <p>Construction: \$ 250,000            Equipment: \$ -            Contingency/Other: \$ -  <b>FY2020-21 Total: \$ 250,000</b></p> <p>Estimated Start Date: 7/1/2020            Estimated Completion Date: 06/30/2021</p>		
<b>Justification:</b>	The project will improve the quality of life and safety for the neighborhood.		

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
1006 Outside Funded Grant		\$ 250,000					\$ 250,000
<b>Total</b>	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

<b>Estimated Operation and Maintenance Cost:</b>	\$ -
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

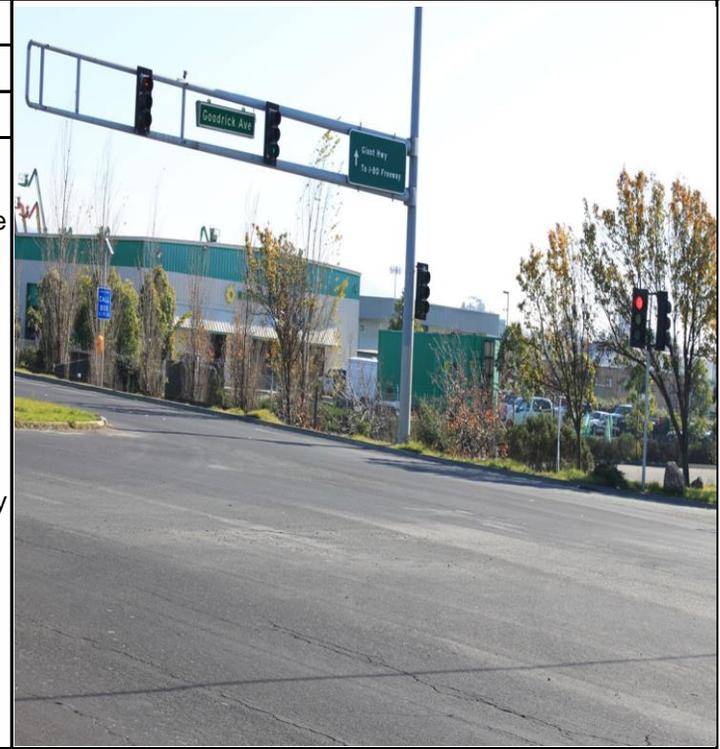
<b>Project Name:</b>	S. Richmond Connectivity	
<b>Project Manager:</b>	Tawfic Halaby	
<b>Department Responsible:</b>	Public Works	
<b>Project Description:</b>	<p>Creating of safe bicycle and pedestrian routes, connecting the Ferry to the Richmond Greenway to the Richmond-San Rafael Bridge, and pavement rehabilitation of a local street connecting two Arterial Streets which connect to the Bay Trail.</p> <p>Project ID: 29124</p> <p>Project Location: Wright Avenue from Harbour Way South to Marina Way South</p> <p>Charges for Services \$ -</p> <p>Planning and Design: \$ -</p> <p>Construction: \$ 265,000</p> <p>Equipment: \$ -</p> <p>Contingency/Other: \$ -</p> <p><b>FY2020-21 Total: \$ 265,000</b></p>	
	Estimated Start Date: 9/1/2020	
	Estimated Completion Date: 12/31/2022	
<b>Justification:</b>	To create safe bicycle and pedestrian connections along the Bay Trail from the Richmond Ferry Terminal to the Richmond-San Rafael Bridge; to rehabilitate a local street connecting two Arterial Streets that are going to receive bicycle and pedestrian facilities.	

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
2001 General Capital		\$ 265,000					\$ 265,000
<b>Total</b>	\$ -	<b>\$ 265,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 265,000</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ 250,000</b>
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	SF Bay Trail - Goodrick Avenue	
<b>Project Manager:</b>	Tawfic Halaby	
<b>Department Responsible:</b>	Public Works	
<b>Project Description:</b>	This project includes design and construction of a segment of San Francisco Bay Trail along Goodrick Avenue, between the intersection of Goodrick Avenue and Richmond Parkway and the northerly terminus of Goodrick Avenue, to connect to a recently completed segment of Bay Trail in Point Pinole Regional Shoreline Park. This project is partially funded by an Association of Bay Area Governments (ABAG) grant of Bay Trail Planning funds. The construction phase of this project is currently unfunded.	
	Project ID:	29101
	Project Location:	Goodrick Ave. and Richmond Parkway
	Charges for Services:	\$ 147,392
	Planning and Design:	\$ -
	Construction:	\$ 83,987
	Equipment:	\$ -
	Contingency/Other:	\$ -
	<b>FY2020-21 Total:</b>	<b>\$ 231,379</b>
	Estimated Start Date:	4/1/2015
	Estimated Completion Date:	6/30/2022
<b>Justification:</b>	This project is intended to address safety and accessibility deficiencies to regional recreation areas. Specifically, the project will make pedestrian and biking access to Pt. Pinole's Regional Shoreline Park to safer for the many area residents and visitors that regularly enjoy that park.	



Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
1054 Engineering Grant	\$ 54,665						\$ 54,665
2002 Measure J	\$ 123,003	\$ 231,379					\$ 354,382
<b>Total</b>	<b>\$ 177,668</b>	<b>\$ 231,379</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 409,047</b>

**Estimated Operation and Maintenance Cost:**

**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

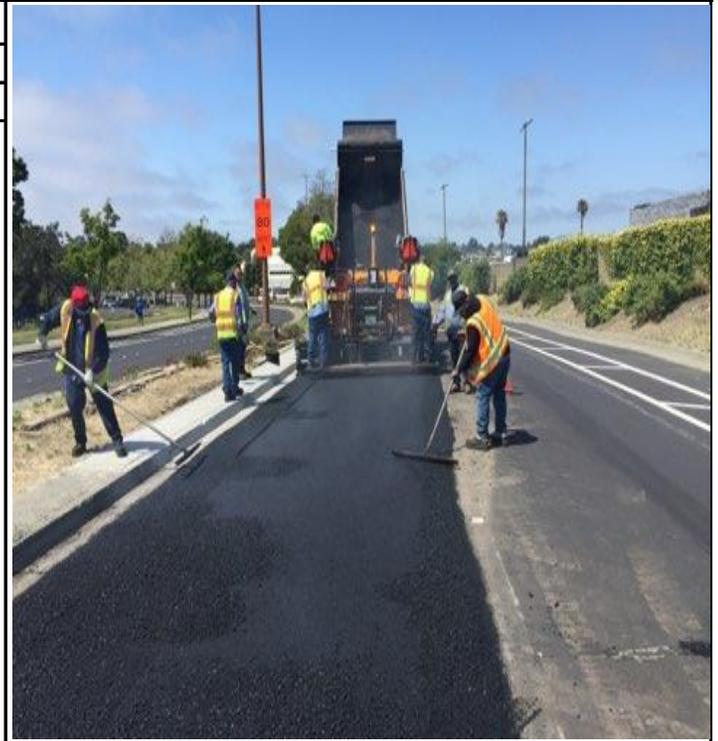
<b>Project Name:</b>	SF Bay Trail - (Pt. Richmond to Pt. Molate)																				
<b>Project Manager:</b>	Yader A Bermudez																				
<b>Department Responsible:</b>	Public Works																				
<b>Project Description:</b>	<p>This project includes the preparation of a Project Study Report (PSR) to determine a feasible alternative to provide SF Bay Trail connection between Pt. Richmond and Pt. Molate. A PSR is required due to the project's implications for Caltrans right-of-way along I-580.</p> <p>Project ID: 01A14  Project Location: Pt. Richmond to Pt. Molate</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Charges for Services:</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;">115,139</td> </tr> <tr> <td>Planning and Design:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Construction:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">884,861</td> </tr> <tr> <td>Equipment:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Contingency/Other:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td><b>FY2020-21 Total:</b></td> <td style="text-align: right;"><b>\$</b></td> <td style="text-align: right;"><b>1,000,000</b></td> </tr> </table>			Charges for Services:	\$	115,139	Planning and Design:	\$	-	Construction:	\$	884,861	Equipment:	\$	-	Contingency/Other:	\$	-	<b>FY2020-21 Total:</b>	<b>\$</b>	<b>1,000,000</b>
Charges for Services:	\$	115,139																			
Planning and Design:	\$	-																			
Construction:	\$	884,861																			
Equipment:	\$	-																			
Contingency/Other:	\$	-																			
<b>FY2020-21 Total:</b>	<b>\$</b>	<b>1,000,000</b>																			
	Estimated Start Date: 6/30/2016																				
	Estimated Completion Date: 6/30/2022																				
<b>Justification:</b>	Pedestrian and bicycle safety.																				

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
1054 Engineering Grant	\$ 2,892,271						\$ 2,892,271
2001 General Capital	\$ 387,622	\$ 858,033					\$ 1,245,655
2116 Parks Open Space Impact Fee		\$ 141,967					\$ 141,967
<b>Total</b>	<b>\$ 3,279,893</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,279,893</b>

**Estimated Operation and Maintenance Cost:**

**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Street Paving	
<b>Project Manager:</b>	Yader Bermudez	
<b>Department Responsible:</b>	Public Works	
<b>Project Description:</b>	This project is needed to repair deteriorated infrastructure assets and as preventive maintenance. It will improve the roadway Pavement Condition Index (PCI) and reduce routine maintenance. The pavement rehabilitation is anticipated to have a useful life of 20 years and is anticipated to be completed during fiscal years 2020-21 and 2021-22.	
	Project ID:	01A05
	Project Location:	City-wide
	Charges for Services	\$ 700,000
	Planning and Design:	\$ -
	Construction:	\$ 1,800,000
	Equipment:	\$ -
	Contingency/Other: Annual Street Audit Report	\$ -
	<b>FY2020-21 Total:</b>	<b>\$ 2,500,000</b>
	Estimated Start Date:	7/1/2016
Estimated Completion Date:	Ongoing	
<b>Justification:</b>	This project is needed to repair deteriorated infrastructure assets and as preventive maintenance. It will improve the roadway Pavement Condition Index (PCI) and reduce routine maintenance.	



Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
1002 Gas Tax	Ongoing	\$ 2,500,000	\$ 2,550,000	\$ 2,601,000	\$ 2,653,020	\$ 2,706,080	\$ 13,010,100
							\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 2,500,000</b>	<b>\$ 2,550,000</b>	<b>\$ 2,601,000</b>	<b>\$ 2,653,020</b>	<b>\$ 2,706,080</b>	<b>\$ 13,010,100</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Street Paving SB1 Projects																				
<b>Project Manager:</b>	Tawfic Halaby																				
<b>Department Responsible:</b>	Capital Projects																				
<b>Project Description:</b>	<p><b>Funded with Road Maintenance and Rehabilitation Account (RMRA) revenues include, pavement rehabilitation of portions of these streets:</b></p> <ul style="list-style-type: none"> <li>• 37th Street from Chanslor Avenue to Cerrito Avenue \$300,000</li> <li>• Castro Ranch Road from Olinda Road to the City Limit east of Country View Drive \$1,444,966</li> </ul> <p>The pavement rehabilitation is anticipated to have a useful life of 20 years and is anticipated to be completed during fiscal years 2020-21 and 2021-22.</p> <p>Project ID: Various  Project Location: City-wide</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Charges for Services</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;">44,121</td> </tr> <tr> <td>Planning and Design:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Construction:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">1,700,845</td> </tr> <tr> <td>Equipment:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Contingency/Other: Annual Street Audit Report</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td><b>FY2020-21 Total:</b></td> <td style="text-align: right;"><b>\$</b></td> <td style="text-align: right;"><b>1,744,966</b></td> </tr> </table>			Charges for Services	\$	44,121	Planning and Design:	\$	-	Construction:	\$	1,700,845	Equipment:	\$	-	Contingency/Other: Annual Street Audit Report	\$	-	<b>FY2020-21 Total:</b>	<b>\$</b>	<b>1,744,966</b>
Charges for Services	\$	44,121																			
Planning and Design:	\$	-																			
Construction:	\$	1,700,845																			
Equipment:	\$	-																			
Contingency/Other: Annual Street Audit Report	\$	-																			
<b>FY2020-21 Total:</b>	<b>\$</b>	<b>1,744,966</b>																			
	Estimated Start Date: 7/1/2018																				
	Estimated Completion Date: Ongoing																				
<b>Justification:</b>	This project is needed to repair deteriorated infrastructure assets and as preventive maintenance. It will improve the roadway Pavement Condition Index (PCI) and reduce routine maintenance.																				

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
1019 SB1	Ongoing	\$ 1,744,966					\$ 1,744,966
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,744,966</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,744,966</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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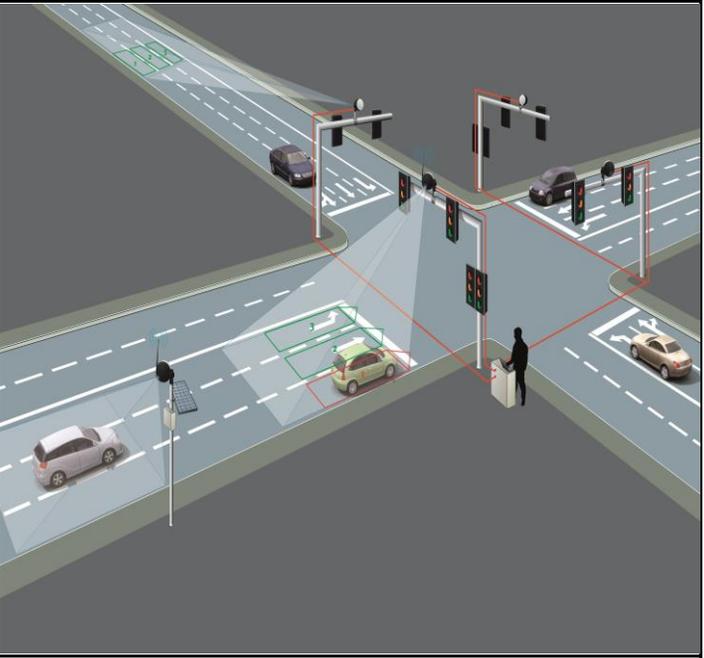
**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Surface Drainage																	
<b>Project Manager:</b>	Yader Bermudez																	
<b>Department Responsible:</b>	Public Works																	
<b>Project Description:</b>	<p>This project is intended to address various types of surface drainage issues including but not limited to the following: Repair damaged curb and gutter causing ponding; reduce isolated flooding areas; and stop ground water seepage.</p>																	
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Project ID:</td> <td style="width: 50%; text-align: right;">01C09</td> </tr> <tr> <td>Project Location:</td> <td style="text-align: right;">City-wide</td> </tr> <tr> <td>Charges for Services</td> <td style="text-align: right;">\$ 30,000</td> </tr> <tr> <td>Planning and Design:</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Construction:</td> <td style="text-align: right;">\$ 70,000</td> </tr> <tr> <td>Equipment:</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Contingency/Other:</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td><b>FY2020-21 Total:</b></td> <td style="text-align: right;"><b>\$ 100,000</b></td> </tr> </table>		Project ID:	01C09	Project Location:	City-wide	Charges for Services	\$ 30,000	Planning and Design:	\$ -	Construction:	\$ 70,000	Equipment:	\$ -	Contingency/Other:	\$ -	<b>FY2020-21 Total:</b>	<b>\$ 100,000</b>
Project ID:	01C09																	
Project Location:	City-wide																	
Charges for Services	\$ 30,000																	
Planning and Design:	\$ -																	
Construction:	\$ 70,000																	
Equipment:	\$ -																	
Contingency/Other:	\$ -																	
<b>FY2020-21 Total:</b>	<b>\$ 100,000</b>																	
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Estimated Start Date:</td> <td style="width: 50%; text-align: right;">7/1/2018</td> </tr> <tr> <td>Estimated Completion Date:</td> <td style="text-align: right;">Ongoing</td> </tr> </table>	Estimated Start Date:	7/1/2018	Estimated Completion Date:	Ongoing													
Estimated Start Date:	7/1/2018																	
Estimated Completion Date:	Ongoing																	
<b>Justification:</b>	This project is mandated by Federal Law.																	

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
2002 Measure J	Ongoing	\$ 100,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,300,000
<b>Total</b>	\$ -	\$ 100,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,300,000

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Traffic Safety Improvement		
<b>Project Manager:</b>	Dane Rodgers		
<b>Department Responsible:</b>	Public Works		
<b>Project Description:</b>	<p>Various traffic safety improvement projects including Video Detection Systems and traffic signal improvements. 33rd and Macdonald, traffic calming measures, Harbour Way striping improvements, on-call transportation consultant, studies, etc</p>		
	Project ID:	01B02	
	Project Location:	City-wide	
	Charges for Services	\$ 143,325	
	Planning and Design:	\$ -	
	Construction:	\$ 1,356,675	
	Equipment:	\$ -	
	Contingency/Other:	\$ -	
	<b>FY2020-21 Total:</b>	<b>\$ 1,500,000</b>	
	Estimated Start Date:	7/1/2018	
	Estimated Completion Date:	Ongoing	
<b>Justification:</b>	The project is needed to improve traffic safety at several locations throughout the City.		

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
2002 Measure J	Ongoing	\$ 969,000	\$ 260,000	\$ 260,000	\$ 260,000	\$ 260,000	\$ 2,009,000
2111 Traffic Impac	Ongoing	\$ 531,000					\$ 531,000
<b>Total</b>		<b>\$ 1,500,000</b>	<b>\$ 260,000</b>	<b>\$ 260,000</b>	<b>\$ 260,000</b>	<b>\$ 260,000</b>	<b>\$ 2,540,000</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Yellow Brick Road		
<b>Project Manager:</b>	Tawfic Halaby		
<b>Department Responsible:</b>	Capital Projects		
<b>Project Description:</b>	Construct a safe bike and walking route in Richmond's Iron Triangle neighborhood to connect community assets together.		
	Project ID:		29113
	Project Location:		8th Street
	Charges for Services	\$	49,310
	Planning and Design:	\$	-
	Construction:	\$	7,058,866
	Equipment:	\$	-
	Contingency/Other:	\$	-
	<b>FY2020-21 Total:</b>	<b>\$</b>	<b>7,108,176</b>
	Estimated Start Date:		7/1/2017
	Estimated Completion Date:		6/30/2021



**Justification:** Construct a safe bike and walking route in Richmond's Iron Triangle neighborhood to connect community assets together.

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
1054 Engineering Grant	\$ 533,127	\$ 5,281,864					\$ 5,814,991
1017 ECIA	\$ 173,688	\$ 1,826,312					\$ 2,000,000
<b>Total</b>	<b>\$ 706,815</b>	<b>\$ 7,108,176</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,814,991</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ 400,000</b>
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# Port of Richmond-28



Port of Richmond



Terminal 2 - Dredging

Terminal 3 – Power  
Maintenance



**Mission:** To develop, construct, maintain, and operate the City-owned port facilities to obtain the maximum financial benefit to the City of Richmond; comply with government mandates including health, safety, environmental, and security; improve operational efficiency; and fulfill contractual obligations.

## Overview

The Port of Richmond manages five marine terminal facilities that encompass approximately 200 acres. Each facility reaches various stages of its service life and requires maintenance and/or upgrade.

The main objective of this Capital Improvement Plan (CIP) is to establish and implement a long-term investment plan for infrastructure improvements, and development and maintenance of Port facilities.

The Port used the following evaluation criteria for its projects to be included in the CIP:

- Financial Benefit to the City
- Government Mandates
- Health/Safety/Security
- Improve Operational Efficiency
- Environmental Stewardship
- Contractual Obligation

## Port of Richmond-28

### Plan Highlights:

#### Point Potrero Marine Terminal (PPMT) Dock Repair Study

Project Cost: \$75,000  
Funding Source: Port Revenue

This project will complete a structural assessment of the Point Potrero dock to provide recommendations for repair.

#### Point Potrero Marine Terminal (PPMT) Lighting

Project Cost: \$245,000  
Funding Source: Port Revenue

The existing area lighting for the Point Potrero Marine Terminal installed in 2004 and 2011 requires a new control system to better manage the facility and reduce energy consumption.

## Port Operations Department-28

### TOTAL CIP BUDGET - HISTORICAL COMPARISON

	FY2019-20 Adopted	FY2019-20 Actual 3/31/2020	FY2020-21 Adopted	FY2021-22 Proposed	FY2022-23 Proposed	FY2023-24 Proposed	FY2024-25 Proposed	5 Year Total
<b>SOURCES BY FUND</b>								
Port Operations CIP Division-4001	914,000	67,092	825,000	-	-	-	-	825,000
<b>TOTAL SOURCES BY FUND</b>	<b>914,000</b>	<b>67,092</b>	<b>825,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>825,000</b>
<b>USES BY PROJECT</b>								
Point Potrero Marine Terminal (PPMT) Dock Repair/Study	500,000		75,000					75,000
Point Potrero Marine Terminal (PPMT) Improvements - Meters and Rehabilitation	199,000	67,092	205,000					205,000
Point Potrero Marine Terminal (PPMT) Lighting			245,000					245,000
Point Potrero Marine Terminal (PPMT) Storm Drainage, Water Quality, Infrastructure Upgrades	150,000							-
Terminal 2 - Dredging Planning			175,000					175,000
Terminal 3 - Security Improvements	65,000		125,000					125,000
<b>TOTAL USES BY PROJECT</b>	<b>914,000</b>	<b>67,092</b>	<b>825,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>825,000</b>
<b>USES BY ORG CODE</b>								
Port Operations CIP Division-40183080	914,000	67,092	825,000	-	-	-	-	825,000
<b>TOTAL USES BY ORG CODE</b>	<b>914,000</b>	<b>67,092</b>	<b>825,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>825,000</b>

## FY2020-21 to FY2024-25 Capital Improvement Plan

**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Point Potrero Marine Terminal (PPMT) Dock Repair	
<b>Project Manager:</b>	Jim Matzorkis	
<b>Department Responsible:</b>	Port of Richmond	
<b>Project Description:</b>	<p>This project will complete a structural assessment of the Point Potrero dock to provide recommendations for repair.</p> <p>Project ID: 08Q01            Project Location: 1311 Canal Blvd.            Planning and Design: \$ 75,000            Construction: \$ -            Equipment: \$ -            Contingency/Other: \$ -  <b>FY2020-21 Total: \$ 75,000</b></p>	
	Estimated Start Date: 8/1/2020 Estimated Completion Date: 6/30/2021	

**Justification:** Maintaining the facility in a serviceable condition is a requirement of the Port's lease with its tenants.

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
4001 Port	\$ 7,875	\$ 75,000					\$ 82,875
<b>Total</b>	<b>\$7,875</b>	<b>\$75,000</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$82,875</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Point Potrero Marine Terminal (PPMT) Improvements		
<b>Project Manager:</b>	Jim Matzorkis		
<b>Department Responsible:</b>	Port of Richmond		
<b>Project Description:</b>	<p><b>Meters \$30,000</b> - This project will update electrical and water meters throughout the terminal to allow for accurate usage billing.</p> <p><b>Terminal Rehabilitation \$175,000</b> - This project will continue pavement rehabilitation, repair storm drain pipes, augment the fire water system, repair electrical infrastructure, and upgrade dock bollards.</p>		
	Project ID:	08Q01	
	Project Location:	1311 Canal Blvd.	
	Planning and Design:	\$ -	
	Construction:	\$ 205,000	
	Equipment:	\$ -	
	Contingency/Other:	\$ -	
	<b>FY2020-21 Total:</b>	<b>\$ 205,000</b>	
	Estimated Start Date:	6/30/2020	
	Estimated Completion Date:	6/30/2022	
<b>Justification:</b>	Maintaining perimeter security fencing is a requirement of the Port's lease with its tenants. Maintaining pavement in a serviceable condition is a requirement of the Port's lease with its tenants.		

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
4001 Port		\$ 205,000					\$ 205,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 205,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 205,000</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Point Potrero Marine Terminal (PPMT) Lighting		
<b>Project Manager:</b>	Jim Matzorkis		
<b>Department Responsible:</b>	Port of Richmond		
<b>Project Description:</b>	<p>The existing area lighting for the Point Potrero Marine Terminal installed in 2004 and 2011 requires a new control system to better manage the facility and reduce energy consumption.</p>		
	Project ID: 08Q01 Project Location: 1311 Canal Blvd. Planning and Design: \$ - Construction: \$ 245,000 Equipment: \$ - Contingency/Other: \$ - <b>FY2020-21 Total: \$ 245,000</b>		
	Estimated Start Date: 12/31/2020 Estimated Completion Date: 5/31/2021		
<b>Justification:</b>	<p>Maintaining the facility in a serviceable condition is a requirement of the Port's lease with its tenants. Ensuring the Port's tenants can operate effectively will enable the City to continue to receive rental income.</p>		

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
4001 Port		\$ 245,000					\$ 245,000
<b>Total</b>	\$ -	<b>\$ 245,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 245,000</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Terminal 2 Dredging Planning	
<b>Project Manager:</b>	Jim Matzorkis	
<b>Department Responsible:</b>	Port of Richmond	
<b>Project Description:</b>	This project will secure permits necessary to complete dredging at Terminal 2 which last occurred in 2017 to a depth of 37 feet below mean lower low water. This will require removal and special disposal of debris encountered in 2017.	
	Project ID:	08C01
	Project Location:	1145 Harbour Way S.
	Planning and Design:	\$ 175,000
	Construction:	\$ -
	Equipment:	\$ -
Contingency/Other:	\$ -	
<b>FY2020-21 Total:</b>	<b>\$ 175,000</b>	
Estimated Start Date:	11/1/2020	
Estimated Completion Date:	6/30/2021	
<b>Justification:</b>	The tenant of Terminal 2 requires a depth of 37 feet to operate vessels.	



Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
4001 Port		\$ 175,000					\$ 175,000
<b>Total</b>	\$ -	<b>\$ 175,000</b>	\$ -	\$ -	\$ -	\$ -	<b>\$ 175,000</b>

<b>Estimated Operation and Maintenance Cost:</b>	<b>\$ -</b>
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**City of Richmond**  
**Capital Improvement Plan**  
**FY2021 through FY2025**  
**Project Description Report**

<b>Project Name:</b>	Terminal 3 Security Improvements		
<b>Project Manager:</b>	Jim Matzorkis		
<b>Department Responsible:</b>	Port of Richmond		
<b>Project Description:</b>	<p>This project will install security fencing and related improvements to comply with the Coast Guard's Facility Security Standards.</p> <p>Project ID: 08D01  Project Location: 1411 Harbour Way S.  Planning and Design: \$ -  Construction: \$ 125,000  Equipment: \$ -  Contingency/Other: \$ -  <b>FY2020-21 Total: \$ 125,000</b></p> <p>Estimated Start Date: 11/30/2020  Estimated Completion Date: 1/31/2021</p>		
<b>Justification:</b>	The Coast Guard requires security fencing to comply with federal rules for Ports. Installing the security improvements will allow the Port lease the facility to lay berth vessels at Terminal 3.		

Project Funding	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Total
4001 Port		\$ 125,000					\$ 125,000
<b>Total</b>	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000

<b>Estimated Operation and Maintenance Cost:</b>	\$ -
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## Budget Glossary

The glossary includes terms that will help you understand the technical language often used in a capital improvements program. Glossary terms are listed alphabetically under each alphabet letter, and include a brief description and an acronym, as applicable.

### A

**Accounting System:** The total set of records and procedures which are used to record, classify, and report information on the financial status and operations of an entity.

**Accounts Payable (A/P):** Amounts owing to private persons, firms, or corporation for goods and services received.

**Accounts Receivable (A/R):** Amounts owing from private persons, firms or corporation for goods and services furnished.

**Accrual Basis:** The basis of accounting whereby revenues are recognized when earned and measurable regardless of when collected; and expenses are recorded on a matching basis when incurred. All proprietary and fiduciary funds use the accrual basis of accounting.

**Accrue:** To record revenues and expenditures (expenses) when they meet the recognition criteria of the fund type involved regardless of when the cash activity occurs.

**Accrued Expenditures (Expenses):** Expenses or expenditures that meet the appropriate recognition criteria of the fund type involved but have not been paid. Accrued expenditures are expected to be paid in a subsequent accounting period.

**Accrued Revenues:** Revenues that meet the appropriate recognition criteria of the fund type invoiced, but are not realized during the accounting period. Refer to accrual basis, accrual and modified accrual basis.

**Actual:** Actual refers to the expenditures and/or revenues realized in the past.

**Adjusted Budget:** The status of appropriations as of a specific date between July 1<sup>st</sup>, at the beginning of the fiscal period, and June 30<sup>th</sup>, at the end of the fiscal period. Includes the adopted budget, budget amendments, prior year encumbrances, approved project carry forwards from prior years, and transfers between accounts, divisions and departments.

**Adopted Budget:** Revenues and appropriations approved by the City Council immediately preceding the new fiscal period effective July 1<sup>st</sup>.

## Budget Glossary

**Agency/Department:** A major unit of the municipal organization which is managed by an Agency/Department Director and comprised of a number of divisions which are functionally related to one another.

**Allocation:** The practice of spreading costs among various cost centers on some predetermined reasonable basis (e.g., percentages based on allocation plan) as opposed to distribution of expenses on a unit charge or direct identification basis.

**Americans with Disabilities Act (ADA):** Legislation passed in 1990 that prohibits discrimination against people with disabilities. Under this Act, discrimination against a disabled person is illegal in employment, transportation, public accommodations, communications and government activities. The law prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against the disabled. Employers are required to make reasonable accommodations in order for the disabled person to perform their job function.

**Annexation:** A change in existing community boundaries resulting from the incorporation of additional land.

**Appraisal:** The process through which conclusions of property value are obtained; also refers to the report that sets forth the process of estimation and conclusion of value.

**Appropriated Expenditure:** In the Fiscal Year Budget, an amount set aside for a specific acquisition or purpose.

**Appropriation:** Is the legal authority authorized by the City Council to expend up to a certain amount of funds during a budget period. For the City, the adopted budget is the source of appropriations.

**Appropriation limit:** Imposed by Propositions 4 and 111, creates a restriction on the amount of revenue which can be appropriated in any fiscal year. The limit is based on actual appropriations, and is increased each year using the growth of population and inflation. Not all revenue are restricted by the limit; only those which are referred to as "proceeds of taxes."

**Appropriation Resolution:** The official enactment by the City Council to establish legal authority for City officials to obligate and expend funds.

**Assessed Valuation (AV):** The valuation set upon real estate and certain personal property by the County Assessor as a basis for levying property taxes.

**Assets:** The entries on a balance sheet showing all properties and claims against others that may be used directly or indirectly to cover liabilities.

## Budget Glossary

**Audit:** Prepared by an independent Certified Public Accountant (CPA), the primary objective of an audit is to determine if the City's financial statements present fairly the City's financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with their performance of an audit, it is customary for an independent auditor to issue a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

### B

**Balanced Budget:** A budget in which current revenues in combination with current fund balances equal or exceed current expenditures.

**Balance Sheet:** A statement purporting to present the financial position of an entity by disclosing its assets, liabilities, and fund equities as of a specific date.

**Baseline Schedule:** This is the first schedule the project team gains from the Pre-Design Phase of the project based on knowledge about project context and requirements as well as historical data from previous projects. It is a fixed project schedule used in measuring project progress and contract performance. Any change caused by change in scope of the project invalidates the original schedule and necessitates a new baseline schedule.

**Base Line Budget:** Previous year adopted budget with adjustments or current salaries, benefits, indirect, internal service rates.

**Bidder:** An individual, partnership, firm, corporation, or joint venture, submitting a bid for a construction project.

**Bid Items:** Specific items of work, either materials, finished products, or bodies of work that a bidder bids a price on in their pursuit of a construction project; bid items are those items in a construction contract that will be paid for directly.

**Bid Package:** The package of materials that is given out to prospective bidders for their use in bidding on a construction project; the package includes a copy of the Invitation to Bid; various notices, forms and contract provisions, Proposal, Special Provisions, wage rates, Plan Set, permits/approvals, addenda, and subsurface boring logs (if any).

**Biennial Budget:** A biennial budget is one that lasts for two years, so any funding initiated by this budget is covered for a two-year period.

## Budget Glossary

**Bond (Debt Instrument):** A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to pay for specific capital expenditures.

**Budget:** A financial plan for a specific period of time (fiscal period) that matches all planned revenues and expenditures with various municipal services.

**Budget Adjustment:** A legal procedure utilized by City staff to revise a budget appropriation. City staff has the prerogative to adjust expenditures within departmental budgets. City Council approval is required for transfers between funds, and for additional appropriations from fund balance or new revenue sources.

**Budget Calendar:** The schedule of key dates or milestones that the City follows in the preparation, adoption and administration of the budget.

**Budget Document:** A financial and planning tool that reflects the proposed (and later adopted) revenues and appropriations for the City (including operating and capital), performance standards, targets, organizational structure and goals, along with historical financial information.

**Budget Year:** The fiscal year for which a budget is being considered.

**Budgetary Amendments:** The City Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption by majority vote. The City Manager has the authority to approve administrative adjustments to the budget as long as those changes are between objects within the same expenditure category.

**Budgetary Basis:** The process by which budgeted expenditures are adopted through the passage of a resolution. This resolution constitutes the maximum authorized expenditures for the fiscal year and cannot legally be exceeded except by subsequent amendments of the budget by the City Council.

**Budgetary Control:** The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available resources.

### C

**California Department of Transportation (Caltrans):** State agency that builds and maintains state highways and administers transportation programs within the state.

# Budget Glossary

**California Environmental Quality Act (CEQA):** Is a statute that requires all jurisdictions in the State of California to evaluate the extent of environmental degradation posed by proposed development or project.

A 1970 law which requires those state agencies to regulate planning and development activity, with major consideration for environmental protection. The basic purposes of CEQA are to:

- Inform governmental decision-makers and the public about the potential significant environmental effects of a proposed planning or development activity;
- Identify ways environmental damage can be avoided or significantly reduced (mitigation);
- Prevent significant, avoidable environmental damage by requiring changes in projects through the use of alternative measures when those measures are feasible; and
- (Overriding consideration) Disclose to the public the reasons why a governmental agency approved a project in the manner the agency chose if significant environmental effects are involved.

**California Public Utility Commission (CPUC):** Regulates privately owned telecommunications, electric, natural gas, water, railroad, rail transit, and passenger transportation companies. The CPUC is responsible for assuring California utility customers have safe, reliable utility service at reasonable rates, protecting utility customers from fraud, and promoting the health of California's economy.

**California Transportation Commission (CTC):** Is a body established by Assembly Bill 402 (AB 402) and appointed by the Governor to advise and assist the Secretary of the Business, Transportation and Housing Agency and the Legislature in formulating and evaluating state policies and plans for transportation.

**Capacity Enhancements:** Are new facilities projects and operational improvements, which add through lanes.

**Capital Assets:** Assets of significant value and having a useful life of more than one year. Capital assets are also called fixed assets.

**Capital Budget:** A plan of proposed capital expenditures and the means of financing them. The capital budget is enacted as part of the City's consolidated budget which includes both operating and capital outlays, and is based on a Capital Improvement Plan (CIP).

**Capital Expenditure:** An outlay that results in or contributes to the acquisition or construction of a capital asset.

## Budget Glossary

**Capital Improvement Plan (CIP):** Is a long-range plan of proposed Capital Improvement Projects with single and multiple-year capital expenditures. The CIP is updated annually. Appropriations for each approved project are presented in the annual budget, with some projects spanning multiple fiscal years.

**Capital Improvement Program or Capital Projects:** A plan for capital expenditures for the acquisition, expansion or rehabilitation of an element of the City's physical plant to be incurred within a fixed period of several future years.

**Capital Improvements:** Are permanent additions to the City's assets, including the design, construction or purchase of land, buildings or facilities or major renovations of the same. They can be new improvements or existing infrastructure whose operation has been extended or enhanced as result of the project.

**Capital Outlay:** Expenditures relating to the purchase of equipment, facility modifications, land, and other fixed assets.

**Capital Project Fund:** Used to account for financial resources used for the acquisition or construction of major capital facilities (other than those financed by Proprietary Funds).

**Capital Reinvestment Fund:** General Fund monies expended on capital projects.

**Carry forward:** Appropriations brought forward from a previous fiscal year to continue or complete a specific project, program or activity.

**Cash Basis:** A basis of accounting in which transactions are recognized only when cash is increased or decreased.

**Categorical Exclusion:** A category of project actions which a federal agency identifies in its National Environmental Policy Act (NEPA) procedures that do not individually or cumulatively have a significant effect on the environment.

**Central Business District (CBD):** Is the downtown core area of a city, generally an area of high land valuation, traffic flow, and concentration of retail, business offices, theaters, hotels, and service businesses.

**Change Order:** A written account of changes in quantities or work during the Construction Phase. Change orders must be approved at the appropriate level of authority as defined in the Change Order Management policy.

**Circulation Mitigation:** Developer impact fees for traffic and street improvements.

**Clean Water Act:** Legislation that provides statutory authority for the National Pollutant Discharge Elimination System (NPDES) program; Public law 92-500; 33 U.S.C. 1251 et seq. Also known as the Federal Water Pollution Control Act.

## Budget Glossary

**Close Out:** The managerial process of finalizing the project. During this process, all physical work is completed, project records are filed, required closure notifications are distributed, and necessary or requested audits are conducted.

**Commitment:** Planned expenditures from the general ledger details are rolled-up in a commitment line item. City Council approved budget is based on a commitment item

**Community Advisory Group (CAG):** A Community Advisory Group is a committee, task force, or board made up of residents of a community with Superfund or other environmental problems. The Community Advisory Group enhances public participation in the cleanup process and other environmental decision-making by providing a public forum where community representatives can discuss their diverse interests, needs, and concerns.

**Community Development Agency:** Is responsible for maintaining the City's infrastructure system, utilities and community facilities, as well as providing the necessary improvements in order to accommodate long-term growth.

**Community Facility District (CFD):** Special taxes levied on property owners for capital improvements in their community.

**Community Involvement Plan:** A plan developed with support from Department of Transportation's (DOT) Community Relations staff, Communications staff and Public Affairs staff that forms the basis of project-related external communications with the public.

**Comprehensive Annual Financial Report (CAFR):** Official annual report of a government. In addition to a combined, combining (assembling of data for all funds within a type), and individual balance sheet, the following are also presented as appropriate: (1) statement of revenues, expenditures, and changes in fund balance (all funds); (2) statement of revenues, expenditures, and changes in fund balance, budget and actual (for general and special revenue funds); (3) statement of revenues, expenses, and changes in retained earnings (for proprietary funds); and (4) statement of changes in financial position (for proprietary funds).

**Concept:** Is a strategy for future improvements that will reduce congestion or maintain the existing level of service on a specific route.

**Concurrency:** A requirement that development and the extension of infrastructure occurs at the same time. This is used to prevent sprawling development in areas that do not have infrastructure in place, and to ease the financial burden on the localities that build it.

**Condemnation:** A judicial or administrative proceeding to exercise the power of eminent domain, through which a government agency takes private property for public use and compensates the owner.

**Congestion:** Is defined by Caltrans as reduced speeds of less than 35 mile per hour for longer than 15 minutes.

## Budget Glossary

**Congestion Management Plan:** The monitoring and mitigation of increased congestion on regional routes and transit systems.

**Congestion Management Program (CMP):** Is an integrated approach to programming transportation improvements. This approach requires detailed consideration of the complex relationships among transportation, land use and air quality.

**Congestion Management System (CMS):** Is required by Inter modal Surface Transportation Efficiency Act (ISTEA) to be implemented by states to improve transportation planning.

**Construction Contract:** A signed, written agreement between the City and the Contractor that describes, among other things, what work will be done and when; who provides labor and materials; and how the Contractor will be paid.

**Construction Phase:** A specific phase of the project during which project design is implemented.

**Consumer Price Index (CPI):** A statistical description of price levels provided by the U.S. Department of Labor. The change in the index from year to year is used to measure the cost of living and economic inflation.

**Contingency (Reserve):** A budget reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for. Please see “Supplemental” portion of this Policy Budget for details on the City Council's reserve policies.

**Contract Total:** The sum of the total estimated costs from the list of Contractor bid items.

**Contractor:** The individual, partnership, firm, corporation, or joint venture, contracting with the City to do prescribed work as defined in the construction contract.

**Contractual Services:** Expenditures for services the City received from an outside company. Professional and technical services performed by non-City of Richmond (COR) staff is considered contractual services.

**Coordination Meeting:** A meeting conducted just prior to one of the following milestones: 30% PS&E, 70% PS&E, 95% PS&E. The purpose of a coordination meeting is open discussion of issues and comments related to a project's design, Plan Set, Specifications Package, and Engineer's Estimate.

**Corridor:** A major transportation route which can consist of one or more highways, arterial streets, transit lines, rail lines and/or bikeways.

## Budget Glossary

**Council of Governments (COG):** Is a voluntary consortium of local government representatives, from contiguous communities, meeting on a regular basis, and formed to cooperate on common planning and solve common development problems of their area. COGs can function as the RTPAs and MPOs in urbanized areas.

**County Road Engineer (CRE):** Individual responsible for establishing and maintaining engineering standards, practices and professionalism for the Road Services Division, and approving and stamping final plans and record drawings.

**Critical Area:** Any of those areas that are subject to natural hazards or those land features that support unique, fragile or valuable natural resources including fishes, wildlife and other organisms and their habitat, and such resources that carry, hold or purify water in their natural state. Critical areas include: aquatic area, coal mine hazard area, critical aquifer recharge area, erosion hazard area, flood hazard area, landslide hazard area, seismic hazard area, steep slope hazard area, volcanic hazard area, wetlands, wildlife habitat conservation area, and wildlife habitat network.

### D

**Debt Service:** Payment of interest and repayment of principal to holders of the City's debt instruments.

**Debt Service Fund:** This fund type is used to account for the payment and accumulation of resources related to general long-term debt principal and interest.

**Dedicated Funds;** Federal, state or local funds which can be used only for specific purposes or by specific agencies.

**Deficit:** 1) The excess of entity's liabilities over its assets (See Fund Balance). 2) The excess of expenditures or expenses over revenues during a single accounting period.

**Demand Capacity Ratio (D/C):** Is the relationship between the demands for vehicle trips on a facility versus the number of vehicle trips that can be accommodated on that facility.

**Demonstration Funds (DEMO):** Federal transportation acts sometime target specific projects in various states in addition to general programs for federal support. This funding category includes "demonstration" funding provided under the ISTEA, as well as "high priority project" funding provided under TEA-21. These projects for "demonstration" or "high priority project" funding often have special rules applying to their use.

**Department/Agency:** A major unit of the municipal organization which is managed by an Agency/Department Director and comprised of a number of divisions which are functionally related to one another.

## Budget Glossary

**Department of Transportation (DOT):** A federal agency that implements the nation's overall transportation policy. The DOT establishes overall transportation policy for the United States. Under the DOT umbrella are 11 administrations whose jurisdictions include highway planning, development, and construction; urban mass transit; railroads; aviation; and the safety of ports, highways, and oil and gas pipelines. Decisions made by the department in conjunction with appropriate state and local officials can significantly affect other programs such as land planning, energy conservation, scarce resource utilization, and technological change.

**Depreciation:** 1) Expiration in the service life of capital assets attributable to wear and tear, deterioration and or action of the physical elements. 2) That portion of the cost of capital asset which is charged as an expense during a particular period.

**Design Phase:** A specific phase of the project when the concept is formulated into plans and specifications.

**Development:** Means the following activities: (1) the division of a parcel of land into two or more parcels; (2) the construction, reconstruction, conversion, structural alteration, relocation, enlargement, or demolition of a structure, excavation, landfill, or deposition; and (3) any use, or change in the use, of any structure, or land, or extension of use of land.

**Disadvantaged Business Enterprise (DBE):** A DBE is a for-profit small business concern that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged. In the case of a corporation, 51 percent of the stock is owned by one or more such individuals; and, whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

**Disbursement:** The expenditure of monies from an account.

**Discretionary Funds:** Federal, state and local funds which can be used for a variety of purposes are determined by local needs and priorities.

**District System Management Plan (DSMP):** Is a part of the system planning process and refers to a long-range plan for management of transportation systems in its jurisdiction.

**Division:** A unit of the municipal organization which reports to a department or agency.

**Documentary Transfer Tax:** This is a 0.7% tax on the fair market value that is imposed on the transfer or sale of real property.

## Budget Glossary

### E

**Easement:** A right to use the land of another for a specific purpose, sometimes referred to as a “deed restriction”. Easements may be purchased from the property owner or donated by the owner to an agency. The holder of an easement agrees to perform periodic inspections and to take the legal action, if necessary, to ensure that easement provisions are met.

**Easement by Necessity:** An easement allowed by law as necessary for the full enjoyment of a parcel of real estate; for example, a right of ingress and egress over a grantor's land.

**Economic Development:** Investment of resources to create financial self-sufficiency and prosperity in a community, including the industrial, commercial, and service sectors.

**Educational Revenue Augmentation Fund (ERAF):** In 1992, the State of California found itself in a serious deficit position. To meet its obligations to fund education at specified levels under Proposition 98, the state enacted legislation that shifted partial financial responsibility for funding education to local government (cities, counties and special districts). The state did this by instructing county auditors to shift the allocation of local property tax revenues from local government to “educational revenue augmentation funds” (ERAFs), directing that specified amounts of city, county and other local agency property taxes be deposited into these funds to support schools.

**Eminent Domain:** The right of a government or municipal quasi-public body to acquire property for public use through a court action called condemnation, in which the court decides that the use is a public use and determines the compensation to be paid to the owner.

**Encroachment:** A structure or part of a structure that occupies the property of another.

**Encumbrance:** Funds designated out of an appropriation to be spent on a specific purpose. The function of an encumbrance is to guarantee dollars will be available to pay bills when due.

**Engineer's Estimate:** A detailed construction cost estimate including a list of contractor bid items, estimated quantities and estimated unit prices, the Contract Total, sales tax, contingency costs, cost of work to be done by City crews, cost of work to be done by others, value of material furnished by City, estimated cost of incentives, and reimbursable. Engineer's Estimates are generally labeled as 70% Engineer's Estimate, 95% Engineer's Estimate, and 100% Engineer's Estimate.

## Budget Glossary

**Enterprise Fund:** A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. The rate schedules for these services are established to ensure that the revenues are adequate to meet all necessary expenditures.

**Environmental and Community Investment Agreement (ECIA):** On July 29, 2014, the Richmond City Council approved the Environmental and Community Investment Agreement (ECIA), which will invest \$90 million dollars to the Richmond community over 10-years. The ECIA includes investments in community programs, a scholarship program, competitive community grants, community-based greenhouse gas reduction programs, and a photovoltaic solar farm.

**Environmental Impact Report (EIR):** A study of all the factors which a land development or construction project would have on the environment in the area, including population, traffic, schools, fire protection, endangered species, archeological artifacts, and community beauty. Many states require such reports be submitted to local governments before the development or project can be approved, unless the governmental body finds there is no possible impact, which finding is called a "negative declaration."

**Environmental Impact Statement (EIS):** An environmental review document prepared in accordance with Environmental Protection Agency (EPA) and/or National Environmental Policy Act (NEPA) when the lead agency determines a proposal is likely to result in significant adverse environmental impacts.

**Environmental Protection Agency (EPA):** An independent federal agency, created in 1970, that sets and enforces rules and standards that protect the environment and control pollution.

**Equal Employment Opportunity (EEO):** EEO laws make it illegal for employers to discriminate against an employee or potential employee in certain workplaces.

**Expense:** Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest, or other charges.

### E

**Federal Emergency Management Agency (FEMA):** The FEMA is the federal agency responsible for coordinating emergency planning, preparedness, risk reduction, response, and recovery. The agency works closely with state and local governments by funding emergency programs and providing technical guidance and training. These coordinated activities at the federal, state, and local levels ensure a broad-based emergency program to insure public safety and protect property.

**Federal Highway Administration (FHWA):** The federal agency responsible for the approval of transportation projects that affect the federal highway system. Administratively, FHWA is part of the DOT.

## Budget Glossary

**Federal Transportation Improvement Program (FTIP):** Also referred to as the Transportation Improvement Program (TIP). This is a short-range action plan to the long-range Regional Transportation Plan (RTP). It identifies specifically what projects will be funded within the next 3 - 7 years.

**Fiduciary Funds:** Account for assets held in a trustee or agency capacity for others, and therefore cannot be used to support the government's own program.

**Financial Plan:** A parent document for the budget which establishes management policies, goals, and objectives for all programs within the City over a one-year period (see Budget).

**Finding of No Significant Impact (FONSI):** Is a document prepared by a federal agency showing why a proposed action would not have a significant impact on the environment and thus would not require preparation of an EIS. A FONSI is based on the results of an environmental assessment.

**Fines and Forfeitures:** Fines and Forfeitures consist primarily of fines for parking violations on the City's streets, Municipal Court fines and Library fines.

**Fiscal Impact Analysis:** The analysis of the estimated taxes that a development project would generate in comparison to the cost of providing municipal services demanded by that project.

**Fiscal Year:** The 12-month operating period of the government. For the City, this period begins July 1<sup>st</sup> and ends June 30<sup>th</sup>.

**Fixed Assets:** Assets of long-term nature such as land, buildings, machinery, furniture, and other equipment. The City has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$5,000.

**Fixed Charges:** Are items of expenditures for services rendered by internal operations of the City. Rental of City equipment, computer services, building rental, indirect operating expenses, and depreciation are examples of fixed charges.

**Flood Control:** The specific regulations and practices that reduce or prevent the damage caused by storm water runoff.

**Franchise Fees:** A .5% to 5% fee imposed on franchise revenue in accordance with franchise agreements with utility companies.

**Freeway Capacity:** Is the maximum sustained 15 minute rate of flow that can be accommodated by a uniform freeway segment under prevailing traffic and roadway conditions in a specified direction.

## Budget Glossary

**Fringe Benefits:** These include employee retirement, social security, health, dental, life insurance, worker's compensation, uniforms, and deferred compensation plans.

**Full-Time Equivalent (FTE):** An FTE or full-time equivalent is defined as a staff year. For example, two employees who work one-half time are considered one full-time equivalent.

**Functional Classification:** Guided by federal legislation, refers to a process by which streets and highways are grouped into classes or systems, according to the character of the service that is provided, i.e., Principal Arterials, Minor Arterial Roads, Collector Roads, Local Roads.

**Fund:** A set of internal accounts that records revenue, expenditures, and obligations related to a specific purpose.

**Fund Accounting:** Governments use funds to account for activities within the entity.

**Fund Balance:** The net effect of assets less liabilities at any given point in time. The total fund balance includes a designated/reserved portion, usually for encumbrances, projects, or other prior commitments, as well as an undesignated/unreserved (i.e., "available") portion.

### G

**General Fund:** The fund supported by taxes, fees and other revenues that may be used for any lawful purpose. The general fund accounts for all financial resources except those required to be accounted for in another fund.

**General Ledger (GL):** Central repository of the accounting information of an agency in which the summaries of all financial transactions (culled from subsidiary ledgers) during an accounting period are recorded. Includes revenue and expenditure transactions for all accounts within the agency.

**Generally Accepted Accounting Principles (GAAP):** Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

**Governmental Funds:** Account for activities that are primarily tax-supported operations or other mandatory payments.

**Grant:** A contribution by a government, other organization, or a private individual to support a particular function. Grants may be classified as either categorical or block, depending upon the amount of discretion allowed the grantee. Grants may be competitive or based on allocation.

# Budget Glossary

**Growth Management:** The conscious public decision to restrain, accommodate or induce development in any geographic setting and at any governmental level. Growth management systems provide a means for governments to establish comprehensive goals and objectives designed to address the problems of growth through an integrated system of administrative, financial and regulatory programs.

## H

**High Occupancy Vehicle (HOV):** Are a lane of freeway reserved for the use of vehicles with more than a preset number of occupants; such vehicles often include buses, taxis and carpools.

**Highway Capacity Manual (HCM):** Revised in 1994 by the Transportation Research Board of the National Research Council, the HCM presents various methodologies for analyzing the operation (see Level of Service) of transportation systems as freeways, arterial, transit, and pedestrian facilities.

## I

**Impact Fees:** Costs imposed on new development to fund public facility improvements required by new development and ease fiscal burdens on localities.

**Infrastructure:** Those capital facilities and land assets under public ownership, or operated or maintained for public benefit, that are necessary to support development and redevelopment and to protect the public health, safety, and welfare. Infrastructure systems may include, but are not limited to, transportation, energy, telecommunications, farmland retention, water supply, wastewater disposal, storm water management, shore protection, open space and recreation, solid waste disposal, public health care, public education, higher education, arts, historic resources, public safety, justice, public administration, and public housing.

**Initial Study:** The preliminary analysis that the lead agency prepares in order to determine whether to prepare a negative declaration or an Environmental Impact Report (EIR) and, if necessary, to identify the impacts to be analyzed in the EIR. When the agency determines that an EIR is unnecessary, the study serves the purpose of providing documentation of the factual basis for concluding that a negative declaration will suffice.

**Inspector:** The Project Engineer's representative who inspects construction contract performance in detail, including how the approved design is implemented in the field.

## Budget Glossary

**Intelligent Transportation System (ITS):** Applications of information technology to enhance transportation system management, e.g., real-time information about traffic incidents, routing alternatives and/or the guidance of vehicles through remotely-controlled equipment.

**Inter-fund Transfers:** The movement of monies between funds of the same governmental entity.

**Intermodal Surface Transportation Efficiency Act (ISTEA):** Federal legislation which provided for major restructuring of the federal funding program. Re-authorized as the Transportation Equity Act for the 21st Century (TEA-21).

**Internal Service Charges:** The charges to user departments for internal service provided by another government agency, such as fleet maintenance or insurance funded from a central pool.

**Interregional Road System (IRRS):** Is a series of Interregional state highway routes, outside the urbanized areas, that provide access to, and links between, the state's economic centers, major recreational areas, and urban and rural regions.

**Interregional Transportation Strategic Plan (ITSP):** Describes and communicates the framework in which the state will carry out its responsibilities for the Interregional Improvement Program (IIP). It also identifies how Caltrans will work with regional agencies to consult and seek consensus on the relative priority of improvements. The plan is evaluated in terms of its progress in carrying out its objectives, strategies and actions and updated accordingly on a biennial basis.

**Investment:** Securities and real estate purchased and held for the production of income in the form of interest, dividends, rental or base payments.

### J

There are no terms at this time.

### K

There are no terms at this time.

### L

**Land Use Planning:** Generic term used to describe zoning results such as environmental impact, allowable development uses, historic/cultural preservation, etc.

## Budget Glossary

**Lead Agency:** The agency or agencies that have taken the primary responsibility for preparing the environmental impact statement.

**Legal Description:** A method of describing a particular parcel of land in such a way that it uniquely describes the particular parcel and no other. A legal description may be a simple reference to a lot as shown on a subdivision plat, or be described by metes and bounds. To be adequate, it should be sufficient to locate the property without oral testimony.

**Letter of Transmittal:** The opening section of the budget, which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the previous fiscal years, and the views and recommendations of the City Administrator.

**Level of Service (LOS):** Is a qualitative measure describing operational conditions within a traffic stream; generally described in terms of such factors as speed and travel time, freedom to maneuver, traffic interruptions, comfort and convenience, and safety. LOS A represents free flow, and LOS F represents gridlock.

**Liability:** Debt or other legal obligation arising out of transaction in the past which must be liquidated, renewed or refunded at some future date; financial obligations entered in the balance sheet. Note: The term doesn't include encumbrances.

**Licenses and Permits:** Revenues under this category are from fees for business licenses, building regulation and planning permits. In Richmond, the Business License Tax is charged annually at different rates depending on the Business Tax Category. Licenses and Permits revenue comes from construction permits from the construction of sidewalks, driveways, sewer, grading and excavating, encroachment and obstruction.

**Line Item Budget:** A budget that lists detailed expenditure categories (salary, material, telephone service, travel, etc.) separately, along with the amount budgeted for each specified category. The City uses a line-item detail to maintain and record for financial reporting and control purpose. (See General Ledger Accounts & Commitment Item)

**Local Agency Investment Fund (LAIF):** Program established by the state to enable treasurers to place idle funds in a pool for investment. Each agency is currently limited to LAIF of an investment of \$20 million plus any bond proceeds.

**Local and Regional Level of Service Standards:** Identifies the level of service standards set by local and regional jurisdictions in general plans and congestion management programs.

**Long Range Transportation Plan:** A 15 to 20 year forecast plan that must consider a wide range of social, environmental, energy and economic factors. The plan addresses overall regional goals and how transportation can best meet those goals within financial limits.

## Budget Glossary

### M

**Market Value:** What a willing seller could reasonably expect to receive if he/she were to sell the property on the open market to a willing buyer.

**Master Plan:** A plan prepared to specify and coordinate the provision of one or more infrastructure systems and related services.

**Maturities:** The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

**Measure Q - City Sales Tax:** A one-half of one percent (1/2%) sales tax increment approved by Richmond voters in the November 2004 election. This increased the Richmond tax from 8.25% to 8.75%.

**Memorandum of Understanding (MOU):** A document that expresses mutual accord on an issue between two or more parties. Memoranda of understanding are generally recognized as binding, even if no legal claim could be based on the rights and obligations laid down in them. To be legally operative, a memorandum of understanding must (1) identify the contracting parties, (2) spell out the subject matter of the agreement and its objectives, (3) summarize the essential terms of the agreement, and (4) must be signed by the contracting parties.

**Metropolitan Planning Organization (MPO):** A federally required planning body responsible for the transportation planning and project selection in its region. The Governor designates an MPO in every urbanized area with a population of over 50,000 people.

**Metropolitan Transportation Improvement Program (MTIP):** A listing of highway and transit projects that the region hopes to fund.

**Milestone:** A tangible point in time that tells how far along a project is in the process.

**Mission Statement:** Provides policy guidance and direction for the highest priority objectives to be accomplished during the budget period. Over the last several years, the City Council has developed community goals and long-range vision for the City, which best summarize expectations of the community.

**Mitigated Negative Declaration:** Under the CEQA, if an initial study reveals substantial evidence that significant environmental effects might occur, the project proponent can modify the project so as to eliminate all such possible significant impacts or reduce them to a level of insignificance.

## Budget Glossary

**Mitigation:** One or more of the following approaches to mitigate environmental impact(s) with an emphasis on attempting those measures in the sequence in which they are listed: (1) avoiding the impact altogether by not taking a certain action or parts of an action; (2) minimizing impacts by limiting the degree or magnitude of the action and its implementation; (3) rectifying the impact by repairing, rehabilitating, or restoring the impacted environment; (4) reducing or eliminating the impact over time by preservation and maintenance operations during the life of the action; and (5) compensating for the impact by replacing or providing substitute resources or environments.

**Model, Mode Choice:** Is a model used to forecast the proportion of total person trips on each of the available transportation modes.

**Modified Accrual Basis:** The basis of accounting under which expenditures, whether paid or unpaid, are formally recognized when incurred against the account, but revenues are recognized only when they become both measurable and available to finance expenditures of the current accounting period. All governmental funds use the modified accrual basis of accounting.

**Municipal Bonds:** Interest-bearing obligations issued by state or local governments to finance operating or capital costs. The principal characteristic that has traditionally set municipal bonds apart from other capital market securities is the exemption of interest income from Federal income tax.

### N

**National Environmental Policy Act (NEPA):** Federal legislation that requires consideration of environmental consequences of a project before the project can begin. If a study indicates that there are undesirable environmental consequences of a proposed project, they requires either that consideration be given to "mitigating" measures built into the project that would lessen the environmental damage, or that alternatives (different ways of accomplishing the project goals) be considered that would be less damaging to the environment. NEPA applies to any major federal, state, county, city, or industrial projects that require a Federal permit or receive funding from a Federal agency.

**National Highway System (NHS):** Consists of 155,00 miles (plus or minus 15 percent) of the major roads in the U.S. Included will be all Interstate routes, a large percentage of urban and rural principal arterials, the defense strategic highway network, and strategic highway connectors.

**National Pollutant Discharge Elimination System (NPDES):** Two-phased surface water quality program authorized by Congress as part of the 1987 Clean Water Act.

**Natural Diversity Information:** Identifies special status of habitats and species found within 300 meters of centerline of the existing highway facility.

## Budget Glossary

**Negative Declaration:** Under the CEQA, a Negative Declaration is prepared when, after completing an initial study, a lead agency determines that a project "would not have a significant effect on the environment".

**Non-Attainment Area:** An air basin that does not meet existing state or federal air quality standards.

**Notice of Completion (NOC):** The CEQA requires a notice to the public that a draft environmental impact report has been completed.

**Notice of Determination (NOD):** Under the CEQA, a Notice of Determination is filed by the lead environmental regulatory agency once it has decided to implement or approve a project for which it has approved a negative declaration.

**Notice of Intent (NOI):** Under NEPA, the first formal step in the environmental impact statement process, consisting of a notice with the following information: a description of the proposed action and alternatives; a description of the agency's proposed scoping process, including scoping meetings; and the name and address of the persons to contact within the lead agency regarding the environmental impact statement.

**Notice of Preparation (NOP):** The CEQA requires this notice to the public that an EIR will be prepared for a proposed development. It allows time for members of the community to submit their environmental concerns regarding a proposed development.

**Notice to Proceed:** A letter signed by the Project Engineer and issued to the Contractor granting notice that construction must begin within a designated period.

### O

**Objectives:** Departmental statements describing significant activities to be accomplished during the fiscal year.

**Obligation:** The Federal government's legal commitment (promise) to pay or reimburse the states or other entities for the Federal share of a project's eligible costs.

**Operating Budget:** A financial plan for the provision of City services and basic governmental functions. The operating budget contains appropriations for such expenditures as personnel services, fringe benefits, commodities, services and minor capital expenses. It does not include Capital Improvement Plan expenditures.

**Operations and Maintenance:** Expenditures related to operating costs including supplies, commodities, contract services, materials, utilities and educational services.

## Budget Glossary

**Ordinance:** A formal legislative enactment by the governing board (City Council) of a municipality. If it is not in conflict with any higher form of law, it has the full force and effect of law within the boundaries of the municipality to which it applies.

**Outfall:** The point where wastewater or drainage discharges from a sewer pipe, ditch, or other conveyance to a receiving body of water.

### P

**Performance Measures:** Specific quantitative measures of work performed within an activity or program (e.g., total miles of streets cleaned). Also, a specific quantitative measure of results obtained through a program or activity (e.g., reduced incidence of vandalism due to new street lighting program).

**Permits/Approvals:** Required permissions from regulatory agencies with jurisdiction over the work or location of the project.

**Permitting Authority:** The NPDES authorized state agency or EPA regional office that administers the NPDES program, issuing permits, providing compliance assistance, conducting inspections, and enforcing the NPDES program.

**Personnel Services:** Expenditures related to employee compensation including wages and salaries, fringe benefits, retirement, premiums, allowances and special/supplemental pay such as shift differentials.

**Phase:** Series of related activities during a project's lifecycle, usually culminating in the completion of a major deliverable.

**Plat Map:** A map of a town, section or subdivision indicating the location and boundaries of individual properties.

**Pre-construction Conference (Precon):** A meeting held with the Contractor and City of Richmond staff with the purpose of introducing all parties involved in project construction, identifying critical project issues, and answering Contractor questions. The meeting occurs between contract execution and Notice to Proceed.

**Program:** An activity, or division, within a department which furthers the objectives of the City Council, by providing services or a product.

**Program Budget:** Programs, and associated program codes, are created to articulate the programmatic functions performed by the City organization. The budget (both revenues and expenditures) can be described in programmatic terms. This enables the Mayor and City Council to view how much is being committed and/or spent to achieve their goals and objectives.

## Budget Glossary

**Programming:** The designation of funds for transportation projects which when approved is included in the TIP.

**Project:** A temporary endeavor undertaken to create a unique product or service. It can be considered to be any series of activities and tasks that have: (1) A specific objective to be completed within certain specifications; (2) defined start and end dates; and (3) funding limits and consumed resources. Generally, this is a construction project but could be any undertaking requiring a joint effort wherein a scope, schedule, budget, and desired outcome has been defined.

**Project Closeout Phase:** A specific phase of the project when construction tasks are completed, contractual and administrative requirements are completed and the project files are archived.

**Project Manager:** The person responsible for leading the team; delivering the project within an approved scope, schedule and budget; conducting quality assurance of the project products; monitoring project progress; and overseeing the project from Pre-Design Phase through Project Close Out Phase.

**Project Report:** Is a conceptual engineering report that describes the work in more detail than the PSR.

**Project Study Report (PSR):** Is the pre-programming document required before a project may be included in the State Transportation Improvement Program (STIP).

**Property Tax:** A major portion of the revenues of the City is from property taxes. Property such as land, structures and improvements is subject to tax which is applied to a property's value. In 1978, Proposition 13 revised the calculation of the California property taxes by establishing a fixed rate of one percent of a property's value and thereby limiting the growth in assessed valuation to 2% per year. The exception to this is when property changes hands, in which case fair value becomes the basis of valuation. The City receives its share of property taxes during the months of December, April and June of each fiscal year at 55%, 40% and 5% of the total amount. Of the total property tax received, approximately 48% is General Fund, 16% is Sewer, 24% is Pension Tax Override and 12% is from Assessment Districts.

**Proprietary Funds:** Account for activities that are primarily funded by income from operations resulting from payments for goods and services provided to users.

**PS&E:** Plans, Specifications and Estimates

**Punchlist:** A list of items generated following the Final Inspection consisting of work the Contractor must complete before the project is considered complete and the Notice of Completion and Acceptance is issued.

## Budget Glossary

### Q

There are no terms at this time.

### R

**Ready-to-Ad:** A document that confirms funds is available for construction; it is signed by the Finance Manager of the Capital Improvement Plan Unit and CRE and is required prior to advertisement of the project.

**Recognized Obligation Payment Schedules (ROPS):** A six month period schedule that sets forth the nature, amount, and source of payment for all enforceable obligations of the Successor Agency to the Redevelopment Agency.

**Record of Decision (ROD):** Under the NEPA, a public document that reflects the agency's final decision, rationale behind that decision, and commitments to monitoring and mitigation.

**Redevelopment Agency:** The governing body created to designate redevelopment project areas, supervise and coordinate planning for a project area, and implement the development program.

**Redevelopment Plan:** Plan for revitalization and redevelopment of land within the project area in order to eliminate blight and remedy the conditions that caused it.

**Redevelopment Property Tax Trust Fund (RPTTP):** A trust fund from the collection of the property tax revenues from the dissolved redevelopment agencies that's used to pay enforceable obligations.

**Reimbursements:** Payments remitted by another agency, department, or fund to help defray the costs of a particular service or activity for which some benefit was obtained by the reimbursing party. These amounts are recorded as expenditures, or expenses in the reimbursing fund and as a reduction of expenditures, or expenses, in the fund that is reimbursed.

**Relocation:** The effort to assist and facilitate re-housing of families and single persons, businesses or organizations that are displaced due to redevelopment activities.

**Relocation Assistance:** Relocation payments help to assist families, individuals, businesses, and non-profit organizations that are displaced as a result of redevelopment activities. This includes aid in finding a new location, payments to help cover moving costs, and additional payments for certain other costs.

## Budget Glossary

**Reserved Fund Balance:** A portion of a fund's balance that is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

**Resolution:** A special order of the City Council which requires less legal formality than an Ordinance in terms of public notice and the number of public readings prior to approval. A Resolution has lower legal standing than an Ordinance. The adopted operating budget is approved by Resolution and requires a majority vote of the City Council members present at the time of adoption.

**Revenue:** Funds that the City receives as income. It includes such items as taxes, licenses, user fees/charges for services, fines/penalties, grants, and internal revenue.

**Revenue Estimates:** A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.

**Right-of-Way (ROW):** The right given by one landowner to another to pass over the land actually transferring ownership. ROW is granted by deed or easement, for construction and maintenance according to a designated use. This may include highways, streets, canals, ditches, or other uses.

**Runoff:** Drainage or flood discharge that leaves an area as surface flow or as pipeline flow.

### S

**Salaries and Benefits:** An operating budget category which generally accounts for full-time and part-time salaries, overtime costs, and fringe benefits.

**Sales and Use Tax:** The current Sales Tax rate in Richmond is 8.75%. The City's share of this is 1% percent, with the State getting 6.25%. Sales tax revenue is influenced by different factors such as the number of retail outlets, the interest rates, disposable income, and the rate of inflation. Richmond also has revenue sharing agreements with the City of El Cerrito.

**Schedule:** The planned dates for performing activities and the planned dates for meeting milestones.

**Secondary Access:** A second means for vehicles to get into or leave a neighborhood or development. Having more than one means of access tends to distribute traffic more evenly, and is considered critical for emergency vehicle access.

**Sewer:** Any pipe or conduit used to collect and carry away sewage or storm water runoff from the generating source to the treatment plant or receiving stream.

## Budget Glossary

**Sewer Capital:** Fees collected by the City for future expansion and capacity increases of the sewer and waste water systems.

**Source of Revenue:** Revenues are classified according to their source or point of origin.

**Special Revenue Fund:** Used to account for the proceeds of special revenue sources that are restricted by law (or administrative action) to expenditures for specific purposes.

**Specifications Package:** A packet of information made up of Standard Specifications and Special Provisions that forms the basis of the construction contract defining the work to be done, the material requirements, the construction requirements, the methods of measurement, and the methods of payment during construction. The Specifications Package is generally referred to as either 70% Spec Package, 95% Spec Package or 100% Spec Package.

**State Transportation Improvement Program (STIP):** The statewide CIP adopted biennially by the California Transportation Commission, which includes all major transportation projects funded by state or Federal funds.

**Statement of Overriding Considerations:** Provides an agency with a means to adopt a project with unmitigated significant environmental impacts. The CEQA requires the decision-maker to balance the benefits of a proposed project against its unavoidable environmental risks in determining whether to approve the project. If the benefits of a proposed project outweigh the unavoidable adverse environmental effects, the adverse environmental effects may be considered acceptable.

**Storm Drain:** An opening leading to an underground pipe or open ditch for carrying surface runoff, separate from the sanitary sewer or wastewater system.

**Storm Drain Fund:** Fees received from developers for storm drain facilities.

**Stormwater:** Precipitation that accumulates in natural and/or constructed storage and storm water systems during and immediately following a storm event.

**Stormwater Pollution Prevention Plan (SWPPP):** A plan to describe a process through which a facility thoroughly evaluates potential pollutant sources at a site and selects and implements appropriate measures designed to prevent or control the discharge of pollutants in storm water runoff.

**Street, Arterial:** A thoroughfare designed to carry vehicular traffic between neighborhoods and from surrounding areas into and out of the city.

## Budget Glossary

**Street, Collector:** A street that directs neighborhood vehicular traffic to the arterial street system; it basically serves the surrounding neighborhoods, not the wider community.

**Street, Local:** A street that provides access to adjacent properties and allows for vehicular traffic circulation within a neighborhood.

**Successor Agency:** An agency that is authorized by law to accept and maintain the legal title, custody, and dominion of records that were created by the former redevelopment agencies.

**Supplemental Appropriation:** An act appropriating funds in addition to those in an annual appropriation act. Supplemental appropriations provide additional budget authority beyond the original estimates for programs or activities (including new programs authorized after the date of the original appropriation act) in cases where the need for funds is too urgent to be postponed until enactment of the next regular appropriation bill.

**Supplies and Services:** This budget category accounts for all personnel, and capital outlay expenses.

**Surface Runoff:** The portion of rainfall that moves over the ground toward a lower elevation and does not infiltrate the soil.

**Sustainable Development:** Development with the goal of preserving environmental quality, natural resources and livability for present and future generations. Sustainable initiatives work to ensure efficient use of resources.

**System Capacity:** The ability of natural, infrastructure, social and economic systems to accommodate growth and development without degrading or exceeding the limits of those systems, as determined by a carrying capacity analysis.

### I

**Tax Allocation Bond:** A bond or financial obligation issued by the agency in order to generate funds to implement the redevelopment plan. The bond is repaid with tax increments flowing to the agency as a result of actions of the agency to revitalize the project area.

**Tax Increment:** The increase in property taxes within the redevelopment project area that result from increases in the project area assessed value that exceeds the base year assessed value.

**Transfer:** A movement of budgetary or actual revenues or expenditures between organizational units, accounts, projects, programs or funds. Transfers between funds appear as an expenditure (“transfer out”) in one fund and revenue (“transfer in”) in the other.

## Budget Glossary

Transfers between fiscal years represent the carry forward of funds received in previous years to be expended in the new year and appear as revenue in the new year. Transfers between departments, funds or from one fiscal year to another must be approved by City Council.

**Transfers In/Out:** Payments from one fund to another fund, primarily for work or services provided.

**Transient Occupancy Tax (TOT):** The TOT at 10% is imposed on and paid by the hotel/motel lodgers who stay less than thirty days. The tax is collected and remitted by hotel/motel operators.

**Triple Flip State:** On July 1, 2004 the State began reducing the Sales Tax Allocation to Cities by .25%. The .25% reduction was used for security for the State's "Economy Recovery Bonds". This was replaced dollar-for-dollar by an allocation of local property tax from the County Educational Revenue Augmentation Fund (ERAF) funds paid to the Cities in two payments in January and May.

**Trust and Agency Funds:** Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. The fiduciary funds used by the City include expendable trust and agency funds. Expendable trust funds are accounted for in the same manner as Governmental Funds (general, special revenues, debt service, and capital project funds). Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.

### U

**Urban Transportation Planning System (UTPS):** Is a tool for multi-modal transportation planning developed by the Urban Mass Transportation Administration (now the Federal Transit Administration) and the Federal Highway Administration. It is used for both long and short-range planning, particularly system analysis and covers both computerized and manual planning methods. UTPS consists of computer programs, attendant documentation, user guides and manuals that cover one or more of five analytical categories: highway network analysis, transit network analysis, demand estimation, data capture and manipulation, and sketch planning.

**Utilities:** Generally referring to any outside service agency, including but not limited to, public and private utilities, public transportation agencies, postal services, emergency services, city agencies, and railroads.

**Utility Users Tax (UUT):** A 10% tax imposed on utility (telecommunication, gas, electricity, water and video) revenue.

## Budget Glossary

### V

**Vehicle License Fee (VLF) Backfill:** In FY2004, the State dropped the Motor VLF from 2% to .67%. In FY 2004 the State backfilled the fee reduction with other State funds. In fiscal year 2005, the backfill was replaced with an allocation of local property tax from County Educational Revenue Augmentation Fund (ERAF) funds that was paid to the Cities in two payments in January and May.

### W

**Working Capital:** Also known as financial position in private sector accounting and in enterprise fund accounting in the public sector, working capital is the excess of current assets over current liabilities. For the enterprise funds, this term is used interchangeably with "fund balance", a comparable financial position concept in the governmental fund types.

### X

There are no terms at this time.

### Y

There are no terms at this time.

### Z

**Zero Base Budget:** A process emphasizing management's responsibility to plan, budget, and evaluate. Zero-base budgeting provides for analysis of alternative methods of operation and various levels of effort. It places new programs on an equal footing with existing programs by requiring that program priorities be ranked, thereby providing a systematic basis for allocating resources.

# Budget Glossary

## List of Acronyms

<b>AV</b>	Assessed Valuation
<b>ADA</b>	Americans with Disabilities Act
<b>A/P</b>	Accounts Payable
<b>A/R</b>	Accounts Receivable
<b>CAFR</b>	Comprehensive Annual Financial Report
<b>CAG</b>	Community Advisory Group
<b>CalPERS</b>	California Public Employees' Retirement System
<b>Caltrans</b>	California Department of Transportation
<b>CBD</b>	Central Business District
<b>CEQA</b>	California Environmental Quality Act
<b>CFD</b>	Community Facility District
<b>CIP</b>	Capital Improvement Plan
<b>CMP</b>	Congestion Management Program
<b>CMS</b>	Congestion Management System
<b>COG</b>	Council of Governments
<b>COR</b>	City of Richmond
<b>CPA</b>	Certified Public Accountant
<b>CPI</b>	Consumer Price Index
<b>CPUC</b>	California Public Utility Commission
<b>CRE</b>	County Road Engineer
<b>CTC</b>	California Transportation Commission
<b>DBE</b>	Disadvantaged Business Enterprise

## Budget Glossary

<b>D/C</b>	Demand Capacity Ratio
<b>DEMO</b>	Demonstration Funds
<b>DSMP</b>	District System Management Plan
<b>DOT</b>	Department of Transportation
<b>EAP</b>	Environmental Protection Agency
<b>ECIA</b>	Environmental and Community Investment Agreement
<b>EEO</b>	Equal Employment Opportunity
<b>EIR</b>	Environmental Impact Report
<b>EIS</b>	Environmental Impact Statement
<b>ERAF</b>	Educational Revenue Augmentation Fund
<b>FEMA</b>	Federal Emergency Management Agency
<b>FHWA</b>	Federal Highway Administration
<b>FONSI</b>	Finding of No Significant Impact
<b>FTE</b>	Full-Time Equivalent
<b>FTIP</b>	Federal Transportation Improvement Program
<b>GAAP</b>	Generally Accepted Accounting Principles
<b>GL</b>	General Ledger
<b>HCM</b>	Highway Capacity Manual
<b>HOV</b>	High Occupancy Vehicle
<b>HR</b>	Human Resources
<b>HUD</b>	Federal Department of Housing and Urban Development
<b>IRRS</b>	Interregional Road System
<b>ISTEA</b>	Intermodal Surface Transportation Efficiency Act
<b>IT</b>	Information Technology

## Budget Glossary

<b>ITS</b>	Intelligent Transportation System
<b>ITSP</b>	Interregional Transportation Strategic Plan
<b>LAIF</b>	Local Agency Investment Fund
<b>LOS</b>	Level of Service
<b>LTFP</b>	Long-term Financial Plan
<b>MOU</b>	Memorandum of Understanding
<b>MPO</b>	Metropolitan Planning Organization
<b>MTIP</b>	Metropolitan Transportation Improvement Program
<b>NEPA</b>	National Environmental Policy Act
<b>NHS</b>	National Highway System
<b>NOC</b>	Notice of Completion
<b>NOD</b>	Notice of Determination
<b>NOI</b>	Notice of Intent
<b>NOP</b>	Notice of Preparation
<b>NPDES</b>	National Pollutant Discharge Elimination System
<b>OPEB</b>	Other Post-Employment Benefits
<b>PAF</b>	Personnel Action Form
<b>PO</b>	Purchase Order
<b>PR</b>	Purchase Requisition
<b>Precon</b>	Pre-construction Conference
<b>PSR</b>	Project Study Report
<b>RFP</b>	Request for Proposal
<b>RFQ</b>	Request for Qualification
<b>ROD</b>	Record of Decision

## Budget Glossary

<b>ROPS</b>	Recognized Obligation Payment Schedules
<b>ROW</b>	Right-of-Way
<b>RPTTP</b>	Redevelopment Property Tax Trust Fund
<b>SEC</b>	Security and Exchange Commission
<b>STIP</b>	State Transportation Improvement Plan
<b>SWPPP</b>	Stormwater Pollution Prevention Plan
<b>TIP</b>	Transportation Improvement Program
<b>TOT</b>	Transient Occupancy Tax
<b>UTPS</b>	Urban Transportation Planning System
<b>UUT</b>	Utility Users Tax
<b>VLf</b>	Vehicle License Fee