



REPORT NO. CSD 16-08

DATE ISSUED: May 4, 2016

ATTENTION: Honorable Council President and City Council
Docket of May 10, 2016

ORIGINATING DEPT.: Civic San Diego

SUBJECT: Proposed Fiscal Year 2016-2017 Administrative Budget for Civic
San Diego – General

COUNCIL DISTRICTS: 1-9

REFERENCE: None

STAFF CONTACT: Robert R. Avery, Chief Financial Officer
Pamela Rojas, Principal Accountant

STAFF RECOMMENDATION: That the City Council recommends approval of the proposed Fiscal Year 2016-2017 Administrative Budget (FY17 Budget) for CivicSD and proposed application fees.

SUMMARY: Annually, Civic San Diego (“CivicSD”) must prepare and submit a budget to the City of San Diego (“City”) to be incorporated with the City’s budget. On March 23, 2016, the CivicSD Board of Directors approved the FY17 Budget and proposed application fees increase.

This memorandum, combined with the attachments, represents the proposed FY17 Budget for CivicSD. The proposed FY17 Budget totals \$7,703,000.

FISCAL CONSIDERATIONS: The proposed FY17 Budget totals \$7,703,000 and has increased by \$258,000, or 3.5% as compared to the Fiscal Year 2015-2016 Budget (FY16 Budget). The FY17 Budget is categorized by function and respective revenue sources; permit fees, parking meter revenues, administrative fees and project management fees, grants and other.

ECONOMIC IMPACTS: None.

CIVIC SAN DIEGO RECOMMENDATION: On March 23, 2016, the CivicSD Board of Directors voted 7-0 to support the staff recommendation.

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS: None.

BACKGROUND

Annually, CivicSD must prepare and submit a budget to the City to be incorporated into the City's budget. The FY17 Budget must be submitted to the City by April 1, 2016 for technical review. With the dissolution of redevelopment agencies, the City, as Successor Agency to the former Redevelopment Agency of the City, has engaged CivicSD to implement the redevelopment wind down function pursuant to Assembly Bills x1 26 and 1484. In addition, CivicSD was contracted to manage other functions including Planning, Parking District, Public Works, and Economic Development.

DISCUSSION:

The proposed FY17 Budget totals \$7,703,000, which represents an increase of \$258,000 (3.5%) as compared to the FY16 Budget. The Administrative Budget is comprised of Personnel Expense (salaries and benefits) and Non-Personnel Expense (general administration costs to operate the corporation) and are reflected in the table below.

	FY17 Proposed Budget	FY16 Budget	FY 2016-2017 Change
Positions	40.0	40.0	0.0
Personnel Expense	\$5,120,000	\$4,910,000	\$210,000
Non-Personnel Expense	\$2,583,000	\$2,535,000	\$ 48,000
Total	\$7,703,000	\$7,445,000	\$258,000

The Personnel Expense line item for the FY17 Budget increased by \$210,000 (4.3%) as compared to the FY16 Budget. The number of Full-Time Equivalents (FTEs) remained the same. The increase in expenses is comprised of a proposed merit pool of 3% to remain competitive in retaining current personnel, an additional three interns and an increase in health benefit costs.


The Non-Personnel Expense budget increased by \$48,000 (1.9%) compared to the FY16 Budget. Staff has been working closely with the Economic Development Department of the City developing plans and projects that would benefit the underserved areas in San Diego.

Environmental Impact: This activity is not a "Project" for purposes of the California Environmental Quality Act (CEQA) because it does not fit within the definition of a "Project" set forth in Public Resources Code Section 21065 or CEQA Guidelines Section 15378. Therefore, this activity is not subject to CEQA pursuant to CEQA Guidelines Section 15060(c)(3).

CONCLUSION:

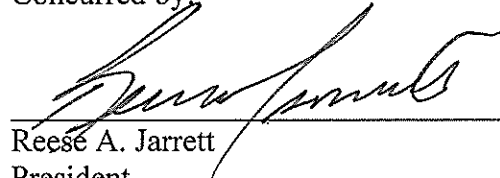
This memorandum, combined with the attachment, represents the proposed FY17 Budget for CivicSD.

Respectfully submitted,

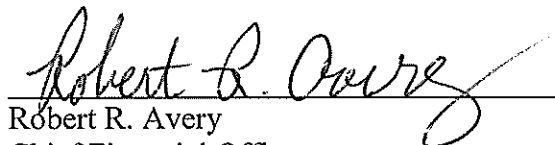


Pamela Rojas
Principal Accountant

Concurred by:



Reese A. Jarrett
President



Robert R. Avery
Chief Financial Officer

Attachment: A – Proposed FY17 Administrative Budget
B – Proposed Permit Fee Increase

CIVIC SAN DIEGO

FY 2016-2017 BUDGET

Prepared:
March 17, 2016

Board Approved:
March 23, 2016

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**BUILDING GREAT URBAN NEIGHBORHOODS.
TOGETHER**

VISION

Revitalized urban neighborhoods that are great places to live, work and recreate, making San Diego economically competitive with the world's best cities

MISSION

Be the entrepreneurial partner to improve economic and social well being with a better built environment in targeted urban neighborhoods

VALUES

Entrepreneurial, results-driven culture

Leaders in innovation

Open engagement with neighborhoods

Cultural understanding

Trusted partner

Accountable

GOALS

To build Public Private Partnerships and use leveraged financing to:

Advance community goals through public improvements

Provide affordable housing, smart mixed-use and transit-oriented development

Foster livable, sustainable and healthy neighborhoods

Nurture small business and stimulate job creation

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SUMMARY OF ADMINISTRATIVE BUDGET
OVERALL BUDGET

	FY 2017 PROPOSED	FY 2016 BUDGET	FY 2016-2017 CHANGE	% CHANGE
Positions	40.0	40.0	0.0	0.0
Personnel Expense	\$ 5,120,000	\$ 4,910,000	\$ 210,000	4.3%
Non-Personnel Expense	<u>\$ 2,583,000</u>	<u>\$ 2,535,000</u>	<u>\$ 48,000</u>	1.9%
TOTAL	\$ 7,703,000	\$ 7,445,000	\$ 258,000	3.5%

OVERALL BUDGET

The Fiscal Year 2016-2017 Budget (FY17 Budget) has increased by \$258,000, or 3.5%, as compared to the Fiscal Year 2015-2016 Budget (FY16 Budget). The FY17 Budget is categorized by function and each function’s respective revenue source(s). The anticipated functions for FY17 include: Permit Processing, for which the Corporation will collect permit application fees to offset the costs; Downtown Community Parking District (DCPD) activities for which the Corporation will seek reimbursement for costs from the City of San Diego (City) from parking meter revenue and from other associated parking revenues; Successor Agency Administration and Project Management for which the Corporation will seek reimbursement from the Successor Agency for costs included within the Successor Agency Administrative Support line, and Project Management line, and on specific Recognized Obligation Payment Schedule (ROPS) lines; Housing Successor Administration and Project Management for which the Corporation will seek reimbursement from the Housing Successor Entity from the associated housing revenues; and Economic Development, New Markets Tax Credit and other activities for which the Corporation will offset costs by seeking grants and other revenues such as FAR bonus fees collected by the Corporation, or reimbursement from funds allocated to the corporation through the City’s General Fund, Development Impact Fees (DIF) or other funds that the City may make available to the Corporation. The table below summarizes the costs. Detailed information can be found on Schedule 2 of the Budget – Budget by Function, and from supporting schedules 4A to 4H.

Budget by Function	Amount
Successor Agency	
Administration	\$ 1,667,435
Project Management	<u>1,803,248</u>
Total Successor Agency	\$ 3,470,683
Housing Successor Entity	766,094
Economic Development	849,676
Parking District	753,322
New Market Tax Credit	290,750
Permit Processing	1,189,985
Other Programs	382,491
Total FY 17 Budget	<u><u>\$ 7,703,000</u></u>

REVENUES

The Corporation receives revenues from several sources including reimbursements from the City, the City as Successor Agency, the Downtown Community Parking District, and the New Markets Tax Credit Fund (NMTC). The Corporation collects permit fees associated with the processing of development permits in downtown San Diego. The Corporation receives other revenues including Floor Area Ratio Bonus (FAR Bonus) fees, proceeds from grants, and deposits from developers. These revenues offset staff, legal and consultant costs associated with the negotiation of development projects. The table below is a comparison of budgeted revenues for FY17 and FY16.

Revenue Description	Fiscal Year 2016-2017	Fiscal Year 2015-2016	2016-2017 Change
Reimbursements- Successor Agency	\$ 3,470,683	\$ 3,291,751	\$ 178,932
Reimbursements - City			
Housing Successor Entity	766,094	794,983	(28,889)
Economic Development	250,000	375,000	(125,000)
Parking District/Garages	753,322	626,144	127,178
Reimbursements from the NMTC Fund	890,750	719,098	171,652
Permit & Planning Fees	1,189,985	1,042,825	147,160
Other Revenues	382,900	596,000	(213,100)
Total	\$ 7,703,734	\$ 7,445,801	\$ 257,934

Reimbursements from the Successor Agency – The Corporation, under its consulting agreement with the City, is reimbursed by the City as Successor Agency for activities related to the wind-down of redevelopment in accordance with Assembly Bills x1 26 and 1484. These activities include Successor Agency Administration and Project Management. These costs are billed to the respective line items in the ROPS. The Corporation is reimbursed dollar-for-dollar for actual expenditures. It is anticipated that the Corporation will receive reimbursements of approximately \$3,470,683 from the City of San Diego as Successor Agency. Reimbursements from the Successor Agency increased minimally. Details of the anticipated revenues can be found on Schedule 3 under Reimbursement from the Successor Agency.

Reimbursements from the City – The Corporation, under its consulting agreement with the City, is reimbursed by the City for activities related to Housing Successor Entity, the Downtown Community Parking District, the Economic Development Department or from other duties as assigned to the Corporation by the City. The Corporation is reimbursed on a dollar-for-dollar basis for actual expenditures. It is anticipated that the Corporation will receive reimbursements of approximately \$1,769,416 from the City. Reimbursements from the Housing Successor Entity are for staff time associated with the implementation of the Affordable Housing Master Plan and associated development agreements. Details of the anticipated revenues can be found on Schedule 3 under Reimbursement from the City.

Reimbursements from the NMTC Fund – The Corporation seeks reimbursement from the Civic San Diego Economic Development and Neighborhood Growth Fund for activities related to the New Markets Tax Credit Program. The Corporation is reimbursed dollar-for-dollar for actual expenditures. Revenue is derived from the annual asset management fees, as well as the one time placement fees earned on each NMTC deal that closes. It is anticipated that the corporation will receive reimbursement from the NMTC Fund of approximately \$890,750. Details of the anticipated revenues can be found on Schedule 3 under Reimbursement from the NMTC Fund.

Permit Fees – The Corporation collects permit fees related to its activities in processing development permits, conditional use permits, neighborhood use permits, as well as other permits. These fees are established by the City of San Diego and collected by the Corporation. The fees were originally adopted in May 2012. The original study assumed that the fees would increase annually in connection with the Consumer Price Index (CPI), but it did not include an automatic annual increase. Staff is proposing that the fees be increased for the FY17 budget using the CPI as a basis. Data on the CPI increase can be found at the Bureau of Labor Statistics website at:

http://www.bls.gov/regions/west/data/consumerpriceindex_sandiego_table.pdf.

The details of the anticipated revenues can be found on Schedule 3 under Permit & Planning Fees. The details for the proposed increase in fees can be found on Attachment B.

Other Revenues – The Corporation collects other revenues, including developer deposits, FAR Bonus Fees, reimbursement from DIF, grants, interest income and other income. It is anticipated that the Corporation will receive approximately \$382,900 of other income. Details of the anticipated revenues can be found on Schedule 3 under Other Revenues.

EXPENDITURES

Total projected expenditures for Fiscal Year 2017 are \$7.7 million and are broken down between personnel expenditure, and non-personnel expenditures. Further, the Corporation allocates its time and resources to the distinct function for which it provides services. The functions for which the Corporation allocates its expenditures are shown in the table below. Detailed information can be found on Schedules 4A to 4H.

Expenditure Description by Function	Fiscal Year 2016-2017	Fiscal Year 2015-2016	2016-2017 Change
Successor Agency	\$ 3,470,683	\$ 3,291,750	\$ 178,933
Housing Successor Entity	766,094	794,983	(28,889)
Economic Development	849,676	779,620	70,056
Parking District	753,322	626,145	127,177
New Markets Tax Credit Program	290,750	314,098	(23,348)
Permit & Planning Fees	1,189,985	1,042,766	147,219
Other Functions	382,491	595,639	(213,148)
Total	\$ 7,703,000	\$ 7,445,000	\$ 258,000

Successor Agency Administration – The City, as Successor Agency to the former Redevelopment Agency of the City of San Diego, has engaged the Corporation to carry out the redevelopment wind-down function, as prescribed under Assembly Bills x1 26 and 1484. The Corporation has a consulting agreement with the City of San Diego. Through this consulting agreement, the Corporation is responsible for, but not limited to, administering existing contracts, processing payments, preparation of annual ROPS, coordination with the California Department of Finance (DOF), as well as other administrative, project management, and property management functions necessary to wind down the former Redevelopment Agency. The Successor Agency must prepare an administrative budget and have that budget approved by the Oversight Board and the DOF. The Corporation is reimbursed for its services through that administrative budget.

Successor Agency Project Management – The City, as Successor Agency to the former Redevelopment Agency of the City of San Diego, has engaged the Corporation in order to carry out the redevelopment wind down function as prescribed under Assembly Bills x1 26 and 1484. The Corporation has a consulting agreement with the City of San Diego. Through this consulting agreement, the Corporation is responsible for, but not limited to, administering existing contracts, processing payments, preparation of annual ROPS, coordination with the DOF, as well as other administrative, project management, and property management functions necessary to wind down the former Redevelopment Agency. The Redevelopment Dissolution law states that staff time associated with the implementation of Enforceable Obligations, may be considered a project management cost and not an administrative cost. The law states that property management costs may be considered an enforceable obligation. The Successor Agency has listed project management and property management as line items on the ROPS. The Corporation cost associated with these functions will be reimbursed through the respective line items on each ROPS.

Housing Successor Entity – The City has elected to be the Housing Successor Entity for the former Redevelopment Agency of the City of San Diego (Housing Successor), and has engaged the Corporation to assist the City in its capacity as Housing Successor. The Housing Successor has retained twenty-two real properties and approximately \$32 million in excess housing bond proceeds. The Corporation will be assisting the City in such activities as, but not limited to, implementing the Affordable Housing Master Plan, managing the existing Enforceable Obligation; administering and implementing existing contracts; managing the solicitation and the selection process for development partners; Development and Disposition Agreements

(DDA); Owner Participation Agreements (OPA); managing the properties held by the Housing Successor; and implementing the DDA or OPA for properties held by the Housing Successor.

Permit & Planning – The Planning Department performs professional planning tasks emphasizing implementation of the Downtown Community Plan, adopted in 2006. The Department conducts and manages a variety of Community Plan implementation studies, tasks, and consultant contracts and oversees all development entitlement services, including design review of new projects and discretionary land use permits.

Downtown Parking Programs – The Corporation has a Memorandum of Understanding with the City to act as the Downtown Community Parking District Advisory Board. The DCPD was established by the City in 1997 in order to invest in and manage public parking assets within downtown San Diego. City Council Policy #100-18 – Community Parking District Policy - governs the activities of the DCPD. The DCPD goal is to manage the existing supply and increase the supply of public on-street and off-street parking, calm traffic, reduce congestion, promote walking and biking, provide for pedestrian safety improvements, and improve neighborhood appearance. The Corporation costs associated with this function will be reimbursed by the City through the DCPD budget.

Economic Development Function – The Corporation has a consulting agreement with the City to perform Economic Development activities within the Downtown and former Southeastern Economic Development Corporation's areas. Activities include facilitating business attraction, expansion and retention, and collaborating with other strategic partners in underserved communities. Additionally, the Corporation continues to seek new opportunities to identify additional funding sources. The Corporation continues to work jointly with the Housing Commission on the development of a Transit Oriented Development Fund to facilitate development in transit focused neighborhoods.

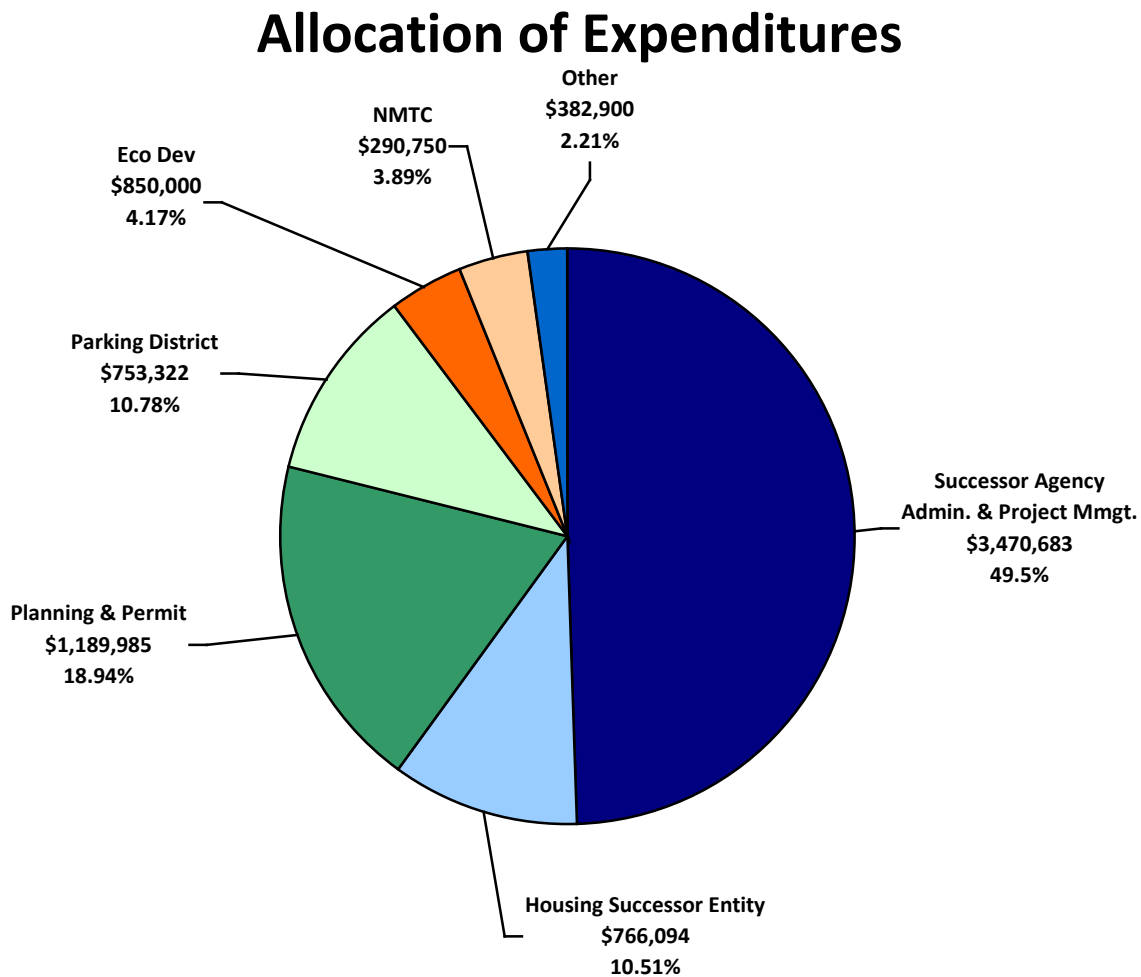
New Markets Tax Credit Function – The Economic Growth and Neighborhood Investment Fund is certified as a registered Community Development Entity (CDE), with the U.S. Treasury Department through the Community Development Financial Institutions Fund (CDFI) and is eligible to apply for and be allocated New Markets Tax Credits (NMTC). The CDFI Fund's mission is to increase economic opportunity and promote community development investments for underserved populations and in distressed communities throughout the United States.

Other Functions – The Corporation may also provide services to the City on special projects as assigned by the City, under the Corporation's consulting agreement with the City. The Corporation also collects developer deposit fees associated with its planning function, or when negotiating a project with developers to cover staff time and consultant time. During FY16, the Corporation, in conjunction with the City, was awarded grants for projects within the former redevelopment project areas, in order to continue projects that could not be added to the Successor Agency ROPS. Staff time and costs which can be attributed to those grants are reflected in this function. Additionally, the Corporation may collect fees for providing services to third parties.

Personnel Expenses – Personnel Expenses are budgeted at \$5.1 million (salaries \$3.71M; benefits and taxes \$1.4M). This is an increase of \$210,000 (4.3%) over FY16. The Personnel line item is comprised of 40 FTE’s and four interns. The FY17 budget proposes a 3.0% merit pool. It also includes \$32 thousand of contingency for payout of accrued vacation and for adjustments to salaries that may be necessary when hiring due to attrition or for special circumstances.

	FY17 Proposed Budget	FY16 Budget	FY 2016-2017 Change
Positions	40.0	40.0	0.0
Personnel Expense	\$5,120,000	\$4,910,000	\$210,000
Non-Personnel Expense	\$2,583,000	\$2,535,000	\$ 48,000
Total	\$7,703,000	\$7,445,000	\$258,000

The following chart displays the estimated allocation of hours employees will work on each function during FY17.



Non-Personnel Expenses – The FY17 Non-Personnel Expense budget increased by \$48,000, or 1.9%, compared to the FY16 Budget.

CIVIC SAN DIEGO

FISCAL YEAR 2016-2017

ADMINISTRATIVE BUDGET

COMBINED BUDGET FOR ALL FUNCTIONS

	PROPOSED FY 2016-2017 BUDGET	FY 2015-2016 BUDGET	CHANGE	% CHANGE
SALARIES AND BENEFITS				
Existing Positions	\$ 3,710,000	\$ 3,570,000	\$ 140,000	3.9%
Benefits	1,410,000	1,340,000	70,000	5.2%
Subtotal Salaries and Benefits	<u>\$ 5,120,000</u>	<u>\$ 4,910,000</u>	<u>\$ 210,000</u>	<u>4.3%</u>
OVERHEAD				
1 Rent- Office	\$ 456,000	430,000	\$ 26,000	6.0%
2 Rent- Equipment	4,000	3,000	1,000	33.3%
3 Leasehold Improvements	35,000	90,000	(55,000)	(61.1%)
4 Telephone & Utilities	34,000	32,000	2,000	6.3%
5 Office/Graphics/Computer Programs & Supplies	74,000	55,000	19,000	34.5%
6 Postage	28,000	28,000	-	0.0%
7 Publications	2,000	2,000	-	0.0%
8 Reproduction Expense	65,000	65,000	-	0.0%
9 Advertising/Relocation/Recruiting Expense	33,000	25,000	8,000	32.0%
10 Business Expense	35,000	20,000	15,000	75.0%
11 Travel-Board/Corporate	6,000	5,000	1,000	20.0%
12 Auto Expense	6,000	4,000	2,000	50.0%
13 Repairs & Maintenance	10,000	10,000	-	0.0%
14 General Memberships	8,000	8,000	-	0.0%
15 Professional Development	25,000	20,000	5,000	25.0%
16 Associated Travel	28,000	10,000	18,000	180.0%
17 Memberships	10,000	10,000	-	0.0%
18 Insurance	168,000	198,000	(30,000)	(15.2%)
19 F F & E /Computer Equipment	80,000	80,000	-	0.0%
20 Directors/Board Expense	6,000	5,000	1,000	20.0%
21 Economic Development and Outreach	520,000	300,000	220,000	73.3%
22 Professional/Consulting Services	950,000	1,135,000	(185,000)	(16.3%)
Subtotal Overhead	<u>\$ 2,583,000</u>	<u>\$ 2,535,000</u>	<u>\$ 48,000</u>	<u>1.9%</u>
TOTAL ADMINISTRATIVE BUDGET	<u>\$ 7,703,000</u>	<u>\$ 7,445,000</u>	<u>\$ 258,000</u>	<u>3.5%</u>

CIVIC SAN DIEGO

FISCAL YEAR 2016-2017
BUDGET BY FUNCTION

Description	Total Budget	Project												
		Successor Agency Oversight & Overhead	Housing Successor Entity	Management for Enforceable Obligations	Permitting & Planning	Parking Programs	Economic Develop.	NMTC Program	Other Programs					
Revenues														
Reimbursement from Successor Agency	3,470,683	1,667,435	-	1,803,248	-	-	-	-	-	-	-	-	-	-
Reimbursement from City	1,769,416	-	766,094	-	-	753,322	-	-	-	-	-	-	-	-
Reimbursement from NMTC Fund	890,750	-	-	-	-	-	-	-	-	600,000	290,750	-	-	-
Permit & Planning Fees	1,189,985	-	-	-	1,189,985	-	-	-	-	-	-	-	-	-
Other Revenues	382,900	-	-	-	-	-	-	-	-	-	-	-	-	382,900
Total Revenues	7,703,734	1,667,435	766,094	1,803,248	1,189,985	753,322	850,000	290,750	382,900					
Expenditures														
Salaries	3,710,000	872,415	409,156	984,223	620,806	393,126	181,881	154,912	93,482					
Benefits & Taxes	1,410,000	343,881	153,570	355,851	252,560	150,682	63,127	56,513	33,816					
Rent	456,000	119,057	50,176	114,278	68,990	51,693	20,890	19,767	11,149					
Rent- Equipment	4,000	967	452	1,029	621	465	188	178	100					
Leasehold Improvements	35,000	8,465	3,952	9,000	5,433	4,071	1,645	1,557	878					
Telephone & Utilities	34,000	8,223	3,839	8,743	5,278	3,955	1,598	1,512	853					
Office/Graphics/Computer Programs & Supplies	74,000	17,897	8,355	19,028	11,487	8,607	3,478	3,291	1,856					
Postage	28,000	1,935	903	2,057	21,242	930	376	356	201					
Publications	2,000	484	226	514	310	233	94	89	50					
Reproduction Expense	65,000	15,721	7,339	16,714	10,090	7,560	3,055	2,891	1,631					
Advertising/Relocation/Recruiting Expense	33,000	6,288	2,935	6,685	11,036	3,024	1,222	1,156	652					
Business Expense	35,000	8,465	3,952	9,000	5,433	4,071	1,645	1,557	878					
Travel-Board/Corporate	6,000	3,513	370	843	509	382	154	146	82					
Auto Expense	6,000	1,451	677	1,543	931	698	282	267	151					
Repairs & Maintenance	10,000	2,419	1,129	2,571	1,552	1,163	470	445	251					
General Memberships	8,000	1,935	903	2,057	1,242	930	376	356	201					
Professional Development	25,000	6,116	2,856	6,504	3,927	2,942	1,189	832	634					
Associated Travel	28,000	4,472	2,089	4,756	12,871	2,153	870	323	468					
Memberships	10,000	2,419	1,129	2,571	1,552	1,163	470	445	251					
Insurance	168,000	40,632	18,967	43,198	26,079	19,540	7,897	7,472	4,215					
F & E /Computer Equipment	80,000	19,348	9,032	20,571	12,419	9,305	3,760	3,558	2,007					
Directors/Board Expense	6,000	1,451	677	1,543	931	698	282	267	151					
Economic Development and Outreach	520,000	-	-	-	-	-	520,000	-	-					
Professional/Consulting Services	950,000	179,882	83,411	189,970	114,685	85,931	34,726	32,860	228,534					
Total Expenditures	7,703,000	1,667,435	766,094	1,803,248	1,189,985	753,322	849,676	290,750	382,491					
Net Change in Fund Balance	734	-	-	-	(0)	-	324	-	409					

Civic San Diego
FISCAL YEAR 2016-2017 CORP. BUDGET
Revenue Details

REVENUE DESCRIPTION	BUDGET 2016-2017	AB 26 Admin	Housing Successor	Project Management	Permitting	Parking Programs	Eco Dev	NMTC	Other	Total
Reimbursement from Successor Agency										
Administrative Cost	1,667,435	1,667,435	-	-	-	-	-	-	-	1,667,435
Project Management Cost	1,803,248	-	-	1,803,248	-	-	-	-	-	1,803,248
Subtotal Reimbursement from the S.A.	<u>3,470,683</u>	<u>1,667,435</u>	-	<u>1,803,248</u>	-	-	-	-	-	<u>3,470,683</u>
Reimbursement from the City										
Housing Successor Entity	766,094	-	766,094	-	-	-	-	-	-	766,094
Parking District-Parking Meter Revenue	696,101	-	-	-	696,101	-	-	-	-	696,101
Parking Garages	57,221	-	-	-	57,221	-	-	-	-	57,221
Economic Development	250,000	-	-	-	-	250,000	-	-	-	250,000
Other	-	-	-	-	-	-	-	-	-	-
Subtotal Reimbursement from the City	<u>1,769,416</u>	-	<u>766,094</u>	-	<u>753,322</u>	<u>250,000</u>	-	-	-	<u>1,769,416</u>
Reimbursement from NMTC Fund										
Annual Administration Fee	290,750	-	-	-	-	-	-	290,750	-	290,750
Contributions from the Fund	600,000	-	-	-	-	600,000	-	-	-	600,000
Subtotal Reimbursement from the NMTC Fund	<u>890,750</u>	-	-	-	-	<u>600,000</u>	-	<u>290,750</u>	-	<u>890,750</u>
Permit & Planning Fee										
Permit Fees	1,189,985	-	-	1,189,985	-	-	-	-	-	1,189,985
Other Fees/Charges	-	-	-	-	-	-	-	-	-	-
Subtotal Reimbursement from the NMTC Fund	<u>1,189,985</u>	-	-	<u>1,189,985</u>	-	-	-	-	-	<u>1,189,985</u>
Other Revenues										
Earned Deposit Revenue	176,000	-	-	-	-	-	-	-	176,000	176,000
FAR Bonus Funds	100,000	-	-	-	-	-	-	-	100,000	100,000
DIF	-	-	-	-	-	-	-	-	-	-
Grants	100,000	-	-	-	-	-	-	-	100,000	100,000
Interest Income	900	-	-	-	-	-	-	-	900	900
Other Revenue	6,000	-	-	-	-	-	-	-	6,000	6,000
Subtotal Other Revenues	<u>382,900</u>	-	-	-	-	-	-	-	<u>382,900</u>	<u>382,900</u>
Prior Years Budget										
		<u>1,667,435</u>	<u>766,094</u>	<u>1,803,248</u>	<u>1,189,985</u>	<u>753,322</u>	<u>850,000</u>	<u>290,750</u>	<u>382,900</u>	<u>7,703,734</u>
Increase/(Decrease) from Prior Year										
		1,687,587	794,983	1,604,164	1,042,825	626,145	780,000	314,098	596,000	7,445,801
		-1.19%	-3.63%	12.41%	14.11%	20.31%	8.97%		-35.76%	3.46%

Notes:

CIVIC SAN DIEGO

FISCAL YEAR 2016-2017
ADMINISTRATIVE BUDGET

SUCCESSOR AGENCY ADMINISTRATION

	PROPOSED FY 2016-2017 BUDGET	FY 2015-2016 BUDGET	CHANGE	% CHANGE
SALARIES AND BENEFITS				
FTE's	9.98	10.74	(0.76)	(7.1%)
Existing Positions	\$ 872,415	\$ 900,093	\$ (27,678)	-3.1%
Benefits	343,881	350,601	(6,720)	-1.9%
Subtotal Salaries and Benefits	<u>\$ 1,216,295</u>	<u>\$ 1,250,694</u>	<u>\$ (34,399)</u>	<u>-2.8%</u>
OVERHEAD				
1 Rent- Office	\$ 119,057	\$ 121,009	\$ (1,952)	(1.6%)
2 Rent- Equipment	967	771	196	25.5%
3 Leasehold Improvements	8,465	23,128	(14,663)	(63.4%)
4 Telephone & Utilities	8,223	8,223	0	0.0%
5 Office/Graphics/Computer Programs & Supplies	17,897	14,134	3,763	26.6%
6 Postage	1,935	2,004	(69)	(3.5%)
7 Publications	484	411	73	17.7%
8 Reproduction Expense	15,721	16,703	(982)	(5.9%)
9 Advertising/Relocation/Recruiting Expense	6,288	4,626	1,662	35.9%
10 Business Expense	8,465	5,140	3,325	64.7%
11 Travel-Board/Corporate	3,513	3,306	207	6.3%
12 Auto Expense	1,451	1,028	423	41.2%
13 Repairs & Maintenance	2,419	2,570	(151)	(5.9%)
14 General Memberships	1,935	2,056	(121)	(5.9%)
15 Professional Development	6,116	3,983	2,133	53.6%
16 Associated Travel	4,472	2,570	1,902	74.0%
17 Memberships	2,419	2,570	(151)	(5.9%)
18 Insurance	40,632	50,881	(10,249)	(20.1%)
19 F F & E /Computer Equipment	19,348	20,558	(1,210)	(5.9%)
20 Directors/Board Expense	1,451	1,285	166	12.9%
21 Economic Development and Outreach	-	-	-	0.0%
22 Professional/Consulting Services	179,882	149,938	29,944	20.0%
Subtotal Overhead	<u>\$ 451,139</u>	<u>\$ 436,893</u>	<u>\$ 14,245</u>	<u>3.3%</u>
TOTAL ADMINISTRATIVE BUDGET	<u>\$ 1,667,435</u>	<u>\$ 1,687,587</u>	<u>\$ (20,152)</u>	<u>-1.2%</u>

CIVIC SAN DIEGO

FISCAL YEAR 2016-2017
ADMINISTRATIVE BUDGET

SUCCESSOR AGENCY PROJECT MANAGEMENT

	PROPOSED FY 2016-2017 BUDGET	FY 2015-2016 BUDGET	CHANGE	% CHANGE
SALARIES AND BENEFITS				
FTE's	9.82	9.44	0.38	4.1%
Existing Positions	\$ 984,223	\$ 889,345	\$ 94,878	10.7%
Benefits	355,851	320,864	34,987	10.9%
Subtotal Salaries and Benefits	<u>\$ 1,340,074</u>	<u>\$ 1,210,209</u>	<u>\$ 129,865</u>	<u>10.7%</u>
OVERHEAD				
1 Rent- Office	\$ 114,278	\$ 100,519	\$ 13,759	13.7%
2 Rent- Equipment	1,029	725	304	41.9%
3 Leasehold Improvements	9,000	21,754	(12,754)	(58.6%)
4 Telephone & Utilities	8,743	7,735	1,008	13.0%
5 Office/Graphics/Computer Programs & Supplies	19,028	13,294	5,734	43.1%
6 Postage	2,057	1,885	172	9.1%
7 Publications	514	387	127	32.9%
8 Reproduction Expense	16,714	15,711	1,003	6.4%
9 Advertising/Relocation/Recruiting Expense	6,685	4,351	2,334	53.7%
10 Business Expense	9,000	4,834	4,166	86.2%
11 Travel-Board/Corporate	843	551	292	53.1%
12 Auto Expense	1,543	967	576	59.5%
13 Repairs & Maintenance	2,571	2,417	154	6.4%
14 General Memberships	2,057	1,934	123	6.4%
15 Professional Development	6,504	3,747	2,757	73.6%
16 Associated Travel	4,756	2,417	2,339	96.8%
17 Memberships	2,571	2,417	154	6.4%
18 Insurance	43,198	47,859	(4,661)	(9.7%)
19 F F & E /Computer Equipment	20,571	19,337	1,234	6.4%
20 Directors/Board Expense	1,543	1,209	334	27.6%
21 Economic Development and Outreach	-	-	-	0.0%
22 Professional/Consulting Services	189,970	139,904	50,066	35.8%
Subtotal Overhead	<u>\$ 463,174</u>	<u>\$ 393,955</u>	<u>\$ 69,220</u>	<u>17.6%</u>
TOTAL ADMINISTRATIVE BUDGET	<u>\$ 1,803,248</u>	<u>\$ 1,604,164</u>	<u>\$ 199,084</u>	<u>12.4%</u>

CIVIC SAN DIEGO

FISCAL YEAR 2016-2017
ADMINISTRATIVE BUDGET

HOUSING SUCCESSOR ADMINISTRATION

	PROPOSED FY 2016-2017 BUDGET	FY 2015-2016 BUDGET	CHANGE	% CHANGE
SALARIES AND BENEFITS				
FTE's	4.20	4.61	(0.41)	(8.8%)
Existing Positions	\$ 409,156	\$ 437,849	\$ (28,693)	(6.6%)
Benefits	153,570	161,168	(7,598)	-4.7%
Subtotal Salaries and Benefits	<u>\$ 562,726</u>	<u>\$ 599,017</u>	<u>\$ (36,291)</u>	<u>(6.1%)</u>
OVERHEAD				
1 Rent- Office	\$ 50,176	\$ 50,001	\$ 175	0.4%
2 Rent- Equipment	452	361	91	25.1%
3 Leasehold Improvements	3,952	10,821	(6,869)	(63.5%)
4 Telephone & Utilities	3,839	3,848	(9)	-0.2%
5 Office/Graphics/Computer Programs & Supplies	8,355	6,613	1,742	26.3%
6 Postage	903	938	(35)	-3.7%
7 Publications	226	192	34	17.6%
8 Reproduction Expense	7,339	7,815	(476)	(6.1%)
9 Advertising/Relocation/Recruiting Expense	2,935	2,164	771	35.6%
10 Business Expense	3,952	2,405	1,547	64.3%
11 Travel-Board/Corporate	370	274	96	35.2%
12 Auto Expense	677	481	196	40.8%
13 Repairs & Maintenance	1,129	1,202	(73)	(6.1%)
14 General Memberships	903	962	(59)	(6.1%)
15 Professional Development	2,856	1,864	992	53.2%
16 Associated Travel	2,089	1,202	887	73.8%
17 Memberships	1,129	1,202	(73)	(6.1%)
18 Insurance	18,967	23,807	(4,840)	(20.3%)
19 F F & E /Computer Equipment	9,032	9,619	(587)	(6.1%)
20 Directors/Board Expense	677	601	76	12.7%
21 Economic Development and Outreach	-	-	-	0.0%
22 Professional/Consulting Services	83,411	69,593	13,818	19.9%
Subtotal Overhead	<u>\$ 203,368</u>	<u>\$ 195,966</u>	<u>\$ 7,403</u>	<u>3.8%</u>
TOTAL ADMINISTRATIVE BUDGET	<u>\$ 766,094</u>	<u>\$ 794,983</u>	<u>\$ (28,889)</u>	<u>-3.6%</u>

CIVIC SAN DIEGO

FISCAL YEAR 2016-2017
ADMINISTRATIVE BUDGET

PLANNING AND PERMITTING FUNCTIONS

	PROPOSED FY 2016-2017 BUDGET	FY 2015-2016 BUDGET	CHANGE	% CHANGE
SALARIES AND BENEFITS				
FTE's	7.58	6.70	0.88	13.1%
Existing Positions	\$ 620,806	\$ 533,413	\$ 87,393	16.4%
Benefits	252,560	213,520	39,040	18.3%
Subtotal Salaries and Benefits	<u>\$ 873,366</u>	<u>\$ 746,933</u>	<u>\$ 126,433</u>	<u>16.9%</u>
OVERHEAD				
1 Rent- Office	\$ 68,990	\$ 63,439	\$ 5,551	8.7%
2 Rent- Equipment	621	458	163	35.6%
3 Leasehold Improvements	5,433	13,730	(8,297)	(60.4%)
4 Telephone & Utilities	5,278	4,882	396	8.1%
5 Office/Graphics/Computer Programs & Supplies	11,487	8,390	3,097	36.9%
6 Postage	21,242	21,390	(148)	-0.7%
7 Publications	310	244	66	27.2%
8 Reproduction Expense	10,090	9,916	174	1.8%
9 Advertising/Relocation/Recruiting Expense	11,036	9,746	1,290	13.2%
10 Business Expense	5,433	3,051	2,382	78.1%
11 Travel-Board/Corporate	509	348	161	46.3%
12 Auto Expense	931	610	321	52.7%
13 Repairs & Maintenance	1,552	1,526	26	1.7%
14 General Memberships	1,242	1,220	22	1.8%
15 Professional Development	3,927	2,365	1,562	66.0%
16 Associated Travel	12,871	1,526	11,345	743.5%
17 Memberships	1,552	1,526	26	1.7%
18 Insurance	26,079	30,205	(4,126)	-13.7%
19 F F & E /Computer Equipment	12,419	12,204	215	1.8%
20 Directors/Board Expense	931	763	168	22.1%
21 Economic Development and Outreach	-	-		
22 Professional/Consulting Services	114,685	108,296	6,389	5.9%
Subtotal Overhead	<u>\$ 316,619</u>	<u>\$ 295,833</u>	<u>\$ 20,784</u>	<u>7.0%</u>
TOTAL ADMINISTRATIVE BUDGET	<u>\$ 1,189,985</u>	<u>\$ 1,042,766</u>	<u>\$ 147,219</u>	<u>14.1%</u>

CIVIC SAN DIEGO

FISCAL YEAR 2016-2017
ADMINISTRATIVE BUDGET

PARKING DISTRICT ADMINISTRATION

	PROPOSED FY 2016-2017 BUDGET	FY 2015-2016 BUDGET	CHANGE	% CHANGE
SALARIES AND BENEFITS				
FTE's	4.31	3.82	0.49	12.9%
Existing Positions	\$ 393,126	\$ 331,782	\$ 61,344	18.5%
Benefits	150,682	126,190	24,492	19.4%
Subtotal Salaries and Benefits	<u>\$ 543,808</u>	<u>\$ 457,972</u>	<u>\$ 85,836</u>	<u>18.7%</u>
OVERHEAD				
1 Rent- Office	\$ 51,693	\$ 42,910	\$ 8,783	20.5%
2 Rent- Equipment	465	310	155	50.1%
3 Leasehold Improvements	4,071	9,287	(5,216)	(56.2%)
4 Telephone & Utilities	3,955	3,302	653	19.8%
5 Office/Graphics/Computer Programs & Supplies	8,607	5,675	2,932	51.7%
6 Postage	930	805	125	15.6%
7 Publications	233	165	68	41.0%
8 Reproduction Expense	7,560	6,707	853	12.7%
9 Advertising/Relocation/Recruiting Expense	3,024	1,857	1,167	62.8%
10 Business Expense	4,071	2,064	2,007	97.2%
11 Travel-Board/Corporate	382	235	147	62.3%
12 Auto Expense	698	413	285	69.0%
13 Repairs & Maintenance	1,163	1,032	131	12.7%
14 General Memberships	930	825	105	12.8%
15 Professional Development	2,942	1,599	1,343	84.0%
16 Associated Travel	2,153	1,032	1,121	108.6%
17 Memberships	1,163	1,032	131	12.7%
18 Insurance	19,540	20,430	(890)	(4.4%)
19 F F & E /Computer Equipment	9,305	8,255	1,050	12.7%
20 Directors/Board Expense	698	516	182	35.2%
21 Economic Development and Outreach	-	-	-	0.0%
22 Professional/Consulting Services	85,931	59,723	26,208	43.9%
Subtotal Overhead	<u>\$ 209,514</u>	<u>\$ 168,173</u>	<u>\$ 41,340</u>	<u>24.6%</u>
TOTAL ADMINISTRATIVE BUDGET	<u>\$ 753,322</u>	<u>\$ 626,145</u>	<u>\$ 127,177</u>	<u>20.3%</u>

CIVIC SAN DIEGO

FISCAL YEAR 2016-2017
ADMINISTRATIVE BUDGET

ECONOMIC DEVELOPMENT FUNCTION

	PROPOSED FY 2016-2017 BUDGET	FY 2015-2016 BUDGET	CHANGE	% CHANGE
SALARIES AND BENEFITS				
FTE's	1.67	1.80	(0.13)	-7.3%
Existing Positions	\$ 181,881	\$ 188,731	\$ (6,850)	-3.6%
Benefits	63,127	65,054	(1,927)	-3.0%
Subtotal Salaries and Benefits	<u>\$ 245,008</u>	<u>\$ 253,785</u>	<u>\$ (8,777)</u>	<u>-3.5%</u>
OVERHEAD				
1 Rent- Office	\$ 20,890	\$ 19,247	\$ 1,643	8.5%
2 Rent- Equipment	188	139	49	35.3%
3 Leasehold Improvements	1,645	4,166	(2,521)	(60.5%)
4 Telephone & Utilities	1,598	1,481	117	7.9%
5 Office/Graphics/Computer Programs & Supplies	3,478	2,546	932	36.6%
6 Postage	376	361	15	4.2%
7 Publications	94	474	(380)	(80.2%)
8 Reproduction Expense	3,055	3,008	47	1.6%
9 Advertising/Relocation/Recruiting Expense	1,222	833	389	46.7%
10 Business Expense	1,645	926	719	77.7%
11 Travel-Board/Corporate	154	106	48	45.4%
12 Auto Expense	282	185	97	52.4%
13 Repairs & Maintenance	470	463	7	1.5%
14 General Memberships	376	370	6	1.6%
15 Professional Development	1,189	717	472	65.8%
16 Associated Travel	870	463	407	87.9%
17 Memberships	470	463	7	1.5%
18 Insurance	7,897	9,164	(1,267)	(13.8%)
19 F F & E /Computer Equipment	3,760	3,703	57	1.5%
20 Directors/Board Expense	282	231	51	22.1%
21 Economic Development and Outreach	520,000	300,000	220,000	73.3%
22 Professional/Consulting Services	34,726	176,789	(142,063)	(80.4%)
Subtotal Overhead	<u>\$ 604,667</u>	<u>\$ 525,835</u>	<u>\$ 78,832</u>	<u>15.0%</u>
TOTAL ADMINISTRATIVE BUDGET	<u>\$ 849,676</u>	<u>\$ 779,620</u>	<u>\$ 70,056</u>	<u>9.0%</u>

CIVIC SAN DIEGO

FISCAL YEAR 2016-2017
ADMINISTRATIVE BUDGET

NEW MARKET TAX CREDIT FUNCTIONS

	PROPOSED FY 2016-2017 BUDGET	FY 2015-2016 BUDGET	CHANGE	% CHANGE
SALARIES AND BENEFITS				
FTE's	1.55	1.73	(0.18)	(10.2%)
Existing Positions	\$ 154,912	\$ 171,664	\$ (16,752)	(9.8%)
Benefits	56,513	60,627	(4,114)	(6.8%)
Subtotal Salaries and Benefits	<u>\$ 211,425</u>	<u>\$ 232,291</u>	<u>\$ (20,866)</u>	<u>(9.0%)</u>
OVERHEAD				
1 Rent- Office	\$ 19,767	\$ 19,725	\$ 42	0.2%
2 Rent- Equipment	178	142	36	25.3%
3 Leasehold Improvements	1,557	4,269	(2,712)	(63.5%)
4 Telephone & Utilities	1,512	1,518	(6)	(0.4%)
5 Office/Graphics/Computer Programs & Supplies	3,291	2,609	682	26.2%
6 Postage	356	370	(14)	(3.8%)
7 Publications	89	76	13	17.0%
8 Reproduction Expense	2,891	3,083	(192)	(6.2%)
9 Advertising/Relocation/Recruiting Expense	1,156	854	302	35.4%
10 Business Expense	1,557	949	608	64.0%
11 Travel-Board/Corporate	146	108	38	35.1%
12 Auto Expense	267	190	77	40.5%
13 Repairs & Maintenance	445	474	(29)	(6.2%)
14 General Memberships	356	379	(23)	(6.1%)
15 Professional Development	832	5,235	(4,403)	(84.1%)
16 Associated Travel	323	474	(151)	(31.9%)
17 Memberships	445	474	(29)	(6.2%)
18 Insurance	7,472	9,392	(1,920)	(20.4%)
19 F F & E /Computer Equipment	3,558	3,795	(237)	(6.2%)
20 Directors/Board Expense	267	237	30	12.6%
21 Economic Development and Outreach	-	-	-	0.0%
22 Professional/Consulting Services	32,860	27,454	5,406	19.7%
Subtotal Overhead	<u>\$ 79,325</u>	<u>\$ 81,807</u>	<u>\$ (2,482)</u>	<u>(3.0%)</u>
TOTAL ADMINISTRATIVE BUDGET	<u>\$ 290,750</u>	<u>\$ 314,098</u>	<u>\$ (23,348)</u>	<u>(7.4%)</u>

CIVIC SAN DIEGO

FISCAL YEAR 2016-2017
ADMINISTRATIVE BUDGET

DEPOSITS/OTHER FUNCTIONS

	PROPOSED FY 2016-2017 BUDGET	FY 2015-2016 BUDGET	CHANGE	% CHANGE
SALARIES AND BENEFITS				
FTE's	0.88	1.15	(0.27)	(23.1%)
Existing Positions	\$ 93,482	\$ 117,123	\$ (23,641)	(20.2%)
Benefits	33,816	41,977	(8,161)	(19.4%)
Subtotal Salaries and Benefits	<u>\$ 127,297</u>	<u>\$ 159,101</u>	<u>\$ (31,803)</u>	<u>(20.0%)</u>
OVERHEAD				
1 Rent- Office	\$ 11,149	\$ 13,150	\$ (2,001)	(15.2%)
2 Rent- Equipment	100	95	5	5.6%
3 Leasehold Improvements	878	2,846	(1,968)	(69.1%)
4 Telephone & Utilities	853	1,012	(159)	(15.7%)
5 Office/Graphics/Computer Programs & Supplies	1,856	1,739	117	6.8%
6 Postage	201	247	(46)	(18.7%)
7 Publications	50	51	(1)	(1.6%)
8 Reproduction Expense	1,631	2,055	(424)	(20.6%)
9 Advertising/Relocation/Recruiting Expense	652	569	83	14.6%
10 Business Expense	878	632	246	38.9%
11 Travel-Board/Corporate	82	72	10	14.3%
12 Auto Expense	151	126	25	19.5%
13 Repairs & Maintenance	251	316	(65)	(20.6%)
14 General Memberships	201	253	(52)	(20.7%)
15 Professional Development	634	490	144	29.5%
16 Associated Travel	468	316	152	48.1%
17 Memberships	251	316	(65)	(20.6%)
18 Insurance	4,215	6,261	(2,046)	(32.7%)
19 F F & E /Computer Equipment	2,007	2,530	(523)	(20.7%)
20 Directors/Board Expense	151	158	(7)	(4.7%)
21 Economic Development and Outreach	-	-	-	0.0%
22 Professional/Consulting Services	228,534	403,303	(174,769)	(43.3%)
Subtotal Overhead	<u>\$ 255,193</u>	<u>\$ 436,538</u>	<u>\$ (181,344)</u>	<u>(41.5%)</u>
TOTAL ADMINISTRATIVE BUDGET	<u>\$ 382,491</u>	<u>\$ 595,639</u>	<u>\$ (213,148)</u>	<u>(35.8%)</u>

CIVIC SAN DIEGO
FISCAL YEAR 2016-2017
SALARY RANGES

	FY 2016 Positions	FY 2017 Positions	<u>CURRENT</u>	<u>PROPOSED</u>	% Increase
CORPORATION STAFF					
President & Chief Executive Officer	1.0	1.0	\$175,000 to	\$235,000 to	0.00%
Chief Financial Officer & Chief Operating Officer	1.0	1.0	\$138,000 to	\$186,000 to	0.00%
Vice President	1.0	1.0	\$108,000 to	\$155,000 to	0.00%
Assistant Vice President	3.0	3.0	\$95,000 to	\$148,000 to	0.00%
Project Manager (Sr. PM, PM, Assoc. PM, or Asst. PM)	6.0	6.0	\$53,000 to	\$130,000 to	0.00%
Project Manager - Engineer (Sr., PM, Assoc, Asst.)	4.0	4.0	\$60,000 to	\$139,000 to	0.00%
Planner (Sr., Planner, Assoc., Asst. & Architect)	5.0	5.0	\$48,000 to	\$102,000 to	0.00%
Economic & Community Development Manager	2.0	2.0	\$90,000 to	\$130,000 to	0.00%
Marketing & Communications Managers	1.0	1.0	\$85,000 to	\$85,000 to	0.00%
Equal Opportunity Outreach/Comm. Specialist	0.0	0.0	\$49,000 to	\$65,000 to	0.00%
Graphics/Designer	0.0	0.0	\$58,000 to	\$75,000 to	0.00%
Information Technology Manager	1.0	1.0	\$70,000 to	\$100,000 to	0.00%
Computer Information Specialist	0.0	0.0	\$44,000 to	\$61,000 to	0.00%
GIS/Web Specialist	0.0	0.0	\$51,000 to	\$84,000 to	0.00%
Asset and Contract Manager	1.0	1.0	\$70,000 to	\$110,000 to	0.00%
Asst. Asset & Contract Manager	1.0	1.0	\$46,000 to	\$97,000 to	0.00%
Finance & Accounting Manager	0.0	0.0	\$70,000 to	\$110,000 to	0.00%
Financial Analyst	1.0	1.0	\$50,000 to	\$97,000 to	0.00%
Accountants	5.0	5.0	\$50,000 to	\$97,000 to	0.00%
Accounting Clerks	0.0	0.0	\$30,000 to	\$50,000 to	0.00%
Human Resources Assistant	1.0	1.0	\$35,000 to	\$55,000 to	0.00%
Admin Services Mngr/Clerk of the Board	1.0	1.0	\$61,000 to	\$89,000 to	0.00%
Confidential Assistant	1.0	1.0	\$47,000 to	\$75,000 to	0.00%
Executive/Administrative Assistant	2.0	2.0	\$36,000 to	\$65,000 to	0.00%
Administrative Clerical Assistant/Receptionist	2.0	2.0	\$27,000 to	\$39,000 to	0.00%
Subtotal Positions & Salaries	40.0	40.0	\$3,457,514	\$3,595,038	
Intern Program/Overtime/Contingency			\$112,486	\$114,962	
TOTAL POSITIONS & SALARIES	40.0	40.0	\$3,570,000	\$3,710,000	