

FY 2015-16

Budget Study Session

May 12, 2015

Agenda

- City Manager's Opening Comments
- Citywide Proposed Budget Overview
- General Fund Proposed Budget Overview
- FTE Staff Summary
- Long Range Financial Plan
- Department's Proposed Budgets
- Questions/Comments

City Manager's Opening Comments

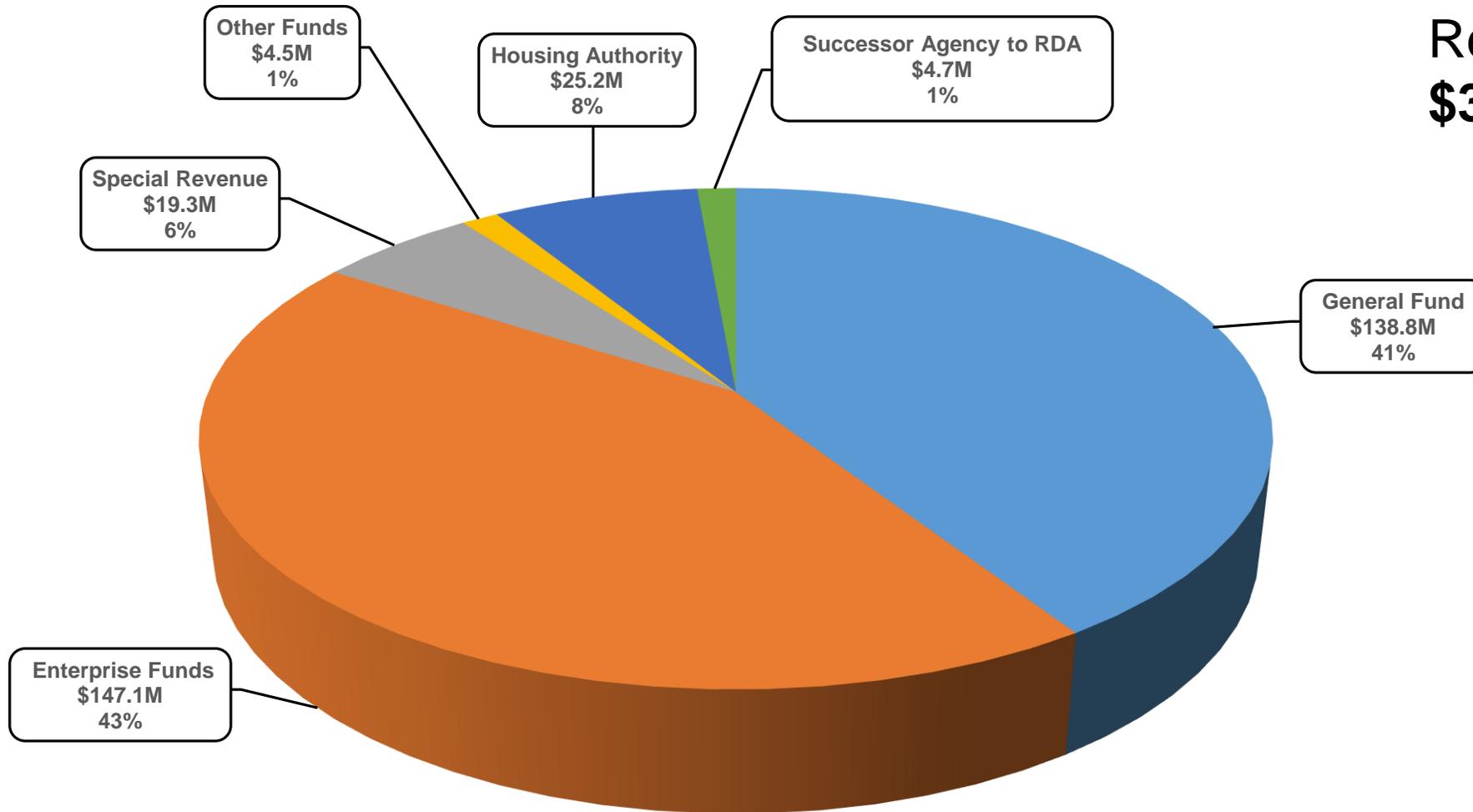
Budget Priorities

- Live Within Our Means
 - Understanding core services
 - Ensuring long-term sustainability
- Strategic Investments to Bolster Local Economy
- Enhance Service Delivery
- Improve Customer Service
- Foster Transparency and Community Engagement

Citywide Proposed Budget Overview

FY 2015-16 Citywide Revenues by Fund

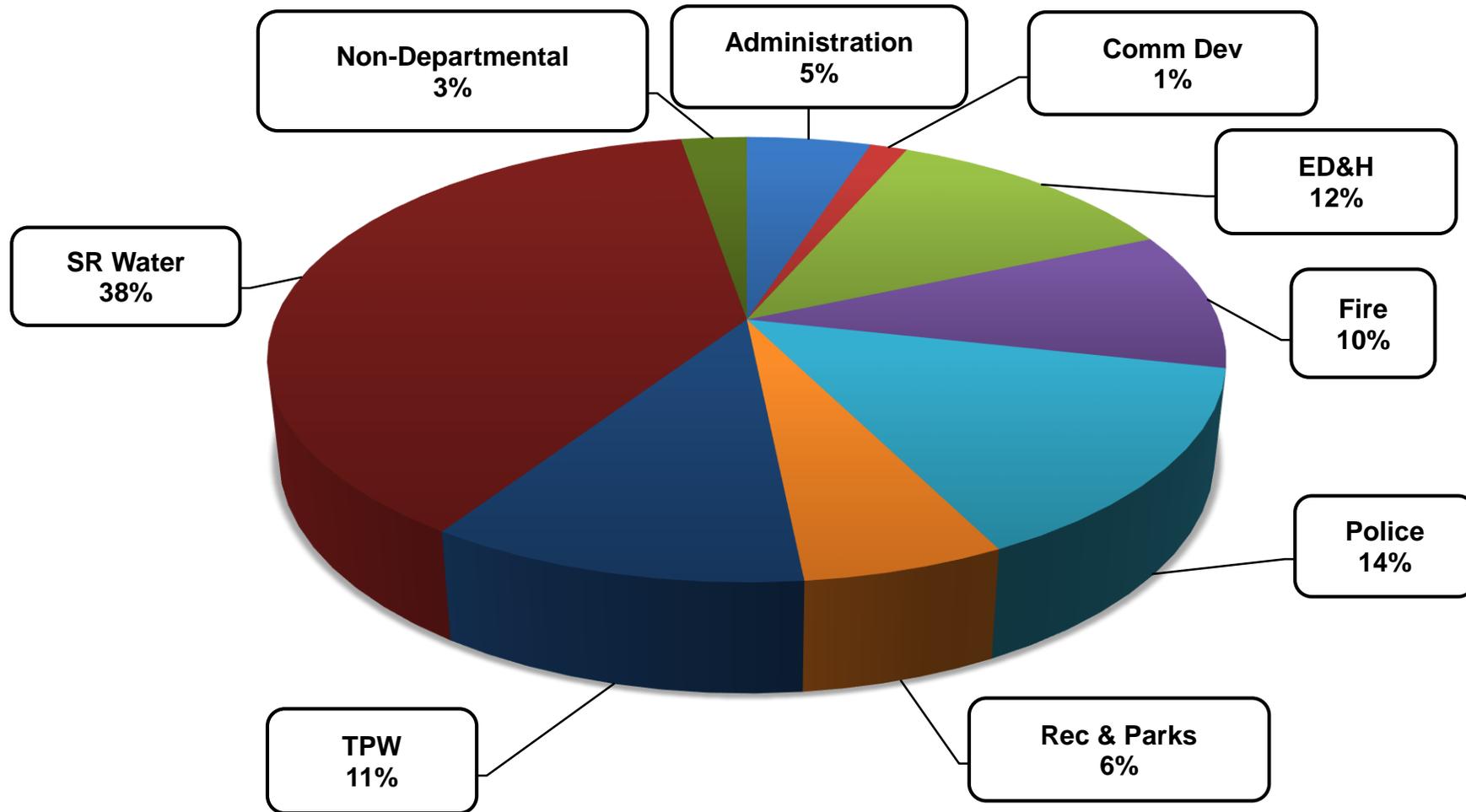
Total Citywide Revenues = **\$339.6M**



FY 2015-16 Citywide Expenditures by Department (in millions)

Department	General Fund	Other Funds	Total
Administration*	\$16.5	\$1.4	\$17.9
Community Development	5.3	0.4	5.7
Economic Development & Housing	-	43.0	43.0
Fire	32.4	3.4	35.8
Police	46.9	3.5	50.4
Recreation & Parks	16.7	3.8	20.5
Transportation & Public Works	14.0	24.8	38.8
SR Water	0.3	135.9	136.2
Non-Departmental	4.5	4.9	9.4
Total FY 2015-16 Proposed Budget	\$136.6	\$221.1	\$357.7
Total FY 2014-15 Adopted Budget	\$128.9	\$227.7	\$356.6

FY 2015-16 Citywide Expenditures by Department



Total Citywide Expenditures = **\$357.7M**

FY 2015-16 Citywide Expenditures by Fund Type (in millions)

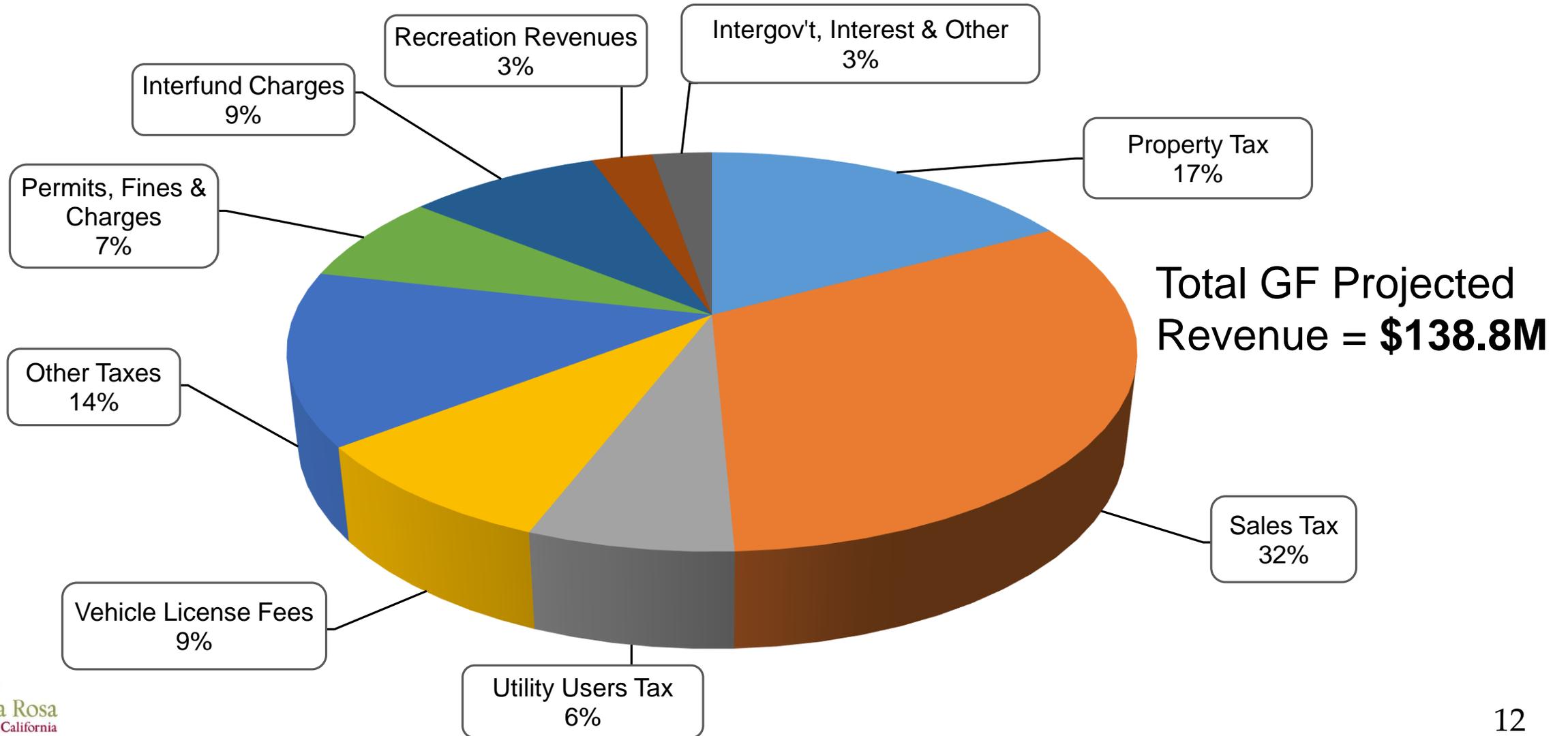
Fund Type	2014-15 Adopted Budget	2015-16 Proposed Budget	\$ Change	% Change
General Fund	\$128.9	\$136.6	\$7.7	6.0%
Enterprise (non-CIP)	121.2	126.5	5.3	4.4%
Enterprise (CIP)	43.4	33.2	(10.2)	-23.5%
Non-Enterprise (CIP)	14.7	11.6	(3.1)	-21.1%
Special Revenue	11.0	11.2	0.2	1.8%
Other Funds	6.1	5.3	(0.8)	-13.1%
Housing Authority	26.7	27.6	0.9	3.4%
Successor Agency to RDA	4.6	5.7	1.1	23.9%
Total	\$356.6	\$357.7	\$1.1	0.3%
Operations (net of CIP)	\$298.5	\$312.9	\$14.4	4.8%
CIP only	58.1	44.8	(13.3)	-22.9%

General Fund Proposed Budget Overview

FY 2015-16 General Fund Revenues by Category (in millions)

Category	2014-15 Adopted Budget	2015-16 Proposed Budget	\$ Change	% Change
Property Tax	\$20.3	\$23.8	\$3.5	17.2%
Sales Tax	41.6	44.7	3.1	7.5%
Utility Users Tax	9.9	9.1	(0.8)	(8.1%)
Vehicle License Fees	10.7	12.0	1.3	12.1%
Other Taxes	18.8	19.5	0.7	3.7%
Permits, Fines & Charges	9.1	10.0	0.9	9.9%
Interfund Charges	12.0	12.1	0.1	0.8%
Recreation Revenues	3.7	3.8	0.1	2.7%
Intergov't, Interest & Other	4.6	3.8	(0.8)	(17.4%)
Total	\$130.7	\$138.8	\$8.10	6.2%

FY 2015-16 General Fund Revenues by Category

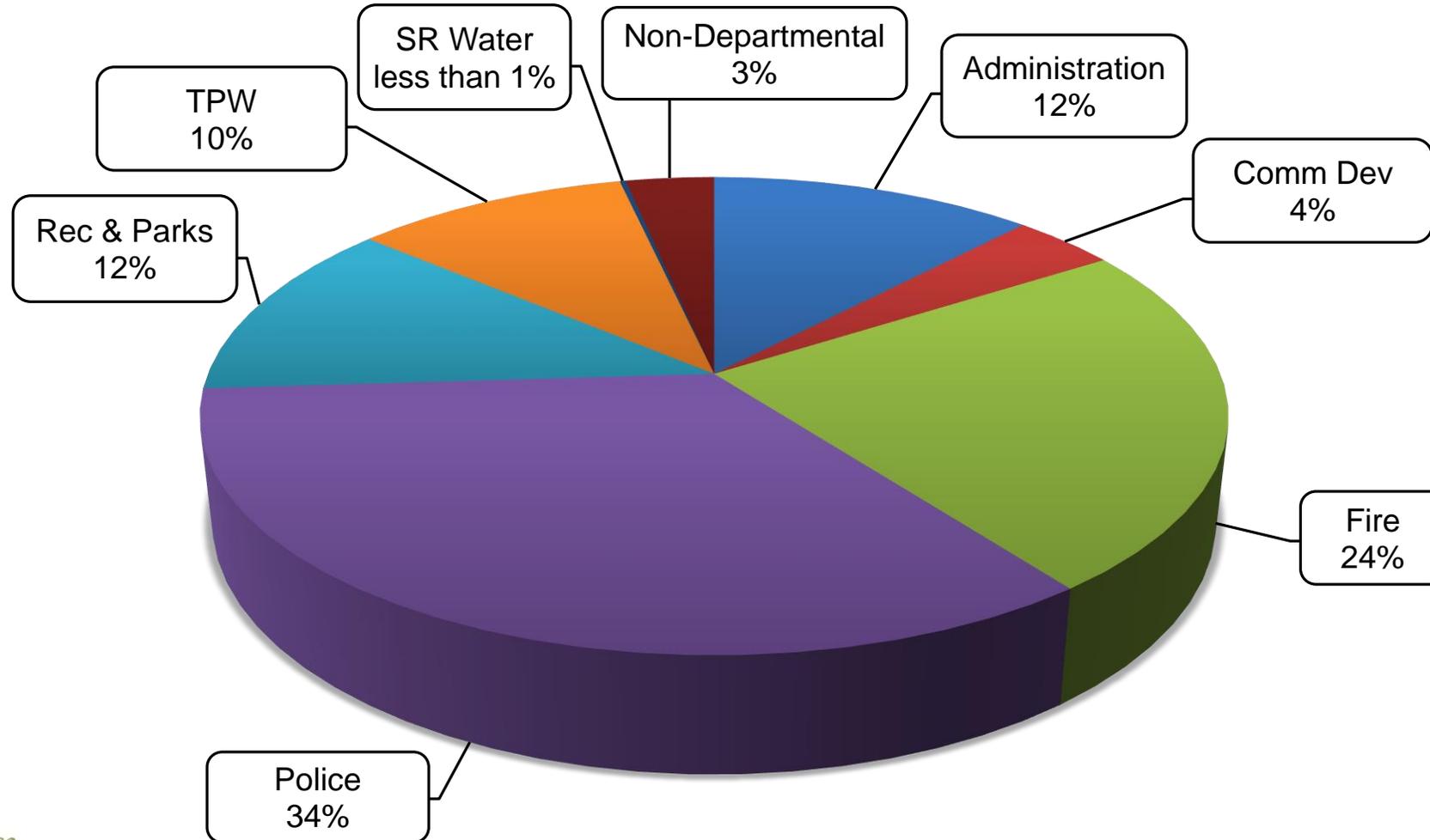


FY 2015-16 General Fund Expenditures by Department (in millions)

Department	2014-15 Adopted Budget	2015-16 Proposed Budget	\$ Change	% Change
Administration*	\$15.7	\$16.5	\$0.8	5.1%
Community Development	4.6	5.3	0.7	15.2%
Fire	30.1	32.4	2.3	7.6%
Police	44.4	46.9	2.5	5.6%
Recreation & Parks	15.2	16.7	1.5	9.9%
Transportation & Public Works	12.8	14.0	1.2	9.4%
SR Water (Storm Water GF only)	0.4	0.3	(0.1)	-25.0%
Non-Departmental	5.7	4.5	(1.2)	-21.2%
Total	\$128.9M	\$136.6M	\$7.7M	6.0%

*Administration includes: City Council, City Manager's Office, City Attorney's Office, Human Resources and Finance

FY 2015-16 General Fund Expenditures by Department

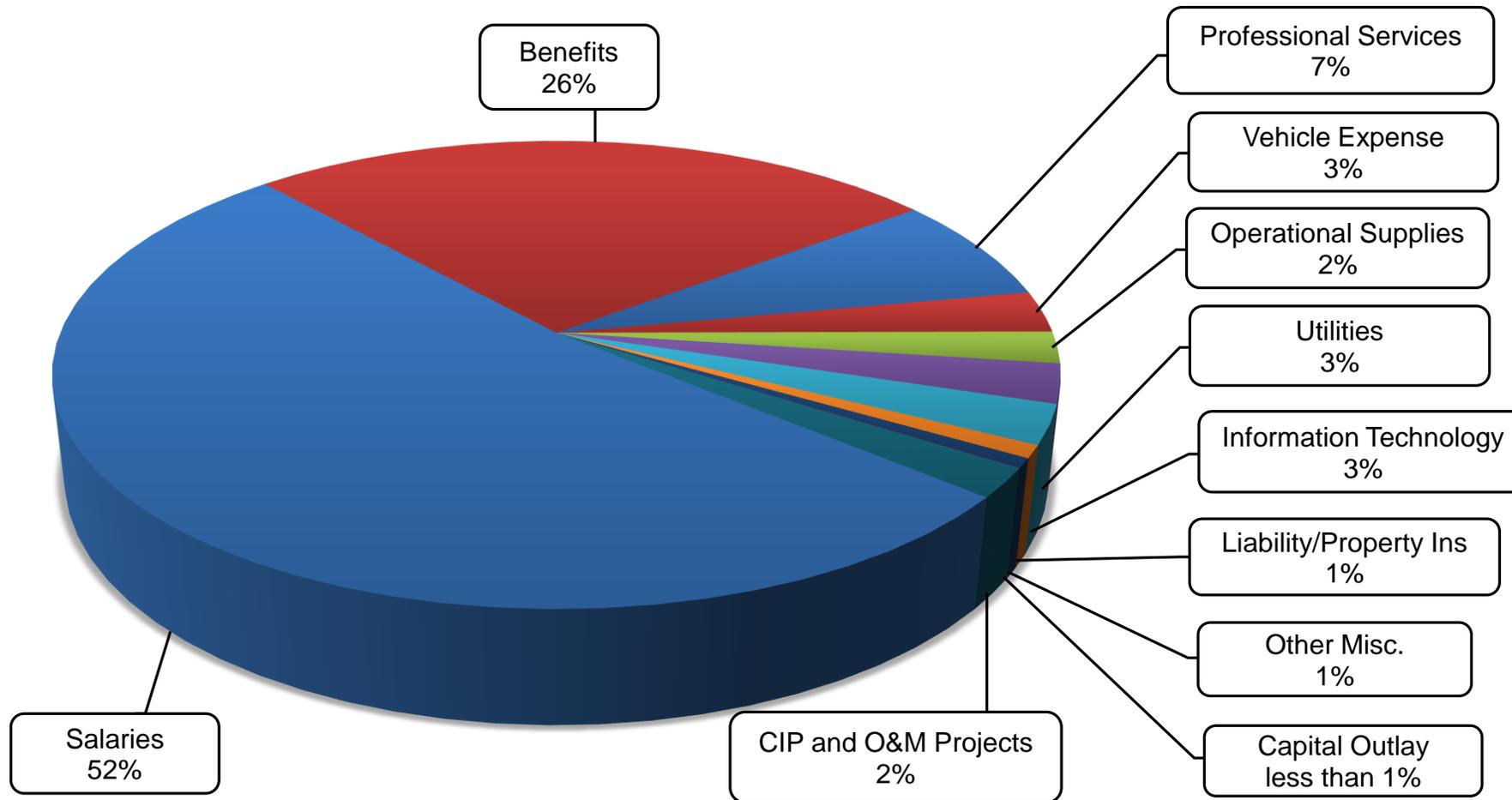


Total GF Expenditures = **\$136.6M**

FY 2015-16 General Fund Expenditures by Category (in millions)

Category	2014-15 Adopted Budget	2015-16 Proposed Budget	\$ Change	% Change
Salaries	\$65.6	\$71.4	\$5.8	8.8%
Benefits	33.2	36.0	2.8	8.4%
Professional Services	10.9	10.0	(0.9)	-8.3%
Vehicle Expense	3.9	3.9	-	-
Operational Supplies	3.0	3.0	-	-
Utilities	3.6	3.7	0.1	2.8%
Information Technology	3.4	3.7	0.3	8.8%
Liability/Property Insurance	1.2	1.2	-	-
Other Miscellaneous	0.7	0.8	0.1	14.3%
Capital Outlay	0.1	0.1	-	-
CIP and O&M Projects	3.3	2.8	(0.5)	-15.2%
Total	\$128.9M	\$136.6M	\$7.7M	6.0%

FY 2015-16 General Fund Expenditures by Category



Total GF Expenditures = **\$136.6M**

FY 2015-16 General Fund Summary

(in millions)

	2015-16 Proposed Budget
Revenue	\$138.8
Transfers In	2.7
Total	\$141.5
Expenditures	136.6
Transfers Out	4.9
Total	\$141.5
Surplus / (Deficit)	---

FTE Staff Summary

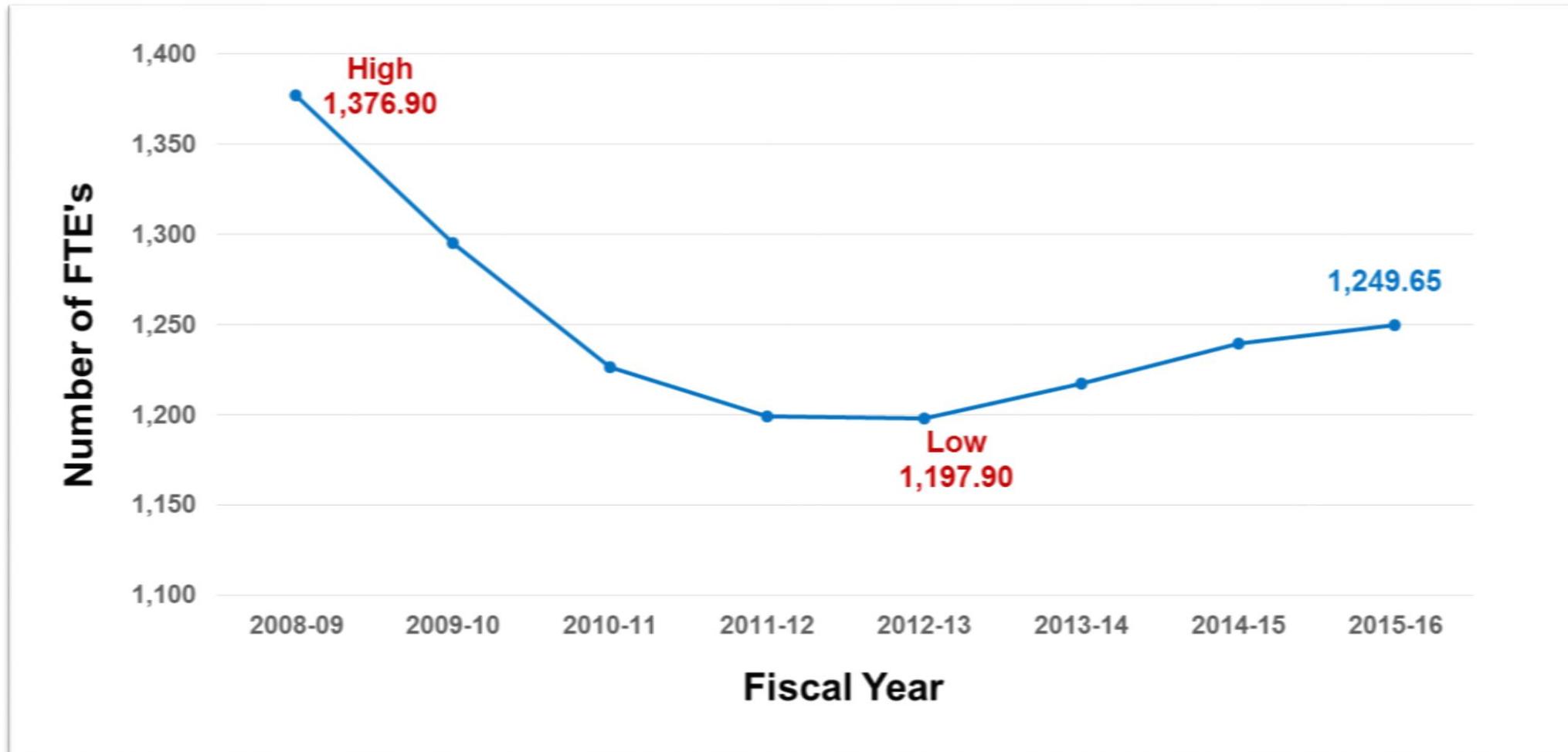
Authorized FTE Staff Summary

Department	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FTE Change	FY 15-16
City Attorney's Office	15.80	13.50	12.70	12.70	12.90	12.90	12.90	-	12.90
City Manager's Office	12.00	11.50	6.00	7.50	12.00	13.00	14.00	3.00	17.00
Community Development	49.20	39.20	27.80	27.80	27.80	28.80	34.50	3.25	37.75
Economic Dev. & Housing	74.00	71.00	71.00	68.00	63.50	62.50	65.00	(5.00)	60.00
Finance	75.35	69.85	68.35	62.85	63.85	62.85	62.35	2.00	64.35
Fire Dept.	143.75	142.75	134.75	136.75	137.75	143.75	147.75	-	147.75
Human Resources	20.40	18.40	17.50	17.00	17.70	18.00	19.00	1.00	20.00

Authorized FTE Staff Summary

Department	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FTE Change	FY 15-16
Information Technology	28.00	28.00	25.00	25.00	24.00	27.00	25.00	1.00	26.00
Police Dept.	274.75	258.75	251.75	246.75	246.75	253.25	258.75	(2.00)	256.75
Transportation & Public Works	298.05	285.75	273.50	270.00	268.00	264.00	275.50	(5.00)	270.50
Recreation & Parks	132.60	100.60	83.15	84.40	82.65	83.15	85.15	8.00	93.15
SR Water	253.00	256.00	255.00	240.00	241.00	248.00	239.50	4.00	243.50
Total FTE's	1,376.90	1,295.30	1,226.50	1,198.75	1,197.90	1,217.20	1,239.40	10.25	1,249.65

Citywide FTE's by Fiscal Year



FY 2015-16 General Fund Position Change Detail

Dept.	Position Title	FTE
Various	Approved Mid-Year 2014-15 positions	9.00
Finance	Purchasing Technician	1.00
Police	Community Service Officer	(1.00)
Police	Sr. Administrative Assistant	(1.00)
Police	Police Officer	(1.00)
Police	Police Sergeant	1.00
CD	Building Plans Checker	1.00
CD	Building Inspector	1.00
CD	Sr. Administrative Assistant	1.00
CD	Sr. Administrative Assistant (existing FTE 0.5 to 0.75)	0.25
CMO/CC	Administrative Assistant	1.00
Total General Fund FTE Changes		12.25

FY 2015-16 Non-General Fund Position Change Detail

Dept.	Position Title	FTE
CMO	Community Outreach Specialist (Approved Mid-Year 2014-15)	1.00
TPW	Equipment Mechanic	(3.00)
TPW	Administrative Technician	(1.00)
TPW	Electrician - Limited Term (CIP)	1.00
IT	Sr. IT Technician (50% paid by Parking)	1.00
EDH	Parking Operations Aide	(4.00)
EDH	Dept. Technology Coordinator	(1.00)

FY 2015-16 Non-General Fund Position Change Detail

Dept.	Position Title	FTE
Water	Right of Way Agent	1.00
Water	Civil Engineering Technician	1.00
Water	Utility System Operator	1.00
Water	Wastewater Treatment Shift Supervisor	1.00
Water	Utilities Technician	1.00
Water	Sr. Administrative Assistant	(1.00)
	Total Non-General Fund FTE Changes	(2.00)

Long Range Financial Plan

Long Range Financial Plan

(in millions)

	Budget FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Revenue	\$138.8	\$141.9	\$145.3	\$146.3	\$142.3	\$145.1	\$147.9	\$150.8	\$153.7	\$156.8
Transfers In	2.7	2.7	2.7	2.7	2.7	2.7	2.7	2.7	2.7	2.7
Total	\$141.5	\$144.6	\$148.0	\$149.0	\$145.0	\$147.8	\$150.6	\$153.5	\$156.4	\$159.5
Expenditures	136.6	140.5	144.1	147.8	151.5	154.2	156.8	159.5	162.3	165.2
Transfers Out	4.9	4.8	5.3	5.5	5.6	5.6	5.7	5.7	5.8	5.8
Total	\$141.5	\$145.3	\$149.4	\$153.3	\$157.1	\$159.8	\$162.5	\$165.2	\$168.1	\$171.0
Surplus / (Deficit)	---	\$(0.7)	\$(1.4)	\$(4.3)	\$(12.1)	\$(12.0)	\$(11.9)	\$(11.7)	\$(11.7)	\$(11.5)

Department's Proposed Budgets

Department Review Schedule

- Administrative Departments:
 - City Council
 - Community Promotions
 - City Manager's Office
 - Human Resources
 - Finance / Non-Departmental
- Information Technology
- Community Development
- Recreation & Parks
- Fire Department

Department Review Schedule Study Session on May 19th

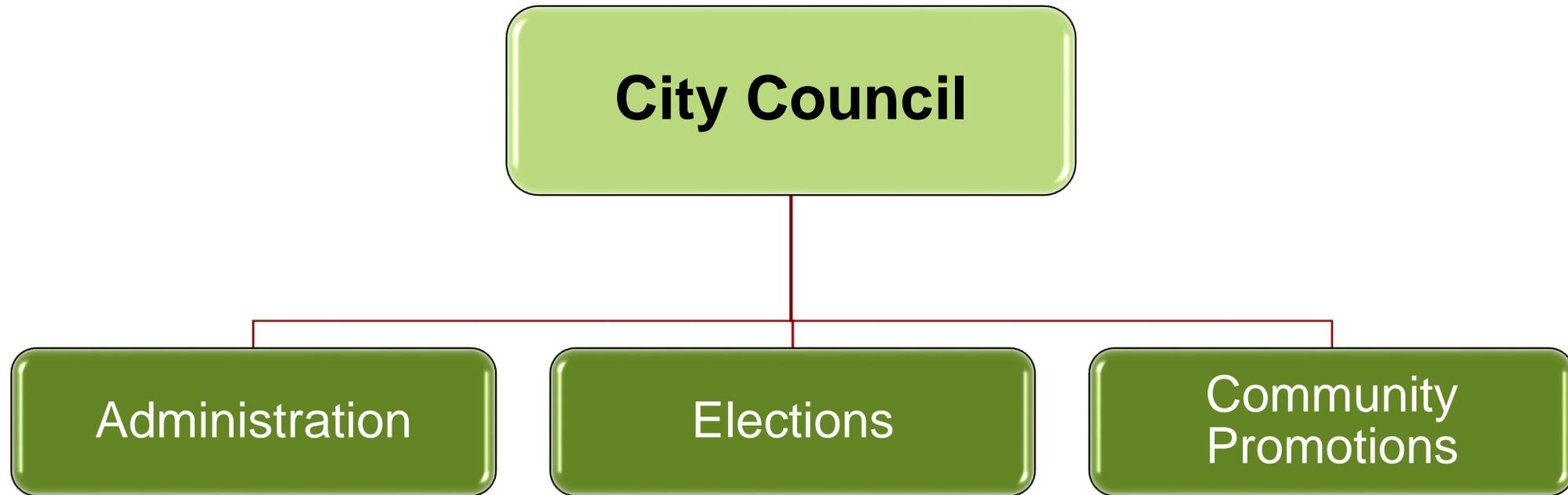
- Administrative Departments:
 - City Attorney's Office
- Police Department
- Economic Housing and Development
- Transportation & Public Works
- Santa Rosa Water
- Capital Improvement Program

Administrative Departments

- Included in the Cost Allocation Plan
 - City Council
 - City Manager's Office
 - Human Resources
 - Finance
 - City Attorney's Office
- Internal Service Funds
 - Information Technology
 - Risk Management
 - Equipment Repair & Replacement

City Council FY 2015-16 Proposed Budget

City Council Organizational Chart



City Council Program Description

- **Administration:** The City Council is the legislative and policy-making body for the City of Santa Rosa
- **Elections:** This program is responsible for costs related to the preparation and conduct of general and special municipal elections
- **Community Promotions:** Council grants funding for a variety of local events

City Council Expenditures by Program

Expenditures by Program (All Funds)	2015-16 Budget	% of Total
Elections	130,000	18.8%
Administration	437,709	63.2%
Community Promotions	125,000	18.0%
Total General Ledger	692,709	100.0%
Total	692,709	100.0%

City Council

Expenditures by Category

Expenditures by Category (All Funds)	2014-15 Budget	2015-16 Budget	\$ Change	% Change
Salaries	123,762	121,352	(2,410)	-1.9%
Benefits	147,860	132,806	(15,054)	-10.2%
Professional Services	359,250	281,000	(78,250)	-21.8%
Vehicle Expenses	1,000	1,000	0	0.0%
Utilities	6,500	5,000	(1,500)	-23.1%
Operational Supplies	10,598	8,500	(2,098)	-19.8%
Information Technology	24,781	37,051	12,270	49.5%
Other Miscellaneous	121,800	106,000	(15,800)	-13.0%
Total	795,551	692,709	(102,842)	-12.9%

City Council Expenditures by Fund

Expenditures by Fund	2014-15 Budget	2015-16 Budget	\$ Change	% Change
General Fund	795,551	692,709	(102,842)	-12.9%
Total	795,551	692,709	(102,842)	-12.9%

Budget Highlights

- Included in Salaries is \$72K for Councilmembers which didn't increase from FY 2014-15
- Council's overall budget shows a reduction, due primarily to the decrease in the elections budget as the next general election does not occur until FY 2016-17
- Council paid close attention to the Community Promotion Funding last budget review and determined they wanted to broaden the scope of interest this year; budget was increased from \$103,054 to approx. \$125,000 to match the funding level established by the Council's Community Promotion Policy

Accomplishments

- Adopted the 2014-15 City budget and finalized Council Goals and Strategic Objectives for 2015-17
- Hired a new City Manager after a nationwide search
- Approved hire of a Community Engagement Director as recommended by the Open Government Task Force
- Approved use of one-time funds for a variety of community enhancements such as the Open Door Initiative; Bayer Park and Garden; Prince Gateway Splash Pad; Street Light Re-energizing Program; and the City's Website Design
- Approved the Public Arts Master Plan
- Approved the Sonoma County Landfill Agreement
- Adopted the Restructured Water and Sewer Connection Fees

Accomplishments

- Approved the Winter Shelter Bed Program at Samuel Jones Hall which added 50 beds
- Allocated \$1M General Fund funding to sponsor the development of 79 affordable housing units at the Crossroads Project
- Approved numerous capital projects for bicyclists and pedestrians
- Approved numerous street and paving projects

Community Promotions FY 2015-16 Proposed Budget

Community Promotions Funding Request

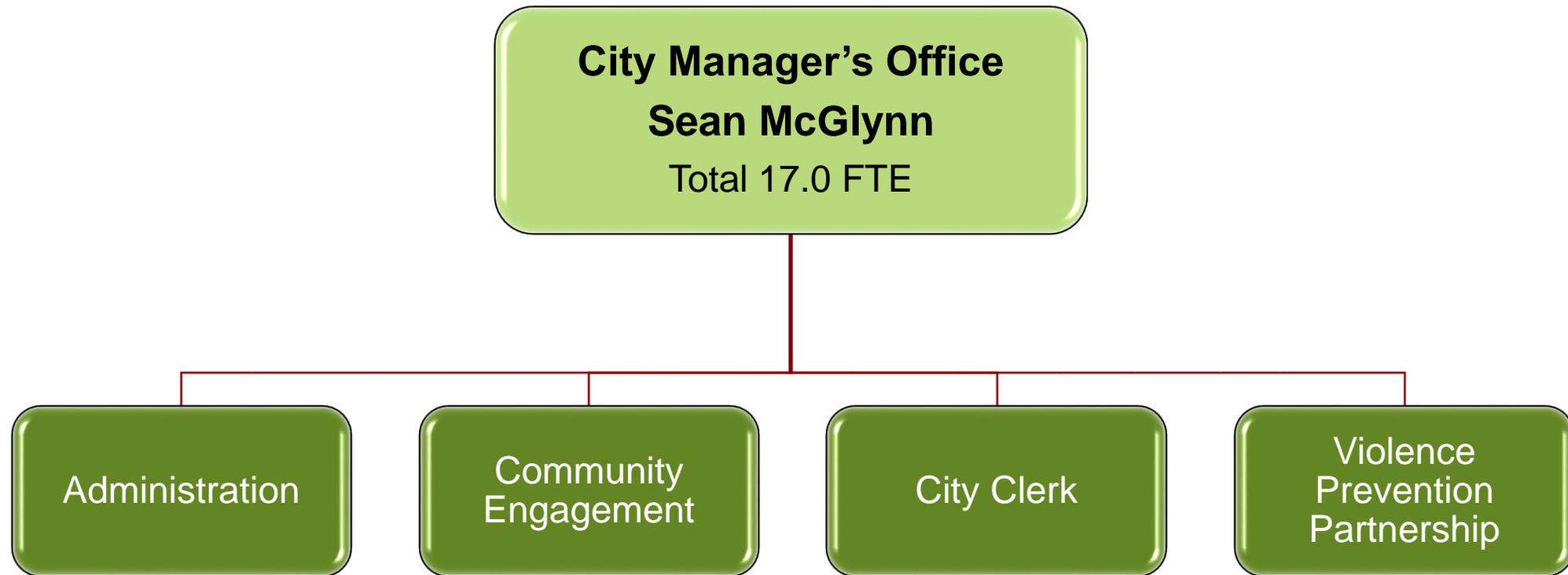
Recurring Requests	FY 2015/16 Request			Recommended by Committee
	Cash	City Services	Total Request	Total
Luther Burbank Rose Parade	\$5,750	\$10,350	\$16,100	\$16,100
Santa Rosa Red, White & BOOM!	\$0	\$20,000	\$20,000	\$20,000
SR Symphony Downtown Performances	\$6,000	\$0	\$6,000	\$6,000
Santa Rosa Downtown Market	\$0	\$30,000	\$30,000	\$30,000
West End Farmer's Market	\$8,400	\$0	\$8,400	\$8,400
The Imaginists	\$5,000	\$150	\$5,150	\$5,150
Human Race	\$0	\$4,189	\$4,189	\$4,189
Shakespeare in the Cannery	\$7,500	\$0	\$7,500	\$7,500
New Requests				
Winter Lights (downtown tree lighting)	\$7,500	\$0	\$7,500	\$7,500
Matsuri Japanese Arts Festival	\$3,500	\$1,850	\$5,350	\$5,350
TOTALS	\$ 43,650	\$ 66,539	\$ 110,189	\$ 110,189

Not Recommended for Funding (Did not meet Criteria)				
Summer Nights SR	\$12,500	?	\$12,500	\$0
Railroad Sq Concert Series	\$4,640	\$0	\$4,640	\$0
Railroad Sq Movie Nights	\$4,728	\$0	\$4,728	\$0

Questions / Comments

City Manager's Office FY 2015-16 Proposed Budget

City Manager's Office Organizational Chart



City Manager's Office Program Description

- **Administration:** This program is responsible for the oversight of all City Departments; works closely with the City Council
- **Community Engagement:** This program encourages maximum involvement with employees and citizens
- **City Clerk:** This program is responsible for administering the City's legislative process, municipal elections, and records management programs
- **Santa Rosa's Violence Prevention Partnership:** This program is responsible for administration and management for the implementation and evaluation of the Partnership's Strategic Plan

City Manager's Office Expenditures by Program

Expenditures by Program (All Funds)	2015-16 Budget	% of Total
General Administration	1,984,348	55.1%
Measure O Violence Prevention	1,214,529	35.4%
Community Engagement	38,030	1.1%
City Clerk	73,550	2.1%
Total General Ledger	3,310,457	93.7%
CIP and O&M Projects	216,315	6.3%
Total Job Ledger	216,315	6.3%
Total	3,526,772	100.0%

City Manager's Office Expenditures by Category

Expenditures by Category (All Funds)	2014-15 Budget	2015-16 Budget	\$ Change	% Change
Salaries	1,322,632	1,530,327	207,695	15.7%
Benefits	502,110	592,861	90,751	18.1%
Professional Services	719,705	820,780	101,075	14.0%
Vehicle Expenses	500	500	0	0.0%
Utilities	5,700	4,600	(1,100)	-19.3%
Operational Supplies	40,200	77,950	37,750	93.9%
Information Technology	96,811	115,512	18,701	19.3%
Other Miscellaneous	127,345	107,683	(19,662)	-15.4%
Subrecipient Funding	40,000	30,000	(10,000)	-25.0%
Indirect Costs	29,558	30,244	686	2.3%
CIP and O&M Projects	236,315	216,315	(20,000)	-8.5%
Total	3,120,876	3,526,772	405,896	13.0%

City Manager's Office Expenditures by Fund

Expenditures by Fund	2014-15 Budget	2015-16 Budget	\$ Change	% Change
General Fund	1,971,226	2,312,243	341,017	17.3%
Measure O Fund	1,144,650	1,214,529	69,879	6.1%
Other Funds	5,000	0	(5,000)	-100.0%
Total	3,120,876	3,526,772	405,896	13.0%

Budget Highlights

- Additional 1.0 FTE Administrative Assistant to handle requests from City Councilmembers, approx. \$70K in Salary/Benefits
- Administration's budget will increase with the addition of 1.0 FTE Community Engagement Director; there are minor increases and decrease in services and supplies
- The Partnership's budget shows an addition of 1.0 FTE Community Outreach Specialist, 100% offset by CalGRIP grant (added Mid-Year 2014-15)
- CHOICE grants increased \$88K, funded by Measure O in Professional Services
- The City Clerk's Records Management Project budget was increased by \$35,000 to provide sufficient funding to complete the legislative records preservation project and microfilm conversion project

Accomplishments

- Administration:
 - Developed recommendations for annual City Budget and long-term policies
 - Brought forward the Open Door Initiative to City Council
 - Brought the Courthouse Square Project to City Council
 - Assisted City Council with recruitment, orientations, and staffing for Boards and Commissions
 - Worked with City Council in support of Community Advisory Board and the Partnership
- Community Engagement:
 - Supported the City's Community Advisory Board
 - Brought forward 24 Community Improvement Grants from CAB

Accomplishments

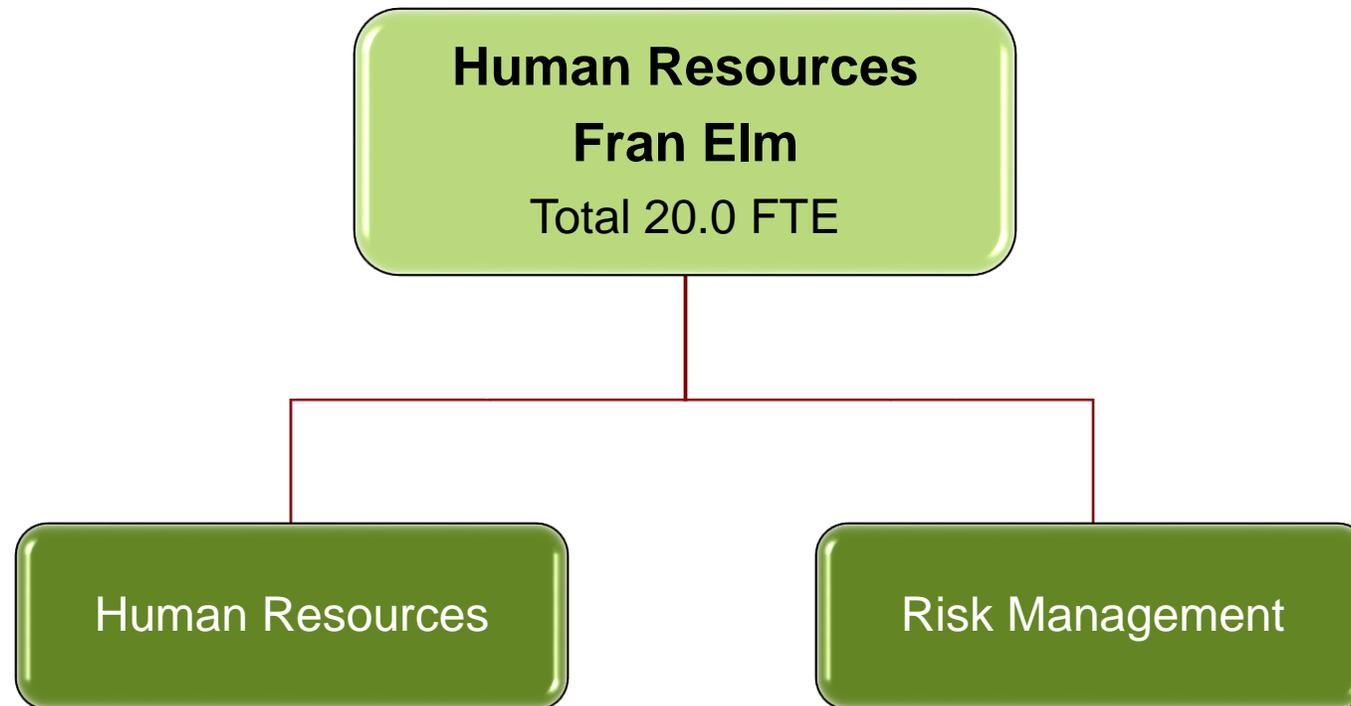
- The Partnership:
 - Rebrand of the Santa Rosa Violence Prevention Partnership (formerly Mayor's Gang Task Force) including new website, social media, and awareness campaign
 - Created a Community Safety Scorecard to establish shared accountability tool
 - Conducted a state-wide conference entitled: "From Incarceration to Transformation: Realignment and Reentry"
 - Implemented Responsive Grant Program for school districts including restorative justice, family literacy, and college readiness
- City Clerk:
 - The Clerk's Office conducted the November 2014 general municipal election; implemented revised campaign finance regulations; and coordinated review and revision of all City records retention schedules

Questions / Comments

Human Resources

FY 2015-16 Proposed Budget

Human Resources Organizational Chart



Human Resources Program Description

- **Human Resources Program:**
 - Labor (Employee) Relations
 - Employment Services
 - Recruitment, Classification, Compensation
 - Evaluation, Performance Management
 - Policy Development and Interpretation
 - Compliance with State, Fed, City R&R
 - Organizational Development
 - Training
 - Facilitation - Mediation

Human Resources Program Description

- **Risk Management Program:**
 - Employee Benefits
 - Health and Wellness
 - Worker's Compensation
 - Employee Safety – OSHA
 - Drug & Alcohol Testing Programs
 - Other City Insurance Programs
 - Liability
 - Property
 - Insurance Requirement in Contracts
 - Compliance with ADA Requirements

Human Resources Expenditures by Program

Expenditures by Program (All Funds)	2015-16 Budget	% of Total
General Administration	2,073,549	6.6%
Risk Management	29,532,552	93.4%
Total General Ledger	31,606,101	100.0%
CIP and O&M Projects	0	0.0%
Total Job Ledger	0	0.0%
Total	31,606,101	100.0%

Human Resources Expenditures by Category

Expenditures by Category (All Funds)	2014-15 Budget	2015-16 Budget	\$ Change	% Change
Salaries	1,548,448	1,691,802	143,354	9.3%
Benefits	628,094	703,804	75,710	12.1%
Professional Services	667,580	794,976	127,396	19.1%
Vehicle Expenses	770	770	0	0.0%
Utilities	1,450	1,450	0	0.0%
Operational Supplies	23,905	23,905	0	0.0%
Information Technology	141,103	146,210	5,107	3.6%
Liab/Property Insurance	4,542	4,720	178	3.9%
Other Miscellaneous	27,549,419	27,993,454	444,035	1.6%
Indirect Costs	187,684	245,010	57,326	30.5%
Total	30,752,995	31,606,101	853,106	2.8%

Human Resources Expenditures by Fund

Expenditures by Fund	2014-15 Budget	2015-16 Budget	\$ Change	% Change
General Fund	1,928,295	2,073,549	145,254	7.5%
Risk Management Fund	28,824,700	29,532,552	707,852	2.5%
Total	30,752,995	31,606,101	853,106	2.8%

Risk Management Fund

Risk Management Programs	2014-15 Budget	2015-16 Budget	\$ Change	% Change
City Health	11,563,834	11,966,066	402,232	3.5%
PERS Health	6,659,263	6,982,500	323,237	4.9%
Workers Compensation	4,336,035	4,063,493	(272,542)	-6.3%
Dental/Vision	2,087,914	2,068,461	(19,453)	-0.9%
Liability	1,697,093	1,838,276	141,183	8.3%
Other EE Benefits	1,032,075	1,085,299	53,224	5.2%
Administration	708,650	808,210	99,560	14.0%
Subregional Earthquake	478,125	408,102	(70,023)	-14.6%
Property/Fire Ins	261,711	312,145	50,434	19.3%
Total	28,824,700	29,532,552	707,852	2.5%

Budget Highlights

- Salaries and Benefits cost increased by 10% due to a mid-year adjustment of 1.0 FTE, eliminated a combined classification of Employment Services/Risk Manager which split into an Employment Services Manager position and Risk Manager position
- City-wide, Health Insurance overall costs increased 3.9%:
 - 2015 EPO & PPO Plans premiums increased by 16% each
 - 2015 Kaiser premiums decreased by 5%
 - 2015 PERS increased by 5%
 - 2016 Healthcare premium estimated increase of 7.0%
- City-wide Worker's Compensation costs decreased by 6%
 - Continuing a Wellness program for Public Safety
 - Additional funding for a Wellness program for All Misc. employees - \$150,000
- Liability Insurance costs increased 8% due to excess insurance premium increases
- Earthquake Insurance premiums, covering the Subregional Wastewater System, decreased by 15%

Accomplishments

- Brought all negotiations to settlement, bringing all units under contract.
- Developed objective selection methodology for comparable jurisdictions for use in negotiation process.
- Successfully integrated new managers and analysts into department.
- Inclusion Council was one of two City service programs featured in the ICMA video on the City of Santa Rosa.

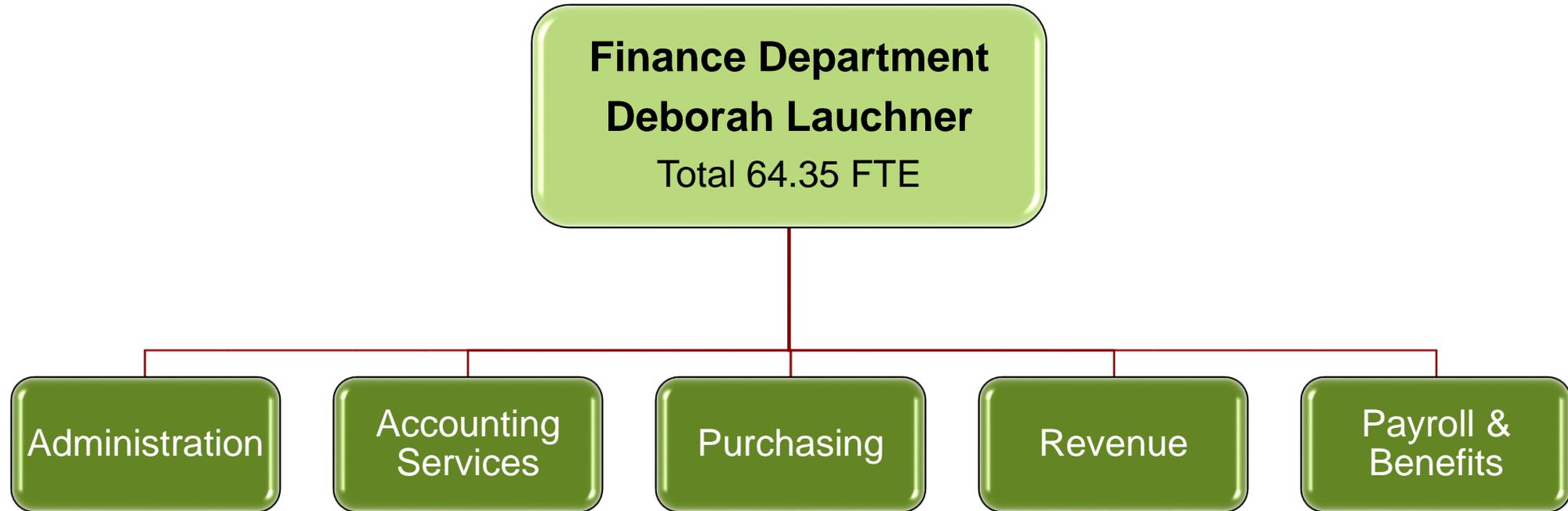
Accomplishments

- Implemented the Careers in Local Government Program in partnership with Santa Rosa Junior College.
- Facilitated teambuilding and strategic planning sessions and retreats in various departments.
- The number of recruitments conducted by the Department increased by 75% from the prior year.

Questions / Comments

Finance Department FY 2015-16 Proposed Budget

Finance Department Organizational Chart



Finance Department Program Description

- **Administration:** Responsible for providing financial and support services to the City organizations, business community and general public.
- **Accounting Services:** Provides accounting & financial services, prepares the City's Comprehensive Annual Financial Report (CAFR), the City's Annual Operations and Maintenance Budget Report and the Annual Capital Improvement Program Budget Report.
- **Payroll and Benefits:** Maintains City's payroll system and produces payments or employee benefits programs, manages City's deferred compensation program, provides costing and support to labor negotiations.

Finance Department Program Description

- **Purchasing:** Includes the Warehouse, Accounts Payable and Contract Management. Provides purchasing, procurement, surplus disposal, purchasing cards, and warehousing support to the City organization.
- **Revenue:** Services include business tax management; utility fee revenues, and billing and collection services for City water and sewer utilities; City taxes; and miscellaneous receivables.

Finance Department Expenditures by Program

Expenditures by Program (All Funds)	2015-16 Budget	% of Total
General Administration	1,361,974	14.6%
Purchasing	997,632	10.7%
Accounting Services	2,347,366	25.2%
Revenue	4,041,427	43.4%
Payroll and Benefits	538,721	5.8%
Total General Ledger	9,287,120	99.7%
CIP and O&M Projects	25,000	0.3%
Total Job Ledger	25,000	0.3%
Total	9,312,120	100.0%

Finance Department Expenditures by Category

Expenditures by Category (All Funds)	2014-15 Budget	2015-16 Budget	\$ Change	% Change
Salaries	4,272,050	4,494,878	222,828	5.2%
Benefits	1,899,128	2,139,447	240,319	12.7%
Professional Services	1,391,289	1,419,186	27,897	2.0%
Vehicle Expenses	94,301	89,206	(5,095)	-5.4%
Utilities	8,310	7,245	(1,065)	-12.8%
Operational Supplies	482,634	411,595	(71,039)	-14.7%
Information Technology	538,747	583,845	45,098	8.4%
Other Miscellaneous	137,490	141,718	4,228	3.1%
CIP and O&M Projects	255,000	25,000	(230,000)	-90.2%
Total	9,078,949	9,312,120	233,171	2.6%

Finance Department Expenditures by Fund

Expenditures by Fund	2014-15 Budget	2015-16 Budget	\$ Change	% Change
General Fund	8,905,949	9,120,120	214,171	2.4%
Pooled Investment Fund	173,000	192,000	19,000	11.0%
Total	9,078,949	9,312,120	233,171	2.6%

Finance Department

General Fund Revenue & Expenditures

General Fund	Proposed Budget FY 2015-16
Expenditures	\$9,120,120
Revenue Offset*	(\$49,266)
Net General Fund Support	\$9,070,854

*Revenue Offset includes Revenue division's administration fees.

Budget Highlights

- Reclassified the Financial Reporting Manager position to two administrative support positions, Administrative Technician and Senior Administrative Assistant, to provide much needed support across the department's various divisions.
- Merged the Accounts Payable section with the Purchasing Division.
- Continued to work through issues of the dissolution of the Redevelopment Agency.
- Provided assistance and support for other departments with projects, i.e. the Roseland Annexation and the Rincon Valley Fire Assessment/Feasibility Study.
- Conducted recruitments for 15 positions in the Finance Department, including the Chief Financial Officer, Deputy Director, Purchasing Agent and Revenue Manager.

Accomplishments

- Received the Government Finance Officers Association (GFOA) Certificate of Achievement Award for the FY 2014-15.
- Produced and published the FY 2014-15 Operations and Maintenance Budget Report and the Comprehensive Annual Financial Report (CAFR).
- Completed a Budget Priorities Survey for a second year to encourage the community's engagement in the City's budget process.
- Automated the Annual Government Census Report.

Accomplishments

- Successful Credit Card terminal upgrade to EMV (Chip & Pin) ahead of the Oct 2015 compliance deadline.
- Implemented Apple Pay and Google Wallet which places us at the peak of technological advancements in the area of credit card acceptance.
- Implemented a major Utility Billing software upgrade to CIS V4 scheduled for April 20, 2015 which will make us the 2nd utility organization to use this advanced software worldwide.
- Conducted strategic planning and goal setting for the Finance Department managers and supervisors.

Questions / Comments

Non-Departmental FY 2015-16 Proposed Budget

Non-Departmental Expenditures by Program

Expenditures by Program (All Funds)	2015-16 Budget	% of Total
General Administration	322,106	3.4%
Animal Shelter	1,950,000	20.6%
Media Access Center	281,366	3.0%
Non-Program	1,653,901	17.5%
Debt Service	5,033,920	53.1%
Other	99,200	1.0%
Total General Ledger	9,340,493	98.6%
CIP and O&M Projects	129,818	1.4%
Total Job Ledger	129,818	1.4%
Total	9,470,311	100.0%

Non-Departmental Expenditures by Category

Expenditures by Category (All Funds)	2014-15 Budget	2015-16 Budget	\$ Change	% Change
Salaries	1,400,000	1,400,000	0	0.0%
Benefits	0	10,000	10,000	-
Professional Services	4,206,126	3,007,852	(1,198,274)	-28.5%
Debt Service	5,677,796	5,028,740	(649,056)	-11.4%
Liability/Property Insurance	1,254,472	1,193,901	(60,571)	-4.8%
Other Miscellaneous	(1,400,000)	(1,300,000)	100,000	-7.1%
CIP and O&M Projects	222,000	129,818	(92,182)	-41.5%
Total	11,360,394	9,470,311	(1,890,083)	-16.6%

Non-Departmental Expenditures by Fund

Expenditures by Fund	2014-15 Budget	2015-16 Budget	\$ Change	% Change
General Fund	5,674,998	4,436,391	(1,238,607)	-21.8%
Debt Service Funds	5,685,396	5,033,920	(651,476)	-11.5%
Total	11,360,394	9,470,311	(1,890,083)	-16.6%

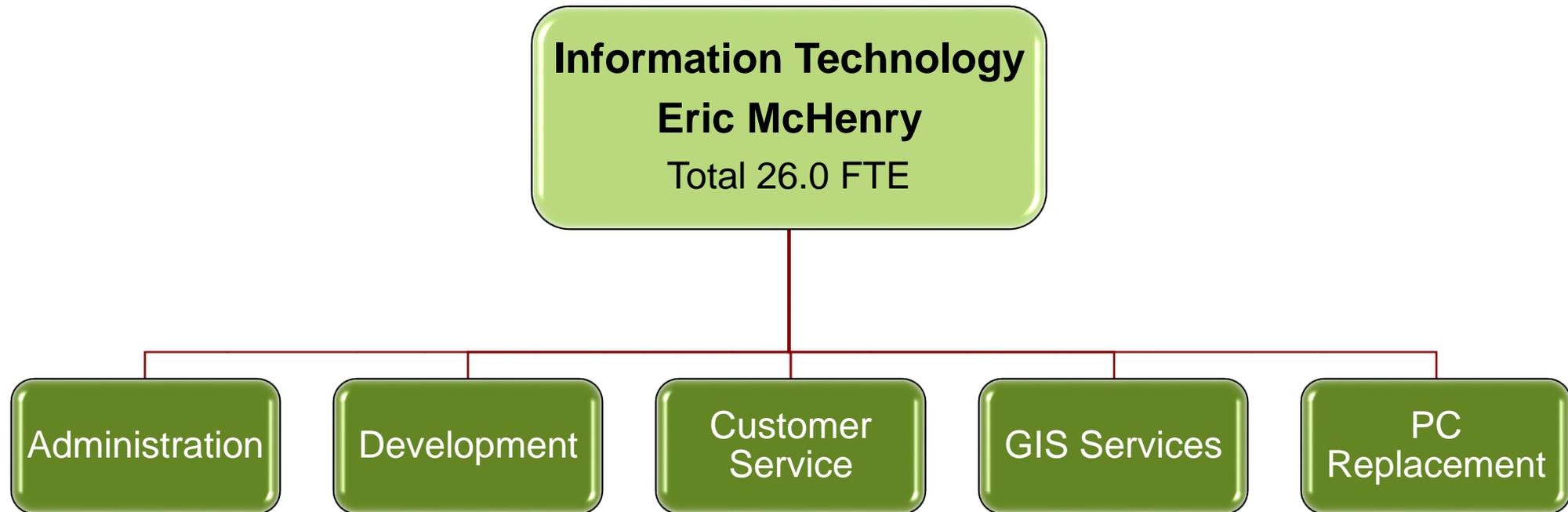
Budget Highlights

- No labor negotiations scheduled for FY 2015-16, redistributed Professional Services of \$1.1M to Salaries across all departments in FY 2015-16
- Reduction in debt service payments and payoff Capital Lease for accounting system (\$649K)
- No change in Animal Shelter budget for FY 2015-16

Questions / Comments

Information Technology FY 2015-16 Proposed Budget

Information Technology Organizational Chart



Information Technology Program Description

- **Administration**
- **Software Development and Support:** More than 60 applications and software programs
- **Customer and Network Support:** PCs, Servers, Network, Storage and Security; Over 180 servers and over 2,900 connected devices; Helpdesk responds to over 5,000 Support Requests
- **Geographic Information System (GIS) Services**
- **PC Replacement:** Over 800 enrolled PCs

Information Technology Expenditures by Program

Expenditures by Program (All Funds)	2015-16 Budget	% of Total
I.T. Administration	392,813	5.8%
I.T. Development	2,394,220	35.5%
I.T. Customer Support	2,429,990	36.0%
I.T. GIS Services	309,650	4.6%
I.T. PC Replacement Program	175,316	2.6%
Total General Ledger	5,701,989	84.5%
CIP and O&M Projects	1,043,882	15.5%
Total Job Ledger	1,043,882	15.5%
Total	6,745,871	100.0%

Information Technology Expenditures by Category

Expenditures by Category (All Funds)	2014-15 Budget	2015-16 Budget	\$ Change	% Change
Salaries	2,301,124	2,456,832	155,708	6.8%
Benefits	1,008,342	1,071,576	63,234	6.3%
Professional Services	1,054,772	1,280,211	225,439	21.4%
Vehicle Expenses	13,750	13,850	100	0.7%
Utilities	358,273	391,280	33,007	9.2%
Operational Supplies	58,100	50,400	(7,700)	-13.3%
Information Technology	13,682	21,853	8,171	59.7%
Liab/Property Insurance	20,825	21,188	363	1.7%
Other Miscellaneous	39,484	41,609	2,125	5.4%
Indirect Costs	301,102	353,190	52,088	17.3%
CIP and O&M Projects	1,024,083	1,043,882	19,799	1.9%
Total	6,193,537	6,745,871	552,334	8.9%

Information Technology Expenditures by Fund

Expenditures by Fund	2014-15 Budget	2015-16 Budget	\$ Change	% Change
Information Technology	5,715,374	6,239,673	524,299	9.2%
Technology Replacement	478,163	506,198	28,035	5.9%
Total	6,193,537	6,745,871	552,334	8.9%

Budget Highlights

- The FY 2015-16 budget includes several increases (and some decreases) due to external cost changes
- Added 1.0 FTE Senior IT Technician (50% paid for by Parking)
- Professional Services:
 - Enterprise software support maintenance increased \$155k due to vendor price increases and additional licenses.
 - Network equipment, data storage, and phone maintenance increased \$70k.
- The total IT budget for FY 2015-16 is \$6.746M, up \$552k or 8.9% over last year.

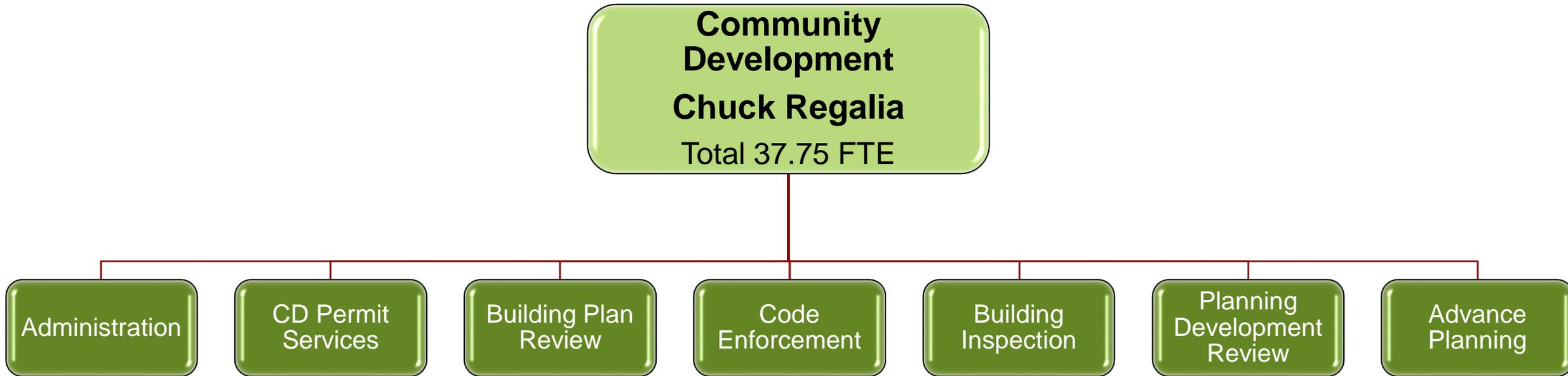
Accomplishments

- Successful launch of new interactive Budget application (budget.srcity.org)
- Successful launch of new interactive Open Data application (data.srcity.org)
- Successful launch of the upgraded Accela Automation Permitting system.
- Initiation of srcity.org redesign project.
- Retired mainframe ADMINS system.
- Implemented and deployed Mobile Device Management and streamlined deployment for city-owned mobile devices.
- Finished implementation of internal WiFi replacement solution.

Questions / Comments

Community Development FY 2015-16 Proposed Budget

Community Development Organizational Chart



Community Development Program Description

- **General Administration:** manages and supports all functions of the department; provides technical and clerical support
- **CD Permit Services:** processes all applications for planning and building permits; provides information and clarification to the public regarding zoning and building codes and City processes
- **Building Plan Review:** division management and administration; reviews building permit applications for compliance with building codes and related regulations; approves permits for issuance

Community Development Program Description

- **Code Enforcement:** responds to complaints and conducts inspections related to building and zoning codes, emphasizing health and safety issues, for work done without permits or in violation of City codes
- **Building Inspection:** conducts inspections to verify compliance with building codes and regulations

Community Development Program Description

- **Planning Development Review:** processes new entitlement applications; provides staff support to Boards and Commissions; provides information to the public regarding land use and zoning; conducts environmental reviews
- **Advance Planning:** provides strategic thinking and analysis of physical, social and economic conditions and trends; initiates and conducts planning efforts which establish land use and policy direction for the community

Community Development Expenditures by Program

Expenditures by Program (All Funds)	2015-16 Budget	% of Total
General Administration	880,311	16.7%
CD Permit Services	669,963	10.3%
Building Plan Review	835,599	15.9%
Code Enforcement	702,788	12.9%
Building Inspection	661,841	9.6%
Planning Development Review	1,328,357	22.8%
Advance Planning	354,917	6.7%
Total General Ledger	5,433,776	94.9%
CIP and O&M Projects	267,662	5.1%
Total Job Ledger	267,662	5.1%
Total	5,701,438	100.0%

Community Development Expenditures by Category

Expenditures by Category (All Funds)	2014-15 Budget	2015-16 Budget	\$ Change	% Change
Salaries	2,695,744	3,050,609	354,865	13.2%
Benefits	1,108,833	1,312,608	203,775	18.4%
Professional Services	103,600	304,600	201,000	194.0%
Vehicle Expenses	39,860	25,895	(13,965)	-35.0%
Utilities	14,950	15,950	1,000	6.7%
Operational Supplies	63,965	93,020	29,055	45.4%
Information Technology	410,572	428,146	17,574	4.3%
Other Miscellaneous	148,764	175,948	27,184	18.3%
Capital Outlay	0	27,000	27,000	n/a
CIP and O&M Projects	427,500	267,662	(159,838)	-37.4%
Total	5,013,788	5,701,438	687,650	13.7%

Community Development Expenditures by Fund

Expenditures by Fund	2014-15 Budget	2015-16 Budget	\$ Change	% Change
General Fund	4,603,707	5,314,005	710,298	15.4%
Administrative Hearing Fund	410,081	387,433	(22,648)	-5.5%
Total	5,013,788	5,701,438	687,650	13.7%

Community Development General Fund Revenue & Expenditures

General Fund	Proposed Budget FY 2015-16
Expenditures	\$5,314,005
Revenue Offset*	(\$5,154,662)
Net General Fund Support	\$159,343

*Revenue Offset includes Planning fees, Building Plan Review fees and various permits/fees.

Budget Highlights

- Additional 3.25 positions in response to increased demand:
 - 1.00 Building Plans Checker
 - 1.00 Building Inspector
 - 1.25 Senior Administrative Assistants
- Increase of \$201K for Professional Services includes:
 - \$200,000 for outsourced building plan review
 - \$50,000 for outsourced planning entitlement and/or planning check reviews
 - Minor decreases in multiple other outside services
- Increase support staff for code enforcement and planning
- Increase plan check capacity at public counter to support more same-day approvals
- Improve efficiency and effectiveness in building inspections

Accomplishments

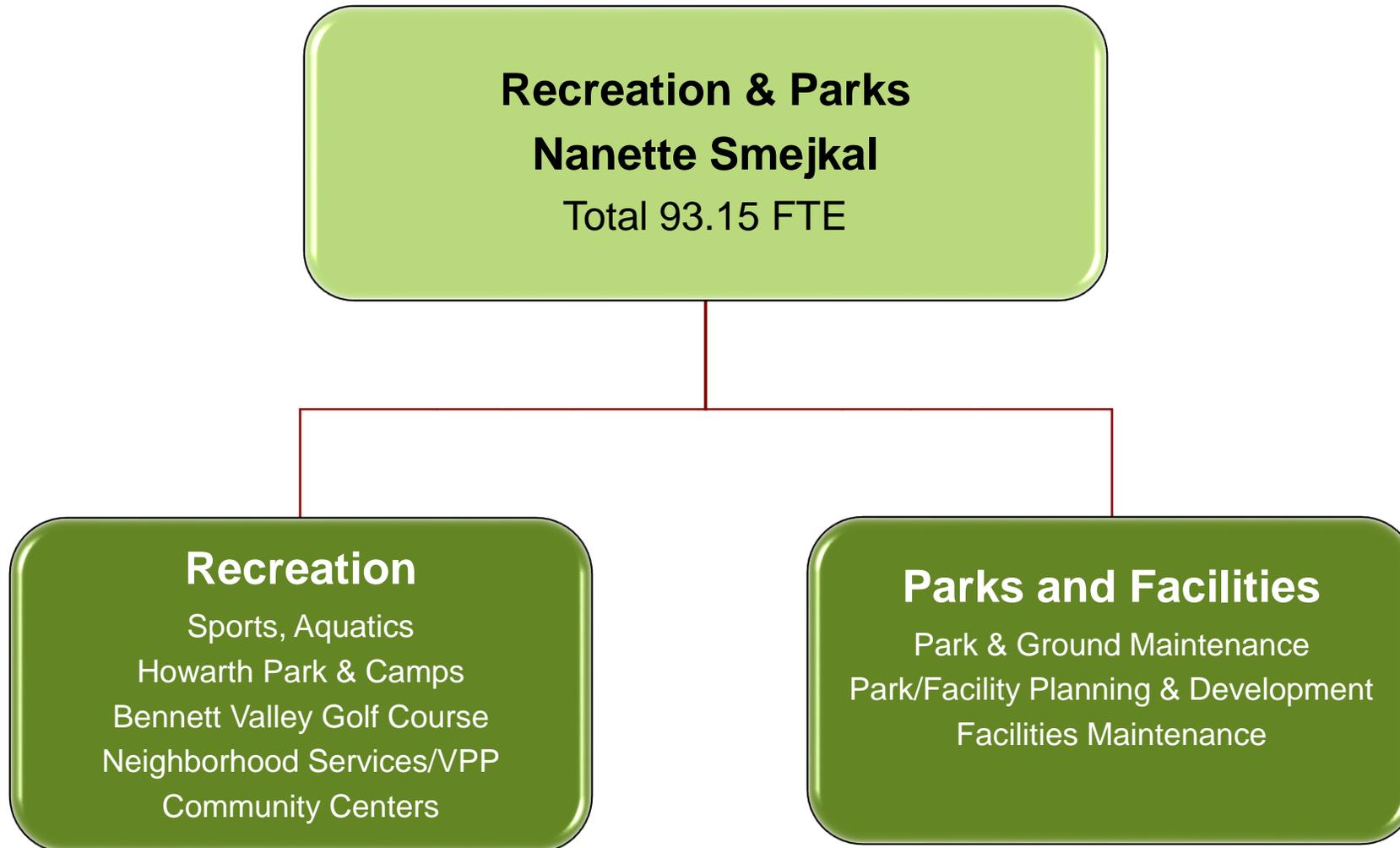
- Implemented department cost study and updated fees
- Completed Open Space, Conservation and Noise and Safety General Plan Updates
- Completed Roseland Work Plan and presented findings to City Council
- Initiated Tier 3 Economic Development Work Plan
- Updated and adopted Housing Element
- Implemented third party Plan Check
- Initiated migration from Permits Plus to Accela Automation
- Recruited Deputy Director-Planning, Supervising Planner, 2 Senior Planners, City Planner, Building Inspector, Code Enforcement Officer, CD Technician and Senior Administrative Assistant

Questions / Comments

Recreation & Parks FY 2015-16 Proposed Budget



Recreation & Parks Organizational Chart



Recreation & Parks Program Description

- **Administration:** Central management; marketing; tech support; volunteers; public art; City special event permits
- **Sports:** Adult & youth leagues, classes, clinics; field/court permits
- **Aquatics:** Year-round operations & specialized maintenance of Ridgway Swim Center & Finley Aquatic Center
- **Howarth Park & Camps:** Operations & maintenance of Howarth Park; youth camps Wa-Tam, Yu-Chi, Doyle Adventure

Recreation & Parks Program Description

- **Bennett Valley Golf Course:** 18-hole course, driving range, pro shop, clubhouse restaurant; contract administration
- **Neighborhood Services / VPP:** Afterschool/summer programs, social & sport activities for at-risk, low-income & homeless youth
- **Community Centers:** Operation & rental of Finley, Steele Lane, Person, Bennett Valley, Church of One Tree, DeTurk Round Barn, Franklin, Doyle, & Rosie the Trolley

Recreation & Parks Program Description

- **Park & Grounds Maintenance:** Maintain 700 acres of neighborhood, community, & city-wide parks; 250 acres of open space, medians, frontages, & landscape districts; contract administration
- **Park/Facility Planning & Development:** Park, recreation & historic facility planning, acquisition, design, development; ADA/custom construction at City buildings & parks by in-house crew; park assets
- **Facilities Maintenance:** Maintain 115 City buildings: inspections, preventative maintenance, repairs; utilities; permits; contract administration

Recreation & Parks Expenditures by Program

Expenditures by Program (All Funds)	2015-16 Budget	% of Total
General Administration	1,389,130	6.8%
Golf Course Administration	497,988	2.4%
Neighborhood Services	1,123,088	5.5%
Parks and Grounds Maintenance	5,177,926	25.3%
Park/Fac Planning Development	763,407	3.7%
Community Centers	2,416,370	11.8%
Facilities Maintenance	3,078,013	15.0%
Aquatics	1,591,498	7.8%
Sports	482,993	2.4%
Howarth Park & Camps	1,195,057	5.9%
Total General Ledger	17,715,470	86.6%
CIP and O&M Projects	2,750,818	13.4%
Total Job Ledger	2,750,818	13.4%
Total	20,466,288	100.0%

Recreation & Parks

Expenditures by Category

Expenditures by Category (All Funds)	2014-15 Budget	2015-16 Budget	\$ Change	% Change
Salaries	6,297,721	7,099,609	801,888	12.7%
Benefits	2,270,191	2,718,524	448,333	19.7%
Professional Services	2,111,132	2,176,575	65,443	3.1%
Vehicle Expense	479,668	492,218	12,550	2.6%
Utilities	2,686,710	2,685,285	(1,425)	-0.1%
Operational Supplies	831,501	912,955	81,454	9.8%
Information Technology	481,466	518,810	37,344	7.8%
Debt Service	471,801	456,091	(15,710)	-3.3%
Liability/Property Insurance	5,131	6,924	1,793	34.9%
Other Miscellaneous	502,338	486,004	(16,334)	-3.3%
Indirect Costs	69,936	62,475	(7,461)	-10.7%
Capital Outlay	63,500	100,000	36,500	57.5%
CIP and O&M Projects	2,788,969	2,750,818	(38,151)	-1.4%
Total	19,060,064	20,466,288	1,406,224	7.4%

Recreation & Parks Expenditures by Fund

Expenditures by Fund	2014-15 Budget	2015-16 Budget	\$ Change	% Change
General Fund	15,156,949	16,733,631	1,576,682	10.4%
Measure O Fund	611,366	653,845	42,479	6.9%
Golf Course Funds	959,820	562,988	(396,832)	-41.3%
Other Funds	335,169	198,280	(136,889)	-40.8%
Capital Improvement Fund	1,996,760	2,317,544	320,784	16.1%
Total	19,060,064	20,466,288	1,406,224	7.4%

Recreation & Parks

General Fund Revenue & Expenditures

General Fund	Proposed Budget FY 2015-16
Expenditures	\$16,733,631
Revenue Offset*	(\$3,840,700)
Net General Fund Support	\$12,892,931

*Revenue Offset includes Camps, Sports, Aquatics, Programs, Rentals and Events.

Budget Highlights

- Added 6.0 FTE Groundskeepers mid-year 2014-15
- Transferred 2.0 FTE Maintenance Workers from TPW mid-year 2014-15
- Minimum Wage & Sick Leave increases as required by State law for Temporary Staff of \$120K
- New funding for \$200K for City-wide waste receptacles, pool filters for 2 pools and soccer goals in multiple parks
- Increased multiple other Park Improvements in CIP by \$252K

Accomplishments

- Increased maintenance level of service at Prince Memorial Greenway & Courthouse Square with two Limited Term Groundskeepers focused on graffiti removal
- Began construction of Finali Neighborhood Park
- Received the 2014 Public Facilities Award of Excellence from the California Counties Facilities Services Association
- Installed 7 video informational kiosks at community centers & pools
- Finalized Public Art Master Plan

Accomplishments

- Purchasing new rescue boat & eight new sailboats for Howarth Park/Lake Ralphine
- Received Junior Giants youth baseball program grant; Finley chosen as a stop for SF Giants World Series Trophy Tour
- Raised \$20K for youth scholarships from St. Patrick's 5K Run
- Completed renovation of 2 Galvin Park tennis courts, 3 backstops at Northwest Park, & picket fence at Luther Burbank Home & Gardens
- Completed Year #5 DOJ/ADA modifications

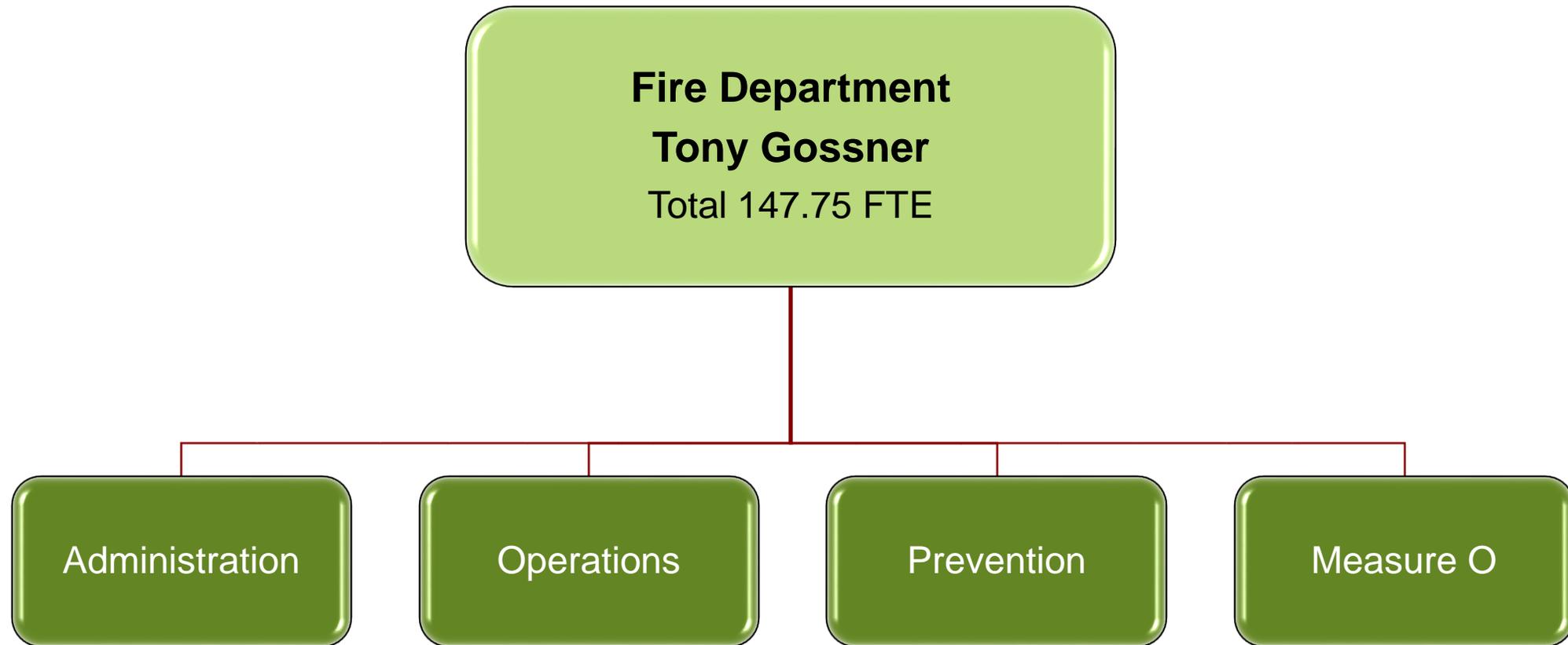
Questions / Comments



Fire Department FY 2015-16 Proposed Budget



Fire Department Organizational Chart



Fire Department Program Description

- **Administration:** Budget, Personnel and all Fire Department Administrative functions.
- **Fire Prevention:** Our mission is to prevent and limit the spread of fire and to provide life safety through community safety education and the application and enforcement of regulations, codes and ordinances.

Fire Department Program Description

- **Operations:** Ten Engine Companies and Two Truck Companies that respond to and mitigates emergency incidents within the City and Roseland Fire Protection District.
- **Measure O:** Is an extension of Operations that funds staffing for nine paramedics (three Captains, three Engineers and three Firefighters), partial funding for the EMS Division Chief, one Training Captain and also includes funding for the construction of Station 5.

Fire Department Expenditures by Program

Expenditures by Program (All Funds)	2015-16 Budget	% of Total
General Administration	1,310,484	3.7%
Fire Prevention	1,756,148	4.9%
Fire Operations	28,790,027	80.4%
Measure O Fire	2,894,576	8.1%
Total General Ledger	34,751,235	97.1%
CIP and O&M Projects	1,052,179	2.9%
Total Job Ledger	1,052,179	2.9%
Total	35,803,414	100.0%

Fire Department Expenditures by Category

Expenditures by Category (All Funds)	2014-15 Budget	2015-16 Budget	\$ Change	% Change
Salaries	18,233,489	19,753,774	1,520,285	8.3%
Benefits	10,634,884	11,229,426	594,542	5.6%
Professional Services	1,191,288	1,172,700	(18,588)	-1.6%
Vehicle Expenses	604,125	640,331	36,206	6.0%
Utilities	46,335	47,735	1,400	3.0%
Operational Supplies	355,296	382,174	26,878	7.6%
Information Technology	515,826	583,612	67,786	13.1%
Liability/Property Insurance	11,791	11,692	(99)	-0.8%
Other Miscellaneous	538,226	548,816	10,590	2.0%
Indirect Costs	131,368	120,975	(10,393)	-7.9%
Capital Outlay	0	260,000	260,000	n/a
CIP and O&M Projects	1,105,804	1,052,179	(53,625)	-4.8%
Total	33,368,432	35,803,414	2,434,982	7.3%

Fire Department Expenditures by Fund

Expenditures by Fund	2014-15 Budget	2015-16 Budget	\$ Change	% Change
General Fund	30,131,830	32,416,891	2,285,061	7.6%
Measure O Fund	2,654,452	2,894,576	240,124	9.0%
Administrative Hearing Fund	10,000	10,000	0	0.0%
Environmental Crimes Investigation	10,000	10,000	0	0.0%
Capital Improvement Fund	562,150	471,947	(90,203)	-16.0%
Total	33,368,432	35,803,414	2,434,982	7.3%

Fire Department General Fund Revenue & Expenditures

General Fund	Proposed Budget FY 2015-16
Expenditures	\$32,416,891
Revenue Offset*	(\$3,098,208)
Net General Fund Support	\$29,318,683

*Revenue Offset includes mutual aid fire reimbursements, CUPA Program and various fines/fees.

Budget Highlights

- 2012 SAFER Grant expired in March 2015; no positions eliminated in the FY 2015-16 budget
- State and Federal mutual aid reimbursement offset approx. \$400K of Salary costs
- Measure O Capital Outlay increased by \$260K for 3 Battalion Chief Vehicles and Advanced Life Support (ALS) Equipment
- Measure O ongoing cost of \$60K for Advanced Life Support (ALS) for both ladder trucks
- Reorganization of Fire Prevention Bureau
- Ongoing development of new staff and succession planning

Accomplishments

- Completion of Station 5 located at 2201 Newgate Court
- Promotions: Fire Chief, Deputy Chief, Fire Marshal, two Battalion Chiefs, four Captains, four Engineers and an Assistant Fire Marshal
- Recruitment and hiring of six FF/Paramedics, Emergency Preparedness Coordinator, Assistant Fire Marshal, Research and Program Coordinator, Senior Administrative Assistant, and part time Community Outreach Specialist
- Reorganization of Fire Prevention Bureau
- Purchase of four new Type 1 Engines
- Purchase of one tractor drawn aerial (ladder truck)

Accomplishments

- FEMA grant for a driving simulator (training tool for Fire, Police and various City departments)
- FEMA grant for Fire Ground Safety and Survival Train-the-Trainer program
- FEMA grant for wildland-urban interface education
- FEMA grant for enhancements to the emergency preparedness program

Questions / Comments



Department Review Schedule Study Session on May 19th

- Administrative Departments:
 - City Attorney's Office
- Police Department
- Economic Housing and Development
- Transportation & Public Works
- Santa Rosa Water
- Capital Improvement Program