

**Meeting Date:** 5/8/2014

**Report Type:** Staff/Discussion

**Report ID:** 2014-00199

**Title:** FY2014/15 Proposed Budget for Mayor and City Council, Charter Offices, Citywide and Community Support and the Departments of Community Development; Convention and Cultural Services; Economic Development; Finance; General Services; Human Resources; Information Technology; Public Works; and Utilities

**Location:** Citywide

**Recommendation:** Receive and consider for final Budget adoption.

**Contact:** Leyne Milstein, Director, (916) 808-8491; Dawn Holm, Budget Manager, (916) 808-5574, Department of Finance

**Presenter:** Leyne Milstein, Director, (916) 808-8491, Department of Finance

**Department:** Finance

**Division:** Budget Office

**Dept ID:** 06001411

**Attachments:**

- 01-Description/Analysis
- 02-Attachment 1 - Mayor Council
- 03-Attachment 2 - City Attorney
- 04-Attachment 3 - City Clerk
- 05-Attachment 4 - City Manager
- 06-Attachment 5 - City Treasurer
- 07-Attachment 6 - Community Development
- 08-Attachment 7 - Convention and Cultural Services
- 09-Attachment 8 - Economic Development
- 10-Attachment 9 - Finance
- 11-Attachment 10 - General Services
- 12-Attachment 11 - Human Resources
- 13-Attachment 12 - Information Technology
- 14-Attachment 13 - Public Works
- 15-Attachment 14 - Utilities
- 16-Attachment 15 - Citywide and Community Support

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**City Attorney Review**

Approved as to Form  
Steve Itagaki  
5/1/2014 10:24:52 AM

**Approvals/Acknowledgements**

Department Director or Designee: Leyne Milstein - 4/30/2014 4:29:11 PM

## Description/Analysis

**Issue Detail:** This report transmits a summary of the FY2014/15 Proposed Operating Budget for the Mayor and City Council; Charter Offices; Community Development; Convention and Cultural Services; Economic Development; General Services; Public Works; Utilities, and support departments as well as for Citywide and Community Support. .

The FY2014/15 Proposed Budget is available at <http://www.cityofsacramento.org/finance/budget/>.

The following chart summarizes the proposed full-time equivalent (FTE) position changes included in this report (details on Fire, Parks and Recreation, and Police changes will be presented separately during the budget hearings).

Department	Adds	Measure U	Reorganization	Other	FTE Changes
City Manager	-	-	-	(1.00)	(1.00)
Citywide and Community Support	-	-	(2.00)	-	(2.00)
Community Development	3.50	-	-	-	3.50
Convention and Cultural Services	-	-	(10.30)	(1.00)	(11.30)
Finance	1.00	-	-	-	1.00
Fire	2.50	-	-	-	2.50
Information Technology	4.00	-	-	-	4.00
Parks and Recreation	1.00	-	2.50	-	3.50
Police	1.00	14.00	2.00	(4.00)	13.00
Public Works	-	-	7.80	-	7.80
Utilities	5.90	-	-	-	5.90
<b>Total</b>	<b>18.90</b>	<b>14.00</b>	<b>-</b>	<b>(6.00)</b>	<b>26.90</b>

The Proposed Budget also includes a number of changes to address reorganizations, efficiencies, and structural changes to better align personnel with operations. A summary of these adjustments, by department, is provided below.

- Mayor/Council Offices – increased funding to provide for the additional travel requirements related to the U.S. Conference of Mayors and the National Conference of Black Mayors. Continues the increase in funding to support community events, activities, and capital improvements. Additionally, the incorrect staffing chart was included in the Proposed Budget; the corrected staff listing is attached.
- City Manager’s Office – eliminated a vacant Assistant City Manager position.
- Community Development Department – added 3.5 FTE, one of which is for the Justice for Neighbors Program. The other 2.5 FTE have been added to handle increased building activity and are fully offset either by additional revenues or expenditure reductions.
- Convention and Cultural Services Department (previously the Convention, Culture and Leisure Department) – restructured the department including the movement of the Sacramento Marina (7.8 FTE) to the Public Works Department and Capital City Golf (1.0 FTE) to the Parks and Recreation Department. In addition, although Convention and Cultural Services will continue its preservation and programming management role at the

Historic City Cemetery, maintenance responsibilities for the cemetery and 1.5 FTE are being transferred to the Parks and Recreation Department. The elimination of 1.0 FTE at the Sacramento Zoo is consistent with the City's agreement to transfer positions to the Sacramento Zoological Society as they are vacated.

- Finance Department – added a Program Analyst position to assist with labor negotiations, grievances and reconciling employee leave balances. For better management of the City's special districts the Proposed Budget includes the authority to split two existing funds into eight new funds.
- General Services Department – Added funding for the Animal Shelter (\$197,000) for food and medical supplies, and transferred security, janitorial and other technical services budgets (\$741,327) for multi-tenant facilities to Citywide and Community Support. Additionally, the reclassification of 2.0 FTE Vehicle Service Attendants was inadvertently left off of Schedule 8; these will be added to the final Schedule 8 in the FY2014/15 Approved Budget.
- Human Resources Department – increased funding for additional labor relations consulting and legal services and resources to implement a volunteer management database (\$120,000).
- Information Technology Department – increased staff by 4.0 FTE for the implementation of the Digital Innovation Program. These positions are fully offset by reductions in expenditures within the department.
- Public Works Department – restructured to include the Sacramento Marina's 7.8 FTE and associated budget.
- Utilities Department – added 5.9 FTE positions to support critical water resources, master planning, asset management, water policy, and continued compliance with regulatory and operational programs. Additionally, the department realigned operations in order to reallocate \$1.0 million in water funds to address the current drought conditions.
- Office of Emergency Services – transferred operations including 2.0 FTE positions from Citywide and Community Support to the Police Department.
- Citywide and Community Support – added one-time funding to the City's OPEB Trust (\$1 million) and \$400,000 to the City's Economic Uncertainty Reserve EUR. Additionally, funding has been included to address movement within salary ranges for employees not in traditional step increase positions and to again encourage enrollment in an Account Based Health Plan.

**Policy Considerations:** After several years of budget reductions, the FY2014/15 Proposed Budget includes funding to address initiatives that will provide or enhance services and programs for the residents of Sacramento, as well as provide the opportunity to implement efficiencies and address critical needs in several operating departments.

**Economic Impacts:** None.

**Environmental Considerations:**

**California Environmental Quality Act (CEQA)** – This report concerns administrative activities that will not have a significant effect on the environment and that do not constitute a “project” as defined by the CEQA Guidelines Sections 15061(b)(3); 15378(b)(2).

**Sustainability:** There are no sustainability considerations applicable to the Proposed Budget.

**Commission/Committee Action:** Not applicable.

**Rationale for Recommendation:** The Proposed Budget includes minimal growth to fund key initiatives and reorganizations to better align programs and services.

**Financial Considerations:** The FY2014/15 Proposed Budget is balanced and includes the addition of 26.90 FTE positions. One-time funding commitments are reflected as such in the General Fund forecast. Additional information on the department budgets included in this report is available in Attachments 1-15.

**Local Business Enterprise (LBE):** Not applicable.

## Mayor and City Council

The **Mayor and City Council** consists of the Mayor and eight Councilmembers and acts as the policy-making body for the City of Sacramento. The goal of the Council is to govern the City in a manner that is both responsive to the needs and concerns of the City residents and is financially sound. To accomplish this, the Mayor and Council pass City ordinances, establish policy for administrative staff by resolution, approve new programs, and adopt the annual budget. The Mayor and Council also act as the Commission for the Housing Authority. In addition, Councilmembers are appointed by the Mayor to serve on various regional boards, commissions, and joint powers authorities as representatives of the City. The Independent Budget Analyst Office remains unfunded for FY2014/15.

### INNOVATION AND TECHNOLOGY

#### Innovation

- Electronic communications are used whenever possible to limit the use of printed materials. However, printed materials are available to constituent communities not actively using electronic technologies.
- Implemented a policy to power down all office equipment after hours to conserve energy resources.

#### Technology

- Electronic media is used to inform constituents of city and district activities and services. Opportunities include the department’s modernized web page using event calendars and electronic newsletters, use of email, and various social media.

### PROPOSED BUDGET/STAFFING CHANGES

Program	Description	Fund	Revenue Change	Expenditure Change	FTE Change
Ambassador	Increased funding for the Mayor to address increased travel requirements related to the U.S. Conference of Mayors and the National Conference of Black Mayors.	General	-	40,000	-
Community Support	Continued funding from the redirection of wireless/telecommunication revenues to the Mayor and Councilmembers to support community events, activities, and capital improvements.	General	-	391,500	-
<b>Total Change \$</b>			<b>-</b>	<b>\$ 431,500</b>	<b>-</b>

**Department Budget Summary**

<b>Mayor/Council Budget Summary</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
Employee Services	3,484,394	3,457,957	3,457,957	3,627,840	169,883
Other Services and Supplies	595,154	1,124,217	1,511,332	1,064,986	(446,346)
City Property	8,805	2,010	2,010	2,010	-
Transfers	23,200	-	-	-	-
Labor and Supply Offset	63,326	500	500	500	-
<b>Total</b>	<b>4,174,879</b>	<b>4,584,684</b>	<b>4,971,799</b>	<b>4,695,336</b>	<b>(276,463)</b>

<b>Funding Summary by Fund/Special District</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
General Fund	2,609,384	3,120,285	3,507,400	2,962,709	(544,691)
Interdepartmental Service Fund	1,221,495	1,120,399	1,120,399	1,378,901	258,502
Risk Mgmt Fund	344,000	344,000	344,000	353,726	9,726
<b>Total</b>	<b>4,174,879</b>	<b>4,584,684</b>	<b>4,971,799</b>	<b>4,695,336</b>	<b>(276,463)</b>

**Division Budget Summary**

<b>Mayor/Council Division Budgets</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
Mayor Council Division	3,718,014	4,028,549	4,415,664	4,139,999	(275,665)
Office of the City Auditor Division	456,865	556,135	556,135	555,337	(798)
<b>Total</b>	<b>4,174,879</b>	<b>4,584,684</b>	<b>4,971,799</b>	<b>4,695,336</b>	<b>(276,463)</b>

**Staffing Levels**

<b>Mayor/Council Division Budgets</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
Mayor Council Division	25.00	27.00	27.00	27.00	-
Office of the City Auditor Division	4.00	4.00	4.00	4.00	-
<b>Total</b>	<b>29.00</b>	<b>31.00</b>	<b>31.00</b>	<b>31.00</b>	<b>-</b>

## Mayor/Council

	FY2013/14	FY2014/15	
	Amended	Proposed	Change
Assistant City Auditor	1.00	1.00	-
Auditor	1.00	1.00	-
Chief of Staff to the Mayor	1.00	1.00	-
City Auditor	1.00	1.00	-
City Council	4.00	4.00	-
District Director	8.00	8.00	-
Executive Assistant - Mayor/Council	10.00	10.00	-
Mayor	1.00	1.00	-
Program Analyst	1.00	-	(1.00)
Senior Auditor	1.00	1.00	-
Special Assistant to the Mayor	1.00	1.00	-
Staff Aide	1.00	2.00	1.00
<b>Total</b>	<b>31.00</b>	<b>31.00</b>	<b>0.00</b>

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## City Attorney

*The mission of the Sacramento City Attorney's Office is to provide the highest quality legal services to the City of Sacramento.*

The **City Attorney** serves as the legal advisor to the City Council, City Officers and Department staff, boards and commissions as well as the Advisory, Investment and Fiscal Management Board, the Sacramento City Financing Authority, and Sacramento Regional Arts Facilities Financing Authority. The City Attorney's Office provides legal representation in criminal, civil and administrative litigation, renders advice and counsel, and prepares ordinances, resolutions, contracts, opinions and other legal documents for the City and the related entities. The City Attorney's Office is organized into three operational sections and administration.

- **Litigation:** Defends and prosecutes almost all cases on behalf of the City of Sacramento, and its officers and employees acting in the course and scope of employment.
  
- **Public Safety and Land Use:** Works collaboratively with the Community Development Department, Public Works Department, Police, and other departments and divisions regarding building and land use advice, code enforcement, social nuisance abatement, public safety issues, including prosecuting code violations through administrative, civil or criminal proceedings, and social nuisances through civil litigation and training and advising staff on enforcement matters.
  
- **Advisory:** Provides strategic support to the City Council's policymaking function by providing legal advice to the City Council and Charter Officers, and works closely with City departments and divisions providing ordinance drafting, contract negotiations and legal advice and counsel regarding a wide range of City issues, including development, finance, utilities, public works projects, and public safety matters.
  
- **Administration:** Develops and implements office policies and procedures, monitors overall office performance, prepares and administers the office budget, handles all personnel hiring and other personnel matters, assembles and analyzes office productivity data, including production of an annual report, and engages in long-range planning. The administration function of the office is performed under the direction of the City Attorney.

**INNOVATION AND TECHNOLOGY**

The City Attorney’s Office continues to use technology to streamline existing workflow processes by making better use of existing office equipment and available software.

Technology

- Purchased and implemented presentation software (Trial Director) to keep up with the modernization of courtroom trial preparation.

**PROPOSED BUDGET/STAFFING CHANGES**

There are no proposed budgetary or staffing changes for FY2014/15.

**Department Budget Summary**

<b>City Attorney Budget Summary</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
Employee Services	5,595,323	6,276,462	6,276,462	6,395,313	118,851
Other Services and Supplies	340,328	238,149	238,149	234,247	(3,902)
City Property	3,215	13,750	13,750	13,750	-
Transfers	5,261	19,779	19,779	19,779	-
Labor and Supply Offset	(71,500)	-	-	-	-
<b>Total</b>	<b>5,872,627</b>	<b>6,548,140</b>	<b>6,548,140</b>	<b>6,663,089</b>	<b>114,949</b>

<b>Funding Summary by Fund/Special District</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
Assessment Bond Registration	6,000	-	-	-	-
Cty/Cnty Office-Water Planning	10,000	10,000	10,000	10,000	-
General Fund	3,272,706	3,937,001	3,937,001	3,844,796	(92,205)
Interdepartmental Service Fund	1,924,546	2,412,876	2,412,876	2,598,202	185,326
Risk Mgmt Fund	471,112	-	-	-	-
Storm Drainage Fund	-	37,653	37,653	42,018	4,365
Wastewater Fund	-	37,653	37,653	42,018	4,365
Water Fund	188,263	112,957	112,957	126,055	13,098
<b>Total</b>	<b>5,872,627</b>	<b>6,548,140</b>	<b>6,548,140</b>	<b>6,663,089</b>	<b>114,949</b>

**Division Budget Summary**

<b>City Attorney Division Budgets</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
City Attorney Division	5,818,978	6,548,140	6,548,140	6,663,089	114,949
Litigation Division	53,649	-	-	-	-
<b>Total</b>	<b>5,872,627</b>	<b>6,548,140</b>	<b>6,548,140</b>	<b>6,663,089</b>	<b>114,949</b>

**Staffing Levels**

<b>City Attorney Division Budgets</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
City Attorney Division	47.00	46.00	46.00	46.00	-
<b>Total</b>	<b>47.00</b>	<b>46.00</b>	<b>46.00</b>	<b>46.00</b>	<b>-</b>

**City Attorney**

	<b>FY2013/14</b>	<b>FY2014/15</b>	
	<b>Amended</b>	<b>Proposed</b>	<b>Change</b>
Assistant City Attorney	2.00	2.00	-
City Attorney	1.00	1.00	-
Deputy City Attorney II	3.00	3.00	-
Investigator	1.00	1.00	-
Law Office Administrator	1.00	1.00	-
Legal Secretary (Exempt)	7.00	7.00	-
Legal Staff Assistant (Exempt)	1.00	1.00	-
Paralegal (Exempt)	3.00	3.00	-
Senior Deputy City Attorney	20.00	20.00	-
Senior Legal Staff Assistant (Exempt)	1.00	1.00	-
Special Assistant to City Attorney	1.00	1.00	-
Supervising Deputy City Attorney	3.00	3.00	-
Supervising Legal Secretary	2.00	2.00	-
<b>Total</b>	<b>46.00</b>	<b>46.00</b>	<b>0.00</b>

## City Clerk

*To provide an efficient, supportive, and professionally managed City Clerk's Office operation for other municipal departments, government agencies, and the general public while focusing on service levels of the highest quality, and public employees of the highest caliber.*

The **City Clerk** serves as the Clerk of the City Council and is responsible for the preparation of agendas, the recording and maintenance of all Council actions, and the preparation and filing of public notices.

- The City Clerk's Office is a service agency and the office through which the Council, City departments, as well as the public look for general information regarding the City.
- As the official records keeper for the City, the Clerk is responsible for the coordination and administration of all City records, documents, and public files.
- The City Clerk advertises and receives bids, conducts all bid openings, maintains the City's municipal code and charter, receives all claims filed against the City, researches issues related to Council and Committee actions, maintains contract and agreement files, registers domestic partners, processes passport applications, registers lobbyists, manages online campaign filings and campaign finance submissions, administers City board and commission files, administers oaths of office, and serves as the official custodian of the City Seal.
- The City Clerk is the Elections Officer for the City and the Filing Officer/Official for Fair Political Practices Commission requirements.
- The City Clerk also manages the administrative, personnel and fiscal operations of the Offices of the Mayor and City Council, including the City Auditor.

### INNOVATION AND TECHNOLOGY

#### Innovation

- Provide training opportunities to City staff on procedures and resources associated with the Clerk's Office to maintain institutional knowledge that will be lost as employees leave city service and remaining employees take on new responsibilities.
- Continue reviewing operations in the City Clerk's Office and Offices of the Mayor and City Council for implementation of "best practices" for a more productive work flow and accurate deliverables.

#### Technology

- Continue utilization of the content management system as a tool in the implementation of a citywide records management program to move the City toward consistent administration and appropriate handling of the agency's records and provide increased access to agency records to both internal and external customers.
- Continue with the implementation and refinement of the automated agenda workflow system to streamline City Council and Standing Committee agenda packets.

- Continue to assess and use technology tools as a means to achieve sustainable services.

**PROPOSED BUDGET/STAFFING CHANGES**

There are no proposed budgetary or staffing changes for FY2014/15.

**Department Budget Summary**

<b>City Clerk Budget Summary</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
Employee Services	1,292,692	1,407,344	1,407,344	1,476,485	69,141
Other Services and Supplies	548,692	281,373	281,373	277,404	(3,969)
City Property	6,889	6,000	6,000	6,000	-
Transfers	305	-	-	-	-
Labor and Supply Offset	1,377	3,500	3,500	1,500	(2,000)
<b>Total</b>	<b>1,849,955</b>	<b>1,698,217</b>	<b>1,698,217</b>	<b>1,761,389</b>	<b>63,172</b>

<b>Funding Summary by Fund/Special District</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
General Fund	1,432,697	1,212,060	1,212,060	1,205,051	(7,009)
Interdepartmental Service Fund	417,258	486,157	486,157	556,338	70,181
<b>Total</b>	<b>1,849,955</b>	<b>1,698,217</b>	<b>1,698,217</b>	<b>1,761,389</b>	<b>63,172</b>

**Division Budget Summary**

<b>City Clerk Division Budgets</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
City Clerk Division	1,219,667	1,361,360	1,361,360	1,406,518	45,158
Elections Division	325,150	-	-	-	-
Mayor-Council Operations Division	305,138	336,857	336,857	354,870	18,013
<b>Total</b>	<b>1,849,955</b>	<b>1,698,217</b>	<b>1,698,217</b>	<b>1,761,389</b>	<b>63,172</b>

**Staffing Levels**

<b>City Clerk Division Budgets</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
City Clerk Division	10.00	12.00	12.00	12.00	-
Mayor-Council Operations Division	3.00	3.00	3.00	3.00	-
<b>Total</b>	<b>13.00</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>-</b>

**City Clerk**

	<b>FY2013/14</b>	<b>FY2014/15</b>	
	<b>Amended</b>	<b>Proposed</b>	<b>Change</b>
Assistant City Clerk	2.00	2.00	-
City Clerk	1.00	1.00	-
Council Operations Manager	1.00	1.00	-
Deputy City Clerk	7.00	7.00	-
Program Analyst	1.00	1.00	-
Program Manager	1.00	1.00	-
Senior Deputy City Clerk	1.00	1.00	-
Staff Assistant - Mayor/Council	1.00	1.00	-
<b>Total</b>	<b>15.00</b>	<b>15.00</b>	<b>0.00</b>

## City Manager

The **City Manager** is the Chief Executive Officer of the City and provides the leadership and direction for the operation and management of all City departments. The City Manager is responsible for the enforcement of all laws and ordinances, oversight of all municipal programs and services, and making recommendations to the Mayor and City Council concerning the operation, annual budget, and future needs of the City. The City Manager's Office facilitates the effective implementation of the City Council's policies and priorities. Functions of the City Manager's Office include the following:

- The City Manager's Division provides project management of key City development activities, including the planned Entertainment and Sports Center at Sacramento's Downtown Plaza site, the redevelopment of the 245-acre Downtown Railyards site, and development of the Intermodal Transportation Facility.
- The City's consolidated media and communications functions provide timely, accurate, and strategic communication services to the City's constituencies.
- The Office of Intergovernmental Relations provides oversight, coordination, and policy development for local, state, and federal legislative activities.
- The Office of Public Safety Accountability provides an independent review of complaints involving public employees in an effort to enhance relationships between the City's public safety departments and the community.

### INNOVATION AND TECHNOLOGY

Over the past year, several innovations have been implemented by the City Manager's Office in an effort to work smarter, leverage resources, and further enhance transparency.

#### Technology

- Utilized an online tool, Envision Sacramento, to gather community input on various city topics. Envision has 1,825 users and nearly 75,000 page views. During the past year, it was used to seek feedback on a variety of community issues including the City's planned Entertainment and Sports Center, solicit ideas for the City's new open data website portal, and generate ideas to improve Sacramento's economic competitiveness.
- Redesigned the City website with a content management system that places control in the hands of user departments and provides full analytics for every page to improve the user experience and provides significant efficiencies related to the management and update of web page content.
- Deployed our new digitally-delivered City Express Digest blog in November 2013, allowing for the timely delivery of current news to City employees and the public alike. The blog has reached 6,000 views, averaging almost 500 views per day.
- Followed in social media accounts, including Twitter and Facebook, by approximately 8,100 followers with a steady rise in new readership.

**PROPOSED BUDGET/STAFFING CHANGES**

Program	Description	Fund	Revenue Change	Expenditure Change	FTE Change
Executive Office	Reduction of an Assistant City Manager position.	General	-	(203,298)	(1.00)
<b>Total Change \$</b>			<b>-</b>	<b>\$(203,298)</b>	<b>(1.00)</b>

**Department Budget Summary**

City Manager Budget Summary	FY2012/13 Actuals	FY2013/14 Approved	FY2013/14 Amended	FY2014/15 Proposed	Change More/(Less) Proposed/Amended
Employee Services	1,563,081	2,266,662	2,266,662	2,122,405	(144,257)
Other Services and Supplies	745,865	559,395	559,395	634,395	75,000
City Property	9,660	16,826	16,826	16,826	-
Transfers	41,669	-	-	-	-
Labor and Supply Offset	310	4,056	4,056	4,056	-
<b>Total</b>	<b>2,360,585</b>	<b>2,846,939</b>	<b>2,846,939</b>	<b>2,777,682</b>	<b>(69,257)</b>

Funding Summary by Fund/Special District	FY2012/13 Actuals	FY2013/14 Approved	FY2013/14 Amended	FY2014/15 Proposed	Change More/(Less) Proposed/Amended
General Fund	1,257,579	1,795,785	1,795,785	1,705,235	(90,550)
Interdepartmental Service Fund	1,103,006	1,051,154	1,051,154	1,072,447	21,293
<b>Total</b>	<b>2,360,585</b>	<b>2,846,939</b>	<b>2,846,939</b>	<b>2,777,682</b>	<b>(69,257)</b>

**Division Budget Summary**

City Manager Division Budgets	FY2012/13 Actuals	FY2013/14 Approved	FY2013/14 Amended	FY2014/15 Proposed	Change More/(Less) Proposed/Amended
City Manager Division	2,194,625	2,675,581	2,675,581	2,273,395	(402,186)
Media & Communications Division	-	-	-	328,765	328,765
Public Safety Accountability Division	165,961	171,358	171,358	175,521	4,163
<b>Total</b>	<b>2,360,585</b>	<b>2,846,939</b>	<b>2,846,939</b>	<b>2,777,682</b>	<b>(69,257)</b>

**Staffing Levels**

City Manager Division Budgets	FY2012/13 Actuals	FY2013/14 Approved	FY2013/14 Amended	FY2014/15 Proposed	Change More/(Less) Proposed/Amended
City Manager Division	11.00	12.00	12.00	9.00	(3.00)
Media & Communications Division	-	-	-	2.00	2.00
Public Safety Accountability Division	1.00	1.00	1.00	1.00	-
<b>Total</b>	<b>12.00</b>	<b>13.00</b>	<b>13.00</b>	<b>12.00</b>	<b>(1.00)</b>

**City Manager**

	FY2013/14	FY2014/15	
	Amended	Proposed	Change
Administrative Analyst (not represented)	1.00	1.00	-
Assistant City Manager	3.00	2.00	(1.00)
City Manager	1.00	1.00	-
Director of Governmental Affairs	1.00	1.00	-
Director of Public Safety Accountability	1.00	1.00	-
E-Government Manager	1.00	1.00	-
Executive Assistant	2.00	2.00	-
Media & Communications Officer	1.00	1.00	-
Special Projects Manager	2.00	2.00	-
<b>Total</b>	<b>13.00</b>	<b>12.00</b>	<b>(1.00)</b>

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## City Treasurer

*Provide banking, investment, and debt financing services for and to protect the fiscal integrity of the City of Sacramento*

Under Article VI, §73 of the City Charter, the City Treasurer is responsible for the deposit and investment of all City funds. The City Charter also provides that the City Treasurer keep the City Council informed regarding the status of investments and City funds. Additionally, City Council has directed that the City Treasurer shall also provide public finance and debt issuance services for the City. The revenue collected by the Office of the City Treasurer is greater than the Office's expenditures and represents a net positive contribution to the General Fund. Typical functions of the department include:

- Manage all investments for the City, the Sacramento Housing and Redevelopment Agency (SHRA), the Sacramento Public Library Authority (SPLA), the Redevelopment Agency Successor Agency (RASA), various non-profit trust funds, and the Sacramento City Employees' Retirement System (SCERS) in compliance with laws and regulations while meeting all state and other investment reporting and cash flow requirements.
- Manage the cash flow for City, SCERS, SHRA, SPLA, RASA, and other non-profit trust funds between the respective financial institution(s) and the investment pools to provide both necessary liquidity and the opportunity to realize investment earnings.
- Provide banking services for all City departments, the Sacramento Convention and Visitors Bureau (SCVB), and Gifts to Share; ensure deposits with financial institutions are fully collateralized as mandated by California Government Code and the City Charter.
- Administration and assessment of payment card industry (PCI) to ensure full compliance for credit card and other payment card transactions for all City departments; work with the Information Technology Department to implement security safeguards.
- Further the City Council's goals in allowing a more convenient way for citizens to make payments via credit and debit cards for a wide variety of business transactions
- Provide debt financing services for the City, providing funding for facility development, land purchases, improvements, and equipment. Analyze and compare alternative debt structures and other financing instruments, create financing authorities, analyze obligations that the City assumes with debt financing, and provide other as-needed financial analyses.
- Disseminate and publish proper disclosure as mandated by the City Code, California state law and federal and state securities laws (e.g., continuing disclosure reports, events notices, comprehensive annual financial reports, adopted City budgets, investment earnings reports).
- Perform continuous monitoring and tracking of receipts and expenditures, including, but not limited to, periodic reporting to maintain compliance of arbitrage requirements mandated by the Internal Revenue Service. Monitor private activity and use to ensure compliance with tax-exempt requirements of the bonds. Mitigate "excess" private activity use, as necessary.

- Administration and coordination of activities related to \$1.3 billion in outstanding principal of City issued and administered bonds and other debt instruments including \$244 million in outstanding principal of RASA redevelopment bonds and other debt instruments. Routine tasks include managing investor relations, overseeing rating agencies communications and requests, managing other bond stakeholders (trustee, counsel, etc.), providing compliance with all applicable state and federal regulations, and compliance with issue-specific covenants.
- Provide fiscal advice relative to special projects and matters considered by City Council.

### **INNOVATION AND TECHNOLOGY**

The City Treasurer’s Office continues to use technology, innovation, and smarter business processes to improve operations.

#### Technology

- Develop and update data tracking mechanisms to ensure proper documentation of existing processes including record-retention, transaction details, inception-to-date reporting to meet the demands of growing regulatory requirements.
- Utilize financial software to develop models to perform feasibility and sensitivity analyses of active and/or potential projects.
- Encourage cross-departmental collaboration to help staff develop, evaluate, and pursue new ways of solving problems.

### **PROPOSED BUDGET/STAFFING CHANGES**

There are no proposed budgetary or staffing changes for FY2014/15.

**Department Budget Summary**

<b>City Treasurer Budget Summary</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
Employee Services	1,653,036	1,695,836	1,695,836	1,781,074	85,238
Other Services and Supplies	312,611	413,260	413,260	261,600	(151,660)
City Property	1,191	2,000	2,000	2,000	-
Labor and Supply Offset	(116,874)	350	350	350	-
<b>Total</b>	<b>1,849,964</b>	<b>2,111,446</b>	<b>2,111,446</b>	<b>2,045,024</b>	<b>(66,422)</b>

<b>Funding Summary by Fund/Special District</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
Assessment Bond Registration	173,971	166,660	166,660	-	(166,660)
General Fund	1,589,184	1,874,251	1,874,251	1,820,062	(54,189)
Interdepartmental Service Fund	86,809	70,535	70,535	224,962	154,427
<b>Total</b>	<b>1,849,964</b>	<b>2,111,446</b>	<b>2,111,446</b>	<b>2,045,024</b>	<b>(66,422)</b>

**Division Budget Summary**

<b>City Treasurer Division Budgets</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
City Treasurer Division	1,849,964	2,111,446	2,111,446	2,045,024	(66,422)
<b>Total</b>	<b>1,849,964</b>	<b>2,111,446</b>	<b>2,111,446</b>	<b>2,045,024</b>	<b>(66,422)</b>

**Staffing Levels**

<b>City Treasurer Division Budgets</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
City Treasurer Division	12.00	12.00	12.00	12.00	-
<b>Total</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>-</b>

**City Treasurer**

	<b>FY2013/14</b>	<b>FY2014/15</b>	
	<b>Amended</b>	<b>Proposed</b>	<b>Change</b>
Administrative Assistant	1.00	1.00	-
Banking Operations Manager	1.00	1.00	-
Chief Investment Officer	1.00	1.00	-
City Treasurer	1.00	1.00	-
Investment Operations Analyst	1.00	1.00	-
Senior Debt Analyst	2.00	2.00	-
Senior Investment Officer	1.00	1.00	-
Systems Engineer	1.00	1.00	-
Treasury Analyst	2.00	2.00	-
Treasury Manager	1.00	1.00	-
<b>Total</b>	<b>12.00</b>	<b>12.00</b>	<b>0.00</b>

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# Community Development

*"We help build and preserve a great community."*

The **Community Development Department** plans for the future growth, development, and prosperity of Sacramento; reviews and approves development applications and building permits; and responds to issues related to the health and safety code while ensuring well-maintained properties and preserving the existing housing stock. The Community Development Department consists of the Planning, Building, Code Compliance, and Administrative Services Divisions. Services within the Community Development Department include:

- Providing a vision for a great City.
- Leading citywide planning, development, and urban design efforts.
- Guiding public development for private investment.
- Protecting public safety through building permit and inspection services.
- Providing public counter operations for planning and building applications.
- Maintaining the health and safety of neighborhoods by responding to complaints regarding nuisance property, including junk and debris, abandoned vehicles, and zoning violations.
- Responding to complaints and performing inspections of substandard structures, monitoring vacant buildings, and performing environmental health inspections.
- Responding within 24-hours to reports of immediately dangerous structures, properties, or vehicles with potential threat to health and safety.
- Providing graffiti vandalism abatement services for public and private property and promoting graffiti prevention through education and awareness.
- Conducting proactive inspections under the Rental Housing Inspection Program (RHIP) to ensure healthy and safe housing and prevent deterioration of rental housing stock.
- Enforcing state and local health and safety codes to ensure safe and fair business operations, including tobacco retailer licensing, entertainment permits, taxi cabs, and outdoor vending.
- Conducting public hearings as part of the enforcement process for the Community Development Department as well as other City departments.

**INNOVATION AND TECHNOLOGY**

The Community Development Department continues to use technology, innovation, and smarter business processes to improve operations.

Innovation

- Established a new Planning and Development Code, updating the 50-year-old zoning code and streamlined business processes and encouraged growth in key areas of the city, including the Central Business Improvement District.
- Removed the big box ordinance as part of the zoning code update, effectively leveling the playing field for commercial development in the region.
- Implemented new building fees for minor permits, a new code enforcement fee structure for notice and orders for public nuisance abatement, and a comprehensive new planning fee structure, which enables the department to sustain existing revenue budgets and continue to meet service delivery and staffing levels to support current and future service demands without additional resources.
- Amended the RHIP in July 2013 with overall fee reductions and to allow rental owners the option of conducting self-inspections of rental units.
- Establishing a stronger enforcement process for the Weed Abatement program that will improve cost recovery and reduce the number of annual weed abatements performed by the City.

Technology

- Automating services such as electronic plan review, permit issuance, and inspection.
- Utilizing automation and streamlining procedures to issue code enforcement notices on a more-timely basis and to save staff time.

**PROPOSED BUDGET/STAFFING CHANGES**

Program	Description	Fund	Revenue Change	Expenditure Change	FTE Change
Accela Permitting System	Additional staff to support the development permitting system, offset by expenditure reduction.	General	-	-	1.00
Building and Administration Divisions	Additional customer and permitting support related to increased development activity.	General	100,000	101,634	1.50
Justice for Neighbors	Prepare case files and coordinate with the City Attorney's Office.	General	-	126,535	1.00
<b>Total Change</b>			<b>\$ 100,000</b>	<b>\$ 228,169</b>	<b>3.50</b>

**Department Budget Summary**

<b>Community Development Budget Summary</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
Employee Services	16,770,694	17,575,726	17,575,726	18,178,604	602,878
Other Services and Supplies	2,941,462	3,327,593	3,327,593	3,157,942	(169,651)
City Property	135,108	119,165	96,045	207,947	111,902
Transfers	17,518	-	-	-	-
Labor and Supply Offset	(803,242)	(1,205,361)	(1,205,361)	(1,311,709)	(106,348)
<b>Total</b>	<b>19,061,539</b>	<b>19,817,123</b>	<b>19,794,003</b>	<b>20,232,784</b>	<b>438,781</b>

<b>Funding Summary by Fund/Special District</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
Block Grant/Housing & Redev	200,000	100,000	100,000	-	(100,000)
Development Services Fund	(529,540)	(432,000)	(432,000)	(432,000)	-
General Fund	19,263,168	19,979,123	19,956,003	20,514,784	558,781
Landscaping and Lighting	127,911	150,000	150,000	150,000	-
N. Natomas Financial Plan	-	20,000	20,000	-	(20,000)
<b>Total</b>	<b>19,061,539</b>	<b>19,817,123</b>	<b>19,794,003</b>	<b>20,232,784</b>	<b>438,781</b>

**Division Budget Summary**

<b>Community Development Division Budgets</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
Administration Division	1,938,986	2,264,479	2,264,479	2,455,015	190,536
Building Division	4,028,833	4,506,570	4,506,570	4,419,593	(86,977)
Code Enforcement Division	8,085,165	7,926,644	7,903,524	8,204,882	301,358
Customer Service Division	1,018,704	1,174,555	1,174,555	1,407,992	233,437
Planning Division	3,989,852	3,944,875	3,944,875	3,745,301	(199,574)
<b>Total</b>	<b>19,061,539</b>	<b>19,817,123</b>	<b>19,794,003</b>	<b>20,232,784</b>	<b>438,781</b>

**Staffing Levels**

<b>Community Development Division Budgets</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
Administration Division	13.50	15.50	15.50	18.00	2.50
Building Division	31.00	33.00	33.00	31.00	(2.00)
Code Enforcement Division	70.00	63.00	63.00	65.00	2.00
Customer Service Division	8.00	10.00	10.00	13.00	3.00
Planning Division	42.00	41.00	41.00	39.00	(2.00)
<b>Total</b>	<b>164.50</b>	<b>162.50</b>	<b>162.50</b>	<b>166.00</b>	<b>3.50</b>

**Community Development**

	FY2013/14	FY2014/15	Change
	Amended	Proposed	
Account Clerk II	4.00	4.00	-
Accountant Auditor	1.00	1.00	-
Accounting Technician	2.00	2.00	-
Administrative Analyst	2.00	2.00	-
Administrative Assistant	2.00	2.00	-
Administrative Technician	1.00	1.00	-
Applications Developer	1.00	1.00	-
Assistant Architect	1.00	1.00	-
Assistant Planner	1.00	1.00	-
Associate Civil Engineer	1.00	1.00	-
Associate Planner	17.00	17.00	-
Building Inspector II	2.00	2.00	-
Building Inspector III	29.00	29.00	-
Building Inspector IV	10.00	10.00	-
Chief Building Official	1.00	1.00	-
Chief of Housing & Dangerous Buildings	1.00	1.00	-
Code Enforcement Manager	1.00	1.00	-
Code Enforcement Officer	18.00	18.00	-
Customer Service Representative	7.00	8.00	1.00
Customer Service Specialist	5.00	5.00	-
Customer Service Supervisor	1.00	1.00	-
Department Systems Specialist II	1.00	1.00	-
Deputy Chief Building Official	1.00	1.00	-
Development Services Technician I	2.00	2.00	-
Development Services Technician II	1.00	1.00	-
Director of Community Development	1.00	1.00	-
GIS Specialist III	1.00	1.00	-
IT Supervisor	1.00	1.00	-
IT Support Specialist II	1.00	1.00	-
Junior Development Project Manager	2.00	2.00	-
Media & Communications Specialist	1.00	1.00	-
New Growth Manager	1.00	1.00	-
Painter	1.00	1.00	-
Planning Director	1.00	1.00	-
Principal Building Inspector	2.00	2.00	-
Principal Planner	4.00	4.00	-
Program Analyst	2.00	2.00	-
Program Manager	2.00	2.00	-
Program Specialist	1.00	1.00	-
Senior Accountant Auditor	1.00	1.00	-

**Community Development (continued)**

	FY2013/14	FY2014/15	
	Amended	Proposed	Change
Senior Applications Developer	-	1.00	1.00
Senior Architect	1.00	1.00	-
Senior Code Enforcement Officer	4.00	4.00	-
Senior Department System Specialist	1.00	1.00	-
Senior Development Project Manager	2.00	2.00	-
Senior Engineer	1.00	1.00	-
Senior Planner	6.00	6.00	-
Senior Supervising Building Inspector	4.00	4.00	-
Staff Aide (Management)	-	1.00	1.00
Supervising Engineer	1.00	1.00	-
Support Services Manager	1.00	1.00	-
Systems Engineer	1.00	1.00	-
Urban Design Manager	1.00	1.00	-
Youth Aide	1.00	1.00	-
Zoning Investigator	3.00	3.00	-
<b>Total</b>	<b>162.50</b>	<b>166.00</b>	<b>3.50</b>

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## Convention and Cultural Services

*To promote and preserve Sacramento's unique culture and heritage by delivering accessible arts, leisure, and educational experiences to enrich people's lives and enhance the Sacramento community and the metropolitan region.*

The **Convention and Cultural Services Department** includes the following operations:

- Center for Sacramento History
- Crocker Art Museum
- Fairytale Town
- Historic City Cemetery
- Old Sacramento Historic District
- Powerhouse Science Center
- Sacramento Convention Center Complex
- Sacramento History Museum
- Sacramento Metropolitan Arts Commission
- Sacramento Zoo

These operations are supported by the Community Center Enterprise Fund, the General Fund, partnerships with nonprofit organizations, and the County of Sacramento. A detailed five-year forecast for the Community Center is included in the Overview section of this document.

### INNOVATION AND TECHNOLOGY

The Convention and Cultural Services Department has embraced several technology initiatives to increase efficiency and create cost savings in its operations.

#### Technology

- Implemented software upgrades so that lighting at the Sacramento Convention Center (SCC) can be controlled remotely via tablets.
- Installed Wi-Fi scanners for event ticket verification at SCC, Memorial Auditorium, and Community Center Theater.
- Installed Wi-Fi and security cameras throughout most of the Department's facilities.
- Made historic collection materials at the Center for Sacramento History digitally accessible on its website.

**PROPOSED BUDGET/STAFFING CHANGES**

Program	Description	Fund	Revenue Change	Expenditure Change	FTE Change
Community Center	Adjust TOT revenues and expenditures at the Convention Center.	Community Center	1,794,000	675,287	-
Golf	Transfer management and oversight of the City Golf courses to Parks and Recreation.	Golf	(1,479,811)	(221,875)	(1.00)
Historic City Cemetery	Transfer Historic City Cemetery maintenance function to Parks and Recreation.	General	-	(125,238)	(1.50)
Sacramento Marina	Transfer Marina dredging revenues and expenditures to Public Works.	General	(50,000)	(49,884)	-
Sacramento Marina	Transfer the management and oversight of the Sacramento Marina to Public Works.	Marina	(1,298,075)	(694,802)	(7.80)
Sacramento Zoo	Consistent with the City's agreement with the Sacramento Zoological Society, as City positions are vacated they will be transitioned to the nonprofit.	General	-	(59,379)	(1.00)
<b>Total Change</b>			<b>\$ (1,033,886)</b>	<b>\$ (475,891)</b>	<b>(11.30)</b>

**Department Budget Summary**

Convention and Cultural Services Budget Summary	FY2012/13	FY2013/14	FY2013/14	FY2014/15	Change
	Actuals	Approved	Amended	Proposed	More/(Less) Proposed/Amended
Employee Services	8,640,706	9,231,312	9,215,817	8,779,252	(436,565)
Other Services and Supplies	7,905,749	6,385,461	6,402,940	6,187,980	(214,960)
City Property	54,136	145,500	145,500	144,500	(1,000)
City Debt Service	344,779	250,000	250,000	-	(250,000)
Transfers	(87,178)	-	-	-	-
Labor and Supply Offset	905,958	666,093	666,093	968,753	302,660
Operating Transfers	1,618,404	1,450,700	1,450,700	1,561,700	111,000
<b>Total</b>	<b>19,382,554</b>	<b>18,129,066</b>	<b>18,131,050</b>	<b>17,642,185</b>	<b>(488,865)</b>

Funding Summary by Fund/Special District	FY2012/13	FY2013/14	FY2013/14	FY2014/15	Change
	Actuals	Approved	Amended	Proposed	More/(Less) Proposed/Amended
Community Center Fund	12,997,219	12,246,731	12,220,841	12,803,030	582,189
Fairytale Town Fund	69,747	50,000	50,000	50,000	-
General Fund	4,753,126	4,752,486	4,694,186	4,573,194	(120,992)
Golf Fund	147,843	227,511	227,177	-	(227,177)
H Street Theater Fund	15,481	45,000	45,000	45,000	-
Marina Fund	-	635,741	722,249	-	(722,249)
Old Sac Market	42,588	54,000	54,000	54,000	-
Old Sacto Maint Dist	64,128	67,597	67,597	66,961	(636)
Sacramento Marina Fund	1,230,000	-	-	-	-
Zoo	62,421	50,000	50,000	50,000	-
<b>Total</b>	<b>19,382,554</b>	<b>18,129,066</b>	<b>18,131,050</b>	<b>17,642,185</b>	<b>(488,865)</b>

**Division Budget Summary**

<b>Convention and Cultural Services Division Budgets</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
CCS Administration Division	1,437,811	1,645,663	1,660,663	1,593,582	(67,081)
Center for Sacramento History Division	455,632	407,936	415,984	417,085	1,101
Convention Center Complex Division	11,304,465	10,412,880	10,386,990	10,986,976	599,986
Crocker Art Museum Division	1,798,854	1,783,292	1,769,702	1,797,756	28,054
Fairytale Town Division	81,992	62,245	62,245	62,245	-
Golf Division	147,843	227,511	227,177	-	(227,177)
Metro Arts Commission Division	388,543	383,366	383,284	399,326	16,042
Old City Cemetery Division	131,607	131,372	123,324	-	(123,324)
Old Sacramento Division	1,300,151	1,348,735	1,337,435	1,399,297	61,862
Powerhouse Science Center Division	238,354	238,541	238,541	238,541	-
Sacramento History Museum Division	236,703	236,733	236,733	236,733	-
Sacramento Marina Division	1,230,000	635,741	722,249	-	(722,249)
Sacramento Zoo Division	630,599	615,051	566,723	510,643	(56,080)
<b>Total</b>	<b>19,382,554</b>	<b>18,129,066</b>	<b>18,131,050</b>	<b>17,642,185</b>	<b>(488,865)</b>

**Staffing Levels**

<b>Convention and Cultural Services Division Budgets</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
CCS Administration Division	10.00	10.00	10.00	10.00	-
Center for Sacramento History Division	3.00	3.00	3.00	3.00	-
Convention Center Complex Division	83.15	83.15	83.15	83.15	-
Crocker Art Museum Division	6.00	6.00	6.00	6.00	-
Golf Division	1.00	1.00	1.00	-	(1.00)
Metro Arts Commission Division	9.00	9.00	8.00	8.00	-
Old City Cemetery Division	1.00	1.50	1.50	-	(1.50)
Old Sacramento Division	8.83	10.90	10.90	10.90	-
Sacramento Marina Division	7.80	7.80	7.80	-	(7.80)
Sacramento Zoo Division	6.00	6.00	6.00	5.00	(1.00)
<b>Total</b>	<b>135.78</b>	<b>138.35</b>	<b>137.35</b>	<b>126.05</b>	<b>(11.30)</b>

**Convention and Cultural Services**

	FY2013/14 Amended	FY2014/15 Proposed	Change
Accounting Technician	1.00	1.00	-
Administrative Analyst	3.00	3.00	-
Administrative Assistant	1.00	1.00	-
Administrative Officer	5.00	4.00	(1.00)
Archivist	2.00	2.00	-
Art in Public Places Specialist	1.00	1.00	-
Art Museum Registrar	1.00	1.00	-
Arts Administrator	1.00	1.00	-
Arts Program Assistant	2.00	2.00	-
Arts Program Coordinator	2.00	2.00	-
Assistant Box Office Supervisor	1.50	1.50	-
Associate Curator of Art	1.00	1.00	-
Booking Coordinator	2.00	2.00	-
Community Center Attendant I	19.10	19.10	-
Community Center Attendant II	7.00	7.00	-
Convention Center General Manager	1.00	1.00	-
Cultural Facilities Attendant	1.00	1.00	-
Curator of Art	1.00	1.00	-
Curator of Education	1.00	1.00	-
Curator of History	1.00	1.00	-
Customer Service Specialist	4.00	2.00	(2.00)
Deputy Convention Center General Manager	1.00	1.00	-
Director of CC&L	1.00	1.00	-
Events Associate	10.00	10.00	-
Events Coordinator	1.25	1.25	-
Events Duty Person	2.00	2.00	-
Events Services Manager	2.00	2.00	-
Events Services Supervisor	6.00	6.00	-
Historic District Manager	1.00	1.00	-
IT Manager	1.00	1.00	-
Lead Events Associate	2.00	2.00	-
Marina Aide	4.00	1.20	(2.80)
Marina/Boating Facilities Attendant	2.00	-	(2.00)
Mechanical Maintenance Supervisor	1.00	1.00	-
Metropolitan Arts Manager	1.00	1.00	-
Museum Security Supervisor	1.00	1.00	-
Park Maintenance Worker I	2.00	1.00	(1.00)
Park Maintenance Worker II	3.00	3.00	-
Parks Supervisor	1.00	1.00	-
Program Manager	2.00	1.00	(1.00)

**Convention and Cultural Services  
(continued)**

	FY2013/14 Amended	FY2014/15 Proposed	Change
Senior Personnel Transaction Coordinator	1.00	1.00	-
Staff Aide (Management)	1.00	1.00	-
Stagehand I	4.00	4.00	-
Stagehand II	1.00	1.00	-
Stationary Engineer	5.00	5.00	-
Supervising Community Center Attendant	3.00	3.00	-
Systems Engineer	2.00	2.00	-
Ticket Seller	0.70	0.70	-
Ticket Seller (Exempt)	6.60	6.60	-
Typist Clerk II	1.00	1.00	-
Typist Clerk III	1.00	1.00	-
Utility Worker	2.20	1.70	(0.50)
Zoo Attendant I	4.00	3.00	(1.00)
Zoo Attendant II	2.00	2.00	-
<b>Total</b>	<b>137.35</b>	<b>126.05</b>	<b>(11.30)</b>

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# Economic Development

*Building On Our History - Creating The Place To Be*

The role of the **Economic Development Department** is to advocate for the business community in the City of Sacramento. The department markets, facilitates, and financially assists targeted private investment and development within the City of Sacramento and seeks opportunities that will revitalize the Downtown and River District Areas.

The Economic Development Department is focused on:

- Business recruitment, retention, and expansion
- Small business outreach and certification
- Revitalization of targeted commercial corridors
- Economic development policy and legislation
- Development project management
- International trade investments
- Revolving loan funds
- Development and expansion of retail, entertainment, cultural arts facilities, and new commercial and office projects
- Public area beautification

## INNOVATION AND TECHNOLOGY

With a continued intent to support economic growth in the city, the Department has implemented a few initiatives to work more efficiently and economically.

### Innovation

- Continue to invest in an international trade office in Chongqing, China. Established in May 2013, the new office has increased Sacramento's access to foreign partnerships, direct investment, and export activities, particularly in emerging markets and key industry sectors.
- Continue to strengthen relationships with regional partners and community groups, particularly with the Property and Business Investment Districts (PBIDs), to leverage resources that further business retention, outreach, and attraction efforts.

### Technology

- Utilizing the City's website as a key tool to market the city for economic development opportunities and investment.

**PROPOSED BUDGET/STAFFING CHANGES**

There are no proposed budgetary or staffing changes for FY2014/15.

**Department Budget Summary**

<b>Economic Development Budget Summary</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
Employee Services	1,138,135	1,477,213	1,477,213	1,529,739	52,526
Other Services and Supplies	1,278,917	1,731,262	1,731,262	1,731,232	(30)
City Property	1,573	2,000	2,000	2,000	-
Transfers	5,118	-	-	-	-
Labor and Supply Offset	(4,129)	2,856	2,856	2,856	-
<b>Total</b>	<b>2,419,614</b>	<b>3,213,331</b>	<b>3,213,331</b>	<b>3,265,827</b>	<b>52,496</b>

<b>Funding Summary by Fund/Special District</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
General Fund	2,369,614	3,163,331	3,163,331	3,265,827	102,496
Parking Fund	50,000	50,000	50,000	-	(50,000)
<b>Total</b>	<b>2,419,614</b>	<b>3,213,331</b>	<b>3,213,331</b>	<b>3,265,827</b>	<b>52,496</b>

**Division Budget Summary**

<b>Economic Development Division Budgets</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
Citywide Development Division	1,521,199	2,070,439	2,070,439	2,102,368	31,929
Downtown Development Division	598,039	817,028	817,028	828,325	11,297
Economic Development Administration Division	300,375	325,864	325,864	335,134	9,270
<b>Total</b>	<b>2,419,614</b>	<b>3,213,331</b>	<b>3,213,331</b>	<b>3,265,827</b>	<b>52,496</b>

**Staffing Levels**

<b>Economic Development Division Budgets</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
Citywide Development Division	5.00	5.00	5.00	5.00	-
Downtown Development Division	4.00	4.00	4.00	4.00	-
Economic Development Administration Division	2.00	2.00	2.00	2.00	-
<b>Total</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>-</b>

## Economic Development

	FY2013/14	FY2014/15	Change
	Amended	Proposed	
Administrative Assistant	1.00	1.00	-
Director of Economic Development	1.00	1.00	-
Economic Development Manager	2.00	2.00	-
Junior Development Project Manager	1.00	1.00	-
Senior Development Project Manager	6.00	6.00	-
<b>Total</b>	<b>11.00</b>	<b>11.00</b>	<b>0.00</b>

## Finance

*The mission of the Finance Department is to educate, inform, and provide excellent internal and external customer service with integrity, efficiency, and quality.*

The **Finance Department** is responsible for overseeing the financial management of the City. The Finance Department currently provides accounting, budgeting, public facilities financing, procurement, billing, collection, parking citation, and revenue collection services. Internal services and programs include strategic planning and policy analysis. The Finance Department includes five divisions:

- The Accounting Division processes payments to vendors, citywide payroll, and reimbursements for work-related expenses to City employees, produces various annual reports, manages special districts and finance plans, and manages RASA.
- The Budget Office assists departments with managing their operating and CIP budgets, coordinates and manages the development of the City Manager's annual proposed and approved operating and CIP budgets, quarterly financial reports to Council, and assists with a variety of citywide special projects and assignments.
- The Procurement Division is responsible for establishing procurement standards, ensuring compliance with procurement policies and best practices, managing citywide contracts, and assisting departments with contracts.
- The Revenue Division coordinates citywide billing and collection of major taxes, fees, and citations; audits and enforces a variety of City codes; and processes and issues business operations tax (BOT) certificates and special operating permits.
- The Administration Division provides centralized administrative support to the goals, objectives, policies, and priorities of the department.

### INNOVATION AND TECHNOLOGY

The Finance Department has completed several initiatives in the past few years to address the challenges brought on by the downturn in the economy.

#### Innovation

- Worked with the County to allow City real property transfer tax to be paid at the Sacramento County Recorder's Office when recording the deed.
- Established a triage system to assist customers at the revenue counter.

#### Technology

- Updated the department website to make payment of parking tickets and City invoices, BOT information, and financial documents available online.
  - Upgraded the eCAPS financial system to the most current version to ensure its long-term viability.
-

- Implemented a new budgeting software package (Hyperion) to allow for greater flexibility and improved data analysis capabilities.
- Made City financial information, including procurement activity and vendor payments, available on the City’s Open Data Portal.

**PROPOSED BUDGET/STAFFING CHANGES**

Program	Description	Fund	Revenue Change	Expenditure Change	FTE Change
Payroll	Resources to assist with labor negotiations and grievances, support the payroll system, and reconcile employee leave balances, fully offset by a reduction in services and supplies.	General	-	89,973	1.00
<b>Total Change</b>			<b>\$ -</b>	<b>\$ 89,973</b>	<b>1.00</b>

**NEW FUNDS**

Currently activities in the North Natomas and Richards, Railyards, Downtown areas are managed within two accounting funds. To provide better accountability and financial management for specific activities within these program areas, separate funds are being established.

The following chart reflects the funding changes for North Natomas activities:

Fund Name	Beginning Fund Balance	Proposed Fund Balance
North Natomas Financial Plan	26,115,000	-
NNFP Drainage Fee	-	1,175,000
NNFP Public Facilities Fee	-	18,200,000
NNFP Public Land Acquisition	-	870,000
NNFP Regional Park Land Acquisition Fee	-	-
NNFP Transit Fee	-	5,870,000
<b>Total</b>	<b>26,115,000</b>	<b>26,115,000</b>

The following chart reflects the funding changes for Railyards, Richards, and Downtown activities:

Fund Name	Beginning Fund Balance	Proposed Fund Balance
Railyards/Richards/Downtown	1,500,000	-
Downtown Impact Fee	-	1,500,000
Railyards Impact Fee	-	-
River District Impact Fee	-	-
<b>Total</b>	<b>1,500,000</b>	<b>1,500,000</b>

**Department Budget Summary**

<b>Finance Budget Summary</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
Employee Services	6,409,385	7,350,505	7,350,505	7,656,463	305,958
Other Services and Supplies	2,005,621	1,992,994	2,189,713	1,919,469	(270,244)
City Property	40,169	40,900	40,900	44,400	3,500
Transfers	417	-	-	-	-
Labor and Supply Offset	(937,754)	(924,036)	(924,036)	(924,036)	-
<b>Total</b>	<b>7,517,838</b>	<b>8,460,363</b>	<b>8,657,082</b>	<b>8,696,296</b>	<b>39,214</b>

<b>Funding Summary by Fund/Special District</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
12th Street Maint Benefit Area	2,416	2,105	2,105	3,187	1,082
Assessment Bond Registration	121,222	44,293	44,293	44,293	-
Bridge Construction Fund	23,292	-	-	-	-
Cty/Cnty Office-Water Planning	39,000	39,000	39,000	39,000	-
Del Paso Nuevo Landscaping CFD	3,797	3,165	3,165	2,195	(970)
Del Paso PBID	40,085	-	-	-	-
Del Paso Prop & Business Imprv	5,423	5,423	5,064	5,064	-
Downtown Management District	3,528	3,528	3,976	3,976	-
Downtown Plaza PBID	93,248	-	-	-	-
Franklin Blvd PBID	64,993	-	-	-	-
Franklin Boulevard PBID	3,990	3,990	8,621	8,621	-
Franklin Villa Neigh Revital	96,730	-	-	-	-
General Fund	3,383,983	5,050,779	5,050,779	4,848,770	(202,009)
Greater Broadway PBID	3,962	3,962	1,343	1,343	-
Handle BID No 2011-04	227,716	-	190,000	190,000	-
Interdepartmental Service Fund	2,317,827	2,522,585	2,522,585	2,670,844	148,259
Laguna Creek Maint Dist	19,256	15,098	15,098	11,645	(3,453)
Landscaping and Lighting	210,639	218,490	218,490	229,672	11,182
Mack Road PBID	2,925	2,925	2,864	2,864	-
Midtown Sacramento PBID	5,159	5,159	17,484	17,484	-
N Nat Lndscp 99-02	21,507	19,289	19,289	24,637	5,348
N Natomas Lands CFD 3	20,274	18,912	18,912	35,153	16,241
N Natomas Transp Mgmt Assoc	18,498	19,483	19,483	17,040	(2,443)
Natomas Central CFD 2006-02	11,735	11,735	11,735	11,735	-
Neighborhood Lighting Dist	9,755	14,678	14,678	20,206	5,528
Neighborhood Park Maint CFD	70,584	19,700	19,700	27,517	7,817
Neighborhood Water Quality Dist	12,032	11,374	11,374	6,866	(4,508)
Northside Subdiv Maint Dist	6,973	7,730	7,730	3,837	(3,893)
Oak Park PBID	2,133	2,133	1,933	1,933	-
Old Sacramento PBID	262,403	-	-	-	-
Old Sacto Maint Dist	2,474	2,463	2,463	3,099	636
Power Inn Area Prop & Business	8,911	8,911	6,363	6,363	-
Power Inn Rd Md 2003-01	4,823	4,809	4,809	3,554	(1,255)
Sac Tourism Marketing District	86,032	-	-	103,000	103,000
Sacramento Tourism PBID	-	40,000	40,000	-	(40,000)
Special District Info/Rpt Sys	59,695	147,993	147,993	147,993	-
Stockton Blvd BIA	67,367	-	-	-	-
Stockton Blvd PBID	5,763	5,763	1,028	1,028	-
Subdiv Lndscpng Maint Dist	33,811	32,326	32,326	35,076	2,750
Sutter Business Imprvmt Area	127,140	150,000	150,000	150,000	-

**Department Budget Summary (continued)**

<b>Funding Summary by Fund/Special District</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
The River District PBID	2,491	2,491	2,328	2,328	-
Township 9 CFD No. 2012-06	-	-	-	1,179	1,179
Village Garden N.-Mtce Dist #1	5,040	8,611	8,611	4,853	(3,758)
Willowcreek Assmnt Md	6,676	7,829	7,829	7,991	162
Willowcreek Lndscpng CFD	2,529	3,631	3,631	1,950	(1,681)
<b>Total</b>	<b>7,517,838</b>	<b>8,460,363</b>	<b>8,657,082</b>	<b>8,696,296</b>	<b>39,214</b>

**Division Budget Summary**

<b>Finance Division Budgets</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
Accounting Division	3,868,654	3,429,592	3,626,311	3,649,415	23,104
Budget Office Division	841,504	1,016,780	1,016,780	976,407	(40,373)
Finance Administration Division	287,617	512,804	512,804	572,884	60,080
Procurement Division	-	539,907	539,907	589,204	49,297
Revenue Division	2,520,064	2,961,280	2,961,280	2,908,386	(52,894)
<b>Total</b>	<b>7,517,838</b>	<b>8,460,363</b>	<b>8,657,082</b>	<b>8,696,296</b>	<b>39,214</b>

**Staffing Levels**

<b>Finance Division Budgets</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
Accounting Division	31.00	30.00	30.00	31.00	1.00
Budget Office Division	6.00	6.00	6.00	6.00	-
Finance Administration Division	2.00	3.00	3.00	3.00	-
Procurement Division	-	6.00	6.00	6.00	-
Revenue Division	38.00	38.00	38.00	38.00	-
<b>Total</b>	<b>77.00</b>	<b>83.00</b>	<b>83.00</b>	<b>84.00</b>	<b>1.00</b>

**Finance**

	FY2013/14	FY2014/15	
	Amended	Proposed	Change
Account Clerk II	8.00	8.00	-
Accounting Manager	1.00	1.00	-
Accounting Technician	1.00	1.00	-
Administrative Analyst	3.00	3.00	-
Administrative Assistant	1.00	1.00	-
Administrative Officer	1.00	1.00	-
Administrative Technician	4.00	4.00	-
Budget Manager	1.00	1.00	-
Claims Collector	6.00	6.00	-
Customer Service Representative	15.00	15.00	-
Customer Service Specialist	2.00	2.00	-
Customer Service Supervisor	1.00	1.00	-
Director of Finance	1.00	1.00	-
Enforcement & Collections Supervisor	1.00	1.00	-
GIS Specialist II	1.00	1.00	-
Operations Manager	1.00	1.00	-
Payroll Technician	4.00	4.00	-
Principal Accountant	3.00	3.00	-
Principal Management Analyst (not represented)	2.00	2.00	-
Procurement Services Manager	1.00	1.00	-
Program Analyst	4.00	5.00	1.00
Program Manager	2.00	2.00	-
Program Specialist	3.00	3.00	-
Revenue Manager	1.00	1.00	-
Senior Accountant Auditor	8.00	8.00	-
Senior Accounting Technician	1.00	1.00	-
Senior Management Analyst	2.00	2.00	-
Senior Staff Assistant	1.00	1.00	-
Typist Clerk II	1.00	1.00	-
Typist Clerk III	2.00	2.00	-
<b>Total</b>	<b>83.00</b>	<b>84.00</b>	<b>1.00</b>

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## General Services

*We value and recognize each other as one team committed to excellence with integrity as our foundation.*

The **General Services Department** provides:

- Sacramento City 311 – call center operations
- Animal Care Services – enforcement, sheltering, adoption, and education
- Facilities and Real Property Management – facility maintenance, design and construction, real estate, and mail services
- Recycling and Solid Waste Services – recycling and refuse collection, yard waste collection, household hazardous waste collection, household junk pickup, street sweeping, illegal dumping cleanup, and landfill post-closure maintenance and monitoring
- Fleet Services – purchases, maintenance, and management

A detailed five-year forecast for the Solid Waste Fund is included in the Overview section of this document.

### MEASURE U

Measure U funding in the amount of \$85,000 was approved for the General Services Department to restore one Animal Control Officer position that was eliminated as a result of prior year budget reductions. Filling the position was delayed while the City worked with Local 39 and the Civil Service Board to clarify the Animal Control Officer job specification. The Department expects to complete the hiring process in the near term and have a fully trained Animal Control Officer ready to begin work by July 1, 2014. This position will address critical public safety challenges including animal bites, animal cruelty, and rabies control.

### INNOVATION AND TECHNOLOGY

The General Services Department continues to use technology, innovation, and smarter business processes to improve operations. Some examples include:

#### Innovation

- Transitioned many fleet vehicles to liquefied natural gas and compressed natural gas, making Sacramento the “Number 1 Government Green Fleet in North America” according to the Annual Green Fleet Conference, October 2013.
- Utilized “on-call” contracts for public projects to improve response time to emergency repairs and modifications and completion time for large design/construction projects.
- Partnered with private business to construct a solar facility at Sutter’s Landing Park that will generate renewable solar energy to meet City sustainability and climate change goals.

- Improved communications with residents through 311 and social media to provide easier access to information about animal shelter adoptions, recycling and solid waste collections, and other services.
- Offered automated text reminders to residents the night before recycling pickup days, thereby improving recycling rates.
- Improved dispatch communication with Recycling and Solid Waste drivers, thereby reducing repeat service trips.
- Implemented automated email notifications to remind residents of scheduled appointments for services such as container repair/replacement, and household junk pick up.
- Worked with out of state animal agencies to transfer shelter dogs to agencies with excess capacity to increase adoptions.
- Continued partnering with unique local businesses to increase animal shelter donation revenue and raise awareness of the animal shelter adoption program.

#### Technology

- Installed monitoring equipment in approximately 800 City vehicles that measures vehicle speed, weight and idle times, and provides automated engine information to fleet maintenance staff. This equipment has helped streamline work order processing, reduce vehicle down time, and save fuel.
- Developed a fleet management reporting system to ensure accurate reporting of vehicle utilization data and compare to pre-established utilization targets, resulting in the elimination of 350 underutilized vehicles and savings of over \$100,000 in ongoing operating costs and over \$2.5 million in one-time fleet replacement costs.
- Deployed high resolution cameras at three illegal dumping hotspots to improve enforcement against illegal dumping.
- Implemented energy accounting software to manage utility costs in City facilities, installing energy verification equipment to verify savings from energy efficiency projects, and utilizing web-based remote access to building automation systems to monitor and troubleshoot heating, cooling, and humidification systems.
- Developed a program to accept online donations and animal license purchases/renewals.

**PROPOSED BUDGET/STAFFING CHANGES**

Program	Description	Fund	Revenue Change	Expenditure Change	FTE Change
Security, Janitorial, and Other Technical Services	Move budget for multi-tenant facilities to Citywide and Community Support.	General	-	(741,327)	-
<b>Total Change \$</b>			<b>-</b>	<b>\$ (741,327)</b>	<b>-</b>

**Department Budget Summary**

General Services Budget Summary	FY2012/13 Actuals	FY2013/14 Approved	FY2013/14 Amended	FY2014/15 Proposed	Change More/(Less) Proposed/Amended
Employee Services	31,752,060	32,456,417	32,456,417	32,312,536	(143,881)
Other Services and Supplies	42,510,479	54,123,404	51,744,459	51,336,577	(407,882)
City Property	12,693,739	16,431,341	10,814,836	19,233,590	8,418,754
City Debt Service	(419,144)	-	-	-	-
Transfers	29,361	-	-	-	-
Labor and Supply Offset	(574,377)	(1,662,059)	(1,662,059)	(1,927,462)	(265,403)
Operating Transfers	7,277,236	6,307,000	6,307,000	6,234,700	(72,300)
<b>Total</b>	<b>93,269,353</b>	<b>107,656,103</b>	<b>99,660,653</b>	<b>107,189,941</b>	<b>7,529,288</b>

Funding Summary by Fund/Special District	FY2012/13 Actuals	FY2013/14 Approved	FY2013/14 Amended	FY2014/15 Proposed	Change More/(Less) Proposed/Amended
Cal EPA Fund	500	7,701,630	7,701,630	7,701,630	-
Community Center Fund	1,453	1,385	1,385	1,032	(353)
Fleet Management Fund	38,786,655	36,706,276	36,692,234	36,721,326	29,092
Gas Tax 2106	185,043	195,925	195,925	107,962	(87,963)
General Fund	9,674,432	9,261,621	9,145,116	9,017,156	(127,960)
Interdepartmental Service Fund	2,404,510	1,834,152	1,834,152	1,891,737	57,585
Landfill Closure	(114)	-	-	-	-
Landscaping and Lighting	-	100,000	100,000	100,000	-
Parking Fund	27,864	30,212	30,212	22,413	(7,799)
Solid Waste and Recycling	41,953,366	51,362,262	43,707,359	51,275,639	7,568,280
Solid Waste Grant Reimbursement	-	210,000	-	114,193	114,193
State Route 275	22,119	22,119	22,119	22,119	-
Storm Drainage Fund	96,590	106,952	106,952	92,714	(14,238)
Wastewater Fund	27,132	29,712	29,712	28,522	(1,190)
Water Fund	81,308	82,257	82,257	81,899	(358)
Willowcreek Assmnt Md	8,495	11,600	11,600	11,600	-
<b>Total</b>	<b>93,269,353</b>	<b>107,656,103</b>	<b>99,660,653</b>	<b>107,189,941</b>	<b>7,529,288</b>

Note: The significant budget increases in City Property are the result of fleet funding that will be moved from the operating budget to a MYOP after adoption of the budget.

**Division Budget Summary**

<b>General Services Division Budgets</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
311 Division	1,693,750	1,722,870	1,722,870	1,767,278	44,408
Animal Care Services Division	3,355,943	3,309,094	3,192,589	3,369,371	176,782
Facilities & Real Prop Mgmt Division	6,084,035	13,118,977	13,118,977	12,852,044	(266,933)
Fleet Management Division	38,786,655	36,706,276	36,692,234	36,721,326	29,092
Office of the Director Division	1,069,380	1,118,556	1,118,556	1,043,158	(75,398)
Procurement Services Division	409,828	-	-	-	-
Solid Waste and Recycling Division	41,869,760	51,680,330	43,815,427	51,436,765	7,621,338
<b>Total</b>	<b>93,269,353</b>	<b>107,656,103</b>	<b>99,660,653</b>	<b>107,189,941</b>	<b>7,529,288</b>

**Staffing Levels**

<b>General Services Division Budgets</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
311 Division	23.00	23.00	23.00	23.00	-
Animal Care Services Division	33.50	35.00	35.00	35.00	-
Facilities & Real Prop Mgmt Division	63.00	63.00	65.00	65.00	-
Fleet Management Division	87.00	85.00	87.00	87.00	-
Office of the Director Division	9.00	8.00	8.00	8.00	-
Procurement Services Division	6.00	-	-	-	-
Solid Waste and Recycling Division	153.00	153.00	153.00	153.00	-
<b>Total</b>	<b>374.50</b>	<b>367.00</b>	<b>371.00</b>	<b>371.00</b>	<b>-</b>

<b>General Services</b>	<b>FY2013/14</b>	<b>FY2014/15</b>	<b>Change</b>
	<b>Amended</b>	<b>Proposed</b>	
311 Manager	1.00	1.00	-
Accounting Technician	3.00	3.00	-
Administrative Analyst	3.00	3.00	-
Administrative Technician	1.00	1.00	-
Animal Care Services Manager	1.00	1.00	-
Animal Care Technician	13.00	13.00	-
Animal Control Officer	8.00	8.00	-
Architectural Technician II	1.00	1.00	-
Architectural Technician III	1.00	1.00	-
Associate Architect	3.00	3.00	-
Associate Mechanical Engineer	1.00	1.00	-
Building Inspector IV	1.00	1.00	-
Building Maintenance Worker	7.00	7.00	-
Carpenter	3.00	3.00	-
Central Services Assistant III	1.00	1.00	-
Code Enforcement Officer	2.00	2.00	-
Contract & Compliance Specialist	1.00	1.00	-
Customer Service Assistant	2.00	2.00	-
Customer Service Representative	22.00	22.00	-
Customer Service Specialist	1.00	1.00	-
Customer Service Supervisor	1.00	1.00	-
Department Systems Specialist I	1.00	1.00	-
Director of General Services	1.00	1.00	-
Electrician	3.00	3.00	-
Electrician Supervisor	1.00	1.00	-
Electronic Maintenance Technician II	1.00	1.00	-
Engineering Technician III	1.00	1.00	-
Equipment Mechanic I	2.00	2.00	-
Equipment Mechanic II	30.00	30.00	-
Equipment Mechanic III	9.00	9.00	-
Equipment Service Worker	25.00	25.00	-
Facilities & Real Property Superintendent	3.00	3.00	-
Facilities Manager	1.00	1.00	-
Fleet Management Technician	2.00	2.00	-
Fleet Manager	1.00	1.00	-
Fleet Service Coordinator	5.00	5.00	-
General Helper	2.00	2.00	-
GIS Specialist III	1.00	1.00	-
HVAC Systems Mechanic	5.00	5.00	-
Integrated Waste Collections Superintendent	1.00	1.00	-
Integrated Waste General Manager	1.00	1.00	-
Integrated Waste General Supervisor	2.00	2.00	-

**General Services (continued)**

	FY2013/14	FY2014/15	Change
	Amended	Proposed	
IT Support Specialist I	1.00	1.00	-
IT Support Specialist II	1.00	1.00	-
Maintenance Worker	5.00	5.00	-
Mechanical Maintenance Supervisor	2.00	2.00	-
Motor Sweeper Operator	2.00	2.00	-
Operations General Supervisor	2.00	2.00	-
Painter	2.00	2.00	-
Plumber	4.00	4.00	-
Program Analyst	8.00	8.00	-
Program Manager	4.00	4.00	-
Program Specialist	6.00	6.00	-
Real Property Agent II	2.00	2.00	-
Real Property Agent III	1.00	1.00	-
Registered Veterinary Technician	1.00	1.00	-
Sanitation Worker I	4.00	4.00	-
Sanitation Worker I (NODL)	1.00	1.00	-
Sanitation Worker II	106.00	106.00	-
Sanitation Worker III	3.00	3.00	-
Secretary	1.00	1.00	-
Security Officer	1.00	1.00	-
Senior Animal Care Technician	2.00	2.00	-
Senior Animal Control Officer	1.00	1.00	-
Senior Building Maintenance Worker	1.00	1.00	-
Senior Central Services Assistant	1.00	1.00	-
Senior Engineer	2.00	2.00	-
Senior Equipment Service Worker	1.00	1.00	-
Senior HVAC Systems Mechanic	2.00	2.00	-
Senior Maintenance Worker	2.00	2.00	-
Senior Personnel Transaction Coordinator	1.00	1.00	-
Senior Systems Engineer	1.00	1.00	-
Solid Waste Supervisor	10.00	10.00	-
Senior Landfill Engineering Technician	1.00	1.00	-
Structural Maintenance Supervisor	1.00	1.00	-
Supervising Animal Care Officer	1.00	1.00	-
Supervising Architect	1.00	1.00	-
Supervising Financial Analyst	1.00	1.00	-
Support Services Manager	2.00	2.00	-
Typist Clerk II	3.00	3.00	-
Vehicle Service Attendant	4.00	4.00	-
Veterinarian	1.00	1.00	-
<b>Total</b>	<b>371.00</b>	<b>371.00</b>	<b>0.00</b>

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# Human Resources

*The Department of Human Resources delivers programs and services to customers which result in a positive experience.*

The **Human Resources Department** is responsible for attracting, retaining, and developing a highly qualified and diverse City workforce, and implementing organizational improvements. Human Resources provides the following key services: recruiting, testing, classification, and compensation; benefits and retirement; safety, loss prevention, and workers' compensation; equal employment opportunity and Americans with Disabilities Act (ADA) coordination; negotiation and implementation of labor agreements, discipline, and grievance administration; and citywide volunteer coordination.

## INNOVATION AND TECHNOLOGY

Through modernization, the Department of Human Resources has utilized technology to increase the use of human capital while maximizing customer service and reducing the City's non-compliance liability.

### Technology

- Utilize an electronic document and filing system (CCM) to reduce staff time spent searching hardcopy files, more effectively collaborate with multiple stakeholders, and minimize or eliminate paper.
- Utilize a Hiring Application system to automate application screening, which allows staff resources to be spent on other projects.
- Utilize electronic I-9 monitoring to remain in compliance with federal and state regulations and reduce staff time and hardcopy files.
- Upgrade and continue to maintain the Human Resources information system (eCAPS), which has provided a profusion of modernization tools in the management of the City's human capital by reducing redundancies, providing self-service capability to employees, and providing efficiency in tracking and monitoring employee status.
- Utilize a Learning Management System to meet critical employee training needs through simplified classroom scheduling simplicity, online training resources, and efficient delivery of essential documents and policies to employees.
- Utilize vendor insurance tracking software (EBIX) to monitor vendor insurances and provide automated notifications to vendors not in compliance with City policy and agreements.

**PROPOSED BUDGET/STAFFING CHANGES**

Program	Description	Fund	Revenue Change	Expenditure Change	FTE Change
General Liability and Auto Liability (GL & AL)	The General Liability and Auto Liability Fund is in the first year of a three-year smoothing process to right-size revenues in FY2014/15 as recommended by the City's actuarial consultant. The increase in contributions from City funds and the use of approximately \$400,000 in fund balance is necessary to offset increasing costs related to insurance premiums and cost of claim settlements.	Risk	1,300,000	1,672,000	-
Labor Negotiations	Provide additional labor relations consulting and legal services to ensure effective negotiations and assistance with other labor relations matters.	General	-	100,000	-
Volunteer Management System	Provide scheduling simplicity and marketing structure along with a modern database for monitoring and managing the volunteers. The City has more than 35,000 individuals who donate over 300,000 hours each year.	General	-	20,000	-
Workers' Compensation	The Workers' Compensation Fund expenditures have been increased to better reflect annually incurred costs. This change was recommended by the City's actuarial consultant.	Workers' Compensation	-	1,728,000	-
<b>Total Change</b>			<b>\$ 1,300,000</b>	<b>\$ 3,520,000</b>	<b>-</b>

**Department Budget Summary**

Human Resources Budget Summary	FY2012/13 Actuals	FY2013/14 Approved	FY2013/14 Amended	FY2014/15 Proposed	More/(Less) Proposed/Amended
Employee Services	6,868,878	7,419,497	7,419,497	7,539,165	119,668
Other Services and Supplies	15,536,443	17,298,074	17,292,976	21,004,022	3,711,046
City Property	29,600	45,606	45,606	45,606	-
Transfers	(61,278)	-	-	-	-
Labor and Supply Offset	3,298,706	3,599,525	3,599,525	3,586,223	(13,302)
<b>Total</b>	<b>25,672,348</b>	<b>28,362,702</b>	<b>28,357,604</b>	<b>32,175,016</b>	<b>3,817,412</b>

Funding Summary by Fund/Special District	FY2012/13 Actuals	FY2013/14 Approved	FY2013/14 Amended	FY2014/15 Proposed	More/(Less) Proposed/Amended
Fleet Management Fund	40,582	36,123	36,123	31,354	(4,769)
General Fund	1,887,546	2,315,889	2,310,889	2,583,816	272,927
Interdepartmental Service Fund	1,442,392	1,429,779	1,429,779	1,285,038	(144,741)
Risk Mgmt Fund	9,276,749	14,459,363	14,459,363	16,324,638	1,865,275
Solid Waste and Recycling	91,063	91,930	91,930	96,901	4,971
Storm Drainage Fund	42,802	37,565	37,565	41,706	4,141
Wastewater Fund	17,604	15,450	15,450	17,153	1,703
Water Fund	54,653	47,966	47,966	53,253	5,287
Worker's Compensation Fund	12,818,957	9,928,637	9,928,539	11,741,158	1,812,619
<b>Total</b>	<b>25,672,348</b>	<b>28,362,702</b>	<b>28,357,604</b>	<b>32,175,016</b>	<b>3,817,412</b>

**Division Budget Summary**

<b>Human Resources Division Budgets</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
HR Administration Division	2,835,066	3,075,016	3,075,016	3,108,721	33,705
Labor Relations Division	413,583	598,297	598,297	697,331	99,034
Risk Management Administration Division	20,347,826	22,253,946	22,248,848	25,857,903	3,609,055
Workers' Compensation Division	2,075,873	2,435,443	2,435,443	2,511,062	75,619
<b>Total</b>	<b>25,672,348</b>	<b>28,362,702</b>	<b>28,357,604</b>	<b>32,175,016</b>	<b>3,817,412</b>

**Staffing Levels**

<b>Human Resources Division FTE</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
HR Administration Division	23	25	25	25	-
Labor Relations Division	6	5	5	5	-
Risk Management Administration Division	20	20	20	20	-
Workers' Compensation Division	20	20	20	20	-
<b>Total</b>	<b>69</b>	<b>70</b>	<b>70</b>	<b>70</b>	<b>-</b>

## Human Resources

	FY2013/14	FY2014/15	
	Amended	Proposed	Change
Administrative Analyst	1.00	1.00	-
Administrative Assistant	1.00	1.00	-
Director of Human Resources	1.00	1.00	-
Environmental Health & Safety Officer	1.00	1.00	-
Environmental Health & Safety Specialist	6.00	6.00	-
Equal Employment Specialist	1.00	1.00	-
Human Resources Manager	4.00	4.00	-
Human Resources Manager (not represented)	3.00	3.00	-
Labor Relations Analyst	1.00	1.00	-
Labor Relations Officer	3.00	3.00	-
Personnel Analyst	2.00	2.00	-
Personnel Technician	14.00	14.00	-
Program Analyst	4.00	4.00	-
Program Specialist	8.00	8.00	-
Risk Manager	1.00	1.00	-
Senior Personnel Analyst	2.00	2.00	-
Senior Staff Assistant	4.00	4.00	-
Staff Assistant	3.00	3.00	-
Support Services Manager (not represented)	1.00	1.00	-
Training Specialist	1.00	1.00	-
Workers' Compensation Claims Representative	8.00	8.00	-
<b>Total</b>	<b>70.00</b>	<b>70.00</b>	<b>0.00</b>

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# Information Technology

*We deliver quality citywide technology solutions, services, and support to enable the City to fulfill its mission, vision, and goals.*

The **Information Technology Department** is responsible for providing leadership and vision for integrating City Council, City Manager, and departmental goals into a citywide information technology (IT) strategy; providing flexible, cost-effective IT enterprise business systems for the City; providing reliable and secure data center services and support for citywide IT systems; providing wide and local area network (WAN/LAN) design and support, including network monitoring and security; providing support for internet and intranet services as well as desktop support services; and providing support for citywide telecommunications, including City fiber optic network for voice and data. The Information Technology Department consists of the following divisions: IT Business Management, Technology Infrastructure Services, IT Regional Support, and Enterprise Applications Management.

## INNOVATION AND TECHNOLOGY

The Department initiated the development of a citywide Digital Strategy. The strategy provides a comprehensive assessment of the City's existing technologies, operational requirements, and service delivery needs. The Digital Strategy creates efficiencies by connecting technology resources, innovation, and initiatives to the City's vision and goals. The Digital Strategy is a five-year framework for how IT services will be delivered throughout the City.

The successful implementation of any technology or innovation is based on collaboration between IT and the business units and the community we support. A few highlights are listed below.

### Innovation

- Delivered reliable, efficient, sustainable "Green IT" solutions.
  - Provided 80 percent greater utilization of server resources and up to 50 percent savings in operating costs through the server virtualization and consolidation program.
  - Consolidated data centers and provided significantly improved reliability, stability, performance, and reduced operating costs for the City's mission critical IT infrastructure through the City's Data Center NextGen initiative.
  - Reduced operating expenses and maintenance costs by using existing infrastructure for the Emergency Operations Center relocation project.

### Technology

- Expanded access of City services to anyone, at any time, from anywhere.
  - Improved citizen access to public data online as part of the City's nationally recognized Open Data Portal, which increases openness, transparency, and accountability.
  - Updated the City website, which provided greatly improved usability and access to information.
  - Expanded public Wi-Fi at City facilities broadens community access to online resources.
  - Provided the ability for citizens and staff to request service, monitor, or report (311, Bicycle Registration, Remote Facilities Management, and Smart Water Monitoring) via mobile and online applications.

**PROPOSED BUDGET/STAFFING CHANGES**

Program	Description	Fund	Revenue Change	Expenditure Change	FTE Change
CIP Restructuring	Reduction in capital offset and CIP programming.	General	-	331,000	-
Digital Innovation	Added FTE and reduced expenditures to support the Digital Innovation Program. This program is a citywide effort to assess and support the City's existing technologies. It will be implemented through two capital programs: Digital Strategy Program (A07000700) and ERP Systems Replacement Program (A07000600). The General Fund and the Enterprise Funds are supporting the \$1.0 million first phase of the capital portion of the Digital Innovation Program.	General	-	-	4.00
<b>Total Change \$</b>			<b>-</b>	<b>\$ 331,000</b>	<b>4.00</b>

**Department Budget Summary**

Information Technology Budget Summary	FY2012/13 Actuals	FY2013/14 Approved	FY2013/14 Amended	FY2014/15 Proposed	Change More/(Less) Proposed/Amended
Employee Services	5,895,257	6,410,191	6,410,191	6,921,908	511,717
Other Services and Supplies	695,232	613,466	513,466	495,458	(18,008)
City Property	526,193	392,213	392,213	364,195	(28,018)
Transfers	(149,881)	(19,779)	(19,779)	(19,779)	-
Labor and Supply Offset	43	-	-	-	-
<b>Total</b>	<b>6,966,845</b>	<b>7,396,091</b>	<b>7,296,091</b>	<b>7,761,782</b>	<b>465,691</b>

Funding Summary by Fund/Special District	FY2012/13 Actuals	FY2013/14 Approved	FY2013/14 Amended	FY2014/15 Proposed	Change More/(Less) Proposed/Amended
General Fund	3,134,126	3,752,761	3,652,761	5,362,936	1,710,175
Interdepartmental Service Fund	3,832,719	3,515,824	3,515,824	1,871,835	(1,643,989)
Solid Waste and Recycling	-	-	-	99,576	99,576
Storm Drainage Fund	-	127,506	127,506	200,403	72,897
Wastewater Fund	-	-	-	79,660	79,660
Water Fund	-	-	-	147,372	147,372
<b>Total</b>	<b>6,966,845</b>	<b>7,396,091</b>	<b>7,296,091</b>	<b>7,761,782</b>	<b>465,691</b>

**Division Budget Summary**

<b>Information Technology Division Budgets</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
Enterprise Applications Management Div	815,557	1,962,760	1,835,254	1,962,661	127,407
IT Business Management Division	2,554,461	2,674,289	2,574,289	2,764,319	190,030
IT Regional Support Division	417,344	667,788	795,294	814,264	18,970
Technology Infrastructure Services Div	3,179,483	2,091,254	2,091,254	2,220,538	129,284
<b>Total</b>	<b>6,966,845</b>	<b>7,396,091</b>	<b>7,296,091</b>	<b>7,761,782</b>	<b>465,691</b>

**Staffing Levels**

<b>Information Technology Division Budgets</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
Enterprise Applications Management Div	6.00	14.00	14.00	15.00	1.00
IT Business Management Division	13.00	13.00	13.00	15.00	2.00
IT Regional Support Division	4.00	7.00	7.00	7.00	-
Technology Infrastructure Services Div	26.00	16.00	16.00	17.00	1.00
<b>Total</b>	<b>49.00</b>	<b>50.00</b>	<b>50.00</b>	<b>54.00</b>	<b>4.00</b>

## Information Technology

	FY2013/14	FY2014/15	Change
	Amended	Proposed	
Chief Information Officer	1.00	1.00	-
GIS Specialist II	1.00	1.00	-
GIS Specialist III	2.00	2.00	-
IT Manager	4.00	4.00	-
IT Supervisor	3.00	3.00	-
IT Support Specialist I	1.00	1.00	-
IT Support Specialist II	2.00	2.00	-
Media Production Specialist II	1.00	1.00	-
Principal Applications Developer	7.00	7.00	-
Principal Systems Engineer	5.00	5.00	-
Program Analyst	2.00	2.00	-
Program Specialist	1.00	1.00	-
Senior Applications Developer	8.00	12.00	4.00
Senior IT Support Specialist	4.00	4.00	-
Senior Systems Engineer	4.00	4.00	-
Systems Engineer	1.00	1.00	-
Telecommunications Engineer I	1.00	1.00	-
Telecommunications Engineer III	2.00	2.00	-
<b>Total</b>	<b>50.00</b>	<b>54.00</b>	<b>4.00</b>

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## Public Works

*We improve and maintain our community and transportation assets with pride, dedication, and integrity to enrich and sustain the quality of life for the citizens of Sacramento and our region.*

The **Public Works Department** focuses on delivering public projects in a timely manner, addressing the parking needs of residents and commuters, maintaining transportation infrastructure, planning for long-range transportation needs, and maintaining the City's urban forest. These services are the responsibility of the following divisions:

- **Engineering Services:** Responsible for funding, project development, design and construction, survey and inspection, plan check, and maps.
- **Office of the Director:** Responsible for long-range and regional transportation planning, special projects, transportation policy, department-wide support, media and communications, operation of the Sacramento Marina (the largest off-river marina in the region along the Sacramento River), and employee enrichment.
- **Maintenance Services:** Responsible for roads and bridges, concrete assets, streetscapes, advanced planning, tree health and maintenance.
- **Parking Services:** Responsible for parking enforcement, parking meters, retail lease space, and parking garages.
- **Transportation:** Responsible for traffic operations, design, management, studies, entitlements, education, investigation, traffic signs and markings, and traffic signals and street lighting.

A detailed five-year forecast for the Parking Fund is included in the Overview section of this document.

### INNOVATION AND TECHNOLOGY

With a continued focus on the efficient delivery and operation of public works systems and programs, the department has implemented initiatives to work more efficiently and economically including:

#### Innovation

- Added relief Parking Enforcement Officers to ensure all enforcement beats are covered during staff absences without the use of overtime.
- Trained survey field staff on computer-aided design for more efficient upload of electronic survey data onto design base sheets.

#### Technology

- Began installation of up to 6,000 wireless credit-card enabled smart parking meters allowing for increased meter uptimes and acceptance of more payment options for increased efficiency and enhanced customer experience.
- Implemented credit card acceptance for pre-pay events at City parking garages to increase customer convenience.

- Installed smart irrigation controllers for water conservation and water management at 37 streetscape locations. Major water management features include flow monitoring, moisture based irrigation, and the ability to budget water use.
- Replaced obsolete license plate recognition system units to streamline the enforcement of time zones and permit areas, and to identify vehicles with more than five outstanding citations.
- Acquired GPS survey instruments for faster and more efficient acquisition of survey data and more flexible deployment of survey staff.

**PROPOSED BUDGET/STAFFING CHANGES**

Program	Description	Fund	Revenue Change	Expenditure Change	FTE Change
Parking	Meter Revenue was increased to reflect projected revenue growth with the installation of up to 6,000 credit card enabled smart meters which provide multiple payment methods for customers and will have less downtime than the aging outdated meters. The expense budget was increased to cover additional Banking Fees resulting from increased credit card usage and Data Communication fees associated with the smart meters.	General	731,231	561,929	-
Sacramento Marina	Transfer Marina dredging revenues and expenditures from Convention and Cultural Services.	General	50,000	49,884	-
Sacramento Marina	Transfer the management and oversight of the Sacramento Marina from Convention and Cultural Services..	Marina	1,298,075	694,802	7.80
<b>Total Change</b>			<b>\$ 2,079,306</b>	<b>\$ 1,306,615</b>	<b>7.80</b>

**Department Budget Summary**

Public Works Budget Summary	FY2012/13 Actuals	FY2013/14 Approved	FY2013/14 Amended	FY2014/15 Proposed	Change More/(Less) Proposed/Amended
Employee Services	33,108,435	36,623,859	36,623,859	37,353,221	729,362
Other Services and Supplies	23,120,371	23,124,657	23,102,274	24,741,759	1,639,485
City Property	161,103	872,164	171,163	873,164	702,001
City Debt Service	447,135	-	-	-	-
Transfers	(37,157)	-	-	-	-
Labor and Supply Offset	(14,355,899)	(15,715,897)	(15,715,897)	(15,319,210)	396,687
Operating Transfers	1,848,972	1,860,000	1,860,000	1,882,100	22,100
<b>Total</b>	<b>44,292,959</b>	<b>46,764,783</b>	<b>46,041,399</b>	<b>49,531,034</b>	<b>3,489,635</b>

Note: The significant budget increases in services and supplies are related to a realignment in street maintenance activities, which decreased the capital budget and increased the operating budget. The Property increase is the result of fleet funding that will be moved from the operating budget to MYOPs after adoption of the budget.

**Department Budget Summary (continued)**

Funding Summary by Fund/Special District	FY2012/13	FY2013/14	FY2013/14	FY2014/15	Change
	Actuals	Approved	Amended	Proposed	More/(Less) Proposed/Amended
12th Street Maint Benefit Area	7,444	5,760	5,760	10,358	4,598
Citation I-5 Maintenance	41,420	10,500	10,500	25,000	14,500
Del Paso Nuevo Landscaping CFD	8,192	9,000	9,000	13,620	4,620
Gas Tax 2106	4,562,555	8,633,182	8,633,182	8,868,496	235,314
Gas Tax 2107	1,766,880	-	-	-	-
General Fund	7,037,066	5,741,367	5,027,490	6,381,191	1,353,701
Laguna Creek Maint Dist	33,901	25,696	25,696	45,063	19,367
Land Park	20,000	20,000	20,000	20,000	-
Landscaping and Lighting	8,172,150	10,436,511	10,436,511	11,123,489	686,978
Marina Fund	-	-	-	694,803	694,803
N Nat Lndscp 99-02	328,282	409,500	409,500	358,231	(51,269)
N Natomas Lands CFD 3	353,474	340,000	340,000	446,000	106,000
Neighborhood Lighting Dist	38,574	31,702	31,702	31,962	260
Neighborhood Water Quality Dist	25,859	15,634	15,634	21,291	5,657
New Measure A Maintenance	8,183,375	7,330,213	7,330,213	7,834,214	504,001
Northside Subdiv Maint Dist	2,991	3,242	3,242	4,639	1,397
Parking Fund	11,080,834	12,310,222	12,300,715	12,399,818	99,103
Power Inn Rd Md 2003-01	8,449	7,653	7,653	9,000	1,347
Sacto Transp.Sales Tax-Maint.	1,026,063	-	-	-	-
State Route 160	89,943	-	-	-	-
State Route 275	92,038	147,405	147,405	113,960	(33,445)
Storm Drainage Fund	111,000	111,000	111,000	111,000	-
Subdiv Lndscpng Maint Dist	256,027	207,194	207,194	255,050	47,856
Traffic Safety Fund	930,914	859,897	859,897	654,027	(205,870)
Village Garden N.-Mtce Dist #1	34,652	24,105	24,105	24,822	717
Willowcreek Lndscpng CFD	80,878	85,000	85,000	85,000	-
<b>Total</b>	<b>44,292,959</b>	<b>46,764,783</b>	<b>46,041,399</b>	<b>49,531,034</b>	<b>3,489,635</b>

**Division Budget Summary**

Public Works Division Budgets	FY2012/13	FY2013/14	FY2013/14	FY2014/15	Change
	Actuals	Approved	Amended	Proposed	More/(Less) Proposed/Amended
Maintenance Services Division	15,021,867	13,449,296	13,069,678	14,442,453	1,372,775
Marina Division	-	-	-	694,803	694,803
Office of the Director - Public Works	1,351,078	1,508,164	1,508,164	1,569,441	61,277
Parking Services Division	17,150,951	18,099,387	18,000,797	18,782,722	781,925
Public Works Engineering Services Division	(1,186,287)	(221,580)	(256,535)	(221,581)	34,954
Transportation Division	8,551,168	8,897,686	8,759,954	9,061,724	301,770
Urban Forestry Division	3,404,182	5,031,830	4,959,341	5,201,473	242,132
<b>Total</b>	<b>44,292,959</b>	<b>46,764,783</b>	<b>46,041,399</b>	<b>49,531,034</b>	<b>3,489,635</b>

**Staffing Levels**

Public Works Division Budgets	FY2012/13	FY2013/14	FY2013/14	FY2014/15	Change
	Actuals	Approved	Amended	Proposed	More/(Less) Proposed/Amended
Maintenance Services Division	87.25	88.25	88.25	88.25	-
Marina Division	-	-	-	7.80	7.80
Office of the Director - Public Works	12.00	10.00	10.00	10.00	-
Parking Services Division	123.25	123.25	123.25	122.25	(1.00)
Public Works Engineering Services Division	81.00	80.00	80.00	80.00	-
Transportation Division	69.00	67.00	69.00	70.00	1.00
Urban Forestry Division	37.00	37.00	37.00	37.00	-
<b>Total</b>	<b>409.50</b>	<b>405.50</b>	<b>407.50</b>	<b>415.30</b>	<b>7.80</b>

<b>Public Works</b>	FY2013/14	FY2014/15	<b>Change</b>
	<b>Amended</b>	<b>Proposed</b>	
Account Clerk II	5.00	5.00	-
Accountant Auditor	2.00	2.00	-
Accounting Technician	2.00	2.00	-
Administrative Analyst	3.00	3.00	-
Administrative Assistant	1.00	1.00	-
Administrative Officer	1.00	1.00	-
Administrative Technician	3.00	3.00	-
Applications Developer	1.00	1.00	-
Arborist/Urban Forester	4.00	4.00	-
Assistant Civil Engineer	7.00	7.00	-
Associate Civil Engineer	14.00	14.00	-
Associate Electrical Engineer	1.00	1.00	-
Construction Inspector I	1.00	1.00	-
Construction Inspector II	8.00	8.00	-
Construction Inspector III	12.00	12.00	-
Contract & Compliance Specialist	1.00	1.00	-
Custodian I	4.00	4.00	-
Custodian II	1.00	1.00	-
Customer Service Representative	1.00	1.00	-
Customer Service Specialist	1.00	3.00	2.00
Customer Service Supervisor	2.00	2.00	-
Department Systems Specialist II	1.00	1.00	-
Director of Public Works	1.00	1.00	-
Electrical Construction Inspector III	2.00	2.00	-
Engineering Manager	2.00	2.00	-
Engineering Technician II	1.00	1.00	-
Engineering Technician III	9.00	9.00	-
GIS Specialist I	1.00	1.00	-
GIS Specialist II	2.00	2.00	-
Graphic Designer	1.00	1.00	-
IT Support Specialist II	1.00	1.00	-
Junior Engineer	1.00	1.00	-
Maintenance Worker	4.00	4.00	-
Marina Aide	-	2.80	2.80
Marina & Boating Facilities Attendant	-	2.00	2.00
Media & Communications Specialist	1.00	1.00	-
Office Supervisor	1.00	1.00	-
Operations General Supervisor	8.00	8.00	-
Parking Enforcement Officer	49.00	49.00	-
Parking Enforcement Supervisor	3.00	3.00	-
Parking Facilities Maintenance Supervisor	1.00	1.00	-

**Public Works (continued)**

	FY2013/14	FY2014/15	Change
	<u>Amended</u>	<u>Proposed</u>	
Parking Lot Attendant	19.75	19.75	-
Parking Lot Supervisor	4.00	4.00	-
Parking Manager	1.00	1.00	-
Parking Meter Coin Collector	4.00	4.00	-
Parking Meter Collection Supervisor	1.00	1.00	-
Parking Meter Repair Worker	3.00	3.00	-
Principal Planner	1.00	1.00	-
Program Analyst	11.00	11.00	-
Program Manager	1.00	2.00	1.00
Program Specialist	4.00	4.00	-
Senior Accountant Auditor	2.00	2.00	-
Senior Accounting Technician	3.00	3.00	-
Senior Architect	1.00	1.00	-
Senior Building Maintenance Worker	1.00	1.00	-
Senior Data Entry Technician	1.00	1.00	-
Senior Engineer	7.00	7.00	-
Senior Engineering Technician	4.00	4.00	-
Senior Maintenance Worker	4.00	4.00	-
Senior Parking Lot Attendant	4.50	4.50	-
Senior Parking Lot Supervisor	1.00	1.00	-
Senior Planner	1.00	1.00	-
Senior Tree Maintenance Worker	4.00	4.00	-
Senior Tree Pruner	6.00	6.00	-
Special Projects Engineer	1.00	1.00	-
Street Construction Equipment Operator	9.00	9.00	-
Street Construction Laborer	44.00	44.00	-
Street Maintenance Supervisor	7.00	7.00	-
Streets Manager	1.00	1.00	-
Supervising Construction Inspector	4.00	4.00	-
Supervising Engineer	5.00	5.00	-
Supervising Financial Analyst	2.00	2.00	-
Supervising Surveyor	1.00	1.00	-
Support Services Manager	1.00	1.00	-
Survey Party Chief	3.00	3.00	-
Survey Technician I	1.00	1.00	-
Survey Technician II	5.00	5.00	-
Telecommunications Engineer II	1.00	1.00	-
Telecommunications Technician II	1.00	1.00	-
Traffic Control/Light Supervisor	3.00	3.00	-
Traffic Control/Light Technician I	4.00	4.00	-
Traffic Control/Light Technician II	10.25	10.25	-

**Public Works (continued)**

	FY2013/14	FY2014/15	Change
	Amended	Proposed	
Traffic Investigator I	1.00	1.00	-
Traffic Investigator II	2.00	2.00	-
Traffic Investigator III	3.00	3.00	-
Traffic Supervisor	3.00	3.00	-
Traffic Worker I	7.00	7.00	-
Traffic Worker II	7.00	7.00	-
Traffic Worker III	2.00	2.00	-
Tree Maintenance Supervisor	1.00	1.00	-
Tree Maintenance Worker	6.00	6.00	-
Tree Pruner II	10.00	10.00	-
Tree Pruner Supervisor	1.00	1.00	-
Typist Clerk II	3.00	3.00	-
Typist Clerk III	5.00	5.00	-
<b>Total</b>	<b>407.50</b>	<b>415.30</b>	<b>7.80</b>

## Utilities

*The Department of Utilities provides dependable, high quality water, storm drainage, and wastewater services in a fiscally and environmentally sustainable manner.*

The **Department of Utilities** (DOU) provides and maintains water, wastewater, and storm drainage services and facilities for its customers, city ratepayers. These services are crucial to safeguard the health and safety of the public, support economic development, protect the environment, and improve the quality of life in our city. DOU works in conjunction with other City departments as well as regional, state, and federal agencies in the maintenance, development, and rehabilitation of water resources infrastructure.

As a result of a thorough organizational assessment, DOU began FY2013/14 with a revised organizational structure designed in part to realize efficiencies and reallocate resources to identified priorities. In addition, efficiencies were gained through the continued implementation of recommendations made in the Operational Efficiency and Cost Savings Audit conducted in FY2010/11 and the Utilities Billing Operations audit performed in FY2011/12. With resources allocated to identified priorities, DOU initiated implementation of its updated five-year strategic plan, including but not limited to an initial focus on the following major goals: 1) delivery of approximately \$375 million in capital improvement projects; 2) enhanced security and emergency preparedness; and 3) development of a more effective and high profile water conservation and resource protection program.

The FY2014/15 budget reflects a continued focus on delivery of DOU's capital program, emergency preparedness and water conservation. Additionally, the FY2014/15 budget reflects activities related to drought management, implementation of a department-wide integrated planning and asset management program, and preparation for renewal of the NPDES permit for the CSS.

Detailed five-year forecasts for each of the utility enterprise funds are included in the Overview section of this document.

### INNOVATION AND TECHNOLOGY

As drought conditions continue, DOU has reduced its revenue forecasts for FY2013/14 and FY2014/15 and has absorbed this loss of revenue by reducing previously-projected expenditures. As a result of the focus on innovation and use of technology, DOU has been able to reduce current and forecasted expenditures to manage the financial impact of the drought.

#### Innovation

- Switched from alum to aluminum chlorhydrate, saving \$500,000 in chemical costs.
- Purchasing alternative fuel, or hybrid vehicles, whenever possible.

#### Technology

- Installing solar panel arrays at both water treatment plants to reduce utilities costs.

**PROPOSED BUDGET/STAFFING CHANGES**

Program	Description	Fund	Revenue Change	Expenditure Change	FTE Change
Operations	Staffing to support critical water resources master planning, asset management, water policy, and continued compliance with regulatory and operational programs.	Storm Drainage/ Water	-	708,606	5.90
Operations	Increased funding to address drought conditions including water conservation and meter replacements; rate structure, and adjustment adoption/election.	Water	-	1,081,000	-
<b>Total Change \$</b>			<b>-</b>	<b>\$ 1,789,606</b>	<b>5.90</b>

**Department Budget Summary**

Utilities Budget Summary	FY2012/13 Actuals	FY2013/14 Approved	FY2013/14 Amended	FY2014/15 Proposed	Change More/(Less) Proposed/Amended
Employee Services	51,158,093	51,776,369	51,566,369	53,809,404	2,243,035
Other Services and Supplies	26,209,846	46,107,745	36,968,063	42,617,799	5,649,736
City Property	1,102,059	4,437,998	1,377,312	5,224,786	3,847,474
Transfers	163,466	-	-	-	-
Labor and Supply Offset	2,316,979	2,173,685	2,173,685	564,002	(1,609,683)
Operating Transfers	15,693,824	17,372,968	17,372,968	18,075,768	702,800
<b>Total</b>	<b>96,644,268</b>	<b>121,868,765</b>	<b>109,458,397</b>	<b>120,291,759</b>	<b>10,833,362</b>

Funding Summary by Fund/Special District	FY2012/13 Actuals	FY2013/14 Approved	FY2013/14 Amended	FY2014/15 Proposed	Change More/(Less) Proposed/Amended
Community Center Fund	4,983	4,983	4,983	4,983	-
Fleet Management Fund	181,694	147,729	147,729	147,729	-
General Fund	74,757	122,410	122,410	122,410	-
Golf Fund	23,073	8,550	8,550	8,550	-
Landscaping and Lighting	32,673	137,592	137,592	80,000	(57,592)
N Natomas Lands CFD 3	397,841	957,323	642,323	319,733	(322,590)
Neighborhood Water Quality Dist	1,076	5,000	5,000	5,000	-
Northside Subdiv Maint Dist	786	5,000	5,000	1,000	(4,000)
Parking Fund	1,359	1,359	1,359	1,359	-
Solid Waste and Recycling	3,079,290	1,880,651	1,880,651	1,825,185	(55,466)
Storm Drainage Fund	26,534,252	31,483,362	28,778,431	32,713,079	3,934,648
Storm Drainage Grant Reimbursement	-	800,000	-	1,286,000	1,286,000
Township 9 CFD No. 2012-06	-	-	-	1,000	1,000
Wastewater Fund	17,703,415	25,524,759	19,999,800	26,679,379	6,679,579
Water Fund	48,571,206	60,725,452	57,709,706	57,029,522	(680,184)
Water Grant Reimbursement	-	49,732	-	51,224	51,224
Willowcreek Assmnt Md	37,861	14,863	14,863	15,606	743
<b>Total</b>	<b>96,644,268</b>	<b>121,868,765</b>	<b>109,458,397</b>	<b>120,291,759</b>	<b>10,833,362</b>

Note: The significant budget increases in property, and services and supplies are the result of fleet and project funding that will be moved from the operating budget to MYOPs after adoption of the budget.

**Division Budget Summary**

<b>Utilities</b>	<b>FY2012/13</b>	<b>FY2013/14</b>	<b>FY2013/14</b>	<b>FY2014/15</b>	<b>Change</b>
<b>Division Budgets</b>	<b>Actuals</b>	<b>Approved</b>	<b>Amended</b>	<b>Proposed</b>	<b>More/(Less) Proposed/Amended</b>
Engineering & Water Services Division	5,849,552	12,377,674	12,514,385	12,611,705	97,320
Integrated Planning & Business Operations	5,020,897	7,120,385	7,389,904	7,960,969	571,065
Office of the Director - DOU	29,627,685	44,683,722	32,164,116	44,403,922	12,239,806
Operations & Maintenance Division	56,153,771	57,686,984	57,389,992	55,315,162	(2,074,830)
<b>Total</b>	<b>96,651,905</b>	<b>121,868,765</b>	<b>109,458,397</b>	<b>120,291,759</b>	<b>10,833,362</b>

**Staffing Levels**

<b>Utilities</b>	<b>FY2012/13</b>	<b>FY2013/14</b>	<b>FY2013/14</b>	<b>FY2014/15</b>	<b>Change</b>
<b>Division Budgets</b>	<b>Actuals</b>	<b>Approved</b>	<b>Amended</b>	<b>Proposed</b>	<b>More/(Less) Proposed/Amended</b>
Engineering & Water Services Division	74.50	111.50	115.50	115.72	0.22
Integrated Planning & Business Operations	54.50	66.00	66.00	72.18	6.18
Office of the Director - DOU	8.00	7.00	7.00	9.00	2.00
Operations & Maintenance Division	373.50	325.00	328.00	325.50	(2.50)
<b>Total</b>	<b>510.50</b>	<b>509.50</b>	<b>516.50</b>	<b>522.40</b>	<b>5.90</b>

<b>Utilities</b>	<b>FY2013/14</b>	<b>FY2014/15</b>	<b>Change</b>
	<b>Amended</b>	<b>Proposed</b>	
Account Clerk II	4.00	4.00	-
Accounting Technician	4.00	4.00	-
Administrative Analyst	5.00	5.00	-
Administrative Assistant	1.00	1.00	-
Administrative Technician	4.72	5.00	0.28
Assistant Civil Engineer	4.00	4.00	-
Assistant Water Cross Control Specialist	2.00	2.00	-
Associate Civil Engineer	8.88	11.00	2.12
Associate Electrical Engineer	1.00	1.00	-
Blacksmith Welder	1.00	1.00	-
Business Services Manager	1.00	1.00	-
Construction Inspector II	2.00	2.00	-
Customer Service Representative	23.00	23.50	0.50
Customer Service Specialist	7.00	7.00	-
Customer Service Supervisor	4.00	4.00	-
Data Entry Technician	1.00	1.00	-
Department Systems Specialist II	2.00	2.00	-
Development Services Technician I	1.00	1.00	-
Development Services Technician II	2.00	2.00	-
Director of Utilities	1.00	1.00	-
Electrician	14.00	14.00	-
Electrician Supervisor	2.00	2.00	-
Engineering Manager	1.00	1.00	-
Engineering Technician III	3.00	3.00	-
Generator Technician	3.00	3.00	-
GIS Specialist II	3.00	3.00	-
Instrument Technician I	1.00	1.00	-
Instrument Technician II	8.00	8.00	-
Instrumentation Supervisor	1.00	1.00	-
IT Supervisor	3.00	4.00	1.00
IT Support Specialist II	2.00	2.00	-
Junior Plant Operator	11.00	11.00	-
Machinist	16.00	16.00	-
Machinist Helper	13.00	13.00	-
Machinist Supervisor	4.00	4.00	-
Media & Communications Specialist	2.00	2.00	-
Meter Reader	4.00	4.00	-
Meter Reading Supervisor	1.00	1.00	-
Office Supervisor	1.00	1.00	-
Operations Manager	1.00	1.00	-
Plant Operator	28.00	28.00	-

**Utilities (continued)**

	FY2013/14	FY2014/15	
	<u>Amended</u>	<u>Proposed</u>	<u>Change</u>
Plant Services Manager	1.00	1.00	-
Process Control Systems Specialist	4.00	5.00	1.00
Program Analyst	8.00	8.00	-
Program Manager	4.00	4.00	-
Program Specialist	8.00	9.00	1.00
Secretary	2.00	2.00	-
Senior Accountant Auditor	1.00	1.00	-
Senior Department System Specialist	1.00	1.00	-
Senior Engineer	16.00	16.00	-
Senior Engineering Technician	2.00	2.00	-
Senior Generator Technician	1.00	1.00	-
Senior IT Support Specialist	1.00	1.00	-
Senior Maintenance Worker	4.00	4.00	-
Senior Management Analyst	1.00	1.00	-
Senior Plant Operator	14.00	14.00	-
Senior Staff Assistant	2.00	2.00	-
Senior Storekeeper	1.00	1.00	-
Storekeeper	4.00	4.00	-
Stores Administrator	2.00	2.00	-
Stores Clerk II	2.00	2.00	-
Student Trainee (Engineering, Computer)	0.90	0.90	-
Supervising Engineer	8.00	8.00	-
Supervising Financial Analyst	1.00	1.00	-
Supervising Generator Technician	1.00	1.00	-
Supervising Plant Operator	6.00	6.00	-
Supervising Water Quality Chemist	1.00	1.00	-
Support Services Manager	1.00	1.00	-
Systems Engineer	1.00	1.00	-
Typist Clerk II	6.00	6.00	-
Typist Clerk III	2.00	2.00	-
Utilities Locator	6.00	6.00	-
Utilities Operations & Maintenance Lead Worker	70.00	70.00	-
Utilities Operations & Maintenance Service Worker	85.00	85.00	-
Utilities Operations & Maintenance Specialist	6.00	6.00	-
Utilities Operations & Maintenance Superintendent	7.00	7.00	-
Utilities Operations and Maintenance Supervisor	18.00	18.00	-
Utility Construction Coordinator	1.00	1.00	-
Utility Services Inspector	2.00	2.00	-
Water Conservation Representative	1.50	3.00	1.50
Water Conservation Specialist	3.00	3.00	-

**Utilities (continued)**

	FY2013/14	FY2014/15	Change
	Amended	Proposed	
Water Cross Connection Control Specialist	1.00	1.00	-
Water Quality Chemist	3.00	3.00	-
Water Quality Laboratory Technician	3.00	3.00	-
Water Waste Inspector	1.50	-	(1.50)
<b>Total</b>	<b>516.50</b>	<b>522.40</b>	<b>5.90</b>

# Citywide and Community Support

## Debt Service

The **Debt Service Program** finances the cost of capital improvements through revenue bonds, capital leases, notes payable, or advances from other funds. Debt service payments are generally made in semi-annual installments. This budget contains all General Fund debt service payments and the debt service for all other funds. Prior to FY2013/14, debt was recorded in this program as well as in operating department budgets. To better reflect the City's debt obligations, all debt expenditures have been consolidated in this program (with the exception of internal loans as shown in the individual department budget charts).

For the past three fiscal years, a portion of the General Fund debt has been offset by excess bond reserve interest. These earnings have been fully spent and are not available to offset FY2014/15 costs, which has resulted in an increase in the General Fund debt budget as anticipated in prior General Fund forecasts. However, consistent with City Council direction on December 17, 2013, the FY2014/15 Budget includes the use of \$312,000 in General Fund sales proceeds from the sale of 9.15± acres to Mel Raption Honda. The General Fund forecast includes this offset in future years, but this may be reevaluated in 2016 when the 2006 Capital Improvement Revenue Bonds (CIRBs) can be called.

### Department Budget Summary

<b>Debt Service Budget Summary</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
Other Services and Supplies	27,958	-	-	-	-
City Debt Service	77,664,006	87,267,380	91,462,380	94,039,605	2,577,225
Labor and Supply Offset	200,448	-	-	-	-
<b>Total</b>	<b>77,892,411</b>	<b>87,267,380</b>	<b>91,462,380</b>	<b>94,039,605</b>	<b>2,577,225</b>

**Department Budget Summary (continued)**

Funding Summary by Fund/Special District	FY2012/13	FY2013/14	FY2013/14	FY2014/15	Change
	Actuals	Approved	Amended	Proposed	More/(Less) Proposed/Amended
1993 Series B Cop Fund	514,078	-	-	-	-
2002 Cap Inpr Bds Debt Service	2,091,213	2,240,344	2,240,344	96,326	(2,144,018)
2005 Refunding Revenue Bonds	1,603,626	1,597,538	1,597,538	3,579,913	1,982,375
2006 CIRBs (Refunding) Ser E	106,222	104,466	104,466	104,466	-
2006 CIRBs Ser A (CRCIP)	2,395,696	2,589,588	2,589,588	2,189,063	(400,525)
2006 CIRBs Ser B (CRCIP)	1,155,547	1,572,976	1,572,976	1,433,244	(139,732)
2006 CIRBs Ser C	1,160	-	-	-	-
2006 CIRBs Ser C Cap Projs	24,652	-	-	-	-
2006 CIRBs Ser D	1,160	-	-	-	-
4th R Program	-	20,000	20,000	20,000	-
Community Center Fund	7,973,027	7,963,708	7,963,708	8,206,163	242,455
Debt Service - 2003 CIRBs	2,650	-	-	-	-
Debt Service - Other City Debt	102,599	102,599	102,599	102,599	-
Debt Service-93 Series A	300,395	-	-	-	-
Debt Service-93 Series B	(112,958)	-	-	200,000	200,000
Debt Service-CFD#2 Lease	100,000	-	-	-	-
Fleet Management Fund	450,062	81,718	81,718	95,184	13,466
General Fund	22,889,895	23,496,485	23,496,485	24,023,966	527,481
Golf Fund	936,106	1,183,921	1,183,921	1,183,082	(839)
Kings-Arco Arena Acquisition	5,381,673	5,485,417	5,485,417	5,599,302	113,885
Landscaping and Lighting	582,463	581,750	581,750	584,525	2,775
Marina Fund	-	1,239,113	1,239,113	1,239,111	(2)
N. Natomas Financial Plan	2,586,197	2,543,406	6,738,406	2,261,476	(4,476,930)
Parking Fund	4,637,576	4,632,216	4,632,216	5,873,561	1,241,345
Solid Waste and Recycling	4,308,143	4,432,657	4,432,657	4,125,649	(307,008)
Storm Drainage Fund	3,558,804	3,640,025	3,640,025	3,661,412	21,387
Wastewater Fund	1,013,261	910,076	910,076	2,327,370	1,417,294
Wastewater Revenue Bonds	501,095	-	-	-	-
Water Fund	12,799,719	13,118,608	13,118,608	27,133,193	14,014,585
Water Revenue Bonds	1,988,352	9,730,769	9,730,769	-	(9,730,769)
<b>Total</b>	<b>77,892,411</b>	<b>87,267,380</b>	<b>91,462,380</b>	<b>94,039,605</b>	<b>2,577,225</b>

**Division Budget Summary**

Debt Service Division Budgets	FY2012/13	FY2013/14	FY2013/14	FY2014/15	Change
	Actuals	Approved	Amended	Proposed	More/(Less) Proposed/Amended
2013 Debt Service Water Revenues	1,988,352	9,730,769	9,730,769	14,011,250	4,280,481
2013 Wastewater Revenue Bonds	501,095	-	-	1,403,831	1,403,831
Debt Serv-02 Ref Cop and 91pf 1131 Division	3,436,938	3,436,939	3,436,939	3,436,939	-
Debt Service - 2005 Refunding Division	17,560,181	17,627,815	21,822,815	22,260,278	437,463
Debt Service-2006 Cirbs Ser B Division	3,977,082	3,959,183	3,959,183	3,960,262	1,079
Debt Service-2006 Cirbs Ser D Division	11,122,812	11,093,891	11,093,891	11,091,126	(2,765)
Debt Service-Dbw (Docks) Division	102,599	102,599	102,599	102,599	-
Debt Service-Miscellaneous Division	28,283,008	30,305,122	30,305,122	30,957,004	651,882
Debt Svc-2002 Cirb 1131 Division	5,538,671	5,525,645	5,525,645	1,217,014	(4,308,631)
Kings and Arco Arena 1131 Division	5,381,673	5,485,417	5,485,417	5,599,302	113,885
<b>Total</b>	<b>77,892,411</b>	<b>87,267,380</b>	<b>91,462,380</b>	<b>94,039,605</b>	<b>2,577,225</b>

## Citywide Support

This section includes programs that are not part of any department's direct operating expenditures. Examples of the programs included in this section are provided below:

### **Employee Benefits and Insurance**

- General Insurance/Employee Services – This program pays for the General Fund costs of: (1) comprehensive auto and general liability insurance, property insurance, insurance consultant fees, and related self-insurance administration services and (2) employee vacation and sick leave termination expenses. The termination payoffs are budgeted at an estimated level for the entire General Fund. At year-end, funds are transferred from this program to reimburse department costs.

The General Liability and Auto Liability Fund is in the first year of a three-year smoothing process to right-size revenues in FY2014/15 as recommended by the City's actuarial consultant. The increase in contributions is necessary to offset increasing costs related to insurance premiums and cost of claim settlements.

- Miscellaneous Contract Implementation – This budget covers the cost of retiree/beneficiary health and dental insurance premiums for approximately 2,000 retirees. The budget also includes \$9.1 million (\$6.8 million in General Funds) for the City's contribution to the SCERS, required to ensure the continued stability of the program. There are 1,273 participants in SCERS as of June 30, 2013.

### **Citywide Maintenance Contracts and Utilities**

- Maintenance and Support Contracts – This budget covers the major contracts and support for the City's human resources and financial systems (eCAPS). The costs for non-General Fund operations are recovered through the City's cost allocation plan. An augmentation of \$28,000 was provided in the budget for the escalating costs of software maintenance.
- Multi-tenant City-owned Buildings – This budget covers the cost of utilities at the various City-owned buildings. The costs for non-General Fund operations are recovered through the City's cost allocation plan.

### **Miscellaneous**

- Elections – The City elections budget of \$500,000 is used to fund the cost of regular and special elections, as well as increased costs associated with special ballot measures and petition verification.
- Litigation – A budget of \$100,000 is provided to cover the cost of citywide litigation, used annually as necessary.
- RASA – In response to Assembly Bill 26 (AB 26), the City became the recognized RASA effective February 1, 2012, for all non-housing functions and obligations. As the RASA, the City is entitled to be reimbursed for administrative costs associated with managing the transfer of non-housing assets, legal concerns, cash and debt management, and other administrative obligations. Under AB 26, the administrative budget to pay for staff costs to perform RASA duties is limited to 3 percent of the property tax allocated to the RASA. The total RASA budget for FY2014/15 is estimated at \$622,500 million of which \$75,000 is in Citywide Support. The balance pays for staff in the City Attorney's Office,

Finance, and other departments that provide support to RASA. It is important to note that this estimate may change based on the California Department of Finance approval of semi-annual Recognized Obligation Payment Schedules.

- Utility Rebate Program – The Budget Resolution adopted by the City Council on June 12, 2012, established the Utility Rate Assistance Program (I14130100) to offset the impact of the approved water and wastewater utility rate increases on low-income customers. This program is budgeted at \$3.8 million (General Fund) and is funded through revenue generated by the 11% general tax associated with the utility rate increases.

### **Revenues and Taxes**

- Major Tax Revenues – Includes all discretionary tax revenues including Property Tax, Sales Tax, and UUT.
- Other Program Support – The City's TOT rate is currently 12 percent. The General Fund receives two percent of the 12 percent tax rate; the balance goes to the Community Center Fund. Slightly less than one percent of these proceeds and additional General Fund appropriations are used to support the SCVB and SMAC.
- Sacramento County Charges and Assessments – State law authorizes counties to charge other local government entities for the cost of assessing and collecting property tax revenues, for property-related assessments including flood control, and for costs associated with county jail operations (jail booking fees).

## **Community Support**

The City provides administrative and financial support to various local and regional operations.

### **Citywide Operations**

- Office of Emergency Services (OES, 2.0 FTE) – In FY2014/15, this office was moved to the Police Department.

### **City/County Joint Effort**

- City/County Office of Metropolitan Water Planning (CCOMWP, 4.0 FTE) – The Water Fund provides reimbursements to CCOMWP for the City's share of costs associated with this joint effort with the County of Sacramento and other cost-share partners. The City recovers the costs associated with providing administrative and financial support to CCOMWP.

### **Separate Legal Entities**

- Sacramento Area Flood Control Agency (SAFCA, 16.0 FTE) – The Finance Department provides administrative and financial support to SAFCA and is fully reimbursed for this support. SAFCA is in the process of securing their own financial and payroll system at which time they will no longer contract with the City to provide these services. Language is included in the Budget Resolution to eliminate the budgets associated with SAFCA when SAFCA and PERS have ensured that the City will not be held financially responsible for employee and/or retiree pension costs.

- Sacramento Local Agency Formation Commission (LAFCo, 1.0 FTE) – The LAFCo and Finance Department administrative and financial support to LAFCo is fully reimbursed.

**Local Partners**

The following is a list of our local partners and the City contribution included in the FY2014/15 budget.

- Business Improvement Districts – approximately \$405,520
  - Del Paso Boulevard
  - Downtown
  - Greater Broadway
  - Midtown
  - North Franklin Boulevard
  - Oak Park
  - Power Inn Road
  - River District
  - Stockton Boulevard
- SCVB - \$1.79 million
- SMAC - \$527,758
- SPLA - \$12,666,469

Sacramento Public Library opened three new facilities within the city since 2009: Valley Hi-North Laguna (August 2009), North Natomas (January 2010), and Robbie Waters Pocket Greenhaven (August 2010). At the same time, the City reduced its support to the library by more than 20%. The result is that the Library is operating twelve facilities with a budget designed for nine.

Since 2009 the Library has managed budget reductions through a combination of freezing vacant positions; staff layoffs; eliminating or reducing overtime, security, on-call, and temporary staff budgets; reducing evening hours in all locations; labor concessions; and renegotiating service agreements. Despite these reductions, the library has used an average of \$1.6 million per year from reserves to operate all 12 City facilities. The result is that the Library’s reserves are dangerously low and without an infusion of funds, harsher solutions may be necessary.

Annually, the City’s parcel tax for library services (originally approved by voters in 1996 and reauthorized in 2006) provides approximately \$5 million and the General Fund provides approximately \$7.1 million for library services. The voter approved measure includes a maintenance of effort (MOE) that requires prior year reductions to library funding to be restored should the City’s non-public safety general-funded programs receive additional funding. On March 12, 2013, the Council authorized an increase in library funding (\$506,061) using Measure U funds in order to restore the libraries to the required MOE funding levels. Continuation of the required funding to comply with the MOE is included in the Measure U funding chart included in the Budget Overview.

Library staff has been working with Authority Board members, City staff, and others to identify potential solutions to the current fiscal challenges and on strategies to address the long-term structural deficits. Voters will decide on a ballot measure in June that would provide an additional \$12 per parcel per year to sustain library services at their current level. In the meantime, the Library will continue its prudent approach in FY2014/15 and look for additional operational efficiencies.

**Citywide and Community Support Budget Summary**

<b>Citywide and Community Support Budget Summary</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
Employee Services	20,014,118	42,140,259	26,469,263	52,123,231	25,653,968
Other Services and Supplies	41,863,439	51,961,415	47,151,113	56,934,741	9,783,628
City Property	48,093	709,910	305,879	327,910	22,031
Labor and Supply Offset	(1,877,113)	(2,129,862)	(2,129,862)	(2,279,426)	(149,564)
Contingency	-	2,400,000	2,794,964	2,400,000	(394,964)
Operating Transfers	(261,430)	(454,968)	(454,968)	(464,113)	(9,145)
<b>Total</b>	<b>59,787,108</b>	<b>94,626,754</b>	<b>74,136,389</b>	<b>109,042,343</b>	<b>34,905,954</b>

<b>Funding Summary by Fund/Special District</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
2003 Capital Improv. Revenue Bonds	-	-	264,357	-	(264,357)
2006 CIRB - Taxable	-	400,000	400,000	-	(400,000)
4th R Program	12,667	13,000	13,000	21,000	8,000
Bridge Construction Fund	143,902	-	-	-	-
Community Center Fund	51,836	1,350,883	1,380,420	1,410,901	30,481
Cty/Cnty Office-Water Planning	770,847	1,240,816	1,240,816	955,998	(284,818)
Del Paso PBID	-	37,000	47,380	47,380	-
Del Paso Prop & Business Imprv	362,398	356,975	373,072	373,072	-
Downtown Management District	3,178,210	3,178,210	3,392,222	3,392,222	-
Downtown Plaza PBID	-	110,000	110,000	110,000	-
Fleet Management Fund	161,304	161,200	161,200	165,700	4,500
Franklin Blvd PBID	-	36,000	65,820	65,820	-
Franklin Boulevard PBID	137,284	137,284	140,388	140,388	-
General Fund	39,658,113	48,264,611	47,929,715	51,155,330	3,225,615
Greater Broadway PBID	245,000	233,538	258,165	258,165	-
Habitat Management Element	-	985,061	985,061	1,299,501	314,440
Interdepartmental Service Fund	512,976	576,226	576,226	1,209,802	633,576
Library Services Parcel Tax	4,725,934	4,888,846	4,888,846	5,030,869	142,023
Mack Road PBID	407,586	407,586	409,195	409,195	-
Marina Fund	-	6,700	-	-	-
Measure U Fund	506,061	21,461,061	506,061	28,999,879	28,493,818
Midtown Sacramento PBID	654,252	654,252	720,226	720,226	-
N Natomas Transp Mgmt Assoc	1,089,839	1,100,000	1,100,000	1,100,000	-
Oak Park PBID	222,809	222,809	238,561	238,561	-
Old Sacramento PBID	-	140,000	250,000	250,000	-
Parking Fund	70,105	283,190	183,190	292,555	109,365
Power Inn Area Prop & Business	493,700	489,089	506,702	506,702	-
Risk Mgmt Fund	13,612	14,000	14,000	14,000	-
Sac Tourism Marketing District	4,215,552	-	-	5,047,000	5,047,000
Sacramento Marina Fund	6,631	-	-	-	-
Sacramento Tourism PBID	-	2,060,000	2,060,000	-	(2,060,000)
Solid Waste and Recycling	520,373	2,084,366	2,039,647	2,031,615	(8,032)
START Fund	5,756	7,400	7,400	7,400	-
Stockton Blvd BIA	-	42,000	66,488	66,488	-
Stockton Blvd PBID	422,915	422,915	468,407	468,407	-
Storm Drainage Fund	232,523	757,326	770,779	747,708	(23,071)
The River District PBID	360,631	360,631	385,444	385,444	-
Wastewater Fund	161,151	567,560	577,527	552,194	(25,333)
Water Fund	432,023	1,566,719	1,596,574	1,553,321	(43,253)
Worker's Compensation Fund	11,117	9,500	9,500	15,500	6,000
<b>Total</b>	<b>59,787,108</b>	<b>94,626,754</b>	<b>74,136,389</b>	<b>109,042,343</b>	<b>34,905,954</b>

**Division Budget Summary**

<b>Citywide and Community Support Division Budgets</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
Citywide Support Division	14,933,890	41,013,106	17,494,459	51,275,288	33,780,829
Community Support Division	20,646,801	26,318,817	26,777,447	31,765,055	4,987,608
County Property Taxes & Charges	2,207,292	2,661,831	2,661,831	2,700,000	38,169
Fund Contingency Division	-	2,400,000	2,794,964	2,400,000	(394,964)
Major Tax Revenues Division	4,408,669	2,925,000	3,099,688	500,000	(2,599,688)
Retired/Transfer Emp Benefit 1530	17,590,455	19,308,000	21,308,000	20,402,000	(906,000)
<b>Total</b>	<b>59,787,108</b>	<b>94,626,754</b>	<b>74,136,389</b>	<b>109,042,343</b>	<b>34,905,954</b>

**Staffing Levels**

<b>Citywide and Community Support Division Budgets</b>	<b>FY2012/13 Actuals</b>	<b>FY2013/14 Approved</b>	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change More/(Less) Proposed/Amended</b>
Community Support Division	23.00	23.00	23.00	21.00	(2.00)
<b>Total</b>	<b>23.00</b>	<b>23.00</b>	<b>23.00</b>	<b>21.00</b>	<b>(2.00)</b>

## **Reserves**

### **Administrative Contingency**

- The Administrative Contingency is established in the major City funds as follows and may be used during the course of the year, in accordance with Sections 3, 4, and 6 of the Budget Resolution, to adjust budgets for unforeseen expenses.
  - General Fund = \$1,000,000
  - Solid Waste Fund = \$500,000
  - Storm Drainage Fund = \$300,000
  - Wastewater Fund = \$100,000
  - Water Fund = \$500,000

### **Economic Uncertainty Reserve (EUR)**

- The EUR was established in FY1983/84 and is currently \$29.025 million. This represents 7.5% of FY2014/15 General Fund estimated revenues.

### **Other Sources and Uses**

- The General Fund budget includes the use of \$105,000 from the arts stabilization reserve that will be appropriated in the General Fund for the arts stabilization program and a one-time transfer of \$400,000 to the EUR.

### **All Other Fund Balances**

- Remaining balances of general, enterprise, internal, and other governmental funds total \$203.4 million and are listed individually in this document in Schedule 2B - Detail of FY2014/15 Revenues, Appropriations, and Changes in Fund Balance. The available balance of enterprise and internal service funds may only be used for the specific purpose of the individual fund.

**Citywide and Community Support**

**City-County Office of Metropolitan Water Planning (CCOMWP)**

	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change</b>
Executive Director	1.00	1.00	-
Program Manager	1.00	1.00	-
Program Specialist	1.00	1.00	-
Secretary	1.00	1.00	-
<b>Subtotal CCOMWP</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change</b>
<b>Local Agency Formation Commission (LAFCo)</b>			
Senior Management Analyst	1.00	1.00	-
<b>Subtotal LAFCo</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>

	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change</b>
<b>Office of Emergency Services (OES)</b>			
Administrative Technician	1.00	-	(1.00)
Program Manager	1.00	-	(1.00)
<b>Subtotal OES</b>	<b>2.00</b>	<b>0.00</b>	<b>(2.00)</b>

	<b>FY2013/14 Amended</b>	<b>FY2014/15 Proposed</b>	<b>Change</b>
<b>Sacramento Area Flood Control Agency (SAFCA)</b>			
Accounting Technician	1.00	1.00	-
Administrative Assistant	2.00	2.00	-
Administrative Officer	1.00	1.00	-
Junior Landscape Assistant	1.00	1.00	-
Program Analyst	1.00	1.00	-
SAFCA Counsel	1.00	1.00	-
SAFCA Deputy Director	1.00	1.00	-
SAFCA Director of Planning	1.00	1.00	-
SAFCA Executive Director	1.00	1.00	-
Secretary	1.00	1.00	-
Senior Accountant Auditor	1.00	1.00	-
Staff Aide (Management)	3.00	3.00	-
Student Trainee (Engineering, Computer)	1.00	1.00	-
<b>Subtotal SAFCA</b>	<b>16.00</b>	<b>16.00</b>	<b>0.00</b>

<b>Total</b>	<b>23.00</b>	<b>21.00</b>	<b>(2.00)</b>
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