

# Table of Contents

|  |    |
|--|----|
| Table of Contents                              | 1  |
| Introduction                                   | 7  |
| City Organizational Chart                      | 8  |
| Directory of City Officials                    | 10 |
| Commissions and Committees                     | 11 |
| GFOA Distinguished Budget Presentation Award   | 12 |
| CSMFO Operating Budget Excellence Award        | 13 |
| CSMFO Innovation Award                         | 14 |
| Budget Message                                 | 15 |
| Budget Message                                 | 17 |
| Strategic Goals                                | 19 |
| Notable Accomplishments                        | 20 |
| New Initiatives                                | 26 |
| Budget Overview                                | 30 |
| Budget Guide                                   | 43 |
| Our Mission                                    | 45 |
| Elements of the Budget Document                | 46 |
| Glossary of Budget Terminology                 | 48 |
| Commonly Used Acronyms                         | 51 |
| Revenues, Expenditures, and Fund Balance Table | 53 |
| Community Profile                              | 55 |
| History  | 57 |
| Community Economic Profile                     | 59 |
| City Profile                                   | 61 |
| Education                                      | 65 |
| Programs and Applications                      | 67 |
| Community Statistics                           | 70 |
| Community and Recreation Services              | 72 |
| Things To Do and See                           | 73 |
| Financial Policies                             | 75 |
| Annual Budget Process                          | 77 |
| Structure of City Finances                     | 79 |
| Fund Structure                                 | 81 |

|  |     |
|--|-----|
| Revenue Policies   | 84  |
| Expenditure Policies   | 85  |
| Capital Improvement Policy   | 86  |
| Information Technology Replacement and Capitalization Policy         | 87  |
| Pension and Retirement Funding Policy                                | 89  |
| Long Term Financial Stability Policies                               | 90  |
| Committed, Unassigned Fund Balance, and Use of One Time Funds Policy | 91  |
| Investment Policy  | 94  |
| Community Funding Policy   | 95  |
| Appropriations and Legal Debt Limit Margin                           | 97  |
| Financial Schedules  | 101 |
| Financial Overview by Fund   | 102 |
| Flow of Funds Chart (Sankey)   | 103 |
| General Fund Contribution Schedule                                   | 105 |
| Fund Balance Report  | 109 |
| General Fund Summary   | 110 |
| General Fund Revenues  | 111 |
| General Fund Expenditures  | 125 |
| General Fund Transfers   | 128 |
| General Fund Fund Balance  | 129 |
| All Funds Summary  | 131 |
| General Fund Forecast  | 137 |
| Council and Commissions  | 163 |
| Department Overview  | 165 |
| City Council   | 172 |
| Community Funding  | 174 |
| Sister Cities  | 177 |
| Technology, Information & Communications Commission                  | 179 |
| Library Commission   | 181 |
| Fine Arts Commission   | 183 |
| Public Safety Commission   | 185 |
| Bicycle and Pedestrian Commission                                    | 187 |
| Parks and Recreation Commission                                      | 189 |
| Teen Commission  | 191 |
| Planning Commission  | 193 |
| Housing Commission   | 195 |

|   |     |
|---|-----|
| Sustainability Commission                 | 197 |
| Audit Committee                           | 200 |
| Administration                            | 203 |
| Department Overview                       | 205 |
| City Manager                              | 216 |
| Sustainability                            | 218 |
| Office of Communications                  | 221 |
| Multimedia                                | 223 |
| Public Access Support                     | 226 |
| Community Outreach and Neighborhood Watch | 228 |
| Office of Emergency Management            | 230 |
| Economic Development                      | 232 |
| City Clerk                                | 235 |
| Duplicating and Mail Services             | 237 |
| Elections                                 | 239 |
| City Manager Contingency                  | 241 |
| City Attorney                             | 243 |
| Law Enforcement                           | 245 |
| Department Overview                       | 247 |
| Law Enforcement                           | 253 |
| Interoperability Project                  | 255 |
| Innovation and Technology                 | 257 |
| Department Overview                       | 259 |
| Innovation & Technology Administration    | 272 |
| Video                                     | 275 |
| Public Access Support                     | 278 |
| Applications                              | 280 |
| Infrastructure                            | 283 |
| GIS                                       | 286 |
| Administrative Services                   | 289 |
| Department Overview                       | 291 |
| Administrative Services Administration    | 299 |
| Accounting                                | 301 |
| Business Licenses                         | 304 |
| Purchasing                                | 306 |
| Budget                                    | 308 |

|                                      |     |
|--------------------------------------|-----|
| Human Resources                      | 310 |
| Retiree Benefits                     | 313 |
| Insurance Administration             | 315 |
| Workers Compensation Insurance       | 317 |
| Short Term and Long Term Disability  | 319 |
| Compensated Absences                 | 321 |
| Parks and Recreation                 | 323 |
| Department Overview                  | 325 |
| Recreation Administration            | 332 |
| Library Services                     | 334 |
| Administration                       | 336 |
| Cultural Events                      | 338 |
| Facilities                           | 340 |
| Administration                       | 342 |
| Youth Teen Recreation                | 344 |
| Senior Center                        | 346 |
| Teen Programs                        | 348 |
| Neighborhood Events                  | 350 |
| Park Facilities                      | 352 |
| Administration                       | 355 |
| Blackberry Farm Golf Course          | 357 |
| Outdoor Recreation                   | 359 |
| Sports Center Operations             | 361 |
| Community Development                | 363 |
| Department Overview                  | 365 |
| Community Development Administration | 374 |
| Current Planning                     | 376 |
| Mid and Long Term Planning           | 379 |
| Annexations                          | 382 |
| Economic Development                 | 384 |
| CDBG General Admin                   | 386 |
| CDBG Capital/Housing Projects        | 388 |
| CDBG Public Service Grants           | 390 |
| BMR Affordable Housing Fund          | 392 |
| Human Service Grants                 | 394 |
| General Building                     | 396 |

|                                  |     |
|----------------------------------|-----|
| Building Plan Review             | 398 |
| Building Code Enforcement        | 401 |
| Muni Code Enforcement            | 404 |
| Code Enforcement                 | 406 |
| Public Works                     | 409 |
| Department Overview              | 411 |
| Public Works Administration      | 429 |
| Resource Recovery                | 432 |
| Non-Point Source                 | 436 |
| Storm Drain Fee                  | 440 |
| General Fund Subsidy             | 442 |
| Storm Drain Maintenance          | 444 |
| Plan Review                      | 446 |
| CIP Administration               | 449 |
| Service Center Administration    | 451 |
| McClellan Ranch Park             | 454 |
| Memorial Park                    | 457 |
| BBF Ground Maintenance           | 460 |
| School Site Maintenance          | 463 |
| Neighborhood Parks               | 465 |
| Sport Fields Jollyman, Creekside | 468 |
| Civic Center Maintenance         | 470 |
| Storm Drain Maintenance          | 472 |
| Sidewalk Curb and Gutter         | 474 |
| Street Pavement Maintenance      | 476 |
| Street Sign Marking              | 479 |
| Street Lighting                  | 481 |
| Equipment Maintenance            | 484 |
| Environmental Materials          | 486 |
| Trail Maintenance                | 488 |
| Overpasses and Medians           | 490 |
| Street Tree Maintenance          | 493 |
| Sheriff Work Program             | 495 |
| BBF Golf Maintenance             | 497 |
| City Hall Maintenance            | 499 |
| Library Maintenance              | 501 |

|  |     |
|--|-----|
| Service Center Maintenance               | 503 |
| Quinlan Community Center Maintenance     | 506 |
| Senior Center Maintenance                | 509 |
| McClellan Ranch Maintenance              | 512 |
| Monta Vista Community Center Maintenance | 515 |
| Wilson Park Maintenance                  | 517 |
| Portal Park Maintenance                  | 519 |
| Sports Center Maintenance                | 521 |
| Creekside Park Maintenance               | 524 |
| Community Hall Maintenance               | 526 |
| Teen Center Maintenance                  | 528 |
| Park Bathrooms Maintenance               | 530 |
| Blackberry Farm Maintenance              | 532 |
| Franco Traffic Operations Center         | 534 |
| City Hall Annex                          | 536 |
| Traffic Engineering                      | 538 |
| Traffic Signal Maintenance               | 541 |
| Safe Routes 2 School                     | 543 |
| Minor Storm Drain Improvement            | 545 |
| Fixed Assets Acquisition                 | 547 |
| Non-Departmental                         | 549 |
| Department Overview                      | 551 |
| General Fund Transfers Out               | 555 |
| Tree Fund Transfers Out                  | 557 |
| Debt Service Transfers Out               | 559 |
| Capital Reserve Transfers Out            | 561 |
| Facility Lease Debt Service              | 563 |