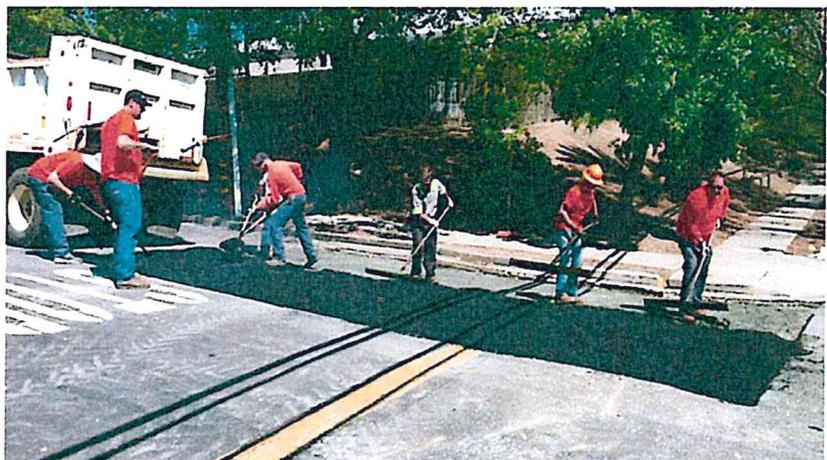


ADOPTED



CITY OF BENICIA 2017-19 Biennial Operating Budget



We take great pride in striving for excellence in serving our community.

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City of Benicia

2017 – 2019 Budget

Proposed Biennial Budget Fiscal Years 2017-2019

(Fiscal Year 2017-2018 and Fiscal Year 2018-2019)

City Council and Elected Officials

Elizabeth Patterson	Mayor
Steve Young	Vice-Mayor
Tom Campbell	Council Member
Mark Hughes	Council Member
Alan Schwartzman	Council Member
Lisa Wolfe	City Clerk
Kenneth Paulk	City Treasurer

Presented By:
Lorie Tinfow, City Manager
June 27, 2017



Proposed Biennial Budget Fiscal Years 2017-2019 (Fiscal Year 2017-2018 and Fiscal Year 2018-2019)

Executive Management

Lorie Tinfow	City Manager
Heather McLaughlin	City Attorney
Jim Lydon	Fire Chief / Acting Assistant City Manager
Shawna Brekke-Read	Interim Community Development Director
David Dodd	Director of Library and Cultural Services
Josh Chadwick	Acting Deputy Fire Chief
Mike Dotson	Parks & Community Services Director
Erik Upson	Police Chief
Graham Wadsworth	Public Works Director
Mario Giuliani	Economic Development Manager / Acting Deputy City Manager

**CITY OF BENICIA ADOPTED 2017-2019 OPERATING BUDGET
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LORIE TINFOW
City Manager

June 27, 2017 (Updated As Final Adopted)

To the City Council and Community of Benicia,

On behalf of the City staff, I am pleased to present a balanced operating budget for 2017-19. Like many in the past, this budget development process has not been an easy one.

Budget Development for 2017-19

Preparing this budget has been extremely challenging for several reasons highlighted here.

In the updated *10-Year Forecast 2017-27* presented to Council in February 2017, we projected a significant shortfall for the General Fund over the next two years as expenses continue to exceed revenues. However, this information was not highlighted and not recognized until later.

In March, the Finance Director left the City to accept another position. That vacancy combined with two others in the Finance Department (the Senior Accountant and Senior Account Clerk positions) has meant operations have been negatively impacted as they try to manage without almost 40% of the staff. In addition to insufficient staff capacity created by the vacancies, we also lost institutional memory and business continuity.

Since I arrived in mid-April, the contractor brought in to assist with the Enterprise Resource Planning project (ERP) and who has served as a Finance Director for other cities, has been working with staff to update the budget projections and assist with preparing a budget for adoption. Those projections were not available until May 10, 2017, which is very late in the budget development process. Significant contributors to expenses include increases in pension costs, worker's compensation and contractual services such as animal control.

Unfortunately, the updated projections showed an even larger budget shortfall in the General Fund than the initial projections of \$1.73 million for Fiscal Year 2017-18 and \$2.54 million for Fiscal Year 2018-19. With little time to develop recommended changes to expenditures, we focused on identifying revenues and sources of funds to bridge the gap.

Budget balancing recommendations relied on several significant changes: increased fees and charges, increasing the portion of Measure C funds dedicated to supporting operations (rather than infrastructure projects), and use of "unassigned" reserves.

2017-19 Budget Transmittal Letter cont.

The staff and I have done our best to present budget information for Council consideration within the limited time and information constraints. Key elements of the budget are highlighted below.

General Fund 2017-19

The City's largest fund is the General Fund and accounts for the resources necessary to sustain most of the day-to-day activities and services to the community. All nine departments receive support from the General Fund. As part of the total, there are number of sub-funds that track activities such as one-time projects, special economic development activities, and the community organization grants recommended by boards and commissions (i.e, Human Services Board and the Art & Culture Commission), as well as funding for the marina lease and some types of debt service.

The total amount budgeted in FY 2017-18 for General Fund expenditures and transfers is approximately \$41.2 million and in FY 2018-19 the amount is approximately \$42.7 million. A General Fund Budget Summary is provided as a section in this budget document.

Adjustments to Fees & Charges based on Fee Study

We have been working with NBS Consultants for some time to develop cost allocation models that give us the full cost of providing services. The process included analyzing the amount of time needed to provide the service and the full cost of the staff time, including overhead, to do so. This work was completed this spring and presented to the City Council over several meetings beginning in May. Based on understanding our current fees and the true cost of providing the services, staff then presented recommended changes—mostly increases to recover more of the costs. As a policy discussion, services that benefit an individual are more likely to be set to recover most of the costs while services that have more community benefit are more likely to recover less. Either way, there is value for decision-makers in understanding the true cost of any service that we provide. With so few options for increasing revenues, this is a direction that cities are increasingly having to pursue.

At its meeting on June 20, 2017 the City Council decided to postpone action related to adopting the recommended fees and charges in response to requests from the community for more time to understand and provide input to the recommended increases. The Council directed staff to bring back the item for further consideration at the August 15, 2017, meeting. In the meantime, the Council appropriated funds from the Contingency Reserve set by policy at 10% of the General Fund. Currently this reserve holds approximately \$3.6 million. The portion needed to balance the budget is approximately \$2.6 million and this amount is shown in the budget summaries included in this document.

Should Council take action to increase fees and charges on a future date, the budget will be amended to account for the additional revenue expected and to restore the Contingency Reserve to meet the Council's reserve policy.

Measure C Sales Tax Funds

In 2014, the voters approved a sales tax measure in order to maintain City services as well as fund desired infrastructure projects such as street repairs. The City began receiving these additional funds in spring 2015 and they were included in the 2015-17 Budget.

2017-19 Budget Transmittal Letter cont.

The projections for 2017-19 show approximately \$5 million per year from this revenue source and the budget was developed with an expectation of splitting the revenue evenly between meeting operating needs and completing capital projects. In addition, staff has recommended that approximately \$1 million of Measure C funds be unprogrammed at this time to allow flexibility in meeting City needs over the next two years.

Use of "Unassigned" Reserve

The 2017-19 Biennial Operating Budget also relies on use of one-time funds from the General Fund's "unassigned" reserve to balance the budget. These funds are produced by budget savings over time and are "unassigned" for another purpose. As of June 30, 2017, staff estimates the balance to be approximately \$3 million. The 2017-19 budget relies on the use of \$1.8 million from this source.

Reliance on reserves to balance a budget for more than the time needed to make structural changes is not good practice. We will use the next two years to make sustainable changes to the budget.

This reserve is separate from the City's two established reserves: the Emergency Reserve and the Contingency Reserve. The Emergency Reserve remains intact at 10% each of the General Fund; the Contingency Reserve has been reduced at Council's direction to use a total of \$2.5 million to balance the budget.

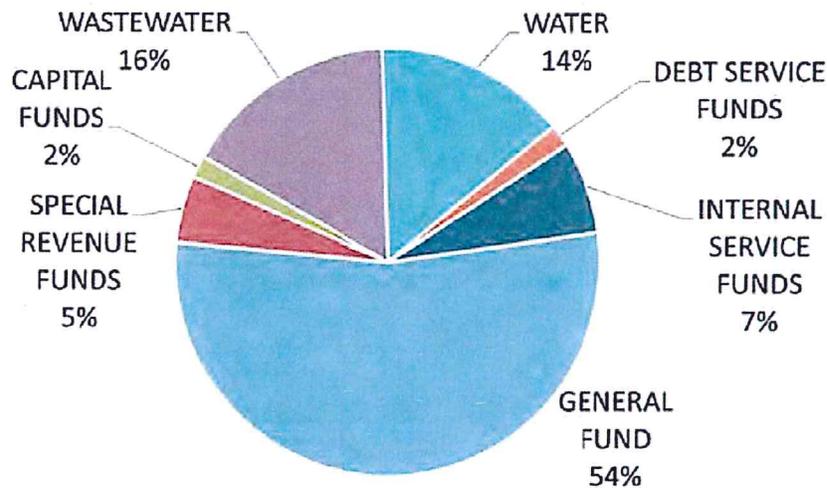
All Funds 2017-19

The City's full budget includes more than just the General Fund even though that is the topic that often gets the most attention and for good reason. The General Fund is comprised of discretionary revenues and focused on the City's operations. In addition, the majority of staff is funded from the General Fund.

However, there are many "other" funds that make up the City's full financial picture and that are important to understanding the City's overall financial status. Taken together, the General Fund and the "other" funds comprise all funds. An "All Funds Budget Summary" is included as part of the budget document. The total operating budget including all funds is approximately \$75.7 million for FY 2017-18 and approximately \$70.9 million for FY 2018-19.

2017-19 Budget Transmittal Letter cont.

Because there so many funds—58 to be exact—we have categorized them into seven groups (see Chart 1 below).



As shown in Chart 1 (above), the General Fund accounts for more than half of all City expenditures. When the Wastewater Fund and Water Fund are added to the General Fund, the combined total is 84% of the City's total expenditures. Highlights of each fund group are provided below.

- **General Fund**

The General Fund is made up of eight sub-funds and is described more fully in the above section.

- **Special Revenue Funds**

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted or committed to expenditures for specified purposes, other than major capital projects or debt service. Examples of this type of fund include Gas Tax, Public Safety Grants, Regional Library Sales Tax, etc.; highlights follow:

- A significant component of the Special Revenue Funds is the **Gas Tax Fund**. With recent tax increase approved by the State Legislature the Gas Tax revenue to be made available to the City will increase over the next two years. In FY 2017-18 it is estimated at \$773,000 and is projected to increase to just over \$1 million in FY 2018-19. The use of these funds is restricted to roadway-related projects.
- Because Special Revenue funds have a restricted use it is not uncommon for some accounts to have a positive starting or ending fund balance meaning in any given year, more revenues are collected than expended. This is the case with various funds related to the Library including the **Measure L Sales Tax**. However, the fund balances are now being reduced since revenue growth has

2017-19 Budget Transmittal Letter cont.

not kept pace with the cost of providing services. This circumstance will be examined more closely over the next two years and a plan developed.

- The Fiscal Year 2017-18 Budget also includes an appropriation of \$430,000 in **Community Development Block Grant Funds** toward housing. More information on the proposed award of these funds is expected to be presented to the City Council this summer.

- **The Landscaping and Lighting Districts (LLD)** are included as part of the Special Revenue Funds. Typically the proceeds of an LLD match the expenses associated with providing a particular level of service. Because our current LLDs were established decades ago and do not have escalators in the revenue / assessment formulas, the revenue does not cover the full cost and the General Fund subsidizes the services provided. In FY 2017-18 the General Fund will need to subsidize these activities by approximately \$124,000 and in FY 2018-19 the subsidy grows to nearly \$146,000. Staff will be giving these funds more attention in the next year and examining how to modify the assessments to recover full costs or provide other options to the Council.

- **Capital Funds**
Capital Funds are used to account for financial resources that are restricted, committed, or assigned to expenditures for the acquisition and construction of major capital facilities (other than those financed by proprietary funds or in trust funds for individuals, private organizations, or other governments). The City has established a **Measure C – Capital Fund** to clearly track major, one-time improvements from this revenue source. Other forms of Capital Funds include **Traffic Mitigation** funds and **Park Dedication** funds that can only be used for specific purposes.

- **Enterprise Funds**
Enterprise Funds account for City operations financed and operated in a manner similar to a private business enterprise. These activities are typically self-supporting with user fees set to cover all costs. The City's two utilities—Wastewater and Water—operate as Enterprise Funds.
 - The total **Wastewater** expenditures proposed for FY 2017-18 are \$12.05 million. Of this amount, approximately 20 percent of the expenditures are for debt service associated with prior improvements that were financed. In addition to \$1.3 million in capital improvements the budget also allocates \$670,000 towards major preventative maintenance activities and line repairs.

 - The total **Water** expenditures proposed for FY 2017-18 are \$11.4 million. Of this amount, debt service payments represent approximately 15% of the spending. In addition, another \$1.7 million is proposed for capital projects.

2017-19 Budget Transmittal Letter cont.

▪ **Debt Service Funds**

Debt Service Funds are used to account for the accumulation of resources for the payment of general governmental long-term debt principal, interest, and related costs. This excludes debt service payments related to the Enterprise Funds (described above) and the Internal Service Funds (described below) which are budgeted directly in each of those respective funds. In addition, the City acts as an Agency for one assessment district which retains debt payable. In that case, the City is only a conduit for the collection and remittance of these obligations, the funds are derived from the assessments levied on properties.

- The only City direct commitment for general, long-term debt (outside of an Enterprise or Internal Service Fund) is for the **2012 General Obligation (GO) Refunding Bonds**, which refinanced a 1997 transaction related to wastewater activities. The final GO payment will be due to the bondholders in August of 2018. The taxes are levied in the prior fiscal year to have funds on hand for the August 1st payment. The final payment on August 1, 2018 will be approximately \$331,000 compared to \$678,375 due in August of 2017. This means that the tax rate will be less in the upcoming year and that no tax will be required to be levied for this obligation after July 1, 2018 because the debt will be paid off.
- The **McAllister Assessment District** information was also included in the debt service fund for information only. The security for that debt is the assessments levied against the properties in the District.

- **Internal Service Funds (ISFs)** are used to report an activity that provides services or goods to other funds, departments, or agencies to the county, the school system, or component unit on a cost-reimbursement basis. Examples of internal service funds are self-insurance and workers' compensation funds.

The City has a total of eight (8) Internal Service Funds. They account for items across departments including: Workers Compensation Insurance, Administrative Support to the Utility Funds, Equipment Services, Facility Maintenance, Vehicle Replacement, Equipment Replacement, Retirement Stabilization, and Energy Conservation / Solar Production. Operating Departments incur charges for these items that are then accounted for in their separate funds.

Looking Ahead to Addressing Bigger Problems

Overall, the City's finances are increasingly fragile. As noted above, several funds that should be self-sustaining are not (such as the Landscaping and Lighting Districts) or will not be within a few years (such as the Library funds). In the past, the General Fund has been relied upon to make up the difference in needed funding in order to continue to maintain service levels.

2017-19 Budget Transmittal Letter cont.

As Council is aware, the General Fund revenues projected for the next two years are insufficient to meet the annual projected expenses and approximately \$4.4 million in reserves has been needed to balance the budget. Use of reserves that are one-time in nature for continuing operations is not a sustainable practice.

Looking ahead, the City will continue to face an uphill battle in terms of expenses outpacing revenues. Over the next two years, the staff and I will target these financial weaknesses and develop strategies to address them. As the strategies become defined, we will bring them to the Council for consideration so by the time we are developing the 2019-21 Biennial Budget, we will have solid financial footing.

Gratitude for Teamwork

Since my arrival in mid-April, City staff has shown a great deal of responsiveness in developing the budget and preparing this budget document. Their teamwork has contributed to this budget's successful completion and I am very thankful for their support and collaboration.

In particular, I want to recognize the efforts of the Executive Management Team—City Attorney **Heather McLaughlin**, Police Chief **Erik Upson**, Deputy Fire Chief **Joshua Chadwick**, Community Development Director **Christina Radcliffe**, Public Works Director **Graham Wadsworth**, Parks and Recreation Director **Mike Dotson**, and especially Fire Chief /Acting Assistant City Manager **Jim Lydon** and RGS Consultant **Paul Rankin**—and the staff of the Finance Department, especially Assistant Finance Director **Abby Urrutia**, each of whom played a crucial role in putting this budget together.

Finally, I want to thank the **City Council** for its stewardship through difficult financial news and tough decision-making, and their unwavering support of staff in moving the City of Benicia forward.

Sincerely,



LORIE TINFOW
City Manager

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GENERAL FUND SUMMARY

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CITY OF BENICIA (Updated 8/16/2017)

PROPOSED TWO YEAR BUDGET (FY 2017-18 and FY 2018-19)

General Fund Budget Summary By Consolidated Revenue Source and Department

PROPOSED GENERAL FUND	2017-18 PROPOSED BUDGET (FY 2018)	2018-19 PROPOSED BUDGET (FY 2019)
<u>REVENUES</u>		
PROPERTY TAXES	\$ 16,287,000	\$ 16,857,000
SALES TAX	6,005,000	6,055,000
MEASURE C SALES TAX	5,000,000	5,150,000
OTHER TAXES	7,785,000	7,789,000
CHARGES FOR SERVICES	2,031,000	2,038,100
LICENSES AND PERMITS	411,900	411,900
USE OF MONEY AND PROPERTY	528,835	528,835
OTHER REVENUES	340,300	360,700
UPDATED FEES & CHARGES	-	-
TOTAL GENERAL FUND REVENUES	\$ 38,389,035	\$ 39,190,535
<u>OTHER GENERAL FUND - SOURCES</u>		
TRANSFERS IN	\$ 1,006,643	\$ 1,218,259
APPROPRIATION FROM UNASSIGNED GENERAL FUND RESERVES	725,373	847,347
APPROPRIATION FROM GENERAL FUND CONTINGENCY RESERVES	1,125,000	1,500,000
TOTAL GENERAL FUND SOURCE OF FUNDS	\$ 41,246,051	\$ 42,756,141
<u>EXPENDITURES</u>		
ELECTED OFFICIALS	\$ 252,841	\$ 365,144
CITY MANAGER	3,426,889	3,605,728
CITY ATTORNEY	775,966	786,228
FINANCE	1,735,955	1,864,962
COMMUNITY DEVELOPMENT	1,857,050	1,802,113
LIBRARY & CULTURAL ARTS	1,482,870	1,506,441
POLICE	9,696,576	10,195,822
FIRE	7,857,099	8,275,194
PUBLIC WORKS	2,989,226	2,964,347
PARKS & COMMUNITY SERVICES	5,603,092	5,800,664
OTHER (NON-DEPARTMENTAL)	1,655,329	1,295,362
TOTAL GENERAL FUND PROPOSED OPERATING EXPENDITURES	\$ 37,332,893	\$ 38,462,005
<u>OTHER GENERAL FUND - USES</u>		
TRANSFERS OUT - MEASURE C CAPITAL	\$ 2,500,000	\$ 2,650,000
TRANSFERS OUT - OTHER FUNDS	1,413,158	1,644,136
TOTAL OTHER USES	\$ 3,913,158	\$ 4,294,136
TOTAL GENERAL FUND USE OF FUNDS	\$ 41,246,051	\$ 42,756,141
NET SURPLUS	\$ -	\$ -

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BUDGET OVERVIEW

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ALL FUNDS BUDGET SUMMARY 2017-19 (INCLUDING PROJECTED BALANCES)

GENERAL FUNDS	6/30/2017	FY 2017-18	FY 2017-18	FY 2017-18	FY 2017-18	6/30/2018	FY 2018-19	FY 2018-19	FY 2018-19	6/30/2019
	ESTIMATED BEGINNING BALANCE	PROJECTED REVENUES	PROJECTED EXPENDITURES	PROJECTED NET TRANSFERS IN / (OUT)	ESTIMATED ENDING BALANCE	PROJECTED REVENUES	PROJECTED EXPENDITURES	PROJECTED NET TRANSFERS IN / (OUT)	ESTIMATED ENDING BALANCE	
010 GENERAL FUND	\$ 10,194,758	\$ 37,978,000	\$ 35,913,399	\$ (3,913,158)	\$ 8,346,201	\$ 38,779,000	\$ 37,240,194	\$ (4,294,136)	\$ 5,590,871	
011 ONE-TIME PROJECTS	-	-	500,087	500,087	-	-	683,538	694,138	10,600	
084 CENTURY CABLE DEVELOPER BOOK FUND	63,978	6,575	25,338	11,855	57,070	6,575	26,099	11,855	49,401	
033 ECONOMIC DEVELOPMENT ACTIVITIES	14,154	510	340	-	14,324	510	340	-	14,494	
226 HUMAN SERVICES	864,697	5,900	978	-	869,619	5,900	1,018	-	874,501	
021 ARTS & CULTURE COMMISSION	169,161	19,300	207,025	187,725	169,161	19,300	207,025	187,725	169,161	
222 MARINA	1,751	15,250	89,200	73,950	1,751	15,750	89,200	73,450	1,751	
060	180,080	363,500	596,526	233,026	180,080	363,500	614,591	251,091	180,080	
Sub-Total General Fund	\$ 11,488,579	\$ 38,389,035	\$ 37,332,893	\$ (2,906,515)	\$ 9,638,206	\$ 39,190,535	\$ 38,862,005	\$ (3,075,877)	\$ 6,890,859	

ALL FUNDS BUDGET SUMMARY 2017-19 (INCLUDING PROJECTED BALANCES)

	6/30/2017 ESTIMATED BEGINNING BALANCE	FY 2017-18 PROJECTED REVENUES	FY 2017-18 PROJECTED EXPENDITURES	FY 2017-18 PROJECTED NET TRANSFERS IN / (OUT)	6/30/2018 ESTIMATED ENDING BALANCE	FY 2018-19 PROJECTED REVENUES	FY 2018-19 PROJECTED EXPENDITURES	FY 2018-19 PROJECTED NET TRANSFERS IN / (OUT)	6/30/2019 ESTIMATED ENDING BALANCE
SPECIAL REVENUE FUNDS									
012 ARSENAL	\$ 585,046	\$ -	\$ 154,500	\$ 450,000	\$ 880,546	\$ -	\$ 159,200	\$ 450,000	\$ 1,171,346
018 TOURTELOT MITIGATION	454,279	3,500	20,600	-	437,179	3,500	21,300	-	419,379
083 / 087 / 088 / 089 / & SPECIAL PGMS 235	655,112	860,975	1,160,803	57,882	413,166	875,090	1,204,682	55,130	138,704
230 MISC. GRANTS	-	-	-	-	-	-	-	-	-
024 COMMUNITY DEV BLOCK GRANT	739,971	18,500	430,000	-	328,471	16,500	-	-	344,971
028 / 036 / 039 / 041 POLICE GRANTS & SPECIAL PGMS	316,818	340,475	346,117	75,000	386,176	347,775	356,320	75,000	452,631
017 GAS TAX	429,796	772,000	1,034,553	-	167,243	1,077,000	1,060,934	-	183,309
032 COMMUNITY SERVICE PROGRAMS	329,218	47,405	140,000	-	236,623	48,800	140,000	-	145,423
038 SP DEPOT	111,512	2,500	26,000	-	88,012	2,500	26,000	-	64,512
052/056/ 071 / 072 / 073 LANDSCAPE & LIGHTING DISTRICTS	382,714	443,955	567,588	123,633	382,714	443,955	589,702	145,747	382,714
Sub-total Special Revenue	\$ 4,215,294	\$ 2,489,310	\$ 3,880,161	\$ 706,515	\$ 3,530,958	\$ 2,815,120	\$ 3,558,138	\$ 725,877	\$ 3,513,817

ALL FUNDS BUDGET SUMMARY 2017-19 (INCLUDING PROJECTED BALANCES)

		6/30/2017 ESTIMATED BEGINNING BALANCE	FY 2017-18 PROJECTED REVENUES	FY 2017-18 PROJECTED EXPENDITURES	FY 2017-18 PROJECTED NET TRANSFERS IN / (OUT)	6/30/2018 ESTIMATED ENDING BALANCE	FY 2018-19 PROJECTED REVENUES	FY 2018-19 PROJECTED EXPENDITURES	FY 2018-19 PROJECTED NET TRANSFERS IN / (OUT)	6/30/2019 ESTIMATED ENDING BALANCE
CAPITAL PROJECT FUNDS										
330	MEASURE C CAPITAL	\$ 2,350,000	\$ 20,000	\$ 4,473,500	\$ 2,500,000	\$ 396,500	\$ 20,000	\$ 1,539,500	\$ 2,650,000	\$ 1,527,000
034	TRAFFIC MITIGATION	269,058	18,000	156,403	-	130,655	18,000	148,286	-	369
047	PARK DEDICATION	239,565	1,500	4,980	-	236,085	1,500	5,130	-	232,455
050	LIBRARY BASEMENT PROJECT	298,236	2,100	-	-	300,336	2,100	-	-	302,436
048	STREETS AND TRANSPORTA- TION	-	160,000	160,000	-	-	165,000	165,000	-	-
Sub-Total Capital		\$ 3,156,859	\$ 201,600	\$ 4,794,883	\$ 2,500,000	\$ 1,063,576	\$ 206,600	\$ 1,857,916	\$ 2,650,000	\$ 2,062,260

ALL FUNDS BUDGET SUMMARY 2017-19 (INCLUDING PROJECTED BALANCES)

	6/30/2017 ESTIMATED BEGINNING BALANCE	FY 2017-18 PROJECTED REVENUES	FY 2017-18 PROJECTED EXPENDITURES	FY 2017-18 PROJECTED NET TRANSFERS IN / (OUT)	6/30/2018 ESTIMATED ENDING BALANCE	FY 2018-19 PROJECTED REVENUES	FY 2018-19 PROJECTED EXPENDITURES	FY 2018-19 PROJECTED NET TRANSFERS IN / (OUT)	6/30/2019 ESTIMATED ENDING BALANCE
WASTEWATER FUNDS									
014 WASTEWATER OPERATIONS	\$ 2,459,845	\$ 10,342,300	\$ 10,409,356	\$ (355,000)	\$ 2,037,789	\$ 11,293,800	\$ 10,558,164	\$ (633,000)	\$ 2,140,425
044 / 515 / WASTEWATER									
516 / 517 / CAPACITY &	9,795,870	111,300	1,641,100	205,000	8,471,070	111,300	594,100	483,000	8,471,270
518 CAPITAL FUNDS									
Sub-Total Wastewater	\$ 12,255,715	\$ 10,453,600	\$ 12,050,456	\$ (150,000)	\$ 10,508,859	\$ 11,405,100	\$ 11,152,264	\$ (150,000)	\$ 10,611,695
WATER FUND									
090 WATER OPERATIONS	\$ 408,771	\$ 10,122,335	\$ 10,365,861	\$ (150,000)	\$ 15,245	\$ 11,029,780	\$ 9,336,994	\$ -	\$ 1,708,031
045 / 590 / WATER CAPACITY									
591 / 592 / & CAPITAL FUNDS	3,561,500	52,420	1,000,000	-	2,613,920	52,420	-	(150,000)	2,516,340
595 / 596									
Sub-Total Water	\$ 3,970,271	\$ 10,174,755	\$ 11,365,861	\$ (150,000)	\$ 2,629,165	\$ 11,082,200	\$ 9,336,994	\$ (150,000)	\$ 4,224,371

ALL FUNDS BUDGET SUMMARY 2017-19 (INCLUDING PROJECTED BALANCES)

	6/30/2017 ESTIMATED BEGINNING BALANCE	FY 2017-18 PROJECTED REVENUES	FY 2017-18 PROJECTED EXPENDITURES	FY 2017-18 PROJECTED NET TRANSFERS IN / (OUT)	6/30/2018 ESTIMATED ENDING BALANCE	FY 2018-19 PROJECTED REVENUES	FY 2018-19 PROJECTED EXPENDITURES	FY 2018-19 PROJECTED NET TRANSFERS IN / (OUT)	6/30/2019 ESTIMATED ENDING BALANCE
DEBT SERVICE FUNDS									
058 REFUNDING GO BONDS	\$ 676,298	\$ 340,950	\$ 679,251	\$ -	\$ 337,997	\$ -	\$ 337,997	\$ -	\$ -
McAllister Assessment District (No City Obligation-Info Only)	544,000	691,600	698,598	-	537,002	691,600	719,557	-	509,045
Sub-Total Debt Service	\$ 1,220,298	\$ 1,032,550	\$ 1,377,849	\$ -	\$ 874,999	\$ 691,600	\$ 1,057,554	\$ -	\$ 509,045
INTERNAL SERVICE FUNDS									
INTERNAL SERVICE FUNDS									
110 / 111 / (Ins.; Utility Admin									
112 / 113 / Svcs; Eq & Facility	\$ 1,084,500	\$ 5,644,001	\$ 4,913,146	\$ -	\$ 1,815,355	\$ 5,809,461	\$ 5,066,371	\$ -	\$ 2,558,445
114 / 115 / Maint; Eq									
116 / 117 Replacement; POB; Solar Production)									
GRAND TOTAL ALL FUNDS	\$ 37,391,516	\$ 68,384,851	\$ 75,715,249	\$ -	\$ 30,061,118	\$ 71,200,616	\$ 70,891,242	\$ -	\$ 30,370,492

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City of Benicia 2017 – 2019 Budget

LISTING OF FUNDS

GENERAL FUNDS

GENERAL FUND

The General Fund is the primary operating fund of the City and is used for all general revenues not specifically levied or collected for other City funds and the related expenditures.

ONE-TIME PROJECTS FUND

This fund accounts for capital projects funded with General Fund monies.

CENTURY CABLE FUND

This fund accounts for monies collected for a restricted use from the cable television service provider to operate local broadcasts. This includes funding and expenditures associated with PEG (Public, Education, Government) access including production of video recording of City meetings.

DEVELOPER BOOK FUND

This fund was created by the City Council om 1992 to help fund the cost of new books. Construction of new residential units pay a fee at the time of the building permit which is accounted for in this fund.

ECONOMIC DEVELOPMENT ACTIVITIES FUND

This fund accounts for City Council-designated action to “de-program” funds set aside for a future Intermodal Station with the funds to be used to enhance local economic growth, primarily through a broadband improvement project. Future revenues collected from directly-related activities will be used to re-establish an Intermodal fund.

HUMAN SERVICES FUND

This fund accounts for donation and city-funded programs of the Human Services Board. This activity includes donations received and restricted to the program and general City subsidies.

ARTS AND CULTURE FUND

This fund accounts for donation and city-funded programs of the Arts & Cultural Commission. Activity includes donations received and restricted to the program and general City subsidies.

MARINA FUND

Accounts for the operation and management of the City Marina, which is ultimately supported by the City General Fund.



City of Benicia 2017 – 2019 Budget

LISTING OF FUNDS

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted or committed to expenditures for specific purposes, other than major capital projects or debt service.

ARSENAL FUND

Accounts for moneys set aside for future Arsenal-related expenditures.

TOURTELOT MITIGATION FUND

The fund accounts for developer fees received from the Tourtelot project site. These funds are restricted for mitigation of various costs through 2025, including clean-up costs incurred through the State Department of Toxic Substances.

VALERO GNSC FUND

The Valero GNSC Fund accounts for proceeds from the Valero Good Neighborhood Steering Committee Agreement, whereby a total of \$14 million in settlement proceeds are allocated for various water and energy conservation programs and projects (\$10.6 million) and also other projects identified under the Agreement (\$3.4 million).

LIBRARY GRANTS AND SPECIAL PROGRAMS

Library Grants and Special Programs consist of the following funds:

County Sales Tax Measure

The Library County Sales Tax Fund accounts for a Solano countywide retail Transactions and Use Tax at the rate of 1/8 of one percent. This 1998 voter-approved tax is restricted for supplementing, continuing, and expanding local library services in Solano County. This tax was set to expire in 2014; however, in June of 2012 the voters in Solano County overwhelmingly passed a new measure extending the tax for an additional sixteen years through 2030. The program is used to provide additional staffing and library support.

Donations and Bequests: Library Programs

The Library Programs Funds account for programs funded through the Friends of the Benicia Public Library.

Interlibrary Loans:

The funds also include program activity related to funds remaining from the State Interlibrary Loan program, and also restricted fund raising and grant monies.

Literacy Programs

The Literacy Programs Fund accounts for activity related to the Families for Literacy grant program, English as a Second Language (ESL), and Adult Literacy programs.

MISCELLANEOUS GRANTS

This fund accounts for miscellaneous grant funds including recycling and ABAG workplace safety grants.



City of Benicia 2017 – 2019 Budget

LISTING OF FUNDS

SPECIAL REVENUE FUNDS (Continued)

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

The Community Development Block Grant Fund (CDBG) accounts for revolving loans from federal housing rehabilitation grants. The loan program is regulated by federal and state agencies.

POLICE GRANTS AND SPECIAL PROGRAMS

These funds account for various public safety grant revenues and their related expenditures.

GAS TAX FUND

The Gas Tax Fund is required by State law to account for California state gasoline taxes. This tax is primarily distributed to cities based on population and proportion of registered vehicles. Gas Tax funds must be spent on public street-related maintenance and capital expenditures.

COMMUNITY SERVICE PROGRAMS

The Community Services Programs Fund accounts for moneys received from developers, grants, and cemetery fees for expenditures to maintain the City Cemetery and also local grant funds provided for a citywide tree maintenance program.

SOUTHERN PACIFIC DEPOT FUND

This fund accounts for activity related to the Southern Pacific Depot building. The revenue earned from building lease and rental activity is committed for on-going repair and maintenance costs related to this historic transportation treasure.

LANDSCAPE AND LIGHTING ASSESSMENT DISTRICTS (LLAD)

The City maintains the five LLAD zones. Assessments collected account for salary and benefits costs, utility costs, and minor landscape improvement costs incurred in the maintenance of the Districts. The five assessment zones consist of: 1) Residential; 2) Fleetside Industrial Park; 3) Goodyear Road; 4) East 2nd Street; and, 5) Columbus Parkway. Over the years, the expenses of the LLAD programs have begun to outpace assessment revenues. The Residential District is at risk of utilizing all fund reserves during the two-year budget period. Once fund reserves are fully utilized, the General Fund must transfer funds to cover any future operating deficits.



City of Benicia 2017 – 2019 Budget

LISTING OF FUNDS

CAPITAL PROJECTS FUNDS

Capital Projects Funds are used to account for major capital acquisition, construction activities, and major renovation or replacement of general government assets. Capital equipment and infrastructure projects related to the City's Wastewater and Water Enterprise Funds are accounted for within each respective fund.

MEASURE C - CAPITAL

Measure C was approved under a sales tax ballot measure that was passed by voters in November 2014. This Fund accounts for a portion of the General Fund revenue and expenditures that are allocated to capital improvements.

TRAFFIC MITIGATION FUND

This fund accounts for installation of new traffic signals and modification of streets for standardization of intersections. Sources of revenue include investment earnings, State grants, development fees and interfund transfers.

PARK DEDICATION FUND

This fund accounts for construction and capital improvements of the City's parks, trails and open space lands. Sources of revenue include investment earnings, Parkland dedication fees, local and state grants.

LIBRARY BASEMENT PROJECT FUND

This fund accounts for costs of remodeling the basement of the Library and to provide expanded services for customers and staff.

STREETS AND TRANSPORTATION FUND

This fund accounts for funding and construction of various intermodal transportation projects. Sources of revenue include transfers provided by the General Fund, Garbage Company street impact fees, debt proceeds, investment earnings and grant funding.



City of Benicia 2017 – 2019 Budget

LISTING OF FUNDS

DEBT SERVICE FUNDS

Debt Service Funds are used to account for the accumulation of resources for the payment of general governmental long-term debt principal, interest, and related costs. Debt service payments related to the Enterprise and Internal Service Funds are budgeted in each of those respective funds.

GENERAL OBLIGATION BONDS DEBT SERVICE FUND

This fund accounts for property tax levies for the payment of voter-approved debt principal and interest of the General Obligation Bonds. On June 7, 2012, the City issued General Obligation Refunding Bonds, Series 2012, in the amount of \$4,270,000, bearing interest of 1.25%. The proceeds were used to refund the City's outstanding 1997 General Obligation Wastewater Bonds, Series A and B.

MCALLISTER ASSESSMENT DISTRICT FUND

The McAllister Assessment District Fund accounts for the payment of debt principal and interest on assessment bonds issued to fund public improvements benefiting the property within the bounds of the Assessment District, which is located north of Rose Drive and to the west of East Second Street. As the debt service is funded by assessments on property within the boundaries of the McAllister Assessment District, the City of Benicia has no obligation for this outstanding debt. This fund is included as an information item only.



City of Benicia 2017 – 2019 Budget

LISTING OF FUNDS

ENTERPRISE FUNDS

Enterprise Funds account for City operations financed and operated in a manner similar to a private business enterprise. The intent of the City is that the cost of providing goods and services be financed primarily through user charges.

WASTEWATER ENTERPRISE FUNDS

The Wastewater Enterprise Funds account for the transport, treatment and disposal of wastewater for residents and businesses located within the City. The Wastewater System collects sewer discharges from homes and businesses from within Benicia through the City owned treatment plant at the bottom of East 5th Street. The Wastewater treatment plant collects and treats sewer waste which is discharged to the Carquinez Strait while ensuring public health, public safety, and the natural environment of the strait are protected. The Wastewater Funds account for the operating revenues, expenses, debt service, and capital improvement costs related to providing the safe and reliable removal of wastewater generated within the City. Wastewater rates also pay for some non-point source pollution prevention and other Federal and State environmental programs related to water discharge treatment systems

A sub-fund with the Wastewater Enterprise Fund group is the Wastewater Capacity fund which is used to increase the capacity needs of the City utilities as defined by demand growth from development. The fee is expected to pay for all or a portion of the costs of providing public services to the new development. The City has had moderate development in the last decade, especially since the Great Recession. The majority of the working capital reserves are from earlier developments. The balances in these funds are finite as the City is essentially built out.

WATER ENTERPRISE FUNDS

The Water Enterprise Funds account for the purchase, treatment and distribution of water to residents and businesses located within the City. The Water Treatment System treats raw water from three sources and distributes that drinking water to the homes and businesses in Benicia. The Water Funds account for the operating revenues, expenses, debt service, and capital improvement costs related to the utility. Operating activity includes costs for water supply contracts, storage, and the negotiation and management of untreated water supply to Valero Refining Company, and costs related to Federal and State water quality and environmental mandates.

A sub-fund within the Water Enterprise Fund group is the Water Capacity Fund which is used to increase the capacity needs of the City utilities as defined by demand growth from development. The fee is expected to pay for all or a portion of the costs of providing public services to the new development.



City of Benicia 2017 – 2019 Budget

LISTING OF FUNDS

INTERNAL SERVICE FUNDS

Internal Service Funds are utilized to account for financing goods, services, and costs within the City organization. These funds typically operate on a cost-reimbursement basis and such funds have an integral role in accumulating and managing City resources for fund-related activity.

INSURANCE FUND

This fund accounts for the accumulation and allocation of costs associated with the administration of medical coverage, temporary disability payments, safety training to all employees and maintaining excess insurance coverage for Workers' Compensation.

GENERAL SERVICES

This fund accounts for the accumulation and allocation of costs pertaining to utility billing, liability insurance and property insurance of the Water and Wastewater Funds. The Fund also accounts for the preparation, maintenance and repair of mechanical equipment and vehicles for other departments.

BUILDING AND EQUIPMENT MANAGEMENT

This fund accounts for the maintenance and remodeling of City owned buildings and facilities and acquisition of replacement vehicles and equipment.

RETIREMENT STABILITY FUND

The Retirement Stability Fund provides for equalization of retirement costs. Sources of revenue include investment earnings, and service charges to departments.

ENERGY FUND

The energy fund accounts for the accumulation and allocation of costs for certain energy conservation projects throughout the City; primarily solar panels. The fund operates as an internal electricity-provider to various sites within the City where solar arrays were constructed. Sources of the revenue include service charges to departments and energy rebates

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DEPARTMENT BUDGETS



City of Benicia 2017 – 2019 Budget

ELECTED OFFICIALS

The City of Benicia has seven (7) elected official positions: a Mayor, four Council members, a City Clerk and a City Treasurer. All are elected at-large to serve 4-year terms. Elections are held in even years.

City Council

The City Council is the legislative and policymaking body for the City, responsible for enacting City ordinances, appropriating funds to conduct City business, and providing policy direction to City staff. The Mayor is elected separately from the four Council members. While all have the same duties and responsibilities, the Mayor has the additional responsibility of presiding over City Council meetings. The City Council sets policy that governs the City in a manner which is both financially sound as well as responsive to the needs and concerns of the community. The City Council appoints the City Manager and the City Attorney.

City Clerk

The City Clerk is the official record-keeper for the City and has the responsibility of preparing Council meeting agendas and ensuring that all actions made by the City Council are recorded accurately. The City Clerk is also the City's official election officer and is responsible for processing petitions related to initiatives, referenda, or recall, as well as conducting municipal and special elections.

City Treasurer

State of California law requires General Law cities such as Benicia, to have either an elected or appointed City Treasurer. The primary responsibilities of the Treasurer currently include serving on the Finance Committee which reviews the City's monthly warrant registers to ensure that they are correct as submitted and the City's Investment Quarterly Reports to ensure that the Investment Policy of the City of Benicia remains consistent with the City's Investment Policy objectives, current law and economic trends.

The Mission of the City of Benicia

Serving and enhancing our community with care, commitment, and pride



City of Benicia 2017 – 2019 Budget

ELECTED OFFICIALS

ELECTED OFFICIALS SUMMARY

EXPENDITURES BY DIVISION / PROGRAM

	Fiscal Year 2015-2016 Actual	Amended Budget FY 2016-2017	Proposed Fiscal Year 2017-2018	Proposed Fiscal Year 2018-2019
1105 CITY COUNCIL	\$87,268	\$94,380	\$99,036	\$100,932
1205 CITY CLERK	99,244	203,088	119,478	228,886
3205 CITY TREASURER	41,856	41,452	34,327	35,326
TOTAL	\$228,368	\$338,919	\$252,841	\$365,144

EXPENDITURES BY TYPE

PERSONNEL	\$181,001	\$183,444	\$193,671	\$198,179
PURCHASED SERVICES	41,302	46,100	47,277	48,701
PURCHASED SUPPLIES	605	103,600	3,708	109,911
ISF CHARGES	5,460	5,775	8,185	8,353
TOTAL	\$228,368	\$338,919	\$252,841	\$365,144

FUNDING SOURCES

FUND #	FUND NAME				
010	GENERAL FUND	\$228,368	\$238,919	\$252,841	\$259,054
011	ONE-TIME CAPITAL PROJECTS	-	100,000	-	106,090
	TOTAL	\$228,368	\$338,919	\$252,841	\$365,144

TOTAL STAFFING FOR DEPARTMENT

AUTHORIZED OFFICIALS 7 Elected 7 Elected



City of Benicia 2017 – 2019 Budget

CITY MANAGER'S OFFICE

The City Manager is appointed by the City Council to provide professional leadership in the administration of all City services, activities and facilities including the execution of policies formulated by the City Council, appointment of all City staff except the City Attorney, and plans and executes strategies to meet the current and future needs of the City. The City Manager's Office prepares City Council meeting agendas and reports, produces and disseminates City information, and promotes the City's best interests. The City Manager's Office includes Economic Development, Human Resources and Information Technology.

Department Divisions

Economic Development

The Economic Development Division supports the economic prosperity of businesses in the Benicia Industrial Park, commercial centers and downtown that produce jobs and contribute to the City's fiscal health. The Division supports citywide communications, countywide economic partnerships, and citywide real estate management. Specifically, staff supported the Arts & Economic Prosperity Study, provided Measure C fund management oversight, and managed the Downtown Business Improvement District renewal process as well as supports the Economic Development Committee. The Division remains focused on the retention, expansion and attraction of businesses that contributes to Benicia's economic vitality.

Human Resources

The Human Resources (HR) Division is responsible for all employee and employment-related services for the City of Benicia. From recruitment and testing of applicants to the end of an employee's career with the City, the Division administers a wide array of programs (i.e., benefits, training, etc.), policies and processes in support of a successful workforce. HR coordinates citywide employee/employer relations activities, including contract negotiation and administration, as well as working with all departments to implement positive employee relations programs, to manage and resolve employment related concerns. The Division coordinates the citywide Safety Committee and supports the.

Information Technology Division

The Information Technology Division (IT) has the responsibility for supporting and maintaining network connectivity, all IT related hardware, approved software, and operating systems used by the City. In addition, the Division is responsible for supporting and maintaining core applications, integration of new hardware/software enhancements, and ensuring new systems are developed and deployed holistically. Further, this division is also responsible for ensuring security of the environment by maintaining anti-virus tools, backups for all application servers, and client network to home directories. IT responsibility is to ensure that all electronic transactions of the City are carried out in most efficient and secure manner.

Boards, Commissions & Committees: The Divisions support: Economic Development Board, Business Retention Committee, Tourism Committee, and Business Retention, Expansion and Attraction Committee, Civil Service Commission

The City Manager's Office Mission

The mission of the City Manager's Office is to support the City Council in the development and execution of their goals and policies, and to provide leadership and guidance to City departments in the delivery of City services.



City of Benicia 2017 – 2019 Budget

CITY MANAGER'S OFFICE

CITY MANAGER DEPARTMENT SUMMARY

EXPENDITURES BY DIVISION / PROGRAM

	Fiscal Year 2015-2016 Actual	Amended Budget FY 2016-2017	Proposed Fiscal Year 2017-2018	Proposed Fiscal Year 2018-2019
2505 CITY MANAGER	\$811,552	\$926,471	\$1,010,153	\$1,089,340
2605 ECONOMIC DEVELOPMENT	948,131	920,971	633,520	657,404
2705 HUMAN RESOURCES	385,151	663,066	891,775	922,151
3305 INFORMATION TECHNOLOGY	726,251	793,272	833,708	872,768
3121 HUMAN SERVICES GRANTS	197,254	198,240	207,025	207,025
TOTAL	\$3,068,339	\$3,502,020	\$3,576,181	\$3,748,688

EXPENDITURES BY TYPE

PERSONNEL	\$1,619,669	\$1,810,180	\$2,167,291	\$2,312,276
PURCHASED SERVICES	798,915	1,069,992	880,819	902,196
PURCHASED SUPPLIES	219,769	185,375	195,627	202,333
UTILITIES	71,561	68,300	76,297	80,085
ISF CHARGES	99,654	105,025	171,547	179,798
CAPITAL	258,771	263,148	84,600	72,000
TOTAL	\$3,068,339	\$3,502,020	\$3,576,181	\$3,748,688

FUNDING SOURCES

FUND #	FUND NAME				
010	GENERAL FUND	\$2,610,100	\$3,126,857	\$3,193,548	\$3,371,586
011	ONE-TIME CAPITAL PROJECTS	199	-	-	-
021	HUMAN SERVICES	197,254	198,240	207,025	207,025
084	CENTURY CABLE	26,600	24,000	25,338	26,099
111	INTERNAL SERVICES ADMIN SVCS	-	-	149,292	142,960
217	VALERO - GNSC	198,912	123,848	-	-
226	ECONOMIC DEVELOPMENT	35,275	29,075	978	1,018
TOTAL		\$3,068,339	\$3,502,020	\$3,576,181	\$3,748,688

TOTAL STAFFING FOR DEPARTMENT

AUTHORIZED FTE	14 FTE	14 FTE
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City of Benicia 2017 – 2019 Budget

CITY ATTORNEY

The City Attorney's Office provides legal services and risk management for the City. Legal services include litigation, code enforcement, and legal advice. To support the City Council in its policy making role, the City Attorney prepares opinions, drafts or reviews agreements and other legal documents and prepares or reviews ordinances and resolutions as part of the advice services. Since the City is a full-service city providing water, wastewater, police, fire, parks and community services, the City Attorney provides advice on a wide range of topics. The City Attorney staffs the Open Government Commission and trains each board and commission on a yearly basis on the City's Open Government principals and provides other training as needed. The City Attorney is also the primary staff person for the Lower Arsenal Clean Up Project.

Risk management functions include (1) staffing the City's safety committee and ABAG Plan's Board of Directors, (2) reviewing claims and potential claims to mitigate damages and to improve conditions where possible, and (3) setting the insurance and indemnification standards and reviewing insurance and contracts for compliance.

Office Divisions

The City Attorney's Office consists of the legal division and the risk management division.

Office Goals for Fiscal Years 2017-19

- Complete Sign Ordinance Revision
- Update the Americans with Disabilities Transition Plan
- Update the utility users tax administrative updates
- Update the front-end specifications for construction projects
- Review and update the Illness and Injury Prevention program
- Gather the Joint Powers Agreements for LAFCO
- Finish Bus Hub work
- Cable ordinance update
- Code enforcement updates
- Required training -provide or make sure they are provided (i.e. harassment training)

Boards, Commissions & Committees:

Open Government

The City Attorney's Office's Mission

To provide ethical, high quality, and cost-effective legal services to the City of Benicia.



City of Benicia 2017 – 2019 Budget

CITY ATTORNEY

CITY ATTORNEY DEPARTMENT SUMMARY

EXPENDITURES BY DIVISION / PROGRAM

	Fiscal Year 2015-2016 Actual	Amended Budget FY 2016-2017	Proposed Fiscal Year 2017-2018	Proposed Fiscal Year 2018-2019
2205 CITY ATTORNEY	\$716,300	\$893,619	\$951,066	\$966,728
TOTAL	\$716,300	\$893,619	\$951,066	\$966,728

EXPENDITURES BY TYPE

PERSONNEL	\$420,500	\$457,660	\$473,208	\$476,513
PURCHASED SERVICES	261,220	405,584	337,400	347,835
PURCHASED SUPPLIES	13,078	7,670	7,400	7,900
UTILITIES	675	200	709	745
ISF CHARGES	20,719	22,005	31,749	33,035
CAPITAL	108	500	100,600	100,700
TOTAL	\$716,300	\$893,619	\$951,066	\$966,728

FUNDING SOURCES

<u>FUND #</u>	<u>FUND NAME</u>				
010	GENERAL FUND	\$617,362	\$720,435	\$775,966	\$786,228
012	ARSENAL	17,823	150,000	154,500	159,200
018	TOURTELOT MITIGATION FUND	11,287	23,184	20,600	21,300
229	Safety Grant	69,829	-	-	-
TOTAL		\$716,300	\$893,619	\$951,066	\$966,728

TOTAL STAFFING FOR DEPARTMENT

AUTHORIZED FTE	2.75 FTE	2.75 FTE
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City of Benicia 2017 – 2019 Budget

FIRE

The Benicia Fire Department is committed to serving the citizens and visitors of Benicia with the highest standards of professionalism and expertise. Through teamwork and collaboration, the members of the Benicia Fire Department are committed to serving the community with excellence. Members strive to proactively identify service delivery needs and adapt accordingly to exceed fire service industry's standards. The Department recognizes the importance of training in its quest to be ready to respond at a moment's notice when disaster strikes. We cherish the respect we hold in the community and are committed to maintain that trust. The Benicia Fire Department provides emergency response to fires, basic and advanced life support pre-hospital care, vehicle accidents, technical and water rescues, hazardous materials incidents, explosions, floods, earthquakes and non-emergency public service calls. Benicia Fire remains prepared in an operational state of readiness twenty-four hours a day, seven days a week.

Department Divisions

The Benicia Fire Department consists of the Administrative & Operations Division, Training & EMS Division, and the Prevention, Disaster Preparedness, & Public Education Division. Each of the three divisions is overseen by a Chief Officer. Due to a frozen position, the Prevention, Disaster Preparedness, & Public Education Division responsibilities are currently being shared by two Division Chiefs.

Department Goals for Fiscal Years 2017-19:

- Update City's Emergency Operations Plan
- Expand efforts to update and exercise the City's Emergency Operations Center (EOC)
- Continue efforts to implement a plan that effectively incorporates the use of volunteers to meet the needs of the organization
- Hire a Fire Inspector to focus on prevention and inspection functions.
- Continue collaboration with the Benicia Police Department to develop guidelines for a Unified Response to Violent Incident response in line with the California Firefighter Joint Apprenticeship Committee model adopted by fire and law enforcement agencies in Solano County
- Continue public education events, including Open House/Public Safety Day, the Farmers Market, and fire station tours to schools/organizations
- Develop a Defensible Space Program, including a Site-Specific Assessment
- Develop Operational Guidelines for Cooling Centers
- Draft an Urban Interface Ordinance to minimize the spread of fires from wildlands to structures, from structures to wildlands, and from structures to structures
- Increase Community Preparedness, including emergency preparation, building safety, evacuation procedures, and outreach to hazard prone areas

The Benicia Fire Department's Mission

Through prevention, innovation, and community leadership, the Benicia Fire Department is committed to protecting the lives, property, and environment of our citizens and visitors. We affirm to safely perform our duties with honor, integrity, courage and compassion.



City of Benicia 2017 – 2019 Budget

FIRE

FIRE DEPARTMENT SUMMARY

	Fiscal Year 2015-2016 Actual	Amended Budget FY 2016-2017	Proposed Fiscal Year 2017-2018	Proposed Fiscal Year 2018-2019
6105 FIRE	\$7,751,751	\$8,173,204	\$7,939,955	\$8,314,808
TOTAL	\$7,751,751	\$8,173,204	\$7,939,955	\$8,314,808

EXPENDITURES BY TYPE

PERSONNEL	\$ 6,254,496	\$5,938,105	\$6,466,242	\$6,845,306
PURCHASED SERVICES	202,836	191,490	258,150	260,200
PURCHASED SUPPLIES	318,591	364,393	388,315	397,465
UTILITIES	18,272	15,400	19,400	19,700
ISF CHARGES	688,555	696,955	633,292	658,023
CAPITAL EQUIP / FURNISHINGS	264,492	922,466	130,160	134,114
BOND/LEASE INTEREST	4,508	3,205	1,402	-
BOND/LEASE PRINCIPAL	-	41,190	42,994	-
TOTAL	\$7,751,751	\$8,173,204	\$7,939,955	\$8,314,808

FUNDING SOURCES

FUND #	FUND NAME				
010	GENERAL FUND	\$7,585,978	\$7,349,469	\$7,857,099	\$8,275,194
105	Capital	24,127	-	-	-
114	ISF-VEHICLE REPLACEMENT	106,878	44,395	44,396	-
115	ISF EQUIP REPLACEMENT	32,515	37,340	38,460	39,614
230	Misc Grants	2,253	-	-	-
330	G.F. MEASURE C CAPITAL	-	742,000	-	-
TOTAL		\$7,751,751	\$8,173,204	\$7,939,955	\$8,314,808

TOTAL STAFFING FOR DEPARTMENT

AUTHORIZED FTE	34 FTE	34 FTE
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City of Benicia 2017 – 2019 Budget

POLICE

The members of the Benicia Police Department work in partnership with the community to improve the quality of life of all Benicia citizens and merchants. The Department's core values are Safety, Community, Leadership, Integrity and Professionalism. The department's first pillar is community engagement; The second pillar is rapid and effective response to crimes in progress; And the third pillar is relentless follow-up. The Department commits to collaborating with employees, community members, and at a regional level to achieve our mission to be the best Police Department in the world.

Department Divisions

The Police Department consists of two divisions: Operations and Services. The Operations Division serves as the foundation for the Police Department mission, consisting of uniformed patrol and traffic enforcement. Our motorcycle officers, K-9 officers, Animal Control Service, Special Weapons and Tactics team, Mobile Field Force team and Reserve program are included as part of the Operations division. The Services Division provides the people, equipment, and training to support all the programs in the Department. This division includes Communications, Records, Personnel and Hiring, Training, Property and Evidence, and Volunteers. The Investigations unit is also part of services and consists of criminal detectives, School Resource officers and Family and Youth Service Bureau (YSB).

Department Goals:

- Continue to focus on preventing crime, creating a safe environment for all of those who live, work and visit Benicia and to improving the overall quality of life in the community.
- Continue to engage the community as a resource in fighting crime through the expansion of the department's social media program.
- Continue partnership with Benicia Unified School District by providing two School Resource Officers to help expand and strengthen connections with the City's youth, a critical component of fulfilling the Department's mission.
- Provide proactive patrol, immediate and effective response to crimes in progress, and thorough investigation with relentless follow-up of investigative leads.
- Increase focus on traffic safety with an emphasis on preventing impaired driving
- Continue to strengthen and participate in regional initiatives.
- Continue to focus on the Department's award winning volunteer program.
- Continued emphasis on department succession plan for all staff members to enhance their personal development.
- Upgrade the aging and outdated radio system and Computer-Aided Dispatch (CAD) system to ensure officers' safety.

The Benicia Police Department's Mission

With honor and integrity at all times, in partnership with our community, we are dedicated to keeping Benicia safe and enhancing the quality of life in our city.



City of Benicia 2017 – 2019 Budget

POLICE

POLICE DEPARTMENT SUMMARY

	Fiscal Year 2015-2016 Actual	Amended Budget FY 2016-2017	Proposed Fiscal Year 2017-2018	Proposed Fiscal Year 2018-2019
5205 POLICE	\$9,310,232	\$9,994,503	\$11,307,175	\$10,708,169
TOTAL	\$9,310,232	\$9,994,503	\$11,307,175	\$10,708,169

EXPENDITURES BY TYPE

PERSONNEL	\$7,381,248	\$7,802,466	\$8,216,895	\$8,685,288
PURCHASED SERVICES	322,188	384,175	439,299	451,294
PURCHASED SUPPLIES	412,108	331,921	417,467	425,878
UTILITIES	762	1,000	800	840
ISF CHARGES	642,964	667,770	797,982	821,854
CAPITAL	550,961	807,171	1,434,732	323,015
TOTAL	\$9,310,232	\$9,994,503	\$11,307,175	\$10,708,169

FUNDING SOURCES

FUND

#	<u>FUND NAME</u>				
010	GENERAL FUND	\$8,659,660	\$8,925,443	\$9,696,576	\$10,195,822
028	DRUG PREVENTION	7,834	7,500	7,725	7,957
036	COPS SUPP LAW ENF GRANT	117,058	107,871	90,820	93,400
039	POLICE GRANTS - FEDERAL	85,055	95,608	95,951	98,782
041	POLICE- NON-FEDERAL	119,092	207,400	151,621	156,181
105	Capital	96,902	-	-	-
114	ISF - VEHICLE REPLACEMENT	91,392	109,725	113,017	116,408
115	ISF -EQUIP REPLACEMENT	29,629	37,345	38,465	39,619
330	G.F. MEASURE C CAPITAL	103,611	503,611	1,113,000	-
TOTAL		\$9,310,232	\$9,994,503	\$11,307,175	\$10,708,169

TOTAL STAFFING FOR DEPARTMENT

AUTHORIZED FTE 50 FTE 49 FTE



City of Benicia 2017 – 2019 Budget

COMMUNITY DEVELOPMENT

The Community Development Department is responsible for updating and implementing the General Plan, which provides the policy framework for development in the community. The department also is the permit processing center for the City through which all development applications are reviewed and analyzed, prior to receipt of necessary approvals. Other land use related duties include reviewing and coordinating comments on pertinent County and regional plans and environmental documents that have implications for Benicia. We believe that there are always options for achieving a customer's objective. Customers include citizens, City staff, officials, and other agencies. We actively collaborate with colleagues both within and outside the department. This contributes to a positive, supportive work environment, trusting and sharing in each others' success.

Department Divisions

The department consists of two divisions; building and planning. The Building division is responsible for development review, permit issuance and inspections. The Planning division is responsible for development review, current and advanced planning and coordinating implementation of sustainability goals. The Planning Division staffs five boards, commissions and committees. The Building Division staffs the Building Board of Appeals. Community Development serves as the liaison to the Tri-City Solano County Open Space Committee, Marin Clean Energy (MCE) and the Association of Bay Area Governments (ABAG).

Goals for 2017-2019:

- Successfully recruit and retain Principal Planner and Director
- Implement fee updates
- Transition to updated permit tracking software
- Distribute \$430,000 of CDBG monies
- Update codes to address amplified sound issues in the Downtown District
- Update Building and Zoning Codes per state mandates
- Update Mills Act Program
- Update the Downtown Historic Conservation Plan if funding becomes available
- Continue to simplify and streamline permitting process

Boards, Commissions & Committees:

Community Sustainability Commission, Historic Preservation Review Commission, Planning Commission, Sky Valley Open Space, Zoning Administrator and Building Board of Appeals

The Benicia Community Development Department Mission

Provide excellent, responsive service, focusing on development assistance and sustainability. Anticipate and accommodate the diverse needs of our residents and businesses in accordance with the City's General Plan and Strategic Plan to provide efficient and expeditious review of development and permit applications in keeping with the City's sustainability goals and policies.



City of Benicia 2017 – 2019 Budget

COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

EXPENDITURES BY DIVISION / PROGRAM

	Fiscal Year 2015-2016 Actual	Amended Budget FY 2016-2017	Proposed Fiscal Year 2017-2018	Proposed Fiscal Year 2018-2019
4105 PLANNING	\$878,148	\$814,736	\$1,413,255	\$884,960
4205 BUILDING	668,870	750,454	873,795	917,153
TOTAL	\$1,547,018	\$1,565,190	\$2,287,050	\$1,802,113

EXPENDITURES BY TYPE

PERSONNEL	\$872,269	\$1,131,410	\$1,198,040	\$1,279,005
PURCHASED SERVICES	550,626	339,454	513,170	370,675
PURCHASED SUPPLIES	52,734	57,316	493,710	66,206
UTILITIES	1,336	2,360	4,100	4,200
ISF CHARGES	31,886	33,650	76,930	80,827
CAPITAL	38,167	1,000	1,100	1,200
TOTAL	\$1,547,018	\$1,565,190	\$2,287,050	\$1,802,113

FUNDING SOURCES

FUND #	FUND NAME				
010	GENERAL FUND	\$1,343,995	\$1,565,190	\$1,857,050	\$1,802,113
024	COMM DEV BLOCK GRANT	-	-	430,000	-
217	VALERO - GNSC	186,177	-	-	-
230	MISC GRANTS	16,846	-	-	-
TOTAL		\$1,547,018	\$1,565,190	\$2,287,050	\$1,802,113

TOTAL STAFFING FOR DEPARTMENT

AUTHORIZED FTE	9 FTE	9 FTE
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City of Benicia 2017 – 2019 Budget

FINANCE

The Finance Department provides financial accounting and reporting for its citizens, other agencies, and internal departments. Finance is also responsible for budget preparation, processing of payments, financial reporting and coordination of annual audit information, payroll, Water and Sewer billing, coordination of Business License compliance, billing for City services, and general customer service.

Department Goals for Fiscal Years 2017-19:

- Complete phased implementation of Enterprise Resource Planning (ERP) software, including
 - Core Financials – General Ledger; Purchasing; Accounts Payable; Accounts Receivable; Bank Reconciliation; and Purchasing (Target Go Live Date – January 1, 2018)
 - Electronic Financial Document integration (Target Go Live – April 1, 2018)
 - Cashiering (Target Go Live Date – October 1, 2018)
 - Utility Billing (Target Go Live Date – July 1, 2018)
 - Building Permitting (Target Go-Live – January 1, 2019)
 - Payroll (Target Go-Live – January 1, 2019)
- Increase the number of electronic transaction options for customers, using integrated Vendor and Employee modules within ERP
- Creation of digital financial recording, filing, retrieving, and reporting processes
- Provide continuous training to staff for efficiency and development of professional abilities
- Review and consider modifications to purchasing policies and related ordinances
- Assist departments in meeting grant requirements
- Provide financial guidance and evaluation of long term financial planning efforts
- Assist departments in completion of budget implementation process to provide a transparent financial plan for the elected officials and public
- Support financial analysis and planning to address financial liabilities faced by the City
- Analyze and provide an equipment replacement and financing policy for major City equipment and vehicles
- Continue to produce Comprehensive Annual Financial Report (CAFR) in accordance with the standards established by the Government Finance Officers Association (GFOA)

Boards, Commissions & Committees

Finance Committee

Human Service Board

The Benicia Finance Department's Mission

The Finance Department will provide understandable, timely, and accurate financial information to all stakeholders.



City of Benicia 2017 – 2019 Budget

FINANCE

FINANCE DEPARTMENT SUMMARY

EXPENDITURES BY DIVISION / PROGRAM

	Fiscal Year 2015-2016 Actual	Amended Budget FY 2016-2017	Proposed Fiscal Year 2017-2018	Proposed Fiscal Year 2018-2019
3105 FINANCE	\$1,785,910	\$2,262,488	\$2,076,237	\$2,403,460
TOTAL	\$1,785,910	\$2,262,488	\$2,076,237	\$2,403,460

EXPENDITURES BY TYPE

PERSONNEL	\$994,536	\$1,129,609	\$1,180,904	\$1,235,163
PURCHASED SERVICES	109,653	161,950	204,852	210,440
PURCHASED SUPPLIES	445,621	577,082	557,902	571,396
UTILITIES	992	-	1,000	1,000
ISF CHARGES	97,628	103,087	130,079	134,761
CAPITAL	137,480	290,760	1,500	250,700
TOTAL	\$1,785,910	\$2,262,488	\$2,076,237	\$2,403,460

FUNDING SOURCES

<u>FUND #</u>	<u>FUND NAME</u>				
010	GENERAL FUND	\$1,222,022	\$1,462,787	\$1,554,555	\$1,615,514
011	ONE-TIME CAPITAL PROJECTS	107,464	290,260	181,400	249,200
105	Capital	28,008	-	-	-
111	ISF-ADMINISTRATIVE SERVICES	428,416	509,441	521,682	538,746
TOTAL		\$1,785,910	\$2,262,488	\$2,257,637	\$2,403,460

TOTAL STAFFING FOR DEPARTMENT

AUTHORIZED FTE	8 FTE	8 FTE
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City of Benicia 2017 – 2019 Budget

LIBRARY & CULTURAL SERVICES

The Library Department's primary responsibility is to connect patrons with resources in a timely and efficient manner. This includes selecting, purchasing, cataloging, and processing print, audiovisual, and other materials, as well as borrowing materials from other libraries for the citizens of Benicia. The department provides direct customer service at a centralized public service desk. Along with performing traditional services such as readers' advisory, answering complicated reference questions, and helping patrons find answers to research questions, professional staff offer training on computer use, resume assistance, and help with using the Internet to access job sites and employment information. The Library provides free access to the Internet at 20 public computers. In addition, the Library has a wireless network, which allows patron access on their personal computers anywhere within the building. The Library also supports education for all ages. By working with local schools, it provides materials and programs augmenting the local curriculum and providing educational enrichment. Through Adult Literacy and English as a Second Language services, it supports adults' reading and language development skills, helping adults attain a more enriched and productive life.

The Library supports cultural activities and the arts by hosting musical performances including concerts, dance demonstrations, and poetry performances. The Board of Library Trustees selects the City's Poet Laureate and has oversight for the selections displayed in the Marilyn Citron O'Rourke Gallery. In addition, the Library works closely with the Arts and Culture Commission to enhance arts and cultural programs in the community. The Library offers diverse programs designed to inform and entertain adult patrons. There are two meeting rooms available for public meetings that are also used as venues for cultural arts events.

Department Divisions

The Public Services Division of the Library provides reference and circulation assistance, services and programs for adults, teens and children as well as adult literacy services for native English-language speakers and English-as-a-second-language learners. The Technical Services Division has oversight of technology and behind-the-scenes work, such as cataloging, selecting, purchasing, processing and shelving materials.

Department Goals for Fiscal Years 2017-19:

- Align library services in support of community goals.
- Provide access to content in all formats.
- Ensure long-term sustainability of the Library.
- Enhance public access to information and improve services through the use of technology.
- Keep operations current and encourage forward-thinking ideas.

Boards, Commissions & Committees:

Library Board of Trustees, Art Gallery Committee, Arts & Culture Commission, Public Art Committee, Benicia Film Festival Committee

The Benicia Public Library's Mission

The Benicia Public Library contributes to the success of our diverse community by being a vital center of learning, communication, culture and enjoyment.



City of Benicia 2017 – 2019 Budget
LIBRARY & CULTURAL SERVICES

LIBRARY DEPARTMENT SUMMARY

	Fiscal Year 2015-2016 Actual	Amended Budget FY 2016-2017	Proposed Fiscal Year 2017-2018	Proposed Fiscal Year 2018-2019
3405 LIBRARY	\$2,191,463	\$2,517,429	\$2,643,673	\$2,711,123
TOTAL	\$2,191,463	\$2,517,429	\$2,643,673	\$2,711,123

EXPENDITURES BY TYPE

PERSONNEL	\$1,580,187	\$1,730,653	\$1,820,632	\$1,886,786
PURCHASED SERVICES	61,733	99,655	163,930	167,343
PURCHASED SUPPLIES	396,478	513,121	465,669	462,933
UTILITIES	60,811	66,640	69,509	71,845
ISF CHARGES	75,800	79,360	102,433	100,516
CAPITAL EQUIP / FURNISHINGS	16,455	28,000	21,500	21,700
TOTAL	\$2,191,463	\$2,517,429	\$2,643,673	\$2,711,123

FUNDING SOURCES

<u>FUND #</u>	<u>FUND NAME</u>				
010	GENERAL FUND	\$1,176,946	\$1,255,925	\$1,393,330	\$1,416,901
033	DEVELOPER BOOK FUND	0	340	340	340
083	COUNTY SALES TAX -L	740,413	863,695	899,834	948,062
087	DONATIONS & BEQUESTS	98,519	155,625	126,712	128,777
088	INTERLIBRARY LOAN	9,190	10,000	10,000	6,223
089	LITERACY FUND	57,353	79,659	91,257	88,620
222	ARTS & CULTURE COMMISSION	89,106	109,186	89,200	89,200
235	BUSD LITERACY GRANT	19,937	43,000	33,000	33,000
TOTAL		\$2,191,463	\$2,517,429	\$2,643,673	\$2,711,123

TOTAL STAFFING FOR DEPARTMENT

AUTHORIZED FTE 12.75 FTE 12.75 FTE



City of Benicia 2017 – 2019 Budget

PARKS & COMMUNITY SERVICES

The Parks and Community Services Department is committed to improving the quality of life by offering a variety of recreational experiences, provide quality facilities and services, protect natural and historic areas and develop educational opportunities throughout the City. The Department believes in teamwork and providing collaboration with our community partners. We strive to provide a culture of enjoyment, fun and celebration. Quality and continuous progress can be seen in all the efforts of our staff.

Department Divisions

The Parks and Community Services Department operates a variety of programs and services for the residents of Benicia. The department consists of the Administration Division, Parks Division, Building Maintenance Division, and Community Services Division. The Department currently maintains and operates 211 developed park and landscaped acres, plus one 577-acre regional park, 35 City-owned buildings, 1 City-owned cemetery, 1 swimming pool facility, and 1 community center. The Department has responsibility for over 68 open space access areas and maintenance of 5 landscape and lighting districts.

Department Goals for Fiscal Years 2017-19:

- Secure funding for and complete Urban Waterfront Enhancement and Master plan phase II.
- Continue to evaluate and implement ways to conserve water by replacing turf areas in parks with drip irrigation, mulch and drought tolerant plant material.
- Expand the City's tree maintenance program.
- Begin construction on the James Lemos Swim Center pool project.
- Coordinate with regional trail partners on trail signage update.
- Coordinate with Public Works and Bay Area Ridge Trail Council to close the Bay Area Ridge Trail gap between Benicia SRA and the Vallejo-Benicia Open Space Buffer.
- Continue the Integrated Pest Management program to minimize chemical usage in the park system.
- Modernize the Landscape and Lighting Districts
- Continue to implement the Cemetery software program to assist with the management of the City Cemetery.
- Continue to expand recreation programs and classes to meet the community's interests and needs.
- Continue to expanded Senior Health and Wellness programs.
- Look at ways to use technology to improve customer services requests, questions and needs.
- Complete construction of the Fitzgerald Field bleachers.
- Complete Clock Tower roof replacement project

Boards, Commissions, & Committees

Parks, Recreation and Cemetery Commission, and Youth Commission

The Parks and Community Services Mission

To provide recreational experiences that promote health and wellness, foster human development and increase cultural unity.



City of Benicia 2017 – 2019 Budget

PARKS & COMMUNITY SERVICES

PARKS & COMMUNITY SERVICES SUMMARY

EXPENDITURES BY DIVISION / PROGRAM

	Fiscal Year 2015-2016 Actual	Amended Budget FY 2016-2017	Proposed Fiscal Year 2017-2018	Proposed Fiscal Year 2018-2019
9405 PARKS & COMM SVCS ADMIN	\$592,808	\$578,923	\$675,808	\$702,356
9305 COMMUNITY SERVICES	1,667,912	1,714,837	1,753,345	1,807,582
9205 BUILDING MAINTRENANCE	1,729,395	1,828,235	2,486,530	1,484,703
9050 MILLS COMMUNITY CENTER	301,558	281,625	312,972	325,504
9xxx LANDSCAPING	642,015	816,903	862,585	883,698
9505 PARK MAINTENANCE	1,889,766	3,465,093	2,789,674	1,804,088
TOTAL	\$6,823,454	\$8,685,615	\$8,880,914	\$7,007,931

EXPENDITURES BY TYPE

PERSONNEL	\$3,485,658	\$3,884,229	\$3,807,704	\$3,965,222
PURCHASED SERVICES	\$175,161	\$177,965	\$293,091	\$299,206
PURCHASED SUPPLIES	\$888,553	\$870,150	\$1,092,674	\$1,113,566
UTILITIES	\$497,125	\$673,390	\$615,415	\$630,885
ISF CHARGES	\$473,293	\$486,035	\$525,736	\$545,365
CAPITAL	\$482,570	\$2,593,846	\$2,546,294	\$453,687
DEPRECIATION	\$821,094	-	-	-
TOTAL	\$6,823,454	\$8,685,615	\$8,880,914	\$7,007,931

FUNDING SOURCES

FUND #	FUND NAME				
010	GENERAL FUND	\$ 5,005,501	\$5,422,592	\$5,603,092	\$5,800,664
032	COMMUNITY SERVICE PRGM	9,805	10,000	140,000	140,000
038	SP DEPOT	-	25,000	26,000	26,000
047	PARK DEDICATION	-	4,835	4,980	5,130
052	L&L - RESIDENTIAL	322,302	411,296	419,542	436,349
056	L&L - FLEETSIDE	92,858	115,675	84,512	87,531
071	L&L - COLUMBUS PKWY	10,135	22,211	27,454	28,512
072	L&L - EAST 2ND ST	17,614	39,437	28,863	29,798
073	L&L - GOODYEAR ROAD	5,940	7,558	7,217	7,512
105	CAPITAL	500,813	-	-	-
113	FACILITY MAINTENANCE	547,963	581,625	327,160	382,476
114	VEHICLE REPLACEMENT	10,439	20,560	21,177	21,813
115	EQUIPMENT REPLACEMENT	8,171	39,725	40,917	42,146
217	VALERO - GNSC	80,964	56,000	-	-
330	G.F. MEASURE C CAPITAL	210,949	1,929,101	2,150,000	-
TOTAL		\$6,823,454	\$8,685,615	\$8,880,914	\$7,007,931

TOTAL STAFFING FOR DEPARTMENT

AUTHORIZED FTE	26 FTE	26 FTE
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City of Benicia 2017 – 2019 Budget

PUBLIC WORKS NON-ENTERPRISE

The Public Works Department is comprised of Administration and Engineering, Streets, Fleet, Water Enterprise and Wastewater Enterprise divisions.

Department Divisions

Administration: The Administration Division is responsible for overall direction and supervision of the Public Works Department. The Administration Division provides administrative support services for the Engineering, Water, Wastewater and Maintenance Divisions as determined by the Director. Included in these services are budget management, traffic committee support, long range planning for infrastructure needs, traffic engineering services, personnel management, record-keeping management and coordination with other City departments and outside agencies.

Engineering: The Engineering Division provides technical advice and assistance to the public, other City departments, and outside agencies. Engineering services include planning, design, inspection, construction management, and contract administration for the City's public works construction projects. The division provides preliminary analysis and review of new residential and commercial development, plan checking, and inspection of public improvements. This division performs traffic engineering including the City's Traffic Calming Program, and processes encroachment, grading, transportation and storm water permits. Engineering staff also manages the City's Pavement Management Program and Storm Water Management Program for flood control and environmental protection. Citizen inquiries relating to public facilities, drainage, traffic, dredging and safety issues are reviewed and acted on by this division. Contract employees and private consulting firms support this division by providing design, construction management and inspection services on a project-by-project basis.

Streets: The Streets function of the Maintenance Division is responsible for providing safe, clean, and accessible streets and alleys for the public. Staff are tasked with the following activities: sign repair and replacement, patch paving, pot hole repairs, crack sealing streets, weed abatement/ mowing, alley maintenance, pavement striping and marking maintenance, sidewalk survey, garbage removal on roadways, banner installation, holiday decoration placement, special events traffic control, miscellaneous street maintenance (downed trees and fences), spill cleanups, and catch basin and storm drain cleaning. Other activities include maintenance and operation of traffic signals and streetlights.

Fleet and Equipment Services: The Fleet and Equipment Services section of the Maintenance Division provides vehicle and equipment maintenance and repair services for all City departments including the Parks, Police and Fire Departments. Their work includes preventative maintenance, corrective maintenance, safety checks, fuel dispensing and monitoring, and fleet maintenance.

Department Goals for Fiscal Years 2017-19

- Administer the Capital Improvement Program, including Measure C projects and Water Reuse Project.
- Support Maintenance, Water Treatment and Wastewater Treatment staff.

Boards, Commissions & Committees:

Traffic, Pedestrian, Bicycle Safety Committee

The Public Work's Mission

Provide excellent, responsive service, focusing on clean water, safe streets, development assistance and sustainability.



City of Benicia 2017 – 2019 Budget

PUBLIC WORKS NON-ENTERPRISE

PUBLIC WORKS SUMMARY - NON ENTERPRISE

EXPENDITURES BY DIVISION / PROGRAM

	Fiscal Year 2015-2016 Actual	Amended Budget FY 2016-2017	Proposed Fiscal Year 2017-2018	Proposed Fiscal Year 2018-2019
8105 PUBLIC WORKS ADMINISTRATION	\$875,283	\$967,629	\$1,034,883	\$935,272
8505 EQUIPMENT MAINTENANCE	526,249	560,847	605,113	628,690
8705 STREETS	3,774,322	5,586,844	3,505,290	3,899,005
8805 ENGINEERING	274,401	268,995	438,767	453,481
8810 PROJECT MANAGEMENT	-	-	212,944	221,826
8080 STORM DRAIN	173,043	366,053	386,072	396,577
TOTAL	\$5,623,298	\$7,750,369	\$6,183,069	\$6,534,851

EXPENDITURES BY TYPE

PERSONNEL	\$1,652,699	\$1,609,303	\$2,141,741	\$2,252,942
PURCHASED SERVICES	678,537	904,565	963,632	830,942
PURCHASED SUPPLIES	204,283	241,004	269,000	272,900
UTILITIES	230,407	230,985	240,896	250,104
ISF CHARGES	449,707	465,625	540,076	561,437
CAPITAL	278,711	4,298,887	2,027,724	2,366,526
BOND/LEASE INTEREST	-	-	-	-
BOND/LEASE PRINCIPAL	-	-	-	-
DEPRECIATION	2,128,955	-	-	-
TOTAL	\$5,623,298	\$7,750,369	\$6,183,069	\$6,534,851

FUNDING SOURCES

FUND #	FUND NAME				
010	GENERAL FUND	\$ 2,158,277	\$ 2,357,649	\$ 2,989,226	\$ 2,964,347
017	GAS TAX	511,082	1,062,809	1,034,553	1,060,934
034	TRAFFIC MITIGATION	79,295	758,280	156,403	148,286
048	STREETS & TRANSPORTATION	-	-	160,000	165,000
105	CAPITAL	2,110,580	-	-	-
112	ISF - EQUIPMENT SERVICE	523,743	545,037	588,813	611,890
114	VEHICLE REPLACEMENT	15,870	-	-	-
115	EQUIPMENT REPLACEMENT	2,505	42,810	43,574	44,894
330	G.F. MEASURE C CAPITAL	221,945	2,983,783	1,210,500	1,539,500
TOTAL		\$5,623,298	\$7,750,369	\$6,183,069	\$6,534,851

TOTAL STAFFING FOR DIVISIONS

AUTHORIZED FTE	15.7 FTE	15.7 FTE
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City of Benicia 2017 – 2019 Budget

PUBLIC WORKS WATER ENTERPRISE

The Water Enterprise Division is responsible for the purchase, treatment and distribution of drinking water, which includes negotiation and management of the City's water supply contracts and the agreement to supply untreated water to Valero Benicia Refinery. The City's water supply contracts include the State Water Project, a 1962 agreement with the City of Vallejo for Solano Project water, a 2009 agreement with the Solano Irrigation District for Solano Project water, and a settlement agreement with the State, as a result of an application for area of origin water rights.

The Water Treatment Plant operates under regulatory oversight of the California State Water Resources Control Board through its Division of Drinking Water, Cal OSHA, and Solano County's Environmental Health Services Division. The Plant has a nominal treatment capacity of 12 million gallons per day, is operated 24 hours/day, (24/7/365), and can treat water supplies from the State Water Project (via the North Bay Aqueduct), Solano Project (via the Putah South Canal) and Lake Herman (via Lake Herman Pump Station). The raw water transmission system consists of three pump stations, approximately 18 miles of pipeline, and an emergency reservoir (Lake Herman). The treated water distribution system consists of 3 pump stations, 5 treated water reservoirs, 8 pressure-reducing stations, and approximately 150 miles of pipelines. Costs for water-related activities of the Water Quality Division staff are included in the Water Enterprise budget. These efforts include the implementation of environmental programs mandated by state and federal regulations and an environmental laboratory providing process control and regulatory monitoring.

Department Divisions

The Water Enterprise consists of Water Treatment Operations and Water Distribution, which provide for the operation, maintenance, repair, and capital improvements of the Water Treatment Plant, the raw water transmission mains, and water storage systems. Distribution provides for raw water transmission mains and treated water systems. The system delivers treated water to residential, commercial and irrigation customers. Personnel maintain approximately 150 miles of water mains, 9,185 service connections and meters, and 1,449 hydrants. Maintenance activities include repair, replacement, installation of system components; and regular flushing, valve exercising, and leak detection and repair.

Department Goals for Fiscal Years 2017-2019:

- Deliver healthy, plentiful, and aesthetically-pleasing potable water.
- Implement a sustainable water management strategy by assuring an adequate supply of water is maintained through source contracts and conservation, and the demands of customers are met through an efficient treatment process and distribution system.
- Provide for the continued operation and maintenance of the raw water transmission system, Water Treatment Plant, and water distribution system to deliver high quality drinking water to customers at a reasonable cost.
- Adapt to the NexGen and Sedaru Computer Maintenance Management Systems and Tyler Munis Enterprise Resource Planning software implementation including asset management module.
- Continue investigating opportunities for water transfers or exchanges to improve water reliability.

The Water Enterprise Mission

Provide excellent, responsive service, focusing on clean water.



City of Benicia 2017 – 2019 Budget
PUBLIC WORKS WATER ENTERPRISE

PUBLIC WORKS SUMMARY - WATER ENTERPRISE FUND

EXPENDITURES BY DIVISION / PROGRAM

	Fiscal Year 2015-2016 Actual	Amended Budget FY 2016-2017	Proposed Fiscal Year 2017-2018	Proposed Fiscal Year 2018-2019
8205 WATER TREATMENT	6,045,397	7,269,901	8,629,960	7,180,343
8215 WATER UTILITY	1,084,562	9,718,235	2,735,901	2,156,651
TOTAL	\$7,129,959	\$16,988,136	\$11,365,861	\$9,336,994

EXPENDITURES BY TYPE

PERSONNEL	\$2,393,037	\$2,676,506	\$2,979,507	\$3,123,695
PURCHASED SERVICES	443,590	656,405	640,071	654,458
PURCHASED SUPPLIES	1,033,692	1,543,023	2,223,226	2,069,865
UTILITIES	638,673	564,785	676,447	709,907
ISF CHARGES	1,048,044	1,194,100	1,364,962	1,410,475
CAPITAL	151,519	8,667,392	1,733,371	586,540
BOND/LEASE INTEREST	295,383	247,400	309,752	191,323
BOND/LEASE PRINCIPAL	-	1,438,525	1,438,525	590,731
DEPRECIATION	1,126,020	-	-	-
TOTAL	\$7,129,959	\$16,988,136	\$11,365,861	\$9,336,994

FUNDING SOURCES

FUND #	FUND NAME				
045	WATER CONNECTION	\$ -	\$ -	\$1,000,000	\$ -
090	WATER OPERATIONS	7,129,959	8,996,371	10,365,861	9,336,994
590	MAJOR WATER CAPITAL	-	7,991,765	-	-
TOTAL		\$7,129,959	\$16,988,136	\$11,365,861	\$9,336,994

TOTAL STAFFING FOR DIVISION

AUTHORIZED FTE 23.65 FTE 23.65 FTE



City of Benicia 2017 – 2019 Budget

PUBLIC WORKS WASTEWATER ENTERPRISE

The Wastewater Enterprise division operates under a National Pollutant Discharge Elimination System (NPDES) Wastewater permit issued by the San Francisco Regional Water Quality Control Board, maintains 160 miles of sanitary sewer pipes, and has a permitted dry weather capacity of 4.5 million gallons per day at the Wastewater Treatment Plant. There are over 400 major plant process equipment components that endure a severe duty cycle and continuous operation.

Department Divisions

The Wastewater Treatment Operations and Maintenance Divisions provide for the operation, maintenance, repair, and capital improvements of the Wastewater Treatment Plant (WWTP) and sewer collection systems. Water Quality staff are included in the Wastewater Treatment Operations budget. These efforts include the implementation of environmental programs mandated by state and federal statutes and an environmental laboratory providing process control and regulatory monitoring.

The sewer collection function of the Maintenance Division provides for the operation, maintenance, repair, and capital improvements of the wastewater collection system, which consists of 23 sewer lift / pump stations, approximately 160 miles of sewer pipelines, a 3-mile wet weather relief (interceptor) pipeline, and 6 wet weather control structures. The discharge system consists of a 1,100-foot long outfall pipeline and a 150-foot long outfall diffuser pipeline.

Department Goals for Fiscal Years 2017-19

- Research and implement sustainable wastewater management solutions that are fiscally responsible and enhance the operations of the Wastewater Treatment Plant.
- Provide continued operation and maintenance of the City's sewer collection systems (including capital improvements) to ensure regulatory compliance.
- Adapt to the NexGen and Sedaru Computer Maintenance Management Systems and Tyler Munis Enterprise Resource Planning software implementation including asset management module.
- Continue to expand preventative and corrective maintenance programs.
- Complete the Water Reuse Project Feasibility Study and submit financial assistance application packages to the State and Federal funding agencies.
- Phase in PG&E Large Integrated Energy Audit recommendations over time based on resources and equipment changes.
- Modernize the lift station communications system by replacing the present hardwire system with a cellular based system. The present system is unreliable and is no longer fully supported.
- Replace failing Human Machine Interface (HMI) system with an in-plant wireless system that utilizes handheld tablets. The existing HMI units were installed during the 2000 WWTP Improvement Project and are no longer supported.
- Recoat concrete channels and basins in the primary treatment area of the WWTP. This coating protects the metal and concrete from hydrogen sulfide (H₂S) corrosion. The existing coating was installed during the 2000 WWTP Improvement Project and is failing.
- Upgrade Laboratory Information Management System (LIMS) system to ensure the integrity of the City's regulatory laboratory data and to improve data management and reporting if funded.

The Wastewater Enterprise Mission
Provide excellent, responsive service.



City of Benicia 2017 – 2019 Budget
PUBLIC WORKS WASTEWATER ENTERPRISE

PUBLIC WORKS SUMMARY - WASTEWATER ENTERPRISE FUND

EXPENDITURES BY DIVISION / PROGRAM

	Fiscal Year 2015-2016 Actual	Amended Budget FY 2016-2017	Proposed Fiscal Year 2017-2018	Proposed Fiscal Year 2018-2019
8305 WASTEWATER OPERATIONS	6,135,533	8,700,993	10,356,596	9,518,626
8315 WASTEWATER UTILITY	1,026,540	1,326,916	1,693,860	1,633,638
TOTAL	\$7,162,074	\$10,027,909	\$12,050,456	\$11,152,264

EXPENDITURES BY TYPE

PERSONNEL	\$2,399,383	\$2,830,540	\$2,802,808	\$2,901,827
PURCHASED SERVICES	586,726	896,016	791,248	813,480
PURCHASED SUPPLIES	732,222	1,229,510	2,552,474	2,507,577
UTILITIES	427,828	519,030	507,396	524,964
ISF CHARGES	1,071,063	1,190,675	1,363,449	1,402,293
CAPITAL	7,027	972,723	1,605,020	526,192
BOND/LEASE INTEREST	331,540	332,650	391,287	378,053
BOND/LEASE PRINCIPAL	-	2,056,765	2,036,774	2,097,878
DEPRECIATION	1,606,285	-	-	-
TOTAL	\$7,162,074	\$10,027,909	\$12,050,456	\$11,152,264

FUNDING SOURCES

FUND #	FUND NAME				
014	WASTEWATER OPERATIONS	\$ 7,152,074	\$ 9,476,374	\$ 10,409,356	\$ 10,558,164
044	WASTEWATER PROJECTS	-	275,000	1,325,000	-
515	WASTEWATER EQ REPLACEMENT	-	23,000	25,000	25,000
516	WASTEWATER SYS REPLACEMENT	10,000	83,535	86,100	86,100
518	MAJOR WASTEWATER CAPITAL	-	170,000	205,000	483,000
TOTAL		\$7,162,074	\$10,027,909	\$12,050,456	\$11,152,264

TOTAL STAFFING FOR DIVISION

AUTHORIZED FTE	21.65 FTE	21.65 FTE
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City of Benicia 2017 – 2019 Budget

NON-DEPARTMENTAL

Non-department identified expenditures of a fund are those that are not associated with nor under the authority of a department budget, including debt service. Items accounted for in the Non-Departmental Budget include but are not limited to: debt service, insurance expense, general facility maintenance, offset for internal service fund charges, Marina debt service and expenses, utility low income discounts, crossing guard services, one-time capital project expenses, etc.

Continued Funding for Grants and Community Organizations

The City has historically funded grants recommended by the Human Services Board and the Arts & Culture Commission, and did so this year as well with total annual contributions of approximately \$435,000. This funding is accounted for in the General Fund and amounts approved are shown here:

Human Services Board Funding	<u>2017-18</u>	<u>2018-19</u>
Catholic Social Services	\$16,380	\$16,380
Benicia Community Action Council	\$96,926	\$96,926
Families In Transition	\$33,075	\$33,075
Benicia Unified School District Programs	\$34,020	\$34,020
Soroptimists International Benicia	\$5,000	\$5,000
Kyle Hyland Foundation	\$18,512	\$18,512
Carquinez Village	\$2,110	\$2,110
Total	\$206,023	\$206,023

Arts & Cultural Funding	<u>2017-18</u>	<u>2018-19</u>
Arts Benicia	\$48,000	\$48,000
Benicia Old Town Theater	\$7,200	\$7,200
VOENA	\$15,200	\$15,200
Benicia Ballet	\$7,800	\$7,800
Literary Arts	\$2,700	\$2,700
Total	\$80,900	\$80,900

In addition, the City has historically provided funding to several community organizations and the amounts approved for the next two years are shown here:

Contributions to Community Organizations	<u>2017-18</u>	<u>2018-19</u>
Benicia Historical Museum	\$50,000	\$50,000
Fire Museum	\$20,000	\$20,000
Tula Sister City	\$2,000	\$2,000
Benicia Unified School District (BUSD) - Crossing Guards	\$33,250	\$33,250
BYAC Grants to BUSD (Second Step, Every 15 Minutes, DARE)	\$36,000	\$36,000
Economic Development - Business Grants & Loans	\$7,000	\$7,000
Total	\$148,250	\$148,250



City of Benicia 2017 – 2019 Budget

NON-DEPARTMENTAL

NON-DEPARTMENTAL SUMMARY

EXPENDITURES BY DIVISION / PROGRAM

	Fiscal Year 2015-2016 Actual	Amended Budget FY 2016-2017	Proposed Fiscal Year 2017-2018	Proposed Fiscal Year 2018-2019
24## NON DEPARTMENTAL-GENERAL	3,149,099	3,172,867	3,520,365	3,622,192
8060 NON DEPARTMENTAL- MARINA	547,826	578,995	596,526	614,591
VARIOUS NON DEPARTMENTAL- DEBT	2,356,354	2,942,145	1,902,480	1,602,185
TOTAL	\$6,053,279	\$6,694,007	\$6,019,371	\$5,838,968

EXPENDITURES BY TYPE

PERSONNEL	\$179,366	\$304,832	\$336,104	\$354,904
PURCHASED SERVICES	682,895	985,694	997,321	1,027,415
PURCHASED SUPPLIES	1,506,156	1,658,105	1,678,233	1,726,488
UTILITIES	350,129	396,130	404,676	421,526
ISF CHARGES	(585,231)	(1,026,864)	(1,014,239)	(1,056,362)
CAPITAL	-	54,000	55,620	57,289
BOND/LEASE INTEREST	1,704,764	1,345,955	1,345,029	1,367,575
BOND/LEASE PRINCIPAL	1,801,479	2,976,155	2,216,627	1,940,133
DEPRECIATION	413,721	-	-	-
TOTAL	\$6,053,279	\$6,694,007	\$6,019,371	\$5,838,968

FUNDING SOURCES

<u>FUND #</u>	<u>FUND NAME</u>				
010	GENERAL FUND	\$917,730	\$874,246	\$740,116	\$752,770
011	ONE-TIME CAPITAL PROJECTS	1,749	318,484	318,687	328,248
058	REFUNDING GO BONDS	674,813	672,505	679,251	337,997
060	MARINA	547,826	578,995	596,526	614,591
066	EAST 2nd ST ASSMT DIST	414,844	-	-	-
067	CONSOLIDATED DRAKE/GATEWAY	896	3,500	-	-
069	MCALLISTER A. D. (Info Only)	685,561	675,830	698,598	719,557
105	CAPITAL	61,228	-	-	-
110	INSURANCE	912,421	1,006,742	1,062,376	1,102,042
115	ISF - EQUIP REPLACEMENT	2,746	54,000	55,620	57,289
116	RETIREMENT STABLIZATION	580,241	1,590,310	524,631	544,631
117	ENERGY CONSERVATION	1,062,951	872,680	1,343,566	1,381,843
217	VALERO - GNSC	190,274	46,715	-	-
TOTAL		\$6,053,279	\$6,694,007	\$6,019,371	\$5,838,968

TOTAL STAFFING FOR DEPARTMENT

NO STAFFING ARE ASSOCIATED WITH THIS ACTIVITY

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CAPITAL BUDGET

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City of Benicia, California
Capital Improvement Plan

Data in Year '17/'18 and '18/'19

PROJECTS BY YEAR

Project Name	Department	Project #	Priority	Project Cost
'17/'18				
Library Exterior Improvement	Parks & Community Services	MC-017	1	1,100,000
Playground (Francesca Terrace)	Parks & Community Services	MC018	1	125,000
Gazebo Replacement (ADA compliance)	Parks & Community Services	MC-019	1	175,000
New Police Department Facility Needs Assessment	Parks & Community Services	MC-020	1	50,000
Fire Station 11 Paint/Stain (Exterior)	Public Safety	FD-002	1	50,000
Public Safety Community Security Cameras	Public Safety	MC-022	1	63,000
Develop Storm Water Mgmt & Flood Mitigation Plan	Public Works	MC-008	1	200,000
James Lemos Swim Center	Public Works	MC-015	1	350,000
Fitzgerald Field Bleachers	Public Works	MC-016	1	400,000
St. Augustine Flood Relief Project	Public Works	MC-027	1	423,200
Citywide Street Resurfacing Program	Public Works	MC-028	1	587,500
Lower Arsenal: Adams, Jefferson and Jackson	Public Works	WO-033	1	1,000,000
SCADA/Telemetry Upgrade (HMI Replace)	Public Works	WWO-015	1	385,000
Assessment of Bayshore Rd Gravity Main	Public Works	WWO-052	1	75,000
I-780 Crossing @ W 7th St	Public Works	WWO-064	1	175,000
Assessment and Capacity Imp W 7th St Replace 8&10"	Public Works	WWO-065	1	825,000
Effluent Pipeline Assessment & Repair	Public Works	WWO-070	1	130,000
Abandon 8-inch Bayshore and connect to forcemain	Public Works	WWO-087	1	325,000
Total for '17/'18				6,438,700
'18/'19				
Citywide Street Resurfacing Program	Public Works	MC-028	1	587,500
OBAG2 Park Road Improvement Project	Public Works	T-120	1	976,000
E. 7th St. Sewerline Replacement	Public Works	WWO-032	1	172,928
Effluent Pipeline Assessment & Repair	Public Works	WWO-070	1	310,000
Total for '18/'19				2,046,428
GRAND TOTAL				8,485,128

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**PERSONNEL
PROPOSED STAFFING**



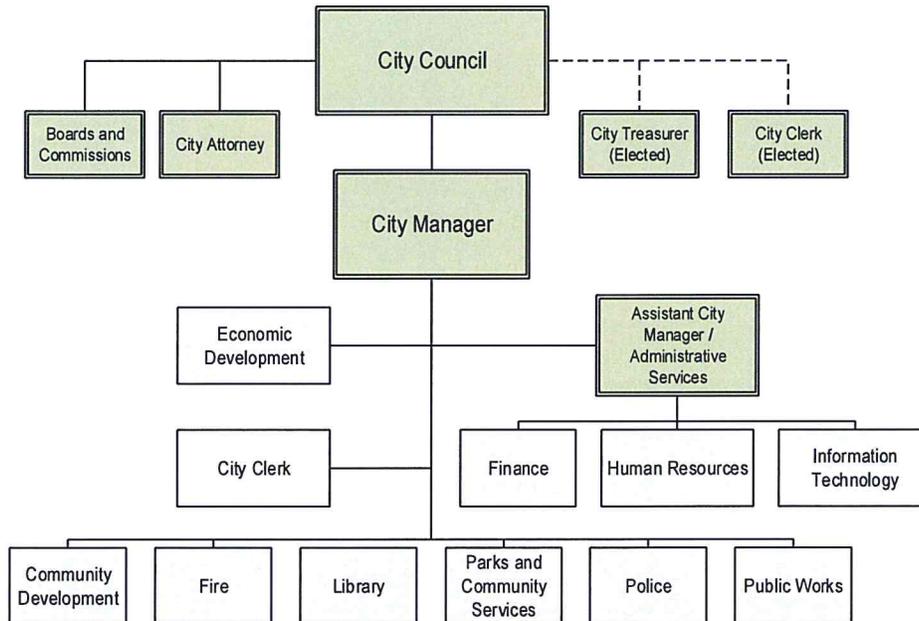
City of Benicia 2017 – 2019 Budget

STAFFING

The City of Benicia is a full-service city consisting of nine departments, plus several elected officials. Benicia has a population of 27,695. The City of Benicia has a long-standing tradition of providing its core functions and the majority of its services with in-house staff. This differs from the similar sized cities who provide a number of their core services through contracts with other agencies. Services that Benicia provides in-house that some of their peer cities deliver through other agencies include fire, police, water and wastewater, and library.

ORGANIZATIONAL STRUCTURE

The City of Benicia is organized into nine departments: Community Development, Public Works, Library, Police, Fire, Finance, Parks and Community Services, City Attorney’s Office, and the City Manager’s Office, which includes the Administration Services Divisions and Economic Development. Within the City Manager’s Office, an Assistant City Manager oversees Administrative Services Divisions of Human Resources and Information Technology divisions, as well as, the Finance Department. The City Attorney is also an in-house function. The citywide organization chart is shown in below. It shows the two elected positions, which are the City Clerk and City Treasurer. It also shows the two positions appointed by the City Council, which are the City Manager and City Attorney.



Staffing

The FY 2017-2019 Proposed Budget provides an authorized full-time workforce of 223.5 positions (including seven elected officials) and reflects a net increase of one position from the FY 2016-17 Budget.



City of Benicia 2017 – 2019 Budget

STAFFING ALLOCATION

	FY 2016-17 Budget	2017-18 Proposed	FY 2018-19 Proposed
Elected Officials			
Mayor	1.00	1.00	1.00
City Councilmembers	4.00	4.00	4.00
City Clerk	1.00	1.00	1.00
City Treasurer	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Elected Officials	7.00	7.00	7.00
City Manager			
City Manager	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00
Economic Development Manager II	1.00	1.00	1.00
Economic Development Specialist	1.00	1.00	1.00
Human Resources Analyst I/II	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00
Human Resources Technician	1.00	1.00	1.00
Information Technology Analyst II	1.00	1.00	1.00
Information Technology Assistant	1.00	1.00	1.00
Information Technology Manager	1.00	1.00	1.00
Management Analyst I/II	1.00	1.00	1.00
Senior Human Resources Analyst	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total City Manager	14.00	14.00	14.00
City Attorney			
City Attorney	1.00	1.00	1.00
Administrative Clerk II	0.75	0.75	0.75
Legal Technician	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total City Attorney	2.75	2.75	2.75



City of Benicia 2017 – 2019 Budget

STAFFING ALLOCATION

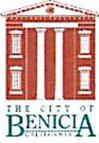
	FY 2016-17 Budget	2017-18 Proposed	FY 2018-19 Proposed
Community Development			
Community Development Director	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00
Building Inspector II	1.00	1.00	1.00
Building Official	1.00	1.00	1.00
Development Services Technician II	1.00	1.00	1.00
Management Analyst I/II	1.00	1.00	1.00
Principal Planner	1.00	1.00	1.00
Senior Planner	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Community Development	9.00	9.00	9.00
Finance			
Finance Director	1.00	1.00	1.00
Account Clerk II	1.00	1.00	1.00
Account Technician	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00
Senior Account Clerk	2.00	2.00	2.00
Senior Account Technician	1.00	1.00	1.00
Senior Accountant	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Finance	8.00	8.00	8.00
Fire			
Fire Chief	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
Community Preservation Officer	1.00	1.00	1.00
Division Chief	2.00	2.00	2.00
Fire Captain	6.00	6.00	6.00
Fire Inspector	0.00	1.00	1.00
Firefighter/Engineer	9.00	9.00	9.00
Management Analyst I/II	1.00	1.00	1.00
Paramedic/Firefighter	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>
Total Fire	33.00	34.00	34.00



City of Benicia 2017 – 2019 Budget

STAFFING ALLOCATION

	FY 2016-17 Budget	2017-18 Proposed	FY 2018-19 Proposed
Library			
Library Director	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
Librarian I/II	2.00	2.00	2.00
Library Manager	2.00	2.00	2.00
Library Technician II	5.00	5.00	5.00
Literacy Program Coordinator	0.75	0.75	0.75
Senior Librarian	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Library	12.75	12.75	12.75
Police			
Police Chief	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
Animal Control Officer	1.00	1.00	1.00
Community Services Officer I/II	2.00	2.00	2.00
Information Technology Analyst	1.00	1.00	1.00
Management Analyst I/II	1.00	1.00	1.00
Police Captain	1.00	1.00	1.00
Police Lieutenant	2.00	2.00	2.00
Police Officer	22.00	22.00	22.00
Police Records Clerk	1.00	1.00	1.00
Police Sergeant	6.00	6.00	6.00
Public Safety Dispatch Lead	2.00	2.00	2.00
Public Safety Dispatcher	<u>7.00</u>	<u>8.00</u>	<u>8.00</u>
Total Police	48.00	49.00	49.00
Parks & Community Services			
Parks & Community Services Director	1.00	1.00	1.00
Administrative Clerk II	1.00	1.00	1.00
Irrigation Specialist	1.00	1.00	1.00
Maintenance Custodian	3.00	3.00	3.00
Maintenance Supervisor	2.00	2.00	2.00
Maintenance Worker III	1.00	1.00	1.00
Management Analyst I/II	1.00	1.00	1.00
Parks & Community Services Superintendent	1.00	1.00	1.00
Parks Landscape & Building Maintenance Journeyman	11.00	11.00	11.00
Recreation Assistant	1.00	1.00	1.00
Recreation Supervisor	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
Total Parks & Community Services	26.00	26.00	26.00



City of Benicia 2017 – 2019 Budget

STAFFING ALLOCATION

	FY 2016-17 Budget	2017-18 Proposed	FY 2018-19 Proposed
Public Works			
Public Works Director	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
Associate Engineer	1.00	1.00	1.00
Assistant Public Works Director	1.00	1.00	1.00
Engineering Technician I/II	1.00	1.00	1.00
Field Utilities & Street Supervisor	2.00	2.00	2.00
Field Utilities & Streets Worker Apprentice/Journeyman	13.00	12.00	12.00
Laboratory Analyst	1.00	1.00	1.00
Laboratory Technician I/II	3.00	3.00	3.00
Maintenance Technologist I/II	5.00	5.00	5.00
Mechanic	1.00	1.00	1.00
Management Analyst I/II	2.00	2.00	2.00
Maintenance Worker III	4.00	4.00	4.00
Senior Civil Engineer	1.00	1.00	1.00
Project Manager	2.00	2.00	2.00
Public Works Maintenance Superintendent	1.00	1.00	1.00
Senior Administrative Clerk	3.00	3.00	3.00
Senior Mechanic	1.00	1.00	1.00
Water Operator I/II/III/IV	6.00	6.00	6.00
Water Plant Supervisor	1.00	1.00	1.00
Water Quality Technician I/II	2.00	2.00	2.00
Water Plant Superintendent	1.00	1.00	1.00
Water Quality Supervisor	1.00	1.00	1.00
Wastewater Operator I/II/III	5.00	5.00	5.00
Wastewater Plant Superintendent	1.00	1.00	1.00
Wastewater Plant Supervisor	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Public Works	62.00	61.00	61.00
Total City Authorized Positions	<u>222.50</u>	<u>223.50</u>	<u>223.50</u>

APPROPRIATIONS LIMIT



City of Benicia 2017 – 2019 Budget

APPROPRIATION LIMIT FOR FY 2017-18

California voters approved propositions, amending the State Constitution, which require that the annual City budget include a calculation of the Appropriations Limit, sometimes referred to as the Gann Limit. This requirement was imposed by Proposition 4 (1979) and later amended by Proposition 111 (1990). The legislation imposes a restriction on the amount of government revenue which may be appropriated in any fiscal year. The Appropriations Limit was first based on actual appropriations during the base year (1986-1987), and it can be increase each year based on a specific formula and specified growth factors. The Appropriations Limit does not apply to all funds. It only applies to “proceeds of taxes.”

Each year, the adjustment to the Appropriations Limit takes into consideration two factors: 1) the change in the cost of living, and 2) the change in population. For each of these factors, the City may select between two optional factors. For Factor #1 the option is to use the statewide change in the cost of living provided by the Department of Finance or the change in non-residential assessed valuation. For Factor #2 the option is to use the City change in population from the previous year or the County change in population.

On the following page is the calculation for Fiscal Year 2017-18. (The State will release the factors for 2018-19 in May 2018). The calculation uses the state change in the cost of living and the countywide population growth to adjust the appropriations limit for Fiscal Year 2017-18. The calculation results in an adjusted appropriations limit of \$93.1 million. Based on the proposed Budget \$33.8 million of expenditures are subject to the limit for FY 2017-18. The City is currently \$59.3 million below the established limit.

Exhibit I

**CITY OF BENICIA
2017-18 Appropriations Limit Calculation**

<u>Description</u>	<u>Amount</u>
2016-17 Appropriations Limit	\$ 88,749,024
2016-17 County population	1.0120
2016-17 Increase in per capita income	1.0369
2017-18 Appropriations Limit	\$ 93,128,149

2017-18 Projected Tax Revenues

<u>Description</u>	<u>Amount</u>
Property Taxes	\$ 16,618,950
Sales & Use Tax	11,454,000
Transient Occupancy Tax	475,000
Utility Users Tax	4,598,000
Business License Tax	475,000
Real Property Transfer Tax	111,000
Interest Earnings	77,670
Appropriations Subject to Limitation	\$ 33,809,620
Margin	\$ 59,318,529

F:\finance\Projects\Appr Limit\[Calculations.xls]17-18 Table

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REVENUE BACKGROUND (DETAIL)

BIENNIAL BUDGET 2017-2019 REVENUE DETAIL

Account Number	Revenue Account Name	Projected FY 17-18	Projected FY 18-19
<u>GENERAL FUNDS</u>			
GENERAL FUND (#010)			
010.2405.7011	PROPERTY TAX - SECURED	12,489,160	12,926,900
010.2405.7012	PROPERTY TAX - UNSECURED	849,340	880,100
010.2405.7014	HOMEOWNERS EXEMPTION	143,000	149,000
010.2405.7015	IN LIEU PROPERTY TAX	31,000	32,000
010.2405.7016	UNITARY TAX	262,500	271,000
010.2405.7017	SUPPLEMENTAL PROPERTY TAX	205,000	213,000
010.2405.7019	PROP TAX - VEHICLE LICENSE	2,235,000	2,313,000
	Sub-Total Property Taxes	\$16,215,000	\$16,785,000
010.2405.7121	SALES TAX	5,750,000	5,800,000
010.5205.7121	SALES TAX	255,000	255,000
010.2405.7123	MEASURE C SALES TAX	5,000,000	5,150,000
	Sub-Total Sales Taxes	\$11,005,000	\$11,205,000
010.2405.7135	UTILITY USERS TAX-GAS/ELECT	1,188,000	1,188,000
010.2405.7136	UTILITY TAX - CATV	260,000	260,000
010.2405.7137	UTILITY TAX - TELEPHONE	650,000	650,000
010.2405.7138	UTILITY USERS TAX-VALERO	2,500,000	2,500,000
010.2405.7207	FRANCHISE FEE - ALLIED WASTE	665,000	665,000
010.2405.7208	FRANCHISE FEE - PGE	950,000	950,000
010.2405.7209	FRANCHISE FEE - CABLE	510,000	510,000
010.2405.7210	FRANCHISE FEE - PIPELINE	9,000	9,000
010.2405.7211	TRANSIENT OCCUPANCY TAX	475,000	475,000
010.2405.7213	BUSINESS LICENSE TAX	475,000	475,000
010.2405.7214	REAL PROPERTY TRANSFER TAX	103,000	107,000
	Sub-Total Other Taxes	\$7,785,000	\$7,789,000
010.5205.7281	DOG LICENSES	56,900	56,900
010.4205.7283	CONSTRUCTION PERMITS	350,000	350,000
010.8805.7285	ENCROACHMENT PERMIT FEES	5,000	5,000
	Sub-Total Licenses and Permits	\$411,900	\$411,900
010.5205.7311	VEHICLE CODE FINES	35,000	35,000
010.3405.7314	LIBRARY FINES	40,000	40,000
010.5205.7316	TRAFFIC FINES	4,500	4,500
	Sub-Total Fines & Forfeitures	\$79,500	\$79,500

BIENNIAL BUDGET 2017-2019 REVENUE DETAIL

Account Number	Revenue Account Name	Projected FY 17-18	Projected FY 18-19
<u>(General Fund Revenue Continued)</u>			
010.2405.7411	INVESTMENT EARNINGS	84,500	84,500
010.2405.7455	RENTS & CONCESSIONS	300,000	300,000
010.2605.7455	RENTS & CONCESSIONS	100,000	100,000
010.9050.7455	RENTS & CONCESSIONS	1,000	1,000
010.9054.7455	RENTS & CONCESSIONS	19,000	19,000
	Sub-Total Use of Money & Property	\$504,500	\$504,500
010.2405.7502	STATE MOTOR VEHICLE FEES	13,450	13,930
010.2405.7507	MANDATED COST REIMBURSEMENT	12,400	12,850
010.5205.7508	POST REIMBURSEMENT	19,630	19,280
	Sub-Total Revenue Fr. Other Agencies	\$45,480	\$46,060
010.4205.7615	PLAN CHECK FEES - BUILDING	52,000	54,000
010.4105.7616	PLAN PROCESSING FEE	62,000	64,500
010.8805.7616	PLAN PROCESSING FEE	2,600	2,700
010.9505.7617	PARKS PROCESSING FEE	2,600	2,700
010.8805.7624	ENGINEERING & INSPECTION	21,000	21,500
010.8080.7625	STORMWATER INSPECTION FEE	41,400	43,000
010.5205.7627	TOWING FEES	14,000	14,500
010.5205.7628	SPECIAL POLICE SERVICES	155,000	160,700
010.6105.7631	PARAMEDIC- PPP AND TOBACCO	176,000	182,000
010.6105.7632	SPECIAL FIRE SERVICES	44,500	46,000
010.6105.7634	FIRE - FIRST RESPONDER	100,000	100,000
010.9305.7636	INDOOR FACILITIES FEES	95,000	95,000
010.9305.7637	SENIOR CENTER PROGRAMS	9,000	9,000
010.9305.7638	OUTDOOR FACILITIES	25,000	25,000
010.9305.7639	AQUATICS PROGRAM	165,000	165,000
010.9305.7644	SPECIALTY CLASSES	180,000	180,000
010.9050.7645	RECREATION PROGRAMS	90,000	90,000
010.9305.7645	RECREATION PROGRAMS	350,000	351,500
010.9305.7647	SPORTS/LAKE HERMAN	156,000	156,000
	Sub-Total Current Service Charges	\$1,741,100	\$1,763,100

BIENNIAL BUDGET 2017-2019 REVENUE DETAIL

Account Number	Revenue Account Name	Projected FY 17-18	Projected FY 18-19
<u>(General Fund Revenue Continued)</u>			
010.2405.7689	PENALTIES	2,070	2,140
010.2405.7696	ADMIN FEES/ASSESSMENT DISTRICT	12,830	13,280
010.2405.7710	REFUNDS & REBATES	15,000	16,070
010.5205.7710	REFUNDS & REBATES	20,700	21,400
010.8705.7710	REFUNDS & REBATES	20,700	21,400
010.5205.7720	REIMBURSABLE OVERTIME	15,000	15,520
010.6105.7720	REIMBURSABLE OVERTIME	95,000	95,130
010.3405.7725	LOST & PAID	2,050	2,050
010.4105.7828	ELECTRIC VEHICLE CHG ST FEES	1,020	1,600
010.2405.7940	MISC REVENUE	2,050	2,150
010.4205.7940	MISC REVENUE	3,100	3,200
010.6105.7940	MISC REVENUE	1,000	1,000
	Sub-Total Other Revenue	\$190,520	\$194,940
	Total General Fund	\$37,978,000	\$38,779,000
CENTURY CABLE (#084)			
084.2484.7411	INVESTMENT EARNINGS	575	575
084.2484.7699	PEG FEES	6,000	6,000
	Sub-Total Century Cable Fund	\$6,575	\$6,575
DEVELOPER BOOK FUND (#033)			
033.3433.7220	DEVELOPMENT FEES	500	500
033.3433.7411	INVESTMENT EARNINGS	10	10
	Sub-Total Developer Book Fund	\$510	\$510
ECONOMIC DEVELOPMENT (#226)			
226.2605.7411	INVESTMENT EARNINGS	\$5,900	\$5,900
	Sub-Total Economic Dev. Fund	\$5,900	\$5,900
HUMAN SERVICES (#21)			
021.3122.7411	INVESTMENT EARNINGS	1,300	1,300
021.3121.7810	DONATIONS - GENERAL	18,000	18,000
	Sub-Total Human Services Fund	\$19,300	\$19,300
ARTS & CULTURE FUND (#222)			
222.3421.7411	INVESTMENT EARNINGS	50	50
222.3421.7815	FUND RAISING	15,200	15,700
	Sub-Total Arts & Culture Fund	\$15,250	\$15,750

BIENNIAL BUDGET 2017-2019 REVENUE DETAIL

Account Number	Revenue Account Name	Projected FY 17-18	Projected FY 18-19
<u>(General Fund Revenue Continued)</u>			
MARINA FUND (#60)			
060.8060.7011	PROPERTY TAX - SECURED	16,000	16,000
060.8060.7012	PROPERTY TAX - UNSECURED	48,000	48,000
060.8060.7214	REAL PROPERTY TRANSFER TAX	8,000	8,000
060.8060.7411	INVESTMENT EARNINGS	16,500	16,500
060.8060.7455	RENTS & CONCESSIONS	275,000	275,000
	Sub-Total Marina Fund	363,500	363,500
	GRAND TOTAL GENERAL FUNDS	<u>\$38,389,035</u>	<u>\$39,190,535</u>

BIENNIAL BUDGET 2017-2019 REVENUE DETAIL

Account Number	Revenue Account Name	Projected FY 17-18	Projected FY 18-19
	<u>SPECIAL REVENUE FUNDS</u>		
	TOURTELOT MITIGATION (#18)		
018.8118.7411	INVESTMENT EARNINGS	3,500	3,500
	Sub-Total Tourtelot Mitigation Fund	\$3,500	\$3,500
	LIBRARY - CO. SALES TAX (#83)		
083.3483.7121	SALES TAX	704,000	718,000
083.3483.7411	INVESTMENT EARNINGS	4,000	4,000
	Sub-Total Library Co. Sales Tax Fund	\$708,000	\$722,000
	LIBRARY -DONATIONS (#87)		
087.3486.7411	INVESTMENT EARNINGS	100	100
087.3489.7411	INVESTMENT EARNINGS	600	600
087.3490.7411	INVESTMENT EARNINGS	200	200
087.7087.7411	INVESTMENT EARNINGS	500	500
087.7087.7549	MISC GRANTS	7,500	7,500
087.3489.7810	DONATIONS - GENERAL	75,000	75,000
087.7087.7815	FUND RAISING	2,500	2,500
	Sub-Total Library Donations	\$86,400	\$86,400
	LIBRARY -INTER-LIBRARY (#88)		
088.3488.7411	INVESTMENT EARNINGS	200	200
	Sub-Total Library Donations	\$200	\$200
	LIBRARY - LITERACY FUND (#89)		
089.3487.7411	INVESTMENT EARNINGS	200	200
089.7089.7411	INVESTMENT EARNINGS	140	140
089.7189.7411	INVESTMENT EARNINGS	150	150
089.7089.7523	LITERACY STATE GRANT MATCH	23,000	23,000
089.3487.7815	FUND RAISING	9,885	10,000
	Sub-Total Library - Literacy Fund	\$33,375	\$33,490
	LIBRARY - BUSD LITERACY (#235)		
235.3405.7549	MISC GRANTS	33,000	33,000
	Sub-Total Library - BUSD Literacy	\$33,000	\$33,000
	Total Library Special Revenue Fund	\$860,975	\$875,090
	COMMTY DEV BLOCK GRANT (#024)		
024.4124.7411	INVESTMENT EARNINGS	3,000	1,000
024.4124.7414	INTEREST ON LOAN	4,000	4,000
024.4124.7418	LOAN REPAYMENTS	11,500	11,500
	Sub-Total CDBG	\$18,500	\$16,500

BIENNIAL BUDGET 2017-2019 REVENUE DETAIL

Account Number	Revenue Account Name	Projected FY 17-18	Projected FY 18-19
<u>(Special Revenue Funds Continued)</u>			
DRUG PREVENTION (#028)			
028.5221.7411	INVESTMENT EARNINGS	500	500
028.5222.7411	INVESTMENT EARNINGS	50	50
028.5221.7629	PD SET ASIDE	1,500	1,500
028.5222.7629	PD SET ASIDE	50	50
	Sub-Total Drug Prevention	\$2,100	\$2,100
COPS SUPPLEMENT LAW ENF (#036)			
036.7036.7411	INVESTMENT EARNINGS	500	500
036.7036.7538	SUPP LAW ENFORCE FUND	100,000	100,000
	Sub-Total COPS Law Enforcement	\$100,500	\$100,500
POLICE GRANTS FEDERAL (#039)			
039.7539.7411	INVESTMENT EARNINGS	200	200
039.7539.7539	FRC GRANT	99,400	103,000
	Sub-Total Police Grants Federal	99,600	103,200
POLICE GRANTS NON-FEDERAL (#041)			
041.7341.7411	INVESTMENT EARNINGS	275	275
041.7451.7411	INVESTMENT EARNINGS	200	200
041.7451.7549	MISC GRANTS	82,800	84,500
041.7341.7630	TOBACCO SETTLEMENT PROCEEDS	55,000	57,000
	Sub-Total Police Non-Federal Grants	\$138,275	\$141,975
	Total Police Special Revenue Fund	\$340,475	\$347,775
GAS TAX (#017)			
017.8705.7411	INVESTMENT EARNINGS	10,000	10,000
017.8705.7513	2103 STATE GAS TAX	110,000	120,000
017.8705.7514	2105 STATE GAS TAX	155,000	155,000
017.8705.7516	2106 STATE GAS TAX	100,000	100,000
017.8705.7517	2107 STATE GAS TAX	205,000	205,000
017.8705.7518	2107.5 STATE GAS TAX	6,000	6,000
017.8705.7418	STATE Loan Repayment	31,000	31,000
017.8705.7512	RMRA Rd Maint Account	155,000	450,000
	Sub-Total Gas Tax	\$772,000	\$1,077,000

BIENNIAL BUDGET 2017-2019 REVENUE DETAIL

Account Number	Revenue Account Name	Projected FY 17-18	Projected FY 18-19
<u>(Special Revenue Funds Continued)</u>			
COMMUNITY SERVICE PGMS (#032)			
032.9033.7411	INVESTMENT EARNINGS	800	800
032.9532.7411	INVESTMENT EARNINGS	1,600	1,600
032.9033.7617	PARKS PROCESSING FEE	18,630	19,000
032.9532.7635	CEMETERY FEES	25,875	26,900
032.9033.7940	MISC REVENUE	500	500
	Sub-Total Community Services Pgms	\$47,405	\$48,800
SP DEPOT (#038)			
038.9205.7411	INVESTMENT EARNINGS	1,000	1,000
038.9205.7455	RENTS & CONCESSIONS	1,500	1,500
	Sub-Total SP Depot	\$2,500	\$2,500
LANDSCAPE & LIGHTING RES. (#052)			
052.9052.7240	SPECIAL ASSESSMENTS	309,885	309,885
052.9052.7411	INVESTMENT EARNINGS	500	500
	Sub-Total L&L-Residential	\$310,385	\$310,385
LANDSCP & LIGHTING FLEETSIDE (#056)			
056.9056.7240	SPECIAL ASSESSMENTS	83,715	83,715
056.9056.7411	INVESTMENT EARNINGS	655	655
	Sub-Total L&L-Fleetside	\$84,370	\$84,370
LANDSCAPE & LIGHTING COLUMBUS (#071)			
071.9071.7240	SPECIAL ASSESSMENTS	15,800	15,800
071.9071.7411	INVESTMENT EARNINGS	800	800
	Sub-Total L&L-Columbus Parkway	\$16,600	\$16,600
LANDSCAPE & LIGHTING EAST 2ND ST (#072)			
072.9072.7240	SPECIAL ASSESSMENTS	28,000	28,000
072.9072.7411	INVESTMENT EARNINGS	350	350
	Sub-Total L&L- East 2nd Street	\$28,350	\$28,350
LANDSCAPE & LIGHTING GOODYEAR RD (#073)			
073.9073.7240	SPECIAL ASSESSMENTS	4,000	4,000
073.9073.7411	INVESTMENT EARNINGS	250	250
	Sub-Total L&L- Goodyear Road	\$4,250	\$4,250
	Total Landscape & Lighting Funds	\$443,955	\$443,955
	GRAND TOTAL SPECIAL REVENUE FUNDS	\$2,489,310	\$2,815,120

BIENNIAL BUDGET 2017-2019 REVENUE DETAIL

Account Number	Revenue Account Name	Projected FY 17-18	Projected FY 18-19
	<u>CAPITAL FUNDS</u>		
	MEASURE C - CAPITAL (#330)		
330.2405.7411	INVESTMENT EARNINGS	20,000	20,000
	Sub-Total Measure C - Capital	\$20,000	\$20,000
	TRAFFIC MITIGATION (#034)		
034.8705.7220	DEVELOPMENT FEES	12,000	12,000
034.8705.7411	INVESTMENT EARNINGS	6,000	6,000
	Sub-Total Traffic Mitigation	\$18,000	\$18,000
	PARK DEDICATION (#047)		
047.9047.7411	INVESTMENT EARNINGS	1,500	1,500
	Sub-Total Park Dedication	\$1,500	\$1,500
	LIBRARY BASEMENT PROJECT (#050)		
050.3450.7411	INVESTMENT EARNINGS	2,100	2,100
	Sub-Total Library Basement Project	\$2,100	\$2,100
	STREETS & TRANSPORTATION (#048)		
048.7740.7549	MISC GRANTS	160,000	165,000
	Sub-Total Streets and Transportation	\$160,000	\$165,000
	GRAND TOTAL CAPITAL FUNDS	\$201,600	\$206,600

BIENNIAL BUDGET 2017-2019 REVENUE DETAIL

Account Number	Revenue Account Name	Projected FY 17-18	Projected FY 18-19
<u>WASTEWATER FUNDS</u>			
WASTEWATER OPERATIONS (#014)			
014.8305.7411	INVESTMENT EARNINGS	25,000	25,000
014.8305.7651	RESIDENTIAL CHARGES	6,500,000	7,105,000
014.8305.7653	MULTI-FAMILY ACCOUNT	1,980,000	2,160,000
014.8305.7654	MOBILE HOME CHARGES	210,000	230,000
014.8305.7655	CASA DE VILLA RASA	30,000	33,000
014.8305.7656	SENIOR DISCOUNT	27,000	29,500
014.8305.7657	COMMERCIAL ACCOUNTS	1,280,000	1,400,000
014.8305.7658	INDUSTRIAL ACCOUNTS	155,500	170,500
014.8305.7660	METERED MUNICIPAL ACCOUNT	40,000	44,000
014.8305.7661	INDUSTRIAL PRETREATMENT CHARGE	1,800	1,800
014.8305.7689	PENALTIES	93,000	95,000
	Sub-Total Wastewater Operations	\$10,342,300	\$11,293,800
WASTEWATER CAPACITY (#044)			
044.8044.7411	INVESTMENT EARNINGS	75,000	75,000
044.8044.7672	SEWER CONNECTION FEES	30,000	30,000
	Sub-Total Wastewater Capacity	\$105,000	\$105,000
WASTEWATER VEHICLE (#515)			
515.8356.7411	INVESTMENT EARNINGS	1,400	1,400
	Sub-Total Wastewater Vehicle	\$1,400	\$1,400
WASTEWATER SYSTEM REPLACEMENT (#516)			
516.8357.7411	INVESTMENT EARNINGS	4,600	4,600
	Sub-Total Wastewater System Replacement	\$4,600	\$4,600
WASTEWATER MAJOR EQUIPMENT (#517)			
517.8356.7411	INVESTMENT EARNINGS	300	300
	Sub-Total Wastewater Major Equipment	\$300	\$300
	GRAND TOTAL WASTEWATER FUNDS	\$10,453,600	\$11,405,100

BIENNIAL BUDGET 2017-2019 REVENUE DETAIL

Account Number	Revenue Account Name	Projected FY 17-18	Projected FY 18-19
<u>WATER FUNDS</u>			
WATER CONNECTION (#45)			
045.8045.7411	INVESTMENT EARNINGS	25,000	25,000
045.8245.7411	INVESTMENT EARNINGS	6,000	6,000
045.8045.7676	WATER CONNECTION FEES	15,000	15,000
	Sub-Total Water Connection	\$46,000	\$46,000
WATER OPERATIONS (#090)			
090.8205.7411	INVESTMENT EARNINGS	23,000	23,000
090.8205.7651	RESIDENTIAL CHARGES	4,960,000	5,456,000
090.8205.7653	MULTI-FAMILY ACCOUNT	1,053,000	1,158,790
090.8205.7654	MOBILE HOME CHARGES	83,510	91,800
090.8205.7656	SENIOR DISCOUNT	262,650	270,530
090.8205.7657	COMMERCIAL ACCOUNTS	1,691,100	1,860,200
090.8205.7658	INDUSTRIAL ACCOUNTS	254,100	279,510
090.8205.7660	METERED MUNICIPAL ACCOUNT	375,550	413,100
090.8205.7664	PUBLIC FIRE PROTECTION	126,500	139,200
090.8205.7665	CONSTRUCTION HYDRANT CHARGES	7,700	7,800
090.8205.7666	PRIVATE HYDRANTS	5,500	5,600
090.8205.7668	VALERO UNTREATED WATER	1,190,250	1,231,900
090.8205.7670	OTHER UNTREATED WATER	4,500	4,650
090.8205.7678	METER SETS	2,420	2,500
090.8205.7689	PENALTIES	75,555	78,200
090.8205.7710	REFUNDS & REBATES	7,000	7,000
	Sub-Total Water Operations	\$10,122,335	\$11,029,780
WATER EQUIPMENT / VEHICLE (#592)			
592.8257.7411	INVESTMENT EARNINGS	3,700	3,700
	Sub-Total Water Equipment	\$3,700	\$3,700
WATER MAJOR EQUIPMENT (#595)			
595.8257.7411	INVESTMENT EARNINGS	20	20
	Sub-Total Water Major Equipment	\$20	\$20
WATER CAPITAL (#596)			
596.8259.7411	INVESTMENT EARNINGS	2,700	2,700
	Sub-Total Water Capital	\$2,700	\$2,700
GRAND TOTAL WATER FUNDS		\$10,174,755	\$11,082,200

BIENNIAL BUDGET 2017-2019 REVENUE DETAIL

Account Number	Revenue Account Name	Projected FY 17-18	Projected FY 18-19
<u>DEBT SERVICE FUNDS (Info Only)</u>			
GENERAL OBLIGATION REFUNDING (#058)			
058.3156.7011	PROPERTY TAX - SECURED	313,550	-
058.3156.7012	PROPERTY TAX - UNSECURED	19,000	-
058.3156.7013	PROP TAX - PRIOR YEARS' COLL	50	-
058.3156.7014	HOMEOWNERS EXEMPTION	2,000	-
058.3156.7016	UNITARY TAX	4,600	-
058.3156.7017	SUPPLEMENTAL PROPERTY TAX	750	-
058.3156.7411	INVESTMENT EARNINGS	1,000	-
	Sub-Total GO Bonds Refunding Debt	\$340,950	\$0
MC ALLISTER ASSMT DIST DEBT (#069)			
069.3169.7240	SPECIAL ASSESSMENTS	684,300	684,300
069.3169.7411	INVESTMENT EARNINGS	7,300	7,300
	Sub-Total Mc Allister A.D. Debt	\$691,600	\$691,600
	GRAND TOTAL DEBT SERVICE (Info Only)	\$1,032,550	\$691,600

BIENNIAL BUDGET 2017-2019 REVENUE DETAIL

Account Number	Revenue Account Name	Projected FY 17-18	Projected FY 18-19
<u>INTERNAL SERVICE FUNDS</u>			
INSURANCE (#110)			
110.2401.7411	INVESTMENT EARNINGS	10,000	10,000
110.2401.7991	SERVICE CHARGE-CAPITAL PROJECT	1,930	1,982
110.2401.7992	SERVICE CHARGE GENERAL FUND	1,076,772	1,108,919
110.2401.7993	SERVICE CHARGE INTERNAL SERVIC	34,186	35,192
110.2401.7994	SERVICE CHARGE SPECIAL REVENUE	50,406	48,762
110.2401.7995	SERVICE CHARGE-ENTERPRISE	245,748	251,523
	Sub-Total Insurance ISF	\$1,419,042	\$1,456,378
ADMINISTRATIVE SERVICES- UTILITIES (#111)			
111.3101.7995	SERVICE CHARGE-ENTERPRISE	670,974	681,706
	Sub-Total Utilities- ISF	\$670,974	\$681,706
EQUIPMENT SERVICES (#112)			
112.8505.7992	SERVICE CHARGE GENERAL FUND	468,317	487,053
112.8505.7995	SERVICE CHARGE-ENTERPRISE	94,305	93,458
	Sub-Total Equipment Services - ISF	\$562,622	\$580,511
FACILITY MAINTENANCE (#113)			
113.9205.7411	INVESTMENT EARNINGS	2,160	2,160
113.9205.7992	SERVICE CHARGE GENERAL FUND	385,570	400,993
	Sub-Total Facility Maintenance - ISF	\$387,730	\$403,153
VEHICLE REPLACEMENT (#114)			
114.4205.7411	INVESTMENT EARNINGS	200	200
114.5205.7411	INVESTMENT EARNINGS	300	300
114.6105.7411	INVESTMENT EARNINGS	2,610	2,610
114.8505.7411	INVESTMENT EARNINGS	500	500
114.8705.7411	INVESTMENT EARNINGS	2,300	2,300
114.8805.7411	INVESTMENT EARNINGS	100	100
114.9205.7411	INVESTMENT EARNINGS	300	300
114.9505.7411	INVESTMENT EARNINGS	1,100	1,100
114.4205.7992	SERVICE CHARGE GENERAL FUND	1,253	1,304
114.5205.7992	SERVICE CHARGE GENERAL FUND	114,114	118,679
114.6105.7992	SERVICE CHARGE GENERAL FUND	188,531	196,073
114.8705.7992	SERVICE CHARGE GENERAL FUND	48,573	50,516
114.8805.7992	SERVICE CHARGE GENERAL FUND	2,756	2,867
114.9205.7992	SERVICE CHARGE GENERAL FUND	8,440	8,778
114.9305.7992	SERVICE CHARGE GENERAL FUND	1,378	1,434
114.9505.7992	SERVICE CHARGE GENERAL FUND	21,382	22,238
	Sub-Total Vehicle Replacement - ISF	\$393,837	\$409,299

BIENNIAL BUDGET 2017-2019 REVENUE DETAIL

Account Number	Revenue Account Name	Projected FY 17-18	Projected FY 18-19
(Internal Service Funds Continued)			
EQUIPMENT REPLACEMENT (#115)			
115.1205.7411	INVESTMENT EARNINGS	50	50
115.2105.7411	INVESTMENT EARNINGS	140	140
115.2505.7411	INVESTMENT EARNINGS	50	50
115.2705.7411	INVESTMENT EARNINGS	50	50
115.3105.7411	INVESTMENT EARNINGS	100	100
115.3305.7411	INVESTMENT EARNINGS	400	400
115.3405.7411	INVESTMENT EARNINGS	240	240
115.4105.7411	INVESTMENT EARNINGS	60	60
115.4205.7411	INVESTMENT EARNINGS	50	50
115.5205.7411	INVESTMENT EARNINGS	1,200	1,200
115.6105.7411	INVESTMENT EARNINGS	1,500	1,500
115.8105.7411	INVESTMENT EARNINGS	50	50
115.8505.7411	INVESTMENT EARNINGS	1,300	1,300
115.8705.7411	INVESTMENT EARNINGS	600	600
115.8805.7411	INVESTMENT EARNINGS	150	150
115.9205.7411	INVESTMENT EARNINGS	100	100
115.9305.7411	INVESTMENT EARNINGS	500	500
115.9405.7411	INVESTMENT EARNINGS	150	150
115.9505.7411	INVESTMENT EARNINGS	1,100	1,100
115.1205.7992	SERVICE CHARGE GENERAL FUND	567	590
115.2105.7992	SERVICE CHARGE GENERAL FUND	1,076	1,120
115.2505.7992	SERVICE CHARGE GENERAL FUND	660	687
115.2705.7992	SERVICE CHARGE GENERAL FUND	400	416
115.3105.7992	SERVICE CHARGE GENERAL FUND	2,376	2,472
115.3305.7992	SERVICE CHARGE GENERAL FUND	25,038	26,040
115.3405.7992	SERVICE CHARGE GENERAL FUND	3,578	3,722
115.4105.7992	SERVICE CHARGE GENERAL FUND	1,524	1,585
115.4205.7992	SERVICE CHARGE GENERAL FUND	442	460
115.5205.7992	SERVICE CHARGE GENERAL FUND	38,839	40,393
115.6105.7992	SERVICE CHARGE GENERAL FUND	38,834	40,388
115.8105.7992	SERVICE CHARGE GENERAL FUND	541	563
115.8705.7992	SERVICE CHARGE GENERAL FUND	25,210	26,219
115.8805.7992	SERVICE CHARGE GENERAL FUND	2,330	2,424
115.9205.7992	SERVICE CHARGE GENERAL FUND	3,931	4,089
115.9305.7992	SERVICE CHARGE GENERAL FUND	9,277	9,649
115.9405.7992	SERVICE CHARGE GENERAL FUND	1,669	1,736
115.9505.7992	SERVICE CHARGE GENERAL FUND	26,437	27,495
115.8505.7993	SERVICE CHARGE INTERNAL SERVIC	16,442	17,100
Sub-Total Equipment Replacement - ISF		\$206,961	\$214,938

BIENNIAL BUDGET 2017-2019 REVENUE DETAIL

Account Number	Revenue Account Name	Projected FY 17-18	Projected FY 18-19
<u>(Internal Service Funds Continued)</u>			
RETIREMENT STABILIZATION ISF (#116)			
116.3102.7411	INVESTMENT EARNINGS	7,000	7,000
116.3102.7992	SERVICE CHARGE GENERAL FUND	646,162	666,843
Sub-Total Retirement Stabilization - ISF		\$653,162	\$673,843
ENERGY CONSERVATION ISF (#117)			
117.2405.7411	INVESTMENT EARNINGS	1,400	1,400
117.2405.7710	REFUNDS & REBATES	450,000	450,000
117.2405.7827	USER FEES	700,873	734,233
117.2405.7829	OTHER ENERGY CONSERVATION FEES	197,400	204,000
		\$1,349,673	\$1,389,633
GRAND TOTAL INTERNAL SERVICE FUNDS		\$5,644,001	\$5,809,461
GRAND TOTAL ALL FUNDS		\$68,384,851	\$71,200,616