



# CITY OF SAN PABLO TWO-YEAR (BIENNIAL) FISCAL YEAR 2025 – 2026 GENERAL FUND OPERATING & CIP BUDGET ADOPTION PROCESS

Updated: May 23, 2024

## ADOPTED BUDGET PROCESS AND PUBLIC MEETINGS

The City of San Pablo has successfully completed its Fiscal Year (FY) 2025 – 2026 Two-year (Biennial) GF Operating and Capital Improvement Program (CIP) Budget development, and adoption process. The budget adoption process concluded on May 20, 2024 with formal City Council adoption by enabling Resolution #2024-064, and becomes **effective July 1, 2024**. The City wishes to thank all community members who submitted their input and suggestions on the City's budget priorities via the on-line budget survey, and in person at scheduled public meetings

The City's newly adopted two-year budget plan focuses on elimination of \$5M in forecasted deficits for the FY 2025 – 2026 period, financial sustainability, and maintains existing City service delivery that are most valued by our local San Pablo residents and businesses. Major budget balancing measures adopted include: freezing six (6) existing FTE employee vacancies; implementing a City-wide 5% reduction in City Department spending; reducing Police Department overtime expenses by 25% due to full-staffing levels, and applying a total of \$5M over the next two (2) fiscal year periods from available FY 2023-24 year-end audited fund balance, and a one-time appropriation of \$377,000 from the City's Budget Stabilization Fund.

A complete media release following City Council budget adoption on May 20, 2024 can be found on the City's website: <https://www.sanpabloca.gov>

In summary, the following budget meetings were properly noticed and scheduled during April – May 2024, as follows:

- **Budget, Fiscal & Legislative Standing Committee (BFLSC)**  
Preliminary DRAFT Two-Year GF and CIP Budget Presentation  
Monday, April 29, 2024, 5:00p.m. – 7:00p.m.  
San Pablo Council Chambers
- **San Pablo City Council Budget Public Hearing and Workshop**  
Preliminary DRAFT Two-Year GF and CIP Budget Presentation  
Wednesday, May 1, 2024, 5:00p.m. – 7:00p.m.  
San Pablo Council Chambers
- **San Pablo City Council Budget Adoption**  
Final Adoption of Two-Year GF and CIP Budget Package  
Monday, May 20, 2024, 6:00p.m.  
San Pablo Council Chambers

A complete and posted City Council Agenda on the City's budget adoption can be found here:

[City of San Pablo - File #: 24-182 \(legistar.com\)](#)

## DIGITAL BUDGET BOOK

The public can view the FY 2025 – 2026 Two-Year GF Adopted Budget which will be available for public viewing and download in a Digital Budget Book Format, at:

<https://stories.opengov.com/sanpablo/published/FCjpkXLg5>

## PAST BUDGET MEETINGS

### **City Council Long Range Financial Forecast Plan (LRFFP), New City Financial Condition, and Strategic Budget Initiatives Adopted for FY 2025 – 2027 Period**

Held on Wednesday, December 13, 2023

In September 2023, the City Council commissioned a new Long-Range Financial Forecast Plan (LRFFP) which reviews all current and past City expenditures and revenue trends from FY 2023-24 (base year) over the next 10-year budget cycle. As a result of this new LRFFP, the City is facing a new financial condition as of December 13, 2023, and the City Council adopted new Strategic Budget Initiatives to provide measures to address and eliminate forecasted operating deficits in the coming years. Click here to review the Agenda Materials and Presentation from this public meeting here:

<https://sanpablo.legistar.com/LegislationDetail.aspx?ID=6446610&GUID=3749F8D7-DDFB-4C27-A7E8-9ACBF1F19B5E>

## WHAT IS A CITY GENERAL FUND (GF) BUDGET?

The City's GF budget is an annual or multi-year financial planning tool that matches the City's programs and services desired by the community to the budgetary resources available to deliver such programs and services, including but not limited to: police, recreation, senior services, fire protection and emergency services, community development, public works, and administrative services. San Pablo's GF Budget provides critical resources needed to provide the longevity and sustainability of City service delivery that the community desires and needs over the next 3-year period.

## PREVIOUS FY 2022-23 & 2023-2024 TWO-YEAR (BIENNIAL) ADOPTED GF BUDGET

### BACKGROUND

On Monday, June 21, 2022, the San Pablo City Council adopted the FY 2022 – 2024 Two-Year (Biennial) GF Budget at a regular public City Council meeting, and after a publicly-noticed budget hearing scheduled on June 6, 2022. Review the Agenda materials and presentations to City Council by visiting the following link from the two (2) public meetings adopting the FY 2022-24 Two-Year (Biennial) GF Budget which expires on June 30, 2024.

### **Public Budget Hearing scheduled on June 6, 2022:**

<https://sanpablo.legistar.com/LegislationDetail.aspx?ID=5668899&GUID=F1079A96-9D4D-4C92-8853-E807E835A830>

### **Adopted Budget Meeting on June 21, 2022:**

<https://sanpablo.legistar.com/LegislationDetail.aspx?ID=5699845&GUID=0DD45DB9-FB19-4E3B-90ED-55B956011DEC&FullText=1>

## **FINANCE DEPARTMENT**

The mission of the City's Finance Department is to manage, support, and facilitate quality customer support, financial planning and analysis, budgeting, financial reporting, and the annual year-end audit of the City of San Pablo, and to enhance the delivery of financial information to the organization and to the community.

For more information on the City's Finance Department including accessing previously adopted City GF Budgets and all Financial Documents, please click here at:

<https://www.sanpabloca.gov/403/Finance-Department>

## **ROLE OF THE BUDGET, FISCAL AND LEGISLATIVE STANDING COMMITTEE**

The Budget, Fiscal and Legislative Standing Committee (or BFLSC) consists of two (2) Councilmembers appointed by the City Council to review the proposed annual (or multi-year) budget and long-term financial forecast plan for the City, in order to assist the City Council in making decisions on major expenditures and revenue sources. The BFLSC meets frequently throughout the course of the year under a Special Meeting format per the Ralph M. Brown Act, and the public is welcome to attend these meetings.

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