

GENERAL FUND

**Central Administration
Public Safety
Community Development
Public Works
Miscellaneous**



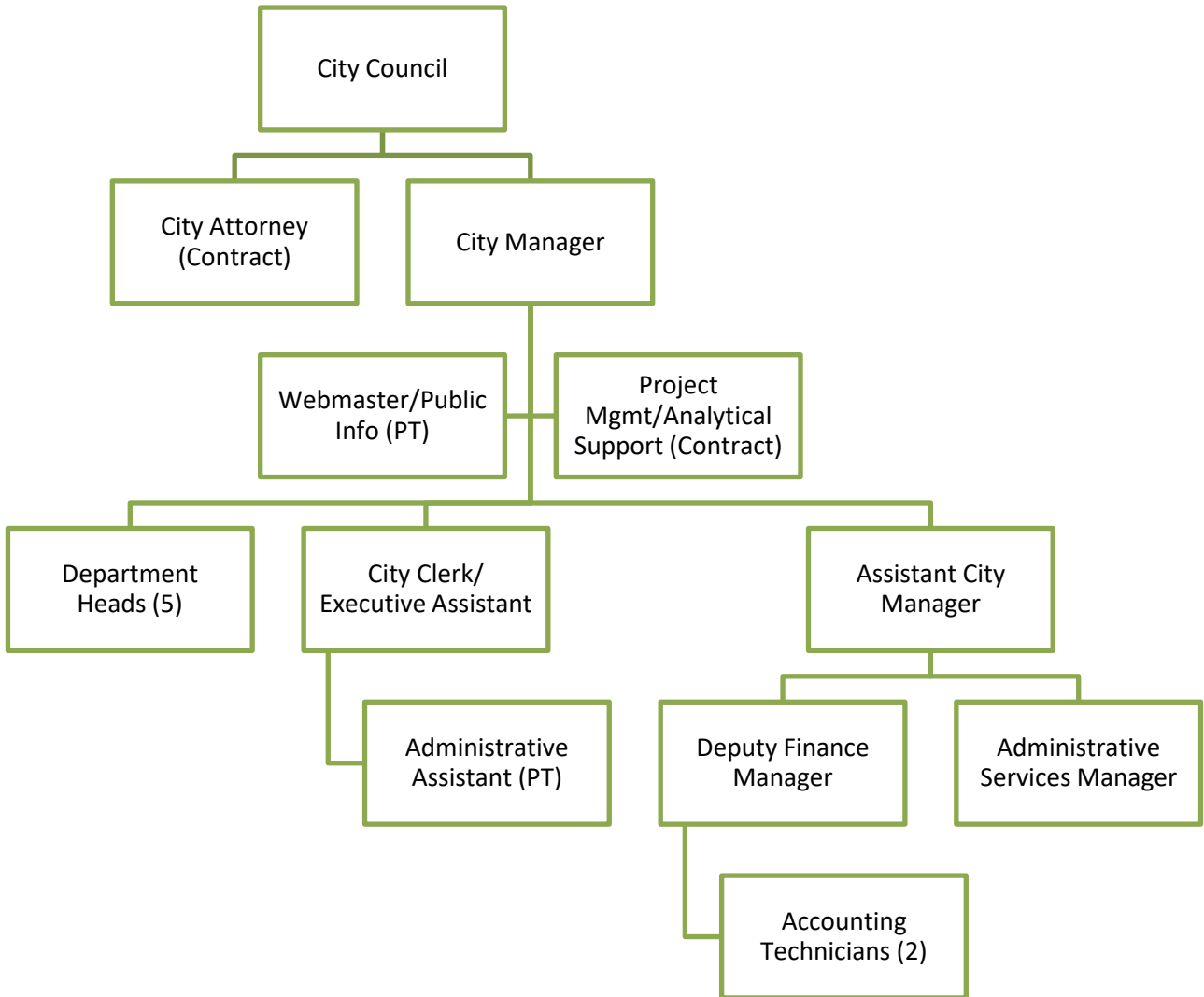
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BUDGET DETAIL CENTRAL ADMINISTRATION

**CITY COUNCIL
CITY CLERK
CITY MANAGER
FINANCE
LEGAL SERVICES**

Central Administration -- Organization Chart





CITY OF SONOMA

City Council (100-41001)

Cathy Capriola, City Manager

The City Council is the elected body that oversees all municipal operations. The City Council provides policy leadership and acts as the legislative arm of City government. The City Council determines the overall needs of the community, develops policies, goals and projects, and establishes priorities to meet the goals. The City Council appoints the City Manager and City Attorney.

The five members of the City Council are elected at large and serve overlapping four year terms. This overlapping ensures that there are experienced councilmembers guiding the City. The City Council serves as the Successor Agency to the dissolved Sonoma Community Development Agency.

The members of the Sonoma City Council are:

Madolyn Agrimonti, Mayor

Amy Harrington, Vice Mayor

David Cook, Council Member

Gary Edwards, Council Member

Rachel Hundley, Council Member

Each member of the City Council is offered a stipend of \$300 per month in accordance with State law. In addition, Councilmembers are eligible for full health, dental, and vision care coverage for themselves and their dependents.

The Council generally meets the first and third Mondays of each month at 6:00 p.m. in the Community Meeting Room. Councilmembers also participate in local, regional, and statewide meetings and activities.

The City Council develops goals for the City organization on an annual basis, approves the budget, and provides overall policy direction. In this sense, all accomplishments of the City organization are attributable to our City Council. In addition, the City Council initiated several special projects during FY 17-18. In many cases, a Council liaison or subcommittee worked with City staff to accomplish these projects.

FISCAL YEAR 2017-2018 ACCOMPLISHMENTS

- Worked with the Institute for Local Government, the School District, Sonoma Valley Education Foundation, and Chamber of Commerce to develop and implement a Youth Engagement Project, including a two-week leadership program for high school youth.
- Determined new operating conditions for the Tuesday night Farmers Market, used in negotiating a two-year contract.
- Reviewed and revamped the City Commission and Committee appointment process, and appointed members to reconstituted commissions and committees.

- Reviewed and realigned the Community Fund that contracts with four key non-profits for delivery of core recreation and community services on the behalf of the City. The Community Fund also supports other recreation and services partnerships as well as sponsors “Heritage Events” and “Community Events.”
- Took advocacy positions on several issues, including a resolution to affirm Sonoma’s commitment to diversity and a letter to the Governor reaffirming Sonoma’s commitment to reduce greenhouse gas emissions.
- Through ad-hoc subcommittees or liaisons, worked on key fire recovery efforts including appreciation/recognition, business/tourism support, fundraising, erosion and flooding, and housing initiatives.
- Provided policy direction and approval of many of the accomplishments listed in the department budgets throughout this document.

RECOMMENDED FY 18/19 BUDGET MODIFICATIONS

The City Council budget is outlined below based on the following key budget modifications.

- Minor adjustments in expenses and travel and training.
- Reduction from FY 18/19 proposed to FY 17/18 is primarily due to a budget adjustment for the change in signage to move from “Community Meeting Room” to “City Council Chambers” for a total of \$11,821; approved via Resolution #13-2018.

41001-City Council

Expenditure Category	FY 15/16 Actuals	FY 16/17 Actuals*	FY 17/18 Adopted Budget	FY 17/18 Amended Budget	FY 18/19 Proposed Budget
Salary & Wages	\$18,138	\$18,069	\$18,000	\$18,000	\$18,000
Employee Benefits	\$28,060	\$69,245	\$43,747	\$44,159	\$41,875
Professional Services	\$0	\$50	\$15,000	\$15,000	\$16,000
Property Services	\$905	\$0	\$2,000	\$2,000	\$0
Operations	\$28,602	\$44,174	\$38,861	\$50,682	\$35,793
Supplies	\$2,606	\$3,409	\$5,000	\$5,000	\$8,000
Internal Service & Capital Prj	\$1,088	\$1,521	\$4,478	\$4,478	\$7,509
Expense Total	\$79,398	\$136,467	\$127,086	\$139,319	\$127,177

* Unaudited



CITY OF SONOMA

City Clerk (100-41002)

Rebekah Barr, MMC, City Clerk

The City Clerk's Office consists of the City Clerk and a part-time Administrative Assistant (shared with the City Manager's Office). The City Clerk provides executive and administrative support to the City Council as a whole, to individual Councilmembers, and to the City Manager. The City Clerk is also responsible for facilitating the business proceedings of the City Council, and fulfilling legal requirements as set forth in City Codes and State law and outlined below.

- PUBLIC RECORD ACT REQUESTS -- The City Clerk is responsible for reviewing and processing public record act requests in coordination with the City Manager and City Attorney.
- RECORDS MANAGEMENT -- The City Clerk is also responsible for overall records management and ensuring the City's records are retained as required by State law.
- ELECTIONS OFFICIAL – The Office of the City Clerk conducts all City elections and administers campaign and financial disclosure laws.
- COMMISSION SUPPORT AND ADMINISTRATION -- The City Clerk works with the staff liaisons of each of the City's Commissions. The City Clerk also helps process and track the Commission appointments and other legal requirements/training for commission members.
- STAFF TO THE CULTURAL AND FINE ARTS COMMISSION -- The City Clerk also staffs the Cultural and Fine Arts Commission.

The City Clerk's mission is to be a steward and protector of democratic processes, such as elections, and access to official records, as well as to comply with federal, state and local statutes. The department supports the City Council in its goals of innovation, transparency and fairness while promoting community participation and awareness.

The City Clerk's Department, which serves as the information nucleus of the City and its departments, is dedicated to providing a high level of professional service to the citizens of Sonoma. The City Clerk's main goal is to provide these services expeditiously while ensuring compliance with all California Statutes and City Ordinances.

FISCAL YEAR 2017 – 2018 ACCOMPLISHMENTS:

- Served as the Project Manager for the development of the City's new website and integration with the CivicWeb meeting portal.
- Implemented electronic agendas for the Planning Commission.
- Implemented Board Manager which allowed for the electronic submission of Commission/Committee applications, tracking of terms, and council appointees.
- Completed recruitment and onboarding of 35 new commissioners & committee members using new appointment process.

- Implemented Public Records Tracker which allowed for the electronic submission of Public Records requests, tracking response timelines, notifications and allowing for archiving of requests.
- Provided support to the Cultural and Fine Arts Commission including assisting with organizing events and publicity for the Treasure Artist and the Student Art Awards.
- Supported the Mayor and City Manager in the selection of the Alcalde including organizing the receptions and publicity.
- Assisted in a report on the temporary Paley Art Installation to the City Council upon completion.
- Reviewed and processed numerous public record requests in coordination with the City Attorney's office.

FISCAL YEAR 2018 – 2019 GOALS:

- Enhance communication and support systems to the City Council for their city business needs.
- Conduct a review of the City's records retention policy and program.
- Continue to add prior City records to the records management system to facilitate access and retrieval by the public.
- Conduct a General Election in November 2018 for a three council seats and a number of possible measures.
- Update the City's conflict of interest code to ensure appropriate reporting requirements for Commissioners in conjunction with FPPC's Statement of Economic Interests.
- Implement a tracking system for Council and constituent request and follow-up items from Council and Commission meetings.

RECOMMENDED FY 18/19 BUDGET MODIFICATIONS

The City Clerk proposed budget is outlined below. These changes are based on the following key budget modifications.

- Increases in salary and benefits from reducing the direct charges of staff to other funds, which will be offset at a fund level by transfers based on the City's new Cost Allocation Plan and position allocation changes. This is a realignment in costs, but does not represent new expenditures.
- Modest increases from approved labor contract of 1.75% salary increase and health care benefits.
- Benefits costs include increase for unfunded liability due to pensions from past employees (see Expenditure Summary for a cost breakdown).
- Retains \$35,000 for projected cost of November 2018 election.
- Minor increases in advertising for public notices, outreach for commission appointments, and training/conferences for professional development.

41002-City Clerk

Expenditure Category	FY 15/16 Actuals	FY 16/17 Actuals*	FY 17/18 Adopted Budget	FY 17/18 Amended Budget	FY 18/19 Proposed Budget
Salary & Wages	\$109,310	\$109,379	\$87,438	\$87,645	\$110,061
Employee Benefits	\$35,998	\$30,250	\$27,480	\$27,661	\$35,842
Professional Services	\$4,735	\$31,104	\$40,500	\$40,500	\$43,500
Operations	\$4,076	\$16,561	\$9,275	\$9,275	\$9,775
Supplies	\$1,819	\$2,458	\$3,000	\$3,000	\$2,000
Internal Service Funds	\$5,961	\$6,785	\$11,729	\$11,729	\$15,597
Transfers	\$0	\$0		\$0	\$0
Expense Total	\$161,899	\$196,537	\$179,422	\$179,809	\$216,775

** Unaudited*



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CITY OF SONOMA

City Manager (100-41003)

Cathy Capriola, City Manager

The City Manager's Department budget encompasses overall executive management of the organization as well as several functional areas that are provided by contract services. The City Manager plans and manages the essential functions of government, assures that the policy direction, goals and objectives established by the City Council are implemented, and assists citizens, City Council members and department staff.

Overall, the City Manager focuses on these foundational directives.

- Assist the City Council in defining its strategic goals looking forward to ensure the City is focusing on critical issues.
- Provide responsive, analytical and concise recommendations upon which the City Council can make informed policy decisions.
- Manage the City's community relations with the goal of ensuring that the City's communications and outreach are effective, authentic, and proactive, including oversight of the City's website, social media and other outreach efforts.
- Ensure that the City's finances are managed in a professional, transparent and accountable manner.
- Actively oversee the City's public safety services provided through City contracts/partnerships with the Sonoma County Sheriff's Department and the Valley of the Moon Fire District.
- Manage all of the City's departments and operations.
- Proactively build the City's partnerships with non-profits, the City's core recreation and community service non-profit providers, and the Sonoma Valley Unified School District to seek ways to enhance and build quality of life programs and support for the community.
- Interact with local community organizations and groups regarding issues, concerns, and current and future service needs of City residents and businesses.
- Coordinate with other local and regional agencies to promote and protect the interests of the city and ensure the efficient delivery of services to the community.
- Support, develop and lead the internal staff to provide effective, efficient services while maintaining a culture of professional pride, commitment and fun.
- Create an environment that promotes innovative and creative methodologies to provide better service and value to residents.

As the Chief Executive Officer of the City, the City Manager is appointed by and takes direction from the City Council. She is responsible for the day-to-day efficient performance of all City operations, implementing Council policy, formulating staff recommendations to Council on policy and other matters, and preparing and submitting the annual budget. The City Manager provides direct oversight of several functions, including the City Clerk (discussed in further detail under City Clerk's Office), Public Information, and Cemetery administration. In the event of a major emergency, the City Manager also serves as the Director of the Emergency Operations Center (EOC), a role that was significant during the October 2017 Nuns Fires.

With the hiring of the Assistant City Manager/Administrative Services Director, the functions of human resources and risk management are managed by this new position; however, the staffing and expenditures are still within the City Manager's office.

The City Manager also manages certain functions that are provided by contract services, including:

- Legal Services: The City contracts for several functions under this category, including City Prosecutor services, Code Enforcement, and Youth & Family Services (funding for these programs is in the Legal Services Budget).
- Economic Development & Business Assistance: The City contracts with the Sonoma Valley Chamber of Commerce to provide business assistance and economic development efforts. The Chamber acts as the City's economic development staff with regular coordination with City representatives (funding for this program is in the Non-Departmental Budget).
- Special Event Coordination: The City contracts with Maven Events to manage the application, scheduling, review, and post-event follow-up on special events held in the Plaza or Depot Park (see Non-Departmental budget).
- Recreation/Community Activities: In lieu of providing recreation / community services directly, the City provides financial support to non-profit organizations that provide services to the community, including youth programs, athletic programs, senior services, arts and theatre, and the facilities that operate these programs (see Community Activities budget).

FISCAL YEAR 2017 – 2018 ACCOMPLISHMENTS:

- Coordinated the City's response and recovery efforts for the 2017 fires, including operation of the EOC, emergency declarations, local and state agency coordination, support for ad-hoc City Council subcommittees, the City's "Love in The Air" community appreciation event, public information related to recovery resources, allocation of funds from emergency reserves and funding reimbursements, water bill adjustments, and the After-Action report and work plan.
- Oversaw the negotiations of the Memorandum of Understanding with SEIU 1021 Sonoma Employees Association and Management Employees.
- Restructured the Finance Department into the Administrative Services Department with staffing appropriate for enhanced effectiveness and best practices.
- Initiated development of a multi-year financial plan with projects to ensure that the City is ensuring its short-term and long-term fiscal viability.
- Continued to improve the Proposed Budget document as a planning and policy tool.
- Obtained State approval of bond expenditure agreement for housing proceeds from the 2011 bonds and initiated formal transfer of these \$1.45 million in funding to the Sonoma County Community Development Commission for the Alta Mira affordable housing project.
- Implemented a communications and public information program with a new and significantly improved City website (under project management of the City Clerk), and hiring of part-time staff to maintain the website, create an e-newsletter, and continue to expand the City's social media presence.
- Coordinated a review and update of the City's Special Event Policy.
- Managed the City's second temporary public art display in the Plaza and Depot Park.
- Coordinated the second Youth Engagement Seminar with the Sonoma Valley High School.

FISCAL YEAR 2018 – 2019 GOALS:

- Implement initiatives on the City Council’s Strategic Plan as they are refined and developed. Some initial areas of focus include:
 - Downtown Parking Study and Strategic Plan
 - Broadway Streetscape and Traffic Realignment
 - Plaza and Depot Improvements
 - Housing
 - Communication / Collaboration and Coordination
 - General Plan / Urban Growth Boundary
 - Fiscal Sustainability / Cemetery
- Continue efforts to bring best practices to the City’s finances including a 5-year forecast and pension analysis and strategy.
- Complete analysis and reconciliation of redevelopment bond funds.
- Update several the City’s human resources policies and procedures to ensure best practice and updated with current legal requirements.
- Continue negotiation efforts with State Parks regarding the Casa Grande Parking Lot.
- Increase organizational capacity, training and use of technology and hire talented candidates in key vacancies.
- Continue public outreach and communication through the City’s web site, “About Town” newsletter, and social media.
- Oversee continued work on the City’s emergency preparedness and emergency planning efforts.
- Oversee the following contract updates and negotiations for this coming year:
 - Law enforcement contract with Sonoma County Sheriff [6/30/2019]
 - Homelessness contract with Sonoma Overnight Support [6/30/2019]
 - Visitor’s Bureau Contract (6/30/2019) and Carnegie Lease (12/31/2019)
 - Labor Negotiations [6/30/2019]

RECOMMENDED FY 18/19 BUDGET MODIFICATIONS

The proposed budget for the City Manager department is based on the following key budget modifications.

- Increases in salary and benefits from reducing the direct charges of staff to other funds, which will be offset at a fund level by transfers based on the City’s new Cost Allocation Plan and position allocation changes. This is a realignment in costs, but does not represent new expenditures.
- Modest increases from approved labor contract of 1.75% salary increase and health care benefits.
- Benefits costs include increase for unfunded liability due to pensions from past employees (see Expenditure Summary for a cost breakdown).
- Additional funding of \$5,000 for an outside negotiator for upcoming labor negotiations (contract up 6/30/2019) and additional \$5,000 for consultant assistance.

- Additional funding of \$50,000 for analytical and project management staff support for Council priorities throughout the year.

41003-City Manager

Expenditure Category	FY 15/16 Actuals	FY 16/17 Actuals*	FY 17/18 Adopted Budget	FY 17/18 Amended Budget	FY 18/19 Proposed Budget
Salary & Wages	\$117,279	\$133,680	\$143,611	\$160,944	\$250,851
Employee Benefits	\$36,356	\$29,481	\$51,643	\$51,835	\$103,158
Professional Services	\$16,520	\$37,795	\$37,500	\$54,500	\$98,225
Operations	\$8,812	\$6,852	\$18,490	\$18,490	\$15,990
Supplies	\$338	\$2,047	\$850	\$850	\$1,850
Internal Service Funds	\$7,097	\$7,473	\$6,498	\$6,498	\$3,444
Transfers	\$0	\$0	\$0	\$0	\$13,435
Expense Total	\$186,402	\$217,328	\$258,592	\$293,117	\$486,953

** Unaudited*



CITY OF SONOMA

Finance (100-41004)

Sue Casey, Assistant City Manager

The mission, vision and values of the Finance Division are to manage and safeguard City resources responsibly for the community. This is accomplished through the functional areas of accounting, billing, budgeting, and long-range financial forecasting. Responsibilities of the Finance Division include water customer setup and billing, business licenses, accounts payable, payroll, accounts receivable, cash management, annual financial audits, annual budgeting, forecasting, and financial planning.

In Fiscal Year 17/18, the Finance Division was budgeted to be staffed with 4.2 full-time equivalent employees including the Assistant City Manager/Administrative Services Director, Accounting Manager, two Accounting Technicians and an Administrative Clerk. Finance Division employee costs were allocated between the Finance Department, the Successor Agency, and the Water Utility. The Administrative Clerk was shared with the Police Department.

The Finance Division provides management review, ongoing monitoring and comprehensive planning to enable City executive staff and City Council to make informed financial decisions. The Finance Division also provides accounting, treasury and financial management for the Valley of the Moon Fire Protection District. Ultimately, the Finance Division will provide and support more comprehensive planning and forecasting activities as the City addresses needs for new revenue sources and funding options.

During the past several years, the Finance Division has struggled to manage all the accounting management duties as well as the higher-level finance focus. The staffing configuration for the Finance Department has not been adequate to meet the financial needs of the City. Although Council approved the additional position of Accounting Manager for FY 2017/18, the City was not able to find a successful candidate through two recruitment processes. During the March 5, 2018 City Council Study Session and at the April 23, 2018 City Council meeting, the City Manager discussed the staffing needs and projects the Finance Department is currently undertaking. At that meeting, staff recommended upgrading the Accounting Manager position to a Deputy Finance Director with the goal of attracting more qualified candidates which the Council supported. The Deputy Finance Director model will report to the Assistant City Manager and manage the Finance Division.

With a current resignation of a 0.75 Accounting Technician, management staff is recommending a staffing change. Specifically, management is recommending that the part-time Accounting Technician be upgraded to a full-time position for enhanced financial oversight, continuity, and relationship to the City's organization. With this upgrade, the part-time Administrative Clerk will not be needed and is eliminated. Staff is still retaining some extra help clerical hours during the peak business license renewal period in January and February and also for vacation coverage. This recommended re-configuration will increase total costs by approximately \$11,260.

Another area of need and focus this coming year is to continue updating and configuring the City's financial software system. In 2013, the City moved from an antiquated financial system to Springbrook,

a new cloud-based financial management software system. Unfortunately, the Accountant that launched the new financial system left the City when the installation was only 50% completed. The City then had a vacancy with no permanent Finance Director for almost a year. As was revealed last fiscal year, the software was not fully implemented and requires additional work to correct and complete the process. With the October fires and continued short staffing in the Finance Division this was not accomplished. In order to complete this software implementation effort, there may be a need to hire a contractor to finish this work or the City may need to review the effectiveness of the current software and determine whether it would be more worthwhile to put the financial investment and effort towards a newer, more efficient software package. Also, the possibility of outsourcing the City's payroll function to ADP or another payroll provider needs to be considered and analyzed further. These are areas to be explored over the next fiscal year. No funding for this has been budgeted; staff will return once more is determined.

FISCAL YEAR 2017 - 18 ACCOMPLISHMENTS:

- Completed the City's 17/18 Annual Budget and produced an updated and more comprehensive budget document.
- Staffed the City's EOC during the October 2017 Wildfires and recently finished compiling the needed documentation for the FEMA reimbursement process and submitted the claim for the City's extraordinary expenses incurred during the fire emergency.
- Finalized the City's 15/16 Financial Audit and finished the City's first Comprehensive Annual Financial Report (CAFR) for that fiscal year.
- Completed an RFP process and hired Richardson & Company as the City's new financial auditors.
- Closed the 2016/17 fiscal year and currently working with Richardson & Company to complete the City's financial audit and CAFR for the 16/17 fiscal year.
- Hired NHA Advisors and completed the 2018 Continuing Disclosure Audit.
- Completed an RFP process and hired Raftelis Financial Consultants, Inc. to conduct and complete a 2018 Water Rate study. Currently working with Raftelis to finish the Water Rate Study and bring any suggested water rate changes to City Council for review, deliberation and approval, if needed.
- Completed an RFP process and hired Matrix Consulting Group to complete a cost allocation study and plan. Currently finalizing the cost allocation plan for Council review and approval.
- Working with Matrix Consulting Group to complete a Cost Recovery Study for Development & Planning Fees.

FISCAL YEAR 2018/19 GOALS:

- Complete a Citywide Fee Study and update the City's fees.
- Update the City's Reserve Fund Policy and other fund policies.
- Develop a 5-year Forecast to allow the City Council to be strategic in financial planning.
- Work with Public Works to finish developing a 5-year Capital Improvement Program for strategic investment in the City's infrastructure and implement the Project Management module in the City's financial software to track project revenue and expenses.
- Devise a system to track and input staff time in the City's financial software to be utilized for billing and cost recovery against Planning, Engineering and CIP projects
- Continue working with Public Works to complete the 2018 Water Rate Study and Cost Allocation Plan, including completing the Proposition 218 process to establish new water rate fees as proposed by the 2018 Water Rate Study and approved by City Council.

- Initiate the development of a plan for resolution of the deficit in the Cemetery Fund.
- Complete the 2016/17 audit and complete the City’s fiscal year 2017/18 financial close process and CAFR on a timely basis.
- Prepare the City’s fiscal year 2019/20 Budget and submit it for state and national budget awards (California Society of Municipal Finance Officers and the Government Finance Officers Association).
- Continue cross training and identifying other opportunities for Finance staff to add value to City staff, residents, and customers. Identify areas where use of technology can create operating efficiencies for the department and the City allowing staff to provide higher value activities.

RECOMMENDED FY 18/19 BUDGET MODIFICATIONS

The recommended budget for the Finance Division is based on the key modifications below.

- Increases in salary and benefits from reducing the direct charges of staff to other funds, which will be offset at a fund level by transfers based on the City’s new Cost Allocation Plan and position allocation changes. This is a realignment in costs, but does not represent new expenditures.
- In addition, the realigning of clerical staffing (increase of Accounting Technician from 0.75 to full-time and elimination of part-time shared Administrative Clerk) creates an overall net zero change between the Finance and Non-Departmental budgets.
- Modest increases from approved labor contract of 1.75% salary increase and health care benefits.
- Benefits costs include increase for unfunded liability due to pensions from past employees (see Expenditure Summary for a cost breakdown).
- Carryover for recruitment costs for the Deputy Finance Manager position.

41004-Finance

Expenditure Category	FY 15/16 Actuals	FY 16/17 Actuals*	FY 17/18 Adopted Budget	FY 17/18 Amended Budget	FY 18/19 Proposed Budget
Salary & Wages	\$116,964	\$111,743	\$193,399	\$179,748	\$319,995
Employee Benefits	\$46,046	\$30,202	\$63,444	\$63,622	\$119,516
Professional Services	\$16,873	\$25,032	\$72,900	\$97,900	\$109,355
Property Services	\$2,641	\$91,405	\$2,600	\$36,708	\$3,100
Operations	\$13,881	\$8,070	\$13,675	\$13,675	\$13,360
Supplies	\$315	\$1,872	\$2,500	\$2,500	\$3,350
Internal Services	\$18,437	\$19,042	\$60,639	\$60,639	\$34,471
Transfers	\$0	\$0	\$0	\$0	\$0
Expense Total	\$215,156	\$287,366	\$409,157	\$454,793	\$603,147

* Unaudited



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CITY OF SONOMA



Legal Services (100-41005) **City Attorney / City Prosecutor** **Youth & Family Services / Code Enforcement**

Jeff Walter, City Attorney, Walter & Pistole
Bob Smith, City Prosecutor

City Attorney/ Jeffery A. Walters, Walters & Pistole

Legal Services are contracted by the City. The City Attorney is appointed by City Council to ensure compliance with laws as well as provide guidance and legal support. When necessary, the City Attorney will advise leadership regarding content of ordinances, resolutions, and contract language as well as providing representation in the event of litigation. Walter & Pistole serves as the City Attorney and serves at the pleasure of the City Council.

City Prosecutor / Sonoma Valley Youth & Family Services / Code Enforcement (SVYFS)

The Office of the City Prosecutor has historically had responsibility for two primary areas; prevention, mitigation and prosecution of crimes not amounting to felonies (18 years of age and older) and Youth and Family Services (minors). In 2016, the City Council expanded the City Prosecutor agreement to include code enforcement services.

CONTRACT COSTS BY PROGRAM		
CITY PROSECUTOR	YOUTH AND FAMILY SERVICES	CODE ENFORCEMENT
\$60,480 <i>(Budgeting \$20,00 reduction in FY 18/19 as services transition to District Attorney.)</i>	\$65,000 <i>(Program is 50% funded by Sheriff's Department - \$32,500.)</i>	\$62,400

CITY PROSECUTOR

FISCAL YEAR 2017 – 2018 ACCOMPLISHMENTS:

The 2017 - 2018 year was, again, very challenging from a filing, tracking and calendaring prospective. Two significant events occurred. Specifically, as of August 1, 2017, the Criminal Courts division went online with a new computer system. The challenge was the need to coordinate the Court's new system with the new systems of the District Attorney's office, the Public Defender's office, the Sheriff's Department and Jail, the actual Courts, and the City of Sonoma Prosecutor's office. There were multiple technical problems and they continue to be ongoing. It required the City Prosecutor's Office (CPO) to coordinate very closely with the Clerk's office and the Courts.

The second event were the Sonoma County fires occurring in October of 2017. During the two-week period, the Courts were closed. All cases that had been previously calendared during this period had to

be rescheduled. The City of Sonoma had approximately 60 cases that had to be rescheduled. Those matters were placed on afternoon calendars during the months of November, December, and January. This was in addition to the normal court schedule. These three months were hectic for all. The City Prosecutor's Office was able to get all cases in front of the court and eventually get them resolved.

This year the City Prosecutor's office had cases which required significant litigation. In addition to the above, the passage of Proposition 47 downgraded many drug and theft crimes from felonies to misdemeanors. The City Prosecutor has responded accordingly.

Even with the increased logistical challenges the City Prosecutor's Office has been able to maintain first-hand involvement with the deputies. The City Prosecutor's Office is available to discuss ongoing cases, assist in obtaining warrants, and discuss ideas regarding chronic problems with the policing of the City of Sonoma. All of this has required cooperation of multiple departments to keep the City Prosecutor's office running smoothly.

Additionally, working cooperatively, the City Prosecutor's office has resolved numerous matters that do not rise to the level of filing criminal complaints including a few neighborhood disputes between parties. We have had several matters this past year that have either been resolved through cite hearings, assistance with obtaining restraining orders, and meeting with individuals at their homes to assess the problem.

When the City Prosecutor's Office was originally created in 1987, the District Attorney's office was not as active in the prosecution of some areas of the law and there was a desire to have a high level of local control. During recent discussions with the Police Chief and the City Prosecutor, staff believes that there are types of cases that could be shifted to the District Attorney for their prosecution as is done for all other Sonoma communities. It will take transition time and a process to complete the outstanding cases in FY 18/19, but staff believes that a significant shift could occur over the next year which could result in a savings of \$20,000. Going into FY 19/20, staff believes that a larger reduction in costs for the City Prosecutor could be accomplished.

FISCAL YEAR 2017 – 2018 ACCOMPLISHMENTS:

- Court Appearances (703 through Q3)
- Drug Crimes (15)
- Domestic related (6)
- DUI (56)
- Disturbing the Peace (25)
- Crimes against people (10)
- Crimes against Police (6)
- Crimes for minors (1)
- Crimes against property (11)
- City Ordinance Violations (24)
- Criminal Complaint Filings (233 through Q3)

FISCAL YEAR 2018 – 2019 GOALS:

- Initiate transition of common crimes prosecuted by the District Attorney's office; redefine program and focus going forward.
- Continue to explore improving logistics of report receipt, complaint generation and filing as well as accurate calendaring.

- Increase community awareness of mediation services provided for issues not amounting to criminal conduct focusing on early prevention.
- Supporting Code Enforcement by handling all Superior Court Appeals.
- Broaden the communication with the DA's Office on issues of mutual concern (County/City overlap)

YOUTH AND FAMILY SERVICES (Y&FS)

Youth & Family Services has continued a major paradigm shift from a punitive-based juvenile diversion program to skill development based program. Community Service is a large part of the diversion contract. A large aspect of almost every juvenile's contract is community service hours. The community service component of the program has shifted to a more restorative justice approach, i.e., service to make the community whole for the impact of the juvenile wrong doer rather than simply punishing them. Under Y&FS direction the framework for all discussions and participation in the diversion program centers on a restorative justice philosophy – accountability, understanding and amends.

No diversion contract has less than 60 hours of community service. The nature of the service is determined by looking at the juvenile's grades, attendance and prior school discipline history and if appropriate discussion with relevant teachers or administrators. Diversion contracts typically contain grade improvement, supervised homework as well as participation in an Outward Bound based training program (ropes course) to focus on self-esteem building, inclusion, team work and trust. We also have provided tutoring, albeit, only as resources allow. This shifting program has helped a number of students change their behavior and life style.

The Youth & Family Services program serves the entire Valley and is jointly funded by the City of Sonoma and the Sonoma County Sheriff's Office (\$32,500 each).

FISCAL YEAR 2017 – 2018 ACCOMPLISHMENTS:

- This fiscal year, Y&FS has entered into diversion contracts with 75 juvenile offenders.
- Implemented shift from discipline-based to achievement-based focus.
- Provide greater access for Spanish-only speaking parents with a bilingual case worker.
- Launched first 10-week Parent Project programs in English and Spanish.
- Furthered partnerships with Hanna Boys Center, Teen Services Sonoma, SoloQuest, and Sonoma Valley Unified School District.

FISCAL YEAR 2018 – 2019 GOALS:

- Offer quarterly Parenting Classes (2 English/2 Spanish).
- Increase scope of partnership with Hanna/SVUSD/Mentoring.
- Implementing preventative programs.
- Expand data collection (grade tracking, impact of tutoring, etc.).

CODE ENFORCEMENT

The City began contracting with the City Prosecutor for code enforcement services in March of 2016. The part-time code enforcement officer is supported by an attorney supervisor and an office administrator. In addition to responding to citizen and staff inquiries within 24 hours, the code enforcement officer investigates and documents findings, prepares evidence, patrols for violations, and works to educate the community on municipal code provisions.

FISCAL YEAR 2017 – 2018 ACCOMPLISHMENTS:

- 505 cases opened, 317 cases closed.
- Rolled out education and enforcement program for landscapers on leaf blower regulations, which has help to decrease complaints to an average of two per month.
- Rolled out education and enforcement program for businesses and multi-family property owners on smoking regulations.
- Conducted compliance activities on business license and vacation rentals.
- Generated approximately \$59,000 in revenues from compliance activities (primarily from illegal vacation rentals, building permit related issues).

FISCAL YEAR 2018– 2019 GOALS:

- Review options and implement an Administrative Citation program as a compliance tool for transitory violations of the municipal code (e.g. smoking violations, dogs in Plaza, etc.).
- Increase business compliance with the smoking ordinance.
- Develop and implement schedule for inspections of tobacco retailers annually.
- Increase success in resolving illegal vacation rentals through outside software assistance.
- Increase enforcement of tour bus loading, unloading, and staging.

RECOMMENDED FY 18/19 BUDGET MODIFICATIONS

The recommended budget for Legal Services is outlined below. It is important to note that the amended FY 17/18 budget was adjusted by \$70,000 to recognize large increases in legal costs.

- Increase in costs is primarily due to an increasing amount of legal time focused on development projects, implementation of State or voter actions (cannabis), and other city priorities. The FY 18/19 budget plans for cost recovery of legal time (estimated at \$50,000) associated with development projects which has not occurred before.
- Addition of \$10,000 for specialized contract services to supplement code enforcement’s identification of illegal vacation rentals. These new technology firms help identify illegal vacation rentals and allow the City to secure past transient occupancy tax that was not collected and to prohibit these actions going forward. Staff has budgeted \$50,000 in back TOT collections based on this better tracking and monitoring program.

41005-Legal

Expenditure Category	FY 15/16 Actuals	FY 16/17 Actuals*	FY 17/18 Adopted Budget	FY 17/18 Amended Budget	FY18/19 Proposed Budget
Professional Services	\$304,476	\$435,106	\$405,880	\$475,880	\$449,380
Supplies	\$233	\$136	\$0	\$0	\$0
Internal Service	\$0	\$1,595	\$2,552	\$2,552	\$920
Transfers	\$0	\$0	\$0	\$0	\$0
Expense Total	\$304,709	\$436,837	\$408,432	\$478,432	\$450,300

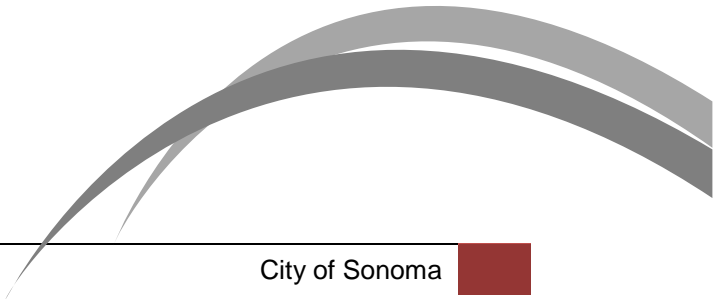
* Unaudited



BUDGET DETAIL

PUBLIC SAFETY

**FIRE/EMS
POLICE**



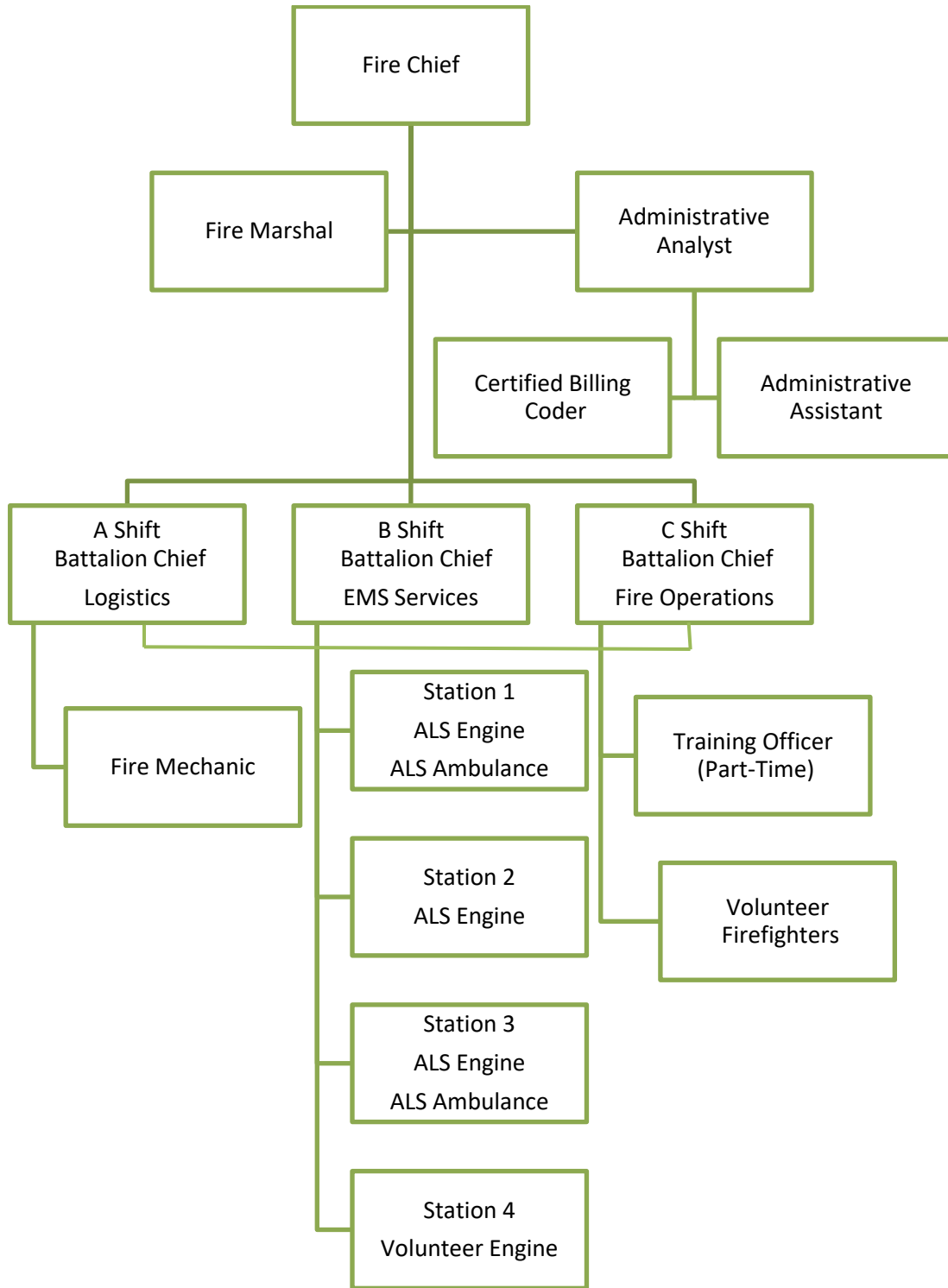


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Fire Department -- Organization Chart

(This is the organization chart of the Valley of the Moon Fire District, which partners with the City to provide fire services within City limits and the greater boundaries of the district.)





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CITY OF SONOMA

Fire Department (100-42201)

Sonoma Valley Fire and Rescue Authority

Stephen Akre, Fire Chief

The mission of the Fire Department is to protect the quality of life for present and future generations through interaction with our community, compassionate service, and an atmosphere that encourages innovation, professionalism, and diversity. The City's Fire Department is operated through a long-term successful collaborative partnership with the Valley of the Moon Fire Protection District.

In the Authority, the Fire Department consists of 46 full-time staff, 1 part-time staff member, and a cadre of 47 dedicated volunteer firefighters who supplement daily staffing. The daily staffing consists of 16 personnel who staff 4 engine companies, 2 ambulances, and a command vehicle out of four strategically-located fire stations. The Valley of the Moon Fire District has entered into a separate 5-year contract for services with the Glen Ellen Fire District. This has resulted in improved services to the Glen Ellen Community and added much needed capacity to the SVFRA's response system. The contract went into effect in July 2017 and provides an ALS engine company staffed with 2 career personnel.

The Fire Department provides advanced life support (ALS) medical services through the use of dual-role employees, who are also trained as paramedics and emergency medical technicians. All staffed engines and ambulances are ALS equipped and staffed with at least one paramedic.

The Fire Prevention division is responsible for managing the Life-Safety Inspection Program, conducting plan reviews of residential and commercial occupancies, and providing fire investigation services to determine cause and origin.

The Fire Department also provides ambulance billing services. Billing is efficiently handled using advanced software that integrates with the Fire Department's records management system. The billing office continues its expanded focus on increasing collection of delinquent revenues, increasing Ambulance Membership Program memberships, and staying current with and applying industry best practices.

CHALLENGES:

There is a need for more staff resources to focus on increasing demands for service, succession planning and emergency operations, management and planning. Staff will be exploring further options in these areas in the coming year.

HISTORY OF CONTRACT WITH VALLEY OF THE MOON FIRE DISTRICT

From 2001 through 2011, the Sonoma Valley Fire and Rescue Authority (SVFRA) operated under a joint-powers agreement (JPA) between the City of Sonoma and the Valley of the Moon Fire Protection District for joint purchasing, training, and staffing. Through collaborative discussions between the two agencies, it was determined that the most strategic and cost-effective model for sustainability of all-risk fire services was for the City of Sonoma to contract with the Valley of the Moon Fire Protection District.

On December 19, 2011, the City Council approved a Contract for Services with the Valley of the Moon Fire District for five years with an initial term that ended on February 1, 2017. In January 2017, the City Council and the Valley of the Moon Fire Protection District approved a contract term for an additional five years.

Under the terms of the Sonoma Valley Fire and Rescue Authority (SVFRA), the expenditures of the Authority are split between the City (57%) and the Valley of the Moon Fire Protection District (43%). The City receives 100% of the Emergency Medical Services revenues. Each agency retains financial responsibility for its own buildings and vehicles. All City fire employees were transitioned to the Valley of the Moon Fire Protection District in 2012. The City is still required to pay the unfunded liability for the prior employees' PERS costs. For the purposes of this budget, the revenues and expenditures are the City's portion of the shared Authority. The chart below shows historical cost increases and revenues.

Fiscal Year	Total Contract Cost	Cost Increase	% Change	EMS Revenue	Net Fire/EMS Costs	Net % Change	Comment
18-19	5,255,042	85,435	1.7%	\$2,037,700	\$3,217,342	-0.5%	+ 2.5% ER retire
17-18	5,169,607	166,776	3.3%	\$1,937,000	\$3,232,607	2.9%	COLA, +EE 1.5% retire, + 20% WC, + health
16-17	5,002,831	166,197	3.4%	\$1,860,561	\$3,142,270	0.1%	COLA, +EE 1.5% retire; health, FC recruit
15-16	4,836,634	131,446	2.8%	\$1,690,788	\$3,145,846	2.1%	COLA, +EE pay 100% retire, +health, OT budget adj., REDCOM
14-15	4,705,188	96,526	2.1%	\$1,626,443	\$3,078,745	- 4.6%	COLA, +EE pay 2/3 retire, OT budget adj. + utilities, + health, CQI
13-14	4,608,662	130,209	2.9%	\$1,381,200	\$3,227,462	17.6%	COLA, SCERA + 3.7%, + EE pay 1/3 retire
12-13	4,478,453	331,977	8.0%	\$1,733,919	\$2,744,534	11.4%	Cost formula change from 53/47 to 57/43
11-12	4,146,476	-68,241	-1.6%	\$1,683,275	\$2,463,201	- 3.8%	Start of 5-year contract
10-11	4,214,717	-	-	\$1,654,250	\$2,560,467	-	Last year of JPA

FISCAL YEAR 2017 – 2018 ACCOMPLISHMENTS:

- In October of 2017, Sonoma County and the Sonoma Valley experienced a catastrophic wildfire event that destroyed over 56,000 acres and 1,200 residences. The entire SVFRA organization was fully committed for over 2 weeks in the efforts to protect our communities from the fires. This commitment led to considerable expenditures for staffing and fuel. The SVFRA staff was diligent in seeking all reimbursements available. The cost for providing assistance for this event was reimbursed by the State Office of Emergency Services (OES) and Cal Fire. As a result of obtaining the reimbursements, the City was relieved of the financial burden for cost recovery and there was no additional City contributions required for the SVFRA budget. In addition, there has been extensive work on emergency notification, fire service response county-wide, after action reports and numerous other follow-up items to learn from this emergency and prepare for the next.
- Implemented the Contract for Services Agreement with the Glen Ellen Fire Protection District to provide Fire Protection and EMS services. This adds a fourth staffed Engine Company to the department's daily staffing.

- Continued the reorganization of the number of allocated positions in the Apprentice, Firefighter and Fire Engineer classifications resulting in the ability to fund the Training Officer position on a full-time basis at no additional cost.
- Completed the final steps in local pension reform for the District. Employees now pay 12% contribution rates.
- Participated in the Ground Emergency Medical Transport (GEMT) reimbursement program for FY 15-16, we have not yet received the reimbursement.
- Participated in the Inter-Governmental Transfer (IGT) reimbursement program for FY15-16, from which we received \$159,413 in reimbursement.
- Continued to actively advertise the Ambulance Membership Program (AMP) in English and Spanish.
- Participated in the “Save Lives Sonoma” program that instructs 7th grade students in hands-only CPR.
- Applied for and was awarded \$20,000 from the SAFER Program to reimburse for hiring expenses and turnouts for 8 new volunteers.
- Applied for and was awarded \$411,584 from the Assistance to Firefighters Grant program (AFG) for the replacement of 64 SCBA (self-contained breathing apparatus) units.
- Took delivery of and placed into service a new Ambulance, new Type 3 Wildland Engine, and a new utility pickup.
- Placed into service the Live Fire Training Burn Trailer in cooperation with Region 3 departments.

FISCAL YEAR 2018 – 2019 GOALS:

- Take delivery of and place into service a new Command vehicle.
- Continue regional participation with the County Fire Service Advisory Council, Planning Group and EMS Stakeholders Workgroup.
- Continue as REDCOM, FASIS and FDAC EBA Directors and with EMCC and DOAG as representatives.
- Update our Infection Control Policy.
- Seek and solicit additional grant funding opportunities when appropriate.
- Pursue additional ambulance revenue opportunities.
- Increase subscriptions in the Ambulance Membership Program (AMP).
- Participate in both the GEMT and IGT reimbursement programs.
- Continue working with City Public Works on grant funding for Local Hazards Mitigation Plan.
- Continue efforts on after action items related to EOC, emergency management and preparation.
- Investigate staffing and funding options for sustainable emergency planning efforts.
- Produce and publish an Annual Report.
- Continue to support our community outreach effort by being more participative and visible.

RECOMMENDED FY 18/19 BUDGET MODIFICATIONS

The City's portion of the Sonoma Valley Fire and Rescue Authority budget (57% of these costs are the City's per our contract with Valley of the Moon Fire Protection District) will increase by \$85,435 (1.6%) from the previous year (FY 18/19 the contract is \$5,255,042 and FY 17/18, the contract was \$5,169,607). Below are changes within the contract. The increase in contract amount is the result of a 2.5% increase in the employer retirement contribution rate for 2018-19.

- A continued increase in insurance costs (\$63,387) and retirement costs (\$81,146)
- \$5,000 increase in fuel costs due to the implementation of the new State Gas Tax.
- \$10,000 increase to our Personal Protective Clothing budget due to requirements for inspection, maintenance and repair by a certified provider. In alignment with NFPA 1851 national standard.
- \$42,931 salary savings due to the reorganization of positions within our department.
- Reassignment of \$8,000 of LAFCO fees to the VOM District budget.
- Reduction of \$5,500 for Lexipol Policy Subscription costs due to County reimbursements.
- Reduction of \$2,657 in REDCOM Dispatch fees.
- The Valley of the Moon Fire District is in negotiations with their labor unions and no labor or benefit enhancements are included in the FY 18/19 budget.

In addition, there other city costs associated with supporting the contact including:

- Employee benefits costs include increase for unfunded liability due to pensions from past employees (see Expenditure Summary for a cost breakdown).

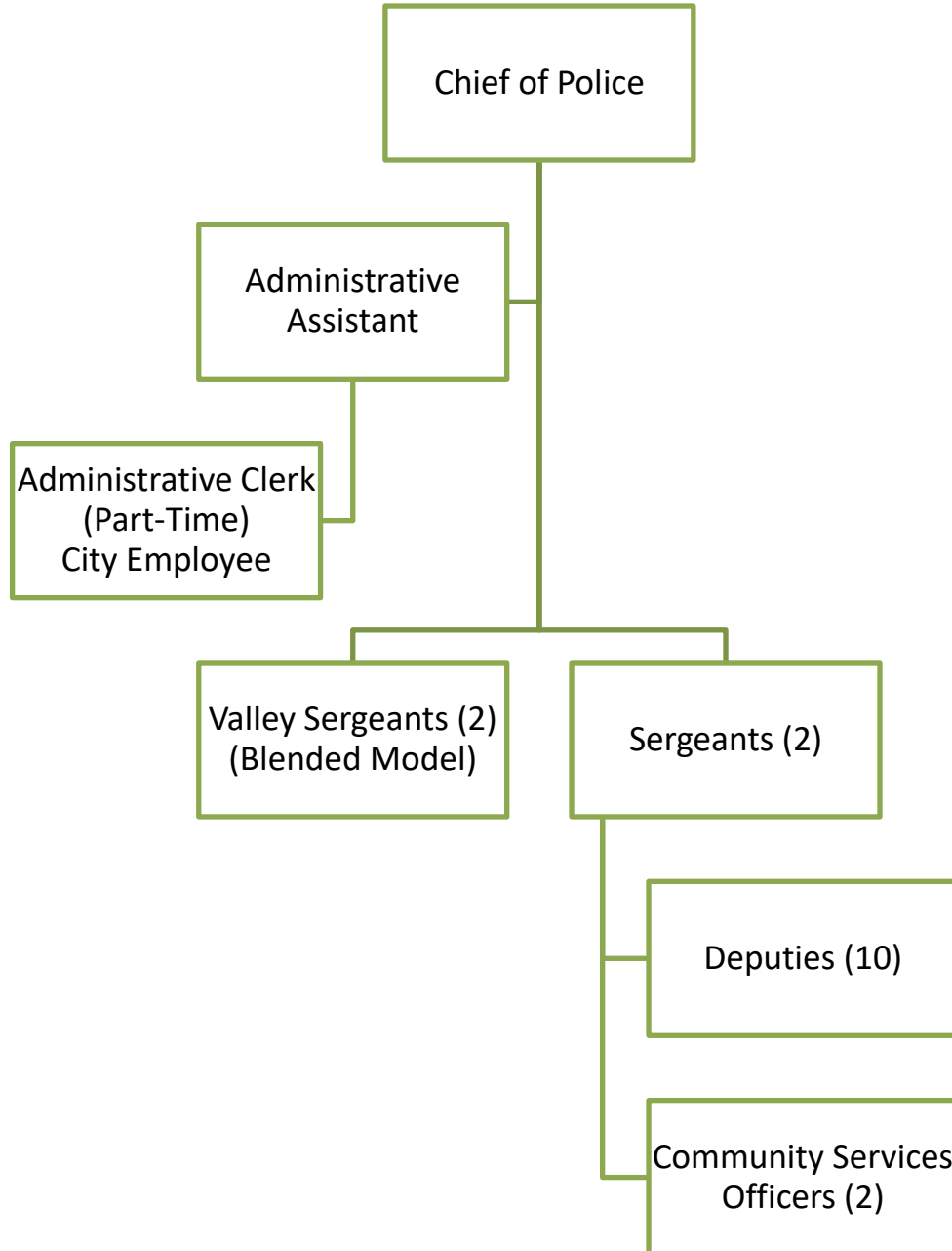
42201-Fire/EMS

Expenditure Category	FY 15/16 Actuals	FY 16/17 Actuals*	FY 17/18 Adopted Budget	FY 17/18 Amended Budget	FY18/19 Proposed Budget
Employee Benefits	\$0	\$0	\$269,970	\$269,970	\$328,042
Professional Services	\$4,837,950	\$5,004,695	\$5,170,895	\$5,170,895	\$5,257,042
Operations	\$5,500	\$0	\$15,000	\$15,000	\$25,000
Supplies	\$27,302	\$0		\$17,920	\$0
Software & Equipment	\$0	\$0	\$0	\$0	\$0
Internal Service & Capital Prj	\$208,085	\$193,110	\$274,152	\$274,152	\$251,946
Transfers	\$0	\$0	\$0	\$0	\$0
Expense Total	\$5,078,837	\$5,197,805	\$5,730,017	\$5,747,937	\$5,862,030

* Unaudited

Police Department -- Organization Chart

(The City contracts with the Sonoma County Sheriff's Office to provide law enforcement services in Sonoma.)





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CITY OF SONOMA

Police Department (100-42101)

Bret Sackett, Police Chief

The Police Department is responsible for the protection of life and property, maintenance of order, control and prevention of crime and the enforcement of motor vehicle laws and regulations. We play an important role in helping to maintain and improve the quality of life in Sonoma. Since 2004, the City has contracted with the Sonoma County Sheriff's Office for law enforcement services. The contract is due to expire in June 2019. Per the agreement, the Chief provides the city with a "Service Plan" each year, which outlines the level of service to be provided including, but not limited to, the staffing plan, position descriptions, and training and equipment needed to perform services.

The Police Department has a staff of 16.5 employees, which consists of a Police Chief, 2 Police Sergeants, 10 Deputy Sheriffs, 2 Community Service Officers, 1 Administrative Assistant and a part-time Administrative Clerk (60%). The Police Department also utilizes a cadre of dedicated volunteers through the Sheriff's Volunteer in Policing Services (VIPS) program. Under the law enforcement contract, many professional administrative and managerial functions, such as dispatch, investigations, fiscal and records management, and property/evidence are handled by subject matter experts located at the Sheriff's main office in Santa Rosa.

HISTORY OF CONTRACT WITH SONOMA COUNTY SHERIFF'S DEPARTMENT

In 2004, the City entered into a 5-year contract with the Sheriff's Office for law enforcement services. In 2009, the City renewed the contract for a period of 10 years, ending in June 2019. The below chart outlines the total contract cost for each year of the current agreement, followed by the cost increase and percentage increase from the previous fiscal year. Also included is the Administrative Overhead percentage as a reference which is paid on salaries and benefits only.

During the economic downturn, the Deputy Sheriff's Association agreed to several concessions to help balance the budget, including 40 hours of mandatory time off, as well as termination of vacation/comp time/sick leave buy-out, to name a few. During those years, the City benefited from these concessions without having to negotiate with the labor unions. After the October 2017 Fires, the Sheriff's Department absorbed time of 10/9/17 to 10/17/17 of Sonoma Police staff costs (salary, benefits, overtime) in recognition that the focus of the fires was supporting the Sonoma Valley. By absorbing these costs and submitting for reimbursement directly to FEMA, the Sheriff saved the City hours of FEMA processing and a budget reduction of \$345,378. Below is a summary of other impacts and benefits of the contract.

- The budget actuals have been at/below budget estimates for each year of the 10-year contract.
- During the 10-year contract period, the total cost of the contract has increased by approximately 23%, or 2.3% on average per year.
- Contract provides the following additional benefits: (1) reduced workload of other city departments, such as HR, Finance, Administration, and Legal; (2) highly trained, competent, and professional staff and an ability to backfill quickly; (3) additional staff support due to integration with valley-wide

management of law enforcement; (4) access to significant resources and specialized investigative units as response to incidents requires; (5) reduced liability for critical incidents since this risk is transferred to the County.

Fiscal Year	Contract Cost Actual	Cost Change	Percent increase	Overhead Percent*	Comment
18-19	4,549,731**	280,908	6.6%	26.18	
17-18	4,268,823 <i>Amended***</i>	86,072***	2.1%***	26.40	1X Fire reduction see note; 3% salary increase; insurance; WC; admin
16-17	4,182,751	40,427	1.0%	24.78	3% salary increase; health care
15-16	4,142,504	245,118	6.3%	22.76	SRO contribution started
14-15	3,897,386	-28,656	-.7%	22.15	
13-14	3,926,042	59,974	1.6%	22.94	
12-13	3,866,068	241,234	6.6%	23.43	Add K-9 program
11-12	3,624,834	7,084	.2%	22.94	MTO; other employee concessions
10-11	3,617,750	-69,873	-1.9%	23.97	MTO; other employee concessions
09-10	3,687,623	-	-	25.05	Start of new 10 year contract
*Does not include 5% discount offered by Sheriff/Board of Supervisors					
**Proposed					
***Original budget of 4,614,201; actual contract direct reduction due to FEMA cost absorption from Sheriff -- \$345,378.					

FISCAL YEAR 2017-2018 ACCOMPLISHMENTS:

- Managed the Law Enforcement Services contract with the County to ensure the delivery of high quality public service and fiscal accountability.
- Provided significant public outreach and education pertaining to Immigration issues to help quell community fear and build public trust.
- Ensured proper staffing, response, and leadership during the North Bay Firestorm.
- Acted as Operations Section Chief in the City’s Emergency Operations Center during the North Bay Firestorm, which provided support for valley wide emergency operations.
- Launched the “Parent Project” class in partnership with the Sonoma Valley Youth and Family Services diversion program.
- Hosted POST approved training courses for our department and local agencies.
- Investigated 3 bank robberies, which resulted in the apprehension of several suspects.
- Investigated a high profile sexual assault case which resulted in the apprehension of several suspects.
- Participated in Schools of Hope reading program, Mentoring Alliance, and other local non-profits.
- Continual support of numerous community events and activities including Coffee with a Cop, 4th of July, Farmer’s Market, Vintage Festival, Cinco de Mayo, etc.
- Ensured proper staffing and response to numerous public marches and demonstrations pertaining to national issues to ensure safety of the public and demonstrators.

FISCAL YEAR 2018-2019 GOALS:

- Manage the Law Enforcement Services contract with the County to ensure a high quality of public service and fiscal accountability.
- Determine the need to update the Social Host Ordinance to include Cannabis and/or Cannabis related products.
- Research additional grant opportunities consistent with our mission.
- Revisit feasibility of handling parking citation review in-house rather than contract with County.
- Improve response times by installing automatic gate behind Vets Building for emergency vehicles.
- Continue strong community outreach through our “Coffee with a Cop” program, Schools of Hope tutoring program, Mentoring Alliance, Responsible Beverage Service training, and presence at many of our local events.
- Recruit, select, and train new Volunteers in Policing Service (VIPS) and Explorer Scouts.
- Negotiate an extension to the Agreement for Law Enforcement Services between the City of Sonoma and the Sonoma County Sheriff’s Office.
- Ensure a smooth transition of police department leadership.

RECOMMENDED FY 18/19 BUDGET MODIFICATIONS

- The proposed FY 18/19 contract with the Sheriff’s Department is \$4,549,731 which is a \$64,470 reduction from the adopted FY 17/18 contract of \$4,614,201. The Sheriff’s Department is in negotiations with their labor unions and no labor or benefit costs are included in the FY 18/19 budget.
- The amended FY 17/18 budget included a one-time reduction in the Sheriff’s contract of \$345,378 in appreciation for the Sheriff Department’s shifting of staff costs to the County due to the fire response focus on the unincorporated areas. This is separated as a unique event.
- Separate from the contract, benefits costs include increase for unfunded liability due to pensions from past employees (see Expenditure Summary for a cost breakdown).

42101-Police

Expenditure Category	FY 15/16 Actuals	FY 16/17 Actuals*	FY 17/18 Adopted Budget	FY 17/18 Amended Budget	FY18/19 Proposed Budget
Salary & Wages	\$28,316	\$30,126	\$33,380	\$33,459	\$33,957
Employee Benefits	\$5,436	\$17,233	\$170,480	\$170,615	\$203,761
Professional Services	\$4,128,177	\$4,176,313	\$4,614,701	\$4,269,323	\$4,550,231
Property Services	\$150,007	\$170,814	\$338,312	\$338,312	\$351,405
Operations	\$166,079	\$162,673	\$34,755	\$34,755	\$30,465
Supplies	\$51,285	\$47,573	\$51,250	\$51,250	\$51,000
Software & Equipment	\$19,420	\$0	\$0	\$0	\$0
Internal Service & Capital Prj	\$27,798	\$63,129	\$32,151	\$32,151	\$40,013
Transfers	\$0	\$0	\$0	\$0	\$0
Expense Total	\$4,576,518	\$4,667,861	\$5,275,029	\$4,929,865	\$5,260,832

* Unaudited



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BUDGET DETAIL COMMUNITY DEVELOPMENT

**PLANNING & COMMUNITY SERVICES
BUILDING & DEVELOPMENT SERVICES**

**Community Development Organization Chart:
Planning and Community Services Department
Building and Development Services Department**





CITY OF SONOMA

Planning & Community Services Department ***(100-43030)***

David Goodison, Director of Planning and Community Services

The Planning Department consists of the Planning Director, a Senior Planner, an Associate Planner, an Administrative Assistant, and a part-time Receptionist (shared with the Building Department). In terms of ongoing activities, the responsibilities of the Planning Division are as follows:

Council/Commission Staffing: In addition to supporting the City Council with respect to planning and related matters, the Planning Department provides staff support to the following commissions and committees: the Planning Commission, the Design Review and Historic Preservation Commission, the Sonoma Valley Citizens Advisory Commission, and the Project Advisory Committee.

Current Planning: The Planning Division is responsible for processing applications for planning permits, such as use permits and tentative maps, through the Planning Commission, the Design Review Commission, and, if necessary, the City Council. This activity includes a range of projects, from home occupations to major subdivisions and large-scale commercial development.

Building Permit Plan Check: Review of Building Permits, including those not subject to other forms of planning review (e.g., use permit review or design review) to assure compliance with applicable regulations.

Site Inspections: Site inspections are conducted to assure that conditions of approval have been adhered to in new development.

Enforcement: Sign and other code enforcement activities are primarily performed by the Associate Planner, in conjunction with the City Prosecutor/Code Enforcement unit.

Affordable Housing Management: The City is responsible for managing affordable housing agreements for approximately 120 units. Work in this area includes annually reviewing rent levels, screening prospective tenants and homebuyers, and setting prices for the sale and resale of affordable ownership units. These tasks are primarily accomplished by the Administrative Assistant, working with the Senior Planner.

Maintenance of GIS. The City's Geographic Information System now includes the following layers: streets, parcels, city limits, sphere of influence, flood areas, historic sites, and air photographs. The parcel layer is tied to a database that tracks property ownership, units, and land use, among other items. To maintain the utility and validity of the system, it is important to keep the information on these layers up-to-date.

Bike Plan Implementation: Researching and preparing grant applications, attending meetings including Sonoma County Transportation Authority Bike Committee, implementing programs and projects called for in the Bicycle and Pedestrian Master Plan.

CHALLENGES:

With increased economic activity, the number of private development projects going through the planning and entitlement process is high. In addition, Sonoma residents and neighbors are actively participating and monitoring key development projects resulting in a higher level of staff interaction and responsiveness.

FISCAL YEAR 2017 – 2018 ACCOMPLISHMENTS:

- Approval of the Altamira affordable apartment development, a 48-unit affordable housing project proposed for a 1.98-acre site located at 201269 Broadway. The units within the project will be affordable at the extremely low, very low, and low income level.
- Approval of the De Nova apartment development. This project calls for 30 apartment units on a 1.5-acre site at 655 Spain Street. Six of the units will be inclusionary affordable units at the moderate income level.
- In response to increased pressure on regional housing resources resulting from the October Fires, the City Council approved the following measures:
 - Temporary Allowance for RV Occupancy, the long-term rental of Guest Rooms, and the long-term rental of Legal Vacation Rentals: Under this item, legal vacation rentals could be used as long-term rentals for more than one year without losing their non-conforming status.
 - Resolution Addressing Rent Gouging.
 - Resolution Establishing a Fee Waiver Program for Accessory Dwelling Units.
- Nearing completion of affordable housing impact fee study. This study addresses both residential and commercial development and provides the City Council with options, guidance, and a legal basis for imposing housing impact fees, if it so chooses.
- The City Council established interim moratoria on indoor and outdoor cultivation of medicinal and non-medical cannabis, as well as on commercial cannabis activities within City limits, with the exception of medicinal cannabis deliveries from licensed dispensaries located outside of City limits. As directed by the City Council, staff embarked on a process for the review and Council direction on allowances for commercial cannabis activities and the development of associated regulations. Based on Council's direction, staff is preparing two permanent ordinances – one regulating the personal cultivation of cannabis and the other prohibiting any commercial cannabis businesses.
- At its meeting of December 4, 2017, the City Council approved an interim moratorium on wine tasting facilities in the Plaza Retail Overlay Zoning District. The purpose of the moratorium is to allow the City the time to study and review policy issues, to determine whether new regulations should be placed on tasting facilities and if so, what these regulations would be. As directed by the Council, staff has undertaken a process to research and evaluate options for the regulation of wine tasting facilities within city limits.
- Negotiations with State Parks to re-establish a long-term lease on the Casa Grande parking lot are underway.
- Implementing a 2017/18 budget allocation, staff prepared a Certified Local Government (CLG) Grant Application to create a Sonoma Historic Train District that was reviewed by the DRHPC at its meeting of April 17, 2018, and approved by the City Council at its meeting of April 23, 2018.
- Commission training opportunities were increased. In particular, the Planning Commission has received training with respect to meeting management, the Brown Act, FPPC regulations, and bias.

- “Project Update Pages” on key projects have been added to City website and are being maintained in order to provide improved public access and information.
- The Planning Commission now makes use of the iCompass commission agenda management program and iPad reduce the use of paper and improve efficiencies for staff and commission members.
- Key Development Projects Under Review:
 - Anderson Hotel (117, 135 & 153 West Napa) – An application is being processed for a 62-room hotel with an 80-seat restaurant. As directed by the City Council encompassing an updated traffic and alternatives analysis has been prepared and is being circulated for review.
 - Sonoma Cheese Factory (2 West Spain Street) – An application for the reconfiguration and expansion of the Sonoma Cheese Factory as a multi-tenant marketplace. Approved by the Planning Commission. This project has been appealed to the City Council.
 - Gateway (870 Broadway) – An application for a mixed-use development featuring 35 residential units and a 4,100-square foot commercial space on a 1.86-acre site. Approved by the Planning Commission. This project has been appealed to the City Council.

FISCAL YEAR 2018 – 2019 GOALS

- Initiate Comprehensive General Plan Update
Because the City’s 2020 General Plan is nearing the end of its term, as is the voter-adopted Urban Growth Boundary embedded in the plan, it is necessary to implement a comprehensive General Plan update. The update of the General Plan will be a multi-year project with an estimated total cost of \$500,000, including the preparation of an environmental impact report. This first year, the update process will be designed, a consultant team will be selected, data gathering will begin, and a community survey will be undertaken plus an economic development strategic plan. *This funding is being held in General Fund Reserves until a more refined scope and timeline is determined.*
- Implement Housing Impact Fee Study
Consultant assistance to develop and adopt Resolutions implementing housing impact fees and amending the City’s inclusionary housing ordinance.
- Development Code Updates
Although the Development Code has modified numerous times since its adoption in 20013, the last comprehensive review of the Code occurred in 2005. This task involves working with the Planning Commission to identify areas where the Code should be streamlined and updated over time. This task will not require additional budget resources.
- Complete Downtown Parking Study
In conjunction with the update of the Housing and Circulation Elements of the General Plan, which occurred over 2015/2016, the Parking Study was initiated. A draft of the study has been completed and its findings were reported out to the Planning Commission and the City Council over the course of the Circulation Element update. However, completion of the study had been placed on hold, pending the outcome of on-going negotiations with the State of California to re-instate a long-term lease by the City of the Casa Grande parking lot. With the anticipated completion of the lease negotiations, staff recommends allocating funds to complete the downtown parking study and begin the process of designing implementation measures and an overall parking strategy for the downtown.

RECOMMENDED BUDGET MODIFICATIONS

The recommended budget for the Planning Department is outlined below with key budget changes.

- Increases in salary and benefits from shifting 5% of the Planning Director’s time from Water Utility as part of a review of the position allocations for FY 18/19 and modest increases from approved labor contract of 1.75% salary increase and health care benefits.
- Benefits costs also include increase for unfunded liability due to pensions from past employees (see Expenditure Summary for a cost breakdown).
- Professional Services shows addition of \$100,000 for contract planning assistance on development projects based on cost recovery funding and \$10,000 for sustainability contract assistance; plus a reduction of one-time consulting from cannabis and the housing impact fee study.
- Recruitment costs associated with the retirement of the Planning Director.
- Supplies are reduced due to removal of the one-time funding for iPads.

43030-Planning

Expenditure Category	FY 15/16 Actuals	FY 16/17 Actuals*	FY 17/18 Adopted Budget	FY 17/18 Amended Budget	FY18/19 Proposed Budget
Salary & Wages	\$368,394	\$402,856	\$411,274	\$412,234	\$429,811
Employee Benefits	\$128,768	\$116,841	\$152,681	\$153,228	\$169,085
Professional Services	\$70,307	\$122,352	\$60,235	\$85,235	\$163,135
Property Services	\$12,663	\$8,087	\$0	\$0	\$0
Operations	\$19,096	\$13,792	\$34,250	\$34,250	\$34,850
Supplies	\$1,429	\$2,097	\$17,250	\$17,250	\$10,250
Software & Equipment	\$500	\$516	\$0	\$0	\$0
Internal Service & Capital Prj	\$28,655	\$29,431	\$29,000	\$28,999	\$40,862
Transfers	\$0	\$0	\$0	\$0	\$0
Expense Total	\$629,813	\$695,973	\$704,690	\$731,197	\$847,993

* Unaudited



CITY OF SONOMA

Building Department (100-43040)

Wayne Wirick, Development Services Director / Building Official

Through the issuance of building permits, the Building Department promotes the health, safety, welfare and sustainability of the built environment and the public by ensuring that structures and their components are accessible, energy efficient, “green” and safe for use and occupancy. The Building Department strives to provide professional and proficient plan review and inspection services to the public in a courteous and timely fashion. Most regulations enforced by the Building Department are mandated by state law or are otherwise adopted by local ordinances. Every year, new regulations increase the demands placed on Building Department staff which impacts the Building Department’s ability to continue to provide fast, effective and high quality services.

The FY 2018/19 Building Department budget reflects the maintenance of current Building Department service levels. In FY 2018/19 the Building Department will continue to be staffed with 3.45 Full-Time Equivalent employees including the Building Official, Plans Examiner, Building Inspector and a shared Administrative Assistant.

The Development Services Director also oversees the City’s information technology contracts and the City’s long term building maintenance fund and city facility improvements in coordination with Public Works.

FISCAL YEAR 2017 – 2018 ACCOMPLISHMENTS:

- Continued to maintain Building Department service levels without increasing staffing levels.
- Filled the vacated building inspector position.
- Updated Building Department content and assisted in the transitioning of the Building Department web pages to the new web site.
- Implemented an expedited permitting process for Electric Vehicle Charging Stations.
- Provided EOC assistance during the October Fires.
- Prepared and submitted the Local Government SEMS After Action Report and the After-Action Executive Summary for the October Fires to the California Office of Emergency Services OES.

FISCAL YEAR 2018 – 2019 GOALS:

- Maintain our excellent customer service levels.
- Train the new building inspector and the new Building Department Administrative Assistant on the multitude of regulations, policies, procedures related to Building Department activities.
- Provide mobile tablet capabilities for the Plans Examiner and the Building Inspector to electronically research and cite CA Building Standards Code requirements in the field and at remote desktop locations.
- Improve space utilization in the Plans Examiner/Building Inspector Office.
- Investigate and evaluate potential cloud based permitting software.

RECOMMENDED FY 18/19 BUDGET MODIFICATIONS

The recommended budget for the Building Department is outlined below and has the following key changes:

- Inclusion of PERS unfunded liability in the benefits costs [\$16,873]; this had been shown as a transfer in the past and not included within department budgets.
- Increase in employee benefit costs [\$13,356].
- Purchase and configure 2 tablet computers and software for Plans Examiner and Building Inspector for mobile access to electronic version of CA Building Standards Code [\$5,000] and other applications.
- Purchase and arrange desks, plan role storage system, file cabinets, etc. to improve space utilization and efficiency in the Plans Examiner/Building Inspector Office [\$6,000].
- Normal cyclical variation in Internal Service Fund contributions [\$10,210].

The amended FY 17/18 budget shows a larger use of professional services and a reduction in salary/wages due to a vacancy and the use of private contractors in the interim. There was also additional costs for recruitments.

43040-Building

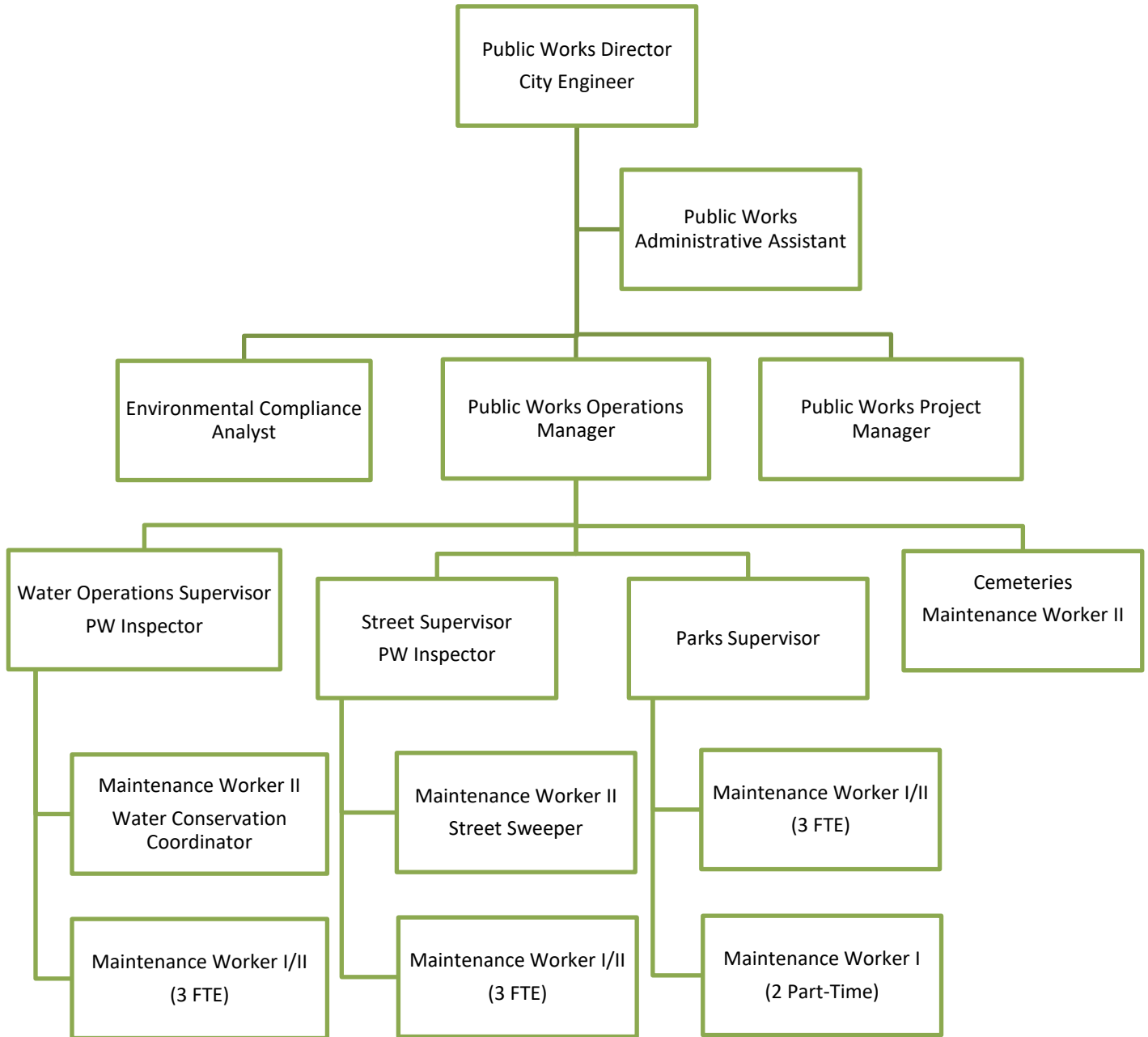
Expenditure Category	FY 15/16 Actuals	FY 16/17 Actuals*	FY 17/18 Adopted Budget	FY 17/18 Amended Budget	FY18/19 Proposed Budget
Salary & Wages	\$329,662	\$346,986	\$364,108	\$309,966	\$366,425
Employee Benefits	\$131,244	\$110,011	\$137,959	\$138,579	\$165,403
Professional Services	\$3,843	\$14,371	\$18,000	\$82,275	\$18,000
Operations	\$12,354	\$6,946	\$14,450	\$14,450	\$14,650
Supplies	\$2,559	\$6,524	\$2,200	\$2,200	\$3,200
Software & Equipment	\$0	\$0	\$0	\$0	\$10,000
Internal Service & Capital Prj	\$19,244	\$18,035	\$16,580	\$16,580	\$26,790
Transfers	\$0	\$0	\$0	\$0	\$0
Expense Total	\$498,905	\$502,873	\$553,297	\$564,051	\$604,468

* Unaudited

BUDGET DETAIL PUBLIC WORKS

ADMINISTRATION AND PARKS STREET MAINTENANCE

Public Works -- Organization Chart





CITY OF SONOMA

Public Works Department Administration & Parks (100-43020)

Colleen Ferguson, Public Works Director/City Engineer

The mission of the Public Works Department is to serve the needs of Sonoma's citizens by maintaining, operating, and improving the City's infrastructure, including: transportation, water distribution, well water supply, storm drainage, parks and trails, City-owned streetlights, City-owned buildings, and City-owned cemeteries. This public infrastructure is the foundation that connects the City's businesses, communities, and people; drives our economy; improves our quality of life; and ensures our public health and safety. The Department also serves a coordination role for special events, other utilities, and solid waste/recycling/compost collection services. Public Works has 21 full-time staff positions and 2 part-time positions. The Department cross-trains staff to maximize cross-functional resource sharing efficiencies across various programs.

In addition to supporting the City Council with respect to public infrastructure and related matters, the Public Works Department provides staff support to the following City commissions and committees: the Community Services and Environment Commission, the Tree Committee, and the Traffic Safety Committee. Staff represents the City on the following staff-level regional committees: Sonoma County Transportation Authority Technical Advisory Committee (SCTA TAC), Sonoma County Water Agency Water Contractors Technical Advisory Committee, Sonoma Valley Groundwater Sustainability Agency Working Group, Sonoma County Community Development Commission Technical Advisory Committee, the Sonoma County Regionwide Stormwater Resource Planning Technical Advisory Committee, and the Post-Fire Watershed Task Force.

People of all ages enjoy Sonoma's 17 parks encompassing nearly 40 acres, nine play structures, two public restrooms, Class I bike trails, hiking trails, a duck pond, and a rose garden. The **Parks program** strives to make all City parks safe, functional, and presentable to its citizens and visitors. The Parks staff also performs vandalism abatement and are closely involved in the planning of special events held in the Sonoma Plaza Park and Depot Park. The Parks program is funded through the City's General Fund.

The **Facilities Maintenance program** maintains over 48,000 square feet of building space in eight facilities, which includes managing a janitorial contract and performing maintenance. Ongoing costs related to maintenance of the Bond Property (Sonoma Garden Park location) are borne by the City's General Fund.

The **Storm Water Pollution Prevention program** works to protect local creeks and the bay from pollutants associated with storm water runoff. The three creeks receiving storm water runoff from the City of Sonoma are Nathanson Creek, Sonoma Creek, and Fryer Creek. Storm Water Pollution Prevention is a rapidly evolving function to comply with the State and Federal discharge requirements included in the Municipal Phase II Storm Water Permit. The Storm Water Pollution Prevention program also supports flood prevention efforts and competes for grant funding to address the City's storm water quality and quantity needs. This program is funded primarily through the City's General Fund.

The **Engineering Services program** provides engineering and technical support to various City departments, responds to citizen inquiries about public infrastructure and traffic concerns, performs

development review and plan check, performs engineering and construction management of capital improvement projects, provides mapping and engineering records support, and seeks grant funding for capital projects.

FISCAL YEAR 2017 – 2018 ACCOMPLISHMENTS:

Response to October Fires

The windstorm that fueled the October Fires wreaked havoc with trees throughout Sonoma. Public Works maintenance staff responded during the emergency to clear debris from the City's streets and parks, and generally supported the emergency responders and evacuees throughout the disaster. Due to a mandatory evacuation order, Public Works evacuated equipment from the City's Corporation Yard to a safe location outside of the fire-threatened area. The Public Works Environmental Compliance Analyst, working in the City's Emergency Operations Center (EOC), created maps of evacuation areas for the public and EOC staff, and for use by law enforcement for road closure assignments. The Public Works Project Manager, also working in the City's EOC, was assigned to coordinating food and supplies for evacuees, EOC staff, and emergency responders. After the fires, Public Works staff responded to the threat of increased erosion from burned hillsides above Sonoma in coordination with County-wide agency partners. Many months later, Public Works staff worked on FEMA-required documentation of the City's fire response activities.

Park Maintenance

- Fiscal Year 2017/18 mowing, trimming, clearing, tree and pond management, play equipment inspection and repairs, and response to community requests at Plaza Park, Depot Park, and nine neighborhood parks.
- Provided partner support services at Sonoma Overlook Trail and Montini Preserve.
- Worked with a community group for construction of the Vallejo Monument at Plaza Park.
- Supported the art museum's temporary large art display in Plaza Park and Depot Park.
- Replaced soap dispensers in Carnegie Building restrooms and monitored for vandalism.
- Supported Arbor Day Tree Rose Planting at Plaza Park Rose Garden.
- Completed aesthetic improvement of Highway 12 island (near El Pueblo Inn/Staples).
- Repainted historic bell in Plaza front lawn.
- Cleaned and repainted Plaza trash receptacles.
- Scheduled Montini Preserve fuel reduction measures (mowing, grazing, etc.).

Facilities Maintenance

- Fiscal Year 2017/18 maintenance of 48,000 square feet of building space in eight facilities.
- Leak repair on back side of City Hall.
- Repainting Carnegie Building.
- Hot/cold water stations (indoors at Public Works Office and City Hall) – using City water, instead of imported water.
- Water bottle filling station in City Council Chambers Lobby (in process).

Stormwater Pollution Prevention

- Fiscal Year 2017/18 Storm Water Discharge Permit compliance activities, including: development review and inspection, public education, spill response, and water quality monitoring.

- Coordination of installation of stream gauge on Nathanson Creek and rain gauge at Thornsberry Water Tank to better prepare Sonoma for flooding (with Sonoma County Water Agency).
- Participation in post-fire Watershed Task Force.
- In-kind match services – Clean Streams in Southern Sonoma County.

Engineering Services / Development / Traffic Safety

- Provided training and orientation to new Public Works Director.
- Initiated work plan process with the Community Services and Environment Commission.
- City staff representative became the Chair of the SCTA TAC.
- Prepared the City’s draft Five-year Capital Improvement Program.

FISCAL YEAR 2018 – 2019 GOALS:

- Assist with Council goals related to parks, streets, cemetery, and water as outlined in the Council’s strategic goals.
- Serve the needs of Sonoma’s citizens by maintaining, operating, and improving the City’s infrastructure, including parks and trails, City-owned buildings, and storm drainage.
- Serve in a coordination role for special events, other utilities, and solid waste/recycling/compost collection services.
- Continue to cross-train staff to maximize cross-functional resource sharing efficiencies across various programs.
- Complete Montini Preserve fuel reduction measures.
- Pursue erosion-reduction projects at paved stream crossings and storm drain outfalls to comply with the City’s NPDES Permit, and use efforts as match toward the EPA-funded Clean Streams in Southern Sonoma County project.
- Continue second phase of compliance planning for the Statewide Trash Amendments stormwater regulations.
- In partnership with other regional agencies, develop a required Stormwater Resource Plan.

CHALLENGES:

The Public Works Administration & Parks Division has several challenges, including: aging infrastructure, ADA compliance needs, tree safety hazards, increasingly stringent stormwater regulations, limited staff resources, and additional complexity in overall State and federal regulations.

RECOMMENDED FY 18/19 BUDGET MODIFICATIONS

The recommended budget for Public Works Administration & Parks includes an increase in overall expenses, as shown on below. These changes are based on the following key budget modifications:

- Increases in salary and benefits from reducing the direct charges of staff to other funds, which will be offset at a fund level by transfers based on the City’s new Cost Allocation Plan and position allocation changes. This is a realignment in costs, but does not represent new expenditures.
- Modest increases from approved labor contract of 1.75% salary increase and health care benefits.

- Benefits costs include increase for unfunded liability due to pensions from past employees (see Expenditure Summary for a cost breakdown).
- Increase in overtime costs (\$3,500) due to an increased need for staff to work overtime. Some revenue is associated with the overtime for supporting events and for reviewing and inspecting development projects;
- Increase (\$33,000) in Other Professional/Technical for stormwater and arborist consulting as well as a Plaza Tree Hazard Assessment (one-time);
- Changes in Repair/Maintenance due to delay in Depot Park LID Improvements (decrease of \$12,000), a decrease of \$3,000 in parks and bike path repair and maintenance, addition of the ChargePoint Electric Vehicle Charging Stations renewal fee (\$2,000), and increased funds for mowing and grazing at the Montini Preserve (\$13,000);
- Increase in Contract Services for possible re-solicitation of the parks maintenance contract (\$20,000) and for replacement of Sonoma County Agricultural Preservation and Open Space District funding for management of the Montini Open Space Preserve (\$30,000);
- Decrease in Memberships due primarily to transfer of Sonoma County Transportation Authority membership of \$6,600 to Streets Maintenance fund;
- Decreases (\$5,000 each) in General Supplies and Department Expense budgets;
- Removal of budget for Systemic Safety Analysis Report from Engineering Design (remaining budget needs moved to the Streets Operations & Maintenance budget [100-43022]); and
- Removal of Construction/Materials budget for additional Plaza bicycle parking and trash/recycling receptacles (now in CIP budget).

**43020-Public Works
Administration & Parks**

Expenditure Category	FY 15/16 Actuals	FY 16/17 Actuals*	FY 17/18 Adopted Budget	FY 17/18 Amended Budget	FY18/19 Proposed Budget
Salary & Wages	\$420,230	\$451,817	\$515,376	\$516,584	\$595,377
Employee Benefits	\$199,874	\$156,361	\$197,143	\$198,098	\$241,486
Professional Services	\$9,557	\$3,363	\$11,900	\$11,900	\$45,000
Property Services	\$124,767	\$174,279	\$260,485	\$161,000	\$209,800
Operations	\$102,812	\$46,644	\$45,394	\$144,879	\$137,479
Supplies	\$40,677	\$17,950	\$50,600	\$50,600	\$40,500
Software & Equipment	\$0	\$3,455	\$10,892	\$10,000	\$10,000
Internal Service & Capital Prj	\$111,103	\$123,506	\$241,576	\$315,201	\$74,736
Transfers	\$0	\$0	\$0	\$0	\$0
Expense Total	\$1,009,020	\$977,375	\$1,333,366	\$1,408,262	\$1,354,378

* Unaudited



CITY OF SONOMA

Public Works Department **Streets Maintenance (100-43022)**

Colleen Ferguson, Public Works Director/City Engineer

Keeping Sonoma Moving Safely! The **Streets Maintenance program** maintains the City's streets, bridges, sidewalks, and right-of-way. There are 33.8 miles of streets, 11 bridges, 40 miles of storm drainage piping, 3 miles of roadside ditches, and 485 catch basins. Right-of-way code enforcement is a major responsibility that includes streets, sidewalks, drainage, trees, and signage. This program keeps the City right-of-way in a safe and functional condition for multi-modal circulation.

The **Streets Maintenance program** is funded by the General Fund. It contains employee costs and general maintenance expenses.

FISCAL YEAR 2017 – 2018 ACCOMPLISHMENTS:

- Responded to October Fires by clearing windstorm debris from the City's streets, supporting the emergency responders and evacuees with road closures and signage, and evacuating equipment from the City's Corporation Yard to a safe location outside of the fire threatened area.
- Fiscal Year 2017/18 pothole patching, crack sealing, street marking, sign repairs, storm drain clearing, right-of-way management, and response to community requests on 34 miles of streets, 11 bridges, 4 miles of Class 1 bike paths, 40 miles of storm drain pipes, 485 drainage inlets, and 3 miles of roadside ditches.
- Updated the City's Pavement Management Plan, a grant-funded biennial activity, and expanded the plan to include an evaluation of the condition of the City's Class 1 bicycle path pavement.
- Completed the third phase of the program to replace City street name signs to meet retro reflectivity standards and to reflect the historic nature of the City.
- Installed stop signs at Second Street and Patten Street.
- Selected, completed the purchase, and began using a new mini-excavator as a tool for more efficient and maneuverable construction work.

FISCAL YEAR 2018 – 2019 GOALS:

- Continue to maintain the City's streets, bridges, sidewalks, street trees, and right of way.
- Continue to respond to community requests regarding the City's transportation system.
- Complete and implement the traffic safety features identified in the City's Systemic Safety Analysis Report.
- Support the Council-appointed Traffic Safety Committee.
- Provide "tool box" for Traffic Safety Committee use, working with consulting Traffic Engineer.
- Expand use of City's Computerized Maintenance Management System (CMMS) for streets.

CHALLENGES:

The condition of the City's streets and bridges degrade over time, which results in the need for additional repair and maintenance every year. City staff resources for streets maintenance are limited. Staff limitations to respond to community requests for street maintenance is an ongoing challenge.

RECOMMENDED FY 18/19 BUDGET MODIFICATIONS

In Fiscal Year 17/18, this was a new General Fund program budget created to capture all employee costs and regular annual maintenance expenses associated with street, sidewalk, bike path, and other related street/circulation maintenance improvements. In prior years, these expenses were included in the Gas Tax fund. Gas Tax revenue is not sufficient to cover both streets maintenance projects and administration costs related to streets maintenance. As the Gas Tax fund is a special revenue fund, the best accounting practice is to use gas taxes for transportation CIP projects.

The recommended budget for Public Works Streets Maintenance includes an increase in overall expenses, as shown on the following page. These changes are based on the following key budget modifications:

- Realignment in salary and benefits from reducing the direct charges of staff to other funds, which will be offset at a fund level by transfers based on the City's new Cost Allocation Plan and position allocation changes. This is a realignment in costs, but does not represent new expenditures.
- Modest increases from approved labor contract of 1.75% salary increase and health care benefits.
- Benefits costs include increase for unfunded liability due to pensions from past employees (see Expenditure Summary for a cost breakdown).
- Increase in overtime costs (\$5,000) due to an increased need for staff to work overtime. Some revenue is associated with the overtime for supporting events and for reviewing and inspecting development projects;
- Increase (\$3,000) in Consulting budget for the Metropolitan Transportation Commission (MTC) Pavement Management Technical Assistance Program, which is a biennial cost to update the City's Pavement Management Plan;
- Increase (\$25,000) in Engineering budget for as needed on-call services and the completion of the City's Systemic Safety Analysis Report;
- Increase (\$12,000) in Other-Professional/Technical budget for a GIS Pilot Project (split in half with the Water Fund) to start the development of a comprehensive library of all recorded maps and infrastructure plans as well as integrate the maps and plans with the City's Geographic Information System (GIS);
- Decrease (\$13,000) in budget for Utilities, to better reflect actual costs;
- Increase (\$2,500) in Rental Equipment due to increased need and cost-effectiveness of renting versus purchasing some equipment;
- Increase (\$7,000) in Memberships budget, primarily due to transfer of Sonoma County Transportation Authority membership to this account;
- Increase (\$7,000) in budget for General Supplies due to increased need for barricades, signs, graffiti removal supplies, tools, etc.;
- Increase (\$6,500) in Gasoline budget due to increased cost of gasoline and increase usage of gasoline in Fiscal Year 2017-18; and
- Increase (\$1,500) in Software for a Geographic Information System (GIS) upgrade (split in half with the Water Fund).

43022-Public Works Streets

Expenditure Category	FY 15/16 Actuals	FY 16/17 Actuals*	FY 17/18 Adopted Budget	FY 17/18 Amended Budget	FY18/19 Proposed Budget
Salary & Wages	\$0	\$8,759	\$386,483	\$387,375	\$369,609
Employee Benefits	\$0	\$0	\$153,862	\$154,581	\$152,154
Professional Services	\$0	\$835	\$36,000	\$36,000	\$79,100
Property Services	\$0	\$0	\$145,900	\$88,400	\$78,000
Operations	\$0	\$0	\$27,850	\$93,850	\$101,815
Supplies	\$0	\$0	\$42,107	\$33,607	\$45,800
Software & Equipment	\$0	\$0	\$2,376	\$0	\$0
Internal Service & Capital Prj	\$0	\$0	\$35,922	\$38,298	\$94,520
Transfers	\$0	\$0	\$0	\$0	\$0
Expense Total	\$0	\$9,594	\$830,500	\$832,111	\$920,998

** Unaudited*



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BUDGET DETAIL

MISCELLANEOUS

COMMUNITY ACTIVITIES NON-DEPARTMENTAL TRANSFERS



CITY OF SONOMA

Community Activities (100-43101)

Cathy Capriola, City Manager

Community Activities represents services that benefit the entire community of Sonoma. For Fiscal Year 2018 – 2019; the following programs are included in the recommended budget:

- FACILITY SUPPORT TO NON-PROFITS
 - Emergency Shelter -- Utilities (water and sewer) and building maintenance for Emergency Shelter. While contract services for the Emergency Shelter are paid using Redevelopment Property Tax Trust Fund (RPTTF), payment of utilities was not authorized by the State.
 - Sebastiani Theatre -- Rental and associated costs (share of property tax and insurance) for the Sebastiani Theatre. This includes a small ADA contract to ensure renovation is done accurately and to have a consultant involved on the front end and back end of the project.

- SUPPORT FOR YOUTH
 - SVHS Support -- City contribution to the cost of Crossing Guard Services at Sonoma Valley High School (SVHS) and to Grad Night at SVHS.

- SUPPORT FOR ECONOMIC DEVELOPMENT
 - Chamber of Commerce Contract -- Agreement with Chamber of Commerce for Business and Economic Vitality Services at an annual cost of \$125,000.
 - Sonoma Valley Visitor's Bureau Contract -- Agreement with the Sonoma Valley Visitor's Bureau at an annual cost of \$100,000.

- SUPPORT FOR THE ARTS & SPECIAL EVENTS
 - Cultural and Fine Arts Commission (CFAC) – Funding of \$4,500 to provide programming for their activities – Treasure Artist and Student art award, etc.
 - Special Events -- Special Events Manager to coordinate special events on the Plaza and the plan and implement the City Party.

- FINANCIAL SUPPORT TO NON-PROFITS
 - Lease of the Veteran's Building -- The City has historically provided 15 days of use of the Veteran's Building to other Community Organizations at an annual cost of \$15,000. This allows non-profits a reduced rate for using the Veteran's Building for fundraising or other activities.
 - Community Fund Grant Program – For decades, the City has supported recreation focused non-profits. In 2016, the City Council changed the direction and created a "Community Fund" program where all non-profits were required to submit applications and no non-profit could receive more than \$25,000. The City Council also approved a Community Fund Grant program using 1.5% of City General Tax Revenue excluding restricted tax revenue (Public Safety Sales Tax and Successor Agency Administration). In 2017, the City Council reviewed the FY 16/17 methodology. The City Council wanted to retain its focus on the key non-profits that were support recreation and community services for the City through multi-year contracts. In

addition, the Council wanted to continue to support heritage and community events. The Council approved a new Community Fund Grant program focusing on funding core non-profits that provide recreation and community services on behalf of the City.

FISCAL YEAR 2017 – 2018 ACCOMPLISHMENTS:

- New approach for Community Grant Program; created more sustained funding core recreation non-profits; and streamlined historical support for key heritage and community events with clarify about the City’s sponsorship.
- Updating the City’s special event policy which will be finalized over the summer.
- New operational support and focus on community events due to the education and facilitation by the new Community Events Manager. In addition, the Community Events Manager played a lead role in supporting the pilot program of the Farmer’s Market and supporting the Paley Art Installation.
- A successful City Party to celebrate Sonoma and our residents.
- Updated the Lease of the Veteran’s Building for an extended term and some process changes to reduce administrative work.

FISCAL YEAR 2018 – 2019 GOALS:

- Complete the Special Event Policy.
- Update the City’s Film Permit ordinance.
- Work with Sonoma Overnight Support to review and update their contract and operation looking for a longer term strategic approach to homelessness in Sonoma.

RECOMMENDED FY 18/19 BUDGET MODIFICATIONS

The recommended budget for the Community Activities budget includes the following key changes as outlined below.

- Addition of \$20,000 for one-time support of Sonoma Overnight Support for the Haven, our community’s homeless shelter, due to a lack of funding by Sonoma County.
- Additional \$10,000 for the Community Events Manager position to provide promotion and support on other city events, support art projects for the CFAC and the City’s temporary public art program. Also, recognizes an increase in the number of film permits and review required by this position.
- Community Fund Program – Based on the City Council’s current policy to provide 1.5% of City General Tax Revenue (excluding restricted tax revenue) to this program, the result for FY 18/19 is a total of \$215,926.

FY 17/18	Total = \$204,885	90% = \$184,397 Core / Heritage Events 10% = \$20,488 Discretionary
FY 18/19	Total = \$215,926	90% = \$194,333 Core / Heritage Events \$55,000 Boys & Girls Club \$40,000 Community Center \$40,000 Vintage House \$25,000 Sonoma Ecology Center \$15,000 4 th of July Event – Firefighters \$19,333 Unallocated 10% = \$21,593 Discretionary

43101-Community Activities

Expenditure Category	FY 15/16 Actuals	FY 16/17 Actuals*	FY 17/18 Adopted Budget	FY 17/18 Amended Budget	FY 18/19 Proposed Budget
Property Services	\$138,292	\$313,483	\$544,446	\$339,561	\$334,561
Operations	\$198,516	\$253,197	\$59,000	\$263,885	\$289,926
Expense Total	\$336,808	\$566,680	\$603,446	\$603,446	\$624,487

** Unaudited*



CITY OF SONOMA

Non-Departmental (100-43200)

*Sue Casey, Assistant City Manager
Trent Hudson, Public Works Operations Manager*

Non-Departmental expenses represent functions that span the entire City organization. In these cases, instead of allocating expenses to a specific general fund department, the expenses are charged through this Non-Departmental budget. Non-Departmental expenses include: a portion of the front counter employee costs, part-time staffing for website maintenance, utilities on City buildings (gas, electric, water and sewer), custodial services, leases, communications, contract services (including videotaping of Council and Commission meetings), and repairs and maintenance required to maintain the properties and deliver service to the public. In addition, general supplies that are for the benefit of the entire City rather than a specific department are also included.

For FY 17/18 there were some one-time budget amendments.

- \$75,000 for execution of pre-development loan for Satellite Affordable Housing for the Broadway affordable housing project which Council approved up to \$100,000.
- Shift of \$17,000 for content development of the web site – utilized part-time employees instead of contractors which were charged to the City Manager’s office.

RECOMMENDED FY 18/19 BUDGET MODIFICATIONS

- Increase community information for part-time Webmaster and Social Media assistance (\$23,100).
- Staff continued funding for lease has placed a pro-rated amount of \$45,000 (\$60,000 annual) for the lease of the Casa Grande Parking Lot with State Parks assuming it will take a few months to complete a contract once we receive approval to move forward.
- Additional funding for Sonoma Valley Community Communications for additional meetings for Council and Planning Commission and greater outreach for community engagement (\$10,000).
- One-time funding of \$22,300 to conduct a citywide fee study to ensure proper cost recovery.

43200-Non-Departmental

Expenditure Category	FY 15/16 Actuals	FY 16/17 Actuals*	FY 17/18 Adopted Budget	FY 17/18 Amended Budget	FY 18/19 Proposed Budget
Salary & Wages	\$15,252	\$14,145	\$15,653	\$15,690	\$44,393
Employee Benefits	\$2,759	\$2,129	\$7,479	\$7,524	\$13,397
Professional Services	\$0	\$7,987	\$20,000	\$20,000	\$52,300
Property Services	\$158,737	\$159,181	\$252,000	\$217,000	\$209,800
Operations	\$55,876	\$50,377	\$39,000	\$149,000	\$59,000
Supplies	\$28,633	\$24,187	\$20,600	\$20,600	\$20,000
Software & Equipment	\$1,000	\$0	\$17,000	\$0	\$0
Internal Service	\$143,362	\$142,651	\$156,586	\$156,586	\$296,866
Transfers	\$0	\$0	\$0	\$0	\$0
Expense Total	\$405,620	\$400,658	\$528,318	\$586,400	\$695,756

* Unaudited



CITY OF SONOMA

Transfers - General Fund to Other Funds (100-43999)

Sue Casey, Assistant City Manager

Inter-fund transfers (General Fund to Other Funds) represent transfers from the General Fund to other funds to pay debt service costs associated with general fund and/or funding for operating deficits in other funds. This includes the General Fund's share of debt service for the 2012 Pension Obligation Bonds (POB), which were used to purchase unfunded pension liability and finance at a lower cost than that charged by PERS; and 2008 Clean Renewable Energy Bonds (CREB), used for photovoltaic energy projects at the Police Station and the Corporation Yard.

This account does not reflect transfers related to Internal Service Funds including: Management Information Systems, Vehicle Replacement, Insurance Fund, Employee Benefits, and Long Term Building Maintenance. Transfers related to Internal Service Funds are included in the department budget for each department based on cost allocations described in those budgets.

The debt payment to the General Fund for FY 18/19 are increasing due to incorrect POB costs being applied to the Water Utility for several years. This correction means more costs to the General Fund. For the CREB debt service, the full amount is being applied to the General Fund pending the upcoming true-up of Water Fund charges and the Cemetery Analysis.

INTER-FUND TRANSFERS: GENERAL FUND TO OTHER FUNDS	2017/18	2018/19
Debt Service POB (Pension Obligation Bond)	\$274,263	\$404,166
Pension Obligation Bond Admin	--	\$1,500
Debt Service CREB (Clean Renewable Energy Bond)	\$27,972	\$41,749
Transfer to Cemetery Fund (Cemetery Analysis, one-time)	--	\$30,000
TOTAL TRANSFERS:	\$302,595	\$477,415

RECOMMENDED FY 18-19 BUDGET MODIFICATIONS

The recommended budget for General Fund to Other Funds includes the transfers outlined in detail above, along with a transfer of \$579,620 from the General Fund for Capital Improvement projects.

43999-General Fund to Other Funds

Category	FY 15/16 Actuals	FY 16/17 Actuals*	FY 17/18 Adopted Budget	FY 17/18 Amended Budget	FY 18/19 Proposed Budget
Transfers Out - CIP	\$0	\$0	\$0	\$0	\$579,620
Transfers	\$1,063,753	\$1,719,360	\$302,595	\$552,993	\$477,415
Expense Total	\$1,063,753	\$1,719,360	\$302,595	\$552,993	\$1,057,035

* Unaudited