



GENERAL FUND

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





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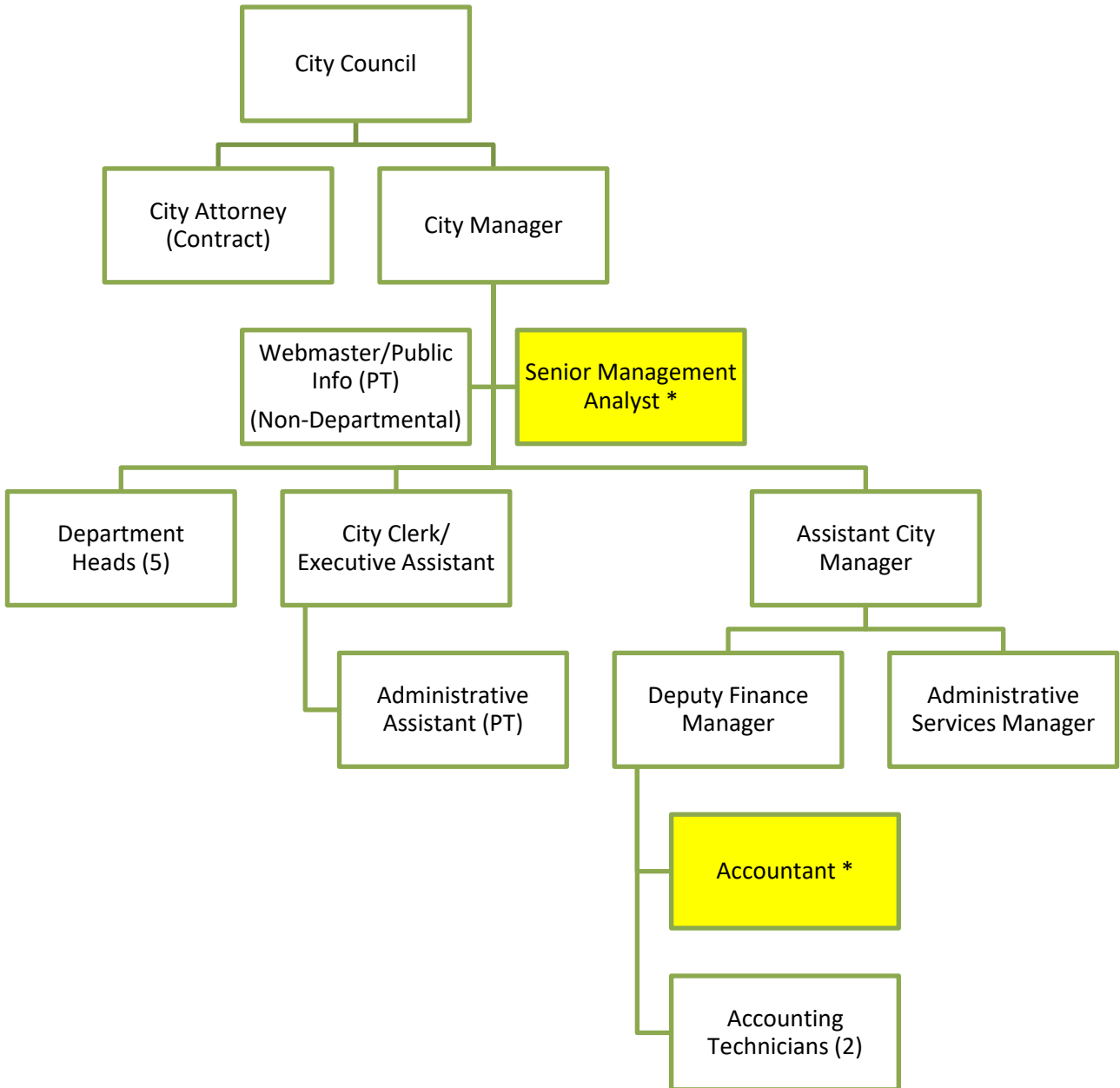
BUDGET DETAIL

CENTRAL ADMINISTRATION

City Council
City Clerk
City Manager
Finance
Legal Services



Central Administration -- Organization Chart



*New Positions Highlighted



CITY OF SONOMA

City Council (100-41001)

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:

Amy Harrington, Mayor

Logan Harvey, Vice Mayor

Madolyn Agrimonti, Council Member

David Cook, 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 18-19. In many cases, a Council liaison or subcommittee worked with City staff to accomplish these projects.

FISCAL YEAR 2018-2019 ACCOMPLISHMENTS

- Approved new water rates for 3 years.
- Updated the City's Commission and Committee Appointment process.
- Updated the City's Special Event Policy.
- Approved new regulations regarding wine tasting facilities.
- Approved new regulations prohibiting commercial cannabis. Subsequently, moved forward to direct staff to draft an ordinance allowing commercial cannabis (one retail storefront, one non-storefront, plus a lab and manufacturing).

- Approved urgency ordinance for small cell tower for additional clarity and control.
- Updated the Alcalde selection process.
- Approved a partnership with Sonoma County Transit and Sonoma County to provide a Fare Free program with a financial contribution by the City.
- Extended housing emergency measures including fee waiver program for accessory dwelling units.
- Approved cost recovery program and fees for Planning to move to deposit-based fee program.
- Accepted the Systemic Safety Analysis Report which is a roadmap for greater safety improvements on our streets and roadways.
- Banned glyphosate-based pesticides for use on City property.
- Updated the City's reserve policy for both the General Fund and Water Fund.
- Approved a \$500,000 pledge to the Blue Wing Adobe Trust for preservation of the Castagnasso Farm.
- Launched three Housing Town Halls for education and community engagements for the Council's housing initiative.
- Extended the police services contract with Sonoma County Sheriff for one year.
- Engaged in numerous conversations regarding the CASA compact and appointments to the Sonoma County Mayors and Council Members.
- Approved a water bottle filling station at the back of the Carnegie building.
- Approved a summer recreation program focused on teens and youth.
- Studied and developed an ordinance for a local minimum wage increase.
- Participated in Sonoma Valley Homeless Task Force which helped bring in over \$800,000 in funding for homeless services.
- Through ad-hoc subcommittees, teams of Council Members worked on minimum wage, homeless services, housing and a number of capital projects.
- Provided policy direction and approval of many of the accomplishments listed in the department budgets throughout this document.

RECOMMENDED FY 19/20 BUDGET

Key changes between the FY 18/19 and the FY 19/20 budget are listed and described below.

Changes in benefits for Council Members	\$17,000
Additional funding for Mayor - conference attendance, training, membership	\$5,000
Addition of funding for Council business expenditure reimbursement per current policy	\$10,000

41001 - City Council

Expenditure Category	FY 16/17 Projected Actuals*	FY 17/18 Projected Actuals*	FY 18/19 Adopted Budget	FY 18/19 Amended Budget	FY 18/19 Projected Actuals*	FY 19/20 Budget
Salary & Wages	\$18,068	\$17,999	\$18,000	\$18,000	\$18,000	\$18,138
Employee Benefits	\$69,245	\$35,394	\$41,875	\$41,971	\$47,831	\$59,054
Professional Services	\$49	\$1,587	\$16,000	\$16,000	\$4,401	\$16,000
Property Services	\$0	\$750	\$2,482	\$13,879	\$14,342	\$4,067
Operations	\$44,173	\$39,093	\$35,793	\$35,793	\$26,801	\$41,407
Supplies	\$3,408	\$9,864	\$8,000	\$8,000	\$4,600	\$18,000
Internal Services	\$1,521	\$3,817	\$5,027	\$5,027	\$5,027	\$5,212
Expense Total	\$136,467	\$108,507	\$127,177	\$138,670	\$121,002	\$161,878

*Unaudited



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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. 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 2018 – 2019 ACCOMPLISHMENTS:

- Completed a General Municipal Election including 8 candidates and a successful TOT revenue measure.
- Processed a Citizen's Initiative for inclusion on the November 2020 General Election.
- Completed recruitment and onboarding of new commissioners & committee members.
- Serving as the Clerk to the Mayor's & Councilmembers Association of Sonoma County.
- 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 reception and publicity.
- Reviewed and processed over forty public record requests in coordination with City Attorney's office.

FISCAL YEAR 2019 – 2020 GOALS:

- Enhance communication and support systems to the City Council for their city business needs.
- Explore, create, and implement a city-wide email policy including routine automatic destruction and archiving processes.
- Explore, create, and implement a city-wide policy in regards to social media platforms that are used by City and employees, and the requirements related to the California Public Records Act and archiving.
- Complete implementation of a new records retention schedule and update policy.
- Work to videotape all Commission meetings to continue the Council’s direction to move to action minutes.
- Continue to serve as the Clerk to the Mayors & Councilmembers Association.
- Continue to add prior City records to the records management system to facilitate access and retrieval by the public.
- Complete review and implementation of the City’s conflict of interest code to ensure appropriate reporting requirements for Commissioners in conjunction with FPPC’s Statement of Economic Interests.
- Complete Implementation of a tracking system for Council and constituent request and follow-up items from Council and Commission meetings.

RECOMMENDED FY 19/20 BUDGET

Salary changes include any step increases or minor position allocation changes as to how staff is allocated between departments. Benefit changes include vendor costs changes. The City is currently in negotiations with employees, therefore no compensation and benefits increases are included in the proposed budget at this time. If new positions are proposed, those positions are outlined below.

Key changes between the FY 18/19 and the FY 19/20 budget are listed and described below.

Added a temporary part-time Administrative Assistant to provide additional support with a focus on records management, municipal clerk assistance and some back-up for City Hall front desk reception.	\$41,684
Election costs removed - no projected election in FY 19/20	(\$35,000)
Review of records retention schedule by consultant completed - one-time cost	(\$2,500)
Minor increases in advertising for public notices (\$5,000), outreach for commission appointments, and training/conferences for professional development.	\$8,000

41002-City Clerk

Expenditure Category	FY 16/17 Projected Actuals*	FY 17/18 Projected Actuals*	FY 18/19 Adopted Budget	FY 18/19 Amended Budget	FY 18/19 Projected Actuals*	FY 19/20 Budget
Salary & Wages	\$109,379	\$96,450	\$110,061	\$110,061	\$113,227	\$148,703
Employee Benefits	\$30,249	\$24,923	\$35,842	\$36,079	\$36,079	\$39,121
Professional Services	\$31,103	\$12,105	\$43,500	\$68,115	\$53,929	\$6,000
Property Services	\$4,815	\$3,634	\$6,090	\$6,917	\$6,917	\$8,397
Operations	\$16,561	\$14,133	\$9,775	\$9,775	\$22,756	\$17,805
Supplies	\$2,457	\$2,801	\$2,000	\$2,000	\$7,827	\$2,000
Internal Services	\$1,970	\$8,519	\$9,507	\$9,507	\$9,507	\$9,818
Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Expense Total	\$196,534	\$162,565	\$216,775	\$242,454	\$250,243	\$231,844

*Unaudited

Note – The discrepancy in salary and wages from FY 17/18 to FY 18/19 is due to a change in budget allocations. In FY 18/19, the City implemented a Cost Allocation Plan. In FY 17/18 and previously, salary and benefits in this budget were distributed directly to other budgets. With the Cost Allocation Plan, all salary and benefit costs were returned to the host department with offsets then occurring at a fund level by transfers based on the City’s new Cost Allocation Plan. This was a realignment in costs, but did not represent new expenditures.



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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. 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) and Public Information. In the event of a major emergency, the City Manager also serves as the Director of the Emergency Operations Center (EOC).

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.
- 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.

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). This budget recommends that this contract be transitioned to an employee.
- 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 2018 – 2019 ACCOMPLISHMENTS:

- Implement initiatives on the City Council's Strategic Plan as they are refined and developed. Through ad-hoc subcommittees, teams of Council Members worked with staff on minimum wage, homeless services, housing and a number of capital projects. Council's key initiatives include:
 - Downtown Parking Study and Strategic Plan
 - Broadway Streetscape and Traffic Realignment
 - Plaza and Depot Improvements
 - Housing Opportunities and Strategy
 - Communication / Collaboration and Coordination
 - General Plan / Urban Growth Boundary
 - Minimum Wage
 - Fiscal Sustainability / Cemetery
- Worked with Planning staff to process a number of development projects and ordinances and to transition the department after retirement of prior Director including the hiring of a new staff and more efficient use of outside planning contractors for key larger projects.
 - Development projects – Gateway review and appeal, Mission Square, and in process with Cheese Factory.
 - Finalized a new tasting room ordinance.
 - Approved new regulations prohibiting commercial cannabis. Subsequently, moved forward to direct staff to draft an ordinance allowing commercial cannabis (one retail storefront, one non-storefront, plus a lab and manufacturing).
 - Approved urgency ordinance for small cell tower for additional clarity and control.
- Supported the City Council and City Attorney in the community outreach and preparation of a local minimum wage.

- Continue to improve Council / Commission operations, including hosted a first commission recognition event and updated the Alcalde selection process.
- Approved a partnership with Sonoma County Transit and Sonoma County to provide a Fare Free program with a financial contribution by the City.
- Overseeing improvements and enhancements to the City’s emergency preparedness efforts. Coordinated annual anniversary event to the October 2017 fires.
- Continued to improve various aspects of the City’s financial practices.
 - Updated the City’s reserve policy for both the General Fund and Water Fund.
 - Researched and prepared new cost recovery fees for Planning.
 - Prepared and providing monthly financial reports to the City Council.
 - Completed Council’s approval of water rates and implemented the first year of rates.
 - Continued to improve the budget document as a planning and policy tool.
 - Gained approval of FY 19/20 ROPS and Last & Final ROPS with new County Oversight Board; gained approval from Department of Finance for FY 19/20 ROPS; moving forward review of the Last & Final ROPS with the State Department of Finance. Complete contract and transfer of housing proceeds from the 2011 bonds of \$1.45 million to the Sonoma County Community Development Commission for the Altamira affordable housing project.
- Continued to improve the City’s public information and web site content including expansion of social media to Next Door and the creation of a quarterly e-newsletter.
- Coordinated the third Youth Engagement Seminar with the Sonoma Valley High School.
- Support numerous efforts of the City Council regarding housing opportunities and strategies.
 - Planned and conducted a series of three Housing Town Hall meetings.
 - Creation of an Affordable Housing Trust Fund.
 - Extended the fee waiver program for Accessory Dwelling Units to June 2020 as the first formal program of the City’s Housing Trust Fund.
 - Continued work on affordable housing impact fee study and update of the City’s inclusionary housing ordinance.
- Implemented Council’s summer recreation program focused on teens and youth.
- Participated in Sonoma Valley Homeless Task Force which helped bring in over \$800,000 in funding for homeless services. Submitted funding request for \$300,000 for funding to improve the Haven, the city’s homeless shelter and received \$245,000 at this time.
- Preparing contract extension for City’s support of visitor attraction services with the Sonoma Valley Visitor’s Bureau.

FISCAL YEAR 2018 – 2019 GOALS:

- Continue to support the City Council’s key initiatives including commercial cannabis, housing, and other items.
- Launch the City Council’s policy discussion and direction on how to approach an update and review of the General Plan, Urban Growth Boundary and Development Code.
- Continue financial best practices work including:
 - Bring forward a pension analysis and strategy.
 - Polish and bring to the City Council a 5-year forecast at least twice per year.

- Complete the Last & Final ROPS for prior redevelopment to gain long term decision on remaining 2011 bond proceeds.
- Oversee negotiations of a new Memorandum of Understanding with SEIU 1021 Sonoma Employees Association and Management Employees.
- Develop regular fun ways to communicate and recognize employees.
- Work with the Council ad-hoc committee to review service levels and costs for an extended contract for police services with Sonoma County Sheriff's Department.
- Update several the City's human resources policies and procedures to ensure best practice and updated with current legal requirements.
- Negotiate the lease of the Casa Grande Parking Lot with State Parks.
- Increase organizational capacity, training and use of technology and hiring of talented employees.
- Continue public outreach and communication -- City's web site, 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 [6/30/2020] and Carnegie Lease (12/31/2019)

RECOMMENDED FY 19/20 BUDGET

Salary changes include any step increases or minor position allocation changes as to how staff is allocated between departments. Benefit changes include vendor costs changes. The City is currently in negotiations with employees, therefore no compensation and benefits increases are included in the proposed budget at this time. If new positions are proposed, those positions are outlined below.

Key changes between the FY 18/19 and the FY 19/20 budget are listed and described below.

New position - Senior Management Analyst (provide analytical support and project management assistance); City Council approved on March 4, 2019.	\$127,000
Reduction in contract staffing hours	\$(50,000)
Reduction in professional services	\$(5,000)

41003 - City Manager

Expenditure Category	FY 16/17 Projected Actuals*	FY 17/18 Projected Actuals*	FY 18/19 Adopted Budget	FY 18/19 Amended Budget	FY 18/19 Projected Actuals*	FY 19/20 Budget
Salary & Wages	\$133,679	\$157,710	\$250,851	\$250,851	\$281,135	\$348,534
Employee Benefits	\$29,481	\$47,504	\$103,158	\$103,681	\$103,682	\$157,571
Professional Services	\$37,794	\$48,730	\$98,225	\$98,225	\$28,225	\$42,500
Property Services	\$5,052	\$5,970	\$13,435	\$15,259	\$15,260	\$26,227
Operations	\$6,852	\$8,304	\$15,990	\$15,990	\$8,630	\$15,990
Supplies	\$2,046	\$2,779	\$1,850	\$1,850	\$2,845	\$1,850
Internal Services	\$2,421	\$1,226	\$3,444	\$3,444	\$3,444	\$3,881
Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Expense Total	\$217,325	\$272,223	\$486,953	\$489,300	\$443,220	\$596,553

***Unaudited**

Note – There discrepancy in salary and wages from FY 17/18 to FY 18/19 is due to a change in budget allocations. In FY 18/19, the City implemented a Cost Allocation Plan. In FY 17/18 and previously, salary and benefits in this budget were distributed directly to other budgets. With the Cost Allocation Plan, all salary and benefit costs were returned to the host department with offsets then occurring at a fund level by transfers based on the City's new Cost Allocation Plan. This was a realignment in costs, but did not represent new expenditures.



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CITY OF SONOMA

Finance (100-41004)

*Sue Casey, Assistant City Manager /
Administrative Services Director*

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.

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 levels for the Finance Department have not been adequate to meet the financial needs of the City which has been reflected in comments from past auditors. Since Fall 2017, all Finance positions have turned over and new staff is in place. With this transition, systems and procedures are being reviewed and updated. In FY 2018/19, the City Council approved new Planning Cost Recovery fees which has created additional duties for the Finance Division. Detailed time tracking, project coding and invoicing to applicants are all required new duties of Finance staff. The FY2019/20 budget includes an additional Accountant to alleviate the financial backlog and day-to-day heavy workload, and to ensure the City has comprehensive, qualified and professional financial management.

Another area of need and focus continues to be 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. The software was not fully implemented and although, many processes have been updated, it continues to require additional work to correct and complete the implementation. Current management staff has been working to make enhancements and implementation changes to Springbrook and ensuring proper training to all new staff.

FISCAL YEAR 2018 - 19 ACCOMPLISHMENTS:

- Completed the FY 2018/19 Budget on time with additional features (moving towards a Budget document that can be submitted for the GFOA and CSMFO awards)
- Completed the FEMA reimbursement claims process and received notification that 64% of the claim submitted for the expenses incurred during the City's October 2017 Wildfire Emergency will be reimbursed through FEMA.

- Closed the FY2016/17 fiscal year and have completed 95% of the City's financial audit for the 16/17 fiscal year. The close of the 17/18 fiscal year is also in process.
- Recruited and successfully appointed three key positions in the Finance Department. (Completely new staff due to the Finance Department re-organization, turnover and a long-time employee's retirement which includes 1.0 Deputy Finance Director and 2.0 Accounting Technicians.
- Completed a number of value-added financial process trainings, upgrades and establishment of best practices:
 - Implemented Springbrook's, (City's' financial software), cash reconciliation module so bank and cash reconciliations are now automated;
 - Completed a week-long Springbrook on-site, utility billing module training, which has provided significant water billing process improvements for greater efficiency, simpler and more understandable reporting, as well as enhanced customer service;
 - Implemented credit card acceptance for all cash receipt transactions which has also enhanced customer service for City residents; and
 - Implemented Insta-Deposit cash receipt machines that deposit checks into the City's bank accounts instantaneously instead of having to hand deliver them to the bank to be deposited.
- Developed a 5-year Financial Forecast to allow the City Council to be strategic in financial planning.
- Updated the City's General and Water Reserve Fund Policies in compliance with GASB 54 - Fund Balance Reporting and Governmental Fund Type Definitions
- Designed a comprehensive TOT, (Transient Occupancy Tax,) page on the City's website that explains TOT, TID (Tourism Improvement District Assessment), what TOT rates and increases have been and includes TOT FAQ's.
 - Created a TOT & TID Online Reporting Form that automatically totals entries and can be reviewed on a monthly basis.
- Managed the Matrix Consulting Group Cost Recovery Study for Development & Planning Fees which were adopted by Council in February 2019.
- Implemented developer project billing to increase the City's Planning Cost recovery for new developments.
- Created and instituted a Monthly Budget to Actual Financial Report for City Council review.

FISCAL YEAR 2019/20 GOALS:

- Complete a Springbrook, onsite, week-long general ledger training in July 2019. Continue to make enhancements to Springbrook.
- Manage a Citywide Fee Study and update the City's fees.
- Update the City's Purchasing, Debt Service and other financial policies.
- Fully implement and utilize Springbrook's Human Resources module.
- Fully implement the Project Management module in the Springbrook to track project revenue and expenses.
- Initiate the development of a plan for resolution of the deficit in the Cemetery Fund.

- Complete the FY 2016/17 audit and financial report, finish the City’s FY 2017/18 financial close process and CAFR, and complete the FY 2018/19 audit and CAFR on a timely basis
- Prepare the City’s fiscal year 2020/21 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 expanded use of technology can create operating efficiencies for the department and the City, allowing staff to provide higher value activities.

RECOMMENDED FY 19/20 BUDGET

Salary changes include any step increases or minor position allocation changes as to how staff is allocated between departments. Benefit changes include vendor costs changes. The City is currently in negotiations with employees, therefore no compensation and benefits increases are included in the proposed budget at this time. If new positions are proposed, those positions are outlined below.

Key changes between the FY 18/19 and the FY 19/20 budget are listed and described below.

New Position - Accountant to provided needed professional accounting expertise and capacity.	\$97,000
Shifts Administrative Clerk (0.4 FTE) from Finance to Police to provide greater receptionist coverage which creates greater capacity for the CSOs to perform parking enforcement and community education and outreach.	\$(30,000)
Executive recruitment for Deputy Finance Director completed; remove from budget.	\$(10,000)
Reduction in professional services.	\$(5,000)
Contract for PERS Analysis - Initial review initiated; to be completed FY 19/20.	\$(8,500)

41004-Finance

Expenditure Category	FY 16/17 Projected Actuals*	FY 17/18 Projected Actuals*	FY 18/19 Adopted Budget	FY 18/19 Amended Budget	FY 18/19 Projected Actuals*	FY 19/20 Budget
Salary & Wages	\$111,742	\$195,098	\$319,995	\$319,995	\$315,805	\$435,767
Employee Benefits	\$30,202	\$59,014	\$119,516	\$120,180	\$120,181	\$155,200
Professional Services	\$25,031	\$66,073	\$109,355	\$109,930	\$89,930	\$89,395
Property Services	\$96,852	\$38,350	\$20,155	\$22,471	\$29,775	\$26,358
Operations	\$8,070	\$7,026	\$13,360	\$13,360	\$7,360	\$13,360
Supplies	\$1,872	\$4,737	\$3,350	\$3,350	\$2,560	\$3,350
Internal Services	\$13,594	\$53,540	\$17,416	\$17,416	\$17,416	\$17,656
Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Expense Total	\$287,363	\$423,838	\$603,147	\$606,702	\$583,026	\$741,086

***Unaudited**

Note – The discrepancy in salary and wages from FY 17/18 to FY 18/19 is due to a change in budget allocations. In FY 18/19, the City implemented a Cost Allocation Plan. In FY 17/18 and previously, salary and benefits in this budget were distributed directly to other budgets. With the Cost Allocation Plan, all salary and benefit costs were returned to the host department with offsets then occurring at a fund level by transfers based on the City’s new Cost Allocation Plan. This was a realignment in costs, but did not represent new expenditures.



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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 to an outside legal firm, Walter & Pistole. 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.

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. The City contracts with Bob Smith for the following three programs.

CONTRACT COSTS BY PROGRAM		
CITY PROSECUTOR	YOUTH AND FAMILY SERVICES	CODE ENFORCEMENT
FY 17/18 \$60,480 FY 18/19 \$40,480 FY 19/20 \$10,000 <i>(Transitioned core prosecution to District Attorney.)</i>	\$65,000 <i>(Program is 50% funded by Sheriff's Department - \$32,500.)</i>	FY 17/18 \$62,400 FY 18/19 \$62,400 FY 19/20 \$87,400 <i>(Shifting cost savings from City Prosecutor to proposed enhancement of code enforcement.)</i>

CITY PROSECUTOR

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 higher level of local control. During discussions last year with the Police Chief and the City Prosecutor, staff recommended that the majority of the cases could be shifted to the District Attorney for their prosecution as is done for all other Sonoma communities. Based on this, the contract was reduced and the transition was completed in FY 18/19. Going into FY 19/20, staff recommends a new base budget of \$10,000 for the City Prosecutor for ad-hoc prosecution needs.

FISCAL YEAR 2018 – 2019 ACCOMPLISHMENTS:

- Shifted prosecution of common cases to District Attorney's Office.
- Overall court appearances (715 through Q3)

FISCAL YEAR 2019 – 2020 GOALS:

- Increase community awareness of mediation services provided for issues not amounting to criminal conduct focusing on early prevention.
- Supporting Code Enforcement by handling all contested hearings and Superior Court Appeals.

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 requirements, supervised homework as well as participation in an Outward Bound type 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. To greater provide for an environment of success, YFS also provides parenting courses for parents of obedient defiant juveniles.

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 2018 – 2019 ACCOMPLISHMENTS:

- This fiscal year, Y&FS has entered into diversion contracts with 85 juvenile offenders.
- Provide greater access for Spanish-only speaking parents with a bilingual case worker.
- Launched first, of two annual, 10-week Parent Project programs in English and Spanish to provide parents of obedient defiant juveniles how to change behaviors.
- Furthered partnerships with Hanna Boys Center, Teen Services Sonoma, B&G Club mentoring and CSARC.
- Strengthening relationship with Sonoma Valley Unified School District receiving 15 direct referrals from the district schools.
- Worked on a joint partnership with Hanna, Teen Services, Mentoring B&G Club and CSARC to move the ropes course from SDC to Hanna (Project Teen Challenge).
- Project Teen Challenge is a finalist for the Impact 100 grant.

FISCAL YEAR 2019 – 2020 GOALS:

- Continue to offer quarterly Parenting Classes (2 English/2 Spanish).
- Implementing preventative programs.
- Expand data collection (grade tracking, impact of tutoring, etc.).

- Expand programs with Sonoma Valley Unified School District for more formal interaction and partnership.
- Incorporate on-line programming designed for personal growth for all juveniles in program
- Continue to support a partnership with Hanna, Teen Services, Mentoring B&G Club and CSARC to move the ropes course from SDC to Hanna (Project Teen Challenge).

CODE ENFORCEMENT

The City began contracting with the City Prosecutor for code enforcement services in March of 2016. The part-time Code Enforcement Officer (24 hours per week) is supported by an attorney supervisor and an office administrator. In addition to responding to citizen and staff inquiries, 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 2018 – 2019 ACCOMPLISHMENTS:

- 135 cases opened, 69 cases closed.
- Conducted compliance activities on business license and vacation rentals.
- Investigated new vacation rental software compliance program and selected vendor for greater data and analytical support for compliance and implemented.
- Generated approximately \$65,000 in revenues from compliance activities (primarily from illegal vacation rentals, building permit related issues).
- Researched new citation processing vendor for parking tickets and administrative citations.

FISCAL YEAR 2019– 2020 GOALS:

- Implement, in partnership with Police Department, new 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.
- Continue 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.
- Assist with parking enforcement especially for handicapped and safety issues.

RECOMMENDED FY 19/20 BUDGET

Key changes between the FY 18/19 and the FY 19/20 budget are listed and described below.

Realignment in City Prosecutor services; shifted prosecution to District Attorney; retain \$10,000 in funding for special prosecution circumstances.	\$(30,000)
Enhance service levels for code enforcement to allow for greater enforcement of vacation rentals, parking, community events, and Plaza regulations.	\$25,000
Reduction in final cost for vacation rental compliance software.	\$(2,000)
Increase in general legal services through the City Attorney’s Office due to special projects, development projects and other legal issues.	\$75,000

41005 - City Attorney

Expenditure Category	FY 16/17 Projected Actuals*	FY 17/18 Projected Actuals*	FY 18/19 Adopted Budget	FY 18/19 Amended Budget	FY 18/19 Projected Actuals*	FY 19/20 Budget
Professional Services	\$435,105	\$454,695	\$449,380	\$699,380	\$699,380	\$516,900
Supplies	\$136	\$1,357	\$0	\$0	\$191	\$0
Internal Services	\$1,595	\$2,552	\$920	\$920	\$920	\$505
Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Expense Total	\$436,836	\$458,604	\$450,300	\$700,300	\$700,491	\$517,405

*Unaudited



BUDGET DETAIL

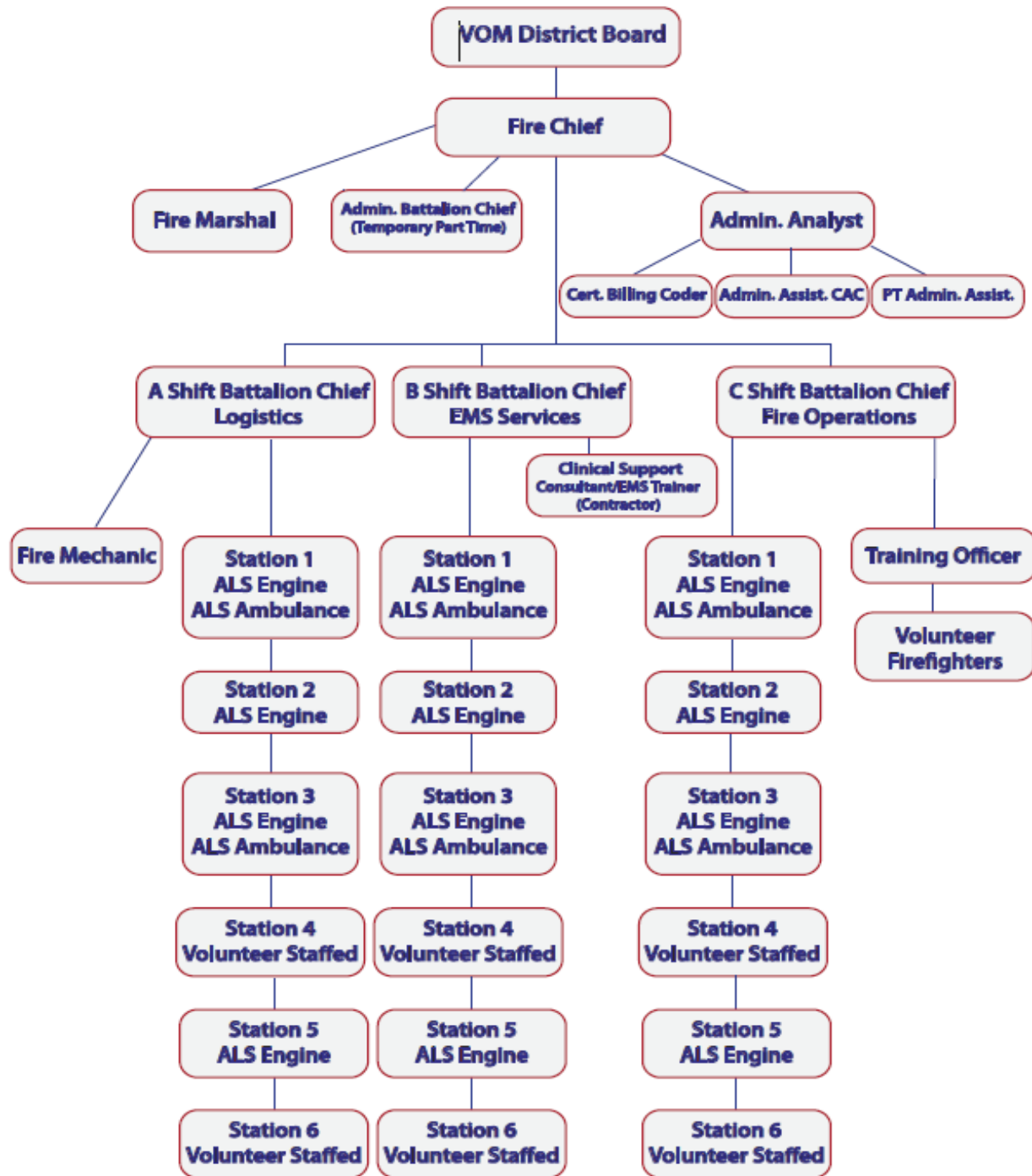
PUBLIC SAFETY

Fire/EMS
Police



Sonoma Valley Fire & Rescue Authority -- Organization Chart

(The City contracts with the Valley of the Moon Fire District which provides fire services within City limits, the boundaries of the District, and serves Glen Ellen and Kenwood as the Sonoma Valley Fire & Rescue Authority.)





CITY OF SONOMA

Fire Department (100-42201)

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. This partnership has resulted in the City receiving a Class 1 rating (best possible) from the independent ISO.

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 (EMS) ambulance transport 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 costs of the shared Authority.

In the Authority, the Fire Department consists of 46 full-time staff, 2 part-time staff members, 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 overall 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 line and staff resources to focus on increasing demands for service, declining volunteer staffing, succession planning and emergency operations, management and planning. Staff will continue to explore further options in these areas in the coming year.

FISCAL YEAR 2018 – 2019 ACCOMPLISHMENTS:

- Formed the City Emergency Preparedness Steering Committee. ICS/SEMS training was completed by all City Staff. An Emergency Management contractor was selected for additional capacity and expertise. Continued efforts on after action items related to EOC, emergency management and preparation.
- Investigated staffing and funding options for sustainable emergency management and planning efforts.
- Working with City Public Works, submitted a grant to FEMA for funding of an updated Local Hazard Mitigation Plan.
- Updated public education through our SCOPE Program and conducted numerous SCOPE classes in both English and Spanish and participated in many community events and safety fairs.
- Produced and published the first SVFRA Annual Report, for calendar year 2017.
- Participated in the Ground Emergency Medical Transport (GEMT) reimbursement program for FY 17-18 and received \$46,822 in reimbursement for the City.
- Participated in the Inter-Governmental Transfer (IGT) reimbursement program for FY17-18, from which we received \$699,384 in reimbursement for the City.
- Completed 2-year labor agreements with all employee groups.
- Initiated a LAFCO Municipal Services Review of Fire Services within the entire Sonoma Valley with all the Fire Districts within the Sonoma Valley.
- Placed a special tax measure on the November 2018 ballot to improve fire services and staffing. Measures were successful in Glen Ellen and Schell-Vista, while Measure Y fell just short of passing in VOMFD boundaries.
- Worked with the County on plans to provide support services to the Mayacamas Volunteer Fire Department.
- Participated actively in planning efforts for the future of the Sonoma Development Center and ensuring that adequate Fire/EMS services are provided.
- Submitted a proposal for contract Fire/EMS services to the State for Sonoma Development Center during the transition period.
- Applied for a Grant from the SAFER Program to fund the 3rd Firefighter position on all of our engine companies in an effort to provide the needed staffing and service levels.
- Continued regional participation with the County Fire Service Advisory Council, Fire Services Working Group and EMS Stakeholders Workgroup.
- Continued as REDCOM, FASIS and FDAC EBA Directors and with EMCC and DOAG as representatives.
- Fire Chief was elected to serve as Vice President of the Sonoma County Fire Districts Association.
- Designated our Training Officer as the department's Infection Control Officer and completed an update of our Infection Control Policy.
- Completed annual Wellness Physicals (according to National Standards) for all career employees, including ensuring that all vaccinations are current and effective.
- Completed a transition to a new records management system (RMS) for fire reporting.
- Completed the transition of Fire District finances into a separate Bank account from the City.
- Took delivery of a new Command vehicle.

- Continued to actively advertise the Ambulance Membership Program (AMP) in English and Spanish.
- Our Sonoma Valley Firefighters Association continued its active involvement in the community: 4th of July Celebration, Hit the Road Jack, Vintage Festival Water Fights, Fire Prevention Week Open House, and Community Gathering events.

FISCAL YEAR 2019 – 2020 GOALS:

- Continue efforts on after action items related to EOC, emergency management and preparation.
- Investigate staffing and funding options for sustainable emergency management and planning efforts.
- Place into service a new Battalion Chiefs’ Command vehicle.
- Purchase and place into service a new ambulance.
- Design, purchase and place into service a new Type 6 Wildland fire engine for Station 4, Diamond A.
- Replace 12-Lead cardiac monitors/defibrillators that have reached the end of their service life.
- Continue regional participation with the Fire Services and EMS Stakeholders Working Groups.
- Continue as REDCOM, FASIS and FDAC EBA Directors and with EMCC and DOAG as representatives.
- Continue to serve as Vice President of the Sonoma County Fire Districts Association.
- Seek and solicit additional grant funding opportunities whenever possible.
- Pursue additional ambulance revenue opportunities.
- Participate in both the GEMT and IGT reimbursement programs.
- Continue working with City Public Works on updating the Local Hazards Mitigation Plan.
- Complete an evaluation of our fee structure and adopt an updated Fee Schedule.
- Complete a required evaluation of Fire Inspections and report these findings (SB1205).
- Produce and publish the 2018 and 2019 Annual Reports.
- Continue to actively support our public education, SCOPE and community outreach efforts.
- Complete the 2019 Fire Season cooperative Vegetation Management Inspection Program.
- Seek opportunities to increase the number of Vegetation Management Program Inspections.
- Increase Public Education outreach on Defensible Space/Vegetation Management.

RECOMMENDED FY 19/20 BUDGET

Contract Update for FY 2018-19:

The FY 18/19 City budget did not include a compensation increase for employees of SVFRA since the organization was in negotiations with its employees. Negotiations were completed after the City Council approved the FY 18/19 budget. The total labor increase for the SVFRA budget was \$192,453 and the City’s portion (57%) was \$109,698. This budget increase is a result of completed labor agreements with all employees as well as medical insurance increases that were identified as unknowns at the time of the approved 2018-19 Budget. The labor agreements provided modest cost of living increases in each of the 2 years of the contract.

When staff reviewed the mid-year budget, it was determined that these costs could be absorbed within the current year’s performance to budget and a mid-year adjustment for an additional contribution by either the City or the Valley of the Moon Fire District would not be necessary. Therefore, the FY 18/19 budget was not increased to include these new baseline wage and benefit costs.

FY 19/20 Budget:

The Fire Department budget for FY 19-20 will increase by \$215,866 from the previous year’s approved Budget. The \$215,866 increase includes the FY 18/19 labor increases in the amount of \$109,698.

Two key budget items for FY 19/20 that are unknown at this time include workers compensation insurance costs and health care costs.

Key changes between the FY 18/19 and the FY 19/20 budget are listed and described below.

Sonoma Valley Fire & Rescue Authority -- Increase in contract with Valley of the Moon Fire Protection District	\$215,866
The increase in contract amount is the result of 2 years of increased costs associated with the new labor agreements. These employee costs (\$123,567 2-year total) were unknown at the time of the approved 2018-19 budget and were therefore not included.	
A one-time large increase in dental and vision insurances as the District had to enroll in a smaller pooled plan and continued increases in health insurance costs (2 years).	
Increase of \$6,296 in REDCOM Dispatch fees.	
Increase of \$6,840 in property and liability insurance costs.	
Increase in Fire Prevention Fee revenue of \$15,000.	
Increase in PERS Unfunded Liability from prior employees	\$66,000

42201 - Fire

Expenditure Category	FY 16/17 Projected Actuals*	FY 17/18 Projected Actuals*	FY 18/19 Adopted Budget	FY 18/19 Amended Budget	FY 18/19 Projected Actuals*	FY 19/20 Budget
PERS UAL	\$0	\$260,381	\$328,042	\$328,042	\$328,042	\$394,282
Professional Services	\$1,864	\$1,886	\$2,000	\$2,000	\$2,000	\$0
SVFRA Contract	\$5,002,831	\$5,168,895	\$5,255,042	\$5,255,042	\$5,255,042	\$5,471,368
Operations	\$0	\$0	\$25,000	\$25,000	\$93,944	\$29,000
Supplies	\$0	\$17,919	\$0	\$0	\$0	\$0
Software & Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Internal Services	\$193,110	\$274,152	\$251,946	\$251,946	\$251,946	\$239,083
Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Expense Total	\$5,197,805	\$5,723,233	\$5,862,030	\$5,862,030	\$5,930,974	\$6,133,733

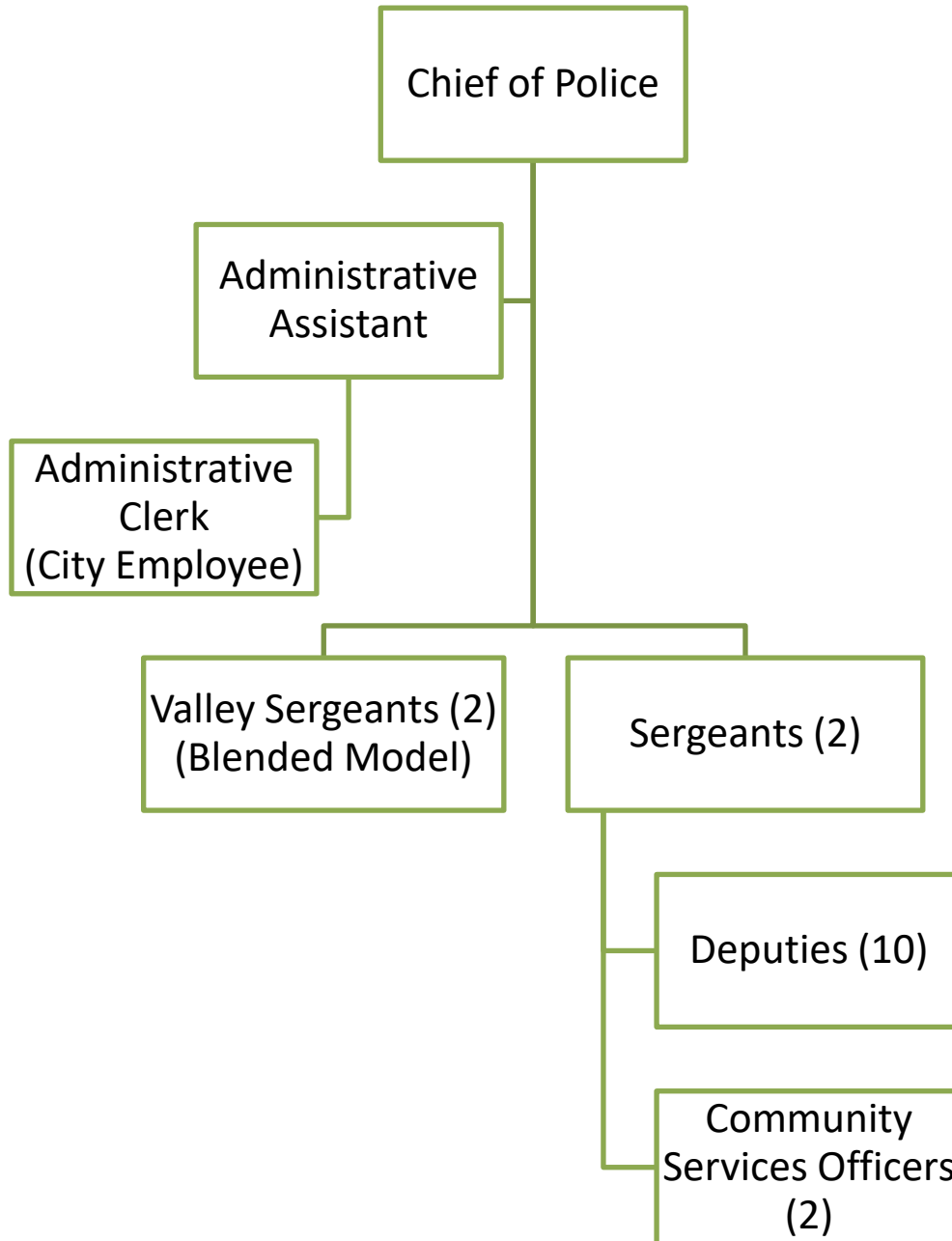
*Unaudited

BUDGET HISTORY OF CITY CONTRACT COSTS FOR FIRE/EMS SERVICES

Fiscal Year	Total Contract Cost	Cost Increase	% Change	Comment
19-20	5,471,368	215,866	4.1%	2 years of cola, + health
18-19	5,255,042	85,435	1.7%	+ 2.5% ER retire
17-18	5,169,607	166,776	3.3%	cola, +EE 1.5% retire, + 20% WC, + health
16-17	5,002,831	166,197	3.4%	cola, +EE 1.5% retire; health, FC recruit
15-16	4,836,634	131,445	2.8%	cola, +EE pay 100% retire, +health, OT budget adj., REDCOM
14-15	4,705,188	96,526	2.1%	cola, +EE pay 2/3 retire, OT budget adj. + utilities, + health, CQI
13-14	4,608,662	130,209	2.9%	cola, SCERA + 3.7%, + EE pay 1/3 retire
12-13	4,478,453	331,977	8.0%	Cost formula change from 53/47 to 57/43
11-12	4,146,476	-68,241	- 1.6%	Start of 5 year Contract for Services
10-11	4,214,717	n/a	n/a	Last year of JPA

Police Department -- Organization Chart

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





CITY OF SONOMA

Police Department (100-42101)

Orlando Rodriguez, 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 2020. 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 currently a part-time Administrative Clerk (60%). The Police Department also utilizes 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 Sonoma City Council agreed to extend the contract by one year, expiring in June of 2020. The below chart outlines the total contract cost for each year of past 10-years, 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 and is for a variety of central and specialized services.

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 past 10-year contract period, the total cost of the contract has increased by 28%, or 2.8% 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
19-20	4,642,010	\$92,279	2.0%	26.03	Service and supply line item moved to overhead
18-19	4,549,731 <i>Projected</i>	311,083*	7.3% (Reflects return to baseline after one-time Fire reduction.)	26.18	Labor contract increases and grant expenses added. 1x fire reduction in prior year. See FY 18-19 increases noted below by asterisk.
17-18	4,614,201 Approved Budget 4,238,648 Actual Cost	56,162	1.32%	26.40	1X Fire reduction of \$345,378 by Sheriff; see note below; 3% salary increase; insurance; WC; admin
16-17	4,182,486	39,982	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	-0.7%	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
*Includes contract direct reduction due to FEMA cost absorption from Sheriff for October 2017 wildfires -- \$345,378.					

FISCAL YEAR 2018-2019 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 to continue to build public trust.
- Police Chief, smooth transition of police department leadership.
- Investigated and solved a bank robbery from a DNA hit which resulted in the apprehension of a suspect.
- Investigated a high-profile sexual assault case which resulted in the apprehension of several suspects.
- 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.
- Successfully managed and completed the grant from the California Department of Alcohol Beverage Control.
- Awarded \$22,533 from the California Department of Public Health Tobacco Enforcement Grant.
- Enhancing community-oriented enforcement of key quality of life concerns to neighborhoods.

FISCAL YEAR 2019-2020 GOALS:

- Manage the Law Enforcement Services contract with the County to ensure a high quality of public service and fiscal accountability.
 - Manage the Tobacco Enforcement Grant to ensure grant objectives and goals are achieved.
 - Research additional grant opportunities consistent with our mission.
 - Build relationships with community leaders, churches, schools and clubs.
 - Continue strong community outreach through “Coffee with a Cop” program, Citizen’s Academy, Responsible Beverage Service training, and our 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.
-

RECOMMENDED FY 19/20 BUDGET

Contract Update for FY 2018-19:

The FY 18/19 City budget did not include a compensation increase for employees of Sheriff’s Department since the organization was in negotiations with its employees. Negotiations were completed after the City Council approved the FY 18/19 budget. In addition, a mid-year budget adjustment was approved for an ABC alcohol enforcement grant for approximately \$24,000. Overall, total potential increase for the Police contract budget could have been about \$100,000 [labor increases (\$55,000), grant expenditures (\$24,405), and additional overhead (\$19,748)].

When staff reviewed the mid-year budget, it was determined that the labor and overhead costs could be absorbed within the current year’s performance to budget and would not require an additional contribution by the City for FY 18/19. Therefore, the FY 18/19 budget was not increased to include these new baseline wage and benefit costs.

FY 19/20 Budget:

- The proposed FY 19/20 contract with the Sheriff’s Office is \$4,642,010 which is a \$311,083 increase from the adopted FY 18/19 contract of \$4,549,731 (this includes compensation adjustments for the FY 18/19 budget that weren’t budgeted prior). The Sheriff’s Office is in negotiations with their labor unions and 3% wage increases are included as an assumption in the FY 19/20 budget.
- 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 16/17 Projected Actuals*	FY 17/18 Projected Actuals*	FY 18/19 Adopted Budget	FY 18/19 Amended Budget	FY 18/19 Projected Actuals*	FY 19/20 Budget
Salary & Wages	\$30,125	\$32,010	\$33,957	\$58,362	\$24,967	\$57,034
Employee Benefits	\$17,233	\$15,923	\$18,870	\$18,955	\$13,937	\$31,497
PERS UAL	\$0	\$147,474	\$184,891	\$184,891	\$184,891	\$222,658
Professional Services	\$0	\$5,497	\$500	\$500	\$0	\$0
Sheriff Contract	\$4,176,313	\$4,234,284	\$4,549,731	\$4,549,731	\$4,549,731	\$4,642,510
Property Services	\$171,914	\$217,410	\$196,620	\$196,919	\$196,919	\$199,033
Operations	\$162,672	\$189,072	\$187,455	\$187,455	\$187,455	\$193,405
Supplies	\$47,573	\$49,731	\$51,000	\$51,000	\$51,000	\$53,000
Software & Equipment	\$0	\$5,109	\$0	\$0	\$0	\$0
Internal Services	\$62,028	\$30,926	\$37,808	\$37,808	\$37,808	\$52,537
Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Expense Total	\$4,667,858	\$4,927,436	\$5,260,832	\$5,285,621	\$5,246,709	\$5,451,674

***Unaudited**



BUDGET DETAIL

COMMUNITY DEVELOPMENT

Planning & Community Services
Building & Development Services



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



*New Positions Highlighted



CITY OF SONOMA

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

David Storer, AICP, Director of Planning and Community Services

The Department currently consists of the Director, a Senior Planner, an Associate Planner, an Administrative Assistant, and a part-time Receptionist (shared with the Building Department). In FY 2019-20, the Department will eliminate the Senior Planner position and replace it with an Associate Position. In terms of ongoing activities, the responsibilities of the Department are as follows:

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

Current Planning: The Department is responsible for processing applications for planning permits, such as use permits and tentative maps, through the Planning Commission, the Design Review/Historic Preservation 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 codes and 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. 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.

Climate Action / Sustainability: The Planning Department is responsible for the City's Climate Action Plan. The City of Sonoma instated its commitment to reducing greenhouse gas (GHG) emissions through the adoption of a municipal GHG reduction plan. It later expanded the program by adopting twenty-two measures from Climate Action Plan 2020.

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 continued increased economic activity, the number of private development projects going through the planning and entitlement process continues to be high and staffing levels over the past year have fluctuated. A backlog has been slowly chipped away and staffing vacancies have been filled. Additionally, Sonoma residents and neighbors are actively participating and monitoring key development projects resulting in a higher level of staff interaction and responsiveness and the processing of appeals from the Planning Commission to the City Council.

FISCAL YEAR 2018 – 2019 ACCOMPLISHMENTS:

- Development Projects Processed
 - A Conditional Use Permit was issued for the Maysonnave property to conduct museum activities at the site and within the home.
 - The Gateway project at the northeast corner of Broadway and MacArthur was approved by the City Council upon appeal.
 - Approval of the De Nova Subdivision (Mockingbird Lane).
 - Review of the Mission Square Use Permit expiration.
 - The Planning Commission held a determination hearing for the Cheese Factory regarding the expiration of its 2004 Use Permit.
- Housing Opportunities and Affordable Housing Management
 - Planned and conducted a series of three Housing Town Hall meetings
 - Creation of an Affordable Housing Trust Fund.
 - In response to increased pressure on regional housing resources resulting from the October 2017 Fires, the City Council extended a Resolution Establishing a Fee Waiver Program for Accessory Dwelling Units to June 2019 and a further extension to June 2020 as the first formal program of the City's Housing Trust Fund.
 - Continued work on affordable housing impact fee study and update of the City's inclusionary housing ordinance.
- Regulations, Ordinances and Special Projects
 - Development of medicinal Cannabis delivery guidelines and urgency measures regulating medicinal cannabis.
 - Preparation of regulations regarding the establishment of commercial cannabis (adult use) businesses.
 - Preparation of an ordinance regulating wine tasting facilities in the City.
 - Budget appropriation approved to create a Sonoma Historic Train District.
- Wireless / Cell Sites -- The City Council adopted an urgency ordinance regulating wireless telecommunications in the City. The Planning Commission conducted its first hearings on three commercial cell sites within the public right-of-way at various locations within the City.

- Training / Public Information / Administration
 - Four members of the Planning Commission (including the Chair and Vice-Chair) were able to attend the American Planning Association Annual Conference in San Francisco to receive training.
 - “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.
 - A new Director for the Department was hired to fill a staffing vacancy.
 - Seasoned contract staff were hired to assist with the processing of larger development projects.

FISCAL YEAR 2019 – 2020 GOALS

- General Plan Update and UGB Review – Initiate process for Council discussion and direction on how to sequence and begin an update of the City’s General Plan including a review of the Urban Growth Boundary (UGB). This is a multi-year planning effort. During FY 2019/2020, a process will be designed and a consultant team will be selected. Funding is being held in General Fund Reserves until a more refined scope and timeline is determined.
- Development Code – Although the Development Code has been modified numerous times since its adoption, it is necessary to update components that are outdated and/or are difficult to interpret. This task may involve the concurrent review of the General Plan, which itself may need to be amended.
- Housing Impact Fee Study and Update of the City’s Inclusionary Ordinance - Move forward for Council final approval to implement housing impact fees and amending the City’s inclusionary housing ordinance.
- Housing Town Halls and Housing Action Plan – Provide results of the Housing Town Hall to the City Council and take direction considering the development of a Housing Action Plan.
- Downtown Parking Study – Complete the downtown parking study and begin the process of designing implementation measures and an overall parking strategy for the downtown.
- Commercial Cannabis Business Permit (CCBP) -- Create regulations, selection process and guidelines for the implementation of the commercial cannabis business permitting process.
- SB2 Housing Funding Work Plan and State Submittal -- Receive funding for housing projects aimed at accelerating affordable housing within the City.
- Sustainability and Climate Action – Develop prioritized work plan for the City’s sustainability efforts including staff liaison to the Community Services and Environment Commission.
- Sonoma Ecology Center Master Plan -- Assist in the preparation and approval of the SEC Master Plan.
- Fees and Cost Recovery – Implement the City’s new Planning Cost Recovery program and adopt a fee for the maintenance and upkeep of the General Plan.

- Cell Site Regulation -- Complete the review of the three commercial wireless telecommunication cell sites in the commercial zones/PROW.
- Housing Legislation -- Track and be responsive to implementing legislation regarding CASA compact and other housing mandates.
- Staff Selection and Training -- Recruitment for new Associate Planner position and continue efforts to support professional development of planning staff.

RECOMMENDED FY 19/20 BUDGET

Salary changes include any step increases or minor position allocation changes as to how staff is allocated between departments. Benefit changes include vendor costs changes. The City is currently in negotiations with employees, therefore no compensation and benefits increases are included in the proposed budget at this time. If new positions are proposed, those positions are outlined below.

Key changes between the FY 18/19 and the FY 19/20 budget are listed and described below.

Reclassify the Senior Planner to a Associate Planner for enhanced work distribution and assignments.	\$(8,000)
Add Sustainability Coordinator (part-time; 50%/ 2 year; limited term) to focus on Climate Action and other sustainability and environmental initiatives of the City including the staffing of the CSEC.	\$40,000
Reduction in professional services; shift funding to Sustainability Coordinator	\$(8,735)
Reduction in contract funding.	\$(50,000)
Removal of one-time funding for executive recruitment services for the hiring of the Planning Director; completed.	\$(14,000)
Carryover funding for consultant assistance for Inclusionary Housing Ordinance.	\$5,000
Carryover funding for consultant assistance on commercial cannabis regulation, selection and fee/tax process.	\$18,800
Carryover funding for consultant producing the Housing Town Halls.	\$4,750
Carryover for consultant providing technical analysis to the City for the Verizon Commercial Cell sites.	\$5,000
Carryover for Historic Railroad District study.	\$15,000
One-time funding to finalize the Parking Study and assist with overall parking management plan for downtown.	\$7,500
Set aside \$25,000 for development of a Housing Action Plan in Assigned Reserves; can be reimbursed by SB2 funding.	Assigned Reserves

43030 - Planning

Expenditure Category	FY 16/17 Projected Actuals*	FY 17/18 Projected Actuals*	FY 18/19 Adopted Budget	FY 18/19 Amended Budget	FY 18/19 Projected Actuals*	FY 19/20 Budget
Salary & Wages	\$402,855	\$433,053	\$429,811	\$429,811	\$380,894	\$463,319
Employee Benefits	\$116,840	\$143,095	\$169,085	\$169,973	\$156,395	\$159,957
Professional Services	\$122,352	\$52,989	\$163,135	\$163,135	\$109,060	\$135,050
Property Services	\$24,423	\$25,132	\$22,804	\$50,901	\$40,161	\$28,823
Operations	\$13,792	\$31,361	\$34,850	\$34,850	\$25,850	\$36,471
Supplies	\$2,097	\$18,024	\$10,250	\$10,250	\$7,073	\$10,250
Software & Equipment	\$516	\$299	\$0	\$0	\$0	\$0
Internal Services	\$13,095	\$13,903	\$18,058	\$18,058	\$18,058	\$19,592
Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Expense Total	\$695,973	\$717,860	\$847,993	\$876,978	\$737,491	\$853,462

***Unaudited**



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CITY OF SONOMA

Building & Development Services 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 2019/20 Building Department budget reflects the maintenance of current Building Department service levels. In FY 2019/20 the Building Department will 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 services contracts and the City’s long-term building maintenance fund and city facility improvements in coordination with Public Works.

FISCAL YEAR 2018 – 2019 ACCOMPLISHMENTS:

- Continued to maintain Building Department service levels without increasing staffing levels.
- Filled the vacated building inspector position (again).
- Participated in the Emergency Operations Center Working Group to help develop, prioritize and implement the Emergency Preparedness Work Plan.
- Updated Emergency Operations forms to be used during a disaster.
- Participated in more than 63 hours of emergency management and response training.
- Provided mobile tablet capabilities for the Plans Examiner and the Building Inspector to electronically research and cite building code requirements in the field.
- Improved space utilization in the Plans Examiner/Building Inspector Office.
- Coordinated Development Project Processing Meetings to develop and improve internal processes related to development projects and encroachment permits.

FISCAL YEAR 2019 – 2020 GOALS:

- Maintain our excellent customer service levels.
- Continue to train the building inspector and the Building Department Administrative Assistant on the vast array of regulations, policies and procedures applicable to Building Department activities.
- Investigate, evaluate and begin implementation of a cloud based permitting software system.
- Review, revise and prepare for adoption by the City Council the 2019 CA Building Standards Code.

- Review and update all Building Department informational handouts, forms and policies to conform with the 2019 CA Building Standards Code.
- Continue to participate in and obtain certifications in emergency management training.

RECOMMENDED FY 19/20 BUDGET

Salary changes include any step increases or minor position allocation changes as to how staff is allocated between departments. Benefit changes include vendor costs changes. The City is currently in negotiations with employees, therefore no compensation and benefits increases are included in the budget at this time. If new positions are proposed, those positions are outlined below.

Key changes between the FY 18/19 and the FY 19/20 budget are listed and described below.

Salary - Step increases and/or minor position allocation changes	\$(1,500)
Benefits - Cost increases to PERS, health care, vision, dental	\$6,000
Increase in Professional Services expense for consultant assistance to prepare and evaluate Request for Proposals for a new cloud based permitting software system.	\$10,000
Increase in Professional Services expense to facilitate professional service contractor to backfill building inspector position while the building inspector attends training, etc.	\$7,000
Increase in Supplies expense for the cost of new 2019 CA Building Standards Code books (expense occurs every 3 years).	\$3,500
In Capital Assets, purchase new large screen monitor and mounting hardware for Plans Examiner's office.	\$3,500

43040-Building

Expenditure Category	FY 16/17 Projected Actuals*	FY 17/18 Projected Actuals*	FY 18/19 Adopted Budget	FY 18/19 Amended Budget	FY 18/19 Projected Actuals*	FY 19/20 Budget
Salary & Wages	\$346,986	\$337,837	\$366,425	\$366,425	\$321,934	\$364,972
Employee Benefits	\$110,010	\$126,918	\$165,403	\$166,196	\$151,386	\$171,242
Professional Services	\$14,370	\$54,669	\$18,000	\$18,477	\$93,131	\$35,000
Property Services	\$14,676	\$15,174	\$20,376	\$23,143	\$20,695	\$27,278
Operations	\$6,946	\$4,782	\$14,650	\$14,650	\$22,593	\$15,750
Supplies	\$6,524	\$1,923	\$3,200	\$3,200	\$1,179	\$7,340
Software & Equipment	\$0	\$0	\$10,000	\$10,000	\$10,000	\$3,500
Internal Services	\$3,359	\$3,148	\$6,414	\$6,414	\$6,414	\$6,638
Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Expense Total	\$502,871	\$544,451	\$604,468	\$608,505	\$627,332	\$631,720

*Unaudited



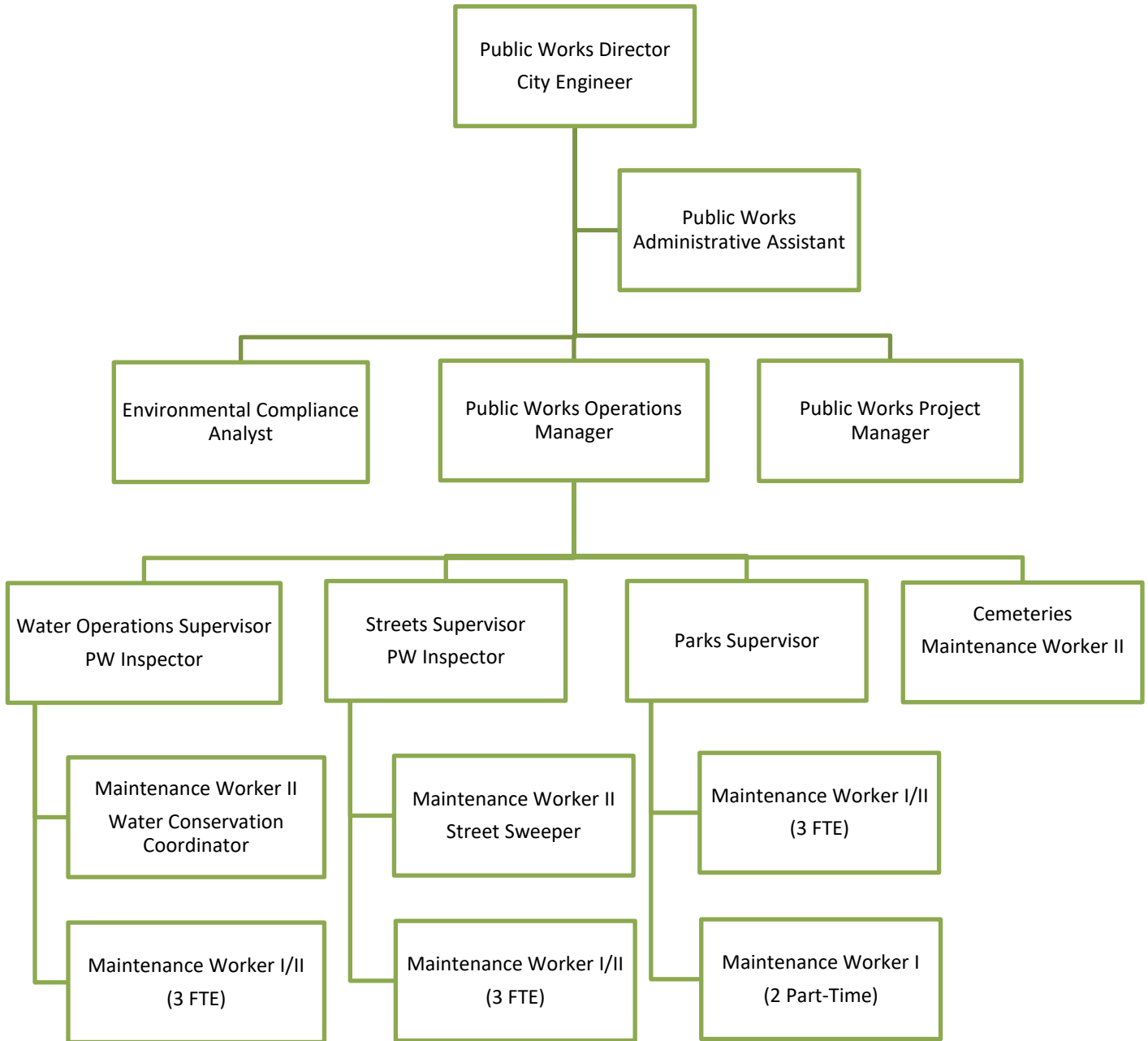
BUDGET DETAIL

PUBLIC WORKS

Administration & Stormwater
Street Maintenance
Parks Operations



Public Works -- Organization Chart





CITY OF SONOMA

Public Works Department Administration & Stormwater (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, Sonoma County Parks Measure M Technical Advisory Committee, and the Post-Fire Watershed Task Force.

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 2018 – 2019 ACCOMPLISHMENTS:

Stormwater Pollution Prevention

- Fiscal Year 2018/19 Storm Water Discharge Permit compliance activities, including: development review and inspection, public education, spill response, and water quality monitoring.
- Participation in post-fire Watershed Task Force.

- In-kind match services – Clean Streams in Southern Sonoma County.

Engineering Services / Development / Traffic Safety

- Continued to manage work plan progress with the Community Services and Environment Commission.
- City staff representative continued to serve as the Chair of the SCTA TAC.
- Developed contract with Moe Engineering for on-call development services.
- Provided City Engineer and inspection services for development projects and work performed in the City's right-of-way under encroachment permits.
- Initiated use of Mobile MMS for encroachment permit tracking.
- Prepared the City's draft Five-year Capital Improvement Program.
- Responded to requests for outside service area connections to the City's water system.
- Responded to requests for deferred improvement agreements.

FISCAL YEAR 2019 – 2020 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 City-owned buildings and storm drainage.
- Serve in a coordination role for other utilities.
- Continue to cross-train staff to maximize cross-functional resource sharing efficiencies across various programs.
- Document development review and encroachment permit processes.
- 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.
- Contract for and participate in Employee Development and Leadership Training for all Public Works Department staff.

CHALLENGES:

The Public Works Administration & Stormwater Division has several challenges, including: aging infrastructure, ADA compliance needs, increasingly stringent stormwater regulations, limited staff resources, incomplete development review process documentation, and additional complexity in overall State and federal regulations.

RECOMMENDED FY 19/20 BUDGET

The Administration and Stormwater budget has historically included all parks maintenance costs as well. With new funding sources for Parks, there was the need to segment and track park operations and maintenance costs separately. A new Parks Operations budget has been created and costs have been transferred to that *new budget which results in major reductions* to the Administration and Stormwater budget.

Salary changes include any step increases or minor position allocation changes as to how staff is allocated between departments. Benefit changes include vendor costs changes. The City is currently in negotiations with employees, therefore no compensation and benefits increases are included in the proposed budget at this time. If new positions are proposed, those positions are outlined below.

Key changes between the FY 18/19 and the FY 19/20 budget are listed and described below.

Upgrade of City's EV Charging Stations Upgrade (upgrade will take current 2 units, update and allow for 3 plug-in opportunities going forward.)	\$22,000
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43020-PW Administration & Stormwater

Expenditure Category	FY 16/17 Projected Actuals*	FY 17/18 Projected Actuals*	FY 18/19 Adopted Budget	FY 18/19 Amended Budget	FY 18/19 Projected Actuals*	FY 19/20 Budget
Salary & Wages	\$451,816	\$521,576	\$595,377	\$595,377	\$580,000	\$221,506
Employee Benefits	\$156,361	\$184,026	\$241,486	\$242,754	\$237,809	\$83,448
Professional Services	\$3,362	\$1,624	\$45,000	\$45,000	\$189	\$4,600
Property Services	\$194,306	\$199,103	\$242,360	\$246,781	\$287,137	\$16,994
Operations	\$46,643	\$65,746	\$137,479	\$137,479	\$83,691	\$39,694
Supplies	\$17,949	\$37,574	\$40,500	\$40,500	\$40,500	\$11,000
Software & Equipment	\$3,455	\$0	\$10,000	\$10,000	\$10,000	\$1,012
Internal Services	\$103,478	\$183,398	\$42,176	\$42,176	\$42,176	\$31,402
Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Expense Total	\$977,375	\$1,193,050	\$1,354,378	\$1,360,069	\$1,281,503	\$409,656

*Unaudited



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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 2018 – 2019 ACCOMPLISHMENTS:

- Fiscal Year 2018/19 pothole patching, crack sealing, paving street surfaces, 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.
- Prepared for winter storms and responded during intense storm events to minimize flooding and protect public safety during flood events.
- Provided temporary repairs to emergency sinkhole in pathway at Depot Park and First Street West.
- Completed the final phase of the program to replace City street name signs to meet retro reflectivity standards and to reflect the historic nature of the City.
- Developed scope of work and conducted field operations for annual contracts to preserve the City's pavement condition.
- Provided "tool box" for Traffic Safety Committee use, working with consulting Traffic Engineer.
- Expanded the use of City's Computerized Maintenance Management System (CMMS) for streets.

FISCAL YEAR 2019 – 2020 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 minor traffic safety features identified in the City's Systemic Safety Analysis Report.
- Update the City's Pavement Management Plan, a grant-funded biennial activity, and prepare five-year paving plan.
- Manage contract for vegetation management in drainage ditches.
- Obtain new crack sealer for ongoing pavement preservation.
- Continue supporting the Council-appointed Traffic Safety Committee.
- Participate in storm preparedness and manage Public Works response plan with other agencies.
- Participate in Employee Development and Leadership Training for all Public Works Department staff.

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 and flood response is an ongoing challenge.

RECOMMENDED FY 19/20 BUDGET

Salary changes include any step increases or minor position allocation changes as to how staff is allocated between departments. Benefit changes include vendor costs changes. The City is currently in negotiations with employees, therefore no compensation and benefits increases are included in the proposed budget at this time. If new positions are proposed, those positions are outlined below.

Key changes between the FY 18/19 and the FY 19/20 budget are listed and described below.

Enhanced vegetation management costs due to banning of glyphosate products along streets and ditches.	\$15,000
Purchase of new Crack Sealer machine used for street preservation and maintenance; current machine was purchased in the year 2000 and is having routine maintenance issues; funding needed to add to amount in vehicle replacement fund.	\$30,000

43022 - PW Street Maintenance

Expenditure Category	FY 16/17 Projected Actuals*	FY 17/18 Projected Actuals*	FY 18/19 Adopted Budget	FY 18/19 Amended Budget	FY 18/19 Projected Actuals*	FY 19/20 Budget
Salary & Wages	\$8,758	\$392,166	\$369,609	\$369,609	\$369,609	\$379,100
Employee Benefits	\$0	\$147,691	\$152,154	\$152,939	\$152,939	\$162,294
Professional Services	\$834	\$14,960	\$79,100	\$79,458	\$70,458	\$55,600
Property Services	\$0	\$82,659	\$98,147	\$100,883	\$75,149	\$124,618
Operations	\$0	\$87,892	\$101,815	\$101,815	\$88,756	\$102,050
Supplies	\$0	\$39,947	\$45,800	\$45,800	\$40,323	\$46,000
Software & Equipment	\$0	\$6,071	\$0	\$0	\$0	\$33,876
Internal Services	\$0	\$24,689	\$74,373	\$74,373	\$74,373	\$84,980
Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Expense Total	\$9,592	\$796,075	\$920,998	\$924,877	\$871,608	\$988,518

*Unaudited



CITY OF SONOMA

Public Works Department **Parks Operations (100-43023)**

Colleen Ferguson, Public Works Director/City Engineer

Parks: Making Life Better! 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. Hikers also enjoy Sonoma's 142 acres of natural open space parks: Montini Preserve and Sonoma Overlook Trail. 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.

FISCAL YEAR 2018 – 2019 ACCOMPLISHMENTS:

- Fiscal Year 2018/19 mowing, trimming, clearing, tree and pond management, play equipment inspection and repairs, and response to community requests at Plaza Park, Depot Park, bike paths, and nine neighborhood parks.
- Provided partner support services at Sonoma Overlook Trail and Montini Preserve.
- Supported the art museum's temporary large art display in Plaza Park.
- Contracted for janitorial services for Carnegie Building restrooms.
- Supported Arbor Day Tree Rose Planting at Plaza Park Rose Garden.
- Continued to maintain the Highway 12 island (near El Pueblo Inn/Staples).
- Contracted for Montini Preserve maintenance and management, including fuel reduction measures (mowing, grazing, etc.).

FISCAL YEAR 2019 – 2020 GOALS:

- Assist with Council goals related to parks as outlined in the Council's strategic goals.
- Serve the needs of Sonoma's citizens by maintaining, operating, and improving the City's parks and trails.
- Serve in a coordination role for special events and solid waste/recycling/compost collection services.
- Continue to cross-train staff to maximize cross-functional resource sharing efficiencies across various programs.
- Install two additional water bottle filling stations in the Plaza Park, adjacent to Carnegie Building.
- Contract with qualified arborist for Plaza Park Tree Assessment.
- Manage contract for Montini Preserve fuel reduction measures, hazard tree assessment, trail maintenance, invasive plant control, and restoration.
- Participate in Employee Development and Leadership Training for all Public Works Department staff.

CHALLENGES:

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

RECOMMENDED FY 19/20 BUDGET

The Parks Operations budget is a new budget category. Historically, all parks costs have been included in the Administration and Stormwater budget. With new funding sources for Parks, there is the need to segment and track park maintenance costs separately. A new Parks Operations budget has been created and costs have been transferred to this new budget.

Salary changes include any step increases or minor position allocation changes as to how staff is allocated between departments. Benefit changes include vendor costs changes. The City is currently in negotiations with employees, therefore no compensation and benefits increases are included in the proposed budget at this time. If new positions are proposed, those positions are outlined below.

Key changes between the FY 18/19 and the FY 19/20 budget are listed and described below.

Contract with qualified arborist for Plaza Park Tree Assessment; develop maintenance plan and initiate maintenance. (Carryover from current budget.)	\$35,000
Enhanced contract funding for assistance with weed and vegetation management needs.	\$10,000
End of Open Space Grant for maintenance of Montini Preserve; new contract for maintenance of the Montini Preserve and Overlook Trail Maintenance.	\$55,000
Replace parks mower; current mower experiencing regular maintenance issues.	\$10,000

43023- PW-Parks Operations

Expenditure Category	FY 16/17 Projected Actuals*	FY 17/18 Projected Actuals*	FY 18/19 Adopted Budget	FY 18/19 Amended Budget	FY 18/19 Projected Actuals*	FY 19/20 Budget
Salary & Wages	\$0	\$0	\$0	\$0	\$0	\$399,096
Employee Benefits	\$0	\$0	\$0	\$0	\$0	\$189,361
Professional Services	\$0	\$0	\$0	\$0	\$0	\$40,400
Property Services	\$0	\$0	\$0	\$0	\$0	\$272,938
Operations	\$0	\$0	\$0	\$0	\$0	\$93,945
Supplies	\$0	\$0	\$0	\$0	\$0	\$28,500
Software & Equipment	\$0	\$0	\$0	\$0	\$0	\$10,000
Internal Services	\$0	\$0	\$0	\$0	\$0	\$32,379
Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Expense Total	\$0	\$0	\$0	\$0	\$0	\$1,066,619

*Unaudited



BUDGET DETAIL

MISCELLANEOUS

**Community Activities
Non-Departmental
Transfers**





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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 2019 – 2020; the following programs are included in the recommended budget:

- FACILITY SUPPORT TO NON-PROFITS
 - 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. The Agreement with the SVVB is up for renewal in June
- 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.
 - Recreation and Community Services Fund Program – For decades, the City has supported recreation focused non-profits and help with key community events and activities. In 2017, the City Council reviewed and updated the Community Fund Program to create multi-year contracts with key non-profits that support recreation and community services. In addition, the Council approved fee waivers for heritage and community events.

FISCAL YEAR 2018 – 2019 ACCOMPLISHMENTS:

- Completed the first year of the City's Community Fund program with contracts with key recreation and community service providers including annual reports to the City Council and public recognition of the City's financial sponsorship. Streamlined support for key heritage and community events with clarity about the City's sponsorship.
- Updated the City's Special Event Policy.

- 2nd annual temporary public art program in the Plaza with the Sonoma Valley Museum of Art.
- A successful City Party to celebrate Sonoma and our residents.
- Provided \$20,000 in one-time funds to Sonoma Overnight Support and began discussions regarding their strategic direction and services. Participated in Sonoma Valley Homeless Facility Initiative project in partnership with Supervisor Gorin to bring a total of \$839,750 in funding to increase homeless services for the Sonoma Valley.

FISCAL YEAR 2019 – 2020 GOALS:

- Update the City’s banner policy and fees.
- Update the City’s Film Permit ordinance and fees.
- Continue to work with Sonoma Overnight Support to seek a long-term strategic approach and solutions to homelessness in Sonoma.
- Continue to participate in the Sonoma Valley Homeless Facility Initiative project in partnership with Supervisor Gorin to monitor the \$839,750 in funding for F& 19/20 to increase homeless services for the Sonoma Valley.
- Continue the Community Fund Program with the following contracts and sponsorship.

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 10% = \$21,593 Discretionary
FY 18/19	Total = \$241,906	90% = \$215,964 Core / Heritage Events \$55,000 Boys & Girls Club \$40,000 Community Center \$40,000 Vintage House \$25,000 Sonoma Ecology Center \$ 7,500 4 th of July Event – Firefighters \$10,000 SV Field of Dreams (new) \$13,500 Sonoma County Transit \$26,715 Unallocated 10% = \$24,191 Discretionary

RECOMMENDED FY 19/20 BUDGET

Key changes between the FY 18/19 and the FY 19/20 budget are listed and described below.

Conversion of the Community Events Manager from contract (\$62,000) to employee (\$66,500) due to legal changes regarding independent contract requirements. Budgeted for 25 hours per week for community events, city events like City Party, film/banner permits, and other projects.	\$66,500 <u>-\$62,000</u> \$4,500
Increased funding for Community Fund Program due to revenue increases (1.5%) Added Sonoma Valley Field of Dreams (\$10,000) and Sonoma County Transit Fare Free Program (\$13,500); still includes unallocated funding and discretionary funds.	\$25,980
City Party expenses and revenue net to \$2,500; full expenditures not budgeted previously	\$12,000

43101 - Community Activities

Expenditure Category	FY 16/17 Projected Actuals*	FY 17/18 Projected Actuals*	FY 18/19 Adopted Budget	FY 18/19 Amended Budget	FY 18/19 Projected Actuals*	FY 19/20 Budget
Salary & Wages	\$0	\$0	\$0	\$0	\$0	\$62,155
Employee Benefits	\$0	\$0	\$0	\$0	\$0	\$4,675
Property Services	\$313,483	\$319,877	\$334,561	\$340,186	\$340,186	\$349,967
Operations	\$253,196	\$240,423	\$289,926	\$289,926	\$289,926	\$250,500
Expense Total	\$566,679	\$560,300	\$624,487	\$630,112	\$630,112	\$667,297

***Unaudited**



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CITY OF SONOMA

Non-Departmental / Facility Maintenance (100-43200)

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

Non-Departmental expenses represent functions that span the entire City organization with the majority of the costs related to facility maintenance. 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: positions that help numerous departments (public information and records assistance), 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.

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.

RECOMMENDED FY 19/20 BUDGET

- Moved most facility related *costs from Public Works to this fund; not consistent in prior budgets.*
- Retains funding for the City to 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 (\$30,000).
- Retains funding for Sonoma Valley Community Communications base contract (\$20,000) and additional funding for ad-hoc meetings as needed (\$2,500).
- Carryovers over one-time funding of \$22,300 to conduct a citywide fee study to ensure proper cost recovery.
- 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.
- Retains funding for temporary part-time help for front desk reception staffing, records scanning and archiving for building and planning (part-time funding shifted from other departments – no new funds needed)

Reduction of professional services contract.	\$(7,500)
Increase costs for leased phone system.	\$6,500
Plan RFP for custodial services; anticipate higher costs.	\$6,000
New office furniture for 2nd floor City Hall due to ergonomic and configuration issues	\$30,000
Updates to Council Chamber's décor, tables and conference room, including additional EOC tables	\$8,500

43200 - Non-Departmental / Facility Maintenance

Expenditure Category	FY 16/17 Projected Actuals*	FY 17/18 Projected Actuals*	FY 18/19 Adopted Budget	FY 18/19 Amended Budget	FY 18/19 Projected Actuals*	FY 19/20 Budget
Salary & Wages	\$14,145	\$18,656	\$44,393	\$44,393	\$55,312	\$52,641
Employee Benefits	\$2,128	\$7,479	\$13,397	\$13,487	\$16,432	\$6,477
Professional Services	\$7,987	\$22,099	\$52,300	\$52,300	\$32,293	\$44,800
Property Services	\$159,963	\$155,799	\$297,478	\$297,793	\$250,793	\$289,411
Operations	\$50,376	\$124,687	\$59,000	\$59,000	\$53,000	\$69,230
Supplies	\$24,187	\$17,440	\$20,000	\$20,000	\$20,000	\$58,500
Software & Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Internal Services	\$141,869	\$156,011	\$209,188	\$209,188	\$209,188	\$183,813
Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Expense Total	\$400,655	\$502,171	\$695,756	\$696,161	\$637,018	\$704,872

***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 separate department budgets based on cost allocations described in those budgets.

The debt payment to the General Fund for FY 19/20 remains the same.

INTER-FUND TRANSFERS: GENERAL FUND TO OTHER FUNDS	2018/19	2019/20
Debt Service POB (Pension Obligation Bond)	\$404,166	\$411,000
Pension Obligation Bond Admin	\$1,500	\$1,500
Debt Service CREB (Clean Renewable Energy Bond)	\$41,749	\$41,749
Transfer to Cemetery Fund (Cemetery Analysis, one-time carryover)	\$30,000	\$30,000
TOTAL TRANSFERS:	\$477,415	\$484,249

INTER-FUND TRANSFERS: GENERAL FUND TO CIP (Using Reserves and General Fund Current Revenues)	2018/19	2019/20
T-3 Annual Slurry Seal Projects		\$40,000
T-4 Citywide Sidewalk Inspection and Repair Program		\$10,000
T-5 Biennial Pavement Rehab and Water Svs. Replacement Projects		\$145,477
T-6 Citywide Roadway Safety Improvement Projects		\$175,000
CD-1 Storm Water Trash Reduction Systems		\$98,400
BF-4 City Hall Emergency Generator Connection - Assessment Project		\$10,000
BF-2 Corporation Yard Shower Facility, Security and Drainage Projects		\$100,000
TOTAL	\$579,620	\$578,877

RECOMMENDED FY 19-20 BUDGET MODIFICATIONS

The recommended budget for General Fund to Other Funds includes the transfers outlined in detail above.

43999-Transfers Out

Expenditure Category	FY 16/17 Projected Actuals*	FY 17/18 Projected Actuals*	FY 18/19 Adopted Budget	FY 18/19 Amended Budget	FY 18/19 Projected Actuals*	FY 19/20 Budget
Transfers Out - CIP	\$0	\$0	\$579,620	\$579,620	\$579,620	\$578,877
Transfers	\$1,731,111	\$431,511	\$477,415	\$477,415	\$477,415	\$484,249
Expense Total	\$1,731,111	\$431,511	\$1,057,035	\$1,057,035	\$1,057,035	\$1,063,126

*Unaudited