

BUDGET DETAIL

MISCELLANEOUS

COMMUNITY ACTIVITIES NON-DEPARTMENTAL TRANSFERS

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CITY OF SONOMA

Community Activities (100-43101)

Dave Kiff, Interim City Manager

Community Activities represents services that benefit the entire community of Sonoma. For Fiscal Year 2021/22; 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
 - Sonoma Valley High School (SVHS) Support -- City contribution of \$4,500 towards the cost of Crossing Guard Services and \$500 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 (SVVB) at an annual cost of \$100,000. The Agreement with the SVVB is being renewed for a three-year term beginning July 1, 2021.
- 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 – Senior Management Analyst/Events Manager coordinates, plans and oversees special events on the Plaza including Sonoma's Tuesday Night Market.
- FINANCIAL SUPPORT TO NON-PROFITS
 - Lease of the Veteran's Building -- The City has historically provided 15 days Veteran's Building use to other Community Organizations at an annual cost of \$15,000. This provides 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 2020-21 ACCOMPLISHMENTS:

In response to COVID-19, the City continued to work closely with our key community services providers as their programming evolved in response to COVID-19. A lot of effort was put into providing additional support to our community during this unprecedented time.

- Sonoma Ecology Center created a Volunteer Portal to assist with finding volunteers to assist with food service to Sonoma Valley residents. In addition, they opened up the Garden Park to small group outdoor activities like Yoga. They continued their youth programming and transitioned it to virtual learning.
 - Vintage House had to close their facility to the public for most of 2020, but repurposed staff to support the needs of Seniors who needed food and other resources delivered to their homes. Working with the City staff they coordinated outdoor activities/programs at Depot Park for their clientele. They coordinated and hosted multiple weekly food distributions programs that were open to the entire community.
 - The Sonoma Community Center played a big role in coordinating the HeARTS of Sonoma Art project bringing joy to the community through multiple installations of hearts through the Valley. They also converted to virtual learning and offer courses ranging from Ceramics to Culinary Arts.
 - The Boys and Girls Club of Sonoma Valley had to pivot when indoor activities closed, and schools were shut down. Partnering with the school district they hosted and staffed small group learning pods at multiple facilities, which allowed parents of young children the opportunity to go back to in-person essential services work. They also created a Virtual Club which provided some fun and educational programs directly to families while they sheltered in place.
- Provided \$10,000 in funds to Sonoma Valley Museum of Art to support a 3rd annual temporary public art program in the Plaza.
 - Provided \$20,000 in one-time funds to support the Recreation Task Force in the creation of a central repository of available recreational programs in Sonoma Valley.
 - Launched a modified essential Tuesday Farmers market, providing an additional food resource for the community.
 - Provided funding 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 2021-22 GOALS:

- Update the City's banner policy and fees.
- Update the City's Film Permit ordinance and fees.
- Update the City's Special Event fees.
- Working with the Cultural and Fine Arts Commission to update the Public Art Policy to include a Temporary Art Policy which includes temporary art installations sites.
- Coordinate the implementation of Parks and Recreation Cloud based software that will provide the central repository of all recreational programs being offered in Sonoma Valley.
- Updates to the City's website to make it easier for the community to find the Recreation and Community services programs and Park information.
- Working with the Recreation Task Force hire a consultant to assist with the Parks and Recreation assessment, community outreach and creation of a Parks and Recreation multi-year strategic plan.

- Partnering with the SV Chamber of Commerce launch a successful Tuesday Night Market while navigating the evolving public health guidelines.
- 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 19/20	Total = \$241,906	90% = \$215,964 Core /Heritage Events 10% = \$24,191 Discretionary
FY 20/21	Total = \$185,874	90% = \$167,250 Core/Heritage Events 10% = \$18,857 Discretionary
FY 21/22	Total = \$207,097	90% = \$188,500 Core / Heritage Events \$55,000 Boys & Girls Club \$40,000 Community Center \$40,000 Vintage House \$25,000 Sonoma Ecology Center \$15,000 SV Field of Dreams \$13,500 Sonoma County Transit 10% = \$18,597 Discretionary

RECOMMENDED FY 21/22 BUDGET

Salary changes include any cola and or step increases or minor position allocation changes as to how staff is allocated between departments. Benefit changes include vendor costs changes. If new positions are proposed, those positions are outlined below. Property and liability insurance costs increased by 34% in FY 21/22, (included in the expenditure category Property Services), are allocated among City departments and funds based on staffing.

Other key changes between the FY 20/21 and the FY 21/22 budget are listed and described below.

In January of FY 20/21 the part-time Senior Management Analyst in the Community Activities department replaced the vacant Senior Management Analyst in the City Manager's department. The part-time Senior Management Analyst in this department was not refilled. For FY 21/22, a new management analyst is proposed for increased records imaging and cataloging for both the City Clerk and Building departments, alternate backup for the City Clerk, and other special projects. This position replaces a part-time Administrative Assistant in the City Clerk's department and the part-time Senior Management Analyst in the Community Activities department and reduces salaries and benefits by \$72,186.	(\$-72,186)
Increased funding for Community Fund Program due to projected revenue increases following Pandemic related revenue loss.	\$21,250
Added funding for consultant to assist with the Parks and Recreation Phase 3 – Parks Assessment and Creation of the Parks Plan (estimated)	\$20,000
Added Farmer's Market projected revenue - \$12,145 & expenses - \$14,700 with a net budget increase of \$2,555	\$2,555

43101 - Community Activities

Expenditure Category	FY 18-19 Actuals	FY 19-20 Projected Actuals*	FY 20/21 Adopted Budget	FY 20-21 Amended Budget	FY 20-21 Projected Actuals*	FY 21-22 Budget
Salary & Wages	\$ -	\$ 73,622.00	\$ 64,531.00	\$ 64,531.00	\$ 61,386.00	\$ -
Employee Benefits	\$ -	\$ 3,907.00	\$ 7,395.00	\$ 7,395.00	\$ 6,425.25	\$ -
PERS UAL	\$ -	\$ -	\$ 260.00	\$ 260.00	\$ 260.00	\$ -
Property Services	\$ 317,712.00	\$ 362,819.00	\$ 338,294.00	\$ 338,294.00	\$ 331,811.74	\$ 358,721.00
Operations	\$ 257,534.00	\$ 233,203.00	\$ 190,474.00	\$ 200,474.00	\$ 195,067.91	\$ 292,562.00
Expense Total	\$ 575,246.00	\$ 673,551.00	\$ 600,954.00	\$ 610,954.00	\$ 594,950.91	\$ 651,283.00

*Unaudited



CITY OF SONOMA

Non-Departmental / Facility Maintenance (100-43200)

*Sue Casey, Assistant City Manager
Chris Pegg, 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 21/22 BUDGET

Salary changes include any cola and or step increases or minor position allocation changes as to how staff is allocated between departments. Benefit changes include vendor costs changes. If new positions are proposed, those positions are outlined below. Property and liability insurance costs increased by 34% in FY 21/22, (included in the expenditure category Property Services), are allocated among City departments and funds based on staffing.

Other key changes between the FY 20/21 and the FY 21/22 budget are listed and described below:

- City permitting processes are currently paper based resulting in redundant work, inefficiencies, and customer service limitations. Electronic permitting will result in a vastly improved customer permitting experience. Costs for the system can be recovered through increased permit fees spread over a over a 15-year period, resulting in an added cost of \$95 per permit.
- City plan review processes are currently paper based resulting in redundant work, inefficiencies, and customer service limitations. Electronic plan review will result in a vastly improved and cost saving plan review process to both the City and the customer. Costs for the system can be recovered through increased permit fees spread over a over a 15-year period resulting in an added cost of \$38 per plan review hour.
- Request to implement an electronic cloud-based public records archive system. Move imaged document archives to a system that provides a public facing portal to allow the public to access certain archived public records from the Internet. This would help reduce Public Record Act requests and make record retrieval and research easier for the public and for city staff.
- Request to explore and possibly implement new Budgeting/Accounting/ERP software to upgrade current software.
- Transfer to MIS Internal Service Fund for Network & Data Cyber Security Vulnerability Reduction and Best Practices - Recommended by 2019 Network Security Review and Audit

Cloud-based records Archive Software	\$30,000	Upgrade records management/archive software which will include a public portal - Non-Departmental budget
Disaster Recovery and Cyber Security Software	\$75,588	Network & Data Cyber Security Vulnerability Reduction and Best Practices - Recommended by 2019 Network Security Review and Audit - transfer from General Fund to MIS Internal Service Fund
Cloud-based permitting/budgeting/accounting software	\$300,000	Implementation of new permitting/budgeting/accounting to replace manual permitting system and upgrade budgeting/accounting software - Non-Departmental budget

43200 - Non-Departmental

Expenditure Category	FY 18-19 Actuals	FY 19-20 Projected Actuals*	FY 20/21 Adopted Budget	FY 20-21 Amended Budget	FY 20-21 Projected Actuals*	FY 21-22 Budget
Salary & Wages	\$ 56,401.00	\$ 58,332.00	\$ 47,882.00	\$ 47,882.00	\$ 60,074.08	\$ 32,855.00
Employee Benefits	\$ 14,847.00	\$ 9,728.00	\$ 13,597.00	\$ 13,597.00	\$ 10,508.33	\$ 8,631.00
PERS UAL	\$ 1,950.00	\$ -	\$ 12,226.00	\$ 12,226.00	\$ 12,226.00	\$ 7,753.00
Professional Svcs	\$ 27,960.00	\$ 18,333.00	\$ 27,500.00	\$ 27,500.00	\$ 20,579.74	\$ 22,500.00
Property Services	\$ 251,018.00	\$ 271,394.00	\$ 272,431.00	\$ 272,431.00	\$ 216,199.15	\$ 196,830.00
Operations	\$ 76,708.00	\$ 74,306.00	\$ 109,540.00	\$ 109,540.00	\$ 199,241.23	\$ 129,430.00
Supplies	\$ 31,462.00	\$ 66,732.00	\$ 20,000.00	\$ 20,000.00	\$ 17,493.45	\$ 20,000.00
Software & Equip	\$ -	\$ -	\$ -	\$ -	\$ 2,694.13	\$ 330,000.00
Internal Service & Capital Prj	\$ 209,188.00	\$ -	\$ 136,165.00	\$ 136,165.00	\$ 136,165.00	\$ 287,817.00
Debt Service	\$ 68,181.00	\$ 68,181.00	\$ 68,182.00	\$ 106,030.00	\$ 106,030.00	\$ 68,182.00
Expense Total	\$ 737,715.00	\$ 567,006.00	\$ 707,523.00	\$ 745,371.00	\$ 781,211.12	\$1,103,998.00

*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) include transfers to debt service funds to pay General Fund debt service costs, the transfer of 1% TOT to the Housing Trust Fund, General Fund transfers to CIP and General Fund miscellaneous transfers to other funds for various projects and expenditures as described below. FY 21/22 General Fund's share of debt service is for the 2008 Clean Renewable Energy Bonds (CREBS), used for photovoltaic energy projects at the Police Station and the Corporation Yard. The 2012 Pension Obligation Bonds (POB), which were used to purchase unfunded pension liability and finance it at a lower cost than charged by PERS, was paid off in FY 20/21. The FY 21/22 budget also includes a transfer to the Cemetery Fund for a fiscal analysis, transfer of the 1% Transient Occupancy Tax to the Housing Trust Fund and a transfer to the Housing Trust Fund to repay ½ the Rental Assistance funding provided by FISH in FY 20/21. (The remaining ½ of the funding will be transferred to the Housing Trust Fund in FY 22/23.)

This account does not include 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.

Key changes between the FY 20/21 and the FY 21/22 budget are listed and described below.

INTER-FUND TRANSFERS: GENERAL FUND TO OTHER FUNDS	FY 20/21	FY 21/22
Debt Service POB (Pension Obligation Bond)	\$412,300	\$0.00
Pension Obligation Bond Admin	\$1,500	\$0.00
Transfer to Cemetery Fund (Cemetery Fiscal Analysis)	\$0.00	\$30,000
Transfer 1% TOT to Housing Trust Fund	\$187,120	\$296,962
Transfer ½ FISH Rental Assistance Funding back to Housing Trust Fund	\$0.00	\$75,924
TOTAL GENERAL FUND TRANSFERS TO OTHER FUNDS:	\$642,669	\$484,249

INTER-FUND TRANSFERS: GENERAL FUND TO CIP	FY 20/21	FY 21/22
T-3 Annual Slurry Seal Projects		\$40,000
T-4 Citywide Sidewalk Inspection and Repair Program	\$5,000	\$10,000
T-10 Broadway Pedestrian Safety Project (Estimated)		\$232,000
BF-8 Depot Park Museum Roof and Solar		\$86,400
BF-8 Depot Park Museum Roof and Solar		\$60,000
TOTAL GENERAL FUND TRANSFERS TO CIP:	\$5,000	\$478,400

RECOMMENDED FY 21/22 BUDGET

43999 - Transfers Out

Expenditure Category	FY 18-19 Actuals	FY 19-20 Projected Actuals*	FY 20/21 Adopted Budget	FY 20-21 Amended Budget	FY 20-21 Projected Actuals*	FY 21-22 Budget
Transfers Out - CIP	\$ 579,620.00	\$ 175,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 478,400.00
Transfers	\$ 588,653.00	\$ 638,975.00	\$ 454,049.00	\$ 641,169.00	\$ 657,562.00	\$ 444,635.00
Expense Total	\$1,168,273.00	\$ 813,975.00	\$ 459,049.00	\$ 646,169.00	\$ 662,562.00	\$ 923,035.00

*Unaudited