



CITY OF SONOMA & SUCCESSOR AGENCY

FISCAL YEAR 2023-24 OPERATING AND CAPITAL BUDGET



ACKNOWLEDGEMENTS



Pictured from the left; Council Member Patricia Farrar-Rivas, Vice Mayor John Gurney, Mayor Sandra Lowe, Council Member Ron Wellander and Council Member Jack Ding

SONOMA CITY COUNCIL

Sandra Lowe, Mayor

John Gurney, Vice Mayor

Jack Ding, Council Member

Patricia Farrar-Rivas, Council Member

Ron Wellander, Council Member

This Fiscal Year 2023-24 City of Sonoma budget is prepared and submitted to the City Council by City staff on behalf of the Sonoma community. The preparation of a City budget is the product of a team. Much appreciation to the following staff for their talents, dedication, and work to prepare this document and to deliver the services and initiatives contained here.

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CITY MANAGER MESSAGE





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CITY MANAGER MESSAGE

Fiscal Year 2023-24 OPERATING & CAPITAL BUDGET

June 21, 2023

To Mayor Lowe and Members of the City Council,

On behalf of the City staff, I am pleased to present to you the Fiscal Year 2023-24 Operating and Capital Budget for the City of Sonoma.

OVERVIEW

The budget for the City of Sonoma and the Sonoma Successor Agency for FY 2023-24 includes a combined Operating and Capital Improvement Program (CIP) Budget of \$42.9 million. This budget represents a spending plan that balances the need to be responsive in providing services to residents, businesses, and visitors within the limits of available resources.

This year, the City benefited from an economic rebound following the COVID shutdown. The respective increase in revenues and non-recurring funding from the federal government in response to the pandemic buoyed our local finances. The outlook for the coming year, FY 2023-24, is less optimistic, as many economists foresee either a recession or a period of economic stagnation in the next few years. The loss of federal funding and relatively flat growth in local revenues in the coming year, coupled with the effects of contracts, staffing, and overall inflationary pressures, lead us to forecast a deficit of almost \$1.1 million in the General Fund.

Despite financial headwinds, the City has bolstered its General Fund reserve balance over the past years, allowing us to develop thoughtful solutions to a temporary downturn, rather than engaging in reactionary measures that may result in long-term organizational harm. The General Fund reserve has grown to approximately \$11.7 million over the past years, more than adequate to weather a modest downturn or even a more serious recession. Staff will work with the Council over the coming months to identify strategic responses to the deficit, exploring revenue and expenditure solutions and refining forecasts as the economic outlook becomes clearer. It should be noted that the deficit is relatively small, representing about a four percent shortfall.

The budget presented maintains City services at levels commensurate with the expectations of our community. Vital police and fire services are maintained, as are business, art, and community activities. Despite a projected deficit, this budget includes additional resources for programs aimed at the most vulnerable of our community, increasing homeless services. In line with our commitment to pursue long-term fiscal responsibility, one-time funding is included to explore local support for potential revenue solutions.

About Reserves

To meet the challenge of balancing the budget in this time of economic uncertainty, the adopted budget for FY 2023-24 draws on General Fund reserves. The reserve balance has grown in the past years, as the City has prudently set aside “rainy day” funds. The balance of the reserves was \$9 million at FY 2018-19

year-end and is estimated to be \$11.7 million at June 30, 2023, providing a resource for the city to fill the \$1.1 million deficit.

The General Fund reserve level is guided by parameters set forth in the City's Financial Reserve Policy, which sets the minimum balance at a base amount of \$1.5 million plus an amount that would provide funding for city operations for two months, equating to 17 percent of the annual General Fund operating budget. This translates to a floor of \$4.3 million. This Operating Reserve is designated to help mitigate the effects of economic downturns on City services and allow time to adjust operations accordingly. Any remaining portions of the reserve balance are available for one-time projects and to restore the emergency and operating reserves to their target levels.

Going Forward

The FY 2023-24 budget is a plan to weather an economy that is expected to afford local governments challenges in the coming year. With the waning of the pandemic, the City rebounded quickly, as visitors and tourists returned and bolstered revenues derived from hotel stays and eating out. We expect the City to remain resilient, and we will be updating the General Fund forecast to capture any changes in the financial outlook. Staff will also be exploring long-term solutions to address the structural deficit, such as opportunities to increase revenues and, where possible, control expenses. A considerable portion of the General Fund budget is allocated to safety services, and opportunities for new revenue sources for these services may present themselves in the coming years. A current proposal being studied by Sonoma Valley Fire is examining the viability of a supplemental sales tax. If this comes to fruition, it would be of measurable benefit to the City's budgetary outlook.

Despite the projected deficit, there is some call for optimism. The inflationary pressures we have experienced have improved yields, which will result in higher interest earnings for the City. CalPERS, our pension administrator, has benefited from higher returns, which is lending stability to our pension costs. The City has a strong economic infrastructure and elastic revenue sources, such as sales taxes, will rise quickly as the economy rebounds after what economists predict will be a short, traditional downturn.



View of the crowd at the Sonoma City Party from the second story of City Hall, August 2022

FY 23-24 GENERAL FUND OPERATING BUDGET

OVERALL

The General Fund Operating budget for the City of Sonoma for FY 22-23 is \$23,629,236 including transfers. Table 1 is a summary chart for the FY 23-24 General Fund Budget.

Table 1 - FY 23-24 General Fund Budget Summary

FY 2023-24 General Fund Budget	
Revenues	\$24,256,842
Expenditures	\$25,367,455
Surplus/(Deficit)	(\$1,110,613)

The \$1.1 million deficit depicted is the result of a five percent decrease in revenues coupled with a four-percentage increase in expenditures. Much of the revenue loss is due to the loss of \$1.3 million in ARPA funding. A detailed breakdown of the General Fund FY 2023-24 budget with three years of history is included in Attachment B.

General Fund Revenues

Current fiscal year General Fund revenues were projected to increase by almost 6 percent, as the nation emerged from the COVID pandemic and pent-up demand buoyed consumer spending. Conversely, projected revenues for FY 2023-24 are expected to drop by almost \$1.5 million, or 5 percent, based in large measure on the expiration of temporary funding provided under the federal American Rescue Plan Act (ARPA). That funding source provided \$1.3 million annually for the past two fiscal years.

The City of Sonoma’s General Fund revenue forecast is driven primarily by property tax, transient occupancy tax (TOT) and sales taxes. Property tax for FY 2023-24 is projected to be approximately \$100,000 more than the FY 2022-23 budgeted revenue, an increase of two percent, primarily due to escalation of assessed values.

With a tourism-based local economy, the City of Sonoma is reliant on hotel and sales taxes, which represent over 40 percent of the City’s General Fund budget. Sales tax includes the general sales tax of approximately \$3.8 million and approximately \$170,000 allocated to the City for public safety. Based on data from HdL, the City sales tax expert, revenue from sales tax is expected to increase by almost three percent in FY 2023-24, primarily based on inflation. The voter-approved Measure V Sales Tax is expected to increase by 4.5 percent in FY 2023-24, to approximately \$3 million.

For FY 2023-24, we are forecasting Transient Occupancy Tax (TOT) to increase by 2.5 percent to \$6.5 million, based on escalation in average daily rates (ADR). This revenue total includes one percent of TOT that is transferred to the Housing Trust Fund. Fees & charges for services decreased by 3.4 percent compared to the previous fiscal year, due to tapering off development activity. Business license tax revenues are expected to grow marginally in the coming year and franchise tax, collected from local utilities, are expected to increase by eight percent, due in large part to increases approved for Sonoma Garbage Collectors. Other Revenues include items such as licenses and permits, fines and forfeitures, and transfers for the cost allocation plan. This revenue source fell by about \$455,000, or 24 percent, compared

to the prior year due to a decrease in costs allocated to enterprise funds. Table 2 below shows FY 2023-24 projected General Fund revenue by type.

Table 2 – FY 23-24 Revenue Estimates by Type

Revenue Type	FY 23/24 Budget
Transient Occupancy Tax (TOT)	\$6,518,236
Property Taxes	\$5,050,785
Sales Tax (General, Public Safety)	\$4,002,363
Measure V Local Sales Tax	\$3,016,419
EMS - Ambulance Billing Revenue	\$2,275,000
Fees & Charges for Services	\$982,297
Franchise Tax	\$575,812
Business License Tax	\$387,600
Federal Grants (ARPA)	\$0
Other Revenues	\$1,448,330
Total Revenues	\$24,256,842

Table 3 shows some of the FY 23-24 General Fund key revenue increases/(decreases) as compared to the FY 22-23 amended General Fund Budget:

Table 3 - General Fund Key Revenue Increase/ (Decreases)

Revenue Type	Increase /Decrease FY 23/24
Transient Occupancy Tax (TOT)	\$158,982
Property Taxes	\$99,035
Sales Tax (General, Public Safety)	\$113,534
Measure V Local Sales Tax	\$128,649
EMS - Ambulance Billing Revenue	\$0
Fees & Charges for Services	(\$34,134)
Franchise Tax	\$42,653
Business License Tax	\$7,600
Federal Grants (ARPA)	(\$1,318,588)
Other Revenues	(\$455,836)
Total Revenues	(\$1,288,105)

General Fund Expenditures

As a service organization, most of the City's costs are for staffing (either city employees or service contracts, such as police and fire). The budget for current staffing is approximately 3 percent higher than the budget proposed in the previous fiscal year. Negotiated salary and wage increases, as ratified in Memorandums of Understanding (MOU) earlier in the year, were captured in the FY 2022-23 amended budget. Salaries and wages for FY 2023-24 increased by two percent, as staffing levels were held stable in the budget. Other costs associated with personnel are items such as pension costs, health care insurance and other benefits for employees. These benefits are expected to increase by approximately 8 percent, compared to the FY 2022-23 amended budget, primarily due to increased costs in health benefits. Costs

related to the City's defined benefit pension remain stable and may decrease, as new hires increasingly fall into the lower benefit plan.

Several staffing changes are included in the FY 2023-24 proposed budget, none of which add materially to City costs; these changes are primarily departmental adjustments. Overall staffing levels for the City increased from 44 full-time equivalent (FTE) positions in the previous budget to 44.25 FTEs in the proposed budget. The Finance Department will eliminate two management positions and replace them with a single position, the Finance Director. Public Works will change two part-time Maintenance Workers to full-time employees and another Maintenance Worker will be reclassified to a Senior Maintenance Worker. Building & Planning will eliminate two director-level positions and replace them with a Community Development Director and will also add a Building Official and an Administrative Assistant. An Associate Planner is reclassified to a Senior Planner in the budget. Finally, the City Manager will increase the Senior Management Analyst (PIO) to a full-time position from the current three-quarter time. A detailed list of positions funded in the FY 2023-24 budget is included as Attachment C.

The FY 2023-24 budget also includes increases associated with Sheriff services, as the contractual costs increased by \$254,784, or 5 percent. Likewise, the cost of the SVFRA contract and personnel expenses increased by \$396,687, or 6 percent. Payments on the CalPERS unamortized actuarial liability (UAL) remained stable, based on positive market experience in the past few years.

The proposed budget includes new ongoing and one-time expenditures. Below is a list of items that are included in the proposed FY 2023-24 Budget.

ONGOING EXPENSES

Homeless Services	\$	260,000
On-Call City Engineer	\$	50,000
Consulting Services to Support OpenGov	\$	25,000
Part-Time Contract Building Inspector	\$	47,250
Plan Printing Services	\$	20,000
Annual Lease of New Police Vehicle	\$	9,360
Automatic License Plate Reader Implementation	\$	57,000
Total Ongoing Expenses	\$	468,610

ONE-TIME EXPENSES

Municipal Code Migration	\$	6,950
Polling - Revenue Initiatives	\$	30,000
Temporary Office Trailer	\$	50,000
Solar APP+ Implementation (grant funded)	\$	40,000
Total One-Time Expenses	\$	126,950

Table 4 shows FY 23-/24 expenditures for the General Fund. More detailed information regarding revenues, expenditures and reserves is included in the Financial Summary portion of the budget.

Table 4 -FY 23-24 General Fund Expenditures

Expenditure	FY 23/24 Budget
Current Staffing (Salaries & Benefits)	\$5,002,595
Sheriff Contract & Operating Costs	\$5,344,529
Fire/EMS Contract & Operating Costs	6,773,055
Professional Services	1,167,957
Payments on Accrued PERS Liability (UAL)	\$1,327,620
Other Operating Costs	\$5,471,700
Transfer to Capital Improvement Program (CIP)	\$280,000
Total General Fund Expenditures	\$25,367,455

Public Safety

Over 50% of the City’s General Fund budget is invested in Police and Fire/EMS services via contracts and operating costs. For FY 2023-24, the contract with the Sonoma Sheriff increased to \$5,344,529, an increase of five percent. This increase mirrored changes in salaries and benefits negotiated between the County of Sonoma and Deputy Sheriff’s Association. While there are no additions to staffing, the proposed budget includes funding the currently vacant Community Oriented Policing (COP) position. A new request in this budget is a \$57,000 addition for automated license plate reading technology (ALPR), which will be focused on the City’s borders. This request is an ongoing annual expense for a minimum of two years to fund a contract. The police department is also asking for an additional \$9,360, annually, for a police service vehicle that will replace a current City-owned vehicle, bringing the vehicle fleet to standard for replacement and maintenance.

The FY 23-24 proposed budget for the Fire District is increasing by \$371,750 over the amended FY 22-23 budget. The increase is primarily due to an additional \$339,952 for the Fire District contract, which is due to negotiated labor cost increases and additional costs for the three employees assigned to Sonoma that were previously paid for in part by grant funds (SAFER).

Community Activities

Recognizing the significant role that recreational and community services programs play in enhancing the overall health and well-being of its citizens, the City has regularly provided funding, financial support, subsidized utilities, and leases to non-profits providing these services in Sonoma. A few years ago, the City organized funding of recreation and community services into a Recreation & Community Services program and created agreements with key non-profits to recognize this outsourcing partnership.

Due to the importance of these community services, staff recommends that the City continue to support our Core Recreation providers/programs in the following manner:

Sonoma Ecology Center (contract expires FY 23/24)	\$ 25,000
Boys & Girls Club Sonoma (contract expires FY 23/24)	\$ 55,000
Sonoma Community Center (contract expires FY 23/24)	\$ 40,000
Vintage House (contract expires FY 23/24)	\$ 40,000

SV Field of Dreams	\$ 15,000
Sonoma County Transit	\$ 17,500
4 th of July Event	\$ 7,500

Additional Community Support In the 2023-24 Budget:

- No changes to fee waiver policies for Community and Heritage sponsored events.
- No change recommended in financial support to Sebastiani Theatre Foundation
- The Cultural and Fine Arts Commission funding to increase to \$12,000, a \$7,500 increase from FY22-23 to support new programs including: the Chamber Art Show, update and development of temporary outdoor art policy, creation of a poster contest for the Valley of the Moon Vintage Festival and Sonoma’s Tuesday Night Market, expansion of the Earth Day activities including involvement with Trashion Fashion event and possible creation of an Earth Day event in partnership with a local non-profit.
- Continue the \$25,000 funding for Sonoma Valley Health and Recreation (Pool Funding)

The City will continue to monitor and track the water subsidies to its community partners. The City supplies water at no cost or dramatically reduced costs to several of our community partners. For FY 2023-24, the City will continue to account for water expenses of our community partners that are provided at a reduced cost or free of charge in the Community Activities budget under Utilities. These expenses are categorically distinct from the City’s other utility expenses as each is the result of a memorialized agreement between the City and these community partners and the term and magnitude of our obligations in those agreements should be recognized and reviewed annually when budgets are developed. The total subsidy is detailed in the Community Activities budget narrative.

The City of Sonoma Recreation and Community Services Program Guidelines has provisions for 10 percent of the 1.5 percent allocation to be set-aside for distribution by Council as general-purpose discretionary funding which may be used to support special events or smaller special purpose initiatives that become apparent throughout the fiscal year. In addition, any remaining funding that is not allocated to the community partners above, is also added to this discretionary funding. The total amount of these two discretionary funds calculated for the FY 2023-24 budget totals \$81,214.

Public Art

To encourage the development of public art within the City, the City Council adopted Ordinance No. 04-2009 establishing a Public Art Program in the City of Sonoma on April 1, 2009. The ordinance established funding mechanisms which included a contribution to the Public Art Fund of 1% of the project valuation costs in excess of \$250,000 for public development projects and an annual City allocation equal to one-quarter of one percent of the City of Sonoma’s budgeted general fund expenditures not to exceed \$25,000, which funding has been waived by the City Council since 2012 due to the City’s financial situation.

This year, \$25,000 was budgeted for the Public Art Fund and is included in the FY 2023-24 budget (Community Activities) in compliance with Ordinance No. 04-2009. The City Council maintains discretion to waive or reduce this annual allocation if the City’s financial situation does not allow for the funding to be set aside, which the Council may do by budget adjustment via resolution under the terms of Ordinance No. 04-2009.

Homeless Services

The City of Sonoma approved its 3-year Homelessness Strategic Plan in May of 2023. The plan calls for the City to work with the County of Sonoma and local service providers to create a highly coordinated, housing-focused system of care that is sustainable and enduring. To move this plan forward, the City has budgeted \$260,000 towards implementing the elements identified in the plan. In addition to the \$260,000, an additional \$60,000 of Measure O funds have been allocated to fund homeless initiatives. With direction provided by the City Council to support local service providers, coordination with the County and community partners to align funding and services, the following funding allocation is recommended as part of this budget by Resolution:

Total Annual Homeless funding: \$260,000 General Fund

- \$60,000 – By Name List Project Management Services (Regional partnership to reduce costs and overhead)
- \$100,000 – Outreach Case Manager (HAS)
- \$50,000 – Non-Congregate Shelter Operations & Day Services (HAS)
- \$50,000 – Food Distribution for local homeless programs and prevention (SOS)

Capital Improvement Budget

The Capital Improvement Program (CIP) is a planning document to support our safe, healthy, and vibrant community through investment in public infrastructure throughout the City. The CIP includes projects to improve the City's streets, sidewalks, bikeways, and storm drainage; water system; parks and open space; cemeteries; and City buildings. Maintenance and reinvestment in infrastructure is costly, and if deferred, becomes even more expensive. Historically, the City's redevelopment agency was the major funder of capital infrastructure improvements for our community. Without redevelopment funding, the city looks to a variety of funding sources to support the needed improvements to critical infrastructure. A description of these funding sources is provided in Attachment D.



The new Fryer Creek Pedestrian and Bicycle Bridge just before completion, November 2022

Table 6 is the new FY 2023-24 General Fund funding requests for CIP projects that will supplement other funding sources. A complete list of the 2023-24 CIP projects that includes carry over funding and detail of all existing and new funding sources is included in Attachment E. Note that Attachment E shows new funding shown below in Table 6 in addition to existing fund balances.

Table 6 - Total New General Fund Funding Request by Project for Fiscal Year 22-23 Capital Improvement Program. The 5-year CIP Program is included as Attachment F.

CIP #	Project Name (Active Projects)	FY 23/24 New Funding Request
<i>BUILDINGS & FACILITIES: Maintaining Critical Assets</i>		
BF-2	Public Works Safety & Facility Security at Corporation Yard	\$50,000
<i>SUBTOTAL</i>		<i>\$50,000</i>
<i>PARKS: Making Life Better</i>		
P-8	Olsen Park Improvement Project	\$15,000
P-12	Sonoma Oaks Enhancements Project	\$20,000
<i>SUBTOTAL</i>		<i>\$35,000</i>
<i>TRANSPORTATION: Keeping Sonoma Moving Safely</i>		
T-4	Citywide Sidewalk Inspection & Repair Program	\$125,000
T-7	Broadway (SR 12) Streetscape Enhancement	\$20,000
T-10	Broadway Pedestrian Crossings	\$50,000
<i>SUBTOTAL</i>		<i>\$195,000</i>
<i>FUND TOTAL</i>		<i>\$280,000</i>

Other Funds

In addition to the General Fund, the City manages other funds that are restricted or have specific uses. A breakdown of funds and budgeted expenses with a three-year history is provided in Attachment F. A summary of these funds are as follows:

Proprietary Funds

The proprietary funds are accounted for on a cost of services or “capital maintenance” measurement focus, which means that all assets and all liabilities associated with each fund’s activity, whether current or non-current, are included on its balance sheet. The reported fund equity is segregated into assigned and unassigned retained earnings components. Proprietary fund type operating statements present increases (revenues) and decreases (expenses) in total assets. There are two primary types of proprietary funds – Enterprise Funds and Internal Service Funds.

Enterprise Funds – The city maintains two enterprise funds – Water Fund and Cemetery Fund. By Governmental Accounting definition, Enterprise Funds are “to account for operations that are financed and operated in a manner similar to private business enterprise-where the intent of the governing body is that the costs of providing goods or services are financed or recovered primarily through user charges.” The intent is to have the expenses (including depreciation) of

providing goods or services on a continuing basis to the park residents, financed or recovered primarily through charges to the residents.

Internal Service Funds — The internal service funds are used to account for, and finance, services and commodities furnished by a designated department of a governmental unit to other departments of the same governmental unit. The City uses Internal Services Funds to develop reserves for large purchases such as vehicles (Vehicle Replacement Fund), Management Information Systems, and large building maintenance activities (Long Term Building Maintenance Fund). This avoids large fluctuations due to large asset purchases or significant repairs.

Internal Service Fund Current Balances

Management Information Systems	\$	194,265
Vehicle Replacement Fund	\$	787,645
Building Maintenance	\$	2,462,603

Special Revenue Funds

The special revenue funds are used to account for and report the proceeds of specific revenue sources that are legally restricted or committed to expenditures for specified purposes other than debt. For example, the Gas Tax Fund is designated as a Special Revenue Fund as it receives the State calculated allocation of motor vehicle fuel taxes which can only be used for legally restricted specific streets and related transportation purposes/projects.

Capital Projects Funds

The capital projects funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).

Debt Service Funds

The debt service funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs. The Water Fund and Successor Agency have debt payment within their program budgets. In addition, there is one other current debt obligation which has its own debt service fund.

Fiduciary Funds

Trust and agency funds are used to account for assets held by the city in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds. These include expendable trust funds, non-expendable trust funds (permanent funds), pension trust funds, and agency funds.

The Successor Agency is one example of this type of fund. The Successor Agency provides for receipt of Redevelopment Property Tax Trust Fund (RPTTF) funds and payment of former Community Development Agency expenses approved by the State Department of Finance. The City Council sits as the Successor Agency. All actions of the Successor Agency must be approved by a County Consolidated Oversight Board comprised of representatives of the taxing entities and the State’s Department of Finance.

IN CONCLUSION

With the uncertainty of the current economy and its impacts on our local revenues, the proposed FY 2023-24 budget is an active “plan” and will require proactive monitoring and review based on this level of ambiguity and constantly changing information. In preparing the budget, our goal was to fund established council goals, continue investments in the City's infrastructure and increase program service levels.

The proposed FY 2023-24 budget for the City of Sonoma and the Sonoma Successor Agency includes a combined Operating and Capital Improvement Program (CIP) Budget of \$42.9 million. The proposed General Fund budget is \$25,367,457, including transfers. General Fund revenues for FY 2023-24 are projected at \$24.3 million and FY 2022-23 General Fund revenues are expected to be \$25.9 million.

While it is important to set a course of action, it is equally important to be able to adjust along the way. The City Council will have the opportunity to modify and adapt the budget as we proceed through the fiscal year. More than ever before, budgeting is an ongoing process, with an increased frequency and emphasis on monitoring and modification.

The coming year is expected to offer economic challenges at the national, state, and local level and uncertainty prevails in predicting the depth of these challenges. Despite any challenges we may face over the next year, I look forward to working with the Council, Community and Staff to find creative and innovative ways to address the goals of the Council and the level of service expected by the community.

Respectfully submitted,



David Guhin, Sonoma City Manager



A view of the City of Sonoma from the Overlook Trail



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FINANCIAL SUMMARY

**Financial Summary
Budget Calendar for 2023-24
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Reserve Summary
Transfers Between Funds
City Organization Chart (by function)
Summary of Staffing and Positions
Sonoma at a Glance
Sonoma Maps**



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INTRODUCTION

The City Council serves as the policy board for the municipality. As an elected “Board of Directors”, the City Council provides policy direction, establishes goals, and sets priorities for the City government. In addition to serving as the policy makers for the community, the City Council also is responsible for numerous land use decisions within its borders, including the General Plan. The City Council appoints the City Manager and City Attorney.

The City of Sonoma operates under a Council-Manager form of government. The City Manager is considered the Chief Executive Officer (CEO) of the City as a municipal corporation. The City provides municipal services that include police, fire, public works, parks maintenance, community development and community activities. In addition, the City operates a water system and three cemeteries in the form of enterprise funds. This report includes all funds of the City of Sonoma and its blended component unit, the Successor Agency of the Sonoma Community Development Agency, for which the City is financially accountable.

The City Council establishes annual budgets for the General Fund and Special Revenue Funds, except for certain Special Revenue Funds for which expenditures are controlled by grant funding or by assessments received. Budgetary control is legally maintained at the fund level for these funds. Department heads submit budget requests to the City Manager. The City Manager, in collaboration with the Finance staff, prepares an estimate of revenues and prepares recommendations for the next year’s budget. The preliminary budget may or may not be amended by the City Council and is adopted by resolution by the City Council on or before June 30 in accordance with the municipal code.

BUDGET / CITY FUNDS

The budget is a comprehensive financial plan that articulates the goals and objectives of all City departments for the following year. Department managers prepare budgets and outline goals and objectives for the next year. The budget is also an opportunity to look back at accomplishments in the current fiscal year. The budget reflects the goals and initiatives that have been outlined by the City Council.

In order to understand the budget document, it is important to have some background on the basis of municipal budget and accounting. The City’s accounts are organized on the basis of funds, each of which is considered a separate accounting entity, and which are required by state or federal law or proper accounting practice. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

The operating budget includes proposed spending from many different funds. Depending on the type of service provided by a department, expenditures may be authorized from a number of funds. The majority of traditional city services are funded through the General Fund.

FINANCIAL SUMMARY

General Fund

The General Fund is the general operating fund of the City. It is used to account for all financial resources except those that require accounting in another fund. The General Fund is largely funded through general tax revenue. Fiscal impacts to the General Fund play a large part in the City's ability to pay for core community service such as public safety.

Proprietary Funds

The proprietary funds are accounted for on a cost of services or "capital maintenance" measurement focus, which means that all assets and all liabilities associated with each fund's activity, whether current or non-current, are included on its balance sheet. The reported fund equity is segregated into assigned and unassigned retained earnings components. Proprietary fund type operating statements present increases (revenues) and decreases (expenses) in total assets. There are two primary types of proprietary funds – Enterprise Funds and Internal Service Funds. Proprietary Funds can only charge customers the cost the City incurs. The City cannot make a profit on these services.

Enterprise Funds – The city maintains two enterprise funds – Water Fund and Cemetery Fund. By Governmental Accounting definition, Enterprise Funds are "to account for operations that are financed and operated in a manner similar to private business enterprise-where the intent of the governing body is that the costs of providing goods or services are financed or recovered primarily through user charges." The intent is to have the expenses (including depreciation) of providing goods or services on a continuing basis to the park residents, financed or recovered primarily through charges to the residents. Enterprise funds are intended to be fully self-supporting and not subsidized by the General Fund or other funds.

Internal Service Funds — The internal service funds are used to account for, and finance, services and commodities furnished by a designated department of a governmental unit to other departments of the same governmental unit. The City uses Internal Services Funds to develop reserves for large purchases such as vehicles (Vehicle Replacement Fund), Management Information Systems, and large building maintenance activities (Long Term Building Maintenance Fund). This avoids large fluctuations due to large asset purchases or significant repairs.

Special Revenue Funds

The special revenue funds are used to account for and report the proceeds of specific revenue sources that are legally restricted or committed to expenditures for specified purposes other than debt. For example, the Gas Tax Fund is designated as a Special Revenue Fund as it receives the State calculated allocation of motor vehicle fuel taxes which can only be used for legally restricted specific streets and related transportation purposes/projects.

Fiduciary Funds

Trust and agency funds are used to account for assets held by the city in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds. These include expendable trust funds, non-expendable trust funds (permanent funds), pension trust funds, and agency funds.

FINANCIAL SUMMARY

The Successor Agency is one example of this type of fund. The Successor Agency provides for receipt of Redevelopment Property Tax Trust Fund (RPTTF) funds and payment of former Community Development Agency expenses approved by the State Department of Finance. The City Council sits as the Successor Agency to the Community Development Agency of the City of Sonoma. All actions of the Successor Agency must be approved by a County Consolidated Oversight Board comprised of representatives of the taxing entities and the State's Department of Finance.

Debt Service Funds

The debt service funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs. The Water Fund and Successor Agency have debt payments within their program budgets.

Capital Projects Funds

The capital projects funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).

BASIS OF BUDGETING

A municipal budget is a legally required management and planning tool to forecast expenditures and revenues the City will incur in the upcoming fiscal year. It is neither actual revenue nor actual expenditures, but a tool to plan for the desired level of expenditures with the expected level of revenue. The budget is constantly monitored throughout the year, to make adjustments so that at the end of the year the budget is in balance.

The budget is prepared in accordance with Generally Accepted Accounting Principles. The budgets for all funds have been prepared on a modified accrual basis, adjusted for encumbrance accounting. Appropriations for encumbrances are included; however, appropriations for expenditures against prior year encumbrances are excluded. The modified accrual basis recognizes expenditures at the point in time when the related fund liability is incurred, not necessarily when the liability is actually paid. Revenues are recognized when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Each fund is estimated prior to the end of the fiscal year utilizing the same basis of accounting that is used for the same fund within the final audited financial statements once the Fiscal Year is closed.

CITY OF SONOMA
BUDGET CALENDAR FOR 2023-24

April

Budget Kick-off

May

Current Year Budget Update
Study Session General Fund
Study Session Public Works and CIP

June

Budget, CIP and Authorized Positions Adopted

August

Budget Book Presentation



REVENUES - FINANCIAL SUMMARY

REVENUE OVERVIEW

Fund	Revenue Category/Fund Total	FY 21-22	FY 22-23	FY 22-23	FY 22-23	FY 23-24	\$ Change FY23-24	% Change FY23-24
		Actuals*	Adopted Budget	Amended Budget	Projected Actuals*	Proposed Budget	Proposed Budget to FY22-23 Amended Budget	Proposed Budget to FY22-23 Amended Budget
100	Property Taxes	\$ 4,778,547.00	\$ 4,951,750.00	\$ 4,951,750.00	\$ 2,773,513.00	\$ 5,050,785.00	\$ 99,035.00	2%
100	Sales & Use Taxes	\$ 3,703,290.00	\$ 3,720,517.00	\$ 3,720,517.00	\$ 3,504,695.00	\$ 3,833,378.00	\$ 112,861.00	3%
100	Measure V Local Sales Tax	\$ 2,946,629.00	\$ 2,887,770.00	\$ 2,887,770.00	\$ 2,607,153.00	\$ 3,016,419.00	\$ 128,649.00	4%
100	Sales Tax - Public Safety	\$ 176,406.00	\$ 168,312.00	\$ 168,312.00	\$ 180,825.00	\$ 168,985.00	\$ 673.00	0%
100	Fees	\$ 786,422.00	\$ 648,847.00	\$ 648,847.00	\$ 687,296.00	\$ 609,602.00	\$ (39,245.00)	-6%
100	Transient Occupancy Tax (TOT)	\$ 6,798,123.00	\$ 6,359,254.00	\$ 6,359,254.00	\$ 6,413,453.00	\$ 6,518,236.00	\$ 158,982.00	3%
100	Franchise Tax	\$ 609,900.00	\$ 533,159.00	\$ 533,159.00	\$ 631,002.00	\$ 575,812.00	\$ 42,653.00	8%
100	Business License Tax	\$ 428,249.00	\$ 380,000.00	\$ 380,000.00	\$ 475,816.00	\$ 387,600.00	\$ 7,600.00	2%
100	Real Property Transfer Tax	\$ 192,302.00	\$ 150,000.00	\$ 150,000.00	\$ 179,477.00	\$ 153,000.00	\$ 3,000.00	2%
100	Licenses & Permits	\$ 116,541.00	\$ 198,000.00	\$ 198,000.00	\$ 291,823.00	\$ 206,180.00	\$ 8,180.00	4%
100	Fines & Forfeitures	\$ 132,052.00	\$ 87,000.00	\$ 87,000.00	\$ 87,000.00	\$ 87,000.00	\$ -	0%
100	Interest & Rents	\$ 140,115.00	\$ 93,163.00	\$ 93,163.00	\$ 154,660.00	\$ 95,027.00	\$ 1,864.00	2%
100	Grants	\$ 55,919.00	\$ -	\$ -	\$ 323.00	\$ -	\$ -	-
100	Federal Grants	\$ 1,323,588.00	\$ 1,318,588.00	\$ 1,318,588.00	\$ 1,318,588.00	\$ -	\$ (1,318,588.00)	-100%
100	Charges For Services	\$ 76,379.00	\$ 367,583.00	\$ 367,583.00	\$ 111,419.00	\$ 372,695.00	\$ 5,112.00	1%
100	EMS	\$ 2,257,961.00	\$ 2,275,000.00	\$ 2,275,000.00	\$ 2,651,827.00	\$ 2,275,000.00	\$ -	0%
100	Miscellaneous	\$ 168,582.00	\$ -	\$ -	\$ 96,366.00	\$ -	\$ -	0%
100	Transfers	\$ -	\$ 1,211,902.00	\$ 1,211,902.00	\$ 1,278,826.00	\$ 790,103.00	\$ (421,799.00)	-35%
100	Other Revenues	\$ 53,839.00	\$ 108,100.00	\$ 108,100.00	\$ 41,745.00	\$ 59,900.00	\$ (48,200.00)	-45%
100	Interest Revenue	\$ 1,968.00	\$ 56,000.00	\$ 56,000.00	\$ 494.00	\$ 57,120.00	\$ 1,120.00	2%
100	Total General Fund	\$ 24,746,812.00	\$ 25,514,945.00	\$ 25,514,945.00	\$ 23,453,828.00	\$ 24,256,842.00	\$ (1,258,103.00)	-5%
ENTERPRISE FUNDS								
501	Cemeteries	\$ 253,183.00	\$ 342,373.00	\$ 342,373.00	\$ 239,404.00	\$ 316,923.00	\$ (25,450.00)	-7%
504	Cemetery Endowment	\$ 49,498.00	\$ 40,620.00	\$ 40,620.00	\$ 30,806.00	\$ 39,120.00	\$ (1,500.00)	-4%
510	Water Utility	\$ 5,914,421.00	\$ 6,579,462.00	\$ 6,579,462.00	\$ 6,029,783.00	\$ 6,573,500.00	\$ (5,962.00)	0%
521	EMS-Equip.Replacement	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	0%
INTERNAL SERVICE FUNDS								
601	Mgmt Information Service (MIS)	\$ 342,182.00	\$ 425,982.00	\$ 425,982.00	\$ 440,446.00	\$ 488,630.00	\$ 62,648.00	15%
603	Vehicle Replacement	\$ 351,951.00	\$ 398,924.00	\$ 398,924.00	\$ 394,605.00	\$ 332,289.00	\$ (66,635.00)	-17%
610	L/T Bldg Maint	\$ 314,635.00	\$ 303,672.00	\$ 303,672.00	\$ 295,672.00	\$ 312,380.00	\$ 8,708.00	3%
614	Computer Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
SPECIAL REVENUE FUNDS								
202	Public, Educational & Govt PEG	\$ 44,721.00	\$ 55,200.00	\$ 55,200.00	\$ 44,315.00	\$ 59,061.00	\$ 3,861.00	7%
217	SLESF Cops Grnt	\$ 135,165.00	\$ 102,000.00	\$ 102,000.00	\$ 106,157.00	\$ 102,000.00	\$ -	0%
240	Abandon Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
302	Gas Tax	\$ 265,478.00	\$ 325,924.00	\$ 325,924.00	\$ 279,351.00	\$ 267,139.00	\$ (58,785.00)	-18%
303	Road Maintenance SB1	\$ 219,219.00	\$ 250,209.00	\$ 250,209.00	\$ 219,996.00	\$ 250,209.00	\$ -	0%
313	Measure M Funds	\$ 85,475.00	\$ 111,700.00	\$ 111,700.00	\$ 186,262.00	\$ 112,144.00	\$ 444.00	0%
314	Parks-In-Lieu Fees/Quimby Act	\$ -	\$ -	\$ -	\$ 40,997.00	\$ -	\$ -	-
315	Parks Measure M Funds	\$ 120,293.00	\$ 157,570.00	\$ 157,570.00	\$ 163,221.00	\$ 158,200.00	\$ 630.00	0%
316	Parks Proposition 68 Funds	\$ -	\$ 185,015.00	\$ 185,015.00	\$ -	\$ 185,015.00	\$ -	0%
732	Housing Trust Fund	\$ 559,978.00	\$ 509,872.00	\$ 509,872.00	\$ 616,453.00	\$ 514,600.00	\$ 4,728.00	1%
796	IGT Fire	\$ 486,018.00	\$ 500,000.00	\$ 500,000.00	\$ 1,134,934.00	\$ 500,000.00	\$ -	0%
AGENCY FUNDS								
391	Successor Agency	\$ 2,997,485.00	\$ 2,650,427.00	\$ 2,650,427.00	\$ 2,406,987.00	\$ 2,650,427.00	\$ -	0%
704	Alcalde Trust	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
DEBT SERVICE FUNDS								
495	2008 Creb Bonds	\$ -	\$ 41,749.00	\$ 41,749.00	\$ 41,749.00	\$ 41,749.00	\$ -	0%
498	2012 Pension Obligation Bonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
630	Grants Restricted	\$ -	\$ 1,102,743.00	\$ 1,102,743.00	\$ 502,114.00	\$ 3,200,000.00	\$ 2,097,257.00	190%
CAPITAL PROJECT FUNDS								
301	City - CIP	\$ 28,288.00	\$ 1,235,943.00	\$ 1,235,943.00	\$ 454,266.00	\$ 221,200.00	\$ (1,014,743.00)	-82%
304	Parks & Facilities CIP	\$ -	\$ 130,000.00	\$ 130,000.00	\$ 130,000.00	\$ 85,000.00	\$ (45,000.00)	-35%
512	Water - CIP	\$ 22,405.00	\$ 545,250.00	\$ 545,250.00	\$ 52,133.00	\$ 477,750.00	\$ (67,500.00)	-12%
Revenue Total (* Unaudited)		\$ 36,937,207.00	\$ 41,512,080.00	\$ 41,512,080.00	\$ 37,263,479.00	\$ 41,146,678.00		

GENERAL FUND

REVENUES - FINANCIAL SUMMARY

For a further discussion of the City's General Fund budgeted revenues, see page 62.

WATER FUND

For a further discussion of the City's Water Fund, see page 142.

INTERNAL SERVICE FUNDS

Further discussion of the City's Internal Service Funds, begin on page 149.

SPECIAL REVENUE FUNDS

Further discussion of the City's Special Revenue Funds, begin on page 160.

AGENCY FUNDS

For a further discussion of the City's Agency Fund, see page 185.

DEBT SERVICE FUNDS

For a further discussion of the City's Debt Service Fund, see page 189.

EXPENSES (APPROPRIATIONS) SUMMARY

FISCAL YEAR 2023-24 APPROPRIATIONS FOR ALL FUNDS

Expenditure Category	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Proposed Budget	\$ Change FY23-24 Proposed Budget to FY22-23 Amended Budget	% Change FY23-24 Proposed Budget to FY22-23 Amended Budget
GENERAL FUND:								
City Council (41001)	\$ 104,124	\$ 123,569	\$ 131,655	\$ 135,011	\$ 139,439	\$ 153,023	\$ 18,012	13%
City Clerk (41002)	\$ 247,953	\$ 328,494	\$ 422,144	\$ 439,554	\$ 372,797	\$ 393,433	\$ (46,121)	-10%
City Manager (41003)	\$ 609,338	\$ 861,892	\$ 1,126,590	\$ 1,172,675	\$ 1,182,528	\$ 1,314,858	\$ 142,183	12%
Finance (41004)	\$ 749,005	\$ 681,591	\$ 903,954	\$ 942,215	\$ 705,060	\$ 801,131	\$ (141,084)	-15%
Legal Services (41005)	\$ 402,579	\$ 380,321	\$ 337,848	\$ 337,848	\$ 343,708	\$ 337,914	\$ 66	0%
Police (42101)	\$ 4,986,582	\$ 5,641,716	\$ 6,169,852	\$ 6,177,304	\$ 6,177,304	\$ 6,499,239	\$ 321,936	5%
Fire/EMS (42201)	\$ 6,890,394	\$ 6,635,000	\$ 7,252,378	\$ 7,417,708	\$ 7,417,708	\$ 7,789,458	\$ 371,750	5%
Public Works Admin (43020)	\$ 587,991	\$ 649,109	\$ 379,418	\$ 407,665	\$ 667,066	\$ 536,512	\$ 128,846	32%
Public Works Streets (43022)	\$ 854,352	\$ 941,192	\$ 1,005,623	\$ 1,041,000	\$ 1,042,024	\$ 1,081,664	\$ 40,664	4%
Public Works Parks (43023)	\$ 754,476	\$ 902,560	\$ 1,307,652	\$ 1,380,094	\$ 1,216,636	\$ 1,428,277	\$ 48,183	3%
Planning (43030)	\$ 848,124	\$ 944,181	\$ 1,068,656	\$ 1,273,736	\$ 1,154,331	\$ 1,270,847	\$ (2,888)	0%
Building (43040)	\$ 639,681	\$ 647,487	\$ 729,196	\$ 761,309	\$ 732,926	\$ 1,019,840	\$ 258,531	34%
Community Activities (43101)	\$ 601,283	\$ 650,974	\$ 924,659	\$ 924,659	\$ 792,351	\$ 930,926	\$ 6,267	1%
Successor Agency (43199)	\$ 121,480	\$ 49,407	\$ 195,189	\$ 200,133	\$ 79,516	\$ 205,251	\$ 5,118	3%
Non-Departmental (43200)	\$ 796,594	\$ 766,963	\$ 885,403	\$ 885,558	\$ 782,716	\$ 771,335	\$ (114,224)	-13%
Emergency Response (43201)	\$ 48,639	\$ 14,382	\$ -	\$ -	\$ 4,907	\$ -	\$ -	-
Subtotal General Fund	\$ 19,242,594	\$ 20,218,838	\$ 22,840,218	\$ 23,496,469	\$ 22,811,017	\$ 24,533,708	\$ 1,037,239	4%
General Fund Transfer Out (43999)	\$ 684,297	\$ 522,816	\$ 789,021	\$ 789,021	\$ 789,021	\$ 833,749	\$ 44,728	6%
Total General Fund	\$ 19,926,891	\$ 20,741,654	\$ 23,629,239	\$ 24,285,490	\$ 23,600,038	\$ 25,367,457	\$ 1,081,967	4%
CAPITAL PROJECTS:								
Streets/Transp/Drainage Capital Projs (301)	\$ 5,706	\$ 468,779	\$ 230,000	\$ 230,000	\$ 436,641	\$ 3,470,610	\$ 3,240,610	1409%
Parks & Facilities Capital Projects (304)	\$ 25,220	\$ 53,772	\$ 120,000	\$ 120,000	\$ 18,426	\$ 85,000	\$ (35,000)	-29%
Water Utility - Capital Projects (512)	\$ 1,269	\$ 856,148	\$ 467,500	\$ 467,500	\$ 10,300	\$ 400,000	\$ (67,500)	-14%
ENTERPRISE FUNDS:								
Cemetery (501)	\$ 359,442	\$ 356,776	\$ 483,146	\$ 527,534	\$ 347,494	\$ 509,533	\$ (18,001)	-3%
Water Utility Operating (510)	\$ 5,090,100	\$ 3,760,632	\$ 6,459,544	\$ 6,547,761	\$ 4,644,770	\$ 6,555,950	\$ 8,189	0%
SPECIAL REVENUE FUNDS:								
Public, Educational & Govt PEG (202)	\$ 60,384	\$ 22,019	\$ 55,000	\$ 55,000	\$ 46,753	\$ 59,061	\$ 4,061	7%
C.O.P.S. Grant (217)	\$ 100,000	\$ -	\$ 102,100	\$ 102,100	\$ 82,744	\$ 102,100	\$ -	0%
Gas Tax (302)	\$ 135,359	\$ 14,465	\$ 300,000	\$ 272,322	\$ 199,226	\$ 510,000	\$ 237,678	87%
SB-1 Road Maintenance (303)	\$ -	\$ 24,314	\$ 249,009	\$ 249,009	\$ 347,625	\$ 350,000	\$ 100,991	41%
Transportation Measure M (313)	\$ 151,682	\$ -	\$ 100,000	\$ 100,000	\$ 81,420	\$ 130,000	\$ 30,000	30%
Parks-in-Lieu/Quimby Act (314)	\$ 76,989	\$ 15,845	\$ -	\$ -	\$ 84,899	\$ 50,000	\$ 50,000	-
Parks Measure M (315)	\$ 26,592	\$ 36,477	\$ 155,000	\$ 155,000	\$ 66,736	\$ 157,000	\$ 2,000	1%
Parks-Proposition 68 (316)	\$ -	\$ 53	\$ 185,015	\$ 185,015	\$ 185,015	\$ 185,015	\$ -	0%
EMS Equipment Replacement (521)	\$ -	\$ 80,322	\$ 79,500	\$ 156,519	\$ 171,404	\$ -	\$ (156,519)	-100%
Grants Restricted (630)	\$ -	\$ -	\$ 1,102,743	\$ 1,102,743	\$ 501,000	\$ -	\$ (1,102,743)	-100%
Pool Scholarship (715)	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	-
Housing Trust Fund (732)	\$ 5,000	\$ -	\$ -	\$ 2,759	\$ 2,758	\$ -	\$ (2,759)	-100%
Intergovernmental Transfer IGT (796)	\$ 1,108,483	\$ -	\$ 861,800	\$ 861,800	\$ 975,627	\$ 440,000	\$ (421,800)	-49%
SVFRA (798)	\$ 11,013,608	\$ 9,845	\$ -	\$ -	\$ 4,099	\$ -	\$ -	-
Cemetery Endowment (504)	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0%
INTERNAL SERVICE FUNDS:								
Management Information Systems (601)	\$ 217,000	\$ 309,180	\$ 551,930	\$ 551,930	\$ 364,643	\$ 542,393	\$ (9,537)	-2%
Vehicle Replacement (603)	\$ 297,908	\$ 236,497	\$ 536,000	\$ 536,000	\$ 236,000	\$ 536,000	\$ -	0%
Long Term Building Maintenance (610)	\$ 59,844	\$ -	\$ 305,000	\$ 305,000	\$ 305,000	\$ 305,000	\$ -	0%
DEBT SERVICE FUNDS:								
CREBS (495)	\$ 41,749	\$ 41,749	\$ 41,749	\$ 41,749	\$ 41,749	\$ 41,749	\$ -	0%
POB (498)	\$ 410,983	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
AGENCY FUNDS:								
Successor Agency RPPF-ROPS (391)	\$ 1,959,962	\$ 1,850,632	\$ 2,630,652	\$ 2,630,652	\$ 1,712,514	\$ 2,630,652	\$ -	0%
TOTAL OPERATING & CAPITAL PROJECTS:	\$41,124,173	\$28,879,159	\$38,719,926	\$39,560,882	\$34,541,880	\$42,502,519		

EXPENSES (APPROPRIATIONS) SUMMARY

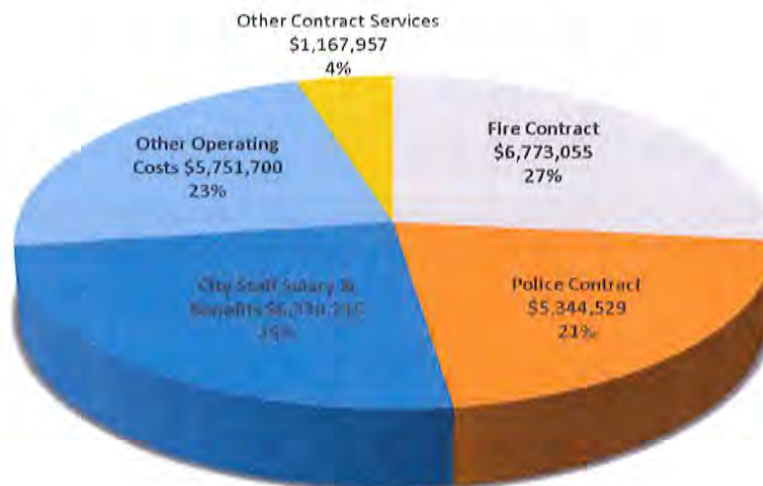
GENERAL FUND APPROPRIATIONS BY CATEGORY AND PROGRAM

The General Fund expenditure of **\$25,367,457** (including transfers) is a significant component of the Operating Budget. As a service organization, the majority of the City's costs are for staffing (either city employees or service contracts, such as Police and Fire). The Adopted FY 2023-24 General Fund budget includes a total increase of 0.5 full-time equivalent (FTE) positions. Most changes to staffing were classification changes to enhance the organizational structure of the City. An Assistant City Manager position and a Deputy Finance Director position were streamlined into a Finance Director, expected to be filled in FY 2023-24. The Senior Management Analyst position was increased by 0.5 FTE to be a full position in order to enhance Public Information services. Community Development increased by a total of one FTE, creating a Community Development Director and Senior Planner from existing positions and adding an Administrative Assistant. Staffing in Public Works remained static, overall, with some classification changes that can be seen in the Personnel Allocation Listing on the next page.

Major increases within the General Fund budget for FY 2023-24 include \$254,784 to the Sheriff's contract and \$396,687 to the Fire SVFRA contract (a more detailed discussion can be found in the Public Safety section). Salary & Benefits included cost of living adjustments (COLA) and previously discussed changes that resulted in a two percent increase in salary and benefits increased by eight percent, due primarily increasing health insurance and workers compensation costs.

The City of Sonoma's General Fund expenses can be grouped into several broad categories. The Police and Fire Service Contracts are the largest category of expenses for the City. It is very typical for municipalities to spend most their General Fund budget on public safety. In looking at the General Fund on a program basis, **48%** of operating expenditures go to the Police and Fire contracts. Chart 1 below shows the FY 2023-24 General Fund expenditures by category:

Chart 1 - City of Sonoma
General Fund FY 2023-24 Budget



EXPENSES (APPROPRIATIONS) SUMMARY

The next largest category is salary and benefits, which is appropriate for a service-based organization (a summary of staffing and positions follows this section). The General Fund budget also includes transfers for \$833,749 to other funds. These transfers include a total of \$41,749 in debt service costs, the 1 percent TOT transfer to the Housing Trust Fund of \$512,000, and an appropriation of \$280,000 for Capital Improvement Program projects (discussed in further detail in the 5-Year CIP program budget). Finally, the Internal Service transfers of \$1,383,393 are the contributions for replacement and purchase of informational technology, equipment, and vehicles, as well as long-term building maintenance.

BUDGET CHANGES

Global Updates Affecting All Budgets

In each of the department budgets, some general changes have been included based on contractual agreements, increased pension-related costs, or realignment of costs initiated to better capture the appropriate accounting structure or cost share. These changes are not specific to a single program or department. Each is briefly discussed as follows:

Personnel Allocations: Individual employee positions are allocated to the specific department budget where they spend their time. For example, the Public Works Operations Manager is spread among the various public work budgets (Streets, Water, Parks & Facilities, and Cemetery). Each year the allocations are reviewed and modified based on current operations.

Cost Allocation Plan: The implementation of the 2018 Cost Allocation Plan puts salaries and benefits costs back into the General Fund “central services” departments or divisions (e.g., the City Manager’s Office, City Clerk, Finance and Administrative Services, and Public Works Administration) and then portions of these departments are charged back to line departments or enterprise funds based on specific cost methodologies. Most of these increases are offset by allocations to recipients of these services through fund-level transfers, and do not represent an actual increase in total costs.

Employee’s Salary: The City has one formal union, SEIU, with all other employees unrepresented. The current contract with SEIU was ratified in FY 2022-23. The FY 2023-24 General Fund budget includes an increase in wages to the city employees of 2 percent. To avoid compaction and to reflect warranted cost-of-living adjustments, the managers’ wages are increased at the same percentage. Other wage changes allow for step increases for new employees and for employees not yet at top step.

CalPERS: The City is a member of the California Public Employee Retirement System (CalPERS) through which pensions are provided to its employees. The City does not participate in Social Security. Although the City has been judicious through the years about pensions, pension costs are increasing for all cities. Pensions are funded in three ways -- investment earnings by CalPERS, contributions by employees and contributions by employers. PERS investment earnings and employee contributions pay well almost 70% of the total cost. As of June 30, 2022, PERS investment earnings are paying 56% of total pension costs. As investment earnings provide less funding, public agencies as the employer are faced with increasing costs.



EXPENSES (APPROPRIATIONS) SUMMARY

As of June 30, 2021, CalPERS had 81.2% of the funds required to pay estimated retirement benefits. There are several factors contributing to CalPERS' insufficient funding, including: enhanced benefits provided to employees in the early 2000s, investment losses from the recession, including a 34.75% loss in 2008, cost of living increases, changing demographics with mortality rates decreasing, and changing PERS contribution rates and investment assumptions, all of which have pushed costs to the cities as the employer.

CalPERS Investment earnings affect how much future benefit payments can be funded by investment income rather than by contributions. If lower investment earning occurs, future contributions must increase to make up the expected difference. The volatility of the investment earnings in recent years have been a significant contributor to the required employer contribution. CalPERS investment earnings for the past six years are reflected in Table 1 below.

2017	2018	2019	2020	2021	2022
11.2%	8.6%	6.7%	4.7%	21.3%	(6.1%)

(www.calpers.ca.gov/docs/forms-publications/facts-investment-pension-funding.pdf)

There are two primary costs for pensions – the “normal cost”, which is the annual cost for the current year of service and the “unfunded liability”. For FY 2023-24, the projected normal cost to be paid by the City for employee retirement will increase 13.26 percent and 8 percent of payroll for Classic and PEPRA plans, respectively, with employees paying 1.5 percent of this cost. The City also pays a fixed annual amount for the Unfunded Actuarial Liability (UAL) of current employees, as well as past fire and police employees. Table 2 below shows the CalPERS normal costs and unfunded liability assessments for FY 2022-23 and FY 2023-24:

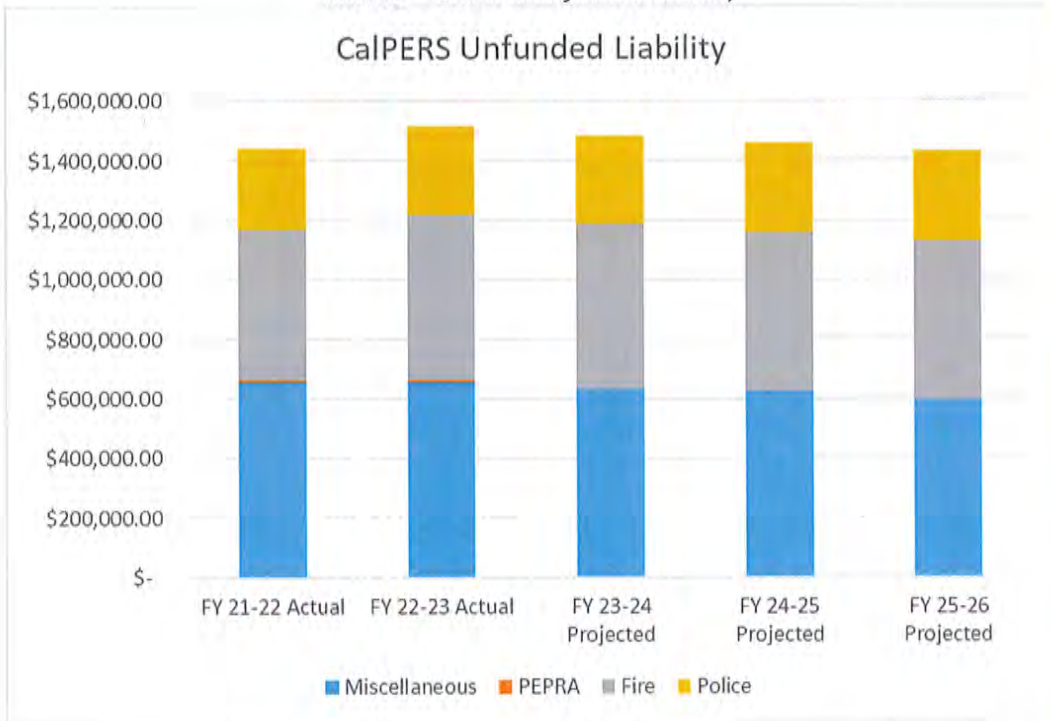
Table 2 - CalPERS Normal Costs and Unfunded Liability Assessments for FY 2022-23 and FY 2023-24

CalPERS Costs	2022-23	2023-24	Change
Annual Costs (Normal Costs)			
Classic Member Rate	11.61%	13.26%	1.65%
PEPRA Member Rate	7.76%	8.00%	0.24%
Unfunded Liability Assessments			
UAL Classic Member	\$ 656,050	\$ 630,001	(\$ 26,049)
UAL PEPRA Member	\$ 8,703	\$ 0	(\$ 8,703)
UAL Safety Fire	\$ 553,943	\$ 553,725	(\$ 218)
UAL Safety Police	\$ 299,169	\$ 302,023	\$ 2,854
Total	\$ 1,517,865	\$ 1,485,749	(\$ 32,116)

Based on CalPERS investment earnings and other policy changes, all California cities that are members of CalPERS are experiencing increased volatility in unfunded liabilities. Following several years of increasing unfunded liabilities, CalPERS is forecasting decreases in these costs for the City of Sonoma. As seen in the graph below, annual costs will decrease from \$1.5 million in FY 2022-23 to a projected \$1.5 million in FY 2025-26, after a modest uptick in the last fiscal year.

EXPENSES (APPROPRIATIONS) SUMMARY

Chart 2 – CalPERS Unfunded Liability



While State law and CalPERS control much of the pension regulations and costs, there are a few options available to cities to work toward pension cost stabilization.

Employee Health Insurance: Health insurance premiums for FY 2023-24 are expected to increase by approximately 8.5 percent, or approximately \$68,000. It is important to note that the City does not offer medical benefits to employees upon retirement, therefore it does not have any outstanding liability for former employees.

Insurance Assessments: The City has been a member of the Redwood Empire Municipal Insurance Fund (REMIF) a self-insured joint powers authority – JPA (governmental entity) which was established in 1976 to handle the insurance claims, benefit programs, and risk management needs of fifteen (15) member cities. In 2021, REMIF merged with a larger California based JPA, PARSAC, to become the California intergovernmental Risk Authority (CIRA). Over the past couple of years, costs for liability insurance has been escalating for the public entity sector. The hard liability market is driven by unexpectedly high jury verdicts, settlements, and defense costs for law enforcement and dangerous (fire related) conditions claims. As a result, underwriting standards have tightened, and carriers are offering lower limits while significantly increasing costs. In addition, many insurance carriers are leaving the state – leaving the capacity available to CIRA significantly reduced (with increased prices). For property, the wildfires and natural disasters have done the same – many insurers simply want nothing to do with California. However, with the merger, CIRA was able to secure coverage (strength in numbers). Costs for property and liability insurance have seen volatile increases, such as the 34 percent rise in FY 2021-22, but remained relatively stable for FY 2023-24, increasing a little over four percent.

EXPENSES (APPROPRIATIONS) SUMMARY

Debt Service: The City's only debt service is for the 2008 Clean Renewable Energy Bonds (CREB) that were used for photovoltaic (solar) projects at the Police Station and Corporation Yard. The obligation was a lease agreement with Municipal Finance Corporation in the amount of \$1,156,000 entered into on July 10, 2008. Principal installments of \$41,749 are made on December 15 of each year, with the final installment due on December 15, 2024.

Program-Based Budget Modifications and One-time Expenditures: In addition to these global changes, there are program-based budget modifications proposed for the operating departments. The one-time expenditures are summarized in the City Manager's Message, and above and are also detailed in the department pages that follow this section.

RESERVE SUMMARY

GENERAL FUND AND WATER RESERVES

In 2019, the City Council updated the City's Financial Reserve Policy to maintain stable reserve levels for the General Fund and formalized reserve policies for the Water Fund. Below is the updated policy which contains reserve parameters for the General Fund. The Water Fund Reserve policy is at the end of this section. The City recently adopted a formal Water Reserve policy and the Water Utility Fund is building reserves to comply with these best practices.

BACKGROUND

Comprehensive reserves are a vital component of a sound financial plan for both the City's General Fund and the City's Water Utility Fund. Strong reserves position an organization to weather significant economic downturns more effectively, alleviate the consequences of outside agencies actions that may result in revenue reductions, and help to manage unexpected emergencies, such as natural disasters, catastrophic events, or excessive liabilities or legal judgements against the organization.

Fiscal stability is an important factor to any City. It is Council's responsibility to provide for the continuation of services in the event of natural or fiscal emergency. Realizing that city revenues are not stable and are dependent upon national, state and local economic trends, it is prudent for the City of Sonoma to have a "Financial Reserve Policy" in place to address any downturns that would affect the city revenues.

The City of Sonoma endeavors to maintain adequate reserves for its General Fund and Water Utilities Fund, as a matter of fiscal prudence and sound financial management. These policies will guide the City in:

- Planning for economic uncertainties, downturns in the local or national economy, local disasters or catastrophic events;
- Maintaining good standing with credit rating agencies;
- Future debt or capital obligations
- Ensuring cash availability when revenue is unavailable
- Deciding when to use reserves and how to replenish reserves if they have been spent.

Per current Government Accounting Standards Board Statement No. 54, ("GASB" 54), fund balances are divided into five (5) categories in the financial statements:

CATEGORY	DESCRIPTION
Non-Spendable	Cannot be readily converted to cash or is not legally spendable (example: assets required to be maintained intact)
Restricted	Externally imposed restrictions on spending (creditors, granting agencies, or laws)
Committed	City Council formally imposed restrictions on spending (by resolution or other action)
Assigned	Funds reserved by City Council direction of City for designated purposes
Unassigned	Residual balance not classified in any of the above categories and available for expenditure

RESERVE SUMMARY

Cities often create different reserves within these classifications to set aside funds for specific purposes. For purposes of this document, the City's General Fund reserve will include the sum of the Committed, Assigned, and Unassigned Fund Balances for that fund.

To mitigate these financial challenges, three separate General Fund reserves and three separate Water Utility Fund reserves are established as set forth below.

GENERAL FUND RESERVES

GENERAL FUND			
Reserves	Description	Calculation	GASB Categorization
General Fund Operating Reserve	Provide funding to evaluate alternatives in the event of financial hardships, provide resources in times of economic uncertainties and downturns, and to provide funding due to unexpected expenditures and/or reductions in revenues.	Two (2) months annual operating expenditures (17% of annual operating expenditures)	Committed
General Fund Emergency Reserve	Provide operating and/or repair funds in the event of a local disaster or catastrophic event.	Base amount of \$1,500,000	Committed
General Fund Special Projects Reserve	To segregate surplus fund balance from recurring revenue sources so that such surpluses will be appropriated only for non-recurring expenditures and 2) to create a funding source for one-time projects such as, but not limited to: <ul style="list-style-type: none"> ▪ Capital improvement projects of any type ▪ Surveys, studies and analyses of both operating and capital needs ▪ Updates of adopted plans (e.g., general plan or specific general plan elements, facility master plans) ▪ Temporary service programs (for example, a limited-duration code or traffic enforcement effort). 	No dedicated funding; based on Council direction and financial resources	Committed or Assigned
General Fund Unassigned Reserve	Residual balance not classified in any of the above categories and available for expenditure	Residual General Fund balance not classified above and available for expenditure	Unassigned

RESERVE SUMMARY

General Fund Operating Reserve

The purpose of the General Fund Operating Reserve is to provide sufficient cash flow and to provide breathing room for the City to evaluate alternatives in the event of financial hardships, provide resources in times of economic uncertainties and downturns, and to provide funding due to unexpected expenditures and/or reductions in revenues.

The Government Finance Officers Association (GFOA) maintains a best practice for general fund reserves. While the level of reserves should be assessed on a City's unique circumstances or risk levels, the recommended best practice is to keep at least two months of operating expenditures or minimum of 15% reserves.

The General Fund Operating Reserve can cover any significant unanticipated or mandated expenditures which cannot be deferred or efficiently funded by borrowing. This reserve is not intended to provide funding for new programs or for "buys of opportunity" or similar circumstances, usually involving the purchase of property. The General Fund Operating Reserve is distinguished from the General Fund Emergency Disaster/Reserve, from any reserves that may be assigned for specific purposes, and from unassigned fund balance and shall be reported separately on the balance sheet.

Under "GASB 54" the General Fund Operating Reserve will also be categorized in the City's financial statements as *Committed* fund balance.

When adopting the budget each year, the City of Sonoma shall establish a General Fund Operating Reserve of 17% of annual General Fund expenditures, (equal to two month of annual operating expenditures), which is available for appropriation for financial hardships or to provide resources in times of economic uncertainties and downturns, and to provide funding due to unexpected expenditures and/or reductions in revenues.

Process for the Use of the General Fund Operating Reserve in the Event of Financial Adversity:

- In the event of financial adversity, (defined as a prolonged downturn in one or more major revenue sources for the General Fund or imposition of a significant, unanticipated and unavoidable expense that cannot be deferred or efficiently funded by borrowing), staff would request City Council approval to utilize the General Fund Operating Reserve to maintain current service levels until a reduced budget is prepared or other solutions identified.
- Appropriate staff (i.e. City Manager, Assistant City Manager and Department Heads) would evaluate affected revenues and programs and make recommendations regarding any reduced service levels and/or any other solutions.
- The proposed financial plan would be shared with all City staff.
- Recommendations from the City Manager and staff on the proposed financial plan would be presented to the City Council for review, discussion, and adoption at a public meeting.

Use of the General Fund Operating Reserve in the event of financial adversity will be by direction of the City Council only and shall be appropriated by a simple majority vote of the City Council.

Whenever expenditures or transfers are made from the General Fund Operating Reserve, it shall be a high priority for the City to reimburse such expenditures soon, normally by deferring other service or project expenditures.

RESERVE SUMMARY

Should the Council opt not to draw on the Operating Reserve or should the financial hardship exceed the available reserve funds, the City Council may direct that funding be augmented through the following options:

- Inter-fund Financing Transfer;
- External/Third-Party Financing;
- Immediate spending freeze; and/or
- Other financing options available at the point of need.

The City Council may from time-to-time authorize budget appropriations that would reduce the General Fund Operating Reserve below its policy-mandated 17% level and this shall be by a simple majority vote of the City Council.

If the City Council appropriates funds that, for any purpose authorized in this policy, would drop the General Fund Operating Reserve below 17%, the next budget cycle should include a plan for how the General Fund Operating Reserve will be restored to the required 17% reserve level within a reasonable time.

General Fund Emergency Reserve

The purpose of the City of Sonoma's General Fund Emergency Reserve is to provide operating and/or repair funds in the event of a local disaster or catastrophic event.

When adopting the budget each year, the City of Sonoma shall establish a General Fund Emergency Reserve of \$1.5 million, which is available for appropriation to respond to local disasters or catastrophic events, whether natural or man-made.

The City Council may from time-to-time authorize budget appropriations that would reduce the General Fund Emergency Reserve below its policy-mandated \$1.5 million level and this shall be by a simple majority vote of the City Council. These appropriations should be made only in response to significant events such as, (but not limited to), natural disasters, declared emergencies or catastrophic events.

If the City Council appropriates funds that, for any purpose authorized in this policy, would drop the General Fund Emergency Reserve below \$1.5 million, the next budget cycle should include a plan for how the General Fund Emergency Reserve will be restored to the required \$1.5 million reserve level within a reasonable time.

In case of emergencies falling under the purview of the City of Sonoma Municipal Code Section 2.36, purchases authorized by the Director of Emergency Services under Section 2.36.060 (b) may cause the balance in the General Fund Emergency Reserve to fall below the required \$1.5 million level.

Under "GASB 54" the General Fund Emergency Reserve will be categorized in the City's financial statements as *Committed* fund balance.

General Fund Special Projects Reserve

The City of Sonoma shall establish a General Fund Special Projects Reserve which is made up of unassigned fund balance in the General Fund. The purposes of the General Fund Special Projects Reserve are 1) to segregate surplus fund balance from recurring revenue sources so that such surpluses will be appropriated only for non-recurring expenditures and 2) to create a funding source for one-time projects such as, but not limited to:

RESERVE SUMMARY

- Capital improvement projects of any type
- Surveys, studies and analyses of both operating and capital needs
- Updates of adopted plans (e.g., general plan or specific general plan elements, facility master plans)
- Temporary service programs (for example, a limited- duration code or traffic enforcement effort).

Approval of any appropriation from the General Fund Special Projects Reserve shall be by a simple majority vote of the City Council.

Under "GASB 54", the General Fund Special Projects Reserve will be categorized in the City's financial statements as either Assigned, if the funds are reserved by City Council direction or the City Manager for designated purposes; or Committed or Assigned, if the funds are approved in the annual budget process.

General Fund Inter-Fund Financing

The City of Sonoma maintains additional funds outside the General Fund, which may be utilized to provide interim financing to the General Fund in the event of financial adversity. Financing levels of the inter-fund loan shall not exceed 50% of the available fund balance and shall be documented by an established repayment schedule, including interest accrued on the loan using the quarterly Local Agency Investment Fund ("LAIF") interest rate earned by the City on its idle cash, approved by the City Council based on the recommendation of staff.

The staff recommendation shall include a certification that the fund from which the cash is to be borrowed shall not need these dollars during the repayment period to meet City obligations, based upon fund financial projections and based upon legal requirements. Repayment of these loans shall become the priority in future budgeting cycles.

RESERVE SUMMARY

CURRENT RESERVES

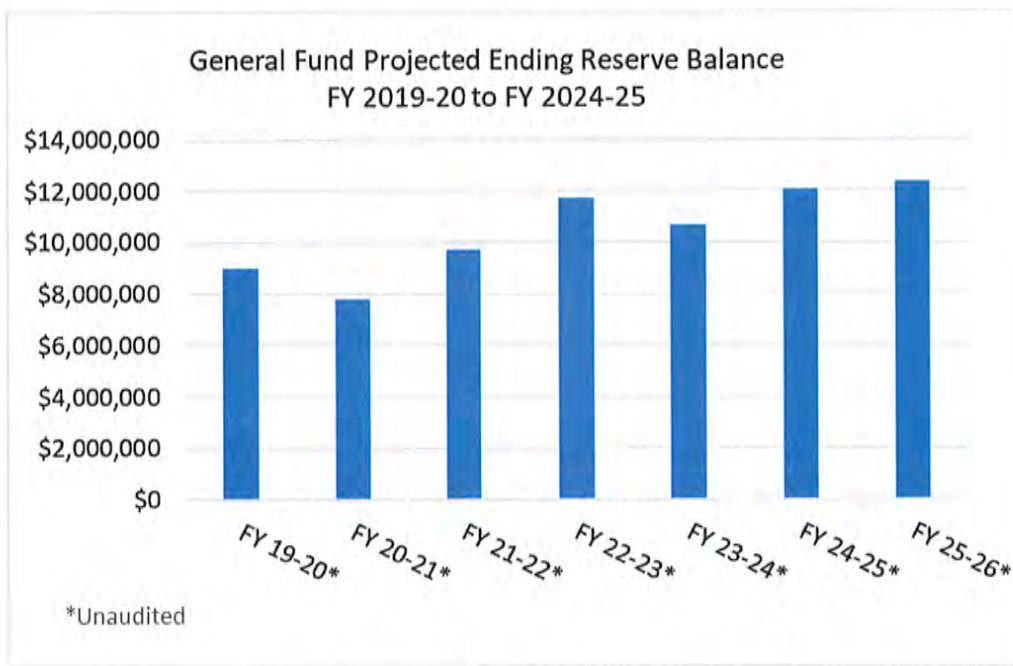
Following is chart showing an estimate of current reserves based on the City Council's General Fund Reserve Policy outlined prior.

GENERAL FUND RESERVE SUMMARY - (PROJECTED - UNAUDITED)	FY 2022/23 Projected (Unaudited)	FY 2023-24 Budget
Beginning Total General Fund Reserve (Includes Funds 100,704,521,750,796)	\$ 9,727,070	\$ 11,701,890
Committed for Operating Reserve (17% of General Fund Budgeted Expenditures)	\$ 4,004,235	\$ 4,312,467
Committed for Emergency Reserve	\$ 1,500,000	\$ 150,000
Committed for One-time Special Projects: These are included in Budgeted Expense		
Municipal Code Migration		\$ 6,950
Polling - Revenue Initiatives		\$ 30,000
Temporary Office Trailer		\$ 50,000
Solar APP+ Implementation (Grant Funded)		\$ 40,000
Cemetery Analysis (Carryover FY 20/21)		
Pension Study/Analysis (Carryover FY 20/21)		
Plaza Tree Assessment and Major Maintenance (Carryover FY 20/21 & 21/22)	\$ 32,000	
Photographic Art for City Council Chambers to complete refurbishing of Council Chambers		
Council - Directed Studies	\$ 15,000	
One laptop and 8 iPads - for IT Security and Public Works upgrades		
Augmentation needed to replace Public Works Parks Flat-Bed Truck		
TESLA EV Charging Stations - Tesla EV charging stations at Community Center		
Field of Dreams - one-time contribution for maint and irrigation upgrades		
Cloud-based records management archive software to include a public portal		
Valley Governance Study		
Climate Action Consultant	\$ 35,000	
Total Committed and Budgeted for One-Time Special Projects	\$ 5,586,235	\$ 4,589,417
Assigned General Fund Reserve Balance		
<i>(Funds Reserved by Council Direction or City Manager for Designated Purposes)</i>		
EMS Equipment Replacement	\$ 106,848	\$ 225,000
General Plan Reserve	\$ 500,000	\$ 500,000
Total Assigned General Fund Reserve Balance	\$ 606,848	\$ 725,000
Total Unrestricted/Undesignated General Fund Reserve Balance	\$ 2,664,301	\$ 3,428,025
Beginning Total General Fund Balance (Includes Funds 100,704,521,750,796)*	\$ 9,727,070	\$ 11,701,890
Net Income/(Loss) (Includes Funds 100,704,521,750,796)*	\$ 656,232	\$ (1,048,113)
American Rescue Plan Federal Relief Funding	\$ 1,318,588	\$ -
Ending Total General Fund Balance (Includes Funds 100,704,521,750,796)*	\$ 11,701,890	\$ 10,653,777
*Funds 100-General Fund, 704-Alcalde Trust, 521-EMS Equipment Replacement, 750-Bids & Deposits, 796-IGT		

RESERVE SUMMARY

PROJECTED GENERAL FUND ENDING RESERVE BALANCES

Following is chart showing an estimate of projected General Fund Ending Reserve balances based on the General Fund 5-Year Long Range Forecast.



WATER UTILITY FUND RESERVES

It is the City Council’s responsibility to provide for the continuation of water utility services in the event of a natural or fiscal emergency, therefore fiscal stability is vital for the City’s Water Utility Fund. In 2018, the City updated its water rates and conducted a comprehensive review of the City’s Water Utility financial plan, user classifications, and various rate structures to help ensure the City will continue to provide high quality, dependable water service to the community while maintaining financial stability, affordability, and adequate levels of investment in infrastructure. In keeping with sound financial policies three separate Water Utility Fund reserves were established, as outlined below:

Water Utility Fund Reserves			
Reserves	Description	Calculation	GASB Categorization
Water Utility Fund Operating Reserve	Provide cash flow to support the operation, maintenance and administration of the City’s Water Utility Fund to cover any significant unanticipated or mandated expenditures.	Two (2) months of annual expenditures (17%)	Committed

RESERVE SUMMARY

Water Utility Capital Reserve	To cover any unexpected and unplanned infrastructure repairs and replacements not included in the Capital Improvement Plan (CIP) annual budget.	Annual average of CIP expenditures (averaged over the next five years)	Committed
Water Utility Fund Rate Stabilization Reserve	To be used during periods of short-term revenue shortages due to economic recession, drought, or other causes, to alleviate the need to quickly implement substantial rate increases.	10% of annual Volumetric Charge revenue, increasing by 1% every year until it reaches 15% of annual Volumetric Charge revenue	Committed

Water Utility Fund Operating Reserve

The purpose of the Water Utility Fund Operating Reserve is to provide working capital to support the operation, maintenance, and administration of the City's Utility Fund, ensuring that cash flow needs of normal operations are met.

Beginning with fiscal year 2018/19, the City shall establish and maintain an Operating Reserve target level equal to two months or 17% of operating and maintenance expenditures.

The Water Utility Fund Operating Reserve can cover any significant unanticipated or mandated expenditures which cannot be deferred or efficiently funded by borrowing. This reserve is not intended to provide funding for new programs or for "buys of opportunity" or similar circumstances, usually involving the purchase of property. The Water Utility Fund Operating Reserve is distinguished from any reserves that may be assigned for specific purposes and from unassigned fund balance and shall be reported separately on the balance sheet.

Under "GASB 54" the Water Utility Fund Operating Reserve will be categorized in the City's financial statements as Committed fund balance.

Process for the Use of the Water Utility Fund Operating Reserve in the Event of Financial Adversity:

- In the event of financial adversity, (defined as a prolonged downturn in one or more major revenue sources for the Water Utility Fund or imposition of a significant, unanticipated and unavoidable expense that cannot be deferred or efficiently funded by borrowing), staff would request City Council approval to utilize the Water Utility Fund Operating Reserve to maintain current service levels until a reduced budget is prepared or other solutions identified.
- Appropriate staff (i.e. City Manager, Public Works Director and Department Heads) would evaluate affected revenues and programs and make recommendations regarding solutions.
- The proposed financial plan would be shared with all City staff.
- Recommendations from the City Manager and staff on the proposed financial plan would be presented to the City Council for review, discussion, and adoption at a public meeting.

Use of the Water Utility Fund Operating Reserve in the event of financial adversity will be by direction of

RESERVE SUMMARY

the City Council only and shall be appropriated by a simple majority vote of the City Council.

Whenever expenditures or transfers are made from the Water Utility Fund Operating Reserve, it shall be a high priority for the City to reimburse such expenditures soon, normally by deferring other service or project expenditures.

Water Utility Fund Capital Reserve

The purpose of the Water Utility Fund Capital Reserve is to cover any unexpected and unplanned infrastructure repairs and replacements not included in the Capital Improvement Plan (CIP) annual budget.

Beginning with Fiscal Year 2018/19 the City shall establish and maintain a Water Utility Fund Capital Reserve of annual average CIP expenditures (averaged over the next five years). The Capital Reserve target levels do not include the debt funded CIP projects.

Use of the Water Utility Fund Capital Reserve in the event of any unexpected and unplanned infrastructure repairs and replacements not included in the Capital Improvement Plan (CIP) annual budget will be by direction of the City Council only and shall be appropriated by a simple majority vote of the City Council.

Whenever expenditures or transfers are made from the Water Utility Fund Capital Reserve, it shall be a high priority for the City to establish a plan to reimburse the Water Utility fund Capital Reserve as soon as fiscally possible.

Under "GASB 54" the Water Utility Fund Capital Reserve will also be categorized in the City's financial statements as Committed fund balance.

Water Utility Fund Rate Stabilization Reserve

The Water Utility Fund Rate Stabilization Reserve is to be used during periods of short-term revenue shortages due to economic recession, drought, or other causes, to alleviate the need to quickly implement substantial rate increases. Beginning in Fiscal Year 2018/19 the Water Utility Rate Stabilization Reserve target level is 11% of annual Volumetric Charge revenue. The Water Utility Rate Stabilization Reserve will be increase by 1% every year, until it reaches a targeted 15% percent of annual Volumetric Charge revenue.

Use of the Water Utility Fund Rate Stabilization Reserve during periods of short-term revenue shortages caused by economic recession, drought, or other reasons, will be by direction of the City Council only and shall be appropriated by a simple majority vote of the City Council.

Whenever transfers are made from the Water Utility Fund Rate Stabilization Reserve, it shall be a high priority for the City to reimburse the Reserve as soon as fiscally possible.

Under "GASB 54" the Water Utility Fund Rate Stabilization Reserve will also be categorized in the City's financial statements as Committed fund balance.

City of Sonoma

RESOLUTION # 07 - 2019

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONOMA APPROVING SONOMA FINANCIAL RESERVE POLICY

WHEREAS, financially stable organizations must have appropriate reserves. Strong reserves position an organization to weather significant economic downturns more effectively, manage the consequences of outside agencies actions that may result in revenue reductions, and address unexpected emergencies, such as natural disasters, catastrophic events caused by human activity, or excessive liabilities or legal judgments against the organization; and,

WHEREAS, the City of Sonoma's Reserve Policy was last reviewed and updated by the City Council in 2006; and,

WHEREAS, in February 2009, the Government Accounting Standards Board (GASB) issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions (GASB 54). The objective of the Statement was to improve the usefulness, including understandability, of governmental fund balance information. It provided more clearly defined categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. It also clarified the governmental fund type definition to improve comparability of governmental fund financial statements and help financial statement users better understand the purposes for which governments have chosen particular funds for reporting; and,

WHEREAS, it is necessary to update the City's Reserve Policy to make it more comprehensive, current and reflecting of best practices of cities; and,

WHEREAS, the City currently has three reserve policies that are maintained in the General Fund – the Operating Reserve, the Emergency Reserve, and the Special Projects Reserve; and,

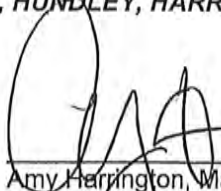
WHEREAS, in 2018, the City updated its water rates and conducted a comprehensive review of the City's Water Utility financial plan, user classifications, and various rate structures to help ensure the City will continue to provide high quality, dependable water service to the community while maintaining financial stability, affordability, and adequate levels of investment in infrastructure. In keeping with sound financial policies three separate Water Utility Fund reserves were established – Water Utility Fund Operating Reserve, Water Utility Capital Reserve, and Water Utility Fund Rate Stabilization Reserve; and,

WHEREAS, on August 20, 2018, at a study session with City Council, staff presented an overview of the City of Sonoma's current General Fund Reserve Policy with recommendations for several updates and changes to the policy. During the study session, Council directed staff to complete a fiscal analysis of the City's General Fund to determine how the most recent recession affected City finances and its major revenue sources, (Property Tax, Sales Tax, Sales Tax Measure M, and Transient Occupancy Tax, (TOT). Staff also agreed to do further analysis comparing Sonoma's reserve policies to best practices, industry guidelines, and other cities.

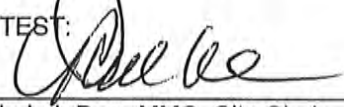
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sonoma that the Sonoma Financial Reserve Policy (Exhibit A) is hereby approved.

PASSED, APPROVED AND ADOPTED this 4th day of March 2019, by the following vote:

AYES: **AGRIMONTI, COOK, HARVEY, HUNDLEY, HARRINGTON**
NOES:
ABSENT:
ABSTAIN:



Amy Harrington, Mayor

ATTEST:


Rebekah Barr, MMC, City Clerk



DRAFT
CITY OF SONOMA FINANCIAL RESERVE POLICIES

BACKGROUND

Comprehensive reserves are a vital component of a sound financial plan for both the City and the City's Water Utility Fund. Strong reserves position an organization to weather significant economic downturns more effectively, manage the consequences of outside agencies actions that may result in revenue reductions, and address unexpected emergencies, such as natural disasters, catastrophic events, or excessive liabilities or legal judgements against the organization.

Fiscal stability is an important factor to any City. It is Council's responsibility to provide for the continuation of services in the event of natural or fiscal emergency. Realizing that city revenues are not stable and are dependent upon national, state and local economic trends, it is prudent for the City of Sonoma to have a "Financial Reserve Policy" in place to address any downturns that would affect the city revenues.

The City of Sonoma endeavors to maintain adequate reserves for its General Fund and Water Utilities Fund, as a matter of fiscal prudence and sound financial management. These policies will guide the City in:

- Planning for economic uncertainties, downturns in the local or national economy, local disasters or catastrophic events;
- Maintaining good standing with credit rating agencies;
- Future debt or capital obligations
- Ensuring cash availability when revenue is unavailable
- Deciding when to use reserves and how to replenish reserves if they have been spent.

Per current Government Accounting Standards Board Statement No. 54, ("GASB" 54), fund balances are divided into five (5) categories in the financial statements:

CATEGORY	DESCRIPTION
Non-Spendable	Cannot be readily converted to cash or is not legally spendable (example: assets required to be maintained intact)
Restricted	Externally imposed restrictions on spending (creditors, granting agencies, or laws)
Committed	City Council formally imposed restrictions on spending (by resolution or other action)
Assigned	Funds reserved by City Council direction of City for designated purposes
Unassigned	Residual balance not classified in any of the above categories and available for expenditure

Attachment A – Draft City of Sonoma Financial Reserve Policies

Cities often create different reserves within these classifications to set aside funds for specific purposes. For purposes of this document, the City’s General Fund reserve will include the sum of the Committed, Assigned, and Unassigned Fund Balances for that fund.

To mitigate these financial challenges, three separate General Fund reserves and three separate Water Utility Fund reserves are established as set forth below.

GENERAL FUND RESERVES

GENERAL FUND			
Reserves	Description	Calculation	GASB Categorization
General Fund Operating Reserve	Provide funding to evaluate alternatives in the event of financial hardships, provide resources in times of economic uncertainties and downturns, and to provide funding due to unexpected expenditures and/or reductions in revenues.	Two (2) months annual operating expenditures (17% of annual operating expenditures)	Committed
General Fund Emergency Reserve	Provide operating and/or repair funds in the event of a local disaster or catastrophic event.	Base amount of \$1,500,000	Committed
General Fund Special Projects Reserve	To segregate surplus fund balance from recurring revenue sources so that such surpluses will be appropriated only for non-recurring expenditures and 2) to create a funding source for one-time projects such as, but not limited to: <ul style="list-style-type: none"> ▪ · Capital improvement projects of any type ▪ · Surveys, studies and analyses of both operating and capital needs ▪ · Updates of adopted plans (e.g., general plan or specific generalplan elements, facility master plans) ▪ · Temporary service programs (for example, a limited-duration code or traffic enforcement effort). 	No dedicated funding; based on Council direction and financial resources	Committed or Assigned
General Fund Unassigned Reserve	Residual balance not classified in any of the above categories and available for expenditure	Residual General Fund balance not classified above and available for expenditure	Unassigned

Attachment A – Draft City of Sonoma Financial Reserve Policies

General Fund Operating Reserve

The purpose of the General Fund Operating Reserve is to provide sufficient cash flow and to provide breathing room for the City to evaluate alternatives in the event of financial hardships, provide resources in times of economic uncertainties and downturns, and to provide funding due to unexpected expenditures and/or reductions in revenues.

The Government Finance Officers Association (GFOA) maintains a best practice for general fund reserves. While the level of reserves should be assessed on a City's unique circumstances or risk levels, the recommended best practice is to keep at least two months of operating expenditures or minimum of 15% reserves.

The General Fund Operating Reserve can cover any significant unanticipated or mandated expenditures which cannot be deferred or efficiently funded by borrowing. This reserve is not intended to provide funding for new programs or for "buys of opportunity" or similar circumstances, usually involving the purchase of property. The General Fund Operating Reserve is distinguished from the General Fund Emergency Disaster/Reserve, from any reserves that may be assigned for specific purposes, and from unassigned fund balance and shall be reported separately on the balance sheet.

Under "GASB 54" the General Fund Operating Reserve will also be categorized in the City's financial statements as *Committed* fund balance.

When adopting the budget each year, the City of Sonoma shall establish a General Fund Operating Reserve of 17% of annual General Fund expenditures, (equal to two month of annual operating expenditures), which is available for appropriation for financial hardships or to provide resources in times of economic uncertainties and downturns, and to provide funding due to unexpected expenditures and/or reductions in revenues.

Process for the Use of the General Fund Operating Reserve in the Event of Financial Adversity:

- In the event of financial adversity, (defined as a prolonged downturn in one or more major revenue sources for the General Fund or imposition of a significant, unanticipated and unavoidable expense that cannot be deferred or efficiently funded by borrowing), staff would request City Council approval to utilize the General Fund Operating Reserve to maintain current service levels until a reduced budget is prepared or other solutions identified.
- Appropriate staff (i.e. City Manager, Assistant City Manager and Department Heads) would evaluate affected revenues and programs and make recommendations regarding any reduced service levels and/or any other solutions.
- The proposed financial plan would be shared with all City staff.
- Recommendations from the City Manager and staff on the proposed financial plan would be presented to the City Council for review, discussion, and adoption at a public meeting.

Use of the General Fund Operating Reserve in the event of financial adversity will be by direction of the City Council only and shall be appropriated by a simple majority vote of the City Council.

Whenever expenditures or transfers are made from the General Fund Operating Reserve, it shall be a high priority for the City to reimburse such expenditures soon, normally by deferring other service or project expenditures.

Should the Council opt not to draw on the Operating Reserve or should the financial hardship exceed the

Attachment A – Draft City of Sonoma Financial Reserve Policies

available reserve funds, the City Council may direct that funding be augmented through the following options:

- Inter-fund Financing Transfer;
- External/Third-Party Financing;
- Immediate spending freeze; and/or
- Other financing options available at the point of need.

The City Council may from time-to-time authorize budget appropriations that would reduce the General Fund Operating Reserve below its policy-mandated 17% level and this shall be by a simple majority vote of the City Council.

If the City Council appropriates funds that, for any purpose authorized in this policy, would drop the General Fund Operating Reserve below 17%, the next budget cycle should include a plan for how the General Fund Operating Reserve will be restored to the required 17% reserve level within a reasonable time.

General Fund Emergency Reserve

The purpose of the City of Sonoma's General Fund Emergency Reserve is to provide operating and/or repair funds in the event of a local disaster or catastrophic event.

When adopting the budget each year, the City of Sonoma shall establish a General Fund Emergency Reserve of \$1.5 million, which is available for appropriation to respond to local disasters or catastrophic events, whether natural or man-made.

The City Council may from time-to-time authorize budget appropriations that would reduce the General Fund Emergency Reserve below its policy-mandated \$1.5 million level and this shall be by a simple majority vote of the City Council. These appropriations should be made only in response to significant events such as, (but not limited to), natural disasters, declared emergencies or catastrophic events.

If the City Council appropriates funds that, for any purpose authorized in this policy, would drop the General Fund Emergency Reserve below \$1.5 million, the next budget cycle should include a plan for how the General Fund Emergency Reserve will be restored to the required \$1.5 million reserve level within a reasonable time.

In case of emergencies falling under the purview of the City of Sonoma Municipal Code Section 2.36, purchases authorized by the Director of Emergency Services under Section 2.36.060 (b) may cause the balance in the General Fund Emergency Reserve to fall below the required \$1.5 million level.

Under "GASB 54" the General Fund Emergency Reserve will be categorized in the City's financial statements as *Committed* fund balance.

General Fund Special Projects Reserve

The City of Sonoma shall establish a General Fund Special Projects Reserve which is made up of unassigned fund balance in the General Fund. The purposes of the General Fund Special Projects Reserve are 1) to segregate surplus fund balance from recurring revenue sources so that such surpluses will be appropriated only for non-recurring expenditures and 2) to create a funding source for one-time projects such as, but not limited to:

Attachment A – Draft City of Sonoma Financial Reserve Policies

- Capital improvement projects of any type
- Surveys, studies and analyses of both operating and capital needs
- Updates of adopted plans (e.g., general plan or specific general plan elements, facility master plans)
- Temporary service programs (for example, a limited- duration code or traffic enforcement effort).

Approval of any appropriation from the General Fund Special Projects Reserve shall be by a simple majority vote of the City Council.

Under “GASB 54”, the General Fund Special Projects Reserve will be categorized in the City’s financial statements as either Assigned, if the funds are reserved by City Council direction or the City Manager for designated purposes; or Committed or Assigned, if the funds are approved in the annual budget process.

General Fund Inter-Fund Financing

The City of Sonoma maintains additional funds outside the General Fund, which may be utilized to provide interim financing to the General Fund in the event of financial adversity. Financing levels of the inter-fund loan shall not exceed 50% of the available fund balance and shall be documented by an established repayment schedule, including interest accrued on the loan using the quarterly Local Agency Investment Fund (“LAIF”) interest rate earned by the City on its idle cash, approved by the City Council based on the recommendation of staff.

The staff recommendation shall include a certification that the fund from which the cash is to be borrowed shall not need these dollars during the repayment period to meet City obligations, based upon fund financial projections and based upon legal requirements. Repayment of these loans shall become the priority in future budgeting cycles.

WATER UTILITY FUND RESERVES

It is the City Council’s responsibility to provide for the continuation of water utility services in the event of a natural or fiscal emergency, therefore fiscal stability is vital for the City’s Water Utility Fund. In 2018, the City updated its water rates and conducted a comprehensive review of the City’s Water Utility financial plan, user classifications, and various rate structures to help ensure the City will continue to provide high quality, dependable water service to the community while maintaining financial stability, affordability, and adequate levels of investment in infrastructure. In keeping with sound financial policies three separate Water Utility Fund reserves were established, as outlined below:

Water Utility Fund Reserves			
Reserves	Description	Calculation	GASB Categorization
Water Utility Fund Operating Reserve	Provide cash flow to support the operation, maintenance and administration of the City’s Water Utility Fund to cover any significant unanticipated or mandated expenditures.	Two (2) months of annual expenditures (17%)	Committed

Attachment A – Draft City of Sonoma Financial Reserve Policies

<p>Water Utility Capital Reserve</p>	<p>To cover any unexpected and unplanned infrastructure repairs and replacements not included in the Capital Improvement Plan (CIP) annual budget.</p>	<p>Annual average of CIP expenditures (averaged over the next five years)</p>	<p>Committed</p>
<p>Water Utility Fund Rate Stabilization Reserve</p>	<p>To be used during periods of short-term revenue shortages due to economic recession, drought, or other causes, to alleviate the need to quickly implement substantial rate increases.</p>	<p>10% of annual Volumetric Charge revenue, increasing by 1% every year until it reaches 15% of annual Volumetric Charge revenue</p>	<p>Committed</p>

Water Utility Fund Operating Reserve

The purpose of the Water Utility Fund Operating Reserve is to provide working capital to support the operation, maintenance and administration of the City’s Utility Fund, ensuring that cash flow needs of normal operations are met.

Beginning with fiscal year 2018/19, the City shall establish and maintain an Operating Reserve target level equal to two months or 17% of operating and maintenance expenditures.

The Water Utility Fund Operating Reserve can cover any significant unanticipated or mandated expenditures which cannot be deferred or efficiently funded by borrowing. This reserve is not intended to provide funding for new programs or for “buys of opportunity” or similar circumstances, usually involving the purchase of property. The Water Utility Fund Operating Reserve is distinguished from any reserves that may be assigned for specific purposes and from unassigned fund balance and shall be reported separately on the balance sheet.

Under “GASB 54” the Water Utility Fund Operating Reserve will be categorized in the City’s financial statements as Committed fund balance.

Process for the Use of the Water Utility Fund Operating Reserve in the Event of Financial Adversity:

- In the event of financial adversity, (defined as a prolonged downturn in one or more major revenue sources for the Water Utility Fund or imposition of a significant, unanticipated and unavoidable expense that cannot be deferred or efficiently funded by borrowing), staff would request City Council approval to utilize the Water Utility Fund Operating Reserve to maintain current service levels until a reduced budget is prepared or other solutions identified.
- Appropriate staff (i.e. City Manager, Public Works Director and Department Heads) would evaluate affected revenues and programs and make recommendations regarding solutions.
- The proposed financial plan would be shared with all City staff.
- Recommendations from the City Manager and staff on the proposed financial plan would be presented to the City Council for review, discussion, and adoption at a public meeting.

Use of the Water Utility Fund Operating Reserve in the event of financial adversity will be by direction of the City Council only and shall be appropriated by a simple majority vote of the City Council.

Attachment A – Draft City of Sonoma Financial Reserve Policies

Whenever expenditures or transfers are made from the Water Utility Fund Operating Reserve, it shall be a high priority for the City to reimburse such expenditures soon, normally by deferring other service or project expenditures.

Water Utility Fund Capital Reserve

The purpose of the Water Utility Fund Capital Reserve is to cover any unexpected and unplanned infrastructure repairs and replacements not included in the Capital Improvement Plan (CIP) annual budget.

Beginning with Fiscal Year 2018/19 the City shall establish and maintain a Water Utility Fund Capital Reserve of annual average CIP expenditures (averaged over the next five years). The Capital Reserve target levels do not include the debt funded CIP projects.

Use of the Water Utility Fund Capital Reserve in the event of any unexpected and unplanned infrastructure repairs and replacements not included in the Capital Improvement Plan (CIP) annual budget will be by direction of the City Council only and shall be appropriated by a simple majority vote of the City Council.

Whenever expenditures or transfers are made from the Water Utility Fund Capital Reserve, it shall be a high priority for the City to establish a plan to reimburse the Water Utility fund Capital Reserve as soon as fiscally possible.

Under "GASB 54" the Water Utility Fund Capital Reserve will also be categorized in the City's financial statements as Committed fund balance.

Water Utility Fund Rate Stabilization Reserve

The Water Utility Fund Rate Stabilization Reserve is to be used during periods of short-term revenue shortages due to economic recession, drought, or other causes, to alleviate the need to quickly implement substantial rate increases. Beginning in Fiscal Year 2018/19 the Water Utility Rate Stabilization Reserve target level is 11% of annual Volumetric Charge revenue. The Water Utility Rate Stabilization Reserve will be increase by 1% every year, until it reaches a targeted 15% percent of annual Volumetric Charge revenue.

Use of the Water Utility Fund Rate Stabilization Reserve during periods of short-term revenue shortages caused by economic recession, drought, or other reasons, will be by direction of the City Council only and shall be appropriated by a simple majority vote of the City Council.

Whenever transfers are made from the Water Utility Fund Rate Stabilization Reserve, it shall be a high priority for the City to reimburse the Reserve as soon as fiscally possible.

Under "GASB 54" the Water Utility Fund Rate Stabilization Reserve will also be categorized in the City's financial statements as Committed fund balance.

TRANSFERS BETWEEN FUNDS

The City has two types of permanent transfers, which can be either interfund transfers or administrative transfers.

Interfund Transfers

Interfund Transfers are monies transferred between different funds, such as the General Fund to a CIP fund. Transfer monies tracked in the City's general ledger in separate accounts for each fund. The budget contains interfund transfers for such items as construction projects and debt payments. Only the City Council has the authority to increase total appropriations, subject to the appropriation limitations set by state law.

Administrative Transfers

Administrative Transfers are transfers within a fund. The City Manager is authorized to transfer an unlimited amount of appropriations within any fund so long as the total appropriations for that fund are not increased.

The following spreadsheet details the current year budgeted interfund transfers.

Transfers Between Funds

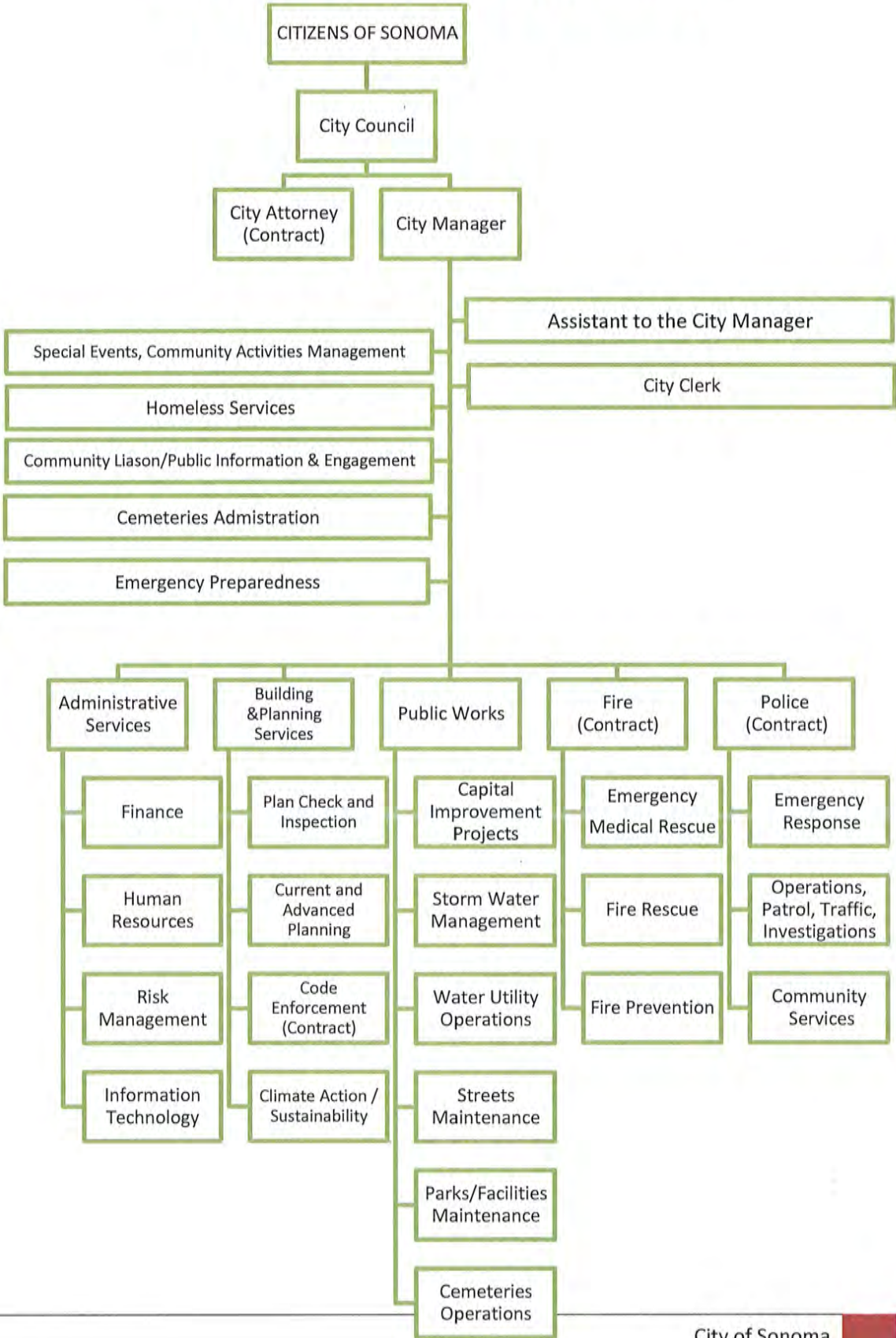
Fiscal Year 2023-24

From	From	Amount	To	To	Amount	Description
100	General Fund	\$ 50,000	304	City Cap Improv Prog	\$ 50,000	BF-2 Public Works Safety & Facility Security at Corp Yard
100	General Fund	\$ 20,000	304	City Cap Improv Prog	\$ 20,000	P-12 Sonoma Oaks Playground Design
100	General Fund	\$ 15,000	304	Parks & Fac. Cap Improv Prog	\$ 15,000	P-8 Olsen Park Improvement Project
100	General Fund	\$ 50,000	301	Parks & Fac. Cap Improv Prog	\$ 50,000	T-10 Broadway Pedestrian Crossing
100	General Fund	\$ 125,000	301	Parks & Fac. Cap Improv Prog	\$ 125,000	T-4 Citywide Sidewalk Inspection & Repair Program
100	General Fund	\$ 20,000	301	Parks & Fac. Cap Improv Prog	\$ 20,000	T-7 Broadway Streetscape Enhancement
100	General Fund	\$ 41,749	495	Clean Renewable Eng Bond	\$ 41,749	Lease Clean Renewable Energy Bond (CREB)
100	General Fund	\$ 512,000	732	Housing Trust Fund	\$ 512,000	Transfer 1% TOT to Housing Trust
217	SLESF Cops Grant	\$ 100,000	100	General Fund	\$ 100,000	Transfer from COPS
504	Cemetery Endowment	\$ 50,000	501	Cemetery Fund	\$ 50,000	Transfer from Endowment
510	Water Fund	\$ 561,257	100	General Fund	\$ 561,257	Based on Matrix Cost Allocation Plan
510	Water Fund	\$ 41,923	100	General Fund	\$ 41,923	Lease Access Road Water Tank
510	Water Fund	\$ 41,923	100	General Fund	\$ 41,923	Lease Norrbom Road Water Tank
510	Water Fund	\$ 41,923	501	Cemetery Fund	\$ 41,923	Lease Mountain Cemetery Water Tank
510	Water Fund	\$ 50,000	512	Water Cap Improv Prog	\$ 50,000	W-13 Construct Well 1 Vault
510	Water Fund	\$ 350,000	512	Water Cap Improv Prog	\$ 350,000	W-17 4th Street West Main Replacement
715	Pool Scholarship	\$ 25,000	100	General Fund	\$ 25,000	Scholarship Funding for New Pool at High School
796	IGT Fire	\$ 20,000	100	General Fund	\$ 20,000	IGT for Safer Grant Employees
		<u>\$ 2,115,775</u>			<u>\$ 2,115,775</u>	

Notes:

Supplemental Law Enforcement Serv Fund (SLESF) Cops Grant
 2008 Clean Renewable Energy Bond (CREB)

City Organization Chart (by function)

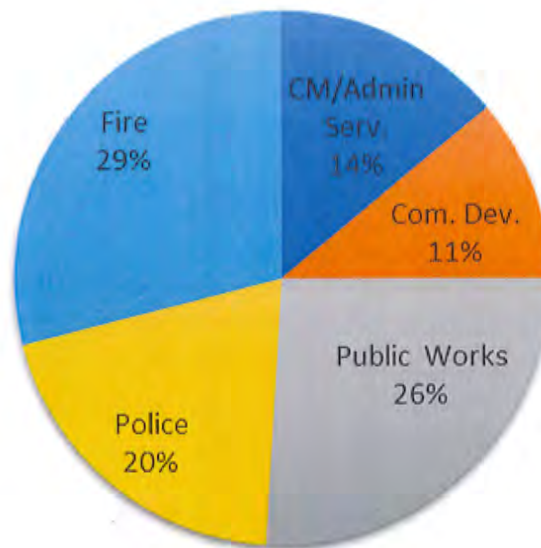


SUMMARY OF STAFFING AND POSITIONS

City of Sonoma FY2023-24 Budget Summary of Staffing – Position Allocation

Departments	Adopted Budget Authorized Personnel FY2021-22	Adopted Budget Authorized Personnel FY2022-23	Proposed Budget Authorized Personnel FY2023-24
City Manager's Office/Administrative Services	11.00	11.00	10.00
Planning & Building (Community Development)	8.50	8.50	9.50
Non-Departmental /Community Activities	1.38	1.50	2.00
Police - Administration	1.00	1.00	1.00
Public Works	21.00	22.00	22.00
Total City Employees (FTE, includes Part Time staff)	42.88	44.00	44.50
Police (Sheriff contract staffing) ***	15	15	15
Fire (SVRA contract staffing) ****	22.52	22.52	22.52
TOTAL STAFFING:	80.40	81.52	82.02

FY 2023-24 Staffing Summary



SUMMARY OF STAFFING AND POSITIONS

City of Sonoma FY 2023/24 Budget Position Allocation Listing by Department

	Adopted Budget Authorized Personnel FY 21/22	Adopted Budget Authorized Personnel FY 22/23	Proposed Budget Authorized Personnel FY 23/24	Annual Step A (1 FTE)	Annual Step E (1 FTE)
City Manager's Office/Administrative Services					
City Manager	1.00	1.00	1.00	contract	\$ 241,900
Assistant City Mgr/Admin Svcs Director	1.00	1.00	0.00	\$ 155,598	\$ 189,130
Finance Director	0.00	0.00	1.00	\$ 149,657	\$ 181,909
Deputy Finance Director	1.00	1.00	0.00	\$ 145,024	\$ 176,277
Assistant to the City Manager	0.00	1.00	1.00	\$ 114,584	\$ 139,277
City Clerk	1.00	1.00	1.00	\$ 114,584	\$ 139,277
Human Resources Manager	1.00	1.00	1.00	\$ 114,584	\$ 139,277
Senior Management Analyst - Community Activities	1.00	1.00	1.00	\$ 109,127	\$ 132,644
Senior Management Analyst - PIO	0.50	0.50	1.00	\$ 109,127	\$ 132,644
Accountant	1.00	1.00	1.00	\$ 91,036	\$ 110,655
Accounting Technician	2.00	2.00	2.00	\$ 72,303	\$ 87,885
Deputy City Clerk	0.00	0.00	1.00	\$ 79,773	\$ 96,965
Management Analyst	1.00	1.00	0.00	\$ 72,303	\$ 87,885
Administrative Assistant	2.00	1.00	1.00	\$ 66,143	\$ 80,397
	<u>12.50</u>	<u>12.50</u>	<u>12.00</u>		
Community Development (Planning and Building Depts)					
Community Development Director	0.00	0.00	1.00	\$ 166,128	\$ 201,929
Planning & Community Svcs Director	1.00	1.00	0.00	\$ 160,742	\$ 195,383
Development Svcs Director/Building Official	1.00	1.00	1.00	\$ 149,657	\$ 181,909
Senior Planner	1.00	0.00	1.00	\$ 104,167	\$ 126,615
Associate Planner	1.00	2.00	1.00	\$ 101,107	\$ 122,896
Plans Examiner	1.00	1.00	1.00	\$ 99,557	\$ 121,013
Building Inspector	1.00	1.00	1.00	\$ 92,352	\$ 112,255
Development Svcs Supervisor	1.00	1.00	1.00	\$ 76,071	\$ 92,464
Administrative Assistant	1.00	0.00	1.00	\$ 66,143	\$ 80,397
Permit Technician	0.00	1.00	1.00	\$ 59,529	\$ 72,358
PT Sustainability Coordinator	0.50	0.50	0.50	\$ 85,563	\$ 104,003
	<u>8.50</u>	<u>8.50</u>	<u>9.50</u>		
Police and Fire (excludes contract services staff)					
Administrative Assistant (Police)	1.00	1.00	1.00	\$ 66,143	\$ 80,397
	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>		
Public Works					
Public Works Director/City Engineer	1.00	1.00	1.00	\$ 171,158	\$ 208,043
Public Works Operations Manager	1.00	1.00	1.00	\$ 116,763	\$ 141,927
Public Works Administrative & Project Manager	1.00	1.00	1.00	\$ 99,206	\$ 120,585
Environmental Compliance Analyst	1.00	1.00	1.00	\$ 85,624	\$ 104,076
Engineering Technician	0.00	1.00	1.00	\$ 72,528	\$ 88,158
Administrative Assistant	1.00	1.00	1.00	\$ 66,143	\$ 80,397
Water Supervisor	1.00	1.00	1.00	\$ 87,577	\$ 106,450
Senior Maintenance Worker - Water	1.00	1.00	1.00	\$ 72,528	\$ 88,158
Maintenance Worker I - Water			2.00	\$ 59,940	\$ 72,858
Maintenance Worker II - Water	3.00	3.00	1.00	\$ 65,934	\$ 80,144
Streets Supervisor	1.00	1.00	1.00	\$ 83,408	\$ 101,383
Senior Maintenance Worker - Streets	0.00	0.00	1.00	\$ 72,528	\$ 88,158
Maintenance Worker I - Streets	2.00	2.00	1.00	\$ 59,940	\$ 72,858
Maintenance Worker II - Streets	2.00	2.00	2.00	\$ 65,934	\$ 80,144
Parks Supervisor	1.00	1.00	1.00	\$ 83,408	\$ 101,383
Senior Maintenance Worker - Cemeteries	1.00	1.00	1.00	\$ 72,528	\$ 88,158
Maintenance Worker I - Parks	0.00	0.00	2.00	\$ 59,940	\$ 72,858
Maintenance Worker II - Parks	3.00	3.00	2.00	\$ 65,934	\$ 80,144
Parks Worker PT (2 positions, 0.5 FTE each)	1.00	1.00	0.00	\$ 40,231	\$ 40,231
	<u>21.00</u>	<u>22.00</u>	<u>22.00</u>		
Total Budgeted Staffing (Full Time Equivalent)	43.00	44.00	44.50		

NOTE: Some positions are charged to multiple departments; these are listed in the department where the largest percentage is charged.

SONOMA AT A GLANCE

INCORPORATED

September 3, 1883

GOVERNMENT

Sonoma is a general law city operating under the Council-Manager form of government

POPULATION

Approx. 11,082

AREA

2.745 square miles

INFRASTRUCTURE AND UTILITIES

Streets: 34 miles

Bridges: 11

Bike Paths: 4 miles

Water Mains: 56 miles

Water Delivered to Customers: 600 million gallons per year

Water Meters: 4,500 active service connections

Storm Drainpipes: 40 miles

Fire Hydrants: 513

PLAZA DEDICATED AS HISTORIC LANDMARK

September 24, 1961

PARKS AND OPEN SPACE

Parks: 13

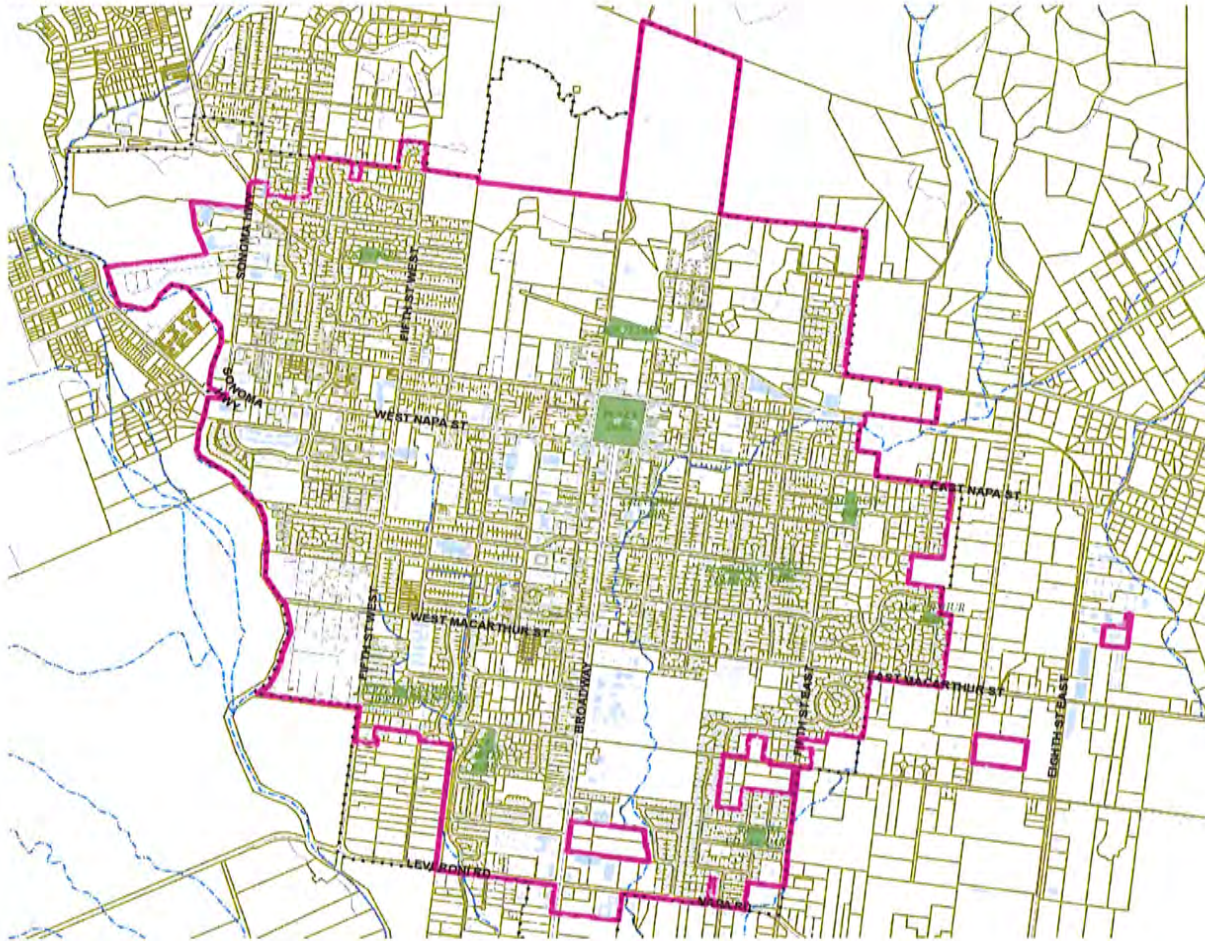
Playgrounds in Parks: 9

CEMETERIES

Cemeteries: 3 encompassing 15 usable acres

Sonoma Maps

CITY OF SONOMA



Sonoma County



State of California



City of Sonoma

GENERAL FUND

GF Revenue and Expense Overview
Budget Detail Central Administration
Budget Detail Public Safety
Budget Detail Public Works
Budget Detail Community Development
Budget Detail Miscellaneous





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GENERAL FUND REVENUE AND EXPENSE OVERVIEW

**General Fund Revenues
GF Revenue and Expense by Category
General Fund Forecast Summary**



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GENERAL FUND REVENUES - FINANCIAL SUMMARY

The FY 2023-24 budget for the City of Sonoma and the Sonoma Successor Agency includes \$24,256,842 in General Fund Revenue.

GENERAL FUND REVENUE

The General Fund supports most City services such as Administration, Community Development, Public Safety including Fire and Police, Public Works, and Community Activities. For the City of Sonoma, the primary General Fund revenue sources are Property Tax, Sales Tax (General and Measure U) and Transient Occupancy Tax (TOT). Together, these sources comprise 77 percent of total General Fund revenue. Other major General Fund revenue sources include Emergency Medical Service (EMS) revenue, Fees & Charges for Services, Franchise Tax, and Business License Tax.

In FY 2019-20 the City Council issued a proclamation of a Local Emergency in response to a global health crisis and pandemic brought on by COVID-19 (Coronavirus). The County of Sonoma declared a Local Public Health emergency and subsequently ordered a Shelter in Place directive on March 13, 2020 that restricted most activities, travel, governmental and business functions throughout the County. Additionally, California Governor Newsom issued Executive Order N-33-20 mandating everyone living in the State of California to stay home, except as needed to maintain critical infrastructure sectors continuity of operations. The impact of the COVID-19 global pandemic and the resulting response to slow the spread of the disease greatly impacted business and tourism activities in the City.

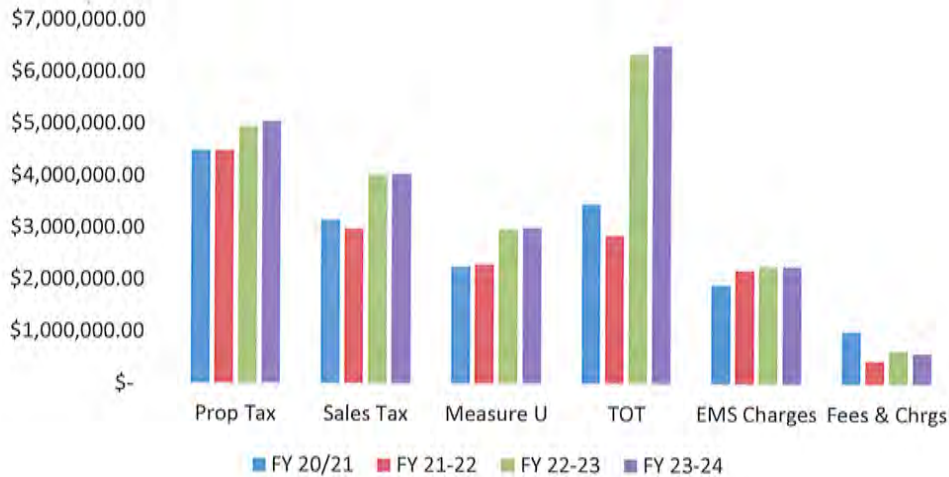
With its tourism-based local economy, the City of Sonoma relies heavily on revenues that were significantly impacted by the pandemic. While FY 2019-20 began with a balanced budget, steep drops in hotel and sales taxes for the 4th quarter (April – June) led to an estimated revenue shortfall of more than \$2 million. In May 2020, the City Council approved a plan to reduce expenditures by cutting spending wherever possible and deferring one-time projects. With these cuts, actuals for FY 2019-20 (unaudited) show a year-end operating deficit of approximately \$550,000, which will be funded with financial reserves.

The General Fund revenues most impacted by the pandemic were TOT and sales taxes. As of January 2020, annual TOT revenues were on track to reach \$4.8 million. With the pandemic and related shutdown, the FY 2020-21 budget included projected TOT revenue of less than half this amount, down about \$2.6 million. Sales taxes are also highly impacted by tourism, with restaurants comprising the largest single segment. Total sales taxes for FY 2020-21 were projected at more than \$1 million below pre-pandemic levels.

The total General Fund revenue projected for FY 2023-24 is \$24.3 million, slightly below the projected actuals for the previous fiscal year (FY 2022-23). Most of this decline in revenues is due to the loss of federal funding under the American Relief Protection Act of 2021, a two-year program to help agencies deal with the effect of the COVID epidemic. The General Fund forecast shows revenues improving over the next five years and the projected deficit turning to a surplus in FY 2026-27. All major General Fund revenue sources are expected to increase in the coming years.

GENERAL FUND REVENUES - FINANCIAL SUMMARY

General Fund Major Revenue Sources

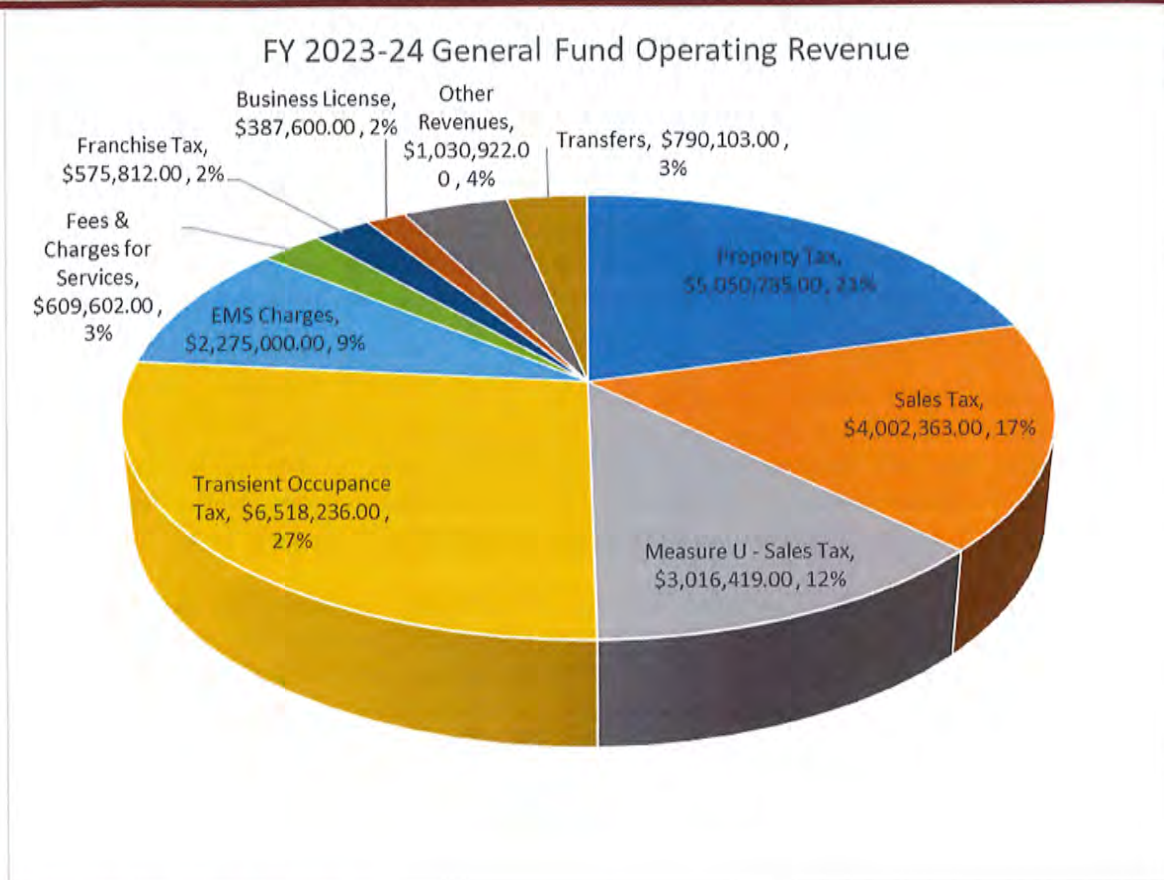


The City of Sonoma’s General Fund revenue forecast is driven primarily by property tax, transient occupancy tax (TOT) and sales taxes. Property tax for FY 2023-24 is projected to be about \$100,000 more than last year, increasing by 2 percent to a little over \$5 million.

With a tourism-based local economy, the City of Sonoma is reliant on hotel and sales taxes which represent over half of the City’s General Fund budget. The City Sales Tax expert, HdL, is forecasting revenue from Sales Tax at just over \$4 million and Measure U Sales Tax at just over \$3 million. The combined total of \$7 million is approximately \$240,000, or 4 percent higher than the FY 2023-24 amended budget.

For FY 2023-24, Staff is projecting TOT will be approximately \$6.5 million, and increase of \$3.6 million compared to pandemic years and exceeding levels seen during the “pre-pandemic normal” (FY 2019-20). This revenue total includes the 1% TOT that is transferred to the Housing Trust Fund which is shown as a transfer out of the General Fund. The budgeted TOT revenue is a somewhat conservative estimate due to unknowns with the COVID-19 variants, possible fire related smoke issues and recession concerns.

GENERAL FUND REVENUES - FINANCIAL SUMMARY



Transient Occupancy Tax (TOT)

The transient occupancy tax (or TOT) is also commonly known as a hotel tax. The tax is imposed on occupants of hotels, inns, and other short-term lodging facilities for stays of 30 days or less. The tax is applied to a customer's lodging bill. Transient occupancy taxes are remitted for all approved lodging operators within the City of Sonoma. The TOT is a general tax which is deposited into the City's General Fund.

TOT generated from Sonoma's lodging community currently represents more than one-fourth of the City's General Fund revenue. The General Fund pays for essential City services that benefit both residents and visitors. These include police protection, fire and paramedic services, emergency preparedness, maintenance of streets and traffic operations, recreation services, maintenance of parks and open space, maintenance of City buildings and facilities, improvements and maintenance of overall City infrastructure and property, and general municipal services to the public.

In a November 2018 mid-term election, voters approved Measure S, which increased the TOT rate from the then existing 10% to 12% effective January 1, 2019, and authorized the City Council to further increase the rate to 13% by January 1, 2024. On June 10, 2019, the City Council adopted a resolution authorizing the additional 1% increase in the TOT, effective September 1, 2019, bringing the total TOT rate to 13%.

GENERAL FUND REVENUES - FINANCIAL SUMMARY

Affordable workforce housing in the City of Sonoma has become a challenge and the City has made this issue a priority. In 2019, a Housing Trust Fund was established. Following approval of the additional 1% TOT the City Council voted to have the additional 1% transferred to the Housing Trust Fund. The additional 1% TOT increase helped fund affordable housing initiatives for Fiscal Years 2019-20 until present and will continue in FY 2023-24.

Lodging operators in the City of Sonoma collect both the TOT which is general city tax revenue and an additional 2% assessment that is remitted to the Sonoma Tourism Improvement District (STID) as a funding source for a sustained marketing program with the goal of increasing occupancy and room revenues in the City of Sonoma.

Sales Tax, Measure V (formerly J and U) and Measure M

Consumers are familiar with the experience of purchasing items at a store and having a percentage amount added for sales tax. The State Board of Equalization (BOE) collects local sales and use tax revenues from the retailer and sends revenue from local rates and allocations back to cities and counties. Sales and use tax revenue is general purpose revenue and is deposited into the City's General Fund.

California's sales tax has a relative called the "use tax." While the sales tax is imposed on the seller, the use tax is imposed on the purchaser and at the same rate as the sales tax. The most common example of use tax is for the purchase of goods from an out-of-state retailer for use in California.

Out-of-state retailers doing business in California are required to report to the BOE the jurisdiction to which sold items are delivered. Retailers with a physical presence (nexus) in California must collect use tax when goods are delivered to purchasers in this state. If the seller does not collect and remit the use tax, the purchaser is legally obligated to report and pay sales taxes.

State law provides a variety of exemptions to the sales and use tax, including resale, interstate sales, intangibles, food for home consumption, candy, bottled water, natural gas, electricity, and water delivered through pipes, prescription medicines, and other items.

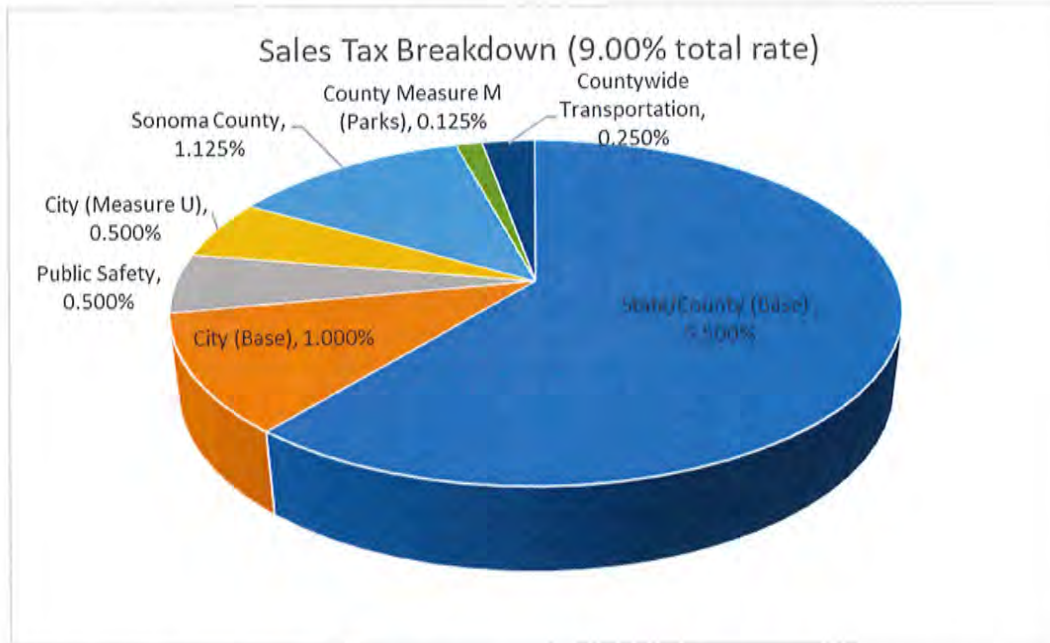
The total sales and use tax rate in Sonoma is 9 percent. This includes a "base" Statewide sales tax rate of 7.25 percent, allocated as follows:

- 5.50 percent for the State general fund (3.9375%) and the County for realignment programs shifted to counties from the State (1.5625 percent).
- 0.50 percent for Public Safety (Prop 172), created to mitigate impacts on local public safety from state shifts in property tax revenues (0.50 percent). The City receives a pro-rated share of Public Safety Sales Tax collected in the County. Use of this revenue is restricted to public safety purposes. In FY 2022-23, the City estimates it will receive \$168,312 for Public Safety.
- 0.25 percent for Transportation programs in the county where the transaction occurs.
- 1.00 percent for the city where the transaction occurs (if the transaction occurs in an unincorporated area, the 1.00 percent amount goes to the County).

In addition, Sonoma County has sales and use taxes totaling 1.125 percent. The City of Sonoma has a voter-approved 0.50 percent sales and use tax, known as Measure V, approved in 2020 on an ongoing basis until repealed by the voters and an additional 0.125 percent sales and use tax, known as Measure M - Sonoma County Parks, to be used for parks maintenance and capital projects. For FY 2022-23 this is

GENERAL FUND REVENUES - FINANCIAL SUMMARY

estimated to bring in \$157,570 in additional revenue. Revenue from Measure M is placed in a separate fund, (315-Parks Measure M,) and will be used for City parks maintenance and related CIP projects. It will provide approximately \$158,200 for our parks in FY 2023-24.



Measure V – Local ½ Cent Sales Tax – Cities, counties and countywide transportation agencies may impose sales tax rates to be added on to the “base” statewide sales and use tax rate. The add-on rates are actually “transactions and use taxes” and are allocated to the jurisdiction where the taxed product is received or registered (as in the case of a motor vehicle purchase). Under current state law, the maximum combination of transactions and use tax rates in any location may not exceed two percent without special State legislation.

In 2012, the City went to the voters with Measure J, a half-cent local transaction and use tax to fund City services. Until this measure, the City of Sonoma had not turned to its constituents for a new tax in 20 years. The measure passed with a 67.1% affirmative vote, well over the simple majority needed. Measure J was set with a 5-year sunset clause in a calculated and focused approach to (1) review the performance of the local sales tax, and (2) assure taxpayers that the City could and would demonstrate its ability to manage and use the funds in a fiscally responsible way. It also provided for the breathing room to analyze how the State would ultimately realign redevelopment activities, fund affordable housing, and transfer further responsibilities to cities without benefit of additional funding.

In anticipation of Measure J’s expiration, the City Council reviewed and discussed the need to continue the sales tax in summer 2016. Measure J revenue provided coverage for costs assumed by the General Fund for core public services and outside organizational services, some of which were formerly provided under the redevelopment program. As stated in the text of the original measure, the City was diligent in maintaining its promise to the voters and using the resources provided by the Measure J tax proceeds wisely to provide “funding for essential services such as police, fire and emergency medical services, street

GENERAL FUND REVENUES - FINANCIAL SUMMARY

and road maintenance, graffiti abatement and other general community services". Overall, Measure J provided a stabilizing local economic foundation for the City's provision of public services.

In July 2016, the City Council took action to extend the City's local transaction and use tax on the November ballot. In November 2016, 73.3% of the voters of Sonoma passed Measure U – a ½ percent sales tax increase for 5 years.

In November 2020, 68.93% of the voters of Sonoma passed Measure V – a ½ percent sales tax to continue funding general city services, including: emergency preparedness, infrastructure, street maintenance, parks, open space, community services, ambulance services, public safety, and supporting Sonoma's quality of life, on an ongoing basis until ended by voters.

Measure M – Sonoma County Parks 1/8 Cent Sales Tax - with the successful passage of Measure M - Sonoma County Parks 1/8 cent County-wide sales tax measure in 2018, the City of Sonoma will be receiving approximately \$158,000 per year for investment in parks maintenance and capital projects.

For FY 2023-24, the City's General Fund projected revenue from the "base" sales tax is \$3.9 million, with an additional \$168,312 from the City's share of the Public Safety sales tax. These sources of revenue are essentially flat compared to the previous year. Although the City is witnessing the economic headwinds experienced at the national and state level, inflationary pressures are likely maintaining healthy sales tax levels. Measure V General Fund Sales Tax revenue for FY 2023-24 is projected at just over \$3 million, up by 1 percent over FY 2022-23. Measure M Sonoma County Parks Sales Tax revenue for FY 2023-24 is projected to be approximately \$158,000.

Property Tax

Property tax remains a major source of revenue for the City. In FY 2023-24, a total of \$5,050,785, or approximately 21 percent, of General Fund revenue is projected to be derived from property taxes.

Property tax is imposed on "real property" (land and permanently attached improvements such as buildings) and tangible personal property (movable property such as boats and business equipment). The maximum tax rate permitted on real property for general purposes is one percent of the property's assessed value plus voter-approved rates to fund indebtedness (general obligation bonds, requiring two-thirds voter approval).

The tax rate is applied to the assessed value (AV) of the property. The AV of real property is the "full cash value" of the property in 1975-76 or at change of ownership, whichever is more recent, adjusted annually by the change in the Consumer Price Index (CPI), not to exceed an annual increase of two percent. If a property changes hands, then the AV becomes the full cash value upon change in ownership. The value of new construction is additional.

If a property's market value falls below its factored base year value, it may be temporarily reassessed to its lower actual value, but in future years may be reassessed at the lesser of its actual value or its factored base year value. This can result in increases of more than two percent as a property's actual value returns to its earlier value, as when the housing market rebounds from a slump.

GENERAL FUND REVENUES - FINANCIAL SUMMARY

As a result of two State legislative actions in the mid-2000s, Proposition 57 (also known as the Triple Flip) and the Vehicle License Fee Swap (VLF Swap), property tax revenues increased, and sales tax and vehicle license fee revenues decreased. The passage of Proposition 57 reduced the city's sales tax revenue by 0.25% and replaced it with an equal amount of property tax revenue. The VLF Swap permanently reduced vehicle license fees from 2% to 0.67% and replaced the resultant revenue loss with an equal amount of property taxes. The Triple Flip ended in FY 2015-16, with a resultant decrease in that component of property tax revenues. This was offset by a similar increase in sales tax as the State is now remitting the full 1% to the city.

Until FY 2011-12, the City's Community Development Agency (referred to in other organizations as a Redevelopment Agency or RDA) was receiving tax increment revenue based on increases in property value as a result of redevelopment projects. By agreement with the County of Sonoma, 1% of the property value over a base amount was allocated to the Redevelopment Agency. This allocation was reduced by a required distribution of 20% to the Housing Set Aside Fund and funding to other taxing agencies as pass-through amounts. With the elimination of redevelopment agencies by the State of California in June 2011, the City's revenue from dedicated RDA property taxes is now limited to an amount equivalent to annual debt service payments and other enforceable obligations and the City now receives "residual redevelopment" property tax revenues which has been increasing.

Currently, the largest portion of each property tax dollar goes to local school districts, with the next largest portion going to Sonoma County. The City of Sonoma receives approximately 18 cents of every property tax dollar remitted.

Sonoma has seen increased property tax revenues as the housing market recovered from the 2008 economic recession and new homes are added. Although no structures were lost within City limits to the 2017 fires, the loss of a significant number of homes in Sonoma County impacted an already tight housing market in Sonoma County. Property tax revenues for FY 2022-23 are expected to approach \$5 million and increase to over almost \$5.1 million in Fiscal Year 2023-24.

EMS Revenue

The Fire Department provides advanced life support (ALS) medical services through the use of dual-role firefighting 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. Under the terms of the Sonoma Valley Fire and Rescue Authority, the City receives 100% of the Emergency Medical Services Revenue. Growth in ambulance billing revenue had been steady but began to decline in FY 2018-19 with an increase in MediCal and other insurance write-offs. Fortunately, the IGT Program Revenue, which is directly related to the MediCal write-offs, has been steadily increasing, which helps offset some of this loss. For FY 2023-24, EMS revenue is projected to remain steady at \$2.3 million.

Other Revenue Sources

User Fees and Charges for Services: While the primary mission of government is to satisfy community needs, some City services solely benefit specific individuals or businesses. It is the City's policy that the public at large should not subsidize activities of private interest through general tax revenues. The City has therefore established user fees to ensure that those who use proprietary services pay for those services in proportion to the benefit received. Fees that do not recover the full cost of providing the service result in a General Fund subsidy which shifts funds away from other critical and high priority

GENERAL FUND REVENUES - FINANCIAL SUMMARY

programs that may not have similar cost recovery options. Fees are generated from a variety of services including building and planning permits and inspections, special event fees, appeal fees, public safety fees, and administrative fees, such as the 1% fee charged to the Sonoma Tourism Improvement District for collecting and remitting payments. Water service fees are part not part of the General Fund but are segregated into an Enterprise Fund for the Water Utility.

Generally, annually, the City of Sonoma reviews and updates its City Fee Schedule. The City Council has the authority to establish these fees and charges as defined by the State Constitution and in accordance with Government Code Section 39001 with limitations set by Proposition 218. This regulatory authority provides cities the means to “protect overall community interests, while charging only the individual who is benefiting from the service.”

The most recent update to the City’s fee schedule as approved by the City Council became effective in August 2021. In FY 2018-19 staff presented an additional fee schedule to increase cost recovery on development-related staff work by planning and legal staff that was approved by Council and implemented in February 2019. General Fund revenues from fees are projected to be over \$600,000 in FY 2023-24.

Business License Tax: All individuals, partnerships, corporations, and sole proprietors conducting business within city limits are required to file a business license with the City on an annual basis. In accordance with the City of Sonoma Municipal Code 5.04, "it is unlawful for any person to transact and carry on any business, trade, profession, calling or occupation in the city without first having procured a license from the city...". This includes subcontractors, independent contractors, non-profits, and home-based businesses in the city. The City of Sonoma business license period is January 1 through December 31 of each year. All annual licenses are due and payable before the first day of February. For new businesses within the city, the business license tax is due prior to the opening of the business. City Municipal Code sets the business license tax as a flat rate and not on a gross receipts basis. For most businesses, not all, the license is an annual fee plus an additional charge based on number of employees. Improved enforcement of the Business License Tax, including engagement of the City’s Code Enforcement Officer and City Prosecutor, has resulted in collections and penalties for unpaid licenses in prior years. Revenue from business license tax is expected to remain relatively stable in FY 2023-24, increasing by two percent, or \$7,600 compared to the previous budget.

Franchise Tax: Franchise Taxes are collected from businesses that are granted franchises to provide services in the City such as gas and electric, cable TV, telephone, and garbage collection. The City is projecting \$575,000, or 8 percent, in franchise tax revenue for FY 2023-24, primarily due to increases from garbage services.

Other Revenues: This category includes Real Property Transfer Tax; Licenses & Permits; Fines & Forfeitures; Interest & Rents; and Grants & Intergovernmental Revenue. Grants are now recorded in a separate fund and reimbursements for capital projects are now shown in the CIP budget. For FY 2023-24 Other Revenues are projected at \$790,103.

GENERAL FUND REVENUES - FINANCIAL SUMMARY

Operating Transfers: This category includes transfers from the Water Fund identified through the cost allocation plan totaling \$561,257, as well as transfers from the Water Fund for leases of two tank sites (the lease amount for a third site is a transfer from Water to the Cemetery Fund – each lease at \$41,923). Also included is a transfer of \$100,000 from the Citizens Option for Public Safety (COPS) special revenue fund in support of Police operations, \$25,000 from the Pool Scholarship Fund and \$20,000, from the IGT fund to support Fire operations. For FY 2023-24, operating transfers into the General Fund total \$790,103.

Federal & State Relief Funding: The City has received funds from the American Rescue Plan Act, signed in 2021, in the amount of \$1.3 million for the past two fiscal years. This federal funding source is no longer available.

General Fund

Revenue and Expense by Category

Expenditure Category	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Proposed Budget	\$ Change FY23-24 Proposed Budget to FY22-23 Amended Budget	% Change FY23-24 Proposed Budget to FY22-23 Amended Budget
Property Taxes	\$ 4,502,127	\$ 4,778,556	\$ 4,951,750	\$ 4,951,750	\$ 5,050,785	\$ 99,035	2%
Sales & Use Taxes	\$ 3,173,819	\$ 3,703,291	\$ 3,720,517	\$ 3,851,076	\$ 3,833,378	\$ 112,861	3%
Measure V Local Sales Tax	\$ 2,546,124	\$ 2,946,629	\$ 2,887,770	\$ 2,979,096	\$ 3,016,419	\$ 128,649	4%
Sales Tax - Public Safety	\$ 146,214	\$ 176,407	\$ 168,312	\$ 176,225	\$ 168,985	\$ 673	0%
Fees	\$ 737,878	\$ 791,993	\$ 648,847	\$ 648,847	\$ 609,602	\$ (39,245)	-6%
Transient Occupancy Tax (TOT)	\$ 3,083,170	\$ 6,798,123	\$ 6,359,254	\$ 6,359,254	\$ 6,518,236	\$ 158,982	3%
Franchise Tax	\$ 528,164	\$ 609,901	\$ 533,159	\$ 533,159	\$ 575,812	\$ 42,653	8%
Business License Tax	\$ 397,129	\$ 428,241	\$ 380,000	\$ 450,000	\$ 387,600	\$ 7,600	2%
Real Property Transfer Tax	\$ 215,301	\$ 192,303	\$ 150,000	\$ 150,507	\$ 153,000	\$ 3,000	2%
Licenses & Permits	\$ 60,304	\$ 116,541	\$ 198,000	\$ 198,000	\$ 206,180	\$ 8,180	4%
Fines & Forfeitures	\$ 17,282	\$ 132,053	\$ 87,000	\$ 87,000	\$ 87,000	\$ -	0%
Rents	\$ 84,413	\$ 140,116	\$ 93,163	\$ 109,026	\$ 95,027	\$ 1,864	2%
Grants	\$ -	\$ 60,920	\$ -	\$ 323	\$ -	\$ -	0%
Federal Grants	\$ -	\$ 1,318,588	\$ 1,318,588	\$ 1,318,588	\$ -	\$ (1,318,588)	-100%
Charges For Services	\$ 111,370	\$ 97,352	\$ 367,584	\$ 367,584	\$ 372,695	\$ 5,112	1%
EMS	\$ 2,604,823	\$ 2,257,961	\$ 2,275,000	\$ 2,275,000	\$ 2,275,000	\$ -	0%
Miscellaneous	\$ -	\$ -	\$ -	\$ -45,600	\$ -	\$ -	-
Transfers	\$ 1,281,415	\$ -	\$ 1,211,903	\$ 1,278,826	\$ 790,103	\$ (421,800)	-35%
Other Revenues	\$ 205,085	\$ 222,450	\$ 108,100	\$ 108,100	\$ 59,900	\$ (48,200)	-45%
Interest Revenue	\$ 3,626	\$ 1,968	\$ 56,000	\$ 56,000	\$ 57,120	\$ 1,120	2%
Total Revenue	\$ 19,698,243	\$ 24,773,391	\$ 25,514,948	\$ 25,943,961	\$ 24,256,842	\$ (1,258,105)	-5%
Salary & Wages	\$ 3,063,635	\$ 3,048,584	\$ 3,721,130	\$ 3,721,131	\$ 3,787,774	\$ 66,644	2%
Employee Benefits	\$ 914,601	\$ 921,631	\$ 1,124,741	\$ 1,124,742	\$ 1,214,821	\$ 90,080	8%
PERS UAL	\$ 1,070,111	\$ 1,181,491	\$ 1,329,412	\$ 1,329,412	\$ 1,327,620	\$ (1,792)	0%
Professional Services	\$ 627,289	\$ 800,305	\$ 1,312,890	\$ 1,312,890	\$ 1,167,957	\$ (144,933)	-11%
Sheriff Contract	\$ 4,272,585	\$ 4,805,037	\$ 5,089,745	\$ 5,089,745	\$ 5,344,529	\$ 254,784	5%
SVFRA Contract	\$ 5,377,311	\$ 5,647,345	\$ 6,376,368	\$ 6,376,368	\$ 6,773,055	\$ 396,687	6%
Cost Recovery	\$ 179,390	\$ 172,031	\$ 85,000	\$ 300,000	\$ 85,000	\$ -	0%
Property Services	\$ 1,102,858	\$ 1,284,585	\$ 1,787,253	\$ 1,787,253	\$ 1,836,479	\$ 49,226	3%
Operations	\$ 1,789,959	\$ 1,008,282	\$ 1,153,418	\$ 1,153,418	\$ 1,516,501	\$ 363,083	31%
Supplies	\$ 202,294	\$ 277,013	\$ 280,500	\$ 250,500	\$ 286,500	\$ 6,000	2%
Software & Equipment	\$ 9,334	\$ 46,665	\$ 209,483	\$ 239,484	\$ 78,983	\$ (130,500)	-62%
Internal Service & Capital Proj	\$ 549,919	\$ 1,025,864	\$ 1,026,526	\$ 1,026,526	\$ 1,114,488	\$ 87,962	9%
Transfers Out - CIP	\$ 5,000	\$ -	\$ 240,000	\$ 240,000	\$ 280,000	\$ 40,000	17%
Transfers	\$ 679,296	\$ 522,816	\$ 549,021	\$ 549,021	\$ 553,749	\$ 4,728	1%
Debt Service	\$ 83,303	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Expenditures	\$ 19,926,885	\$ 20,741,649	\$ 24,285,487	\$ 24,500,490	\$ 25,367,455	\$ 1,081,968	
Surplus/(Deficit)	\$ (228,642)	\$ 4,031,742	\$ 1,229,461	\$ 1,443,471	\$ (1,110,613)		

General Fund Forecast Summary

Description	2022/23 Amended Budget	2022/23 Projected Actuals	Year 1 2023/24 Proposed Budget	Year 2 2024/25 Projected Budget	Year 3 2025/26 Projected Budget	Year 4 2026/27 Projected Budget	Year 5 2027/28 Projected Budget
Revenues:							
Property Tax	\$ 4,951,750	\$ 4,951,750	\$ 5,050,785	\$ 5,287,667	\$ 5,537,773	\$ 5,799,710	\$ 6,060,697
Transient Occupancy Tax	\$ 6,359,254	\$ 6,359,254	\$ 6,518,236	\$ 6,681,192	\$ 6,848,222	\$ 7,019,427	\$ 7,194,913
Sales Tax (general, public safety)	\$ 3,888,829	\$ 4,027,301	\$ 4,002,363	\$ 4,063,038	\$ 4,175,503	\$ 4,301,041	\$ 4,430,902
Sales Tax (local half-cent)	\$ 2,887,770	\$ 2,979,096	\$ 3,016,419	\$ 3,005,236	\$ 3,079,374	\$ 3,173,281	\$ 3,271,143
Emergency Medical Services	\$ 2,275,000	\$ 2,275,000	\$ 2,275,000	\$ 2,384,890	\$ 2,488,588	\$ 2,538,360	\$ 2,589,127
Other revenues	\$ 2,621,853	\$ 2,754,146	\$ 2,603,936	\$ 2,825,906	\$ 2,819,456	\$ 2,864,138	\$ 2,909,791
Transfers In	\$ 1,211,903	\$ 1,278,826	\$ 790,103	\$ 1,034,856	\$ 1,055,102	\$ 1,075,855	\$ 1,097,126
Federal & State Relief Funding (ARPA & CARES)	\$ 1,318,588	\$ 1,318,588	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING REVENUE	\$ 25,514,948	\$ 25,943,961	\$ 24,256,842	\$ 25,282,785	\$ 26,004,018	\$ 26,771,812	\$ 27,553,698
Expenditures:							
Current Staffing (Salaries & Benefits)	\$ 4,845,872	\$ 4,845,872	\$ 5,002,595	\$ 5,133,733	\$ 5,268,333	\$ 5,406,486	\$ 5,548,285
Police Contract & Operating Costs	\$ 5,089,745	\$ 5,089,745	\$ 5,344,529	\$ 5,478,142	\$ 5,615,096	\$ 5,755,473	\$ 5,899,360
Fire/EMS Contract & Operating Costs	\$ 6,376,368	\$ 6,376,368	\$ 6,773,055	\$ 6,942,381	\$ 7,115,941	\$ 7,293,839	\$ 7,476,185
Other Professional/Contractual Services	\$ 1,312,890	\$ 1,312,890	\$ 1,063,535	\$ 947,220	\$ 956,693	\$ 966,259	\$ 975,922
Payments on accrued PERS Liability (UAL and POBs)	\$ 1,329,412	\$ 1,329,412	\$ 1,327,620	\$ 1,286,977	\$ 1,261,378	\$ 1,234,897	\$ 1,197,824
Other Operating Costs	\$ 5,091,201	\$ 5,306,202	\$ 5,576,122	\$ 5,528,323	\$ 5,594,367	\$ 5,658,798	\$ 5,724,102
Transfer to Capital Improvement Program	\$ 240,000	\$ 240,000	\$ 280,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
TOTAL OPERATING EXPENDITURES	\$ 24,285,489	\$ 24,500,490	\$ 25,367,456	\$ 25,616,777	\$ 26,111,808	\$ 26,615,753	\$ 27,121,678
GENERAL FUND SURPLUS (DEFICIT):	\$ 1,229,458	\$ 1,443,471	\$ (1,110,613)	\$ (333,992)	\$ (107,790)	\$ 156,058	\$ 432,020
Federal Relief Funding	\$ 1,318,588	\$ 1,318,588	\$ -	\$ -	\$ -	\$ -	\$ -
GEN FUND SURPLUS/(DEFICIT) WITHOUT FED RELIEF FUNDS:	\$ (89,130)	\$ 124,883	\$ (1,110,613)	\$ (333,992)	\$ (107,790)	\$ 156,058	\$ 432,020



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BUDGET DETAIL CENTRAL ADMINISTRATION

Central Administration Organizational Chart

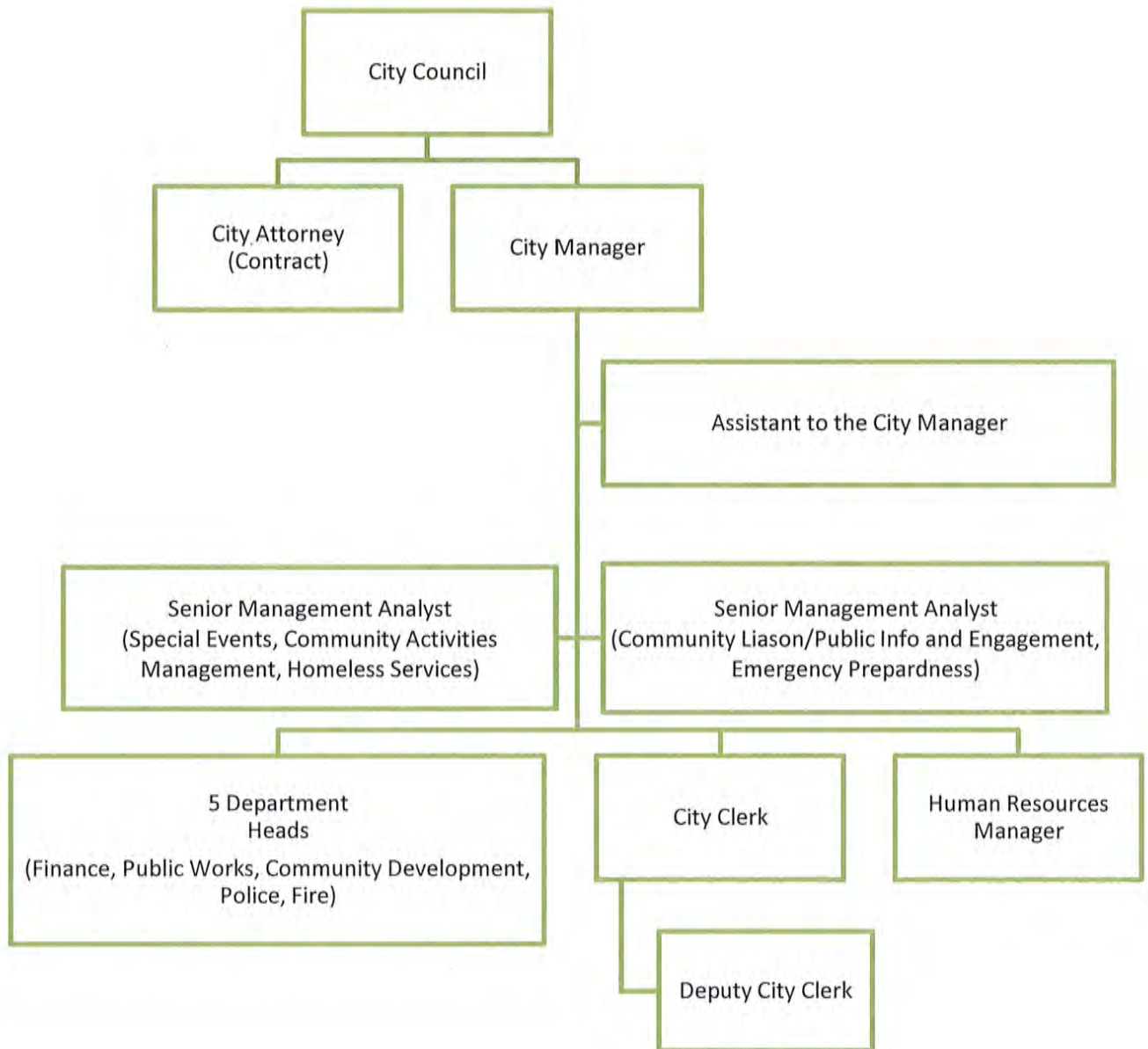
City Council

City Clerk

City Manager

Legal Services

Central Administration Organizational Chart





CITY OF SONOMA

City Council *(100-41001)*

The City of Sonoma City Council is responsible for representing the voters of Sonoma and overseeing all municipal operations from a budgetary and policy standpoint. It functions as the legislative branch of the City government, determining the community's overall needs, setting goals and priorities, and developing policies and projects to achieve these goals. The Council appoints both the City Manager and City Attorney.

Comprised of five members, the City Council is elected at large and serves overlapping four-year terms. It also acts as the Successor Agency to the dissolved Sonoma Community Development Agency. The current members of the City of Sonoma City Council are:

Sandra Lowe, Mayor

John Gurney, Vice Mayor

Patricia Farrar-Rivas, Council Member

Ronald Wellander, Council Member

Jack Ding, Council Member

Each member of the City Council is offered a stipend of \$300 per month in accordance with State law. They are also eligible to participate in the City's health, dental, and vision care coverage, along with their dependents, at the same costs as City employees.

City Council meetings are held on the first and third Wednesday of each month, held at 6:00 pm, in the City Council chambers. With the decline in COVID-19 cases and the relaxation of health restrictions, the Council introduced hybrid meetings, allowing in-person and virtual attendance. However, in April 2022, the Council reverted to conducting only in-person meetings. Council members also engage in various local, regional, and statewide meetings and activities.

The City Council regularly establishes goals for the City organization, typically on an annual basis, approves the budget, and provides overall policy guidance. The budget reflects our commitment to effectively serve the needs of our community while promoting fiscal responsibility and strategic decision-making.

FISCAL YEAR 2022-23 ACCOMPLISHMENTS:

- Successfully recruited a new City Manager.
- Approved the City's Housing Element on time and received HCD approval.
- Adopted a three-year Homelessness Strategic Plan.
- Initiated pedestrian safety improvements at 5th Street West/Broadway crossings & West Napa Street sidewalks.
- Completed review of City Community Partner Grantee contracts.
- Upgraded Plaza bathrooms to improve aesthetics, amenities, and ensure full functionality.

General Fund City Council Division

General Ledger Department 41001

RECOMMENDED FY 2023-24 BUDGET

Salary changes include any cost-of-living adjustments, step increases and minor position allocation changes as to how staff is allocated between departments. Benefit changes include vendor cost changes and employee benefit choices. If new positions are proposed, those position are outlined below.

Salaries and wages increased based on labor negotiations completed in the prior year and a COLA adjustment of 2.5 percent for FY 2023-24. Employee benefits increased by 8 percent, citywide, based primarily on the cost of health insurance.

There were no other major changed in the City Council budget.

Expenditure Category	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Proposed Budget to FY22-23 Amended Budget	% Change FY23-24 Proposed Budget to FY22-23 Amended Budget
Salary & Wages	\$ 16,696.00	\$ 34,885.00	\$ 37,437.31	\$ 39,496.00	\$ 40,234.00	\$ 42,890.00	\$ 3,394.00	9%
Employee Benefits	\$ 52,893.00	\$ 24,678.00	\$ 30,346.86	\$ 31,643.00	\$ 36,666.00	\$ 50,250.00	\$ 18,607.00	59%
PERS UAL	\$ -	\$ 123.00	\$ 95.50	\$ 95.00	\$ 95.00	\$ 95.00	\$ -	0%
Professional Services	\$ 1,580.00	\$ -	\$ 9,000.00	\$ 9,000.00	\$ 830.00	\$ 9,000.00	\$ -	0%
Property Services	\$ 5,317.00	\$ 24,175.00	\$ 9,111.43	\$ 9,111.00	\$ 2,555.00	\$ 4,217.00	\$ (4,894.00)	-54%
Operations	\$ 14,550.00	\$ 28,109.00	\$ 29,475.00	\$ 29,475.00	\$ 41,021.00	\$ 32,475.00	\$ 3,000.00	10%
Supplies	\$ 2,618.00	\$ 6,311.00	\$ 9,000.00	\$ 9,000.00	\$ 5,993.00	\$ 9,000.00	\$ -	0%
Internal Service & Capital Prj	\$ 10,465.00	\$ 5,286.00	\$ 7,189.00	\$ 7,189.00	\$ 7,189.00	\$ 5,094.00	\$ (2,095.00)	-29%
Expense Total	\$ 104,119.00	\$ 128,567.00	\$ 131,655.10	\$ 135,009.00	\$ 134,583.00	\$ 153,021.00	\$ 18,012.00	13%

* unaudited



CITY OF SONOMA

City Clerk (100-41002)

Rebekah Barr, MMC, City Clerk

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, state, and federal laws.

The mission of the City Clerk Department 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 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.

Some examples include:

- 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.

FISCAL YEARS 2022–23 ACCOMPLISHMENTS:

- Completed a General Municipal Election to fill three Council seats.
- Completed recruitment and onboarding of three new Council members.
- Completed recruitment and onboarding of new commissioners & committee members.
- Completed bi-annual review and implementation of the City's conflict of interest code to ensure appropriate reporting requirements for designated filers in conjunction with FPPC's Statement of Economic Interests.
- Implemented Temporary Artwork in the Council Chambers including two shows – Pat Meier Johnson, 2022 Treasure Artist and Student artists from local schools.

- Implemented a Public Comment Tracker on the CivicWeb Portal to allow for easier access to public comments on Council and Commission business.
- Completed Update of new records retention schedules for all City departments.
- Cataloged and archived historic records using industry standard preservation techniques.

FISCAL YEAR 2023–24 GOALS:

- Selection and implementation of upgraded records management/archive software which will include a public portal.
 - Working with CFAC, create and memorialize Temporary Artwork program and process.
 - Complete conversion of the City's Municipal Code from legacy platform to new platform, to ensure accessibility and ease of use.
 - Implementation of new Contract and Agreement Management Policy.
-

General Fund City Clerk Division

General Ledger Department 41002

RECOMMENDED FY 2023-24 BUDGET

Salary changes include any cost-of-living adjustments, step increases and minor position allocation changes as to how staff is allocated between departments. Benefit changes include vendor cost changes and employee benefit choices. If new positions are proposed, those position are outlined below.

Salaries and wages increased based on labor negotiations completed in the prior year and a COLA adjustment of 2.5 percent for FY 2023-24. Employee benefits increased by 8 percent, citywide, based primarily on the cost of health insurance.

Other key changes to the FY 2023-24 Budget are listed below:

Election cost decrease	(\$75,000)
------------------------	------------

Expenditure Category	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Proposed Budget to FY22-23 Amended Budget	% Change FY23-24 Proposed Budget to FY22-23 Amended Budget
Salary & Wages	\$ 134,406.00	\$ 178,936.00	\$ 201,747.84	\$ 217,341.00	\$ 212,303.00	\$ 233,524.00	\$ 16,183.00	7%
Employee Benefits	\$ 43,399.00	\$ 53,851.00	\$ 61,942.77	\$ 63,758.00	\$ 59,657.00	\$ 66,674.00	\$ 2,916.00	5%
PERS UAL	\$ 590.00	\$ 862.00	\$ 723.30	\$ 723.00	\$ 723.00	\$ 723.00	\$ -	0%
Professional Services	\$ 24,883.00	\$ 43,334.00	\$ 82,500.00	\$ 82,500.00	\$ 43,644.00	\$ 15,500.00	\$ (67,000.00)	-81%
Property Services	\$ 13,196.00	\$ 21,046.00	\$ 31,139.37	\$ 31,139.37	\$ 27,764.00	\$ 32,758.00	\$ 1,619.00	5%
Operations	\$ 17,683.00	\$ 15,497.00	\$ 24,890.00	\$ 24,890.00	\$ 12,608.00	\$ 26,890.00	\$ 2,000.00	8%
Supplies	\$ 95.00	\$ 894.00	\$ 3,000.00	\$ 3,000.00	\$ 683.00	\$ 3,000.00	\$ -	0%
Software & Equipment	\$ -	\$ -	\$ 800.00	\$ 800.00	\$ -	\$ -	\$ (800.00)	-100%
Internal Service & Capital Prj	\$ 13,699.00	\$ 14,070.00	\$ 15,401.00	\$ 15,401.00	\$ 15,401.00	\$ 14,363.00	\$ (1,038.00)	-7%
Expense Total	\$ 247,951.00	\$ 328,490.00	\$ 422,144.28	\$ 439,552.00	\$ 372,783.00	\$ 393,432.00	\$ (46,120.00)	-10%

* unaudited



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CITY OF SONOMA

City Manager (100-41003)

David Guhin, City Manager

The City Manager's Department budget encompasses a broad range of functions that are crucial for the efficient and effective management of the City. These functions include overall executive management of the organization as well as several functional areas that are provided by contract services. One of the key functions of the City Manager's Department is to plan and manage the essential functions of government, ensuring that the policy direction, goals, and objectives established by the City Council are implemented. This involves providing responsive, analytical, and concise recommendations upon which the City Council can rely to make informed policy decisions.

The City Manager's Department is also responsible for ensuring that the City's finances are managed in a professional, transparent, and accountable manner. This involves preparing and submitting the annual budget, as well as actively overseeing the City's public safety services provided through City contracts/partnerships with the Sonoma County Sheriff's Department and the Sonoma Valley Fire District. In addition to these core functions, the City Manager's Department provides direct oversight of several functions, including the City Clerk, Human Resources, Community Activities, Homeless Pre and Public Information and Engagement. The City Manager also serves as the Director of the Emergency Operations Center in the event of a major emergency.

Other functions and expenditures that are within the City Manager's office include legal services other than City Attorney, economic development and business assistance, special event coordination, and recreation/community activities. These functions are crucial for the overall health and vitality of the City and require significant financial resources to be executed effectively.

In broad terms, the City Manager's primary focus includes the following:

- ✚ Assisting the City Council in defining and implementing strategic goals: The City Manager plays a pivotal role in supporting the City Council by aiding in the formulation and execution of strategic objectives.
- ✚ Providing reliable and insightful recommendations: The City Manager delivers responsive, analytical, and concise recommendations to the City Council, enabling informed policy decisions.
- ✚ Managing community relations and communication: The City Manager is responsible for overseeing the City's communication efforts, ensuring that outreach, including the City's website, social media platforms, and other channels, effectively engages and informs the public.
- ✚ Ensuring professional and transparent financial management: The City Manager upholds the highest standards of professionalism and transparency in managing the City's finances, fostering accountability and fiscal responsibility.
- ✚ Active oversight of public safety services: The City Manager actively supervises the provision of public safety services through contractual arrangements with the Sonoma County Sheriff's Department and the Sonoma Valley Fire District.

- ✦ Establishing partnerships and enhancing quality of life: The City Manager actively cultivates partnerships with non-profit organizations, core recreation and community service providers, and the Sonoma Valley Unified School District. These collaborations aim to improve quality of life programs and support for the community.
- ✦ Engaging with local community organizations and addressing concerns: The City Manager interacts with local community organizations and groups to address issues, concerns, and the evolving service needs of City residents and businesses.
- ✦ Coordinating with local and regional agencies: The City Manager collaborates with other local and regional agencies to safeguard the City's interests and ensure the efficient delivery of services to the community.
- ✦ Supporting and developing internal staff: The City Manager plays a crucial role in supporting, developing, and leading internal staff to deliver effective and efficient services. They foster a culture of professional pride, commitment, and enjoyment among the work force.
- ✦ Promoting innovative and creative approaches: The City Manager establishes an environment that encourages innovation and creative methodologies to enhance service delivery and provide greater value to residents.

In summary, the City Manager's responsibilities encompass strategic goal implementation, reliable recommendations, community relations, financial management, public safety oversight, partnership-building, community engagement, coordination with other agencies, staff support and development, and promoting innovation for improved service provision.

Within the City Manager's office, there are several additional functions and expenditures, which include:

- ✦ Legal Services other than City Attorney: The City contracts various legal services, such as City Prosecutor services, Code Enforcement, and Youth & Family Services. The funding for these programs is allocated in the Legal Services Budget.
- ✦ Economic Development & Business Assistance: The City collaborates with the Sonoma Valley Chamber of Commerce to provide support and promote economic development. The Chamber serves as the City's economic development staff, maintaining regular coordination with City representatives. The funding for this program is allocated in the Community Activities Budget.
- ✦ Special Event Coordination: The City Manager's office oversees the application, scheduling, review, and post-event follow-up for special events held in the Plaza or Depot Park. This includes the coordination of Sonoma's Tuesday Night Market, which operates from May to September in partnership with the Sonoma Valley Chamber of Commerce. The related expenses are outlined in the Community Activities Budget.
- ✦ Recreation/Community Activities: Rather than directly offering recreation and community services, the City provides financial support to non-profit organizations that deliver these services to the community. This support encompasses youth programs, athletic activities, senior services, arts and theatre, as well as the facilities that facilitate these programs. The associated funding is detailed in the Community Activities budget.

FISCAL YEAR 2022-23 ACCOMPLISHMENTS:

- Successful transition to a new City Manager.
- Established and moved forward City Council's key objectives and initiatives.
- Initiated and cultivated collaboration with the Community Partners and County of Sonoma for Homelessness Prevention Services in Sonoma Valley
- Initiated discussions with State Parks regarding future City lease/use of the Casa Grande Parking Lot.
- Completed Organizational Assessment - Staff Succession and Retention Plan

- Initiated successful merger of Planning (Community Services) and Building (Development Services) Departments into new Community Development Department and recruitment of Community Development Director

FISCAL YEAR 2023-24 GOALS:

- Implementation of Sonoma Valley Collaborative Homelessness Prevention Wrap Around Services
 - Explore opportunities for City revenue initiatives
 - Complete financial analysis and business plan for City Cemetery Operations
 - Complete Community Partner Grantee Contract and Lease Reviews
 - Update Emergency Plan and Procedures
 - Continue Organizational Assessment Implementation Items (staffing and technology) to increase efficiencies, promote public engagement and provide excellent customer service
-



General Fund

City Manager Division

General Ledger Department 41003

RECOMMENDED FY 2023-24 BUDGET

Salary changes include any cost-of-living adjustments, step increases and minor position allocation changes as to how staff is allocated between departments. Benefit changes include vendor cost changes and employee benefit choices. If new positions are proposed, those position are outlined below.

Salaries and wages increased based on labor negotiations completed in the prior year and a COLA adjustment of 2.5 percent for FY 2023-24. Employee benefits increased by 8 percent, citywide, based primarily on the cost of health insurance.

Other key changes to the FY 2023-24 Budget are listed below:

Homeless Services	\$260,000
Polling for potential revenue initiatives	\$30,000
City Manager recruitment decrease	(\$30,000)
Former City Manager contract	(\$36,000)
Labor Negotiations contract decrease	(\$20,000)
SEIU compensation study decrease	(\$18,000)
Staffing realignment	(\$80,000)

Expenditure Category	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Proposed Budget to FY22-23 Amended Budget	% Change FY23-24 Proposed Budget to FY22-23 Amended Budget
Salary & Wages	\$ 391,469.00	\$ 535,224.00	\$ 562,697.04	\$ 604,682.00	\$ 733,297.00	\$ 533,577.00	\$ (71,105.00)	-12%
Employee Benefits	\$ 87,304.00	\$ 133,695.00	\$ 173,843.40	\$ 177,942.00	\$ 154,589.00	\$ 177,756.00	\$ (186.00)	0%
PERS UAL	\$ 52,800.00	\$ 69,756.00	\$ 114,451.68	\$ 114,451.00	\$ 114,451.00	\$ 114,451.00	\$ -	0%
Professional Services	\$ 27,793.00	\$ 69,776.00	\$ 173,983.33	\$ 173,983.00	\$ 89,974.00	\$ 105,000.00	\$ (68,983.00)	-40%
Property Services	\$ 36,640.00	\$ 45,582.00	\$ 84,703.33	\$ 84,703.00	\$ 73,455.00	\$ 89,569.00	\$ 4,866.00	6%
Operations	\$ 4,373.00	\$ 2,022.00	\$ 11,357.00	\$ 11,357.00	\$ 3,632.00	\$ 282,370.00	\$ 271,013.00	2386%
Supplies	\$ 3,009.00	\$ 1,008.00	\$ 1,200.00	\$ 1,200.00	\$ 713.00	\$ 7,200.00	\$ 6,000.00	500%
Internal Service & Capital Prj	\$ 5,945.00	\$ 4,825.00	\$ 4,354.00	\$ 4,354.00	\$ 4,354.00	\$ 4,932.00	\$ 578.00	13%
Expense Total	\$ 609,333.00	\$ 861,888.00	\$ 1,126,589.78	\$ 1,172,672.00	\$ 1,174,465.00	\$ 1,314,855.00	\$ 142,183.00	12%

*unaudited



CITY OF SONOMA

Legal Services (100-41005)

City Attorney

City Prosecutor/Youth & Family Services/Code Enforcement

David J. Ruderman, City Attorney, Colantuono, Highsmith & Whatley, PC.
Bob Smith, City Prosecutor

City Attorney/ David J. Ruderman, Colantuono, Highsmith & Whatley, PC

Legal services are contracted by the City to an outside legal firm, Colantuono, Highsmith & Whatley, PC. 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 the content of ordinances, resolutions, and contract language as well as providing representation in the event of litigation.

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

The City contracts with Bob Smith for City Prosecutor, Youth and Family Services and Code Enforcement. 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.

Proposed amendment to Code Enforcement agreement for 2023-24.

CONTRACT COSTS BY PROGRAM		
CITY PROSECUTOR	YOUTH AND FAMILY SERVICES	CODE ENFORCEMENT
FY 2018-19 \$40,480	\$65,000	FY 2018-19 \$62,400
FY 2019-20 \$10,000	(Program is 50% funded	FY 2019-20 \$87,400
FY 2020-21 \$10,000	by Sheriff's Department -	FY 2020-21 \$62,400
FY 2021-22 \$10,000	\$32,500.)	FY 2021-22 \$62,400
+ \$6,000 Hearing Officer		FY 2022-23 \$60,000
		FY 2023-24. \$80,000
FY 2022-23 included in Code Enforcement		

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. In FY 2019-20 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. City Prosecutor responsibility was overseeing and implementing a code enforcement department that would receive complaints, investigate, seek compliance where appropriate, enforce compliance where necessary and handle all subsequent Superior Court appeals, search warrant applications etc.

FISCAL YEAR 2022-23 ACCOMPLISHMENTS:

- Administrative Hearings (7)
- Superior Court Appearances (3)
- Superior Court Trials (1)

FISCAL YEAR 2023-24 GOALS:

- Continue to focus on chronic property related issues, suggesting municipal code amendments, modifications, enactment to more clearly reflect the policy of the City with regard to the use and/or misuse of property within the City limits.
- Continue to support Code Enforcement by handling all contested hearings and Superior Court Appeals, as well as search warrant applications.

YOUTH AND FAMILY SERVICES (Y&FS)

Youth & Family Services has continued a major paradigm shift from a punitive-based juvenile diversion program to a trauma informed 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’s conduct by helping the juvenile to develop the tools for success rather than simply punishing them. Under Y&FS direction the framework for all discussions and participation in the diversion program centers on a trauma based/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, teamwork, 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 lifestyle. To greater provide for an environment of success, Y&FS also provides parenting courses for parents of obedient defiant juveniles. All services are provided in Spanish and English.

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

FISCAL YEAR 2022-23 ACCOMPLISHMENTS:

- Continued focus on establishing a framework to a partnership with the school district (entered into an MOU with the district). Continued to utilize the 501(3)(c) “Sonoma Valley Youth & Family Services to support fund raising for additional services for YFS programming.
- Raised \$20,000 in grants and entered into a lease with Hanna for the space in which to build a ropes course to support SVYFS programs.

- Hired an accredited ropes course contractor to prepare proposal for construction
- Paid for the ED to complete Parent Project training as an additional resource for classes.
- Further strengthened SVYFS as primary juvenile services partner of Hanna's initiative to become a hub for providing Valley wide mental health services (R. Smith is now a Hanna Institute Board Trustee and Chairman of the Juvenile programming)
- Continued to improve previously acquired unique interactive programming to allow program juveniles to self-define a roadmap to successful graduation.
- Continued to improve unique interactive programming to help juveniles understand the value of inclusion and successfully and positively identifying, interrupting, and resolving implied bias.
- Continued to provide ten-week course to parents of obedient defiant children both in English and Spanish, (the first post-Covid class included 18 parents who spoke only Spanish).

FISCAL YEAR 2023-24 GOALS:

- SVYFS continues to look forward to another year, preparing even better equipped support for our local families, school district and youth, all in an effort to foster healthy boundaries, loving engagement, and respect for oneself and our community.
- Continuing working with the School district on providing an alternative to discipline (which greatly increases a juvenile's likelihood of entering Juvenile Justice System) in a post-Covid environment.
- Completing our ropes course
- Continue to support a partnership with Hanna, Teen Services, Mentoring Boys and Girls Club and CSARC to establish summer programs for juveniles.

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.

Contract provider is proposing an amendment to the existing Code Enforcement/City Prosecutor contract.

- Code Enforcement experience is that the best and most effective use of Code Enforcement to insure that property related violations are brought into compliance (building, zoning, planning, use)
- Changes in the law regarding safety issues for Code enforcement Officers
- Almost all non-property related offenses reach compliance by education and communication. The lack of citable activity (only four citations issued in the last year and all were Covid related) does not support a Code Enforcement patrol position.

The proposed amendments:

- Code Enforcement focuses on property matters including use of public property (parklets, etc)
- 24/7 phone access with response next business day
- All necessary steps to obtain compliance from investigation, pre-liminary notice, formal notice, hearings, appeals, superior court trial, collections.
- City Prosecutor and code enforcement merged for a proposed annual cost not to exceed \$60,000
- Reduce the annual cost of Code Enforcement/City Prosecutor by \$37,400

FISCAL YEAR 2022-2023 ACCOMPLISHMENTS:

- 102 cases opened; 70 cases closed. (Began different tracking metric and case flow)
 - STR compliance 6 properties issued TOT/TID fines/penalties and cease and desist.
 - Focused on property related issues (planning/building/noise/setback violations/use)
- | | |
|---------------------------------------------------|----------------------|
| ▪ Superior Court Judgment/Recorded Property Lien: | \$ 45,472.00 |
| Code Enforcement Orders Awaiting Collection: | \$ 42,067.50 |
| Code Enforcement Orders Pending: | <u>\$ 14,023.25</u> |
| Total Amount in Code Enforcement Orders : | \$ 101,562.75 |

FISCAL YEAR 2023-24 GOALS:

- Continue to work with community for compliance through education and dialogue.
- Revise identified City Ordinances to reflect current quality of life issues.
- Conduct annual inspections of tobacco and cannabis retailers.
- Remain vigilant as short-term rentals (STR) starting to emerge from Covid-19 shutdown.
- Utilize Superior Court actions for moving Administrative awards to recordable property liens.
- Focus on property related issues including parklets
- Increase communication and coordination with City departments.



General Fund Legal Services Division

General Ledger Department 41005

RECOMMENDED FY 23-24 BUDGET

Expenditure Category	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Proposed Budget to FY22-23 Amended Budget	% Change FY23-24 Proposed Budget to FY22-23 Amended Budget
Professional Services	\$ 401,259.00	\$ 378,926.00	\$ 337,000.00	\$ 337,000.00	\$ 423,297.00	\$ 337,000.00	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Internal Service & Capital Prj	\$ 1,320.00	\$ 1,395.00	\$ 848.00	\$ 848.00	\$ 848.00	\$ 914.00	\$ 66.00	8%
Expense Total	\$ 402,579.00	\$ 380,321.00	\$ 337,848.00	\$ 337,848.00	\$ 424,145.00	\$ 337,914.00	\$ 66.00	0%

*unaudited



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BUDGET DETAIL FINANCE

Organizational Chart

Finance Organizational Chart





CITY OF SONOMA

Finance Division *(100-41004)*

Chuck McBride, Interim Finance 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 statistical data (estimates) below provides additional perspective and insight into the daily operations.

- In FY 2022-23, the Finance Division processed over 4,000 cash receipts monthly,
- Handled monthly billing and customer service for 4,500 water utility customers,
- Renewed and managed customer service for 2,400 active business licenses plus ongoing event licenses,
- Processed 26 bi-weekly payrolls for 47 employees,
- Compiled and paid the bi-weekly, quarterly, and annual payroll tax reports,
- Processed all accounts payable for the City, averaging 32 checks per weekly check run,
- Processed and reported the monthly TOT accounts receivable for 49 hoteliers,
- Reconciled 54 City funds,
- Oversaw cash management,
- Annual Budget development and oversight,
- Financial reporting, including reports for the County, State, Federal and many other compliance reports,
- Financial year-end close process,
- Financial statement audit reconciliation and preparation.

The Finance Division provides management review, ongoing monitoring, and comprehensive planning to enable City executive staff and City Council to make informed financial decisions. 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.

There continues to be areas of need and focus, which include developing and documenting relevant financial policies, as well as implementing such policies via efficient procedures. Staff continuously reviews and discusses internal processes and potential improvements that may enhance the Finance Division's service to the community or provide more support to other departments within the City. The ultimate goal is to have regularly reviewed procedures and policies in place and documented so future staffing changes and transitions can occur without the work or services of the Finance Division being compromised. For several years, the Finance Division struggled to manage all the accounting management duties as well as the higher-level finance focus due to inadequate staffing levels, which had been reflected in past comments from auditors. In FY 2023-24, we will appoint a new Finance Director, a new position that will enhance leadership in the department while realizing personnel budget savings for the City.

FISCAL YEAR 2022-23 ACCOMPLISHMENTS:

- FY 2022-23 comprehensive budget document was prepared and adopted on time by City Council.
- Updated the City fee schedule.
- Assisted in the development and implementation of the online permitting system, OpenGov.
- Updated water shut-off policy and procedures to respond to SB 998.
- Reduced water accounts receivable balances.
- Revised the business license renewal process to make it more user friendly and streamlined the paper process to an online process that reduced burden on staff.
- Updated the 5-year Forecast for ongoing financial forecasting and planning.

FISCAL YEAR 2023-24 GOALS:

- Complete and issue outstanding Annual Comprehensive Financial Reports.
- Identify and onboard a new Finance Director to lead the department.
- Continue to update and add relevant financial policies, including preliminary development of a finance desk manual.
- Improve procedures for fixed asset acquisition and disposition and implement biannual inventory.
- Provide financial support to the Cemetery and work with the City Manager and staff to improve operations and cash flow in this enterprise.
- Complete financial statement audits for fiscal years 2020-21 and 2021-22 by year end.
- Prepare the City's fiscal year 2024-25 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 for other City Departments, 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.
- Analyze and review other Financial ERP software to replace Springbrook and begin implementation processes if warranted.



General Fund Finance Division

General Ledger Department 41004

RECOMMENDED FY 23-24 BUDGET

Expenditure Category	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Proposed Budget to FY22-23 Amended Budget	% Change FY23-24 Proposed Budget to FY22-23 Amended Budget
Salary & Wages	\$ 439,680.00	\$ 390,389.00	\$ 483,081.72	\$ 517,533.00	\$ 327,810.00	\$ 425,717.00	\$ (91,816.00)	-18%
Employee Benefits	\$ 104,045.00	\$ 87,075.00	\$ 125,143.84	\$ 128,952.00	\$ 83,728.00	\$ 79,703.00	\$ (49,249.00)	-38%
PERS UAL	\$ 53,220.00	\$ 71,274.00	\$ 58,446.55	\$ 58,446.00	\$ 58,446.00	\$ 58,446.00	\$ -	0%
Professional Services	\$ 68,302.00	\$ 33,823.00	\$ 114,307.00	\$ 114,307.00	\$ 85,145.00	\$ 114,307.00	\$ -	0%
Property Services	\$ 37,236.00	\$ 50,688.00	\$ 71,308.03	\$ 71,308.00	\$ 80,700.00	\$ 73,908.00	\$ 2,600.00	4%
Operations	\$ 2,802.00	\$ 4,496.00	\$ 9,345.00	\$ 9,345.00	\$ 8,019.00	\$ 9,345.00	\$ -	0%
Supplies	\$ 2,598.00	\$ 3,546.00	\$ 2,500.00	\$ 2,500.00	\$ 2,334.00	\$ 2,500.00	\$ -	0%
Software & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Internal Service & Capital Prj	\$ 41,120.00	\$ 40,297.00	\$ 39,822.00	\$ 39,822.00	\$ 39,822.00	\$ 37,203.00	\$ (2,619.00)	-7%
Expense Total	\$ 749,003.00	\$ 681,588.00	\$ 903,954.14	\$ 942,213.00	\$ 686,004.00	\$ 801,129.00	\$ (141,084.00)	-15%

*unaudited



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BUDGET DETAIL

PUBLIC SAFETY

**Police Department
Fire Department**





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CITY OF SONOMA

Police Department ***(100-42101)***

Brandon Cutting, 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. 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 employees, which consists of a Police Chief, two Police Sergeants, ten Deputy Sheriffs, two Community Service Officers and one Administrative Clerk (City employee). 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 five-year contract with the Sheriff's Office for law enforcement services. In 2009, the City renewed the contract for a period of ten years, ending in June 2019. In 2020, the City again renewed the contract for a five-year period, ending in 2025. The below chart outlines the total contract cost for each year of past ten-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.

The current staffing level at Sonoma Police Department is sufficient and effective for deterrence of crime, response to calls for service, investigation of crimes, and improving the relationships that the department has with the Sonoma community. The Community Oriented Policing position has been budgeted, yet remains to be filled is an important component to the department. This position will be instrumental in focused law enforcement activities related to school safety, neighborhood related issues, and focused retail theft prevention. Taking on many of these community related issues will allow the traffic safety officers, currently assigned to patrol, to dedicate a majority of their time to the specific traffic issues that affect the safety of vehicles, bicycles, and pedestrians alike.

Every staff member of the Sonoma Police Department has been selected based on the value added to the Sonoma community. The department is dedicated to meeting the needs and goals of the City Council and community through effective policing strategies designed in coordination with the City Manager and the Chief of Police. The Sonoma Police Department belongs to the City of Sonoma with the added value of having the administrative, investigative, and technical tools that the larger Sonoma County Sheriff's provides the city. With staffing issues affecting agencies across the state and region, the Sheriff's Office ensures that this is not an issue that Sonoma has to address by supporting all staffing needs of the

department regardless of circumstances or timing. While this is most helpful in daily staffing after on-duty injuries, this was never more apparent than October of 2022 after the critical incident that occurred just off the plaza in Sonoma. The ability to transfer the liability, administrative and criminal investigation to the Sheriff's Office allows the police department to stay focused on their mission to the city of Sonoma and not spend weeks to months paralyzed by a very time intensive investigation.

Fiscal Year	Contract Cost Actual	Cost Change	Percent Increase	Overhead Percent*	Comment
23-24	5,344,529	254,784	5%	27.9	Labor contract increase. 2 nd CSO position added mid-year 22-23 budget, now full-time.
22-23	5,089,745	22,063	.44%	26.65	No additional staff added. COP deputy position vacant due to staffing (\$255,445)
21-22	5,067,682	790,728	15.6%	24.76	Restore vacant Deputy; Restore CSO position mid-fiscal year.
20-21	4,276,954	-161,286	-3.77%	25.07	Reduction in staffing: Deputy and CSO vacant, elimination of Admin Aide, elimination of K9 Officer and School Resource Officer
19-20	4,438,240	-110,721	-2.43%	26.03	Cost savings realized- decreased detective time & reduced service/supply costs due to COVID restrictions.
18-19	4,548,961	310,313	7.32%	26.18	Labor contract increase and grant expense added. FEMA cost absorption from Sheriff October 2017 fires.
17-18	4,614,201 Approved Budget 4,238,648 Actual Cost	56,162	1.32%	26.40	One time fire reduction of \$345,378 by Sheriff; 3% salary increase; insurance; Administrative
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	

FISCAL YEAR 2022-23 ACCOMPLISHMENTS:

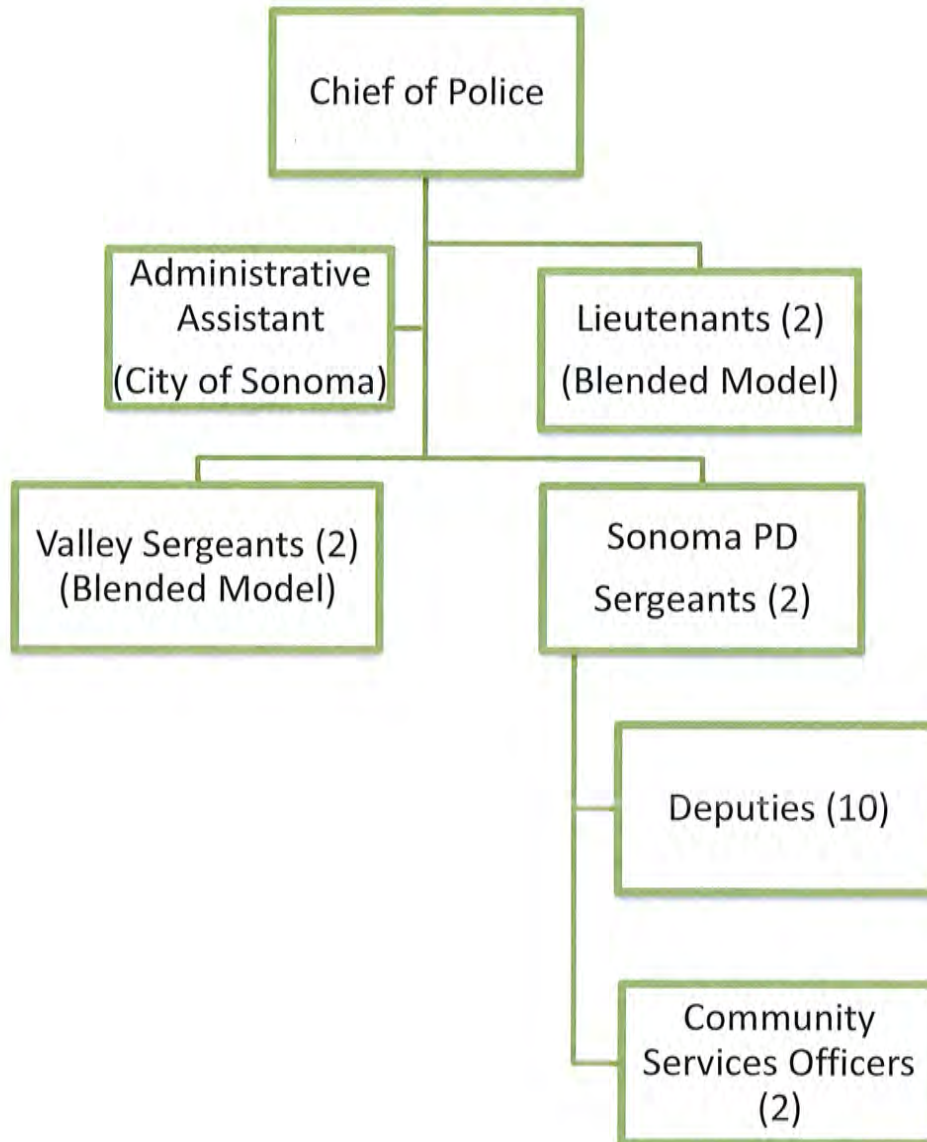
- Managed the Law Enforcement Services contract with the County to ensure the delivery of high quality public service and fiscal accountability.
- Provided significant public outreach and education to continue to build and improve public trust.
- Worked with our Business partners to discuss theft prevention strategies and provide guidance for reporting of theft related crimes, specifically for retail theft.
- Collaborated with Sonoma Overnight Support (SOS), the Field of Dreams Directors, and the 90 day warming center to provide a safe environment to the community.
- Provided training to the Sonoma Valley Unified Schools for “active shooter” and threat response during in-service training at the school sites.
- Created response plans for each school site as well as every location throughout the city that has gatherings of 100 people or more on a regular basis.
- Provided “gang” recognition training to the Sonoma Valley Unified School District Administration.
- Acquired advanced training for Police staff on DUI investigations, accident investigations, technology related crimes, and advanced tactical response to in progress crimes.

FISCAL YEAR 2023-24 GOALS:

- Manage the Law Enforcement Services contract with the County to ensure a high quality of public service and fiscal accountability.
 - Add a Community Oriented Policing and Problem Solving (COPS) Deputy. This position was added previously, but has remained unfilled due to staffing issues affecting the Sheriff’s Office. It is anticipated to be able to fill this position as soon as August.
 - Improve traffic safety through deterrence and enforcement actions by patrol staff. Improve the working relationship between Public Works traffic safety plans and patrol/traffic enforcement staff to ensure that all available tools are being employed.
 - Research additional grant opportunities consistent with our mission. Emphasis for this in 23-24 will be focused on traffic safety.
 - Continue to 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.
 - Provide training to each school site during staff days for active shooter and site walkthroughs to ensure each staff member understands the demands on them when a threat is on or near the campus.
 - Provide training to city staff and review response plans with city staff for active threat situations.
 - Improve relationships with retail businesses, wine industry, and neighborhood groups through organized meetings and training to address the needs of each specific organization.
 - Work to implement more technology in the identification and investigation of crimes throughout the city.
 - Implement the “Every 15 minutes” program at Sonoma Valley High School during the 23-24 school year.
-

Police Department -- Organization Chart

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



General Fund Police Department

General Ledger Department 42101

RECOMMENDED FY 2023-24 BUDGET

The FY 2023-24 recommended budget makes the following additions:

Police Vehicle Replacement	\$9,360
Automatic Licence Plate Reader	\$57,000

Expenditure Category	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Proposed Budget to FY22-23 Amended Budget	% Change FY23-24 Proposed Budget to FY22-23 Amended Budget
Salary & Wages	\$ 62,688.00	\$ 61,102.00	\$ 78,009.60	\$ 84,039.00	\$ 78,821.00	\$ 83,436.00	\$ (603.00)	-1%
Employee Benefits	\$ 35,003.00	\$ 34,581.00	\$ 38,575.85	\$ 39,997.00	\$ 39,076.00	\$ 41,191.00	\$ 1,194.00	3%
PERS UAL	\$ 258,231.00	\$ 264,994.00	\$ 316,421.41	\$ 316,421.00	\$ 316,421.00	\$ 316,421.00	\$ -	0%
Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Sheriff Contract	\$ 4,272,585.00	\$ 4,805,037.00	\$ 5,089,745.00	\$ 5,089,745.00	\$ 4,173,423.00	\$ 5,344,529.00	\$ 254,784.00	5%
Property Services	\$ 104,256.00	\$ 117,574.00	\$ 301,644.41	\$ 301,644.00	\$ 121,258.00	\$ 368,314.00	\$ 66,670.00	22%
Operations	\$ 179,689.00	\$ 201,237.00	\$ 212,050.00	\$ 212,050.00	\$ 197,977.00	\$ 212,050.00	\$ -	0%
Supplies	\$ 55,005.00	\$ 88,100.00	\$ 78,200.00	\$ 78,200.00	\$ 73,004.00	\$ 78,200.00	\$ -	0%
Software & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Internal Service & Capital Prj	\$ 19,122.00	\$ 69,089.00	\$ 55,206.00	\$ 55,206.00	\$ 55,206.00	\$ 55,097.00	\$ (109.00)	0%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expense Total	\$ 4,986,579.00	\$ 5,641,714.00	\$ 6,169,852.27	\$ 6,177,302.00	\$ 5,055,186.00	\$ 6,499,238.00	\$ 321,936.00	5%

*unaudited



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CITY OF SONOMA

Fire Department (100-42201)

Sonoma Valley Fire District

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 Sonoma Valley Fire District (formerly the Valley of the Moon Fire Protection District).

The Fire Department now consists of 61 full-time staff, one part-time staff member, and a cadre of 50+ dedicated volunteer firefighters who supplement daily staffing. The daily staffing consists of 19 personnel who staff five engine companies, two ambulances, and a command vehicle out of five strategically located fire stations. The Fire District also provides staffing on three shifts to the Kenwood Fire District, and on one shift (two personnel) covering the Eldridge Fire Department, stationed at the Sonoma Developmental Center. In July of 2020, the Valley of the Moon and Glen Ellen Fire Districts along with the Mayacamas Fire Department formally consolidated into the Sonoma Valley Fire District. This has resulted in increased staffing in the District and improved services to all of the Communities the Fire District serves, by adding much needed capacity and efficiencies to the District's response system.

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

The Fire Prevention division is responsible for ensuring the safety of the community, as well as the members of the fire department, through public education, fire inspection and code enforcement, conducting plan reviews of residential and commercial occupancies, and providing fire investigation services to determine cause and origin.

The District entered into a contract for services with Whittman Enterprises for ambulance billing in July 2020. Billing is efficiently handled using advanced software that integrates with the Fire Department's records management system.

CHALLENGES

There continues to be a need to identify long-term funding for the 3 minimum staffing firefighter/paramedics (former SAFER Grant positions) that are critical to providing fire and EMS services to the City. There is also a need for more staff resources to focus on increasing demands for services, succession planning, prevention and emergency operations, management, and planning. Staff will continue to explore options in these areas in the coming year.

HISTORY OF CONTRACT WITH VALLEY OF THE MOON FIRE DISTRICT

From 2001 through 2011, the Sonoma Valley Fire and Rescue Authority (SVFRA) operated under a joint-powers agreement (JPA) between the City of Sonoma and the Valley of the Moon Fire Protection District for joint purchasing, training, and staffing. Through collaborative discussions between the two agencies,

it was determined that the most strategic and cost-effective model for sustainability of all-risk fire services was for the City of Sonoma to contract with the Valley of the Moon Fire Protection District.

On December 19, 2011, the City Council approved a Contract for Services with the Valley of the Moon Fire District for five years with an initial term that ended on February 1, 2017. The contract has been renewed twice by the City Council and Fire Board for additional five-year terms, first in January 2017 and again in March of 2022. This contract remains in effect through March 2027 with the Sonoma Valley Fire District.

Under the terms of the contract for services, the expenditures of the historic SVFRA are split between the City (57%) and the Fire District (43%). The City receives 100% of the Emergency Medical Services revenues, including governmental reimbursement programs such as the Ground Emergency Medical Transport (GEMT) and Intergovernmental transfer (IGT). Each agency retains financial responsibility for its own buildings and vehicles. All City fire employees were transitioned to the Valley of the Moon Fire Protection District in 2012. The City is still required to pay the unfunded liability for the prior employees' PERS costs. For the purposes of this budget, the revenues and expenditures are the City's portion of the shared SVFRA budget fund. The chart below shows historical costs and revenues.

Fiscal Year	Total Contract Cost	Cost Increase	% Change	EMS Revenue	Net Fire/EMS Costs	Net % Change	Comment
23-24	6,238,205	295,507	4.9%	-	-	-	COLA, retire, & Insurances
22-23	5,942,697	347,837	6.2%	-	-	-	COLA + COVID Costs
21-22	5,594,860	217,548	4.0%	\$2,732,512*	\$2,862,348	4.4%	COLA + COVID costs
20-21	5,377,311	-102,147	-1.9%	\$2,637,093*	\$2,740,218	-11.7%	COVID reductions
19-20	5,479,458	224,416	4.2%	\$2,375,871*	\$3,103,586	-3.5%	2 years COLA, +16% Health
18-19	5,255,042	85,435	1.7%	\$2,037,700	\$3,217,342	-0.5%	+ 2.5% ER retire
17-18	5,169,607	166,776	3.3%	\$1,937,000	\$3,232,607	2.9%	COLA, +EE 1.5% retire, + 20% WC, + health
16-17	5,002,831	166,197	3.4%	\$1,860,561	\$3,142,270	-0.1%	COLA, +EE 1.5% retire; health, FC recruit
15-16	4,836,634	131,446	2.8%	\$1,690,788	\$3,145,846	2.1%	COLA, +EE pay 100% retire, +health, OT budget adj., REDCOM
14-15	4,705,188	96,526	2.1%	\$1,626,443	\$3,078,745	- 4.6%	COLA, +EE pay 2/3 retire, OT budget adj. + utilities, + health, CQI
13-14	4,608,662	130,209	2.9%	\$1,381,200	\$3,227,462	17.6%	COLA, SCERA + 3.7%, + EE pay 1/3 retire
12-13	4,478,453	331,977	8.0%	\$1,733,919	\$2,744,534	11.4%	Cost formula change from 53/47 to 57/43
11-12	4,146,476	-68,241	-1.6%	\$1,683,275	\$2,463,201	- 3.8%	Start of 5-year contract
10-11	4,214,717	-	-	\$1,654,250	\$2,560,467	-	Last year of JPA

*does not include GEMT reimbursements

FISCAL YEAR 2022-23 ACCOMPLISHMENTS:

- Continue to participate in the Ground Emergency Medical Transport (GEMT) and the Inter-Governmental Transfer (IGT) reimbursement programs
- Participated in and received nearly \$40,000 in reimbursement for in-service training through a collaboration with the Industrial Emergency Council and Palo Verde College

- Completed our new Community Driven Strategic Plan for the organization. This Strategic Plan is the roadmap for the Sonoma Valley Fire District for the next 5 years
- Switched to new accounting software, MIP, starting July 1, 2022 (FY22/23)
- Saw an increase in fire impact fees for FY22/23
- Completed GEMT reporting for FY18/19, FY19/20, FY20/21 & FY21/22
- Second consecutive year we provided our employees with thorough annual physicals
- Entered into a short-term staffing agreement with Kenwood Fire Protection District
- Purchased new turnouts to comply with NFPA 1851 standards
- Completed mandated turnout cleaning, repair and maintenance through an Independent Service
- Secured a cost sharing grant through the California State Firefighter Association for new turnouts
- Successfully completed our first season of curbside chipping within the fire district, allowing us to provide a means for our customers to remove hazardous vegetation from their property for free while making our communities safer.
- Worked with Sonoma County and local partners to develop the Sonoma County Community Wildfire Protection Plan (2020-2022)
- Added capacity to the Fire Prevention Office in the form as a Fire Inspector position. This position was created to ensure compliance with state laws associated with mandated fire inspections.
- With extra capacity in the Fire Prevention Office that was added last year we were successfully able to complete all State Mandated Fire Inspections in schools, apartments, hotels and places of assembly.
- Placed an order for a new ambulance to replace the oldest in the fleet
- Acquired and installed Power Cots in both first out ambulances to decrease employee injuries and increase patient safety while loading gurneys
- Supported 3 more full time firefighters through paramedic school, and accredited 3 more paramedic preceptors to help train more paramedics region wide
- Outfitted two additional fire engines (3181, 3375) and our Utility Terrain Vehicle (UTV 33) as ALS (paramedic) equipped resources
- Partnered with the non-profit, Just1mike foundation to place 2 outdoor AEDs in the city limits. One at Depot Park and one on the Plaza
- Continued joint efforts with Sonoma Valley Health partners for COVID testing and vaccination.
- Started monthly free Hands Only CPR classes for our community.
- Ordered a new Type 3 Wildland Engine
- Took delivery of two new command vehicles (Battalion 3 and Chief 3300)
- Purchased a new specialty wildfire response vehicle (3348) to replace an outdated vehicle
- Completed infrastructure upgrades to Sta. 8 & 9 including a new generator, water tanks, building upgrades and updated internet capabilities
- Began the process of installing solar power to Stations 2 & 3
- Installation of new, more energy efficient, heat exchangers at Sta.2 & 3
- Installed a new storage building to house additional fire apparatus and equipment.
- Completed the renumbering and renaming of fire stations
- Installed new LED messaging signs at Stations 3 and 5
- Currently in the design process of installing new LED messaging sign at Sta.1
- Completed an LED lighting upgrade at Sta.1
- Placed a new fire investigation trailer into service as part of the SVFFA project
- Collaborated with the County of Sonoma for installation of two new LED Safety signs at Sta.3 and 5 providing vital information to the community.
- Hired 11 new Volunteers
- Participated in Urban Area Security Initiative (UASI) grant funded training
- Conducted a Driver Operator 1A and 1B course
- Hosted a County Wide Firefighter Wellness Event

- Provided Mental Health and Wellness Training to all volunteer staff
- Implemented the Canine Therapy and Peer Support Program by placing a certified therapy dog within the organization.
- Received \$25,000 in grant funding which fully implemented a pre-incident pre-fire planning system that integrates into our existing computer aided dispatch system. (County and State wide access)
- Working with Montini and Overlook Trail groups on fuels reduction and fire break initiatives
- Worked directly with the community and established new fire safe councils in both Boyes Hot Springs and in the Gehricke Rd area.
- Continued to directly support both the Grove Street and Glen Ellen Fire Safe Councils.
- Worked in coordination with Sonoma County to perform hazardous vegetation compliance inspections.
- Improved parking and evacuation safety in the Boyes Hot Springs Community with increased parking enforcement, additional no parking signage, and community outreach.
- Worked directly with CalFire Partners and County representatives to drive major fuel reduction projects within the community.
- In partnership with Department of Emergency Management, hosted a NOAA weather radio giveaway event in Diamond A.
- Purchased new portable radio to replace outdated radios to improve reliable communications

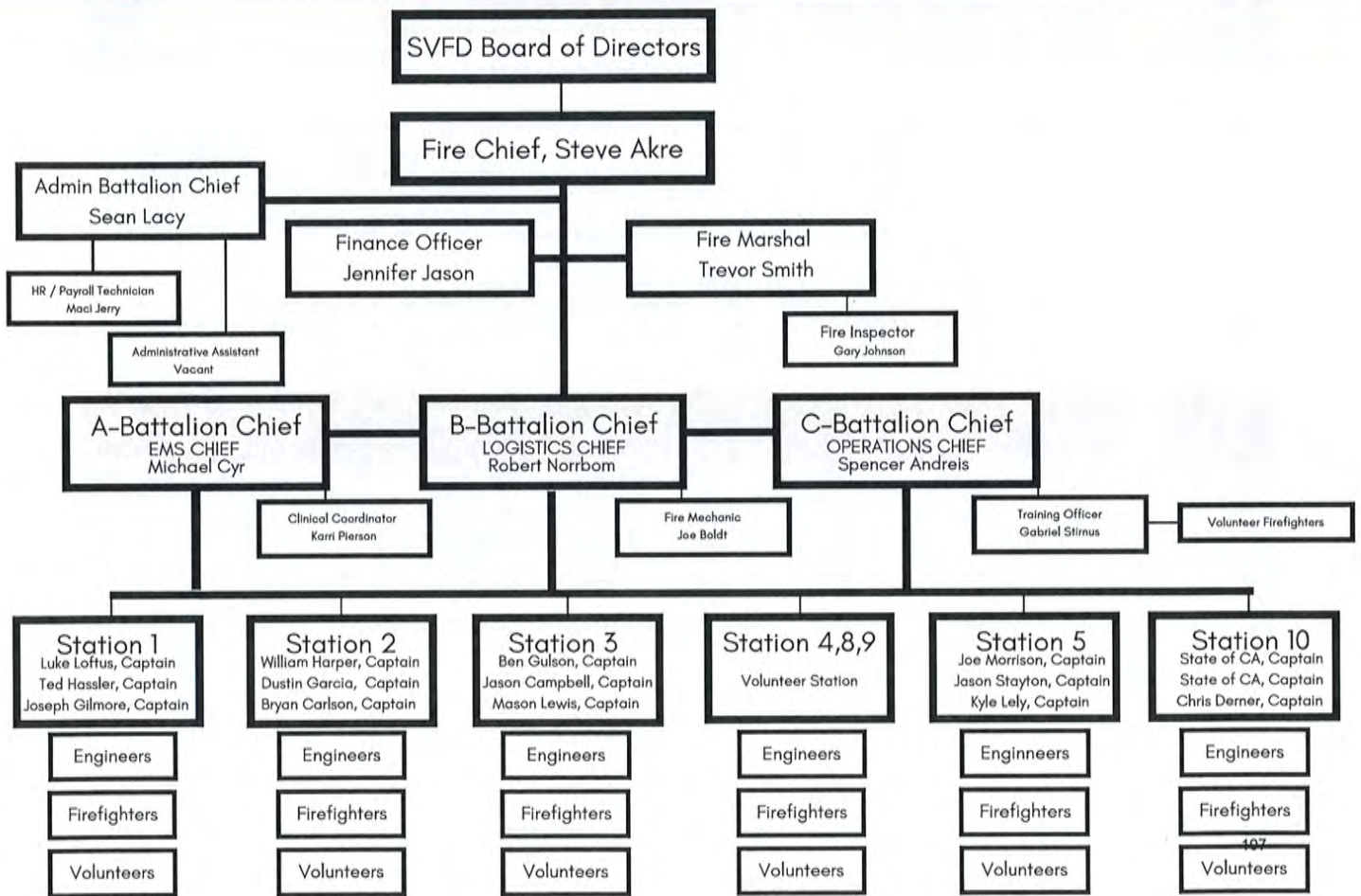
FISCAL YEAR 2023–24 GOALS:

- Actively support efforts to pass a ½ cent Countywide Sales tax to improve Fire Services
- Enter into a longer-term staffing agreement with the Kenwood Fire Protection District
- Continue to be actively engaged in the Planning Process for Sonoma Developmental Center (SDC)
- Continue to develop our Fuels Management and Defensible Space Program including Vegetation Management Inspections, Chipper Program, and prescribed burning
- Continue to support community groups, fire safe councils, and FireWise communities in efforts towards emergency preparedness and hazard mitigation.
- Continue to promote and deliver our Emergency Preparedness Training Program in English and Spanish – Sonoma Citizens Organized and Prepared for Emergencies (SCOPE)
- Continue to collaborate with Department of Emergency Management for drill and exercise opportunities in the Sonoma Valley.
- Expand hands only CPR to all SVUSD 7th graders annually
- Continue to place more outdoor AEDs throughout the district. Plans are already in place for one more on the plaza, 2 at Maxwell Park, one at Glen Ellen Market, and one at Jack London State Park
- Update the current MICU program to improve service delivery, and work as a springboard for our part-time firefighters to enter into paramedic school
- Start a Leave Behind Narcan program to reduce opioid deaths
- Place order for another ambulance
- Improve/Upgrade infrastructure at Stations 8 and 9 (Funding through Mayacamas Fire Foundation)
- Solicit bids and begin the seismic retrofit of Station 5
- Continue to be actively involved both regionally and statewide in Fire Service leadership, including: Fire Operational Area Coordinators, REDCOM (Board President, DOAG Chair, and Duty Officers), Fire District and Chiefs’ Associations (President), EMS, and Cal Chiefs, FASIS and EBA Boards
- Support expansion of the Kenwood Explorer post to include Sonoma Valley Fire
- Review and update the Career Development Guide
- Continue to pursue grant funding for additional regional training
- Continue to improve access to mental health support for all our members
- Replace Sta. 3 roof to ensure readiness for solar panels

SONOMA VALLEY FIRE DISTRICT

ORGANIZATIONAL CHART

REVISED 05/2022



General Fund Fire Department

General Ledger Department 42201

RECOMMENDED FY 2023-24 BUDGET

The City's portion of the historic SVFRA budget (57% of these costs are the City's per our contract with the Sonoma Valley Fire District) will increase by \$78,065 (1.3%) from the previous year's budget. Below are changes within the contract. The increase in contract amount is primarily the result of a modest cost of living increase for fire personnel and continuing to reinstate some of the critically important expenditures that were one-time COVID related cuts in 2020-21. Below amounts are totals for the SVFRA contract, not the City's share.

Overall increase in personnel costs in the SVFRA Budget due to negotiated labor agreements. The District did have an offset in some personnel costs due to:	\$382,811
Continued increase in worker's compensation insurance	\$42,425
Increase in SVFRA's portion of property and general liability insurance	\$64,509
Addition to personal protective clothing budget for 40 FTE and 31 volunteers in alignment with NFPA 1851 national standard	\$15,000
Reinstatement to original training budget for 40 FTE and 31 volunteer:	\$15,000
Reinstatement to Fire and EMS equipment budget that was reduced due to COVID	\$30,000
Increase in REDCOM dispatch fees	\$29,626

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

- Employee benefits costs include increase for unfunded liability due to pensions from past employees (see Expenditure Summary for a cost breakdown).
- In accordance with Senate Bill (SB) 523 (Chapter 773, Statutes of 2017), the Department of Health Care Services (DHCS) established the Ground Emergency Medical Transport (GEMT) Quality Assurance Fee (QAF) program to provide supplemental Medi-Cal payments to GEMT providers. Using data collected from GEMT providers, DHCS calculates an annual GEMT QAF rate that will be imposed on each emergency medical transport provided by each GEMT provider subject to QAF. The QAF collected is used to increase Medi-Cal reimbursement to GEMT providers by application of an add-on to the fee-for-services (FFS) fee schedule rate for the affected emergency medical transport billing codes. The QAF fee is billed to the District and the expense is paid by the City as the City receives all of the EMS Revenue. For FY 2021-22 the annual QAF fee (estimated at \$84,000) has been added in as an expense. (In prior fiscal years it was posted as an offset to the EMS revenue.)
- The Wittman Billing Contract includes fees for service of \$90,000. These new fees are offset by an increase in EMS revenue
- We are in the last year of the SAFER Grant program which has funded the third person (firefighter/paramedic) on the City's fire engine. In this final year, the costs share increases for the grant awardee from 25% match to 65%. The total costs for these three personnel are: \$417,662. The City's 65% share of this is \$271,480. This program was approved by previous Council action and has been a separate line item and is not included in the Contract amount.

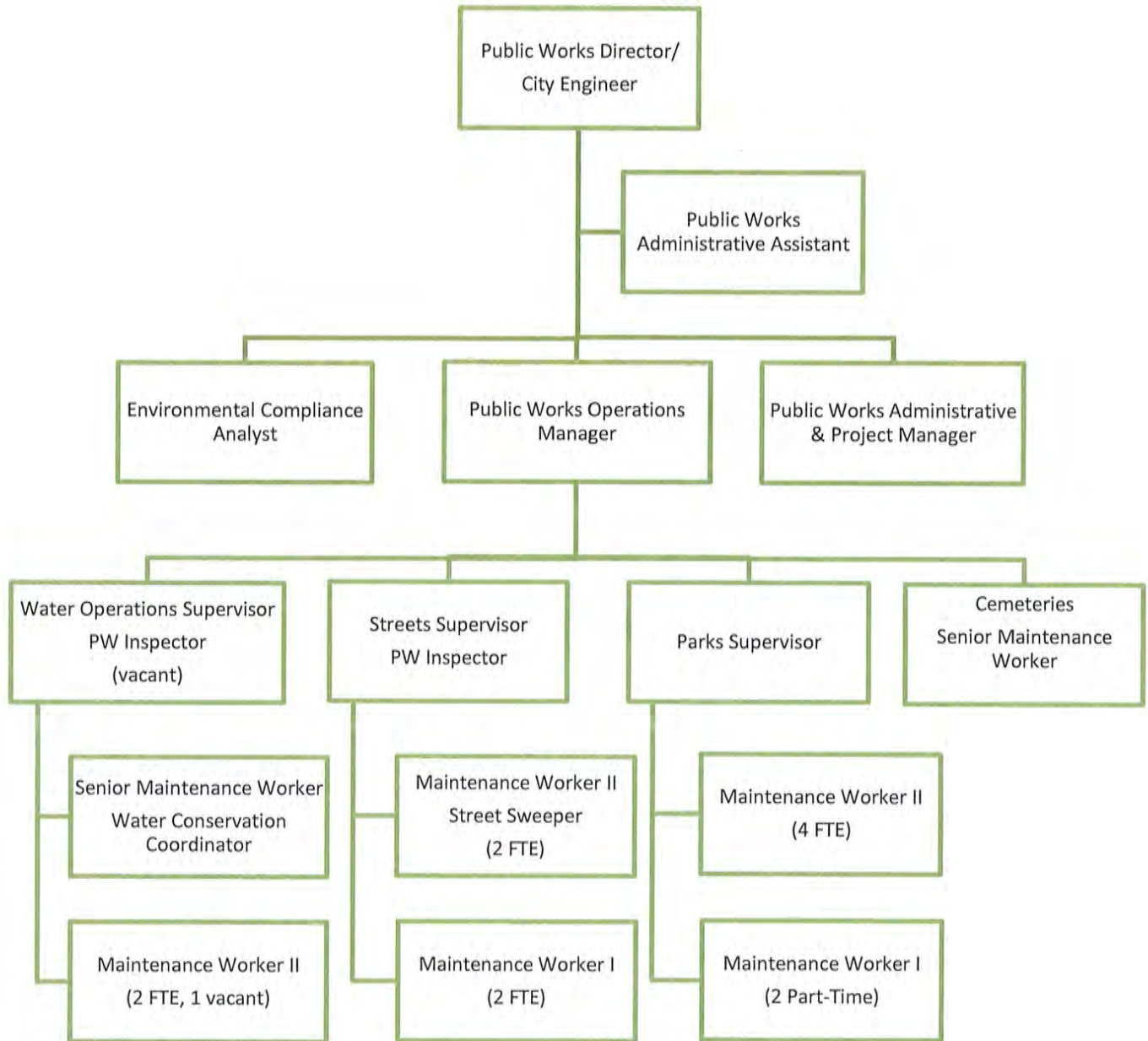
Expenditure Category	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24	
							Proposed Budget to FY22-23 Amended Budget	Proposed Budget to FY22-23 Amended Budget
PERS UAL	\$ 446,032.00	\$ 487,845.00	\$ 535,517.00	\$ 535,517.00	\$ 535,517.00	\$ 533,725.00	\$ (1,792.00)	0%
Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
SVFRA Contract	\$ 5,377,311.00	\$ 5,647,345.00	\$ 6,241,038.22	\$ 6,376,368.00	\$ 6,171,337.00	\$ 6,773,055.00	\$ 396,687.00	6%
Operations	\$ 856,955.00	\$ 103,504.00	\$ 128,000.00	\$ 128,000.00	\$ (69,518.00)	\$ 130,560.00	\$ 2,560.00	2%
Supplies	\$ 3,236.00	\$ -	\$ -	\$ 30,000.00	\$ 31,746.00	\$ -	\$ (30,000.00)	-100%
Software & Equipment	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	0%
Internal Service & Capital Prj	\$ 206,858.00	\$ 396,304.00	\$ 347,823.00	\$ 347,823.00	\$ 362,841.00	\$ 352,118.00	\$ 4,295.00	1%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expense Total	\$ 6,890,392.00	\$ 6,634,998.00	\$ 7,252,378.22	\$ 7,417,708.00	\$ 7,033,923.00	\$ 7,789,458.00	\$ 371,750.00	5%

*unaudited

BUDGET DETAIL PUBLIC WORKS

**Organizational Chart
Administration & Stormwater
Streets Maintenance
Parks Maintenance**

Public Works -- Organization Chart





CITY OF SONOMA

Public Works Department **Engineering, Administration & Stormwater (100-43020)**

Michael Berger PE, Public Works Director

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 staff represent 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, the Sonoma County Water Agency Flood Protection Zone 3A Advisory Committee, and the Sonoma County Parks Measure M Technical Advisory Committee. Staff is also responsible for supporting and administering the Traffic Safety Committee, the Traffic Engineering Safety Team and the Parks Recreation and Open Space Commission.

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 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 2022-23 ACCOMPLISHMENTS

Public Works Staffing

- Recruited for and filled the new Engineering Technician position at Public Works.
- Retained all staff and continued with staff development of Environmental Compliance Analyst and Administrative Assistant position. Made numerous changes to the staff/org chart for all divisions at Public Works including hiring three FTE Maintenance Worker 1 positions and an internal promotion for the Water Supervisor position.

Stormwater Pollution Prevention

- Storm Water Discharge Permit compliance activities, including development review and inspection, public education, spill response, and water quality monitoring.
- Completed preliminary design for CD-3, trash collection device.

Engineering Services / Development / Traffic Safety

- Managed contract with Moe Engineering for on-call development services.
- Conducted Traffic Safety committee meeting to discuss Parking Permit Program and Traffic Calming measures on E. Napa St and Fifth St East.
- Provided City Engineer and inspection services for development projects and work performed in the City's right-of-way under encroachment permits.
- Responded to requests for outside service area connections to the City's water system.
- Responded to requests for lot line adjustments, lot mergers, and deferred improvement agreements.
- Passed Resolution 58-2022 that adopted a Public/Private cost sharing policy for the construction of necessary offsite public improvements for private construction projects.
- As a member of the City's Open Gov online permitting team created online permit types for Encroachment and Improvement Plans which launched in December 2022.
- Launched the new Parks, Recreation, and Open Space Commission.
- Started Safety Program review.
- Completed engineering/design/started construction on the following projects:
 - Pedestrian crossings on Broadway, 4 locations
 - Concrete contractor on call contract completed
 - Traffic calming measures Phase 2 at 5th St W and Napa St completed
 - Provided all technical support for first AED units at the Plaza and Depot Park
 - Chase Street Bridge Replacement Project preconstruction work

FISCAL YEAR 2023-24 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.
- Implement new frontage improvement tiered program.
- Continue to cross-train staff to maximize cross-functional resource sharing efficiencies across various programs.
- Serve in a coordination role for other utilities.
- Document development review and encroachment permit processes.
- In partnership with other regional agencies, develop a required grant applications to address trash capture requirements in Storm Water Permit.
- Complete the first assessment of the City's storm drain system
- Complete Pedestrian crossings on Broadway, 4 locations
- Complete first on call concrete contract work

CHALLENGES:

The Public Works Department, 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.

General Fund Public Works Division Administration & Stormwater

General Ledger Department 43020

RECOMMENDED FY 2023-24 BUDGET

Salary changes include any cost-of-living adjustments, step increases and minor position allocation changes as to how staff is allocated between departments. Benefit changes include vendor cost changes and employee benefit choices. If new positions are proposed, those position are outlined below.

Salaries and wages increased based on labor negotiations completed in the prior year and a COLA adjustment of 2.5 percent for FY 2023-24. Employee benefits increased by 8 percent, citywide, based primarily on the cost of health insurance.

Other key changes in the FY 2023-24 budget are listed below:

Temporary Office Trailer	\$50,000
On-call City Engineer	\$50,000

Expenditure Category	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Proposed Budget to FY22-23 Amended Budget	% Change FY23-24 Proposed Budget to FY22-23 Amended Budget
Salary & Wages	\$ 236,773.00	\$ 167,064.00	\$ 196,972.98	\$ 223,905.00	\$ 227,945.00	\$ 239,764.00	\$ 15,859.00	7%
Employee Benefits	\$ 60,914.00	\$ 38,808.00	\$ 48,638.25	\$ 49,953.00	\$ 46,284.00	\$ 58,477.00	\$ 8,524.00	17%
PERS UAL	\$ 24,633.00	\$ 41,303.00	\$ 699.02	\$ 699.00	\$ 699.00	\$ 699.00	\$ -	0%
Professional Services	\$ 3,454.00	\$ 67,879.00	\$ 40,600.00	\$ 40,600.00	\$ 4,959.00	\$ 83,900.00	\$ 43,300.00	107%
Cost Recovery	\$ 101,983.00	\$ 89,381.00	\$ -	\$ -	\$ 223,232.00	\$ -	\$ -	0%
Property Services	\$ 114,976.00	\$ 145,962.00	\$ 37,093.69	\$ 37,093.00	\$ 35,356.00	\$ 37,093.00	\$ -	0%
Operations	\$ 18,597.00	\$ 70,853.00	\$ 30,235.00	\$ 30,235.00	\$ 90,180.00	\$ 32,250.00	\$ 2,015.00	7%
Supplies	\$ 13,204.00	\$ 14,882.00	\$ 9,000.00	\$ 9,000.00	\$ 11,067.00	\$ 11,500.00	\$ 2,500.00	28%
Software & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Internal Service & Capital Prj	\$ 13,452.00	\$ 12,972.00	\$ 16,179.00	\$ 16,179.00	\$ 15,879.00	\$ 72,827.00	\$ 56,648.00	350%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expense Total	\$ 587,986.00	\$ 649,104.00	\$ 379,417.94	\$ 407,664.00	\$ 655,601.00	\$ 536,510.00	\$ 128,846.00	32%

*unaudited



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CITY OF SONOMA

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

Michael Berger PE, Public Works Director

Keeping Sonoma Moving Safely! The Streets Maintenance Program maintains the City's roads, bridges, sidewalks, bike paths, and storm drains. This includes 34 miles of roads, 11 bridges, four miles of bike paths, 40 miles of storm drain pipes, three miles of roadside ditches, over 2,000 road signs, and 485 storm drain inlets. In addition to directly implementing maintenance activities, the program also includes select administration of the City's ordinances controlling vehicle parking, sidewalk trip hazards, illegal dumping, vehicle-type restrictions on designated roads, right-of-way encroachments, and correction of some issues related to street trees.

The Streets Maintenance Program is funded by the General Fund. The program's annual budget includes expenses for personnel, equipment, materials, and services.

FISCAL YEAR 2022–23 ACCOMPLISHMENTS:

- Maintained the appearance of City streets, reduced litter, improved storm drain performance, and improved water quality in the City's creeks through daily street sweeping activities.
- Timely completed repaving of utility trench cuts for all City-controlled underground utility work.
- Extended the useful life of asphalt paving on City streets by sealing cracks with an adhesive sealant to prevent moisture intrusion into the road base.
- Coordinated and implemented storm preparedness, response, and recovery for a moderately wet winter.
- Installed new traffic signs and pavement markings to reduce vehicle speed and calm traffic at strategic locations.
- Rehabilitated the public parking lot off of East Napa Street known as "Lot B".
- Reduced fire fuels on City properties and along rights-of-way through mowing and other mechanical methods of vegetation management.
- Coordinated repair and replacement of damaged or burnt-out streetlights.
- Maintained curb markings and signs for loading zones, no stopping zones, and restricted parking areas.
- Completed first project at 4th St East and Lovall Valley Rd utilizing City Resolution 58-2022 that adopted a Public/Private cost sharing policy for the construction of necessary offsite public improvements for private construction projects.
- Completed the following construction/maintenance/support projects:
 - Pedestrian crossings on Broadway (approximately half locations)
 - Asphalt concrete roadway repairs on Andrieux Street
 - Completion of bioswales at Mockingbird development project
 - Provided all storm related emergency work for the Winter of 22-23
 - Supported Chase Street Bridge Replacement Project preconstruction work

- Completed installation of two AED units at Plaza and Depot Park
- Final construction/maintenance activities for the Fryer Creek Bridge project
- Completed Phase 2 traffic calming measures at 5th St W and Napa St

FISCAL YEAR 2023–24 GOALS:

- Improve the street sweeping program by rescheduling sweeping activities in some neighborhoods to remove scheduling conflicts with the solid waste collection schedule.
- Accelerate enforcement and abatement when illegal dumping occurs on City streets and sidewalks.
- Improve pedestrian safety through optimized administration of the City's Sidewalk Trip Hazard Repair Policy.
- Update the City's Pavement Management Plan, a grant-funded biennial activity, and prepare five-year paving plan.
- Secure environmental permits for vegetation management in drainageways to reduce flood hazards.
- Continue to improve nighttime vehicle and pedestrian safety on City streets through improved sign and pavement marking visibility.
- Install Safety Lighting at Highway 12/Verano Ave intersection in collaboration with Caltrans, Sonoma County and Sonoma County Transportation Authority
- Complete all (4) pedestrian crossings on Broadway

CHALLENGES:

Environmental permit requirements for maintaining vegetation in open drainage channels, frequent strong wind events leading to downed trees and limbs, vehicle-object collisions involving City-maintained streetscape features (e.g. streetlights), and downtime associated with equipment maintenance all present ongoing challenges to the Streets Maintenance Program.

General Fund Public Works Division Streets Maintenance

General Ledger Department 43022

RECOMMENDED FY 2023-24 BUDGET

Salary changes include any cost-of-living adjustments, step increases and minor position allocation changes as to how staff is allocated between departments. Benefit changes include vendor cost changes and employee benefit choices. If new positions are proposed, those position are outlined below.

Salaries and wages increased based on labor negotiations completed in the prior year and a COLA adjustment of 2.5 percent for FY 2023-24. Employee benefits increased by 8 percent, citywide, based primarily on the cost of health insurance.

Other key changes in the FY 2023-24 budget are listed below:

General Supplies	\$10,000
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Expenditure Category	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Proposed Budget to FY22-23 Amended Budget	% Change FY23-24 Proposed Budget to FY22-23 Amended Budget
Salary & Wages	\$ 356,193.00	\$ 347,450.00	\$ 419,171.12	\$ 450,797.00	\$ 426,883.00	\$ 470,369.00	\$ 19,572.00	4%
Employee Benefits	\$ 113,395.00	\$ 107,748.00	\$ 130,216.99	\$ 133,967.00	\$ 127,680.00	\$ 132,484.00	\$ (1,483.00)	-1%
PERS UAL	\$ 42,129.00	\$ 35,815.00	\$ 23,461.71	\$ 23,461.00	\$ 23,461.00	\$ 23,461.00	\$ -	0%
Professional Services	\$ 42,326.00	\$ 43,606.00	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00	\$ -	0%
Cost Recovery	\$ -	\$ 1,503.00	\$ -	\$ -	\$ 1,482.00	\$ -	\$ -	0%
Property Services	\$ 98,809.00	\$ 103,175.00	\$ 116,504.73	\$ 116,504.00	\$ 123,324.00	\$ 116,504.00	\$ -	0%
Operations	\$ 86,719.00	\$ 91,357.00	\$ 83,850.00	\$ 83,850.00	\$ 81,654.00	\$ 83,850.00	\$ -	0%
Supplies	\$ 56,262.00	\$ 97,274.00	\$ 77,000.00	\$ 77,000.00	\$ 102,253.00	\$ 95,000.00	\$ 18,000.00	23%
Software & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Internal Service & Capital Prj	\$ 58,515.00	\$ 113,260.00	\$ 124,418.00	\$ 124,418.00	\$ 122,918.00	\$ 128,993.00	\$ 4,575.00	4%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expense Total	\$ 854,348.00	\$ 941,188.00	\$ 1,005,622.55	\$ 1,040,997.00	\$ 1,037,854.00	\$ 1,081,661.00	\$ 40,664.00	4%

*unaudited



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CITY OF SONOMA

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

Michael Berger PE, Public Works Director

Parks: Making Life Better! The Parks Maintenance Program maintains the City's parks and many of its paths and trails. This includes the flagship Plaza Park, the historic Depot Park, 11 neighborhood parks, and the trees and vegetation along 4 miles of bike paths and the Sonoma Overlook Trail. Special park amenities maintained by the program include 9 playgrounds, two public restrooms, memorial benches, picnic areas and barbecues, 3 water features, a rose garden, drinking fountains, and an outdoor amphitheater for performing arts. The program also includes support for special events in City parks, including major holiday events, foot races, farmer's markets, public art displays, and film festivals.

The Parks Maintenance Program is funded by the City's General Fund. The program's annual budget includes expenses for personnel, equipment, materials, and services.

FISCAL YEAR 2022–23 ACCOMPLISHMENTS:

- Supported the monthly exchanges of banners on streetlights surrounding the Plaza.
- Promoted drought resistance by adapting turf irrigation schedules at City parks to reduce water use.
- Supported installation of wreaths, garlands, and lights on streetlights surrounding the Plaza and on Broadway during the winter holidays.
- Supported Tuesday night and Friday morning farmer's markets with signage, temporary traffic and parking controls, and electricity.
- Assisted with completion of major tree trimming and tree removal projects at Field of Dreams and the Plaza. Additionally, completed major tree work in several City Parks.
- Began interior rehabilitation of public restroom facilities in the Plaza (Carnegie public restrooms) and Depot Park.
- Supported work of community partners at Field of Dreams and the Haven.
- Completed various cleanup/restoration projects at Lot B, the Plaza, Mountain Cemetery Veterans Cemetery and Valley Cemetery.
- Continued the formal needs assessment to drive improved asset management, inform long-range parks maintenance planning, and identify opportunities for enhanced programs or facilities at parks.

FISCAL YEAR 2023–24 GOALS:

- Assist with Council goals related to parks as outlined in the Council's strategic goals.
- Update the needs assessment report and prepare recommendations for strategic investment in rehabilitation projects at City parks.
- 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.
- Completed interior rehabilitation of public restroom facilities in the Plaza (Carnegie public restrooms) and Depot Park.
- Install two additional water bottle filling stations in the Plaza Park, adjacent to Carnegie Building.
- Manage contract for Montini Preserve fuel reduction measures, hazard tree assessment, trail maintenance, invasive plant control, and restoration.
- Manage contract for Nathanson Creek Oxbow and Demonstration Garden maintenance.

CHALLENGES:

The Parks Maintenance Program is addressing deferred maintenance items that were de-prioritized during the COVID-19 pandemic. The backlog of deferred items should be resolved within FY23-24. Following a wet winter in FY22-23, weed growth will be increasingly challenging in FY23-24.

General Fund Public Works Division Parks Maintenance

General Ledger Department 43023

RECOMMENDED FY 2023-24 BUDGET

Salary changes include any cost-of-living adjustments, step increases and minor position allocation changes as to how staff is allocated between departments. Benefit changes include vendor cost changes and employee benefit choices. If new positions are proposed, those position are outlined below.

Salaries and wages increased based on labor negotiations completed in the prior year and a COLA adjustment of 2.5 percent for FY 2023-24. Employee benefits increased by 8 percent, citywide, based primarily on the cost of health insurance.

There were no major changes in the FY 2023-24 budget.

Expenditure Category	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Proposed Budget to FY22-23 Amended Budget	% Change FY23-24 Proposed Budget to FY22-23 Amended Budget
Salary & Wages	\$ 362,921.00	\$ 404,950.00	\$ 556,087.90	\$ 595,544.00	\$ 492,595.00	\$ 544,971.00	\$ (50,573.00)	-8%
Employee Benefits	\$ 127,948.00	\$ 167,622.00	\$ 198,534.31	\$ 205,353.00	\$ 169,413.00	\$ 250,393.00	\$ 45,040.00	22%
PERS UAL	\$ 67,613.00	\$ 71,606.00	\$ 84,310.43	\$ 84,310.00	\$ 84,310.00	\$ 84,310.00	\$ -	0%
Professional Services	\$ 11,881.00	\$ 49,655.00	\$ 21,000.00	\$ 21,000.00	\$ 22,035.00	\$ 21,000.00	\$ -	0%
Property Services	\$ 30,327.00	\$ 95,552.00	\$ 262,239.17	\$ 262,239.00	\$ 168,534.00	\$ 258,780.00	\$ (3,459.00)	-1%
Operations	\$ 97,885.00	\$ 24,710.00	\$ 100,785.00	\$ 126,952.00	\$ 154,329.00	\$ 155,785.00	\$ 28,833.00	23%
Supplies	\$ 34,880.00	\$ 27,504.00	\$ 33,500.00	\$ 33,500.00	\$ 42,208.00	\$ 46,000.00	\$ 12,500.00	37%
Software & Equipment	\$ 6,696.00	\$ 903.00	\$ 4,783.80	\$ 4,783.00	\$ -	\$ 4,783.00	\$ -	0%
Internal Service & Capital Prj	\$ 14,321.00	\$ 60,053.00	\$ 46,411.00	\$ 46,411.00	\$ 46,818.00	\$ 62,252.00	\$ 15,841.00	34%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expense Total	\$ 754,472.00	\$ 902,555.00	\$ 1,307,651.61	\$ 1,380,092.00	\$ 1,180,242.00	\$ 1,428,274.00	\$ 48,182.00	3%

*unaudited



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BUDGET DETAIL COMMUNITY DEVELOPMENT

**Organizational Chart
Planning and Community Services
Building and Development Services**

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





CITY OF SONOMA

Planning and Community Services Department (100-43030)

Jennifer Gates, Community Development Director

The Department currently consists of the Planning and Community Services Director, two Associate Planners, a part-time limited term Sustainability Coordinator, and a part-time Permit Technician position. It is anticipated that the Department will merge with Development Services in FY 2023-24 to become the Community Development Department and several staffing changes will occur at that time. 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 (PC), the Design Review/Historic Preservation Commission (DRHPC), the Climate Action Commission (CAC), the Sonoma Valley Citizens Advisory Commission (as needed), the Parks Recreation and Open Space (PROS) Commission (as needed), and the City's internal Project Advisory Committee (PAC). Staff also supports various Ad Hoc Committees of the City Council. Additionally, staff manages and facilitates various council priority projects such as parklets, Downtown Parking Management Plan, and other initiatives.

Current Planning: The Department is responsible for processing applications for planning permits, such as Use Permits, Variances, Tentative Subdivision Maps, and Tentative Parcel Maps through the Planning Commission, the Design Review/Historic Preservation Commission, and, if necessary, the City Council. This activity also includes a range of projects, from single family residential to large-scale commercial development. Staff comments upon referrals from the Sonoma County Planning Department for nearby development that may impact the city. This includes responding to public inquiries regarding various potential development projects and staffing the public counter four days a week. Staff is responsible for facilitating and creating agendas for the Project Advisory Committee (PAC) meetings, which is an informal meeting for project applicants to receive feedback on potential projects from Planning, Department of Public Works, Building, Fire, Police, and the Chamber of Commerce at the same time.

Advanced Planning: The Department is responsible for maintaining and updating the Development (Zoning) Code and General Plan (including the Housing Element) to be consistent with State law. This involves reviewing potential legislation and new laws that become effective each year to ensure that the City is in compliance with the new statutes. Staff monitors housing policy matters related to the Housing Element of the General Plan, annexation requests, and the City's Regional Housing Needs Allocation (RHNA).

Building Permit Plan Check: Planning staff review 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 planning codes and regulations.

Site Inspections: Site inspections are conducted to assure that conditions of approval for new development projects have been completed.

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

Affordable Housing Management: The City is responsible for managing affordable housing agreements and oversees the city's contract with RISE Housing to ensure ownership and rental units are monitored annually. RISE also works to qualify owners and renters for affordable units when they become available. RISE's 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. Staff will also work with Council to set policy with regard to the City's affordable housing trust fund. Staff is responsible for responding to requests from the public regarding the Affordable Housing program and available units and works in collaboration with Rise Housing to address ongoing issues related to renter rights and concerns about rent increases.

Climate Action / Sustainability: The Department is responsible for preparing the Climate Action Plan for acceptance by City Council. The Climate Action Plan sets forth a path to achieve these targets. Community outreach and input on the draft Climate Action Plan will occur in the summer of 2023. Staff participates in monthly meetings with the Regional Climate Protection Authority for county-wide planning on GHG reductions, and staffs quarterly meetings with the Climate Action Commission.

Solid Waste Reduction SB 1383: The Department is responsible for implementing the mandatory organic separation requirements under SB 1383. The City of Sonoma adopted its SB 1383 implementation ordinance and environmentally preferable procurement policy. Staff participates in monthly meetings with Zero Waste Sonoma for county-wide implementation issues and strategies for SB 1383. The Sustainability coordinator has prepared an accepted citywide policy on city waste management and is implementing that policy. Staff is negotiating an update to the Franchise Agreement with Sonoma Garbage Company that will proceed to Council for adoption in the fall of 2023, after a fee analysis is performed.

Bike Plan Implementation: The Department is responsible for researching and preparing grant applications, attending meetings with the Sonoma County Transportation Authority Bike Committee, and implementing programs and projects in the Bicycle and Pedestrian Master Planning coordination with Public Works and PROS. Staff is currently working on a Plaza bike parking plan and a "cool corridor" plan, which would improve the attractiveness of the Sonoma City Trail.

Regional Coordination: Staff participates in regional coordination activities with several organizations, including but not limited to the Association of Bay Area Governments (ABAG), the Regional Climate Protection Authority (RCPA), the Sonoma County Transportation Authority (SCTA) and the Sonoma County Community Development Commission (CDC), as well as the Sonoma Valley Housing Collaborative.

CHALLENGES:

The number of private development projects going through the planning and entitlement process is moderate, however, staffing is low for the jurisdiction's activity. Additionally, Sonoma residents and neighbors are actively participating and monitoring key development projects resulting in a higher level of staff interaction and responsiveness. Staff is also involved with assisting legal staff on active land use related cases.

FISCAL YEAR 2022-23 ACCOMPLISHMENTS:

Public meetings:

The Planning Department supported the following hearings, including noticing in the paper, mailings, and minutes:

- Planning Commission (PC) (10)
- Special Planning Commission meetings (1)
- Design Review and Historic Preservation meetings (DRHPC) (7)
- Special Design Review/Historic Preservation meeting (1)
- Climate Action Commission meetings (3)
- Joint CC/PC (1)
- Staff also attended most City Council meetings throughout the year.

Housing Opportunities and Affordable Housing Management:

- Completed the Housing Element Update 2023-2031 for the 6th Cycle achieving adoption on January 31, 2023, and certification on April 13, 2023.
- Maintained Housing Element web page for increased community input
- Submitted Annual Progress Report to HCD in March 2023.
- Prepared In-Lieu fee analysis with KMA consultant, to establish fee for inclusionary and residential component ordinances.
- Initiated a contract with RISE housing for affordable housing monitoring and program administration
- Expended \$20,000 ABAG Regional Early Action Planning (REAP) Grant award for affordable housing policy development and LEAP grant award.
- Amended Municipal Code to add housing opportunities in Commercial and Mixed-Use zones.

Long Range Code updates:

- Worked with Council on the following Sonoma Municipal Code changes:
 - Accessory Dwelling Unit (ADU) Ordinance and Zoning Clean Up
 - Design Review Streamlining Ordinance
 - Residential Component Ordinance update
 - SB 9 implementation
 - Objective General Development Standards
 - Objective Standards for Fire Access Roads, Driveways, and Private Roads
 - Permit streamlining
 - Update of the City's Local Inventory of Historic Sites and Structures (Local Inventory)

Sustainability:

- Sustainability Coordinator presented two recycling/organics workshops and was a guest on KSVY for multiple shows to discuss the city's sustainability achievements.
- Staff secured a technical assistance grant to develop a municipal fleet electrification plan.
- Prepared the recycling and organics separation program for all municipal building.
- Developed a paper and paper products procurement compliance plan.
- Implemented a food scrap pail giveaway program. Currently over 1,500 food scrap pails have been distributed.
- In cooperation with Public Works, staff oversaw the completion of the municipal building, energy efficiency lighting (interior and exterior) upgrade project.
- Implemented Mandatory Organic Waste Disposal Reduction Ordinance
- Initiated Climate Action Plan process with CAC.

- Negotiated Franchise Agreement with SGC.

Planning

- Monitored existing SPARC cannabis dispensary, allowed them a delivery permit, and brought consideration of a second retail storefront dispensary for Council consideration.
- Preliminary application and long-range planning fees brought to Council for consideration.
- Implemented Parklets, and outdoor dining permits.
- Issued Temporary Use Permit for Warming Center
- Worked with Design Review and Historic Preservation Commission to update the historic resource inventory
- Established online permitting system for planning and building applications with Building staff, and continue to update the system.
- Participating in the Napa Sonoma Housing Collaborative Group.
- Participated with LAFCo in an updated Municipal Services Review for the City.
- Recirculated EIR for Sonoma Hotel Project.
- Sent staff to APA conference and new Planning Commissioners to Land Use training.
- Recommended General Plan consultant to Council to initiate General Plan update in 2023 (plan ended in 2020).

FISCAL YEAR 2023-2024 GOALS

- Support reorganization of Planning and Building into a Community Development Department.
- Continue to make changes to streamline the development process and make it easier to understand and implement.
- Complete the downtown parking study and commence implementation measures as directed by the City Council.
- Process project resubmittals consistent with Settlement and Release Agreement.
- Monitor County development proposals near the City.
- Initiate the General Plan update process for the next 20 year cycle.
- Finalize the Climate Action Plan for Council approval, and initiate workplan.
- Complete the preparation and implementation of a new Solid Waste Franchise Agreement.
- Continue efforts to support professional development of department staff.
- Develop a policy and program processes for allocation of the City's Housing Trust fund.
- Continue to ensure that the City's BMR inventory is monitored and maintained or preserved as affordable.
- Continue to process all planning applications, review building permits.
- Continue development code updates.

General Fund

Planning and Community Services Division

General Ledger Department 43030

RECOMMENDED FY 2023-24 BUDGET

Salary changes include any cost-of-living adjustments, step increases and minor position allocation changes as to how staff is allocated between departments. Benefit changes include vendor cost changes and employee benefit choices. If new positions are proposed, those position are outlined below.

Salaries and wages increased based on labor negotiations completed in the prior year and a COLA adjustment of 2.5 percent for FY 2023-24. Employee benefits increased by 8 percent, citywide, based primarily on the cost of health insurance.

Other key changes in the FY 2023-24 budget are listed below:

Funding for training of staff and Planning Commission and Design Review and Historical District Commission	(\$15,000)
Funding for Climate Action activities as determined by the City Council	(\$40,000)
Funding for Rise Housing Solutions (RISE) to administer City's Affordable Housing program	(\$35,000)
SCTA coordination for Bike/Pedestrian Master Plan	\$35,000
Historic Review Evaluations	\$25,000
Part-time Contact Planner (6 Months)	\$50,000

Expenditure Category	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24	
							Proposed Budget to FY22-23 Amended Budget	Proposed Budget to FY22-23 Amended Budget
Salary & Wages	\$ 476,354.00	\$ 451,381.00	\$ 515,393.96	\$ 550,504.00	\$ 493,874.00	\$ 603,628.00	\$ 53,124.00	10%
Employee Benefits	\$ 134,936.00	\$ 134,611.00	\$ 142,766.93	\$ 147,736.00	\$ 116,399.00	\$ 166,154.00	\$ 18,418.00	12%
PERS UAL	\$ 60,029.00	\$ 66,790.00	\$ 83,941.17	\$ 83,941.00	\$ 83,941.00	\$ 83,941.00	\$ -	0%
Professional Services	\$ 10,167.00	\$ 89,319.00	\$ 75,000.00	\$ 240,000.00	\$ 156,613.00	\$ 162,000.00	\$ (78,000.00)	-33%
Cost Recovery	\$ 77,407.00	\$ 81,147.00	\$ 85,000.00	\$ 85,000.00	\$ 111,349.00	\$ 85,000.00	\$ -	0%
Property Services	\$ 42,795.00	\$ 52,942.00	\$ 70,111.05	\$ 70,111.00	\$ 135,302.00	\$ 69,573.00	\$ (538.00)	-1%
Operations	\$ 20,289.00	\$ 49,525.00	\$ 57,431.30	\$ 57,431.00	\$ 45,217.00	\$ 56,531.00	\$ (900.00)	-2%
Supplies	\$ 3,618.00	\$ 5,888.00	\$ 4,500.00	\$ 4,500.00	\$ 3,283.00	\$ 4,500.00	\$ -	0%
Software & Equipment	\$ -	\$ 179.00	\$ 2,100.00	\$ 2,100.00	\$ 239.00	\$ 2,500.00	\$ 400.00	19%
Internal Service & Capital Prj	\$ 22,525.00	\$ 12,393.00	\$ 32,412.00	\$ 32,412.00	\$ 32,412.00	\$ 37,018.00	\$ 4,606.00	14%
Expense Total	\$ 848,120.00	\$ 944,175.00	\$ 1,068,656.41	\$ 1,273,735.00	\$ 1,178,629.00	\$ 1,270,845.00	\$ (2,890.00)	0%

*unaudited



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CITY OF SONOMA

Building and 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. New regulations continue to increase the demands placed on Building Department staff which can impact Building Department service levels.

During fiscal year (FY) 2023-24 the Building Department and Planning Department will merge to form a new Community Development Department, the budgets for those departments will continue to be separate until such time that the Community Development Department is fully organized.

The FY 2023-24 Building Department budget reflects the maintenance of current Building Department staffing with 3.45 Full-Time Equivalent employees including the Building Official, Plans Examiner, Building Inspector, and a shared Development Services Supervisor.

With impending the retirement of the current Development Services Director/Building Official, the Development Services Director/Building Official job classification will be transitioned to the title of Building Official, who will oversee the Building Division in the newly created Community Development Department. The Building Official will serve under and report to the new Community Development Director.

Formerly, the Development Services Director/Building Official coordinated and oversaw the City’s Management Information Services (MIS). These duties will now be split between the City’s Information Technology (IT) consultant and the City’s Development Services Supervisor.

In addition, the Development Services Director/Building Official was assigned by the City Manager to coordinate Emergency Management preparedness for the City. It is planned that these duties will now be re-assigned to the Sonoma Valley Fire District.

FISCAL YEAR 2022-23 ACCOMPLISHMENTS:

- Managed the development of the new OpenGov cloud-based electronic permitting system. Permits for Planning, Special Events and Public Works have gone live, while Building Permits are still in development.
- Provided weekly training on the new OpenGov cloud-based electronic permitting system.
- Implemented a cloud-based electronic plan review system including new policy and procedures.
- Managed the Emergency Operations Center Working Group to help develop, prioritize, and implement the Emergency Preparedness Work Plan.

- Represented the City during ongoing Sonoma County Operational Area Weekly Situational Briefings.
- Coordinated emergency management training exercises and briefings.
- Updated building permit fees and fee calculations worksheets.
- Developed and helped to implement Building Department personnel succession and transition planning.
- For the month of December, the Development Service Director/Building Official served as acting City Manager until an interim City Manager was hired and on-board.

FISCAL YEAR 2023-24 GOALS:

- Hire a Building Official to serve under the new Community Development Director in the new Community Development Department.
- Evaluate and establish new base service level standards.
- Improve plan review turnaround times to bring customer service levels to acceptable levels in accordance with newly developed base service level standards.
- Continue to train Building Department staff and the and Permit Technician on the vast array of regulations, policies, and procedures applicable to Building Department activities.
- Go-Live with Building Permits in the new OpenGov cloud-based electronic permitting system. Resolve issues with the system as they arise to help streamline and improve customer service.
- Finalize the review and update all building department handouts (60) for conformance with new 2022 California Building Standards Code.
- Add OpenGov consulting support to develop new applications, maintain and improve the City's new cloud-based electronic permitting system.
- Add part-time contract building inspection services for 5-6 hours per week to provide inspection services on Fridays, and vacation/training backfill for City staff.

General Fund

Building and Development Services Division

General Ledger Department 43040

RECOMMENDED FY 23-24 BUDGET

Salary changes include any cost-of-living adjustments, step increases and minor position allocation changes as to how staff is allocated between departments. Benefit changes include vendor cost changes and employee benefit choices. This budget includes the hiring of a new Building Official and the elimination of the Development Services Director position with some overlap to facilitate a smooth transition of duties and ongoing activities.

Salaries and wages increased based on labor negotiations completed in the prior year and a COLA adjustment of 2.5 percent for FY 2023-24. Employee benefits increased by 8 percent, citywide, based primarily on the cost of health insurance.

Other key changes in the FY 2023-24 budget are listed below:

Salaries and Benefits (Covers costs associated with salary adjustments and Community Development Department personnel reconfiguration as approved by the City Council)	\$205,117
OpenGov Permitting System Consulting Support	\$25,000
Part-time Contract Building Inspector (to facilitate Friday inspections and other inspection coverage)	\$47,250
SolarAPP+ Implementation (Expense will be reimbursed through a grant)	\$40,000
Plan Printing (expense will be fully reimbursed through a fee on building permits)	\$20,000

Expenditure Category	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Proposed Budget to FY22-23 Amended Budget	% Change FY23-24 Proposed Budget to FY22-23 Amended Budget
Salary & Wages	\$ 392,914.00	\$ 395,589.00	\$ 382,797.70	\$ 322,269.00	\$ 338,564.00	\$ 486,880.00	\$ 164,611.00	51%
Employee Benefits	\$ 122,611.00	\$ 127,398.00	\$ 122,311.09	\$ 126,451.00	\$ 96,879.00	\$ 166,957.00	\$ 40,506.00	32%
PERS UAL	\$ 52,344.00	\$ 63,437.00	\$ 99,611.92	\$ 99,611.00	\$ 99,611.00	\$ 99,611.00	\$ -	0%
Professional Services	\$ 12,273.00	\$ 3,290.00	\$ 18,000.00	\$ 106,500.00	\$ 88,681.00	\$ 132,250.00	\$ 25,750.00	24%
Property Services	\$ 35,248.00	\$ 44,162.00	\$ 58,852.52	\$ 58,852.00	\$ 53,136.00	\$ 69,016.00	\$ 10,164.00	17%
Operations	\$ 15,182.00	\$ 2,417.00	\$ 16,200.00	\$ 16,200.00	\$ 13,037.00	\$ 36,700.00	\$ 20,500.00	127%
Supplies	\$ 2,696.00	\$ 3,088.00	\$ 6,350.00	\$ 6,350.00	\$ 5,495.00	\$ 3,350.00	\$ (3,000.00)	-47%
Software & Equipment	\$ -	\$ -	\$ 1,700.00	\$ 1,700.00	\$ -	\$ 1,700.00	\$ -	0%
Internal Service & Capital Prj	\$ 6,411.00	\$ 8,103.00	\$ 23,373.00	\$ 23,373.00	\$ 23,373.00	\$ 23,373.00	\$ -	0%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expense Total	\$ 639,679.00	\$ 647,484.00	\$ 729,196.23	\$ 761,306.00	\$ 718,776.00	\$ 1,019,837.00	\$ 258,531.00	34%

*unaudited



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BUDGET DETAIL

MISCELLANEOUS

**Community Activities
Successor Agency Administration
Non-Departmental/Facility Maintenance
Transfers – General Fund to Other Funds**



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CITY OF SONOMA

Community Activities ***(100-43101)***

David Guhin, City Manager

Lisa Janson, Senior Management Analyst/Events Manager

Community Activities represents services that benefit the entire community of Sonoma. For Fiscal Year 2023-24, 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.
- Lease Subsidies: For decades, the City has supported various non-profits by entering into lease agreements for City owned property at virtually no cost or dramatically reduced costs:
 - Field of Dreams Organization
 - Sonoma Ecology Center – Sonoma Garden Park
 - Sonoma Bocce- Bocce Courts at Depot Park
 - Sonoma Historical Society- Marcy House and Depot Park Museum
 - Sonoma Home Winemakers- Tex Juen Park
 - Sonoma League for Historic Preservation- Maysonnave House
 - Sonoma Overnight Support- the Haven
 - Valley of the Moon Petanque Club- Petanque Courts at Depot Park
 - Valley of the Moon Preschool
 - Vintage House Senior Center
 - Visitor Bureau- Carnegie Building
- Water Utility Subsidies: The City supplies water at no cost or dramatically reduced costs to a number of our community partners. In prior fiscal years, the expense for the water was included in the Non-Departmental budget. For FY 2022-23, the City will account for these expenses in the Community Activities budget. The community partners that the City supplies water at no cost or reduced costs are:
 - Arnold Field Irrigation (Sonoma County Regional Parks)
 - Field of Dreams
 - Hugh's Field (Sonoma County Regional Parks)
 - Sebastiani Theatre
 - Teeter Field (Sonoma County Regional Parks)
 - The Haven/Sonoma Overnight Shelter
 - Sonoma Home Winemakers- Tex Juen Park

SUPPORT FOR YOUTH

- Sonoma Valley High School (SVHS) Support: The City waives the special event fees associated with the homecoming parade and installs green up-lights for a few days, the week of homecoming, and again the week of graduation. During SVHS graduation week the City hangs a large banner on the front of City Hall celebrating the graduates. The City contributes a portion of the cost of crossing guard services and Grad Night at SVHS.

- Sonoma Valley Health and Recreation: The City provides funding for pool scholarships, with a goal to ensure that our youth all have access to swim lessons. The funds for the scholarships have been held in a separate fund for this purpose.

SUPPORT FOR ECONOMIC DEVELOPMENT

- Chamber of Commerce Contract
- Sonoma Valley Visitor's Bureau Contract

SUPPORT FOR THE ARTS & SPECIAL EVENTS

- Cultural and Fine Arts Commission (CFAC): Each year the commission selects the Treasure Artist and the student Creative Artist Award. This year the CFAC in collaboration with the Sonoma Valley Vintners and Growers Alliance will be developing and executing the annual Valley of the Moon Vintage Festival Poster Contest. In addition, the CFAC will also be updating the public art policy to include the Council Chamber installations and future outdoor temporary art installations.
- Special Events: Senior Management Analyst/Events Manager coordinates, plans and oversees special events on the Plaza including Sonoma's Tuesday Night Market, City Party, Press Events, and Special Community acknowledgments.
- Police Services for the 4th of July event –Police overtime services due to the 4th of July event and fireworks amount to approximately \$50,000 of the Police contract.

FINANCIAL SUPPORT TO NON-PROFITS

- Lease of the Veteran's Building – Community FREE Days
- Recreation and Community Services Fund Program

FISCAL YEAR 2022-23 ACCOMPLISHMENTS:

The City continued to work closely with our key community services providers as their programming evolved as the community emerged from the COVID-19 pandemic.

- Entered into a 3-year community partners agreement with Sonoma Valley Health and Recreation, which provided funding allocated to community open swim days and scholarships for swim lessons.
- Continued to provide funding to Vintage House for senior programming and services.
- Sonoma Ecology Center opened a new Children's Play Area at the Sonoma Garden Park featuring a variety of engaging and interactive play structures, including a climbing wall, slide, and swings all made from natural materials.
- Coordinated and performed much needed deferred maintenance of the trees at the Field of Dreams
- Reinstated a three-year lease agreement with the Valley of the Moon Preschool.
- The City continued its work with the homeless consultant who provided an assessment, implemented a by-name-list case management strategy for Sonoma Valley, and provided the City and Valley with a strategic plan to end homelessness which was adopted by City Council in May 2023.
- Working with the homelessness coordinator applied for and was awarded a Measure O grant that will help subsidize the by-name-list coordinator role for two years. The total grant awarded was \$134,000.
- Coordinated and executed Sonoma's Tuesday Night Farmers market which had 40+ vendors weekly for 21 market nights. City staff has addressed the issues which directly affected the revenues of the market which were the new SB1383 requirements, extreme weather policy and clause included in service contracts, to keep expenses in line when the market gets canceled.
- Updated the City's Special Event Fees.
- Updated the City's Special Event Policy to address the changes with commissions and to streamline the approval process for special events occurring on City owned property.

- Worked with Sonoma Home Winemakers on an amendment to their lease agreement for Tex Juen Park that would provide the use of City water to the vineyard, to allow a partial replanting of the vineyard.
- Created and launched the Plaza Park and Depot Park Applications on the Cities new online permitting software Opengov.
- Coordinated a successful City Party which raised funds for local non-profits Native Sons, Chamber of Commerce and AMVETS.
- Invited and coordinated the City's community partners to present their annual reports to City Council over the course of five City Council meetings.
- Working closely with both the Chamber of Commerce and Visitor Bureau continued to build out holiday plans to successfully leverage the holiday tree lights. The program included a Hanukkah celebration, caroling, musical performances and more.

FISCAL YEAR 2023-24 GOALS:

- Work with the Cultural and Fine Arts Commission to update the Public Art Policy to include a Temporary Art Policy which will include outdoor temporary art installation policy and specified sites.
- Continue discussions with community organizations and the County to create a City Cultural plan.
- Continue to refine the City's Earth Day Photo Contest it is in its 4th year. Expand the reach of the event and include an installation of all of the submitted photos. This could be done as part of a Council Chamber exhibition in April or in collaboration with one of our partners.
- Build on the success of the Earth Day initiatives which included a submission in Trashion Fashion entry, and highlight the City of Sonoma's sustainability and climate initiatives through either an event or other marketing opportunities.
- Work with Sonoma art collectives to expand the Sonoma Art Walk.
- In collaboration with the Cultural and Fine Arts Commission implement an annual poster contest for Sonoma's Tuesday Night Market season.
- Work with Plaza lighting vendor on project "Light the Palm Tree" outline the requirements, identify costs, and work with a third party on securing the funding.
- Work with the sustainability coordinator to continue to refine special event best practices to address compliance with SB1383, including identifying vendors who can provide education as well as implementation of program. This could also include some funding from the SGC franchise agreement to help cover the expenses associated with implementation.
- Create a quarterly Parks, Recreation and Opens Spaces focused newsletter which will include updates to programming and services.
- Continue to work with the newly formed Parks, Recreation and Open Spaces Commission to strategize on building awareness of the partnerships that make up the City's recreational services.
- Creation of new annual reporting standards for City's Parks and Community Services partners, which will include equity metrics.
- Build on the annual holiday programming by working with local non-profits to program performances in the amphitheater. This program includes Plaza Use fee waivers not to exceed \$10,000.
- Expand opportunities for non-profits to participate in Sonoma's Tuesday Night Market opportunities could include events within the market and special programming.
- Continue to provide access to healthy farm fresh fruits and vegetables to those individuals who participate in the EBT program and continue to leverage the fresh fruits and vegetables at the Farmers market through gleaning efforts, and donations to those who are food insecure.
- Continue to work with the County and local homelessness service providers to implement the strategic plan.
- Work with Sonoma Valley creatives on special projects like music festivals, artwalk etc.

- Continue to provide funding to Vintage House Senior Center to expand scholarships for seniors in need, increase vital services (free food, free transportation, and resource referrals) and broaden mental health support programs directed to the 55+ community of Sonoma.
- Continue to provide funding to Sonoma Community Center and Boys and Girls Club of Sonoma Valley to assist with lower registration fees and expanding their scholarship fund to lower financial access barrier to their programs.
- Policy Updates that are needed: Light post banner policy and fees, film permit ordinance and fees, drone usage within City limits, and special events parking.
- Continue to partner with Sonoma County Transit in providing free transportation via route 30.
- Continue to Sponsor Heritage Events as identified in the Recreation and Community Services Program – Sponsorship Recommendations for FY 2023-24:

Event / Organizer	2023-24 Fee Waiver <i>Note 1</i>	2023-24 Financial Sponsorship
4 th of July Celebration and Fireworks -By Sonoma Valley Fire District	\$4,242	\$7,500 \$50,676 for Police Services \$17,500* estimate of public works costs associated with street closures, use of equipment and staff time
Valley of the Moon Vintage Festival -By Sonoma Valley Vintners and Growers Alliance	\$4,242	
Bear Flag Celebration -By Native Sons	\$2,181	\$0
Mexican Independence Day -By VIDA	\$3,311	\$0
Totals	\$13,976	\$75,676

Note 1 – The fees for FY 23/24 are estimated based on the new fee schedule and last year’s event applications.

Note 2 – The Police Services Cost is an estimate of the overtime assigned to the 4th of July activities for 43 additional personnel within City limits.

- Continue to Sponsor Community Events as identified in the Recreation and Community Services Program -- Sponsorship Recommendations for FY 23/24

Event / Organizer	23/24 Fee Waiver	23/24 Financial Sponsorship
Sonoma’s Tuesday Night Market generates revenue that is deposited to the general fund. These revenues are budgeted to be \$118,600. With total expenses for FY 23/24 being \$115,110. The slight difference will help offset some of the costs associated with City staff who work on the 20 annual markets a year.		(\$3,490)
Cost of City staff time associated with the coordination of the market.		\$27,532
Sonoma City Party -By City of Sonoma		\$14,100
Cinco de Mayo -La Luz * possibility this event will stay at Larson Park	\$2,528	\$0
Plaza Lighting Celebration -Sonoma Valley Visitors Bureau	\$2,528	\$0
Spring Egg Hunt -By Sonoma Soroptimist	\$781	\$0

Hot Chocolate with Santa -By Sonoma Soroptimist	\$781	\$0
SVHS Homecoming Rally and Parade -By Sonoma Valley High School	\$2,711	\$0
Continue to build on the Holiday Programing thru offering of fee waiver to offset Special Event permits.	\$10,000	
Totals	\$19,329	\$26,297

- Continue the Community Fund Program with the following contracts and sponsorship for a total of \$271,852:
 - 90% = \$244,667.25 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
 - \$48,667 Preliminary Unallocated Core Recreation & Community Services, Heritage & Community Events (90%)
 - 10% = \$27,185.25 Discretionary

NEW to the Community Activities Budget FY23/24

All Homeless funding including funding to local service providers is moving to the City Manager Budget. This is an item that aligns with City Council strategic goals.

\$7,5000- Additional financial support for the arts and CFAC to implement new programs like the chamber art installation, poster art contests for Vintage Festival and Sonoma’s Tuesday Night Market, expansion of the Earth Day photo contest, marketing and support for the Sonoma’s Art Walk, expansion of an Earth Day event in collaboration with community partners. Work with Sonoma Valley creatives on special projects like music festivals, Artwalk etc.

General Fund Community Activities

General Ledger Department 43101

RECOMMENDED FY 23-24 BUDGET

Key changes to the FY 2023-24 Budget are listed below:

Cultural and Fine Arts Committee	\$7,500
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Expenditure Category	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Proposed Budget to FY22-23 Amended Budget	% Change FY23-24 Proposed Budget to FY22-23 Amended Budget
Salary & Wages	\$ 52,926.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Employee Benefits	\$ 6,203.00	\$ -	\$ -	\$ -	\$ 2,608.00	\$ -	\$ -	0%
PERS UAL	\$ 259.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Property Services	\$ 335,870.00	\$ 396,414.00	\$ 606,956.70	\$ 606,956.00	\$ 558,567.00	\$ 604,160.00	\$ (2,796.00)	0%
Operations	\$ 206,023.00	\$ 254,560.00	\$ 317,702.50	\$ 317,702.00	\$ 240,247.00	\$ 326,765.00	\$ 9,063.00	3%
Expense Total	\$ 601,281.00	\$ 650,974.00	\$ 924,659.20	\$ 924,658.00	\$ 801,422.00	\$ 930,925.00	\$ 6,267.00	1%

*unaudited



CITY OF SONOMA

Successor Agency Administration (100-43199)

David Guhin, Executive Director, Successor Agency

One of the most profound impacts to the City's budget in many years was the dissolution of California redevelopment agencies by the State of California. The Redevelopment Dissolution Act, ABx1 26, signed by the Governor Jerry Brown in June 2011, was upheld by the California Supreme Court on December 29, 2011. The Court set the date of February 1, 2012, for dissolution of all California redevelopment agencies. The purpose for the State's elimination of redevelopment agencies was to realign property tax contribution from redevelopment agencies to schools and other property tax agencies within each county.

The City of Sonoma has elected to serve as the Successor Agency to the Sonoma Redevelopment Agency. The Dissolution Act requires that each successor agency have an Oversight Board composed of seven members appointed by specific governmental agencies. In addition, the City of Sonoma elected to not serve as the Housing Successor Agency and therefore transferred its housing assets and remaining housing funding to the Sonoma County Community Development Agency.

The elimination of all redevelopment revenue funding for projects and associated administrative costs resulted in unprecedented challenges for the City. Historically, the City has funded portions of staff time and key city investments with redevelopment funds. With the dissolution, each prior redevelopment agency (in Sonoma named the "Community Development Agency") was replaced with a Successor Agency to close out all Redevelopment activity, and to absorb administrative costs now unfunded in a post redevelopment era. Employees who were previously responsible for and funded by redevelopment were shifted to the newly created Successor Agency and other related expenses were absorbed by the General Fund.

With the elimination of redevelopment, the City moved the cost of Economic Vitality Program with the Sonoma Valley Chamber of Commerce and Emergency Shelter Utilities to the General Fund. In addition, the City moved the expenses for the master lease and associated costs of the Sebastiani Theatre to the Community Activities Budget. These were costs that were covered by the City's prior redevelopment agency.

The Dissolution Act provides the Successor Agency with an Administrative Cost Allowance to reimburse its costs to wind down the affairs of the dissolved redevelopment agency. Reimbursement will be made from property tax revenues, not to exceed 5% of the property tax allocated. For FY 2023-24 Sonoma's Successor Agency will receive \$255,000 in Administrative Costs Allowance.

The Successor Agency budget includes the following expenditures:

- Portion of staff costs including Interim City Manager, Finance Director, and Accountant.
- Legal advice and any costs associated with potential litigation with the Department of Finance.

General Fund

Successor Agency Administration

General Ledger Department 43199

RECOMMENDED FY 23-24 BUDGET

Salary changes include any cost-of-living adjustments, step increases and minor position allocation changes as to how staff is allocated between departments. Benefit changes include vendor cost changes and employee benefit choices. If new positions are proposed, those position are outlined below.

Salaries and wages increased based on labor negotiations completed in the prior year and a COLA adjustment of 2.5 percent for FY 2023-24. Employee benefits increased by 8 percent, citywide, based primarily on the cost of health insurance.

There were no major changes to the FY 2023-24 Budget.

Expenditure Category	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Proposed Budget to FY22-23 Amended Budget	% Change FY23-24 Proposed Budget to FY22-23 Amended Budget
Salary & Wages	\$ 79,104.00	\$ 36,886.00	\$ 63,970.24	\$ 68,638.00	\$ 57,593.00	\$ 68,449.00	\$ (189.00)	0%
Employee Benefits	\$ 13,945.00	\$ 5,982.00	\$ 13,090.04	\$ 13,365.00	\$ 10,093.00	\$ 18,681.00	\$ 5,316.00	40%
PERS UAL	\$ 12,020.00	\$ -	\$ 11,732.38	\$ 11,732.00	\$ -	\$ 11,732.00	\$ -	0%
Professional Services	\$ 1,548.00	\$ 49.00	\$ 97,000.00	\$ 97,000.00	\$ -	\$ 97,000.00	\$ -	0%
Property Services	\$ 12,562.00	\$ 5,589.00	\$ 9,396.38	\$ 9,396.00	\$ 8,148.00	\$ 9,388.00	\$ (8.00)	0%
Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Supplies	\$ 2,300.00	\$ 900.00	\$ -	\$ -	\$ 900.00	\$ -	\$ -	0%
Internal Service & Capital Prj	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expense Total	\$ 121,479.00	\$ 49,406.00	\$ 195,189.04	\$ 200,131.00	\$ 76,734.00	\$ 205,250.00	\$ 5,119.00	3%

*unaudited



CITY OF SONOMA

Non-Departmental / Facility Maintenance (100-43200)

*Michael Berger, Public Works Director
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 that benefit multiple departments (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 City's 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 provides various levels of repair and maintenance services for 60,000 square feet of building space in 11 buildings, according to the terms of any agreements between the City and the building's tenants (for leased facilities). Repair and maintenance of buildings serving a single department is included in the respective budget for that department and is excluded from this budget.

CHALLENGES:

Standard requirements for repair and maintenance contracts led by the City (especially minimum insurance coverage type and limit requirements to engage in repair work on government buildings) can pose a challenge to small businesses in the Sonoma area otherwise capable of delivering required technical services. The breadth, complexity, license or certification requirements, and relatively infrequent need for many of these services also precludes the City from keeping staff trained to perform all required services.

FISCAL YEAR 2022–23 ACCOMPLISHMENTS:

- Managed contractual service providers providing technical services, including: elevator and wheelchair lift inspection and repairs, custodial services, HVAC maintenance and repairs, plumbing maintenance and repairs, information technology and telecommunications services, pest control services, electrical repairs and maintenance (including maintenance of solar PV arrays, backup generators, and building automation systems), backflow prevention assembly testing, fire sprinkler services, security and alarm monitoring, and locksmith services.
- Successfully launched Electronic Permitting & Plan Review system.

FISCAL YEAR 2023–24 GOALS:

- Improve service coordination for facility repairs to reduce backlogs and decrease wait times for new facility service request fulfillment.
- Research, evaluation, and potential implementation of new Budgeting/Accounting/ERP software.
- Complete exterior cleaning, restoration, and preservation of stone facades on City Hall.

General Fund

Non-Departmental/Facility Maintenance

General Ledger Department 43200

RECOMMENDED FY 23-24 BUDGET

Salary changes include any cost-of-living adjustments, step increases and minor position allocation changes as to how staff is allocated between departments. Benefit changes include vendor cost changes and employee benefit choices. If new positions are proposed, those position are outlined below.

Salaries and wages increased based on labor negotiations completed in the prior year and a COLA adjustment of 2.5 percent for FY 2023-24. Employee benefits increased by 8 percent, citywide, based primarily on the cost of health insurance.

There were no major changes to the FY 2023-24 Budget.

Expenditure Category	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Proposed Budget to FY22-23 Amended Budget	% Change FY23-24 Proposed Budget to FY22-23 Amended Budget
Salary & Wages	\$ 61,506.00	\$ 44,723.00	\$ 46,376.79	\$ 46,376.00	\$ 60,283.00	\$ 54,563.00	\$ 8,187.00	18%
Employee Benefits	\$ 11,999.00	\$ 5,575.00	\$ 5,463.84	\$ 5,619.00	\$ 6,954.00	\$ 6,095.00	\$ 476.00	8%
PERS UAL	\$ 205.00	\$ 7,683.00	\$ -	\$ -	\$ 11,732.00	\$ -	\$ -	0%
Professional Services	\$ 21,818.00	\$ 20,644.00	\$ 60,000.00	\$ 60,000.00	\$ 64,290.00	\$ 60,000.00	\$ -	0%
Property Services	\$ 234,013.00	\$ 181,719.00	\$ 128,192.28	\$ 128,192.00	\$ 155,348.00	\$ 128,192.00	\$ -	0%
Operations	\$ 222,176.00	\$ 145,606.00	\$ 105,930.00	\$ 105,930.00	\$ 106,286.00	\$ 105,930.00	\$ -	0%
Supplies	\$ 22,768.00	\$ 27,612.00	\$ 26,250.00	\$ 26,250.00	\$ 45,023.00	\$ 26,250.00	\$ -	0%
Software & Equipment	\$ 2,638.00	\$ 45,581.00	\$ 200,100.00	\$ 200,100.00	\$ 30,802.00	\$ 70,000.00	\$ (130,100.00)	-65%
Internal Service & Capital Prj	\$ 136,165.00	\$ 287,817.00	\$ 313,090.00	\$ 313,090.00	\$ 313,090.00	\$ 320,304.00	\$ 7,214.00	2%
Debt Service	\$ 83,303.00	\$ -	\$ -	\$ -	\$ 1,117.00	\$ -	\$ -	0%
Expense Total	\$ 796,591.00	\$ 766,960.00	\$ 885,402.91	\$ 885,557.00	\$ 794,925.00	\$ 771,334.00	\$ (114,223.00)	-13%

*unaudited



CITY OF SONOMA

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

David Guhin, 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.

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.

Transfers - General Fund to Other Funds

Fiscal Year 2023-24

From	From	Amount	To	To	Amount	Description
100	General Fund	\$ 50,000	304	City Cap Improv Prog	\$ 50,000	BF-2 Public Works Safety & Facility Security at Corp Yard
100	General Fund	\$ 20,000	304	City Cap Improv Prog	\$ 20,000	P-12 Sonoma Oaks Playground Design
100	General Fund	\$ 15,000	304	Parks & Fac. Cap Improv Prog	\$ 15,000	P-8 Olsen Park Improvement Project
100	General Fund	\$ 50,000	301	Parks & Fac. Cap Improv Prog	\$ 50,000	T-10 Broadway Pedestrian Crossing
100	General Fund	\$ 125,000	301	Parks & Fac. Cap Improv Prog	\$ 125,000	T-4 Citywide Sidewalk Inspection & Repair Program
100	General Fund	\$ 20,000	301	Parks & Fac. Cap Improv Prog	\$ 20,000	T-7 Broadway Streetscape Enhancement
100	General Fund	\$ 41,749	495	Clean Renewable Eng Bond	\$ 41,749	Lease Clean Renewable Energy Bond (CREB)
100	General Fund	\$ 512,000	732	Housing Trust Fund	\$ 512,000	Transfer 1% TOT to Housing Trust
Transfers From General Fund		\$ 833,749			\$ 833,749	
217	SLESF Cops Grant	\$ 100,000	100	General Fund	\$ 100,000	Transfer from COPS
510	Water Fund	\$ 561,257	100	General Fund	\$ 561,257	Based on Matrix Cost Allocation Plan
510	Water Fund	\$ 41,923	100	General Fund	\$ 41,923	Lease Access Road Water Tank
510	Water Fund	\$ 41,923	100	General Fund	\$ 41,923	Lease Norrbom Road Water Tank
715	Pool Scholarship	\$ 25,000	100	General Fund	\$ 25,000	Scholarship Funding for New Pool at High School
796	IGT Fire	\$ 20,000	100	General Fund	\$ 20,000	IGT for Safer Grant Employees
Transfers To General Fund		\$ 790,103			\$ 790,103	

Enterprise Funds

**Water Utility – Operating
Cemetery – Operating
Cemetery – Endowment**





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CITY OF SONOMA

Public Works Department ***Water Utility (Fund 510)***

Michael Berger, Public Works Director

Providing High Quality, Dependable Water! Residents, visitors, and businesses in Sonoma count on the City to deliver high quality, dependable water for a variety of needs including consumption, irrigation, and fire protection. The Water Utility is an Enterprise Fund.

The City's water sources are the Sonoma County Water Agency (Sonoma Water) Aqueduct and City-owned and operated groundwater wells. In calendar year 2021, the Water Utility Operations Program delivered over 600 million gallons of potable water to its customers from these sources.

The Water Utility Operations Program operates and maintains 3 active City-owned tanks with a combined storage capacity of 5.5 million gallons, 7 production wells and appurtenant treatment facilities, 2 pump stations with a combined 140 horsepower maximum output, 56 miles of active water main ranging from 8" to 14" in diameter, 513 fire hydrants, and approximately 4,500 active service connections. The program also maintains some decommissioned facilities, including 3 decommissioned water tanks.

Regular operational activities include:

- Ensuring that the City delivers drinking water that meets or exceeds all EPA drinking water standards through diligent adherence to a State-approved schedule of water sampling and laboratory analysis.
- Monitoring and adjusting water tank levels, pumping schedules, and pressure reducing station parameters to maintain system pressures across three pressure zones at higher and lower elevations.
- Ensuring that the City's drinking water cannot become contaminated through administration of a robust backflow-prevention and cross-connection control program.
- Protecting property and conserving water by promptly repairing system leaks (e.g. water main breaks) and damage (e.g. vehicle collisions with fire hydrants).
- Operating ground water wells and protecting public health through implementation of industry-standard disinfection and treatment methods.
- Precisely measuring and maintaining accurate records of water production and delivery using 4,554 water meters, read each month.
- Providing customer service related to water bills and water quality inquiries.
- Promoting water conservation through public information and outreach campaigns, administration of rebate and incentive programs, and advance water supply and resiliency planning.
- Responding to 811 Underground Service Alert requests from the excavation community to prevent dig-ins and damage to the City's infrastructure during excavation.

FISCAL YEAR 2022–23 ACCOMPLISHMENTS:

- Contracted with waterTALENT for highly qualified interim Water Supervisor to supervise operation of the system until a successful recruitment of a Water Supervisor is completed.
- Completed America’s Water Infrastructure Act Emergency Response Plan for the Water Utility.
- Responded to Grand Jury reports: Emergency Water Shortages in Sonoma Valley *The Situation has Worsened* and Sonoma Valley Regional Water Resources *Water for a Changing Future*. Commissioned and trained staff to operate an emergency system intertie between City of Sonoma and Valley of the Moon Water District.
- Completed motor and pump overhauls on Pumps #1 and #2 at the Norrbom Pump Station.
- Completed vault improvements and transitioned Supervisory Control and Data Acquisition (SCADA) equipment loads to a solar-photovoltaic array at the Pressure Zone 1-2 intertie facility.
- Improved security at key facilities through improved fencing and remote surveillance.
- Improved resiliency to staff shortages by completing emergency service contracts with neighboring water utilities and private contractors.
- Updated key Supervisory Control and Data Acquisition (SCADA) hardware and software components to support multi-operator remote notification, operation, and collaborative troubleshooting of system parameters.

FISCAL YEAR 2023–24 GOALS:

- Recruit and onboard highly-qualified water system operators. Continue to develop a capable and dedicated workforce to safeguard the City’s drinking water.
- Respond to severe drought, including implementation of water shortage contingency plan, enforcement of mandatory water use restrictions, increased water production from City wells, and continued water conservation community partnership activities.
- Expand use of City’s Computerized Maintenance Management System (CMMS) for water system.
- Continue staff support of the Sonoma Valley Groundwater Sustainability Agency (SV GSA) and Sonoma County Water Agency Water Contractors Technical Advisory Committee.
- Improve system asset inventories and predictive maintenance schedules to improve equipment reliability and reduce repair costs.

CHALLENGES

Recruiting operators and supervisory staff that meet the minimum education and experience requirements and possess required State certifications to operate public water systems has been a serious and ongoing challenge for the Water Utility Operations Program.

Enterprise Funds

Public Works Division

Water Utility

General Ledger Fund 510

RECOMMENDED FY 23-24 BUDGET

Salary changes include any cost-of-living adjustments, step increases and minor position allocation changes as to how staff is allocated between departments. Benefit changes include vendor cost changes and employee benefit choices. If new positions are proposed, those position are outlined below.

Salaries and wages increased based on labor negotiations completed in the prior year and a COLA adjustment of 2.5 percent for FY 2023-24. Employee benefits increased by 8 percent, citywide, based primarily on the cost of health insurance.

There were no major changes to the FY 2023-24 Budget.

Description	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Budget to FY22-23 Amended Budget	% Change FY23-24 Budget to FY22-23 Amended Budget
Licenses & Permits	\$ (2,070.00)	\$ 6,290.00	\$ 1,000.00	\$ 1,000.00	\$ 12,945.00	\$ 1,000.00	\$ -	0%
State Grants & Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Charges For Services	\$ 49,688.00	\$ 61,880.00	\$ 62,593.00	\$ 62,593.00	\$ 67,807.00	\$ 62,500.00	\$ (93.00)	0%
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Miscellaneous	\$ 5,550,245.00	\$ 5,846,250.00	\$ 6,485,869.00	\$ 6,485,869.00	\$ 5,949,030.00	\$ 6,450,000.00	\$ (35,869.00)	-1%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Transfer from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other Revenues	\$ 126.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Interest Revenue	\$ 48,818.00	\$ -	\$ 30,000.00	\$ 30,000.00	\$ -	\$ 60,000.00	\$ 30,000.00	100%
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 5,646,807.00	\$ 5,914,420.00	\$ 6,579,462.00	\$ 6,579,462.00	\$ 6,029,782.00	\$ 6,573,500.00	\$ (5,962.00)	0%
Salary & Wages	\$ 537,262.00	\$ 469,866.00	\$ 712,876.00	\$ 784,427.00	\$ 585,177.00	\$ 720,141.00	\$ (64,286.00)	-8%
Employee Benefits	\$ 304,817.00	\$ 261,679.00	\$ 370,749.00	\$ 377,416.00	\$ 302,886.00	\$ 343,428.00	\$ (33,988.00)	-9%
Professional Services	\$ 106,180.00	\$ 151,007.00	\$ 421,135.00	\$ 431,135.00	\$ 156,655.00	\$ 421,135.00	\$ (10,000.00)	-2%
Property Services	\$ 379,721.00	\$ 471,316.00	\$ 203,795.00	\$ 203,795.00	\$ 325,977.00	\$ 204,849.00	\$ 1,054.00	1%
Operations	\$ 204,681.00	\$ 222,497.00	\$ 242,290.00	\$ 242,290.00	\$ 118,037.00	\$ 242,290.00	\$ -	0%
Supplies	\$ 2,239,365.00	\$ 1,925,229.00	\$ 2,595,347.00	\$ 2,595,347.00	\$ 1,711,283.00	\$ 2,755,400.00	\$ 160,053.00	6%
Software & Equipment	\$ 7,920.00	\$ 7,920.00	\$ 15,420.00	\$ 15,420.00	\$ 11,598.00	\$ 15,420.00	\$ -	0%
Internal Service & Capital Prj	\$ 616,761.00	\$ 131,336.00	\$ 625,601.00	\$ 625,601.00	\$ 125,601.00	\$ 648,457.00	\$ 22,856.00	4%
Transfers Out - CIP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Transfers	\$ 651,318.00	\$ -	\$ 1,154,526.00	\$ 1,154,526.00	\$ 844,526.00	\$ 1,087,026.00	\$ (67,500.00)	-6%
Debt Service	\$ 42,071.00	\$ 119,780.00	\$ 117,803.00	\$ 117,803.00	\$ 104,110.00	\$ 117,803.00	\$ -	0%
Total Expense	\$ 5,090,096.00	\$ 3,760,630.00	\$ 6,459,542.00	\$ 6,547,760.00	\$ 4,285,850.00	\$ 6,555,949.00	\$ 8,189.00	0%
Excess/(Deficiency) of Revenue over Expense	\$ 556,711.00	\$ 2,153,790.00	\$ 119,920.00	\$ 31,702.00	\$ 1,743,932.00	\$ 17,551.00	\$ (14,151.00)	-45%
Beginning Fund Balance	\$ 3,513,359.22	\$ 4,070,070.22	\$ 6,223,860.22	\$ 6,223,860.22	\$ 6,223,860.22	\$ 7,967,792.22		
Ending Fund Balance	\$ 4,070,070.22	\$ 6,223,860.22	\$ 6,343,780.22	\$ 6,255,562.22	\$ 7,967,792.22	\$ 7,985,343.22		

*Unaudited



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CITY OF SONOMA

Public Works Department **Cemetery (Fund 501)**

Michael Berger PE, Public Works Director

The Cemetery Program is funded by the Cemetery Enterprise Fund. There are three cemeteries, including: Mountain, Veterans, and Valley cemeteries, encompassing over 15 usable acres. Operations and maintenance responsibilities include: burial and inurnment preparation and coordination, cemetery improvements, tree hazard assessment and abatement, grounds maintenance, mausoleum maintenance, road maintenance, and vandalism abatement.

In prior years, the Cemetery Fund's budget showed expenses exceeding revenues, as such the City's General Fund made transfers to the Cemetery Fund to balance the budget.

FISCAL YEAR 2022-23 ACCOMPLISHMENTS:

- Continued to provide compassionate and respectful customer service to residents during stressful and emotional times.
- Trimmed substantial overgrowth of vegetation and improved sight lines throughout Mountain Cemetery.
- Corrected drainage issues in the Mausoleum 10 facility.
- Completed the Cemetery Planning Study. Several potential options for moving the program forward were included in the cemetery assessment including:
 - Create a separate Cemetery Department with full-time staff
 - Review fee schedule for all cemetery activities
 - Upgrade marketing materials in cooperation with local funeral homes

These activities (among others listed in the Cemetery Planning Study) could be done in conjunction with a cemetery project whose goal would be to continue to offer and expand cemetery facilities and support services.

FISCAL YEAR 2023-24 GOALS:

- Continue to provide compassionate and respectful customer service to residents during stressful and emotional times.
- Create more cremains niches inventory in the Valley and Veterans' cemeteries.
- Conduct a tree hazard assessment in all cemeteries.
- Review City cemetery services fee information.
- Continue fiscally responsible maintenance efforts in all cemeteries.

CHALLENGES:

The primary challenge for cemeteries is the lack of developed plots for additional burials. Another challenge is that the condition of the City's cemeteries degrades, which results in the need for additional maintenance every year. City staff resources for cemetery maintenance is limited to one maintenance worker, with some assistance by other Public Works staff as needed. All cemeteries are constrained by financial limitations.

Enterprise Funds

Public Works Division

Cemetery

General Ledger Fund 501

RECOMMENDED FY 23-24 BUDGET

Salary changes include any cost-of-living adjustments, step increases and minor position allocation changes as to how staff is allocated between departments. Benefit changes include vendor cost changes and employee benefit choices. If new positions are proposed, those position are outlined below.

Salaries and wages increased based on labor negotiations completed in the prior year and a COLA adjustment of 2.5 percent for FY 2023-24. Employee benefits increased by 8 percent, citywide, based primarily on the cost of health insurance.

There were no major changes to the FY 2023-24 Budget.

Description	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Budget to FY22-23 Amended Budget	% Change FY23-24 Budget to FY22-23 Amended Budget
Licenses & Permits	\$ 101,918	\$ 122,443	\$ 115,000	\$ 115,000	\$ 89,994	\$ 105,000	\$ (10,000)	-9%
Charges For Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Transfers	\$ 89,903	\$ -	\$ 91,923	\$ 91,923	\$ 50,000	\$ 91,923	\$ 0	0%
Other Revenues	\$ 105,092	\$ 130,740	\$ 135,000	\$ 135,000	\$ 99,410	\$ 120,000	\$ (15,000)	-11%
Interest Revenue	\$ 34	\$ -	\$ 450	\$ 450	\$ -	\$ -	\$ (450)	-100%
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 296,947	\$ 253,183	\$ 342,373	\$ 342,373	\$ 239,404	\$ 316,923	\$ (25,450)	-7%
Salary & Wages	\$ 146,128	\$ 137,680	\$ 169,813	\$ 182,668	\$ 132,899	\$ 181,175	\$ (1,493)	-1%
Employee Benefits	\$ 78,040	\$ 76,461	\$ 96,491	\$ 98,024	\$ 77,157	\$ 100,535	\$ 2,511	3%
Professional Services	\$ 26,809	\$ 57,106	\$ 85,000	\$ 85,000	\$ 66,418	\$ 85,000	\$ -	0%
Property Services	\$ 37,222	\$ 37,050	\$ 51,170	\$ 81,170	\$ 41,455	\$ 51,822	\$ (29,348)	-36%
Operations	\$ 13,521	\$ 15,877	\$ 27,800	\$ 27,800	\$ 5,817	\$ 27,800	\$ -	0%
Supplies	\$ 9,906	\$ 13,154	\$ 8,500	\$ 8,500	\$ 13,864	\$ 13,500	\$ 5,000	59%
Software & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Internal Service & Capital Prj	\$ 9,151	\$ 19,445	\$ 5,370	\$ 5,370	\$ 5,370	\$ 10,700	\$ 5,330	99%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Depreciation	\$ 38,662	\$ -	\$ 39,000	\$ 39,000	\$ -	\$ 39,000	\$ -	0%
Total Expense	\$ 359,439	\$ 356,773	\$ 483,144	\$ 527,532	\$ 342,980	\$ 509,532	\$ (18,000)	-3%
Excess/(Deficiency) of Revenue over Expense	\$ (62,492)	\$ (103,590)	\$ (140,771)	\$ (185,159)	\$ (103,576)	\$ (192,609)	\$ (7,450)	4%
Beginning Fund Balance	\$ (1,719,005)	\$ (1,781,497)	\$ (1,885,087)	\$ (1,885,087)	\$ (1,885,087)	\$ (1,988,663)		
Ending Fund Balance	\$ (1,781,497)	\$ (1,885,087)	\$ (2,025,858)	\$ (2,070,246)	\$ (1,988,663)	\$ (2,181,271)		

*unaudited



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CITY OF SONOMA

Public Works Department Cemetery Endowment (Fund 504)

Michael Berger PE, Public Works Director

The Cemetery Endowment Fund was created to record the income received from Cemetery sales that is designated as endowment care. The City's Municipal Code defines endowment care as the general maintenance of the City's three cemeteries that is necessitated by natural growth and ordinary wear. This maintenance includes the planting, cutting, watering, and care of lawns, trees and shrubs; the cleaning and upkeep of buildings; and the maintenance of utilities, walls, roadways and walks. The City Council may also direct and use a portion of the income from such fund for such general care, maintenance, repairs, and section embellishment that they deem to be in the best interest of the cemeteries in order that the cemeteries are generally kept in the best condition possible within the limits of such income. The City determines the amount to be collected for endowment care from each purchaser of a cemetery plot. This amount is specified and listed in the schedule of fees adopted by the City Council. The City's Municipal Code also specifies that the City Manager or his/her designee shall oversee the maintenance, supervision and upkeep of all city cemeteries as well as all other applicable ordinances and state law or regulations respecting the conduct of public cemeteries.

Cemetery Endowment

General Ledger Fund 504

RECOMMENDED FY 23-24 BUDGET

Description	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Budget to FY22-23 Amended Budget	% Change FY23-24 Budget to FY22-23 Amended Budget
Transfer from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other Revenues	\$ 39,367.00	\$ 49,498.00	\$ 40,500.00	\$ 40,500.00	\$ 30,806.00	\$ 39,000.00	\$ (1,500.00)	-4%
Interest Revenue	\$ 34.00	\$ -	\$ 120.00	\$ 120.00	\$ -	\$ 120.00	\$ -	0%
Total Revenue	\$ 39,402.00	\$ 49,498.00	\$ 40,620.00	\$ 40,620.00	\$ 30,806.00	\$ 39,120.00	\$ (1,500.00)	-4%
Transfers	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ -	0%
Total Expense	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ -	0%
Excess/(Deficiency) of Revenue over Expense	\$ (10,598.00)	\$ 49,498.00	\$ (9,380.00)	\$ (9,380.00)	\$ (19,194.00)	\$ (10,880.00)	\$ (1,500.00)	16%
Beginning Fund Balance	\$ 766,663.00	\$ 756,065.00	\$ 805,563.00	\$ 805,563.00	\$ 805,563.00	\$ 786,369.00		
Ending Fund Balance	\$ 756,065.00	\$ 805,563.00	\$ 796,183.00	\$ 796,183.00	\$ 786,369.00	\$ 775,489.00		

*unaudited

INTERNAL SERVICE FUNDS

**Internal Service Funds Narrative
Management Information Services
Vehicle Replacement
Long-Term Building Maintenance**



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CITY OF SONOMA

Internal Service Funds

Internal service funds predominantly provide services to other City departments. They operate as cost-reimbursement mechanisms and as such are expected to recover the full cost of providing a given service over time.

Schedules for Management Information Services (MIS), Vehicle Replacement Fund and the Long-Term Building Maintenance Fund outline the operating plan of the internal service funds, including anticipated income, expenses and net change in working capital.

Internal service funds receive their revenue from the other departments based on the service provided to the other departments. The revenue for the internal service fund is in Charges for Services. The internal service funds also owe the other funds for expenses incurred on the fund's behalf, such as payroll processing costs, these expenses are shown in the related expense accounts.



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CITY OF SONOMA

Management Information Services - MIS (Fund 601)

Wayne Wirick, Development Services Director / Building Official

The purpose of the Management Information Services (MIS) fund is to provide a funding mechanism for the operational costs, maintenance, and planned replacement of installed computer systems, equipment, software, telephone systems and other critical office equipment needed for the delivery of information and the conduct of business. All funds allocated for this purpose are derived from annual transfers from other City operations and therefore are reimbursements versus true revenues. The MIS Fund helps to prevent excessive swings in annual costs by anticipating future MIS replacement needs and amortizing the replacement costs over a period of time.

The City contracts with a computer consulting business for its network administration, network security and help desk support. Numerous other software vendors provide support to specific applications. While there is no City employee position that is dedicated solely to providing City management information services, MIS coordination has in the past been absorbed and fulfilled by the Development Services Director/Building Official. With the impending retirement of the Development Services Director/Building Official during fiscal year 23-24 and the creation of the new Community Development Department, it is anticipated that the MIS coordination duties will be split between the City's Information Technology (IT) consultant and the City's Development Services Supervisor.

The City has been very proactive in investing in its MIS software, hardware and cybersecurity initiatives and we continue to evaluate new technologies that enhance customer service, data security and further improve staff efficiency and effectiveness.

It is typical within the MIS Fund for equipment and software purchase costs to fluctuate from year-to-year due to normal cyclical buying patterns and equipment replacement needs.

FISCAL YEAR 2022-23 ACCOMPLISHMENTS:

- Replaced 23 desktop and notebook computers with new laptop computers with docking stations.
- Continued to maintain the City's Information Management Services (MIS) systems including the scheduled replacement of MIS equipment and software.
- Replaced the EOC Audio/Visual System Control Unit and room displays. Added wireless presentation capabilities in the EOC.
- Initiated Security Information and Event Management (SIEM) to provide real-time monitoring and analysis of events as well as tracking and logging of security data for compliance or auditing purposes.

FISCAL YEAR 2023-24 GOALS:

- Plan for the successful succession and transition of MIS coordination and management for the City.
 - Increase consultant involvement in MIS activities and network management services to help minimize impacts on City staff. *[Above-Base Budget Request]*
 - Increase the Internet service circuit at Corp Yard from 20 mbps to 100 mbps. *[Above-Base Budget Request]*
 - Continue to maintain the City’s Information Management Services (MIS) systems including the scheduled replacement and upgrading of MIS equipment and software.
 - Replace (end-of-useful-life) operating systems on 4 servers; re-install/configure applications as needed to meet current cybersecurity best practices.
 - Install Security Hardening/Engineering for the Virtual Local Area Network (Vlan) with additional traffic limiting; outgoing traffic blocking; port blocking; cyber coverage remediations. *[Above-Base Budget Request]*
 - Install Video Conferencing capability in City Hall Conference Room. *[Above-Base Budget Request]*
-

FY 2023-24 BUDGET MODIFICATIONS

The proposed FY 2023-24 base budget transfers into the MIS fund reflect a \$6,779 (2%) increase over the previous years’ transfers due to normal cyclical budget variations and minor increases in software subscription costs.

Key base budget expense differences (other than transfers) are highlighted below.

Key Base Budget expense differences - Account and Description	Difference from Previous FY budget
17% Reduction of Professional Services & Technical Services account to return to base level funding (excludes “above-base budget requests”).	(\$11,460)
17% Increase in Repair and Maintenance account to cover increases in software subscriptions, cybersecurity measures and network maintenance services.	\$51,472
21% Reduction of Software replacement expenses due to normal cyclical variations.	(\$4,000)
9% Reduction of Computer Equipment replacement expenses resulting from projected computer equipment replacement spending and other cyclical equipment and software replacement needs (excludes “above-base requests”).	(\$8,650)

Above-Base MIS Budget Requests for FY 2023-24 are provided in the chart on the following page.

FY 2023-24 Above-Base Budget Requests		2023-24 1st Year Cost	Ongoing Cost After First Year
Professional & Technical Services	Additional network management services (as needed) due to re-organization of MIS coordination services.	\$8,000	To Be Determined
Professional & Technical Services	Server Rebuilds- Replace 2012 Operating Systems Replace end-of-life Operating Systems on 4 servers; re-install/configure applications as needed	\$12,800	0
Professional & Technical Services	Increase Circuit at Corp Yard from 20 mbps to 100 mbps	\$12,600	\$12,600
Professional & Technical Services	VMWare Upgrade (virtual servers software setup and configuration) Upgrade to version 7.x in coordination with vendor support timeframe	\$1,520	
Professional & Technical Services	Cyber Security Hardening/Engineering Virtual Local Area Network (Vlan) traffic limiting; outgoing traffic blocking; port blocking; cyber coverage remediations	\$12,000	0
Computer Equipment	Install Video Conferencing capability in City Hall Conference Room	\$4,000	0
Total Proposed 2023-24 Above-Base Request		\$50,920	\$12,600

Internal Service Funds

Management Information Services - MIS

General Ledger Fund 601

RECOMMENDED FY 23-24 BUDGET

Salary changes include any cost-of-living adjustments, step increases and minor position allocation changes as to how staff is allocated between departments. Benefit changes include vendor cost changes and employee benefit choices. If new positions are proposed, those position are outlined below.

Salaries and wages increased based on labor negotiations completed in the prior year and a COLA adjustment of 2.5 percent for FY 2023-24. Employee benefits increased by 8 percent, citywide, based primarily on the cost of health insurance.

There were no major changes to the FY 2023-24 Budget.

Description	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Budget to FY22-23 Amended Budget	% Change FY23-24 Budget to FY22-23 Amended Budget
Charges For Services	\$ 233,120.00	\$ 342,182.00	\$ 425,982.00	\$ 425,982.00	\$ 440,446.00	\$ 488,630.00	\$ 62,648.00	15%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Transfer from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Interest Revenue	\$ 128.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 233,248.00	\$ 342,182.00	\$ 425,982.00	\$ 425,982.00	\$ 440,446.00	\$ 488,630.00	\$ 62,648.00	15%
Professional Services	\$ 41,294.00	\$ 37,796.00	\$ 68,380.00	\$ 68,380.00	\$ 12,656.00	\$ 56,920.00	\$ (11,460.00)	-17%
Property Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Operations	\$ 144,261.00	\$ 201,496.00	\$ 313,220.00	\$ 313,220.00	\$ 280,335.00	\$ 364,692.00	\$ 51,472.00	16%
Supplies	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ -	0%
Software & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Internal Service & Capital Prj	\$ 16,869.00	\$ 69,887.00	\$ 152,830.00	\$ 152,830.00	\$ 119,678.00	\$ 103,281.00	\$ (49,549.00)	-32%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Depreciation	\$ 14,575.00	\$ -	\$ 17,000.00	\$ 17,000.00	\$ -	\$ 17,000.00	\$ -	0%
Total Expense	\$ 216,999.00	\$ 309,179.00	\$ 551,930.00	\$ 551,930.00	\$ 412,669.00	\$ 542,393.00	\$ (9,537.00)	-2%
Excess/(Deficiency) of Revenue over Expense	\$ 16,249.00	\$ 33,003.00	\$ (125,948.00)	\$ (125,948.00)	\$ 27,777.00	\$ (53,763.00)	\$ 72,185.00	-57%
Beginning Fund Balance	\$ 145,016.00	\$ 161,265.00	\$ 194,268.00	\$ 194,268.00	\$ 194,268.00	\$ 222,045.00		
Ending Fund Balance	\$ 161,265.00	\$ 194,268.00	\$ 68,320.00	\$ 68,320.00	\$ 222,045.00	\$ 168,282.00		

*unaudited



CITY OF SONOMA

Vehicle Replacement (Fund 603)

Chris Pegg, Public Works Operations Manager

The purpose of the Vehicle Replacement fund is to provide a funding mechanism for the planned replacement of existing vehicles and equipment. All funds are derived from annual transfers made by City departments where the vehicles are assigned.

The Vehicle Replacement fund helps to prevent excessive swings in annual vehicle replacement costs by anticipating future vehicle and equipment replacement needs and amortizing the replacement costs over a period of time. Existing vehicles and equipment are replaced based on their need to be replaced such as obsolescence, high maintenance costs, loss of productivity or efficiency. It is common to see significant increases and decreases in this budget fund due to varying amortization and replacement cycles.

The fund is calculated on an amortization replacement schedule based on the estimated useful life and estimated replacement cost of the vehicle. There is an annual review of all vehicles and equipment to determine replacement needs and available replacement funding. Transferred funds exceeding planned purchases during the year are held in reserve until vehicles are purchased.

Internal Service Funds Vehicle Replacement

General Ledger Fund 603

RECOMMENDED FY 23-24 BUDGET

The following vehicles or equipment are scheduled for replacement this year:

Description	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Budget to FY22-23 Amended Budget	% Change FY23-24 Budget to FY22-23 Amended Budget
Transfers	\$ 189,190.00	\$ 347,171.00	\$ 390,424.00	\$ 390,424.00	\$ 390,424.00	\$ 323,789.00	\$ (66,635.00)	-17%
Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ 2,800.00	\$ -	\$ -	0%
Interest Revenue	\$ (104.00)	\$ 4,780.00	\$ 8,500.00	\$ 8,500.00	\$ 1,381.00	\$ 8,500.00	\$ -	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 189,086.00	\$ 351,951.00	\$ 398,924.00	\$ 398,924.00	\$ 394,605.00	\$ 332,289.00	\$ (66,635.00)	-17%
Software & Equipment	\$ -	\$ 236,496.00	\$ 300,000.00	\$ 300,000.00	\$ -	\$ 300,000.00	\$ -	0%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Transfer To Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Depreciation	\$ 297,907.00	\$ -	\$ 236,000.00	\$ 236,000.00	\$ -	\$ 236,000.00	\$ -	0%
Total Expense	\$ 297,907.00	\$ 236,496.00	\$ 536,000.00	\$ 536,000.00	\$ -	\$ 536,000.00	\$ -	0%
Excess/(Deficiency) of Revenue over Expense	\$ (108,821.00)	\$ 115,455.00	\$ (137,076.00)	\$ (137,076.00)	\$ 394,605.00	\$ (203,711.00)	\$ (66,635.00)	49%
Beginning Fund Balance	\$ 781,013.00	\$ 672,192.00	\$ 787,647.00	\$ 787,647.00	\$ 787,647.00	\$ 1,182,252.00		
Ending Fund Balance	\$ 672,192.00	\$ 787,647.00	\$ 650,571.00	\$ 650,571.00	\$ 1,182,252.00	\$ 978,541.00		

*unaudited

Special Revenue Funds

EMS Equipment Replacement

General Ledger Fund 521

RECOMMENDED FY 23-24 BUDGET

Description	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Budget to FY22-23 Amended Budget	% Change FY23-24 Budget to FY22-23 Amended Budget
Miscellaneous	\$ 131,974.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Interest Revenue	\$ 367.00	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	0%
Total Revenue	\$ 132,341.00	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	0%
Software & Equipment	\$ -	\$ 80,321.00	\$ -	\$ 77,019.00	\$ 77,620.00	\$ -	\$ (77,019.00)	-100%
Transfers	\$ -	\$ -	\$ 79,500.00	\$ 79,500.00	\$ 79,500.00	\$ -	\$ (79,500.00)	-100%
Total Expense	\$ -	\$ 80,321.00	\$ 79,500.00	\$ 156,519.00	\$ 157,120.00	\$ -	\$ (156,519.00)	-100%
Excess/(Deficiency) of Revenue over Expense	\$ 132,341.00	\$ (80,321.00)	\$ (77,000.00)	\$ (154,019.00)	\$ (157,120.00)	\$ 2,500.00	\$ 156,519.00	-102%
Beginning Fund Balance	\$ 101,212.00	\$ 233,553.00	\$ 153,232.00	\$ 153,232.00	\$ 153,232.00	\$ (3,888.00)		
Ending Fund Balance	\$ 233,553.00	\$ 153,232.00	\$ 76,232.00	\$ (787.00)	\$ (3,888.00)	\$ (1,388.00)		

*unaudited



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CITY OF SONOMA

Long-Term Building Maintenance (Fund 610)

Chris Pegg, Public Works Operations Manager

The Long-Term Building Maintenance (LTBM) Fund is an Internal Service Fund, which allows the City to set aside funds for the future replacement or repair of certain maintenance items in City owned building facilities. This fund anticipates the eventual replacement of roofing, exterior and interior paint, floor coverings, HVAC equipment, parking lot paving, and miscellaneous other items in City owned and maintained facilities and provides a mechanism by which the City can recover some or all of the expected maintenance costs by spreading the anticipated long-term maintenance costs out annually and including the anticipated expenses in the overhead formulas for fees for services.

Large swings in annual LTBM repair and maintenance project costs are normal and expected due to the varying types of projects being performed from year-to-year.

One of the challenges surrounding the maintenance of the City's facilities is the limited staff capacity to initiate and implement renovation or rehabilitation projects. Both Building Department and Public Works staff have other primary duties and facility maintenance often gets deferred for more immediate or time sensitive City priorities. Another area of future focus might be to hire an outside study and review of each of the City's facilities to ensure that the proper amount of funding is being set aside each year to truly meet the maintenance needs. Sonoma has been proactive in setting aside funding through industry benchmarks, but a specific asset/facility assessment has not been completed.

FISCAL YEAR 2022-23 ACCOMPLISHMENTS:

- Completed select replacement of heating, ventilation, and air-conditioning equipment at the Police Department/Council Chambers Building and Fire Station #1.
- Replaced apparatus bay door openers and equipment at Fire Station #1.

FISCAL YEAR 2023-24 GOALS:

- Prepare an asset/facility assessment, prioritize building maintenance needs, and prepare contracts for construction in FY 2023-24.

Internal Service Funds

Long-Term Building Maintenance

General Ledger Fund 610

RECOMMENDED FY 23-24 BUDGET

There were no major changes to the FY 2023-24 Budget.

Description	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Budget to FY22-23 Amended Budget	% Change FY23-24 Budget to FY22-23 Amended Budget
Charges For Services	\$ 183,846.00	\$ 314,635.00	\$ 295,672.00	\$ 295,672.00	\$ 295,672.00	\$ 304,380.00	\$ 8,708.00	3%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Transfer from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Interest Revenue	\$ 962.00	\$ -	\$ 8,000.00	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	0%
Total Revenue	\$ 184,808.00	\$ 314,635.00	\$ 303,672.00	\$ 303,672.00	\$ 295,672.00	\$ 312,380.00	\$ 8,708.00	3%
Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Software & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Internal Service & Capital Prj	\$ 59,844.00	\$ -	\$ 305,000.00	\$ 305,000.00	\$ -	\$ 305,000.00	\$ -	0%
Transfer To Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Expense	\$ 59,844.00	\$ -	\$ 305,000.00	\$ 305,000.00	\$ -	\$ 305,000.00	\$ -	0%
Excess/(Deficiency) of Revenue over Expense	\$ 124,964.00	\$ 314,635.00	\$ (1,328.00)	\$ (1,328.00)	\$ 295,672.00	\$ 7,380.00	\$ 8,708.00	-656%
Beginning Fund Balance	\$ 2,023,005.00	\$ 2,147,969.00	\$ 2,462,604.00	\$ 2,462,604.00	\$ 2,462,604.00	\$ 2,758,276.00		
Ending Fund Balance	\$ 2,147,969.00	\$ 2,462,604.00	\$ 2,461,276.00	\$ 2,461,276.00	\$ 2,758,276.00	\$ 2,765,656.00		

*unaudited

SPECIAL REVENUE FUNDS

**Public Education and Government (PEG)
Citizen's Option for Public Safety (COPS) Grant
Gas Tax Funding
Road Maintenance and Rehab. Act (RMRA: SB 1)
Traffic Relief Act for Sonoma County (MeasM)
Parks in Lieu - Quimby Act Fees
So. Cnty Parks Imprv, Water Quality & Fire Safety (MeasM)
Cal. Parks, Environment, and Water Bond (Prop 68)
Grants Restricted
Swimming Pool Scholarship
Housing Trust Fund
Rate Range Intergovernmental Transfer (IGT-EMS)**



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CITY OF SONOMA

Public Education and Government (PEG)

(Fund 202)

David Guhin, City Manager

This fund accumulates funding from telecommunication operators, to support costs associated with acquiring Public Education and Government (PEG) access equipment, capital costs associated with renovating and constructing PEG related facilities and to support public, educational and government transparency by broadcasting public meetings.

Special Revenue Funds

Public Education and Government (PEG)

General Ledger Fund 202

RECOMMENDED FY 23-24 BUDGET

Description	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Budget to FY22-23 Amended Budget	% Change FY23-24 Budget to FY22-23 Amended Budget
Fees	\$ 32,553.00	\$ 44,721.00	\$ 55,120.00	\$ 55,120.00	\$ 33,320.00	\$ 58,981.00	\$ 3,861.00	7%
Interest & Rents	\$ (1.00)	\$ -	\$ 80.00	\$ 80.00	\$ -	\$ 80.00	\$ -	0%
Total Revenue	\$ 32,552.00	\$ 44,721.00	\$ 55,200.00	\$ 55,200.00	\$ 33,320.00	\$ 59,061.00	\$ 3,861.00	7%
Professional Services	\$ 60,383.00	\$ 22,018.00	\$ 55,000.00	\$ 55,000.00	\$ 56,677.00	\$ 59,061.00	\$ 4,061.00	7%
Total Expense	\$ 60,383.00	\$ 22,018.00	\$ 55,000.00	\$ 55,000.00	\$ 56,677.00	\$ 59,061.00	\$ 4,061.00	7%
Excess/(Deficiency) of Revenue over Expense	\$ (27,831.00)	\$ 22,703.00	\$ 200.00	\$ 200.00	\$ (23,357.00)	\$ -	\$ (200.00)	-100%
Beginning Fund Balance	\$ 8,387.00	\$ (19,444.00)	\$ 3,259.00	\$ 3,259.00	\$ 3,259.00	\$ (20,098.00)		
Ending Fund Balance	\$ (19,444.00)	\$ 3,259.00	\$ 3,459.00	\$ 3,459.00	\$ (20,098.00)	\$ (20,098.00)		

*unaudited



CITY OF SONOMA

Citizen's Option for Public Safety (COPS) Grant (Fund 217)

*David Guhin, City Manager
Brandon Cutting, Police Chief*

The State of California has provided supplemental funding to local law enforcement agencies through continuation of funding for the Citizen's Option for Public Safety (COPS) grant program through the Supplemental Law Enforcement Services Account. These funds are distributed by the State to the County which passes through the funding to local agencies proportionally based on population, to be allocated at a minimum of \$100,000.

These funds have traditionally been used to support the costs of the Community Service Officer staff in the Police Department.

Special Revenue Funds

Citizen's Option for Public Safety (COPS) Grant

General Ledger Fund 217

RECOMMENDED FY 23-24 BUDGET

There were no major changes to the FY 2023-24 Budget.

Description	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Budget to FY22-23 Amended Budget	% Change FY23-24 Budget to FY22-23 Amended Budget
Other Revenues	\$ 129,509.00	\$ 135,165.00	\$ 100,000.00	\$ 100,000.00	\$ 106,157.00	\$ 100,000.00	\$ -	0%
Interest Revenue	\$ 249.00	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	0%
Total Revenue	\$ 129,758.00	\$ 135,165.00	\$ 102,000.00	\$ 102,000.00	\$ 106,157.00	\$ 102,000.00	\$ -	0%
Software & Equipment	\$ -	\$ -	\$ 2,100.00	\$ 2,100.00	\$ -	\$ 2,100.00	\$ -	0%
Transfers	\$ 100,000.00	\$ -	\$ 100,000.00	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -	0%
Total Expense	\$ 100,000.00	\$ -	\$ 102,100.00	\$ 102,100.00	\$ -	\$ 102,100.00	\$ -	0%
Excess/(Deficiency) of Revenue over Expense	\$ 29,758.00	\$ 135,165.00	\$ (100.00)	\$ (100.00)	\$ 106,157.00	\$ (100.00)	\$ -	0%
Beginning Fund Balance	\$ 95,206.00	\$ 124,964.00	\$ 260,129.00	\$ 260,129.00	\$ 260,129.00	\$ 366,286.00		
Ending Fund Balance	\$ 124,964.00	\$ 260,129.00	\$ 260,029.00	\$ 260,029.00	\$ 366,286.00	\$ 366,186.00		

*unaudited



CITY OF SONOMA
Gas Tax Funding
(Fund 302)

Michael Berger, Public Works Director

The State of California imposes per-gallon excise taxes and sales taxes on gasoline and diesel fuel, and registration taxes on motor vehicles with allocations dedicated to transportation purposes. These allocations flow through the Highway Users Tax Account (HUTA), these gasoline tax revenues have been in place for decades. Gas taxes can be used for any street or road purpose; however, it is best practice to focus on maintenance and rehabilitation costs only. The City expects to receive Gas Tax revenues in the amount of \$325,924 in FY 2022-23, which will supplement previous years' retention funds. Significant additional gas tax revenue from the Road Maintenance and Rehabilitation Act (RMRA: SB 1, Fund 303) is described separately. Gas Tax funds are proposed to be applied to the following Capital Improvement Program (CIP) projects. The CIP budget provides descriptions of each of these projects. Transportation CIPs begin with 'CIP #T'.

FY 2023-24 Projects to be Funded -- <i>The CIP budget provides a description of listed projects.</i>	
\$228,713	Chase Street Bridge Replacement Project (CIP #T-1) Carry-over FY-22/23 Budget
\$60,000	Chase Street Bridge Replacement Project (CIP #T-1) Additional Funding
\$300,000	Citywide Streets Rehabilitation & Water Services Replacement Project (CIP #T-5)
\$150,000	Citywide Roadway Safety Improvement Projects (CIP #T-6)
\$738,713	<i>TOTAL programmed</i>

Special Revenue Funds

Gas Tax Funding

General Ledger Fund 302

RECOMMENDED FY 23-24 BUDGET

There were no major changes to the FY 2023-24 Budget.

Description	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Budget to FY22-23 Amended Budget	% Change FY23-24 Budget to FY22-23 Amended Budget
Property Taxes	\$ 249,066.00	\$ 265,478.00	\$ 325,924.00	\$ 325,924.00	\$ 279,351.00	\$ 267,139.00	\$ (58,785.00)	-18%
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Interest Revenue	\$ 2,470.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Proceeds from Issuance of Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 251,536.00	\$ 265,478.00	\$ 325,924.00	\$ 325,924.00	\$ 279,351.00	\$ 267,139.00	\$ (58,785.00)	-18%
Salary & Wages	\$ -	\$ -	\$ -	\$ 11,862.00	\$ 8,931.00	\$ -	\$ (11,862.00)	-100%
Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ 3,068.00	\$ -	\$ -	0%
Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Property Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Operations	\$ 2,950.00	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Software & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Internal Service & Capital Prj	\$ 132,409.00	\$ 13,865.00	\$ 300,000.00	\$ 260,460.00	\$ 172,635.00	\$ 510,000.00	\$ 249,540.00	96%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Expense	\$ 135,359.00	\$ 14,465.00	\$ 300,000.00	\$ 272,322.00	\$ 184,634.00	\$ 510,000.00	\$ 237,678.00	87%
Excess/(Deficiency) of Revenue over Expense	\$ 116,177.00	\$ 251,013.00	\$ 25,924.00	\$ 53,602.00	\$ 94,717.00	\$ (242,861.00)	\$ (296,463.00)	-553%
Beginning Fund Balance	\$ 333,490.00	\$ 449,667.00	\$ 700,680.00	\$ 700,680.00	\$ 700,680.00	\$ 795,397.00		
Ending Fund Balance	\$ 449,667.00	\$ 700,680.00	\$ 726,604.00	\$ 754,282.00	\$ 795,397.00	\$ 552,536.00		

*unaudited



CITY OF SONOMA

Road Maintenance and Rehabilitation Act (RMRA: SB 1) (Fund 303)

Michael Berger, Public Works Director

The Road Maintenance and Rehabilitation Account (RMRA) which allocates much of the revenue from the Road Repair and Accountability Act of 2017 (SB1) is a significant investment in California's transportation system. The Act increased per-gallon excise taxes and sales taxes on gasoline and diesel fuel, and vehicle registration taxes, stabilized price-based fuel tax rates and provided for inflationary adjustments to rates in future years. The increased funding from RMRA will help to slow the decline in the City's pavement condition. RMRA funds may be used for road maintenance and rehabilitation, safety projects, "complete street" components, and traffic control devices.

RMRA contains a local agency maintenance of effort (MOE) requirement that the City must maintain general fund spending for street, road, and highway purposes at not less than the average spent in 2009-10, 2010-11, and 2011-12 fiscal years. The required MOE amount for Sonoma is \$250,663. General fund spending for maintenance and operations and for Capital Improvement Projects for street and road purposes qualify for meeting the MOE requirement. The proposed FY 2022-23 budget would allow the City to meet the RMRA MOE. The City's 2021-22 Slurry Seal Project will be completed in June 2022. The City expects to receive \$249,009 of RMRA funds in FY 2022-23 which will be retain for the 2023-24 Slurry Seal.

FY 2023-24 Projects to be Funded -- <i>The CIP budget provides a description of listed projects.</i>	
\$403,434	2023-24 Annual Slurry Seal Project (CIP #T-3) – retain for next biennial Slurry Seal.
\$403,434	TOTAL programmed

Special Revenue Funds

Road Maintenance and Rehabilitation Act

(RMRA: SB1)

General Ledger Fund 303

RECOMMENDED FY 23-24 BUDGET

Description	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Budget to FY22-23 Amended Budget	% Change FY23-24 Budget to FY22-23 Amended Budget
State Grants & Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Transfer from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Fees & Other Revenues	\$ 204,850.00	\$ 219,219.00	\$ 249,009.00	\$ 249,009.00	\$ 198,407.00	\$ 249,009.00	\$ -	0%
Interest Revenue	\$ (205.00)	\$ -	\$ 1,200.00	\$ 1,200.00	\$ -	\$ 1,200.00	\$ -	0%
Total Revenue	\$ 204,645.00	\$ 219,219.00	\$ 250,209.00	\$ 250,209.00	\$ 198,407.00	\$ 250,209.00	\$ -	0%
Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Internal Service & Capital Prj	\$ -	\$ 24,314.00	\$ 249,009.00	\$ 249,009.00	\$ 318,656.00	\$ 350,000.00	\$ 100,991.00	41%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Expense	\$ -	\$ 24,314.00	\$ 249,009.00	\$ 249,009.00	\$ 318,656.00	\$ 350,000.00	\$ 100,991.00	41%
Excess/(Deficiency) of Revenue over Expense	\$ 204,645.00	\$ 194,905.00	\$ 1,200.00	\$ 1,200.00	\$ (120,249.00)	\$ (99,791.00)	\$ (100,991.00)	-8416%
Beginning Fund Balance	\$ 75,056.00	\$ 279,701.00	\$ 474,606.00	\$ 474,606.00	\$ 474,606.00	\$ 354,357.00		
Ending Fund Balance	\$ 279,701.00	\$ 474,606.00	\$ 475,806.00	\$ 475,806.00	\$ 354,357.00	\$ 254,566.00		

*unaudited



CITY OF SONOMA
Traffic Relief Act for Sonoma County
(Measure M)
(Fund 313)

Michael Berger, Public Works Director

Passed by more than two-thirds of voters in November 2004, the Traffic Relief Act for Sonoma County (Measure M) provides for a ¼ cent sales tax that is apportioned to local jurisdictions to maintain their streets, as well as other County-wide street, highway, transit, and safe bicycle and pedestrian routes.

The City expects to receive \$111,100 of Measure M revenue in FY 2022-23. Measure M funds from FY 2021-22 and funds remaining from prior fiscal years are proposed to be applied to the projects listed below and described in the Capital Improvement Program budget.

The Traffic Relief Act for Sonoma County, Measure M included a provision that local agencies maintain their existing commitment of local funds for transportation purposes. This provision is referred to as the Measure M Maintenance of Effort (MOE). For the City of Sonoma, the annual Measure M MOE for FY 2021-22 is \$831.924, thereafter, it is the average of the previous 3 years transportation expenditures.

FY 2023-24 Projects to be Funded -- The CIP budget provides a description of listed projects.	
\$105,735	Chase Street Bridge Replacement Project (CIP #T-1) Carry-over FY20/21
\$30,000	Chase Street Bridge Replacement Project (CIP #T-1) Additional Funding
100,000	Citywide Streets Rehab (CIP #T-5)
\$235,735	TOTAL programmed

Special Revenue Funds

Traffic Relief Act for Sonoma County

(Measure M)

General Ledger Fund 313

RECOMMENDED FY 23-24 BUDGET

Description	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Budget to FY22-23 Amended Budget	% Change FY23-24 Budget to FY22-23 Amended Budget
Property Taxes	\$ 102,013.00	\$ 85,475.00	\$ 111,100.00	\$ 111,100.00	\$ 159,413.00	\$ 111,544.00	\$ 444.00	0%
Interest Revenue	\$ 404.00	\$ -	\$ 600.00	\$ 600.00	\$ -	\$ 600.00	\$ -	0%
Total Revenue	\$ 102,417.00	\$ 85,475.00	\$ 111,700.00	\$ 111,700.00	\$ 159,413.00	\$ 112,144.00	\$ 444.00	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Internal Service & Capital Prj	\$ 151,681.00	\$ -	\$ 100,000.00	\$ 100,000.00	\$ 67,850.00	\$ 130,000.00	\$ 30,000.00	30%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Expense	\$ 151,681.00	\$ -	\$ 100,000.00	\$ 100,000.00	\$ 67,850.00	\$ 130,000.00	\$ 30,000.00	30%
Excess/(Deficiency) of Revenue over Expense	\$ (49,264.00)	\$ 85,475.00	\$ 11,700.00	\$ 11,700.00	\$ 91,563.00	\$ (17,856.00)	\$ (29,556.00)	-253%
Beginning Fund Balance	\$ 191,378.00	\$ 142,114.00	\$ 227,589.00	\$ 227,589.00	\$ 227,589.00	\$ 319,152.00		
Ending Fund Balance	\$ 142,114.00	\$ 227,589.00	\$ 239,289.00	\$ 239,289.00	\$ 319,152.00	\$ 301,296.00		

*unaudited



CITY OF SONOMA
Parks in Lieu-Quimby Act Fees
(Fund 314)

Michael Berger, Public Works Director

Cities and counties in California have been authorized since the passage of the 1975 Quimby Act (California Government Code §66477) to pass ordinances requiring that developers set aside land, donate conservation easements, or pay fees for park improvements. Revenues generated through the Quimby Act cannot be used for the operation and maintenance of park facilities. The goal of the Quimby Act was to require developers to help mitigate the impacts of property improvements.

Pursuant to the Quimby Act, the City currently has a parkland dedication (exaction) requirement as a condition of approval for Tentative Subdivision Maps or Tentative Parcel Maps. The requirement is codified in Title 19 of the Development Code Section 19.69 – Dedications and Exactions. In summary, the code requires residential projects that require approval of a Tentative Subdivision Map (5 lots or more) or Tentative Parcel Map (4 lots or less) to either dedicate land, pay a fee in lieu of dedication, or both, for park or recreational purposes.

A developer can dedicate land and/or pay the fee as a result of a land use subdivision for 50 lots or more. For projects under 50 lots, a developer can only pay a fee and not be allowed to provide on-site land dedication. Any fee component must be established at the tentative map stage as a condition of approval and the City Planner establishes an amount for the fee based on a simple “fair market value” formula that calculates the amount of land required by the Code. If the developer opposes the amount of the fee, an appraisal can be provided at the cost of the developer.

The fees can only be used for new and rehabilitating existing parks and recreational facilities and must be reasonably related to serving the proposed subdivision. The fees must be “committed” within 5 years after payment, or the issuance of building permits on one-half of the lots created by the subdivision, whichever occurs later. Otherwise, the fees must be returned and distributed to the then record owners.

FY 2023-24 Projects to be Funded -- <i>The CIP budget provides a description of listed projects.</i>	
20,000	Montini Connector Trail / SOT Maintenance (CIP # P-6) 22/23 Carryover
\$32,755	Pinelli Park Improvements Project (CIP #P-7) 22/23 Carryover
80,166	Olsen Park Improvements Project (CIP #P-8) 22/23 Carryover
25,000	Fifth St West Park - Preliminary Design (CIP # P13)
\$157,921	TOTAL programmed

Special Revenue Funds

Parks in Lieu-Quimby Act Fees

General Ledger Fund 314

RECOMMENDED FY 23-24 BUDGET

Description	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Budget to FY22-23 Amended Budget	% Change FY23-24 Budget to FY22-23 Amended Budget
Impact Fees	\$ 40,082.00	\$ -	\$ -	\$ -	\$ 40,997.00	\$ -	\$ -	0%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Interest Revenue	\$ 1,384.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 41,466.00	\$ -	\$ -	\$ -	\$ 40,997.00	\$ -	\$ -	0%
Internal Service & Capital Prj	\$ 76,989.00	\$ 15,845.00	\$ -	\$ -	\$ 85,379.00	\$ 50,000.00	\$ 50,000.00	0%
Transfers Out - CIP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Expense	\$ 76,989.00	\$ 15,845.00	\$ -	\$ -	\$ 85,379.00	\$ 50,000.00	\$ 50,000.00	0%
Excess/(Deficiency) of Revenue over Expense	\$ (35,523.00)	\$ (15,845.00)	\$ -	\$ -	\$ (44,382.00)	\$ (50,000.00)	\$ (50,000.00)	0%
Beginning Fund Balance	\$ 429,916.00	\$ 394,393.00	\$ 378,548.00	\$ 378,548.00	\$ 378,548.00	\$ 334,166.00		
Ending Fund Balance	\$ 394,393.00	\$ 378,548.00	\$ 378,548.00	\$ 378,548.00	\$ 334,166.00	\$ 284,166.00		

*unaudited



CITY OF SONOMA
Sonoma County Parks Improvement, Water Quality and Fire Safety (Measure M)
(Fund 315)

Michael Berger, Public Works Director

On November 6, 2018, Sonoma County voters approved “Sonoma County Parks Improvement, Water Quality and Fire Safety Measure” Measure M, a one-eighth cent sales tax that supports Sonoma County’s regional and city parks. Approved by 72.6 percent of voters, Measure M went into effect in April 2019 and will provide dedicated funding for parks for 10 years. Parks Measure M will support Sonoma County and its cities with our long-term needs to maintain, protect and operate parks. The tax will generate an estimated \$11.5 million annually, with an estimated \$7.6 million a year going to Sonoma County Regional Parks and an estimated \$3.8 million a year going to the nine cities. The City of Sonoma expects to receive \$157,050 of Parks Measure M funds in FY 2022-23. Funds from prior years provide the balance of funding for proposed Parks Measure M projects in FY 2022-23

Measure M Funding Can Be Used To:

- Invest in maintenance of parks, trails, signs, buildings, and other infrastructure.
- Improve playgrounds, sports fields, restrooms, picnic areas, and visitor centers;
- Improve access to parks by extending or building regional trails, bike paths, coastal trails, and river trails;
- Reduce wildfire risks through vegetation management;
- Open publicly owned parkland that is currently not accessible;
- Protect natural resources, including waterways and wildlife habitat; and
- Offer recreation, education, and health programs in parks.

The measure requires that revenue not be used to reduce existing funding for parks and recreation. A citizens’ oversight committee will regularly review how the revenue is spent and to ensure public transparency throughout the Measure’s 10-year life.

FY 2023-24 Projects to be Funded -- <i>The CIP budget provides a description of listed projects.</i>	
\$35,000	Montini Preserve & Overlook Trail Maintenance & Fire Fuel Management (CIP # P-3)
\$200,000	Depot Park Enhancements Project (CIP #P-9) FY 22/23 Carryover
\$120,000	Olsen Park Improvement Project (CIP #P-8) FY 22/23 Carryover
\$50,000	Olsen Park Improvement Project (CIP #P-8)
\$72,000	Sonoma Oaks Playground Project (CIP #P-12)
\$477,000	TOTAL programmed

Special Revenue Funds

Sonoma County Parks Improvement, Water Quality and Fire Safety (Measure M)

General Ledger Fund 315

RECOMMENDED FY 23-24 BUDGET

Description	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Budget to FY22-23 Amended Budget	% Change FY23-24 Budget to FY22-23 Amended Budget
Property Taxes	\$ 140,560.00	\$ 120,293.00	\$ 157,570.00	\$ 157,570.00	\$ 85,024.00	\$ 158,200.00	\$ 630.00	0%
Interest Revenue	\$ 544.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 141,104.00	\$ 120,293.00	\$ 157,570.00	\$ 157,570.00	\$ 85,024.00	\$ 158,200.00	\$ 630.00	0%
Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Property Services	\$ 26,591.00	\$ 36,477.00	\$ 35,000.00	\$ 35,000.00	\$ 6,178.00	\$ 35,000.00	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Internal Service & Capital Prj	\$ -	\$ -	\$ 120,000.00	\$ 120,000.00	\$ 49,434.00	\$ 122,000.00	\$ 2,000.00	2%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Expense	\$ 26,591.00	\$ 36,477.00	\$ 155,000.00	\$ 155,000.00	\$ 55,612.00	\$ 157,000.00	\$ 2,000.00	1%
Excess/(Deficiency) of Revenue over Expense	\$ 114,513.00	\$ 83,816.00	\$ 2,570.00	\$ 2,570.00	\$ 29,412.00	\$ 1,200.00	\$ (1,370.00)	-53%
Beginning Fund Balance	\$ 47,120.00	\$ 161,633.00	\$ 245,449.00	\$ 245,449.00	\$ 245,449.00	\$ 274,861.00		
Ending Fund Balance	\$ 161,633.00	\$ 245,449.00	\$ 248,019.00	\$ 248,019.00	\$ 274,861.00	\$ 276,061.00		

*unaudited



CITY OF SONOMA
California Parks, Environment, and Water Bond (Proposition 68)
(Fund 316)

Michael Berger, Public Works Director

On June 5, 2018, California voters approved the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act, known as the California Clean Water and Safe Parks Act, Proposition 68. By passing the measure, voters authorized funding \$4.1 billion in bonds to protect our water and natural areas and help to ensure every Californian has access to safe drinking water and safe parks, particularly in low-income underserved communities. Proposition 68 will invest over \$1 billion in local and state parks. It allocates funds to construct and rehabilitation parks in communities across California, improve state parks, and expand access to parks, waterways, and natural areas. The Proposition 68 Per Capita Program allocates \$185,015 of one-time grant funds for the City to invest in Sonoma’s parks. The City will also be eligible to apply for other funding from the bond to fund parks, water improvements for safe drinking water, recycling and flood protection, and climate change adaptation projects.

Proposition 68 Per Capita Program Description:

- Funds are available for local park rehabilitation, creation, and improvement.
- Projects must be for recreational purposes, either acquisition or development.
- A project can only have one location.
- Multiple projects may be completed under one contract; each project requires a separate application.
- Projects in Sonoma require a 20% match of the total project cost (eligible match sources include Federal funds, local funds, private funds, in-house employee services, and volunteer labor).
- Per Capita grant funds must be used to supplement, not supplant, local revenues.
- Pre-construction costs may not exceed 25% of the project amount.
- Projects must be accessible, including an accessible path of travel to the project.
- Authorizing resolution approving filing of application(s) must be submitted before project application.
- Application packet was submitted by December 28, 2021.
- Sign and Encumber Per Capita Contracts were completed on February 7, 2022
- Projects must be completed by December 31, 2023.
- Repairs and maintenance are ineligible costs

FY 2023-24 Projects to be Funded -- The CIP budget provides a description of listed projects.		
\$	185,015.00	Plaza Park Enhancements Project (CIP #P-10) FY 2022-23 Carryover
	<i>\$185,015</i>	<i>TOTAL programmed</i>

Special Revenue Funds

California Parks, Environment and Water Bond (Proposition 68)

General Ledger Fund 316

RECOMMENDED FY 23-24 BUDGET

Description	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Budget to FY22-23 Amended Budget	% Change FY23-24 Budget to FY22-23 Amended Budget
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
State Grants & Other Revenues	\$ -	\$ -	\$ 185,015.00	\$ 185,015.00	\$ -	\$ 185,015.00	\$ -	0%
Interest Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ -	\$ -	\$ 185,015.00	\$ 185,015.00	\$ -	\$ 185,015.00	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Internal Service & Capital Prj	\$ -	\$ 52.00	\$ 185,015.00	\$ 185,015.00	\$ 3,596.00	\$ 185,015.00	\$ -	0%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Expense	\$ -	\$ 52.00	\$ 185,015.00	\$ 185,015.00	\$ 3,596.00	\$ 185,015.00	\$ -	0%
Excess/(Deficiency) of Revenue over Expense	\$ -	\$ (52.00)	\$ -	\$ -	\$ (3,596.00)	\$ -	\$ -	0%
Beginning Fund Balance	\$ -	\$ -	\$ (52.00)	\$ (52.00)	\$ (52.00)	\$ (3,648.00)		
Ending Fund Balance	\$ -	\$ (52.00)	\$ (52.00)	\$ (52.00)	\$ (3,648.00)	\$ (3,648.00)		

*unaudited



CITY OF SONOMA

Grants Restricted

(Fund 630)

David Guhin, City Manager

The purpose of the Grants Restricted Fund is to separately track monies that are received and spent for capital improvement projects.

Special Revenue Funds

Grants Restricted

General Ledger Fund 630

RECOMMENDED FY 23-24 BUDGET

Description	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Budget to FY22-23 Amended Budget	% Change FY23-24 Budget to FY22-23 Amended Budget
State Grants & Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Federal Grants	\$ -	\$ -	\$ 1,102,743.00	\$ 1,102,743.00	\$ 502,114.00	\$ 3,200,000.00	\$ 2,097,257.00	190%
Total Revenue	\$ -	\$ -	\$ 1,102,743.00	\$ 1,102,743.00	\$ 502,114.00	\$ 3,200,000.00	\$ 2,097,257.00	190%
Transfers Out - CIP	\$ -	\$ -	\$ 1,102,743.00	\$ 1,102,743.00	\$ 501,000.00	\$ -	\$ (1,102,743.00)	-100%
Total Expense	\$ -	\$ -	\$ 1,102,743.00	\$ 1,102,743.00	\$ 501,000.00	\$ -	\$ (1,102,743.00)	-100%
Excess/(Deficiency) of Revenue over Expense	\$ -	\$ -	\$ -	\$ -	\$ 1,114.00	\$ 3,200,000.00	\$ 3,200,000.00	0%
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,114.00		
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ 1,114.00	\$ 3,201,114.00		

*unaudited



CITY OF SONOMA

Swimming Pool Scholarship (Fund 715)

David Guhin, City Manager

In 2014, the City entered an agreement with Sonoma Valley Health and Recreation Association to support the construction of a swimming pool within the Sonoma Valley. The City's financial commitment is for a total of \$250,000 to be paid in 10 annual installments of \$25,000 for the value of free and reduced-fee services to be provided to Sonoma Valley residents. This funding begins after construction of the pool is complete.

Swimming Pool Scholarship

General Ledger Fund 715

RECOMMENDED FY 23-24 BUDGET

Description	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Budget to FY22-23 Amended Budget	% Change FY23-24 Budget to FY22-23 Amended Budget
Transfers	\$ -	\$ -	\$ -	\$ -	\$ (25,000.00)	\$ -	\$ -	0%
Interest Revenue	\$ (284.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ (284.00)	\$ -	\$ -	\$ -	\$ (25,000.00)	\$ -	\$ -	0%
Transfers	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	0%
Total Expense	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	0%
Excess/(Deficiency) of Revenue over Expense	\$ (284.00)	\$ -	\$ (25,000.00)	\$ (25,000.00)	\$ (25,000.00)	\$ (25,000.00)	\$ -	0%
Beginning Fund Balance	\$ 5,233.30	\$ 4,949.30	\$ 4,949.30	\$ 4,949.30	\$ 4,949.30	\$ (20,050.70)		
Ending Fund Balance	\$ 4,949.30	\$ 4,949.30	\$ (20,050.70)	\$ (20,050.70)	\$ (20,050.70)	\$ (45,050.70)		

*unaudited



CITY OF SONOMA
Housing Trust Fund
(Fund 732)

David Guhin, City Manager

The purpose of the Housing Trust Fund is to accumulate and distribute funds in accordance with Council's Affordable Housing Plan. The main source of funding is from General Fund transfers of one percent of the Transient Occupancy Tax.

Special Revenue Funds

Housing Trust Fund

General Ledger Fund 732

RECOMMENDED FY 23-24 BUDGET

Description	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals ^f	FY 23-24 Budget	\$ Change FY23-24 Budget to FY22-23 Amended Budget	% Change FY23-24 Budget to FY22-23 Amended Budget
Fees	\$ -	\$ 37,162.00	\$ -	\$ -	\$ 124,002.00	\$ -	\$ -	0%
Interest & Rents	\$ 1,042.00	\$ -	\$ 2,600.00	\$ 2,600.00	\$ -	\$ 2,600.00	\$ -	0%
Transfers	\$ 234,648.00	\$ 522,816.00	\$ 507,272.00	\$ 507,272.00	\$ 400,328.00	\$ 512,000.00	\$ 4,728.00	1%
Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 235,690.00	\$ 559,978.00	\$ 509,872.00	\$ 509,872.00	\$ 524,330.00	\$ 514,600.00	\$ 4,728.00	1%
Salary & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Employee Benefits	\$ -	\$ -	\$ -	\$ 2,758.00	\$ -	\$ -	\$ (2,758.00)	-100%
PERS UAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Professional Services	\$ 51,849.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Property Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Operations	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Expense	\$ 56,849.00	\$ -	\$ -	\$ 2,758.00	\$ -	\$ -	\$ (2,758.00)	-100%
Excess/(Deficiency) of Revenue over Expense	\$ 178,841.00	\$ 559,978.00	\$ 509,872.00	\$ 507,114.00	\$ 524,330.00	\$ 514,600.00	\$ 7,486.00	1%
Beginning Fund Balance	\$ 111,025.00	\$ 289,866.00	\$ 849,844.00	\$ 849,844.00	\$ 849,844.00	\$ 1,374,174.00		
Ending Fund Balance	\$ 289,866.00	\$ 849,844.00	\$ 1,359,716.00	\$ 1,356,958.00	\$ 1,374,174.00	\$ 1,888,774.00		

*unaudited



CITY OF SONOMA

Rate Range Intergovernmental Transfer (IGT-EMS) (Fund 796)

*David Guhin, City Manager
Steve Akre, Fire Chief*

The Rate Range Intergovernmental Transfer (IGT) program provides an opportunity to receive federal matching funds to support health services for Medi-Cal Managed Care beneficiaries served by the Fire Department. The Fire Department does not receive full reimbursement for the provision of medical services to Medi-Cal Managed Care patients. This means that the City “writes down” a portion of the Emergency Medical Service revenue each year. The IGT is a reimbursement payment that the City receives from the federal government as a partial backfill on these funds.

Currently, the Fire Department receives reimbursement of our Medi-Cal Managed Care costs from payments received from Medi-Cal Managed Care Plan Provider(s) (MMCPP). The City of Sonoma provides ambulance transports and meets the following IGT participation criteria: (1) provides law enforcement services, (2) has eminent domain authority, (3) has taxing authority. As such, the City of Sonoma is eligible to participate in an IGT program to request funds to recover unreimbursed Medi-Cal costs. The City uses the IGT funding for one-time and other ongoing emergency medical related costs.

Special Revenue Funds

Rate Range Intergovernmental

Transfer (IGT-EMS)

General Ledger Fund 796

RECOMMENDED FY 23-24 BUDGET

Description	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Budget to FY22-23 Amended Budget	% Change FY23-24 Budget to FY22-23 Amended Budget
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Grants	\$ 981,334.00	\$ 486,018.00	\$ 500,000.00	\$ 500,000.00	\$ 1,134,934.00	\$ 500,000.00	\$ -	0%
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Transfer from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Fees &	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Interest Revenue	\$ 3,047.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Proceeds from Capital Lease	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 984,381.00	\$ 486,018.00	\$ 500,000.00	\$ 500,000.00	\$ 1,134,934.00	\$ 500,000.00	\$ -	0%
Salary & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Professional Services	\$ 608,483.00	\$ -	\$ 420,000.00	\$ 420,000.00	\$ 529,225.00	\$ 420,000.00	\$ -	0%
Property Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Software & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Internal Service & Capital Pr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Transfers	\$ 500,000.00	\$ -	\$ 441,800.00	\$ 441,800.00	\$ 441,800.00	\$ 20,000.03	\$ (421,799.97)	-95%
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Expense	\$ 1,108,483.00	\$ -	\$ 861,800.00	\$ 861,800.00	\$ 971,025.00	\$ 440,000.03	\$ (421,799.97)	-49%
Excess/(Deficiency) of Revenue over Expense	\$ (124,102.00)	\$ 486,018.00	\$ (361,800.00)	\$ (361,800.00)	\$ 163,909.00	\$ 59,999.97	\$ 421,799.97	-117%
Beginning Fund Balance	\$ 1,189,296.00	\$ 1,065,194.00	\$ 1,551,212.00	\$ 1,551,212.00	\$ 1,551,212.00	\$ 1,715,121.00		
Ending Fund Balance	\$ 1,065,194.00	\$ 1,551,212.00	\$ 1,189,412.00	\$ 1,189,412.00	\$ 1,715,121.00	\$ 1,775,120.97		

*Unaudited

SUCCESSOR AGENCY FUNDS

Successor Agency RPTTF-ROPS





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CITY OF SONOMA

Successor Agency RPTTF-ROPS (Fund 391) **[Redevelopment Property Tax Trust Fund** **for Recognized Obligation Payments]**

David Guhin, Executive Director, Successor Agency

One of the most profound impacts to the City's budget in many years was the dissolution of California redevelopment agencies by the State of California. The Redevelopment Dissolution Act, ABx1 26, signed by the Governor Jerry Brown in June 2011, was upheld by the California Supreme Court on December 29, 2011. The Court set the date of February 1, 2012, for dissolution of all California redevelopment agencies. The purpose for the State's elimination of redevelopment agencies was to realign property tax contribution from redevelopment agencies to schools and other property tax agencies within each county.

The City of Sonoma has elected to serve as the Successor Agency to the Sonoma Redevelopment Agency. The Dissolution Act requires that each successor agency have an Oversight Board composed of seven members appointed by specific governmental agencies. In addition, the City of Sonoma elected to not serve as the Housing Successor Agency and therefore transferred its housing assets and remaining housing funding to the Sonoma County Community Development Agency.

The budget represented by the Redevelopment Property Tax Trust Fund (RPTTF) and the Recognized Obligation Payment Schedule (ROPS) are part of the same action by the California Assembly Bill ABx1 26. Through this legislation, new guidelines were issued for the dissolution of the former redevelopment agency and the management of the remaining assets and financial commitments. State law requires development of a remittance and a payment schedule for State recognized and approved expenses. Every year, the City submits details of anticipated payments based on items authorized by the Department of Finance during the Due Diligence process which took place in 2013.

For expenses that are approved for RPTTF Funding, the City as Successor Agency receives pass through revenue when property taxes are remitted to the City by the County. The City then makes authorized payments from Successor Agency, RPTTF / ROPS Fund. The approved expenses include:

- Debt service costs which were previously funded by tax increment and that have an amortization schedule during the time of the dissolution of the RDA. These expenses will be paid using funds received under ROPS until the debt is fully paid according to the original schedule. For Sonoma, the schedule includes:
 - Tax Increment Bonds (TAB) issued in 2015 and 2021,
 - USDA note payable related to Village Green Housing, and
 - Payment to the Sonoma County Housing Authority for a loan issued by the Low Moderate Income Housing Fund to the Community Development Agency.
- Contract services through the end of any contracts issued before the dissolution of the Sonoma Community Development Agency. This includes the funding for Sonoma Overnight Services (Emergency Shelter). Utilities and building maintenance for the Emergency Shelter are paid by the City and in the Non-Departmental budget.
- Other expenses approved by the Successor Agency RPTTF are primarily related to professional services such as legal services.

Agency Funds

Successor Agency RPTTF-ROPS

(Redevelopment Property Tax Trust Fund for Recognized Obligation Payments)

General Ledger Fund 391

RECOMMENDED FY 23-24 BUDGET

The budget below has already been approved by the Department of Finance based on already approved recognized obligation payments per contracts or debt. The City Council has no ability to adjust this budget.

Description	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Budget to FY22-23 Amended Budget	% Change FY23-24 Budget to FY22-23 Amended Budget
Property Taxes	\$ 3,241,640.00	\$ 2,997,485.00	\$ 2,605,427.00	\$ 2,605,427.00	\$ 2,406,987.00	\$ 2,605,427.00	\$ -	0%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Transfer from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Interest Revenue	\$ (5,730.00)	\$ -	\$ 45,000.00	\$ 45,000.00	\$ -	\$ 45,000.00	\$ -	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 3,235,910.00	\$ 2,997,485.00	\$ 2,650,427.00	\$ 2,650,427.00	\$ 2,406,987.00	\$ 2,650,427.00	\$ -	0%
Professional Services	\$ 9,000.00	\$ -	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	0%
Property Services	\$ 105,000.00	\$ 30,000.00	\$ 313,288.00	\$ 313,288.00	\$ 30,000.00	\$ 313,288.00	\$ -	0%
Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Internal Service & Capital Prj	\$ -	\$ 667.00	\$ -	\$ -	\$ 577.00	\$ -	\$ -	0%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Transfers to County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Debt Service	\$ 1,845,962.00	\$ 1,819,964.00	\$ 2,311,363.00	\$ 2,311,363.00	\$ 1,411,517.00	\$ 2,311,363.00	\$ -	0%
Total Expense	\$ 1,959,962.00	\$ 1,850,631.00	\$ 2,630,651.00	\$ 2,630,651.00	\$ 1,442,094.00	\$ 2,630,651.00	\$ -	0%
Excess/(Deficiency) of Revenue over Expense	\$ 1,275,948.00	\$ 1,146,854.00	\$ 19,776.00	\$ 19,776.00	\$ 964,893.00	\$ 19,776.00	\$ -	0%
Beginning Fund Balance	\$ (23,927,495.00)	\$ (22,651,547.00)	\$ (21,504,693.00)	\$ (21,504,693.00)	\$ (21,504,693.00)	\$ (20,539,800.00)	\$ -	0%
Ending Fund Balance	\$ (22,651,547.00)	\$ (21,504,693.00)	\$ (21,484,917.00)	\$ (21,484,917.00)	\$ (20,539,800.00)	\$ (20,520,024.00)	\$ -	0%

*unaudited

DEBT SERVICE FUNDS

**2008 Clean Renewable Energy Bonds (CREB)
2012 Refunding Water Bond (In Water Fund)**



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CITY OF SONOMA



DEBT SERVICE FUNDS
2008 Clean Renewable Energy Bonds (CREB)
(495-55031)
2012 Refunding Water Bond
(In Water Fund 510-62001)
David Guhin, City Manager

The City uses debt service funds for the tracking of revenue and interest related to long term debt principal and interest. Funds are transferred into the debt service funds from the appropriate fund.

In addition to the debt financing associated with the former Community Development Agency, the City has responsibility for the following:

- 2008 Clean Renewable Energy Bonds (CREB) -- Used for photovoltaic (solar) projects at the Police Station and Corporation Yard.
 - In 2007, the City submitted applications to the United States Internal Revenue Service (IRS) for allocation of Clean Renewable Energy Bonds (CREBs). The IRS awarded the City and allocation of \$1,156,000 to finance solar paneling project at four different municipal facilities within City limits. Bonds were issued on July 10, 2008 and tax credits were granted to lender upon financing. The obligation is a lease agreement with Municipal Finance Corporation in the amount of \$1,156,000 entered into on July 10, 2008. Principal installments of \$41,749 are made on December 15 of each year. The final payment was made in May 2023.
 - 2012 Refunding Water Bond, Refinance of the 2001 Water Bond -- Debt service costs related to this bond are paid directly from the Water Fund and are included in the water fund budget (510-62001).
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CAPITAL IMPROVEMENT PROGRAM (CIP)

-Departments and Funds

**Streets Capital Improvement Fund
Parks and Facilities Capital Improvement Fund
Water Capital Improvement Fund**





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CITY OF SONOMA
Streets Capital Improvement Fund

(Fund 301)

Michael Berger, Public Works Director

The Street Capital Improvement Fund represents a transfer of funds from the General Fund to support improvements to the City's streets, sidewalks, bikeways, and storm drainage system. The City's transportation network provides the connection between different land uses, linking homes to shopping, jobs, and recreation. An efficient and integrated transportation system enables Sonoma residents to combine the benefits of small-town living with the job and recreation opportunities afforded by easy access to Sonoma Valley, Santa Rosa, Marin County, and San Francisco. The CIP proposes safety improvements, replacement of a degraded bridge, construction of a new pedestrian and bicycle bridge, and sidewalk repairs. In FY 2022-23, Public Works is requesting a transfer of \$250,000 to supplement previous years' retention funds. The CIP budget provides descriptions of each of these projects. Transportation CIPs begin with 'CIP #T'.

FY 2023-24 Projects to be Funded -- <i>The CIP budget provides a description of listed projects.</i>	
\$98,400	Storm Drain Trash Reduction System (CIP #CD-1) Carry-over FY 22/23 Budget
\$50,000	Street Rehab and Water Services Project (CIP #T-5) Carry-over FY 22/23 Budget
\$20,836	Citywide Roadway Safety Improvement Projects (CIP #T-6) Carry-over FY22/23 Budget
\$125,000	Citywide Streets Sidewalk Repair Program (CIP #T-4)
\$20,000	Broadway (SR 12) Streetscape Enhancement & Traffic Circulation (CIP #T-7)
\$50,000	Broadway Pedestrian Crossings (CIP #T-10)
\$364,236	<i>TOTAL programmed</i>

Capital Improvement Program Streets Capital Improvement Fund

General Ledger Fund 301

RECOMMENDED FY 23-24 BUDGET

Description	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Budget to FY22-23 Amended Budget	% Change FY23-24 Budget to FY22-23 Amended Budget
Impact Fees	\$ 6,366.00	\$ 15,688.00	\$ 22,000.00	\$ 22,000.00	\$ (13,820.00)	\$ 25,000.00	\$ 3,000.00	14%
State Grants & Other Revenues	\$ 9,222.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Transfers	\$ 5,000.00	\$ -	\$ 1,212,743.00	\$ 1,212,743.00	\$ 468,087.00	\$ 195,000.00	\$ (1,017,743.00)	-84%
Transfer from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other Revenues	\$ -	\$ 12,599.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Interest Revenue	\$ 268.00	\$ -	\$ 1,200.00	\$ 1,200.00	\$ -	\$ 1,200.00	\$ -	0%
Total Revenue	\$ 20,856.00	\$ 28,287.00	\$ 1,235,943.00	\$ 1,235,943.00	\$ 454,267.00	\$ 221,200.00	\$ (1,014,743.00)	-82%
Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Operations	\$ -	\$ 323.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Internal Service & Capital Prj	\$ 5,706.00	\$ 468,455.00	\$ 230,000.00	\$ 230,000.00	\$ 428,707.00	\$ 3,470,610.00	\$ 3,240,610.00	1409%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Expense	\$ 5,706.00	\$ 468,778.00	\$ 230,000.00	\$ 230,000.00	\$ 428,707.00	\$ 3,470,610.00	\$ 3,240,610.00	1409%
Excess/(Deficiency) of Revenue over Expense	\$ 15,150.00	\$ (440,491.00)	\$ 1,005,943.00	\$ 1,005,943.00	\$ 25,560.00	\$ (3,249,410.00)	\$ (4,255,353.00)	-423%
Beginning Fund Balance	\$ 330,789.00	\$ 345,939.00	\$ (94,552.00)	\$ (94,552.00)	\$ (94,552.00)	\$ (68,992.00)		
Ending Fund Balance	\$ 345,939.00	\$ (94,552.00)	\$ 911,391.00	\$ 911,391.00	\$ (68,992.00)	\$ (3,318,402.00)		

*unaudited



CITY OF SONOMA
Parks and Facilities
Capital Improvement Fund
(Fund 304)

Michael Berger, Public Works Director

The Parks and Facilities Capital Improvement Fund represents a transfer of funds from the General Fund to support improvements to the City's 17 parks encompass nearly 40 acres, nine play structures, two public restrooms, Class I bike trails, hiking trails, a duck pond, and a rose garden. The City's parks are vital to maintaining the quality of life in Sonoma. Parks contribute to the health of our citizens, and the economic and environmental well-being of our community. Daily maintenance of our urban parks is provided by City staff and a landscape contractor that performs mowing and trimming in neighborhood parks. The Sonoma Overlook Trail Stewards and the Sonoma Ecology Center care for the City's natural open space parks. Park needs that exceed the capacity of City and contract workers are included in this Capital Improvement Program (CIP). In FY 2022-23, Public Works is requesting a transfer from \$120,000 to supplement previous years' retention funds. The CIP budget provides descriptions of each of these projects in the Parks CIPs begin with 'CIP #P' and projects in Facilities begin with 'CIP #BF'.

FY 2023-24 Projects to be Funded -- The CIP budget provides a description of listed projects.	
\$217,000	Depot Museum HVAC (CIP # BF-8) Carry-Over FY22/23
\$46,254	Plaza Enhancement Prop 68 Match (CIP #P-10) Carry-Over FY22/23
\$15,000	Olsen Park Enhancement Project (CIP # P-8)
\$20,000	Sonoma Oaks Playground Project Design (CIP # P-12)
\$50,000	Corporation Yard Safety & Security Facility (CIP #BF-2)
\$348,254	TOTAL programmed

Capital Improvement Program

Parks and Facilities Capital Improvement Fund

General Ledger Fund 304

RECOMMENDED FY 23-24 BUDGET

Description	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Budget to FY22-23 Amended Budget	% Change FY23-24 Budget to FY22-23 Amended Budget
Impact Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
State Grants & Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Transfers	\$ -	\$ -	\$ 130,000.00	\$ 130,000.00	\$ 130,000.00	\$ 85,000.00	\$ (45,000.00)	-35%
Transfer from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Chrgs Svcs-Concessions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Interest Revenue	\$ 118.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 118.00	\$ -	\$ 130,000.00	\$ 130,000.00	\$ 130,000.00	\$ 85,000.00	\$ (45,000.00)	-35%
Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Property Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Internal Service & Capital Prj	\$ 25,220.00	\$ 53,772.00	\$ 120,000.00	\$ 120,000.00	\$ 15,355.00	\$ 85,000.00	\$ (35,000.00)	-29%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Expense	\$ 25,220.00	\$ 53,772.00	\$ 120,000.00	\$ 120,000.00	\$ 15,355.00	\$ 85,000.00	\$ (35,000.00)	-29%
Excess/(Deficiency) of Revenue over Expense	\$ (25,102.00)	\$ (53,772.00)	\$ 10,000.00	\$ 10,000.00	\$ 114,645.00	\$ -	\$ (10,000.00)	-100%
Beginning Fund Balance	\$ 273,199.00	\$ 248,097.00	\$ 194,325.00	\$ 194,325.00	\$ 194,325.00	\$ 308,970.00		
Ending Fund Balance	\$ 248,097.00	\$ 194,325.00	\$ 204,325.00	\$ 204,325.00	\$ 308,970.00	\$ 308,970.00		

*unaudited



CITY OF SONOMA

Water Capital Improvement Fund (Fund 512)

Michael Berger, Public Works Director

The Water Utility Capital Improvement Fund represents a transfer of funds from the Water Utility Operating Fund to support improvements to the City's drinking water infrastructure.

Typical capital improvement projects include replacing aging water mains and appurtenances (e.g. tees, crosses, couplers, saddles, valves), neighborhood-scale water service replacement projects, renewing tank coatings and corrosion control systems, replacing well or pump station equipment, replacing Supervisory Control and Data Acquisition (SCADA) systems and equipment, a site or building improvements for well and pump station buildings (e.g. replacing roofs or electrical systems).

The proposed water utility capital improvement budget for FY 2023-24 funds projects that improve the resiliency of the City's water supply against drought or natural disaster and cost-effectively maximizes the useful life of existing assets. In FY 2023-24, Public Works is requesting a transfer of \$467,500 to fund four projects. The CIP budget provides descriptions of each of these projects. Water Utility CIPs begin with 'CIP #W'.

FY 2023-24 Projects to be Funded -- <i>The CIP budget provides a description of listed projects.</i>	
\$145,680	Water System Condition Data Phase 2 (CIP #W-2) Carry-over FY 22-23 budget
\$63,941	Urban Water Management Plan & Master Plan Update (CIP #W-8) Carry-over FY 22-23 budget
\$125,000	Well No. 1 Vault Cover and Air Exchange System Improvements (CIP #W-13) Carry-over FY 22-23 budget
\$50,000	Well No. 1 Vault Cover and Air Exchange System Improvements (CIP #W-13) New Additional Funding
\$350,000	4 th St Main Line Replacement Project (CIP #W-17)
\$734,621	TOTAL programmed

Capital Improvement Program

Water Capital Improvement Fund

General Ledger Fund 512

RECOMMENDED FY 23-24 BUDGET

Description	FY 20-21 Actuals*	FY 21-22 Actuals*	FY 22-23 Adopted Budget	FY 22-23 Amended Budget	FY 22-23 Projected Actuals*	FY 23-24 Budget	\$ Change FY23-24 Budget to FY22-23 Amended Budget	% Change FY23-24 Budget to FY22-23 Amended Budget
Licenses & Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
State Grants & Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Charges For Services	\$ 204,648.00	\$ 22,405.00	\$ 75,000.00	\$ 75,000.00	\$ 19,633.00	\$ 75,000.00	\$ -	0%
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Transfers	\$ -	\$ -	\$ 467,500.00	\$ 467,500.00	\$ 32,500.00	\$ 400,000.00	\$ (67,500.00)	-14%
Transfer from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Chrgs Svcs-Concessions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Interest Revenue	\$ 272.00	\$ -	\$ 2,750.00	\$ 2,750.00	\$ -	\$ 2,750.00	\$ -	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 204,920.00	\$ 22,405.00	\$ 545,250.00	\$ 545,250.00	\$ 52,133.00	\$ 477,750.00	\$ (67,500.00)	-12%
Salary & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Property Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Software & Equipment	\$ -	\$ 52,570.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Internal Service & Capital Prj	\$ 1,269.00	\$ 803,576.00	\$ 467,500.00	\$ 467,500.00	\$ 8,583.00	\$ 400,000.00	\$ (67,500.00)	-14%
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Expense	\$ 1,269.00	\$ 856,146.00	\$ 467,500.00	\$ 467,500.00	\$ 8,583.00	\$ 400,000.00	\$ (67,500.00)	-14%
Excess/(Deficiency) of Revenue over Expense	\$ 203,651.00	\$ (833,741.00)	\$ 77,750.00	\$ 77,750.00	\$ 43,550.00	\$ 77,750.00	\$ -	0%
Beginning Fund Balance	\$ 2,313,822.00	\$ 2,517,473.00	\$ 1,683,732.00	\$ 1,683,732.00	\$ 1,683,732.00	\$ 1,727,282.00		
Ending Fund Balance	\$ 2,517,473.00	\$ 1,683,732.00	\$ 1,761,482.00	\$ 1,761,482.00	\$ 1,727,282.00	\$ 1,805,032.00		

*unaudited

CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS

**City of Sonoma 2023-28 Capital Improvement Prgm
CIP Projected Funding by Project for FY 2023-28**

CIP Projected Funding Sources

Buildings & Facilities

Creeks & Drainage

Parks

Transportation

Water





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City of Sonoma 2023-2028 Capital Improvement Program

The Capital Improvement Program (CIP) is a planning and budgeting document to support our safe, healthy, and vibrant community through investment in public infrastructure throughout the City. The CIP includes projects to improve the City's buildings; cemeteries; streets, sidewalks, bikeways and storm drainage; parks and open space; and the City's water system. Funding for projects in Year 1 of the CIP is part of the City's annual budget process. Projects with funding in years 2-5 of the CIP are approved on a planning basis only. City staff works with on-call consulting engineering firms and other consultants as needed, to deliver the City's projects.

BUILDINGS & FACILITIES: Maintaining Critical Assets

The City maintains over 48,000 square feet of building space in eight facilities: City Hall, Carnegie Building, Police Building/City Council Chambers/Emergency Operations Center, Corporation Yard, Fire Station, Sonoma Valley Regional Library, Depot Park Restrooms, and Maysonnave Property. The Sonoma community relies on the City to maintain these assets that are vital to the operation of the City.

CEMETERY: Preserving Sonoma's History

The City owns, maintains, and operates three cemetery properties, including: Mountain Cemetery, Valley Cemetery, and Veterans' Cemetery. The cemeteries encompass over 15 usable acres and actively provide the service of final disposition for our citizens' remains. This CIP does not include any cemetery projects.

CREEKS & DRAINAGE: Reducing Flooding & Protecting Water Quality

Three creeks flow through the City: Nathanson Creek, Sonoma Creek, and Fryer Creek. Catch basins, roadside ditches, and storm drainage piping collect and convey storm water runoff to these creeks. CIP projects can protect local creeks and the bay from pollutants associated with storm water runoff and can provide flood prevention for the City's transportation network, residents, and businesses. The ongoing challenge for storm water projects is complying with the stringent and costly State and Federal mandates that are largely unfunded.

PARKS: Making Life Better

The City's 17 parks encompass nearly 40 acres, nine play structures, two public restrooms, Class I bike trails, hiking trails, a duck pond, and a rose garden. The City also manages the Montini Preserve and the Sonoma Overlook Trail. The Plaza Park is the heart of Sonoma. The CIP includes "Parks for All" Measure M funds for Plaza and Depot parks.

TRANSPORTATION: Keeping Sonoma Moving Safely

The City's transportation network provides the connection between different land uses, linking homes to shopping, jobs, and recreation. An efficient and integrated transportation system enables Sonoma residents to combine the benefits of small-town living with the job and recreation opportunities afforded by easy access to Sonoma Valley, Santa Rosa, Marin County, and San Francisco. The transportation network includes facilities for pedestrians, bicyclists, transit riders, and motorists.

WATER: Providing High Quality, Dependable Water

Residents, visitors, and businesses in Sonoma count on the City to deliver high quality, dependable water. The potable water system is critical infrastructure that provide water for a variety of community needs including consumption, irrigation, and fire protection. The CIP is based on the projects identified in the 2018 Water Master Plan Update to achieve supply reliability, well resilience, public safety, and cost-effective renewal and replacement of aging system components.

Capital Improvement Program Projected Funding by Project for Fiscal Years 2023-28

CIP #	Project Name	Carryover Funding	FY 2023-24 Request	FY 2024-25 Request	FY 2025-26 Request	FY 2026-27 Request	FY 2027-28 Request	5-Year Total
BUILDINGS & FACILITIES: Maintaining Critical Assets								
BF-2	Public Works Safety and Facility Security at Corporation Yard	\$0	\$50,000	\$0	\$125,000	\$125,000	\$125,000	\$425,000
BF-4	City Hall Emergency Power	\$0	\$0	\$220,000	\$0	\$0	\$0	\$220,000
BF-8	Depot Park Museum HVAC Project	\$217,000	\$0	\$0	\$0	\$0	\$0	\$0
	SUBTOTAL	\$217,000	\$50,000	\$220,000	\$125,000	\$125,000	\$125,000	\$645,000
CREEKS & DRAINAGE: Reducing Flooding and Protecting Water Quality								
CD-1	Storm Water Trash Reduction Systems	\$98,400	\$0	\$98,400	\$100,000	\$100,000	\$100,000	\$398,400
CD-3	Broadway and Leveroni Road Flood Reduction and Trash Capture Project	\$0	\$365,000*	\$200,000	\$0	\$0	\$0	\$200,000
	SUBTOTAL	\$98,400	\$0	\$298,400	\$100,000	\$100,000	\$100,000	\$598,400
PARKS: Making Life Better								
P-6	Montini Trail Connection and Enhancement Project	\$20,000	\$25,000	\$20,000	\$20,000	\$0	\$0	\$65,000
P-7	Pinelli Park Improvement Project	\$32,755	\$0	\$0	\$0	\$0	\$0	\$0
P-8	Olsen Park Improvement Project	\$200,166	\$65,000	\$50,000	\$0	\$0	\$0	\$115,000
P-9	Depot Park Enhancements Project	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0
P-10	Plaza Park Enhancements Project	\$ 231,269.00	\$0	\$0	\$0	\$0	\$0	\$0
P-12	Sonoma Oaks Enhancements Project	\$0	\$92,000	\$75,000	\$75,000	\$0	\$0	\$242,000
P-13	Fifth St West Park	\$0	\$25,000	\$150,000	\$150,000	\$50,000	\$0	\$375,000
	SUBTOTAL	\$684,190	\$207,000	\$295,000	\$245,000	\$50,000	\$0	\$797,000
TRANSPORTATION: Keeping Sonoma Moving Safely								
T-1	Chase Street Bridge Replacement Project	\$334,448	\$3,275,610	\$0	\$0	\$0	\$0	\$3,275,610
T-3	Biennial Slurry Seal Projects	\$53,434	\$350,000	\$290,000	\$250,000	\$250,000	\$250,000	\$1,390,000
T-4	Citywide Sidewalk Inspection and Repair Program	\$0	\$125,000	\$50,000	\$60,000	\$60,000	\$60,000	\$355,000
T-5	Ongoing Pavement Rehabilitation and Water Services Replacement Projects	\$50,000	\$400,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,400,000
T-6	Citywide Roadway Safety Improvement Projects	\$20,836	\$150,000	\$200,000	\$200,000	\$200,000	\$200,000	\$950,000
T-7	Broadway (SR 12) Streetscape Enhancement	\$0	\$20,000	\$50,000	\$100,000	\$100,000	\$50,000	\$320,000
T-10	Broadway Pedestrian Crossings	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
	SUBTOTAL	\$458,718	\$4,370,610	\$840,000	\$860,000	\$860,000	\$810,000	\$7,740,610
WATER: Providing High Quality, Dependable Water								
W-2	Water System Condition Data - Phase 2	\$145,680	\$0	\$0	\$0	\$0	\$0	\$0
W-8	Urban Water Management Plan and Minor Water Master Plan Update	\$63,941	\$0	\$0	\$0	\$75,000	\$0	\$75,000
W-10	Water Meter System Upgrades	\$0	\$0	\$1,600,000	\$1,000,000	\$1,000,000	\$0	\$3,600,000
W-13	Well No. 1 Vault Cover and Air Exchange Improvements	\$125,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
W-17	3th St West Main Replacement	\$0	\$350,000	\$0	\$0	\$0	\$0	\$350,000
	SUBTOTAL	\$334,621	\$400,000	\$1,600,000	\$1,000,000	\$1,075,000	\$0	\$4,075,000
	FUND TOTAL	\$1,792,929	\$5,027,610	\$3,253,400	\$2,330,000	\$2,210,000	\$1,035,000	\$13,856,010

* Indicate Grant Funds

**City of Sonoma
Capital Improvement Program
Funding Sources**

Funding Source	Revenue Source	Restricted Uses	Maintenance of Effort (MOE) or Local Match?
General Fund	General taxes and fees	Unrestricted	No
Measure M Traffic Relief Act for Sonoma County	County-wide 1/4 cent sales tax for transportation. Ends in 2025 unless reapproved by the voters.	Maintenance of local streets and roads	Yes, MOE. 6.33% of local fund expenditures must be for transportation purposes. City is not currently meeting the MOE.
Gas Taxes	Revenue allocated by the State	Any street or road purpose. It is best practice to focus on maintenance and rehabilitation costs only.	No
Road Maintenance and Rehabilitation Account (RMRA): Senate Bill [SB] 1	Revenue allocated by the State	Road maintenance and rehabilitation, safety projects, "complete street" components, and traffic control devices	Yes, MOE. Must spend at least \$250,663 of General Fund annually for street, road, and highway purposes. City is proposing to meet the MOE in FY22-23.
Water Fund	City water customers	Water system operations, maintenance, and infrastructure	No
Community Development Block Grant (CDBG)	Federal Housing and Urban Development through County of Sonoma	ADA Self-Evaluation, Transition Plan, and Implementation Project	Yes, local match of \$20,000 of General Fund.
Proposition 68: California Parks, Environment, and Water Bond	Per Capita Grant Program	Local park rehabilitation, creation and improvement	Yes, MOE. Generally, the City is required to not reduce the amount of funding otherwise available to be spent on parks based on the past three fiscal years.
Sonoma County Parks Improvement, Water Quality and Fire Safety Measure M	County-wide 1/8 cent sales tax for parks	Parks related maintenance and projects	Yes, MOE.
Quimby Act Funds	Development fees for park improvements	New and rehabilitation of existing parks and recreational facilities	No. Fees must be returned if not "committed" within 5 years.

BUILDINGS & FACILITIES CAPITAL IMPROVEMENT PROGRAM

The City's buildings and facilities are critical assets where City and community business and activities are conducted. Daily maintenance of City buildings and facilities is provided by City staff, with assistance from specialty contractors. Funding for capital improvements to City buildings for assets with an estimable useful life and replacement cost (e.g. carpet, paint, and roofing) is set aside per a defined schedule of annual transfers to the City's Long-Term Building Maintenance Fund (Fund 610). Funding for unforeseeable capital improvement needs (e.g., unexpected failure, damage, or to accommodate new business operations or building uses) is budgeted as needs are identified.

FISCAL YEAR 2022-23 ACCOMPLISHMENTS:

- Advertised and awarded the Depot Park Museum HVAC system contract.
- Completed transition of City Hall, the Carnegie Library building, the Corporation Yard, and the Police Department and.

FISCAL YEAR 2023-24 GOALS:

- Complete construction of new all-electric HVAC system at the Depot Park Museum.
- Assess Fire Station #1 for scheduled replacement of flooring treatments, installation of automatic door operators, assessment of timber structural members and replacement of failing asphalt outside the apparatus bay.
- Construct a new motor-operated rolling security gate at the Corporation Yard.

CHALLENGES:

A challenge for building and facility CIP projects is limited staff capacity to initiate and implement projects and limited funding other than from the General Fund. Both Building and Public Works staff have other primary duties and facility projects are often deferred to attend to more urgent City initiatives.

BUILDINGS & FACILITIES: Maintaining Critical Assets

Project Name: Public Works Safety and Facility Security at Corporation Yard

CIP Number: BF-2

Project Description: The main vehicular entrance gate at the City's Corporation Yard was damaged by the driver of a rented moving truck in 2018 and then further damaged in 2022 by thieves who cut through a portion of the gate's locking mechanism to steal a catalytic converter from a city truck. The main gate is also manually operated, necessitating the tedious practice of drivers stopping their vehicle to open the gate, drive through, and then close it behind them to pass through. Public Works proposes replacing the main gate with a motor-operated rolling gate with access control that will improve security and ease of access for staff to the Corporation Yard.



Project Contact: Chris Pegg, Public Works Operations Manager

Estimated Construction: Fall 2023

Estimated Cumulative Prior Expenditures: \$0

Estimated 2021-22 Carryover: \$0

Total Project Funding: \$50,000

Funding Source	Carryover Funding 2022-23	Requested Funding 2023-24	Anticipated Request 2024-25	Anticipated Request 2025-26	Anticipated Request 2026-27	Anticipated Request 2027-28	5-year Total
General Fund	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Total	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000

BUILDINGS & FACILITIES: Maintaining Critical Assets

Project Name: City Hall Emergency Power

CIP Number: BF-4

Project Description: The historic Sonoma City Hall does not currently have a source of electricity during power outages or emergency power shutdowns. As part of their Emergency Wildfire Safety Program, PG&E now has a Public Safety Power Shutoff program so more frequent power outages are expected in the future.

The City has portable generators that could provide power to City Hall during an emergency if a power connection is made available. City Hall was included in a City of Sonoma Standby Generators Study completed in February 2020. A generator and transfer switch are recommended for City Hall.

The nearby Carnegie Building has an existing emergency power connection, for use with a portable generator. The Police Building (with the Emergency Operations Center and City Council Chambers) and the Corporation Yard (with Public Works offices) both have stationary backup generators. City Hall is a critical facility that needs to be available to provide service to the community, even during times when electrical power is disrupted.



Project Contacts: Chris Pegg, Public Works Operations Manager

& Wayne Wirick, Development Services Director/Building Official

Estimated Installation: Spring 2024

Estimated Cumulative Prior Expenditures: \$10,000

Estimated 2022-23 Carryover: N/A

Total Project Funding: \$230,000

Funding Source	Carryover Funding 2022-23	Requested Funding 2023-24	Anticipated Request 2024-25	Anticipated Request 2025-26	Anticipated Request 2026-27	Anticipated Request 2027-28	5-year Total
Potential grant	\$0	\$0	\$220,000	\$0	\$0	\$0	\$220,000
Total	\$0	\$0	\$220,000	\$0	\$0	\$0	\$220,000

BUILDINGS & FACILITIES: Maintaining Critical Assets

Project Name: Depot Park Museum HVAC Project

CIP Number: BF-8

Project Description: The Depot Park Museum is operated by the Sonoma Valley Historical Society under a lease agreement with the City. The existing heating, ventilation, and air conditioning (HVAC) system for the building had been served by a PG&E gas service line. That shallow gas line was tangled in eucalyptus tree roots and was severed as part of the First Street West Depot Park Drainage Improvements project.

Because the damaged gas line could not be restored without considerable construction costs, the City proposed to upgrade the HVAC system with new, all-electric, equipment and permanently abandon the gas line. This strategy also aligned with the City's Climate Emergency Resolution passed by the City Council on 11/2/2020 that states a commitment to achieve a net zero carbon footprint.

Engineering and design of the new all-electric system was completed in 2021. The City solicited bids from qualified contractors in the Spring of 2023 and work is anticipated to be complete during the summer of 2023.



Project Contact: Chris Pegg, Public Works Operations Manager

Estimated Construction: Fall 2022

Estimated Cumulative Prior Expenditures: \$19,055

Estimated 2022-23 Carryover: \$217,000

Total Project Funding: \$236,055

Funding Source	Carryover Funding 2022-23	Requested Funding 2023-24	Anticipated Request 2024-25	Anticipated Request 2025-26	Anticipated Request 2026-27	Anticipated Request 2027-28	5-year Total
General Fund	\$217,000	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$217,000	\$0	\$0	\$0	\$0	\$0	\$0

CREEKS & DRAINAGE CAPITAL IMPROVEMENT PROGRAM

The City's storm drain system protects the buildings, streets, and sidewalks throughout Sonoma from flooding when it rains, helping Sonoma's residents, businesses, and visitors go to work, shop, and conduct their business conveniently during all but the worst of winter storms. The storm drain system has been designed and constructed to carry rain water away from buildings, streets, and sidewalks and into the nearest creek or drainage channel as efficiently as possible. Unfortunately, the storm drain system can also carry litter, motor oil, pesticides, fertilizers, and mud from the streets and sidewalks in to local creeks, causing water pollution.

The City has implemented a Stormwater Pollution Prevention Program to minimize stormwater-related pollution to the maximum extent practicable since 2003. This program helps the City comply with stringent, costly, and largely unfunded State and Federal mandates to protect water quality in California's creeks and rivers.

The City has also identified several capital improvement projects which increase the level of flood protection provided by the storm drain system. Projects which increase flood-protection in the City's storm drain system are identified and prioritized in the 2011 Storm Drain Master Plan. The City also recognizes that State and Federal funding agencies favor flood reduction projects which have multiple benefits in addition to flood reduction.

FISCAL YEAR 2022-23 ACCOMPLISHMENTS:

- The City has continued to restore native wetland vegetation in the open channel along the First Street West frontage of Depot Park that was reconstructed in 2020.
- The City restored native vegetation and secured a permanent maintenance easement for an open drainage channel providing surface drainage for the Hayes Street area.
- The City took an active step in beginning a restoration and management plan for the St. Francis Wetland Preserve, a mitigation site built through a development agreement in 1994 to preserve 4.5 acres of vernal pool habitat which was later abandoned after it's initial failure.
- Received the environmental permits necessary to enhance the City's ditch maintenance program with the removal of sedimentation and debris.

FISCAL YEAR 2023-24 GOALS:

- The City is seeking grant funding to complete a drain improvement project identified in the City's storm drain master plan along Broadway just north of Leveroni.
- The City is seeking grant funding to develop a wetland restoration project in St. Francis Wetland.
- The City is seeking to expand the Streets to Creeks outreach and incorporate it more fully into the City's Storm water education program.

CHALLENGES:

Funding continues to be a significant challenge for creeks and drainage projects. Competitive Federal and State grant funds are available for some of the City's existing and future creeks and drainage projects. Many of the City's creeks and drainage-related efforts are already being leveraged as in-kind match for Federal and State grants that are supporting regional compliance partnerships in response to Federal and State water-quality laws. Additional funding for flood protection is occasionally available for City of Sonoma projects through the Sonoma County Flood Control Protection Zone 3A. The Sonoma County Water Agency seeks to leverage its funds as match for State or Federal grant opportunities when they become available.

CREEKS & DRAINAGE: Reducing Flooding & Protecting Water Quality

Project Name: Storm Water Trash Reduction Systems

CIP Number: CD-1

Project Description: Storm water runoff conveys significant amounts of trash to local creeks, negatively impacting water quality and wildlife. In June 2017, the State Water Resources Control Board designated 23 municipalities in the northern portion of the San Francisco Bay Area, including Sonoma, as subject to trash reduction requirements included in the Statewide Trash Amendments.

By December 1, 2018, the City was required to submit a trash reduction plan to the State Water Board. In subsequent years, trash reduction systems will need to be added to the City's storm drain network. The City will be required to retrofit its storm drain system to capture 100% of trash originating from designated priority land-uses over a ten-year period. The detailed trash reduction plan and proposed trash reduction system are being developed. Capital Improvement Program projects CD-3, if funded, would meet a portion of the City's trash reduction system requirements, and reduce the overall cost of this project.



Project Contact: Erica Warren, Environmental Compliance Analyst

Estimated Construction: 2024-2029

Estimated Cumulative Prior Expenditures: N/A

Estimated 2022-23 Carryover: \$98,400

Total Project Funding: \$984,000 (Total Cost of 10-Year Compliance Strategy)

Funding Source	Carryover Funding 2022-23	Requested Funding 2023-24	Anticipated Request 2024-25	Anticipated Request 2025-26	Anticipated Request 2026-27	Anticipated Request 2027-28	5-year Total
General Fund	\$98,400	\$0	\$98,400	\$100,000	\$100,000	\$100,000	\$398,400
Total	\$98,400	\$0	\$98,400	\$100,000	\$100,000	\$100,000	\$398,400

CREEKS & DRAINAGE: Reducing Flooding & Protecting Water Quality

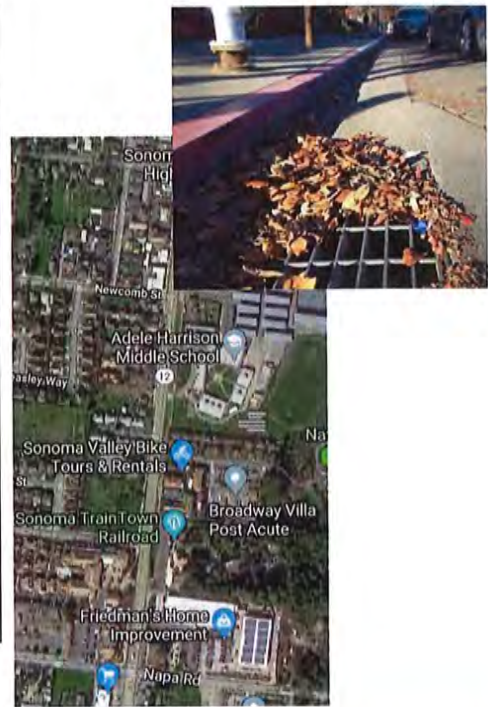
Project Name: Broadway and Leveroni Road Flood Reduction and Trash Capture Project

CIP Number: CD-3

Project Description: The Broadway/Leveroni Road area is the major southern gateway to Sonoma, but it is at risk of flooding during major storms and has documented trash and litter issues that are impacting nearby creeks.

The project reduces flooding along Broadway and surrounding areas by eliminating a constriction in the existing storm drain conduit just north of the Broadway/Leveroni Road intersection in Sonoma. This project component was identified in the 2011 Storm Drain Master Plan as Project CIP-6. In 2021, the City obtained grant funding to advance this project to 30% design, and is seeking grant funding to complete construction in 2022.

The project also removes trash from a large high-trash-generation area through installation of a large hydro-dynamic separator south of the Broadway/Leveroni Road intersection. Additionally, the project would include minor frontage improvements, including Low-Impact-Development features on the northeast and southeast corners of the intersection. These improvements would enhance pedestrian safety and provide treatment for runoff from the adjacent roadways.



Project Contact: Erica Warren, Environmental Compliance Analyst

Estimated Construction: 2024-25

Estimated Cumulative Prior Expenditures: \$27,000

Estimated 2022-23 Carryover: \$0

Total Project Funding: \$592,000

Funding Source	Carryover Funding 2022-23	Requested Funding 2023-24	Anticipated Request 2024-25	Anticipated Request 2025-26	Anticipated Request 2026-27	Anticipated Request 2027-28	5-year Total
General Fund	\$0	\$0	\$70,796	\$0	\$0	\$0	\$70,796
Grant Fund			\$494,204				\$494,204
Total	\$0	\$0	\$565,000	\$0	\$0	\$0	\$565,000



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PARKS CAPITAL IMPROVEMENT PROGRAM

The City's parks are vital to maintaining the quality of life in Sonoma. Parks contribute to the health of our citizens, and the economic and environmental well-being of our community. Daily maintenance of our urban parks is provided by City staff and a landscape contractor that performs mowing and trimming in neighborhood parks. The Sonoma Overlook Trail Stewards and the Sonoma Ecology Center care for the City's natural open space parks. Park needs that exceed the capacity of City and contract workers are included in this Capital Improvement Program (CIP).

On June 5, 2018, California voters approved the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act, known as the California Clean Water and Safe Parks Act, Proposition 68 (Prop 68), which has become a new revenue source for park related projects. The City is expected to receive \$185,015 in a one-time grant. The revenue will be allocated by the State.

In November 2018, Sonoma County voters approved "Sonoma County Parks Improvement, Water Quality and Fire Safety Measure" Measure M, a one-eighth cent sales tax that supports Sonoma County's regional and city parks. In FY 2022-23, it is estimated that the City will receive \$157,570.

Quimby Act funding (described separately in the budget documents) can be used for park acquisition and improvement of existing parks and recreational facilities that serve a proposed subdivision.

FISCAL YEAR 2022-23 ACCOMPLISHMENTS:

- Permitted, designed, and constructed the Montini connector trail between Two Goat Point and Holstein Hill Trail.
- Completed design for the Depot Park Renovation Project
- Initiated City of Sonoma Parks Needs Assessment to guide future maintenance and Improvement Projects.
- Completed a successful RFP process to hire an on-call Landscape Architect to assist the City in design of upcoming Park Improvement Projects.
- Completed large deferred maintenance tree projects at Field of Dreams and Plaza Park.

FISCAL YEAR 2023-24 GOALS:

- Initiate construction of Depot Park Enhancements project and Plaza Park Enhancement project. Plaza Park will use Parks Prop 68 Per Capita Funds and Depot Park will use Parks Measure M Funds.
- Construct Depot Park Renovation Project, anticipated for Summer 2023.
- Complete design and move forward construction elements to improve Pinelli Park, Olsen Park, and Sonoma Oaks Park using Quimby Act funds from recent subdivisions in combination with Parks Measure M and General Fund funding.

CHALLENGES:

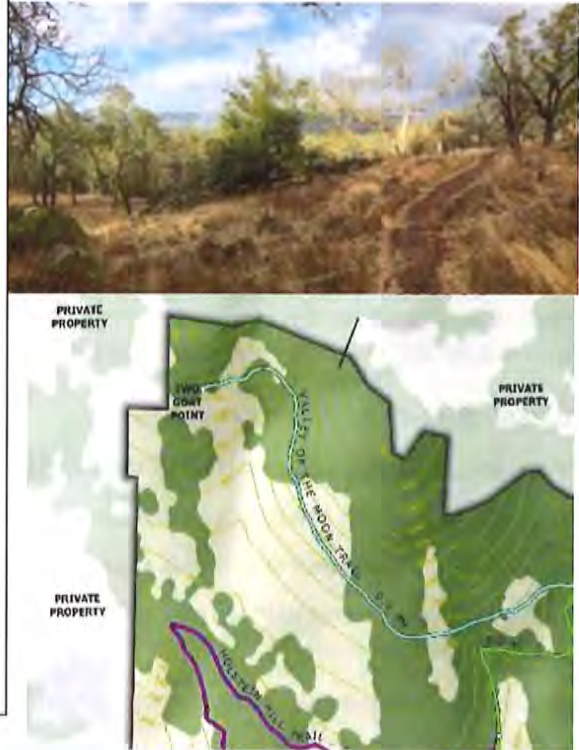
Building community consensus regarding appropriate park investments is a challenge, and this CIP includes critical plan development as a tool for successful implementation of park enhancement ideas. Funding of park projects also continues to be a challenge, as park projects are generally funded by the City's limited General Fund. With the passage of Prop 68 and Sonoma County Parks Measure M, and the availability of Quimby funding from subdivision developments, the City will be able to fund more parks related projects.

PARKS: Making Life Better

Project Name: Montini Trail Connection and Enhancement Project

CIP Number: P-6

Project Description: A new connection trail and enhancement of existing trails on the Montini Preserve will enhance the experience of hikers on the preserve and address a non-compliance issue. The 98 acre Montini Preserve was transferred from the Sonoma County Agricultural Preservation and Open Space District (SCAPOSD) to the City of Sonoma in 2014. The property features oak woodlands, grassland, and comprises the scenic backdrop to the City. A trail system was constructed prior to the transfer. One of the trails ends at Two Goat Point, with a lovely view of Sonoma Valley. Many hikers take an informal trail from the vista point to Holstein Hill trail. This informal trail brings hikers too close to the private property west of the Montini Preserve, in violation of the transfer agreement between the SCAPOSD and the City. In Fiscal Year 2020-21, project work completed a feasibility report including analysis of alignment alternatives, cost estimates, environmental and regulatory requirements and preferred trail alignment. The new connection trail between Two Goat Point and Holstein Hill Trail has been completed in the Spring of 2023. Some minor trail upgrades along the old farm road that bring the connector trail back to Holstein Hill trail will be finished in FY 23/24. Future years anticipate minor adjustment and maintenance of the established trail.



Project Contact: Anthony Navarro, Parks Supervisor

Estimated Construction: Spring 2023

Estimated Cumulative Prior Expenditures: \$179,994

Estimated 2022-23 Carryover: \$20,000

Total Project Funding: \$224,994

Funding Source	Carryover Funding 2022-23	Requested Funding 2023-24	Anticipated Request 2024-25	Anticipated Request 2025-26	Anticipated Request 2026-27	Anticipated Request 2027-28	5-year Total
General Fund	\$0	\$0	\$0	\$20,000	\$20,000		\$40,000
Quimby Act	\$20,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Total	\$20,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000

PARKS: Making Life Better

Project Name: Pinelli Park Improvement Project

CIP Number: P-7

Project Description: Pinelli Park is a 0.5 acre park located on France Street at Fourth Street East. The park includes vegetation, picnic tables and a play structure. Quimby Act funds are available for rehabilitation of Pinelli Park due to a small subdivision in proximity to this park. The Quimby Act funds are required to be committed by 2025 and must be used for rehabilitation of park and recreational facilities. Quimby Act funds cannot be used for operation and maintenance of park facilities. City staff has evaluated Pinelli Park and recommends the replacement of the sand substrate and the water feature in the playground as use of these Quimby Act funds.



Project Contact: Anthony Navarro, Parks Supervisor

Estimated Construction: Summer 2023

Estimated Cumulative Prior Expenditures: N/A

Estimated 2022-23 Carryover: \$32,755

Total Project Funding: \$32,755

Funding Source	Carryover Funding 2022-23	Requested Funding 2023-24	Anticipated Request 2024-25	Anticipated Request 2025-26	Anticipated Request 2026-27	Anticipated Request 2027-28	5-year Total
Quimby Act	\$32,755	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$32,755	\$0	\$0	\$0	\$0	\$0	\$0

PARKS: Making Life Better

Project Name: Olsen Park Improvement Project

CIP Number: P-8

Project Description: Olsen Park is a 2 acre park located on Linda Drive in northwestern Sonoma. The park includes vegetation, a basketball court, picnic tables and a play structure. Quimby Act funds are available for rehabilitation of Olsen Park due to a small subdivision in proximity to this park. The Quimby Act funds are required to be committed by 2026 and must be used for rehabilitation of park and recreational facilities. Quimby Act funds cannot be used for operation and maintenance of park facilities. City staff will evaluate Olsen Park and prioritize rehabilitation improvements to implement with the Quimby Act funds. These funds will be combined with General Fund dollars and Parks Measure M funds to rehabilitate sections of the park. In Fiscal Year 2022-23 this process will begin with public input on proposed improvements followed by design and engineering drawings to advance the project.



Project Contact: Anthony Navarro, Parks Supervisor

Estimated Construction: Summer 2023 - 2024

Estimated Cumulative Prior Expenditures: N/A

Estimated 2022-23 Carryover: \$200,166

Total Project Funding: \$315,166

Funding Source	Carryover Funding 2022-23	Requested Funding 2023-24	Anticipated Request 2024-25	Anticipated Request 2025-26	Anticipated Request 2026-27	Anticipated Request 2027-28	5-year Total
General Fund	\$0	\$15,000	\$50,000	\$0	\$0	\$0	\$65,000
Quimby Act	\$80,166	\$0	\$0	\$0	\$0	\$0	\$0
Parks for All Measure M	\$120,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Total	\$200,166	\$65,000	\$50,000	\$0	\$0	\$0	\$115,000

PARKS: Making Life Better

Project Name: Depot Park Enhancements Project

CIP Number: P-9

Project Description: The Depot Park is a 4.6 acre park that is only a block from the Historic Sonoma Plaza. The park is located adjacent to a scenic Bike Path that runs through town. The current amenities include: Picnic Tables and Barbeque Area.

The Depot Park Enhancements Project includes improvements to the bathrooms, adding two water bottle filling stations, bike parking, trash/recycling receptacles and wayfinding signage connecting all the outdoor spaces. Restroom improvements include interior and exterior painting, new doors, additional lighting and ADA accessibility. Landscape and drainage enhancements (bioretention areas) will remove pollutants in storm water runoff, protect creeks, and promote groundwater infiltration. On March 10, 2021, the Community Services and Environment Commission recommended this project for Measure M “Parks for All” funding in the FY 2021-22 budget process. “Parks for All” Measure M is a one-eighth-cent sales tax to support county and city parks for 10 years. The project will fold in a required bioretention feature offsetting impervious surface created by Chase Bridge.

Design of the improvements is complete. Construction is scheduled to begin in the Summer of 2023.



Project Contact: Oriana Hart, Public Works Administrative and Project Manager

Estimated Construction: 2022-23

Estimated Cumulative Prior Expenditures: N/A

Estimated 2022-23 Carryover: \$200,000

Total Project Funding: \$200,000

Funding Source	Carryover Funding 2022-23	Requested Funding 2023-24	Anticipated Request 2024-25	Anticipated Request 2025-26	Anticipated Request 2026-27	Anticipated Request 2027-28	5-year Total
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Parks for All Measure M	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0

PARKS: Making Life Better

Project Name: Plaza Park Enhancements Project

CIP Number: P-10

Project Description: The Plaza is the heart of Sonoma, a very popular 8-acre park with national historic landmark status.

Proposed enhancements at the Plaza may include trash/recycling receptacles, bench upgrade, bicycle parking, temporary art installation/picnic table pads, and park rules signage at entrances (since signs will no longer be on trash receptacles). The City is eligible to receive \$185,015 of Prop. 68 Per Capita funds. The Prop. 68 Per Capita funds require a 20% match of local funds. The Prop. 68 grant application package was submitted in December 2021, contract and design work is under way in FY 2021-22, project completion by December 2023, and submittal of the completion package by March 2024.



Project Contact: Oriana Hart, Public Works Project Manager

Estimated Construction: 2023

Estimated Cumulative Prior Expenditures: N/A

Estimated 2022-23 Carryover: \$185,015

Total Project Funding: \$185,015

Funding Source	Carryover Funding 2022-23	Requested Funding 2023-24	Anticipated Request 2024-25	Anticipated Request 2025-26	Anticipated Request 2026-27	Anticipated Request 2027-28	5-year Total
General Fund	\$46,254	\$0	\$0	\$0	\$0	\$0	\$0
Proposition 68: CA Parks, Environment, & Water Bond	\$ 185,015	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$185,015	\$0	\$0	\$0	\$0	\$0	\$0

PARKS: Making Life Better

Project Name: Sonoma Oaks Enhancement Project

CIP Number: P-12

Project Description: Sonoma Oaks development was established in 2000 with the Engler Park as the center. This park was initially developed with flood retention in mind and was built without a playground.

Proposed enhancements at the Sonoma Oaks may include re grading and resurfacing one corner of the park to accommodate a small sized playground as well as development of a picnic and seating area adjacent to the playground. Enhancements will require bringing portions of the park pathway up to current ADA code and will include pathway and parking improvements accordingly. Design work is under way and will continue in Fy 23-24 to fully develop the project.



Project Contact: Oriana Hart, Public Works Project Manager

Estimated Construction: 2023

Estimated Cumulative Prior Expenditures: N/A

Estimated 2022-23 Carryover: \$0

Total Project Funding: \$242,000

Funding Source	Carryover Funding 2022-23	Requested Funding 2023-24	Anticipated Request 2024-25	Anticipated Request 2025-26	Anticipated Request 2026-27	Anticipated Request 2027-28	5-year Total
General Fund	\$0	\$20,000	\$25,000	\$25,000	\$0	\$0	\$70,000
Parks for All Measure M	\$0	\$72,000	\$50,000	\$50,000	\$0	\$0	\$172,000
Total	\$0	\$92,000	\$75,000	\$75,000	\$0	\$0	\$242,000

PARKS: Making Life Better

Project Name: 5th St West Park

CIP Number: P-13

Project Description: Develop a plan for a park on the City owned parcel at 5th St West and W. MacArthur

The City of Sonoma owns the vacant parcel (0.53ac) on the corner of 5th St West and W. MacArthur which is regularly used as a construction staging area. During the City of Sonoma's Public Works recent Parks Assessment, it was highlighted that this area of the City does not have a conveniently located neighborhood park. Additionally, the City is in receipt of Park-in-Lieu fees from two nearby developments. The parcel is quite small and finding the best use of the space as a park will be unique. Initial concept designs are underway in FY 22-23 and further development as well as neighborhood outreach will continue in FY 23-24. During this fiscal year FY 23-24, Public Works is only proposing to complete a conceptual design and gain neighborhood support.



Project Contact: Oriana Hart, Public Works Project Manager

Estimated Construction: 2023

Estimated Cumulative Prior Expenditures: N/A

Estimated 2022-23 Carryover: \$0

Total Project Funding: \$375,000

Funding Source	Carryover Funding 2022-23	Requested Funding 2023-24	Anticipated Request 2024-25	Anticipated Request 2025-26	Anticipated Request 2026-27	Anticipated Request 2027-28	5-year Total
Quimby Act	\$0	\$25,000	\$150,000	\$150,000	\$50,000	\$0	\$375,000
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$25,000	\$150,000	\$150,000	\$50,000	\$0	\$375,000

TRANSPORTATION CAPITAL IMPROVEMENT PROGRAM

The City's transportation network provides a connection between different land uses, linking homes to shopping, jobs, and recreation. An efficient and integrated transportation system enables Sonoma residents to combine the benefits of small-town living with the job and recreation opportunities afforded by easy access to Sonoma Valley, Santa Rosa, Marin County, and San Francisco (per the Circulation Element of the City's General Plan). The transportation network includes facilities for pedestrians, bicyclists, transit riders, and motorists.

FISCAL YEAR 2022-23 ACCOMPLISHMENTS:

- Completed the 2022 Citywide Slurry Seal Project, which involved street surface treatment (slurry seal) for 14 street segments and 2 pathway sections.
- Received E-76 for Chase St Bridge Replacement Project. Advertised and awarded construction and construction management contracts. Construction to begin July 2023.
- Completed permitting and design of Pedestrian Safety crossings across Broadway. Construction to begin May 2023.
- Completed design for a new curb ramp at 2nd Street West and Napa Street West (SR 12). Initiated talks with Caltrans regarding their interest in constructing the 2nd Street curb improvements and other improvements along the Route 12 corridor during their Pavement Rehabilitation Project.
- Completed Fryer Creek Pedestrian Bridge project.

Pavement Preservation Investment

- Pavement structures represent one of the largest capital investments for the City. The timing of pavement maintenance is critical, as the maintenance cost increases exponentially with time. It is far more economical to preserve roads than to delay repairs and reconstruct roads. As of March of 2022, the City's Pavement Condition Index (PCI) is 69.
- Received P-TAP 24 Grant funds to continue technical assistance to reevaluate the City's streets following the 2022 Citywide Slurry Seal Project as well as 2023 Citywide Pavement Preservation Project.

FISCAL YEAR 2023-24 GOALS:

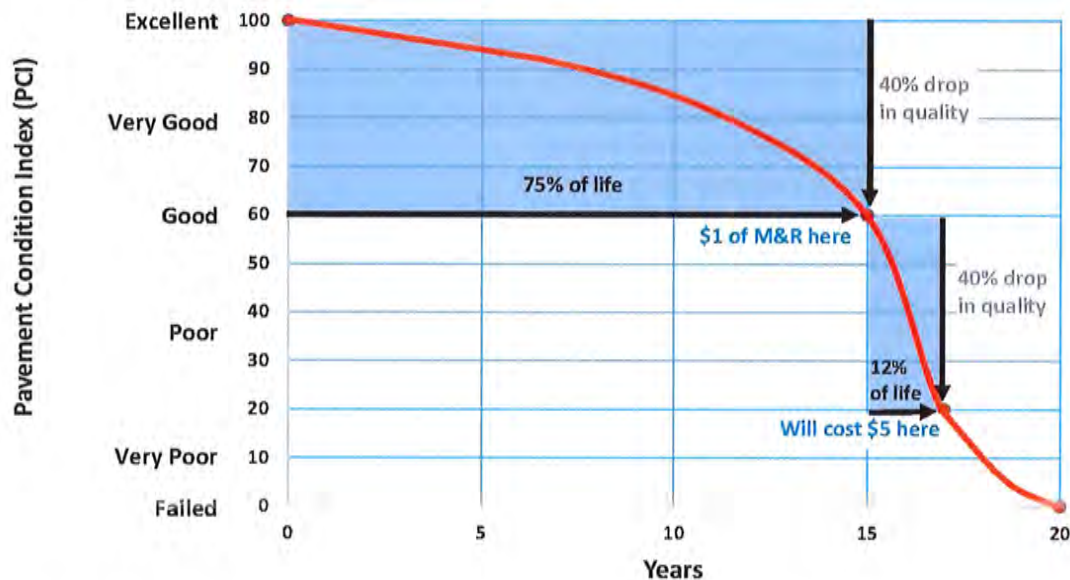
Transportation Safety

- The City's sidewalk system is a vital component of the transportation network. To help ensure the City's sidewalks are open and accessible to all persons, the City has been conducting a phased annual sidewalk inspection and repair program to minimize potential trip hazards caused by cracked and damaged sidewalks.
Goal: Continue annual work and review/update City sidewalk program
- In 2018, the City completed the Systemic Safety Analysis Report (SSAR), which provides cost-effective countermeasures to improve roadway safety for pedestrians, bicyclists, and motorists.
Goal: Continue to implement safety measures recommended by the SSAR, including development of conceptual plans to improve Fifth Street West between Curtin Lane and West Spain Street.
- Design of a new (replacement) curb ramp at 2nd Street West and Napa Street West (SR 12) has been completed.
Goal: Construction of a new curb ramp at 2nd Street West and Napa Street West (SR 12) as part of pavement rehabilitation project.

TRANSPORTATION: Keeping Sonoma Moving Safely

- Initiated design and cost discussions for Safety improvements on 5th Street West crossing at Studley Street and 5th Street West and the bike path between Linda Drive and Lasuen St/Claudia Dr.
Goal: Approve or reject design costs, if approved determine feasibility of initial design and construction costs for Safety improvements on 5th Street West crossing at Studley Street and 5th Street West and the bike path between Linda Drive and Lasuen St/Claudia Dr.
- The City's existing timber bridge at the Chase Street crossing over Nathanson Creek, constructed in 1910, is structurally deficient. This Capital Improvement Program (CIP) is a federally grant-funded project. The replacement of this bridge is necessary so that people can continue to safely cross Nathanson Creek along Chase Street. The new bridge has been designed to improve safety for pedestrians, bicyclists, and motorists on Chase Street.
Goal: Complete construction of the Chase St Bridge Replacement Project.

Pavement Life Cycle



Pavement Preservation Investment

- Pavement structures represent one of the largest capital investments for the City. The timing of pavement maintenance is critical, as the maintenance cost increases exponentially with time. It is far more economical to preserve roads than to delay repairs and reconstruct roads. This CIP continues the City's commitment to keeping the City's streets and multi-use pathways in a safe and functional condition for multi-modal circulation. As of March 2022, the City's Pavement Condition Index (PCI) was 69.
Goal: Advance the 2024 Slurry Seal project and complete in Fall of 2023 as 2023 Pavement Preservation Project.

Transportation Enhancements

This CIP includes three projects that would improve the experience of getting around in Sonoma.

- The Broadway (SR12) Pedestrian Safety Project will improve the safety of pedestrians crossing Broadway at four locations.

TRANSPORTATION: Keeping Sonoma Moving Safely

Goal: *With approval from Caltrans, implement effective safety measures at Patten, France/Andrieux, Malet, and Traintown vicinity pedestrian crossings of Broadway.*

- The Downtown Sonoma Parking Strategy and Implementation Project will address existing and future needs and better prepare the City to respond to downtown development proposals.

Goal: *Casa Grande parking lot lease, public engagement, and City Council adoption of a Downtown Sonoma Parking Strategy, bicycle parking, designated drop off parking and review of ADA parking.*

CHALLENGES:

Funding continues to be a significant challenge for transportation projects especially due to the setback from the COVID Pandemic. The increased funding from the Road Maintenance and Rehabilitation Account will help to slow the decline in the City's pavement condition. Increased numbers of residents, businesses, and visitors put demands on all of the City's multi-modal transportation network. Funds are needed to maintain existing transportation infrastructure and to improve transportation networks for pedestrians, bicyclists, transit riders, and motorists. Existing local funds dedicated to transportation purposes are not sufficient to meet the needs. Federal and State grant funds are available for some of the City's existing and future transportation projects. These grants come with complex regulations that are very time-consuming to learn and follow. The City's limited staff needs assistance from a consultant with specialty grant expertise to successfully manage existing grant-funded projects and to seek additional grants to meet the community's need for an efficient and integrated transportation system throughout the City.

TRANSPORTATION: Keeping Sonoma Moving Safely

Project Name: Chase Street Bridge Replacement Project

CIP Number: T-1

Project Description: The City's existing bridge at the Chase Street crossing over Nathanson Creek is structurally deficient and functionally obsolete, based on the California Department of Transportation (Caltrans) Bridge Inspection Reports that the City receives annually. Constructed in 1910, the Chase Street Bridge is located between Broadway and Austin Avenue. The bridge is a 23-foot wide, 24-foot long two-lane timber stringer structure with steel planks and asphalt concrete paved deck. The Chase Street Bridge Replacement Project (project) will replace the existing structurally deficient bridge with a single-span, 53-foot wide, 30-foot long concrete bridge with 12-foot high abutments.

The City has been approved to receive Highway Bridge Program (HBP) grant funding in the amount of \$2,310,345 for the replacement of the existing bridge. This is a federal grant administered by Caltrans. The funding covers approximately 88.53% (reimbursement rate) of the cost of the engineering phase (including environmental), the right-of-way phase, and the construction phase. The City has completed the engineering and right-of-way phases to date. The project is received clearance to move forward with construction in April 2023 and is anticipated to start construction July 1, 2023.



Project Contact: Oriana Hart, Public Works Administrative and Project Manager

Estimated Construction: Summer 2023

Estimated Cumulative Prior Expenditures: \$972,434

Estimated 2022-23 Carryover: \$424,448

Total Estimated Project Funding: \$4,672,492

Funding Source	Carryover Funding 2022-23	Requested Funding 2023-24	Anticipated Request 2024-25	Anticipated Request 2025-26	Anticipated Request 2026-27	Anticipated Request 2027-28	5-year Total
Gas Taxes	\$ 288,713	\$0	\$0	\$0	\$0	\$0	\$0
Transportation Measure M	\$135,735	\$0	\$0	\$0	\$0	\$0	\$0
Grants Fund (reimbursed by HBP federal grant)		\$3,275,610	\$0				\$3,275,610
Total	\$ 424,448	\$3,275,610	\$0	\$0	\$0	\$0	\$3,275,610

TRANSPORTATION: Keeping Sonoma Moving Safely

Project Name: Biennial Slurry Seal Projects

CIP Number: T-3

Project Description: The biennial slurry seal projects are a part of the City’s commitment to keeping the City’s streets and multi-use pathways in a safe and functional condition for multi-modal circulation. The City maintains approximately 34 centerline miles of paved streets and 4 centerline miles of multi-use pathways. Maintaining pavements on the citywide system involves complex decisions about how and when to apply treatments to keep pavement performance operating cost at reasonable levels. The City’s Pavement Management Program (PMP) is updated on a regular basis to document and track pavement conditions. The PMP is utilized to conduct responsive preventative maintenance decisions on every other year, including examining the Pavement Condition Index (PCI), roadway classification, and/or pathway use and external factors.

The purpose of the biennial slurry seal projects is to extend service life of streets and pathways in “Good” condition or above (PCI ≥ 70). Project treatments include Type II slurry seal, microsurfacing, cap seal and crack seal. These projects are expected to utilize Road Maintenance and Rehabilitation Account (RMRA) funding received from Senate Bill 1: The Road Repair and Accountability Act of 2017 for slurry seal on roadways (estimated \$250,000 per year) and City general funds for slurry seal on multi-use pathways and for design.



MTC P-TAP Round 18

Final Report for
City of Sonoma, California

Project Contact: Oriana Hart, Public Works Administrative and Project Manager

Estimated Construction: Every other year during Late Spring/Summer/Early Fall

Estimated Cumulative Prior Expenditures: N/A

Estimated 2022-23 Carryover: \$ 53,434

Total Project Funding: Ongoing – Biennial Project

Funding Source	Carryover Funding 2022-23	Requested Funding 2023-24	Anticipated Request 2024-25	Anticipated Request 2025-26	Anticipated Request 2026-27	Anticipated Request 2027-28	5-year Total
SB 1: RMRA Funding	\$ 53,434	\$350,000	\$290,000	\$250,000	\$250,000	\$250,000	\$1,390,000
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$ 53,434	\$350,000	\$290,000	\$250,000	\$250,000	\$250,000	\$1,390,000

TRANSPORTATION: Keeping Sonoma Moving Safely

Project Name: Citywide Sidewalk Inspection & Repair Program

CIP Number: T-4

Project Description: This project continues annual sidewalk inspection and repair, implementing the City's phased program. The City's sidewalk system is a vital component of the public infrastructure. The California Streets and Highway Code 5610 et seq. and the City of Sonoma Municipal Code Chapter 12.12 require that owners of lots, or portions of lots, fronting on any portion of a public street shall maintain any sidewalk in such conditions that the sidewalk will not endanger persons or property, and will not interfere with the public's use of those areas.

To help ensure the City's sidewalks are open and accessible to all persons, the City Council adopted the Sidewalk Trip Hazard Repair Policy (Policy) in October 2013. This Policy was intended to use a multi-phased approach to minimize potential trip hazards caused by cracked and damaged sidewalks. The Policy's implementation program includes eleven inspection and repair phases. The City has completed Phases 1 through 11. The program will continue with a maintenance phase as well as homeowner matching assistance to complete repairs. The City entered into an On-Call concrete contract in February 2023 under which City staff will work with a concrete company to repair identified hazards.



Project Contact: Oriana Hart, Public Works Administrative and Project Manager

Estimated Construction: Annually during Fall/Spring

Estimated Cumulative Prior Expenditures: N/A

Estimated 2022-23 Carryover: N/A

Total Project Funding: Ongoing – Annual Project

Funding Source	Carryover Funding 2022-23	Requested Funding 2023-24	Anticipated Request 2024-25	Anticipated Request 2025-26	Anticipated Request 2026-27	Anticipated Request 2027-28	5-year Total
General Fund	\$0	\$125,000	\$50,000	\$60,000	\$60,000	\$60,000	\$355,000
Total	\$0	\$125,000	\$50,000	\$60,000	\$60,000	\$60,000	\$355,000

TRANSPORTATION: Keeping Sonoma Moving Safely

Project Name: Ongoing Pavement Rehabilitation and Water Services Replacement Projects

CIP Number: T-5

Project Description: The ongoing pavement rehabilitation and water services replacement projects are a part of the City's commitment to keeping the City's streets and multi-use pathways in a safe and functional condition for multi-modal circulation. The process of flexible (asphalt) pavement rehabilitation involves prioritization of pavements in need of rehabilitation utilizing the City's Pavement Management Plan (PMP); development of feasible rehabilitation strategies; and selection of the most cost effective strategy given a set of constraints including service life, life-cycle costs, and other utilities and budgetary considerations.

The City's pavement rehabilitation portion of the projects will involve milling and resurfacing of the existing pavement to mitigate against the effects of rutting, cracking, and other distresses and will include, at a minimum, accessibility upgrades to pedestrian curb ramps, crosswalks, signage, and pavement markings. The project will include water services replacement as needed. These ongoing projects are expected to utilize a combination of funding sources including, but not limited to, Transportation Measure M sales tax, gas taxes, and City General Fund.



MTC P-TAP Round 18

Final Report for
City of Sonoma, California

Project Contact: Oriana Hart, Public Works Administrative and Project Manager

Estimated Construction: Ongoing, during Summer/Early Fall

Estimated Cumulative Prior Expenditures: N/A

Estimated 2022-23 Carryover: N/A

Total Project Funding: Ongoing project

Funding Source	Carryover Funding 2022-23	Requested Funding 2023-24	Anticipated Request 2024-25	Anticipated Request 2025-26	Anticipated Request 2026-27	Anticipated Request 2027-28	5-year Total
General Fund	\$50,000	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$200,000
Gas Taxes	\$0	\$300,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,100,000
Transportation Measure M	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Total	\$ 50,000	\$ 400,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,400,000

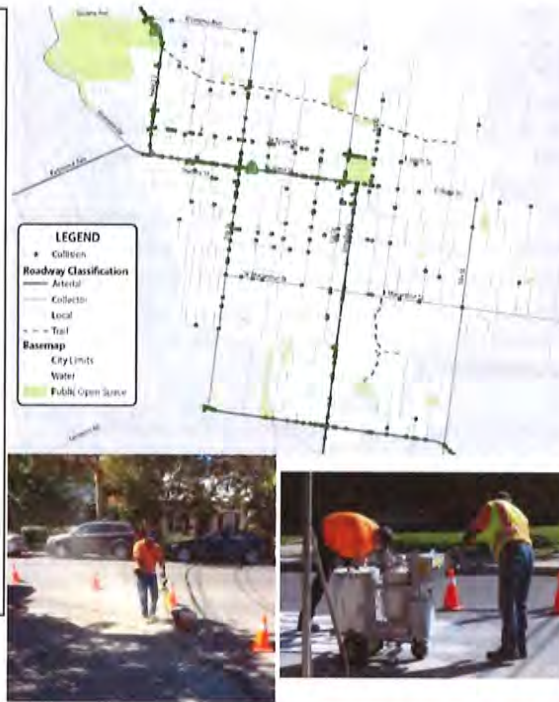
TRANSPORTATION: Keeping Sonoma Moving Safely

Project Name: Citywide Roadway Safety Improvement Projects

CIP Number: T-6

Project Description: On December 17, 2018, the City Council accepted the City's Systemic Safety Analysis Report (SSAR). The SSAR provides cost-effective countermeasures to improve roadway safety within the City. The SSAR revealed seven systemic roadway safety issues including school area safety, collisions at unsignalized crossings, left-turn collisions at signalized intersections, unsafe vehicle speed, driving or bicycling under the influence of alcohol or drugs, collisions involving motor vehicles and fixed objects, and collisions between motor vehicles and cyclists.

City staff is implementing some of the short-term projects identified in the SSAR, which includes infrastructure improvements (e.g. object markers and signs). Over the next few years, City staff is planning to continue with the medium-term projects, including: implementing Class II bike lanes, reconstructing intersections, implementing enhanced crosswalks, and others as identified in the SSAR. Project funding will also allow staff to respond to new safety issues that arise in Sonoma. In FY 23/34 City staff will move forward the design for the crossing at Studley and Fifth St West.



Project Contact: Oriana Hart, Public Works Administrative and Project Manager

Estimated Construction: N/A – Annual Project

Estimated Cumulative Prior Expenditures: N/A

Estimated 2022-23 Carryover: \$ 20,836

Total Project Funding: Ongoing

Funding Source	Carryover Funding 2022-23	Requested Funding 2023-24	Anticipated Request 2024-25	Anticipated Request 2025-26	Anticipated Request 2026-27	Anticipated Request 2027-28	5-year Total
General Fund	\$20,836	\$0	\$0	\$0	\$0	\$0	\$0
Gas Taxes	\$0	\$150,000	\$200,000	\$200,000	\$200,000	\$200,000	\$950,000
Total	\$ 20,836	\$150,000	\$200,000	\$200,000	\$200,000	\$200,000	\$950,000

TRANSPORTATION: Keeping Sonoma Moving Safely

Project Name: Ongoing Pavement Rehabilitation and Water Services Replacement Projects

CIP Number: T-7

Project Description: The Broadway St / Napa Rd (Hwy 12) corridor is the doorway and main focal point of most traffic through the City of Sonoma. This project would develop a aesthetically pleasing street scape along the corridor including increased street trees to provide shade as well as benches along the walkways for resting. Initial steps this fiscal year will be to conceptualize a design for the project and determine appropriate locations, and potentially develop a test location along the Hwy 12 corridor.



Project Contact: Oriana Hart, Public Works Administrative and Project Manager

Estimated Construction: Ongoing, during Summer/Early Fall

Estimated Cumulative Prior Expenditures: N/A

Estimated 2022-23 Carryover: N/A

Total Project Funding: \$ 320,000

Funding Source	Carryover Funding 2022-23	Requested Funding 2023-24	Anticipated Request 2024-25	Anticipated Request 2025-26	Anticipated Request 2026-27	Anticipated Request 2027-28	5-year Total
General Fund	\$0	\$20,000	\$50,000	\$100,000	\$100,000	\$50,000	\$320,000
Total	\$ -	\$ 20,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ 50,000	\$ 320,000

TRANSPORTATION: Keeping Sonoma Moving Safely

Project Name: Broadway (SR 12) Pedestrian Safety Project

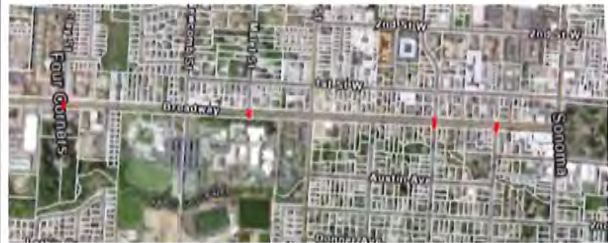
CIP Number: T-10

Project Description: State Route (SR) 12 is the “Main Street” within the City of Sonoma and surrounding communities, with significant vehicular and pedestrian traffic. The City’s General Plan Circulation Element identifies future roadway network improvements, with the objective to minimize needed improvements while promoting alternatives to automobile use. The Circulation Element recommends reducing the width of Broadway from MacArthur Street to West Napa Street. This segment of Broadway currently includes five lanes (two in each direction with a center turn lane). Based on projected traffic volumes, a single travel lane in each direction would be expected to function acceptably. This improvement was completed in FY 21/22.

In FY 22/23, this project is proposed to continue with visible enhanced pedestrian crossings to increase pedestrian safety at marked. Proposed pedestrian safety improvements include: Rapid Flashing Beacons.

- Patten Street
- France/Andrieux Sts
- Malet St
- Clay St

Design and permitting has been completed with anticipated



Project Contact: Michael Berger, Public Works Director

Estimated Construction: 2023

Estimated Cumulative Prior Expenditures: \$150,000

Estimated 2022-23 Carryover: \$ -

Total Project Funding: \$ 200,000

Funding Source	Carryover Funding 2022-23	Requested Funding 2023-24	Anticipated Request 2024-25	Anticipated Request 2025-26	Anticipated Request 2026-27	Anticipated Request 2027-28	5-year Total
General Fund	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Total	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000

WATER CAPITAL IMPROVEMENT PROGRAM

As described in the 2018 Water Master Plan Update, the Sonoma community relies on the City to deliver high quality, dependable water for drinking, cooking, cleaning dishes, hygiene, landscaping, operating restaurants, hotels and other businesses, as well as dozens of other uses each and every day. People also rely on the City to deliver water that the Sonoma Valley Fire & Rescue Authority needs to protect the lives, homes, and properties of the residents, visitors, and business owners in Sonoma and the surrounding area.

The Water Utility Capital Improvement Program undertakes major projects that renew, replace, or augment the water system infrastructure. This infrastructure includes 3 City-owned tanks with a combined storage capacity of 5.5 million gallons, 7 production wells and appurtenant treatment facilities, 2 pump stations with a combined 140 horsepower maximum output, 56 miles of water main ranging from 8" to 14" in diameter, 513 fire hydrants, and approximately 4500 service connections.

Typical capital improvement projects include replacing aging water mains and appurtenances (e.g. tees, crosses, couplers, saddles, valves), neighborhood-scale water service replacement projects, renewing tank coatings and corrosion control systems, replacing well or pump station equipment, replacing Supervisory Control and Data Acquisition (SCADA) systems and equipment, a site or building improvements for well and pump station buildings (e.g. replacing roofs or electrical systems).

FISCAL YEAR 2022-23 ACCOMPLISHMENTS:

- Advertised and awarded 2023 Water Rate Study
- Advertised and awarded Capital Improvement Project W13, Well No 1 Vault Cover and Air Exchange.

FISCAL YEAR 2023-24 GOALS:

- Complete construction of Capital Improvement Project W13, Well No 1 Vault Cover and Air Exchange.
- Complete 2023 Water Rate Analysis
- Initiate and complete Capital Improvement Project W17, 3rd St West Main Line Replacement.

CHALLENGES:

Water Capital Improvement Program challenges include limited staff resources to implement projects, evolving groundwater regulations, and lack of data regarding the condition of existing water facilities.

WATER: Providing High Quality, Dependable Water

Project Name: Water System Condition Data – Phase 2

CIP Number: W-2

Project Description: This project will update the City's Geographic Information System (GIS) database further after Condition Data – Phase 1 (see CIP #W-1) adds information for pipe material and age. For Phase 2, factors to update into the database include the following: record drawings, pipe material details (i.e., class number or ASTM specifications), leak history, previous acoustic sounding information, data from a condition assessment of Asbestos Cement (AC) pipes, and preventative maintenance records.

This project also includes the improvement of the City's Computerized Maintenance and Monitoring System (CMMS) for water activities. Planned outcomes for the CMMS effort include use of in-field computers to run an application that displays the GIS data and allows City operations staff to relate each of their maintenance or repair activities to a specific asset from GIS. The CMMS application will facilitate simultaneous multi-user read/write access to the water system database using industry-standard Relational Database Management System software.

This project was recommended for implementation in the City's approved 2018 Water Master Plan Update.



Project Contact: Mike Brett, Water Conservation Coordinator & Erica Warren, Environmental Compliance Analyst

Estimated Initiation: 2023

Estimated Cumulative Prior Expenditures:

Estimated 2022-23 Carryover: \$ 145,680

Total Project Funding: Ongoing

Funding Source	Carryover Funding 2022-23	Requested Funding 2023-24	Anticipated Request 2024-25	Anticipated Request 2025-26	Anticipated Request 2026-27	Anticipated Request 2027-28	5-year Total
Water Fund	\$145,680	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$ 145,680	\$0	\$0	\$0	\$0	\$0	\$0

WATER: Providing High Quality, Dependable Water

Project Name: Urban Water Management Plan and Minor Water Master Plan Update
CIP Number: W-8

Project Description: An Urban Water Management Plan (UWMP) is required every five years. The 2025 UWMP will replace the City's 2020 UWMP. The purpose of the UWMP is to evaluate whether the City can meet the water demands of its customers as projected over a 20- or 25-year planning horizon. Any municipal water supplier serving over 3,000 connections or 3,000 acre-feet per year is required to prepare a UWMP every five years under the California Urban Water Management Planning Act.

As part of a Water Master Plan Update, the City will need to incorporate water system projects that the City has completed since the current date, revise water supply and demand data consistent with the 2020 UWMP, and identify proposed water system improvement projects for inclusion in the City's Capital Improvement Program (CIP).



Project Contact: Terrance Erickson, Water Supervisor

Estimated Completion: (Ongoing)

Estimated Cumulative Prior Expenditures: N/A

Estimated 2022-23 Carryover: \$ 63,941

Total Project Funding: Ongoing

Funding Source	Carryover Funding 2022-23	Requested Funding 2023-24	Anticipated Request 2024-25	Anticipated Request 2025-26	Anticipated Request 2026-27	Anticipated Request 2027-28	5-year Total
Water Fund	\$63,941	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$ 63,941	\$0	\$0	\$0	\$0	\$0	\$0

WATER: Providing High Quality, Dependable Water

Project Name: Water Meter System Upgrades

CIP Number: W-10

Project Description: Currently, the City uses mechanical meters, which are read once a month using a drive-by automatic meter reading system. The objectives for replacing the existing hybrid-mechanical system with Advanced Metering Infrastructure (AMI) are to: cost-effectively enhance customer service, improve water savings, and provide near real-time water usage data to the City's water customers. AMI would improve water system operations and provide faster leak detection throughout the water distribution system.

An initial feasibility assessment and draft Request for Proposals has been developed. The AMI project needs long-term City water staff to be successful. After completion of the Water Supervisor recruitment process, the AMI project can move forward.



Project Contact: Terrance Erickson, Water Supervisor

Estimated Construction: 2024-25

Estimated Cumulative Prior Expenditures: \$40,658

Estimated 2022-23 Carryover: \$0.00

Total Project Funding: \$3,640,658

Funding Source	Carryover Funding 2022-23	Requested Funding 2023-24	Anticipated Request 2024-25	Anticipated Request 2025-26	Anticipated Request 2026-27	Anticipated Request 2027-28	5-year Total
Water Fund	\$0	\$0	\$1,300,000	\$1,000,000	\$1,000,000	\$0	\$3,300,000
Grant Fund		\$0	\$300,000	\$0	\$0	\$0	\$300,000
Total	\$0.00	\$0	\$1,600,000	\$1,000,000	\$1,000,000	\$0	\$3,600,000

WATER: Providing High Quality, Dependable Water

Project Name: Well No. 1 Vault Cover and Air Exchange Improvements

CIP Number: W-13

Project Description: Well No. 1 is the oldest and highest-producing drinking-water production well owned and operated by the City of Sonoma. City Maintenance Workers must enter the Well No. 1 vault regularly to maintain drinking water disinfection equipment. The following mechanical, structural, and electrical design improvements to the vault would mitigate some confined space entry hazards, as well as the back, hand, and/or foot injury hazards associated with regular vault access:

- 1.) A new traffic-rated double-door vault lid to provide a minimum clear opening of 5 feet x 5 feet for access
- 2.) A new permanently-installed forced-air ventilation system
- 3.) New potable water disinfection equipment that will reduce the frequency with which maintenance staff must enter the underground vault.

Design was completed in FY2021-22. Construction will proceed in FY2022-23.



Project Contact: Chris Pegg, Public Works Operations Manager

Estimated Construction: 2022-23

Estimated Cumulative Prior Expenditures: \$80,000

Estimated 2022-23 Carryover: \$125,000.00

Total Project Funding: \$255,000

Funding Source	Carryover Funding 2022-23	Requested Funding 2023-24	Anticipated Request 2024-25	Anticipated Request 2025-26	Anticipated Request 2026-27	Anticipated Request 2027-28	5-year Total
Water Fund	\$125,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Total	\$125,000.00	\$50,000	\$0	\$0	\$0	\$0	\$50,000

WATER: Providing High Quality, Dependable Water

Project Name: 3rd St West Main Replacement/Vallejo Home Main Replacement
CIP Number: W-17

Project Description: This project would replace an 8" steel water main owned and operated by the City which passes through the Vallejo Home State Park.



Project Contact: Chris Pegg, Public Works Operations Manager

Estimated Construction: Fall 2025

Estimated Cumulative Prior Expenditures: \$0

Estimated 2022-23 Carryover: \$0.00

Total Project Funding: \$350,000

Funding Source	Carryover Funding 2022-23	Requested Funding 2023-24	Anticipated Request 2024-25	Anticipated Request 2025-26	Anticipated Request 2026-27	Anticipated Request 2027-28	5-year Total
Water Fund	\$0	\$350,000	\$0	\$0	\$0	\$0	\$350,000
Total	\$0.00	\$350,000	\$0	\$0	\$0	\$0	\$350,000

GLOSSARY OF FINANCIAL AND BUDGET TERMS



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CITY OF SONOMA

GLOSSARY OF FINANCIAL AND BUDGET TERMS

Accounts Payable: Amounts owed by the City to external entities for goods and services received.

Accounts Receivable: Amounts due to the City from external entities for goods and services furnished.

Accrual: Accrual is an accounting method that records revenues and expenses when they are incurred, regardless of when cash is exchanged.

Adopted Budget: Appropriations adopted through resolution by the City Council.

Adoption: Formal action by the City Council, which sets the spending path for the fiscal year.

Amended Budget: The current budget adopted by the City Council, in addition to Council-approved modifications authorized throughout the year.

Agency Funds: Also known as Fiduciary Fund types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. The fiduciary funds used by the City include the Successor Agency Funds.

Appropriation: An authorization made by the City Council, which permits the City to incur obligations and to make expenditures of resources. The authorization lapses at fiscal yearend.

Appropriation Limitation: Imposed by Propositions 4 and 111, creates a restriction on the amount of revenue which can be appropriated in any fiscal year. The Limit is based on actual appropriations during the 1978-79 fiscal year and is increased each year using the growth of population and inflation. Not all revenues are restricted by the limit; only those which are referred to as "proceeds of taxes." Some examples of proceeds of taxes are sales tax, property tax, and business license tax.

Assessed Valuation: A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, the County for the secured and unsecured property tax rolls establishes assessed value; the utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. Proposition 13 also modified the value of real taxable property for fiscal year 1979 by rolling back values to fiscal 1976 levels. From this basis of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations and is subject to annual reappraisal. Property taxes for general purposes cannot exceed 1% of assessed value.

Asset: Resources owned or held by the City that have monetary value.

Audit: Prepared by an independent certified public accountant (CPA), the primary objective of an audit is to determine if the City's financial statements present fairly the City's financial position and results of

operations in conformity with generally accepted accounting principles. In conjunction with their performance of an audit, it is customary for an independent auditor to issue a Management Letter stating the adequacy of the City's internal controls, as well as recommending improvements to the City's financial management practices.

Balance Sheet: A statement presenting the financial position of an entity by disclosing its assets, liabilities, and fund equities as of a specific date.

Bond: An interest-bearing or discounted government security that obligates the issuer to pay the bondholder(s) specified sums of money at regular intervals and to repay the principal of the loan at maturity. Bonds are used to finance large capital projects such as buildings, streets, utility infrastructure, and bridges.

Bond Proceeds: The funds received from the issuance of bonds.

Budget: A financial plan for a specified period of time that matches planned revenues and expenditures to municipal services, goals and objectives.

Budget Amendment: The City Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption by majority vote. The City Manager has the authority to approve administrative adjustments to the budget as long as those changes are to transfer appropriations from one line item to another within a departmental/activity budget.

Budget Calendar: The schedule of budget preparations, hearings and adoption of an annual budget.

Budget Policies: General and specific guidelines that govern financial plan preparation and administration.

Budgetary Basis: This refers to the form of accounting used throughout the budget process. These generally take one of three forms: GAAP, cash, modified accrual, or some type of statutory form.

California Environmental Quality Act (CEQA): A state law mandating environmental review of most public and private projects.

CalPERS: The California Public Employees' Retirement System. CalPERS provides retirement and health benefits to public employees, retirees, their families, and employers.

California Public Employee's Pension Reform Act (PEPRA): Act signed into law by Governor Jerry Brown for all public employers in the state that mandates new, lower benefit pension formulas for employees hired after December 31, 2012, with the goal of reducing pension costs over time.

California Society of Municipal Finance Officers (CSMFO): Statewide association for finance professionals in California cities, special districts, and counties, as well as commercial finance professionals, such as brokers, bankers, auditors, and specialized financial consultants. CSMFO offers a variety of professional training programs for its members.

Capital Assets: Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure and all other tangible and intangible assets that are used in operations and have useful lives extending beyond a single reporting

period. Capital assets are not physically consumed by their use, though their economic usefulness typically declines over time.

Capital Budget: Program for financing long-term outlays for construction or major repairs of facilities, buildings, and infrastructure.

Capital Improvements: Construction or major repair of city facilities, buildings, and infrastructure.

Capital Outlay: The acquisition costs of equipment with a value greater than \$5,000 for non-infrastructure capital assets and \$25,000 for infrastructure capital assets and a useful life of five years or more used in providing direct services.

Capital Improvement Plan (CIP): A five-year plan providing for maintaining or replacing existing public facilities and assets and for building or acquiring new ones.

Cash Basis: A basis of accounting in which transactions are recognized only when cash is increased or decreased.

Debt Service: The costs of paying the principal and interest on borrowed money according to a predetermined schedule.

Debt Service Funds: Funds used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.

Department: A major organizational unit of the City, which has been assigned overall management responsibility for an operation, or a group of related operations within a functional area.

Depreciation: Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

Division: A functional unit within a department.

Encumbrance: The commitment of appropriated funds to purchase an item or service in the future.

Enterprise Funds: The fund type is used to account for operations that are financed and operated in a manner similar to private sector enterprises and it is the intent of the City that the costs of providing goods or services to the general public be financed or recovered primarily through user charges. The City accounts for the Cemetery and Water operations as Enterprise Funds.

Expenditures: The outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. Note: An encumbrance is not an expenditure; and encumbrance reserves funds to be expended.

Fiscal Year (FY): A time period designated by the city signifying the beginning and ending period for recording financial transactions. The City of Sonoma has specified July 1 to June 30 as its fiscal year.

Full-Time Equivalent (FTE): The conversion of permanent, part-time, or temporary positions to a decimal equivalent of a permanent, full-time position based on an annual amount of 2,080 hours worked.

Fund: An accounting entity with a self-balancing set of accounts recording financial resources and transactions for specific activities.

Fund Balance: Also known as financial position, fund balance for governmental fund types is the excess of fund assets over liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses.

Gann Appropriation Limit: A State of California mandated appropriation limit imposed on local jurisdictions.

General Fund: The primary operating fund of the City, all revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. With the exception of subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate government purpose. The General Fund accounts for tax and other general-purpose revenues, e.g., sales taxes, property taxes, fines and forfeitures, investment income, etc., and records the transactions of general governmental services, e.g., police, parks and recreation, public works, planning, etc.

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

General Obligation (GO) Bonds: Debt that is a general obligation of the city, primarily financed through property tax assessment.

Government Finance Officers Association (GFOA): Organization established to promote and enhance the professional management of governments for the public benefit by identifying and developing financial policies and practices and promoting them through education, training, and leadership.

Governmental Accounting Standards Board (GASB): Organization established to improve standards of generally accepted accounting principles (GAAP) used by state and local governments.

Governmental Funds: Governmental Funds are used to account for most of the City's general government activities.

Grant: A contribution by a government or other organization to provide funding for a specific project. Grants can either be classified as capital projects or operational, depending on the grantee.

Interdepartmental Charges: Accounts for the reimbursement of the cost of services provided by Internal Service Fund programs to other programs and departments.

Internal Service Funds: Used to finance and account for goods and services provided by one City department to other city departments.

Joint Powers Authority (JPA): A unit of local government, authorized under the state Government Code, created to jointly administer a shared power, under the terms of a joint exercise of powers agreement adopted by the member agencies.

Liability: Debt or other legal obligations arising out of past transactions that will be liquidated, renewed, or refunded at some future date.

Line Item Budget: A budget that lists detailed expenditure categories (salary, materials, supplies, operations, etc.) separately, along with the amount budgeted for each specified category. The City uses a line item detail to maintain and record for financial reporting and control purposes.

Materials & Supplies: The costs of utilities, materials and supplies, services, fuel, and other non-labor costs.

Memorandum of Understanding (MOU): A document detailing the results of labor negotiations between the City and its various bargaining units.

Modified Accrual Basis of Accounting: The basis of accounting under which revenues are recognized when measurable and available to pay liabilities. Expenditures are recognized when the liability is incurred, except for interest on long term debt, which is recognized when due, and the noncurrent portion of accrued vacation and sick leave, which is recoded in general long-term debt.

Municipal Code: A collection of laws, rules, and regulations that apply to the City and its citizens.

National Pollution Discharge Elimination System (NPDES): Federally mandated program with the goal of reducing the discharge of pollutants into creeks.

Objective: A specific statement describing a result to be achieved in support of a department's purpose.

Operating Budget: A financial plan used to allocate resources among program operations, which lists an estimate of required expenditures and the means of financing them for the fiscal year.

Ordinance: A formal legislative enactment by the City Council.

Other Post-Employment Benefits (OPEB): Post-employment benefits that an employee will begin to receive when the employee retires.

Outstanding Encumbrance: The money allocated for payment of goods/services ordered but not yet received within the fiscal year at a given point in time.

Performance Measure: Data collected to determine how effective or efficient a program is in delivering services.

Personnel: Reflects total full-time, part-time, and temporary budgeted positions, expressed as full-time equivalents. (Example: Two half-time positions equal one full-time equivalent.)

Pension Obligation Bonds (POB): Debt incurred by the City to pay its unfunded accrued liability with the California Public Employees Retirement System.

Previous Actual: Audited revenues and appropriations for prior fiscal year(s).

Prior Year Encumbrances: Money set aside from last year's budget to pay for items or services ordered during that year but received in the subsequent fiscal year. The encumbrance is removed when the items or services are received and paid for.

Program: An activity or group of similar activities organized as a sub-unit of a department for planning, and performance measurement purposes.

Projected Actual: Estimate of revenues and appropriations for the fiscal year just ended, prior to the final accounting and external audit.

Purpose or Mission: A broad statement of the goals, in terms of meeting public service needs, that a department is organized to achieve.

Reserve: An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose or designated by Council and is, therefore, not available for general appropriation.

Resolution: A special order of the City Council that requires less formality than an ordinance.

Resources: Total dollars available for appropriations including estimated revenues, fund transfers, and beginning fund balances.

Retained Earnings: The proprietary fund equivalent of accumulated equity. Working capital (current assets, less current liabilities) can be used to finance budgetary expenditures for proprietary funds (Internal Service and Enterprise Funds).

Revenues: The historical and estimated yield of taxes and other sources of income that a governmental unit collects and receives for public use.

Special Revenue Funds: This fund type is used to account for the proceeds of specific revenue sources (other than trusts or capital funds) that are legally restricted to expenditures for specific purposes.

Subventions: Revenues collected by the State (or other level of government), which are allocated to the City on a formula basis. The major subventions received by the City of Sonoma from the State of California include motor vehicle in-lieu and gasoline taxes.

Successor Agency: An agency that is authorized by law to accept and maintain the legal title, custody, and dominion of records that were created by the former redevelopment agencies. All redevelopment agencies were eliminated by the State of California in 2011.

Tax Allocation Bonds (TAB): Debt issued by the former redevelopment agency to pay an obligation incurred by the Agency under an owner participation agreement.

Taxes: Compulsory charges levied by government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does this term include charges for services rendered only to those paying such charges.

Transfers In/Out: Amounts transferred from one fund to another fund to assist in financing the services for the recipient fund.

Unfunded Accrued Liability (UAL): The excess of the Actuarial Accrued Liability (AAL) over the Actuarial Value of Assets (AVA). The UAL can derive from three sources: unfunded past Normal costs, actuarial gains, and losses (differences between actuarial assumptions and actual experience), and changes to the level of benefits promised.

User Charges/Fees: The payment of a fee for direct receipt of a public service by the party that benefits from the service.

Working Capital: Current assets, less current liabilities.

Year to Date (YTD): Total expenses incurred since the beginning of the current fiscal year to a specific date (example: October YTD refers to expenses incurred from July 1st to October 31st).



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APPROPRIATIONS (GANN) LIMIT



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APPROPRIATIONS (GANN) LIMIT

Propositions 4, also known as the Gann initiative, was approved by California voters in 1979 and was revised by Proposition 111 in 1990. These propositions, now Article XIII B of the California Constitution, require public agencies to adopt an annual appropriations limit. Appropriations that are subject to this limit (generally, appropriations from proceeds of taxes) may not, with certain exceptions, exceed the appropriations limit.

The appropriations limit is based on a city's actual appropriations in FY 1978-79, adjusted in each subsequent year by a population factor and cost of living factor. The population factor is the greater percentage change of the city population or the county population. The State of California Department of Finance provides this data on an annual basis.

For purposes of the cost of living factor, Proposition 111 added to Article XIII B: "Change in the cost of living for an entity of local government, other than a school district or a community college district, shall be either (A) the percentage change in California per capita personal income from the preceding year, OR (B) the percentage change in the local assessment roll from the preceding year for the jurisdiction due to the addition of local non-residential new construction, whichever is greater." The local assessment roll is the assessed valuation of the jurisdiction.

The change in the appropriations limit is calculated annually by staff from the information provided by the State of California Department of Finance and the percentage change in assessed valuation due to non-residential new construction provided by HdL, the City's Property Tax consultant. After the annual appropriations limit is calculated, the appropriations that are subject to the limit are determined. The appropriations limit only applies to appropriations that are funded from proceeds of taxes.

The Fiscal Year 2023-24 appropriations limit was calculated using the Statewide Per Capita Person Income increase of 4.44 percent and the City-wide population decrease of -1.18 percent. The formula uses a combined adjustment of these two factors which results in the prior year appropriations limit being increased by 3.03 percent.

Using this percentage, the City of Sonoma's appropriations limit increased \$853,341 to \$27,453,757. Appropriations that are subject to the limit are \$18,407,302, so the City is well under the appropriation limit by \$9,046,456. Details of the computations are presented in the following resolution.

City of Sonoma

RESOLUTION # 50 -2023

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONOMA ESTABLISHING THE APPROPRIATIONS LIMIT FOR THE FISCAL YEAR 2023-24

WHEREAS, Article XIII B of the California Constitution provides that the total annual Appropriations Subject to Limit of each governmental entity, including this city, shall not exceed the Appropriations Limit of such entity of government, as determined by adjusting the prior fiscal year Appropriations Limit by the greater of the changes in city or county population, combined with the greater of the change in California per capita personal income or the change in the local assessment roll due to the addition of local non-residential construction; and

WHEREAS, pursuant to said Article XIII B of said California Constitution and Section 7900 et seq., of the California Government Code, the City is required to set its Appropriations Limit annually; and

WHEREAS, the Assistant City Manager of the City of Sonoma has interpreted the technical provisions of said Article XIII B computations and has caused the numbers upon which the City's Appropriation limit is based to be calculated; and

WHEREAS, the Fiscal Year 2023-24 Appropriations Limit is calculated using the following:

- The State of California per capital personal income increase determined by the California Department of Finance for the calendar year 2023, 4.44%; and
- The City of Sonoma population decrease for the calendar year 2023 as determined by the California Department of Finance, -1.18%.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Sonoma that:

1. The annual adjustment factors used to calculate the Fiscal Year 2023-24 Appropriations Limit shall be the change in the State of California per capital personal income increase of 4.44% and the City of Sonoma population increase of -1.18%.
2. The new Appropriations Limit for Fiscal Year 2023-24 shall be and is hereby set in the amount of \$27,453,757.
3. The Fiscal Year 2023-24 Adopted Budget appropriations subject to the Appropriations Limit is \$18,407,302.

PASSED AND ADOPTED, by the City Council of the City of Sonoma at their regular meeting held on the 19th day of July 2023, by the following roll call vote:

AYES: GURNEY, WELLANDER, DING, FARRAR-RIVAS, LOWE

NOES:

ABSENT:

ABSTAIN:


Sandra Lowe, Mayor


Rebekah Barr, MMC, City Clerk

ATTEST:

APPROPRIATION LIMIT WORKSHEET

For the Year Ending June 30, 2024

Calculation of Spending Limit

	Percent Change	Amount
Appropriations limit for fiscal year ended June 30, 2023		\$26,600,416
Adjustment factors:		
Inflation Factor	1.0444	
Population Factor	0.9882	
Combined Factor		x 1.0321
Appropriations limit for fiscal year ending June 30, 2024		\$27,453,757

Appropriations in Fiscal Year 2023-24 Compared to Limit

Proceeds from Taxes	\$18,749,249
Less Exclusions (Fed Mandates, Qualified Capital Outlay and Debt Service):	(\$341,947)
FY 2023-24 Appropriations Subject to Limit	\$18,407,302
FY 2023-24 Appropriations Limit	\$27,453,757
Under/(Over) Fiscal Year 2023-24 Appropriations Limit	\$9,046,456

Proposition 4 establishes a formula limiting expenditures to the "proceeds of taxes" and is adjusted each year for inflation and population growth.



May 2023

Gavin Newsom ■ Governor
1021 O Street, Suite 3110 ■ Sacramento CA 95814 ■ www.dof.ca.gov

Dear Fiscal Officer:

Subject: Price Factor and Population Information**Appropriations Limit**

California Revenue and Taxation Code section 2227 requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2023, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2023-24. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2023-24 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. Finance will certify the higher estimate to the State Controller by June 1, 2023.

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

JOE SPEPHENSHAW
Director
By:

Erika Li
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2023-24 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2023-24	4.44

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2023-24 appropriation limit.

2023-24:

Per Capita Cost of Living Change = 4.44 percent
 Population Change = -0.35 percent

Per Capita Cost of Living converted to a ratio:	$\frac{4.44 + 100}{100} = 1.0444$
Population converted to a ratio:	$\frac{-0.35 + 100}{100} = 0.9965$
Calculation of factor for FY 2023-24:	$1.0444 \times 0.9965 = 1.0407$

Fiscal Year 2023-24

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Sonoma				
Cloverdale	-0.92	8,869	8,787	8,787
Colati	-0.67	7,410	7,360	7,360
Healdsburg	-0.72	10,993	10,914	10,914
Petaluma	-0.39	58,552	58,321	58,321
Rohnert Park	-0.02	43,701	43,693	43,693
Santa Rosa	-0.47	175,351	174,523	174,523
Sebastopol	-1.14	7,433	7,348	7,348
Sonoma	-1.18	10,804	10,677	10,677
Windsor	-1.07	25,836	25,560	25,560
Unincorporated	-0.58	130,783	130,026	130,991
County Total	-0.53	479,732	477,209	478,174

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



THE CITY OF SONOMA NONRESIDENTIAL NEW CONSTRUCTION

2021/22 TO 2022/23 TAX YEARS - IN PARCEL NUMBER ORDER

Parcel	Use Category	Owner	Prior Year Improvements	Current Year Improvements	Percent Change
018-202-071-000	Commercial	Bradley Robert Paul Trust	188,342	459,000	+ 143.7%
018-221-017-000	Commercial	Bronze Age Llc	114,326	1,963,768	+ 1,617.7%
018-222-017-000	Recreational	Sonoma Community Center Inc	193,963	321,764	+ 65.9%
018-251-050-000	Commercial	Northwest Dealerco Holdings Llc	110,148	115,944	+ 5.3%
018-790-007-000	Commercial	Jodis American Music Hall Llc	261,265	275,254	+ 5.4%
018-790-009-000	Commercial	Bazzani Gary	162,279	171,898	+ 5.9%
127-141-011-000	Commercial	Cachita Llc	2,541,785	2,897,103	+ 14.0%
127-202-037-000	Commercial	Sonoma Valley Community Health Cente	4,604,780	4,764,550	+ 3.5%
8 Parcels Listed			8,176,888	10,969,281	+ 34.1%

This calculation reflects the 2022/23 increase in taxable values for this city due to non-residential new construction as a percentage of the total taxable value Increase (as of the 2022/23 lien year roll date). This percentage may be used as an alternative to the change in California per-capita personal income for calculating a taxing agency's annual adjustment of its Appropriation Limit pursuant to Article XIII B of the State Constitution as Amended by Proposition 111 in June, 1990.

Total Change in Non-Residential Valuation Due to New Development	2,792,393
Less Automatic 2.000% Assessors's Inflation Adjustment	-163,538
<u>Actual Change in Non-Residential Valuation</u>	<u>2,628,855</u>
Change in Total Assessed Value	207,211,061
= Alternate 2023/24 Appropriations Limit Factor	1.27%

Includes taxable primary parcels with known nonresidential use codes, no prior lien year transfers, and improvement value increases greater than 2.0%
Change in Total Assessed Value is the assessed value change of the locally assessed secured and unsecured tax rolls.

Data Source: Sonoma County Assessor 2022/23 Secured Tax Rolls

Prepared On 3/29/2023 By MV

This report is not to be used in support of debt issuance or continuing disclosure statements without the written consent of HdL, Coren & Cone



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FISCAL YEAR 2023-24 BUDGET RESOLUTIONS

**Operating Budget Resolution
Capital Improvement Program Resolution
Authorized Positions Resolution**



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City of Sonoma

RESOLUTION # 45 -2023
SA RESOLUTION # 2 -2023

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONOMA AND THE SUCCESSOR AGENCY OF THE FORMER SONOMA COMMUNITY DEVELOPMENT AGENCY ADOPTING THE FISCAL YEAR 2023-24 CITY OF SONOMA OPERATING BUDGET; APPROVING COMMUNITY FUND PROGRAMMING; AND AUTHORIZING THE CITY MANAGER, OR HIS DESIGNEE TO EXECUTE TASK ORDERS FOR CITY ENGINEERING SERVICES WITH CIP CONSULTANTS

WHEREAS, the City Manager presented on May 30, 2023, to the City Council, the proposed budget for fiscal year (FY) 2023-24, including estimated revenues and recommended appropriations for operations and capital; and

WHEREAS, the City Council of the City of Sonoma has held duly noticed special meetings to review, and provide opportunity for and receive public comments, regarding the proposed fiscal year 2023-24 budget, including appropriations for authorized positions by department; and

WHEREAS, the Supplemental Report, that was presented as part of the agenda packet for this meeting provides an executive summary of the proposed budget.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sonoma hereby:

1. Approves the total Operating Budget of \$42,924,319 submitted by the City Manager as set forth in Attachment A, which is attached hereto and by this reference made a part hereof, is hereby adopted as the total operating budget of the City of Sonoma for fiscal year 2023-24.
2. Allocates an amount equal to one-quarter of the one percent of the budgeted general fund expenditures, not to exceed \$25,000, to the Public Art Fund for FY 2023-24 in compliance with Ordinance No. 04-2009; provided that the City Council maintains discretion to waive or reduce this annual allocation if the City's financial situation does not allow for the funding to be set aside, which the Council may do by budget adjustment via resolution under the terms of Ordinance No. 04-2009.
3. Finds that the proposed budget provides funding for the City's non-profit recreation partners in the Community Activities budget in Attachment A.
4. Authorizes the City Manager, or designee, to execute task orders for City Engineering Services with GHD, Inc. and any future selected contract engineering firms, consistent with the FY 2023-24 Operating and Capital Budget for the City of Sonoma.

PASSED AND ADOPTED, at a Regular Meeting of the City of Sonoma City Council on this 21st day of June 2023, by the following roll call vote:

AYES: FARRAR-RIVAS, GURNEY, WELLANDER, DING, LOWE
NOES:
ABSTAIN:
ABSENT:


Sandra Lowe, Mayor

ATTEST:

Rebekah Barr, MMC, City Clerk

CITY OF SONOMA / SUCCESSOR AGENCY
 OPERATING, CAPITAL PROJECTS, ENTERPRISE, SPECIAL REVENUE, INTERNAL SERVICE, DEBT SERVICE AND AGENCY FUNDS
 FY 2023-24 ALL FUNDS EXPENSE

Expenditure Category	FY 23-24 Budget	Expenditure Category	FY 23-24 Budget
GENERAL FUND:		SPECIAL REVENUE FUNDS:	
City Council (41001)	\$ 153,023	Public, Educational & Govt PEG (202)	\$ 59,061
City Clerk (41002)	\$ 393,433	C.O.P.S. Grant (217)	\$ 102,100
City Manager (41003)	\$ 1,314,858	Gas Tax (302)	\$ 510,000
Finance (41004)	\$ 801,131	SB-1 Road Maintenance (303)	\$ 350,000
Legal Services (41005)	\$ 337,914	Transportation Measure M (313)	\$ 130,000
Police (42101)	\$ 6,499,239	Parks-In-Lieu/Quimby Act (314)	\$ 50,000
Fire/EMS (42201)	\$ 7,789,458	Parks Measure M (315)	\$ 157,000
Public Works Admin (43020)	\$ 536,512	Parks-Proposition 68 (316)	\$ 185,015
Public Works Streets (43022)	\$ 1,081,664	EMS Equipment Replacement (521)	\$ -
Public Works Parks (43023)	\$ 1,428,277	Grants Restricted (630)	
Planning (43030)	\$ 1,270,847	Pool Scholarship (715)	\$ 25,000
Building (43040)	\$ 1,019,840	Housing Trust Fund (732)	\$ -
Community Activities (43101)	\$ 930,926	Intergovernmental Transfer IGT (796)	\$ 861,800
Successor Agency (43199)	\$ 205,251	SVFRA (798)	\$ -
Non-Departmental (43200)	\$ 771,335	Cemetery Endowment (504)	\$ 50,000
Emergency Response (43201)	\$ -	INTERNAL SERVICE FUNDS:	
Subtotal General Fund	\$ 24,533,708	Management Information Systems (601)	\$ 542,393
General Fund Transfer Out (43999)	\$ 833,749	Vehicle Replacement (603)	\$ 536,000
Total General Fund	\$ 25,367,457	Long Term Building Maintenance (610)	\$ 305,000
CAPITAL PROJECTS:		DEBT SERVICE FUNDS:	
Streets/Transp/Drainage Capital Projs (301)	\$ 3,470,610	CREBS (495)	\$ 41,749
Parks & Facilities Capital Projects (304)	\$ 85,000	POB (498)	\$ -
Water Utility - Capital Projects (512)	\$ 400,000	AGENCY FUNDS:	
ENTERPRISE FUNDS:		Successor Agency RPPTF-ROPS (391)	\$ 2,630,652
Cemetery (501)	\$ 509,533	TOTAL OPERATING & CAPITAL PROJECTS:	\$42,924,319
Water Utility Operating (510)	\$ 6,555,950		

City of Sonoma

RESOLUTION # 46-2023

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONOMA ADOPTING THE 2023-28 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM; AND AUTHORIZING CAPITAL PROJECT FUNDS APPROPRIATED AND UNSPENT IN FISCAL YEAR 2022-23 TO BE ROLLED INTO THE FISCAL YEAR 2023-24 BUDGET

WHEREAS, City staff has prepared a Capital Improvement Program, designed to serve as both a financial and project planning document; and

WHEREAS, on May 30, 2023, the proposed budget was presented for fiscal year 2023-24, including estimated revenues and recommended appropriations for operations and capital; and

WHEREAS, on May 30, 2023, the City Council held a duly noticed special meeting to review, and provide opportunity for and receive public comments, regarding the proposed fiscal year 2023-24 budget, including appropriations for authorized positions by department; and

WHEREAS, the City Council also desires to accommodate a process for the carryover of unspent FY 2022-23 capital project funds where work and expenditures will continue in the FY 2023-24;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sonoma hereby:

1. Adopts the City of Sonoma 2023-28 Five-year Capital Improvement Program as summarized in the attached Attachment A and incorporated into the FY 2023-24 Operating and Capital Budget for the City of Sonoma.
2. The Capital Project Funds Appropriated and Unspent in FY 2022-23 (estimated at \$1,792,929) will be rolled into the FY 2023-24 Capital Improvement Plan Budget.

PASSED AND ADOPTED, at a Regular Meeting of the City of Sonoma City Council on this 21st day of June 2023, by the following roll call vote:

AYES: FARRAR-RIVAS, GURNEY, WELLANDER, DING, LOWE

NOES:

ABSTAIN:

ABSENT:


Sandra Lowe, Mayor

ATTEST:


Rebekah Barr, MMC, City Clerk

ATTACHMENT A

Capital Improvement Program Fiscal Years 2023-28								
CIP #	Project Name	Carryover Funding	FY 2023-24 Request	FY 2024-25 Request	FY 2025-26 Request	FY 2026-27 Request	FY 2027-28 Request	5-Year Total
BUILDINGS & FACILITIES: Maintaining Critical Assets								
BF-2	Public Works Safety and Facility Security at Corporation Yard	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
	SUBTOTAL	\$217,000	\$50,000	\$220,000	\$125,000	\$125,000	\$125,000	\$645,000
CREEKS & DRAINAGE: Reducing Flooding and Protecting Water Quality								
CD-3	Broadway and Leveroni Road Flood Reduction and Trash Capture Project	\$0	\$365,000	\$200,000	\$0	\$0	\$0	\$565,000
	SUBTOTAL	\$98,400	\$365,000	\$298,400	\$100,000	\$100,000	\$100,000	\$963,400
PARKS: Making Life Better								
P-6	Montini Trail Connection and Enhancement Project	\$20,000	\$25,000	\$20,000	\$20,000	\$0	\$0	\$65,000
P-8	Olsen Park Improvement Project	\$200,166	\$65,000	\$50,000	\$0	\$0	\$0	\$115,000
P-12	Sonoma Oaks Enhancements Project	\$0	\$92,000	\$75,000	\$75,000	\$0	\$0	\$242,000
P-13	Fifth St West Park	\$0	\$25,000	\$150,000	\$150,000	\$50,000	\$0	\$375,000
	SUBTOTAL	\$684,190	\$207,000	\$295,000	\$245,000	\$50,000	\$0	\$797,000
TRANSPORTATION: Keeping Sonoma Moving Safely								
T-1	Chase Street Bridge Replacement Project	\$334,448	\$3,275,610	\$0	\$0	\$0	\$0	\$3,275,610
T-3	Biennial Slurry Seal Projects	\$53,434	\$350,000	\$290,000	\$250,000	\$250,000	\$250,000	\$1,390,000
T-4	Citywide Sidewalk Inspection and Repair Program	\$0	\$125,000	\$50,000	\$60,000	\$60,000	\$60,000	\$355,000
T-5	Ongoing Pavement Rehabilitation and Water Services Replacement Projects	\$50,000	\$400,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,400,000
T-6	Citywide Roadway Safety Improvement Projects	\$20,836	\$150,000	\$200,000	\$200,000	\$200,000	\$200,000	\$950,000
T-7	Broadway (SR 12) Streetscape Enhancement	\$0	\$20,000	\$50,000	\$100,000	\$100,000	\$50,000	\$320,000
T-10	Broadway Pedestrian Crossings	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
	SUBTOTAL	\$458,718	\$4,370,610	\$840,000	\$860,000	\$860,000	\$810,000	\$7,740,610
WATER: Providing High Quality, Dependable Water								
W-13	Well No. 1 Vault Cover and Air Exchange Improvements	\$125,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
W-17	3th St West Main Replacement	\$0	\$350,000	\$0	\$0	\$0	\$0	\$350,000
	SUBTOTAL	\$934,621	\$400,000	\$1,650,000	\$1,250,000	\$1,375,000	\$0	\$4,625,000
	FUND TOTAL	\$1,792,929	\$5,392,610	\$3,903,400	\$2,580,000	\$2,460,000	\$1,035,000	\$14,771,010

Indicate Grant Funds

City of Sonoma

RESOLUTION # 47-2023

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONOMA ESTABLISHING THE LIST OF AUTHORIZED POSITIONS

WHEREAS, on May 30, 2023, the proposed budget was presented for fiscal year 2023-24, including estimated revenues and recommended appropriations for operations and capital; and

WHEREAS, on May 30, 2023, the City Council held a duly noticed special meeting to review, and provide opportunity for and receive public comments, regarding the proposed fiscal year 2023-24 budget, including appropriations for authorized positions by department; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sonoma does hereby approve the authorized positions as depicted in the attached Attachment A.

PASSED AND ADOPTED, at a Regular Meeting of the City of Sonoma City Council on this 21st day of June 2023, by the following roll call vote:

AYES: **FARRAR-RIVAS, GURNEY, WELLANDER, DING, LOWE**
NOES:
ABSTAIN:
ABSENT:



Sandra Lowe, Mayor

ATTEST:


Rebekah Barr, MMC, City Clerk

**City of Sonoma FY 2023-24 Budget
Position Allocation Listing by Department**

	Adopted Budget Authorized Personnel FY 21/22	Adopted Budget Authorized Personnel FY 22/23	Proposed Budget Authorized Personnel FY 23/24	Annual Step A (1 FTE)	Annual Step E (1 FTE)
City Manager's Office/Administrative Services					
City Manager	1.00	1.00	1.00	contract	\$ 241,900
Assistant City Mgr/Admin Svcs Director	1.00	1.00	0.00	\$ 155,598	\$ 189,130
Finance Director	0.00	0.00	1.00	\$ 149,657	\$ 181,909
Deputy Finance Director	1.00	1.00	0.00	\$ 145,024	\$ 176,277
Assistant to the City Manager	0.00	1.00	1.00	\$ 114,584	\$ 139,277
City Clerk	1.00	1.00	1.00	\$ 114,584	\$ 139,277
Human Resources Manager	1.00	1.00	1.00	\$ 114,584	\$ 139,277
Senior Management Analyst - Community Activities	1.00	1.00	1.00	\$ 109,127	\$ 132,644
Senior Management Analyst - PIO	0.50	0.50	1.00	\$ 109,127	\$ 132,644
Accountant	1.00	1.00	1.00	\$ 91,036	\$ 110,655
Accounting Technician	2.00	2.00	2.00	\$ 72,303	\$ 87,885
Deputy City Clerk	0.00	0.00	1.00	\$ 79,773	\$ 96,965
Management Analyst	1.00	1.00	0.00	\$ 72,303	\$ 87,885
Administrative Assistant	2.00	1.00	1.00	\$ 66,143	\$ 80,397
	<u>12.50</u>	<u>12.50</u>	<u>12.00</u>		
Community Development (Planning and Building Depts)					
Community Development Director	0.00	0.00	1.00	\$ 166,128	\$ 201,929
Planning & Community Svcs Director	1.00	1.00	0.00	\$ 160,742	\$ 195,383
Development Svcs Director/Building Official	1.00	1.00	1.00	\$ 149,657	\$ 181,909
Senior Planner	1.00	0.00	1.00	\$ 104,167	\$ 126,615
Associate Planner	1.00	2.00	1.00	\$ 101,107	\$ 122,896
Plans Examiner	1.00	1.00	1.00	\$ 99,557	\$ 121,013
Building Inspector	1.00	1.00	1.00	\$ 92,352	\$ 112,255
Development Svcs Supervisor	1.00	1.00	1.00	\$ 76,071	\$ 92,464
Administrative Assistant	1.00	0.00	1.00	\$ 66,143	\$ 80,397
Permit Technician	0.00	1.00	1.00	\$ 59,529	\$ 72,358
PT Sustainability Coordinator	0.50	0.50	0.50	\$ 85,563	\$ 104,003
	<u>8.50</u>	<u>8.50</u>	<u>9.50</u>		
Police and Fire (excludes contract services staff)					
Administrative Assistant (Police)	1.00	1.00	1.00	\$ 66,143	\$ 80,397
	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>		
Public Works					
Public Works Director/City Engineer	1.00	1.00	1.00	\$ 171,158	\$ 208,043
Public Works Operations Manager	1.00	1.00	1.00	\$ 116,763	\$ 141,927
Public Works Administrative & Project Manager	1.00	1.00	1.00	\$ 99,206	\$ 120,585
Environmental Compliance Analyst	1.00	1.00	1.00	\$ 85,624	\$ 104,076
Engineering Technician	0.00	0.00	1.00	\$ 72,528	\$ 88,158
Administrative Assistant	1.00	1.00	1.00	\$ 66,143	\$ 80,397
Water Supervisor	1.00	1.00	1.00	\$ 87,577	\$ 106,450
Senior Maintenance Worker - Water	1.00	1.00	1.00	\$ 72,528	\$ 88,158
Maintenance Worker I - Water			2.00	\$ 59,940	\$ 72,858
Maintenance Worker II - Water	3.00	3.00	1.00	\$ 65,934	\$ 80,144
Streets Supervisor	1.00	1.00	1.00	\$ 83,408	\$ 101,383
Senior Maintenance Worker - Streets	0.00	0.00	1.00	\$ 72,528	\$ 88,158
Maintenance Worker I - Streets	2.00	2.00	1.00	\$ 59,940	\$ 72,858
Maintenance Worker II - Streets	2.00	2.00	2.00	\$ 65,934	\$ 80,144
Parks Supervisor	1.00	1.00	1.00	\$ 83,408	\$ 101,383
Senior Maintenance Worker - Cemeteries	1.00	1.00	1.00	\$ 72,528	\$ 88,158
Maintenance Worker I - Parks	0.00	0.00	2.00	\$ 59,940	\$ 72,858
Maintenance Worker II - Parks	3.00	3.00	2.00	\$ 65,934	\$ 80,144
Parks Worker PT (2 positions, 0.5 FTE each)	1.00	1.00	0.00	\$ 40,231	\$ 40,231
	<u>21.00</u>	<u>21.00</u>	<u>22.00</u>		
Total Budgeted Staffing (Full Time Equivalent)	<u>43.00</u>	<u>43.00</u>	<u>44.50</u>		

NOTE: Some positions are charged to multiple departments; these are listed in the department where the largest percentage is charged.

CITY OF SONOMA
Effective July 15, 2023
Assignments of Classifications to the Salary Schedule

		Monthly					Annual					Updated
		A	B	C	D	E	A	B	C	D	E	
General												
General	Accounting Technician I	6,025	6,326	6,643	6,975	7,324	72,303	75,918	79,714	83,700	87,885	7/6/2023
General	Administrative Assistant (Misc)	5,512	5,787	6,077	6,381	6,700	66,143	69,450	72,922	76,568	80,397	7/6/2023
General	Administrative Assistant (Police)	5,512	5,787	6,077	6,381	6,700	66,143	69,450	72,922	76,568	80,397	7/6/2023
General	Administrative Assistant (PW)	5,512	5,787	6,077	6,381	6,700	66,143	69,450	72,922	76,568	80,397	7/6/2023
General ***	Administrative Clerk (Police)	4,688	4,922	5,168	5,427	5,698	56,252	59,065	62,018	65,119	68,375	7/6/2023
General ***	Assistant Planner	7,195	7,492	7,807	8,260	8,673	85,624	89,905	94,400	99,120	104,076	7/6/2023
General	Associate Planner	8,426	8,847	9,289	9,754	10,241	101,107	106,163	111,471	117,044	122,896	7/6/2023
General ***	Building Inspector I	6,999	7,349	7,716	8,102	8,507	83,988	88,187	92,597	97,227	102,088	7/6/2023
General	Building Inspector II	7,696	8,081	8,485	8,909	9,355	92,352	96,970	101,819	106,909	112,255	7/6/2023
General	Deputy City Clerk	6,648	6,980	7,329	7,696	8,080	79,773	83,762	87,950	92,348	96,965	7/6/2023
General	Development Services Supervisor	6,339	6,656	6,989	7,338	7,705	76,071	79,874	83,868	88,061	92,464	7/6/2023
General	Engineering Tech I	6,044	6,346	6,664	6,997	7,347	72,528	76,154	79,962	83,960	88,158	7/6/2023
General	Engineering Tech II	6,648	6,980	7,329	7,696	8,080	79,773	83,762	87,950	92,348	96,965	7/6/2023
General	Environmental Compliance Analyst	7,135	7,492	7,867	8,260	8,673	85,624	89,905	94,400	99,120	104,076	7/6/2023
General	Maintenance Worker I (Parks)	4,995	5,245	5,507	5,782	6,072	59,940	62,938	66,084	69,389	72,858	7/6/2023
General	Maintenance Worker I (Streets)	4,995	5,245	5,507	5,782	6,072	59,940	62,938	66,084	69,389	72,858	7/6/2023
General	Maintenance Worker I (Water)	4,995	5,245	5,507	5,782	6,072	59,940	62,938	66,084	69,389	72,858	7/6/2023
General	Maintenance Worker II (Parks)	5,495	5,769	6,058	6,361	6,679	65,934	69,231	72,693	76,327	80,144	7/6/2023
General	Maintenance Worker II (Streets)	5,495	5,769	6,058	6,361	6,679	65,934	69,231	72,693	76,327	80,144	7/6/2023
General	Maintenance Worker II (Water)	5,495	5,769	6,058	6,361	6,679	65,934	69,231	72,693	76,327	80,144	7/6/2023
General ***	Management Analyst	6,025	6,326	6,643	6,975	7,324	72,303	75,918	79,714	83,700	87,885	7/6/2023
General	Permit Technician I	4,961	5,209	5,469	5,743	6,030	59,529	62,505	65,631	68,912	72,358	7/6/2023
General ***	Permit Technician II	5,512	5,787	6,077	6,381	6,700	66,143	69,450	72,922	76,568	80,397	7/6/2023
General	Public Works Supervisor (Parks)	8,296	8,711	9,147	9,604	10,084	99,557	104,535	109,762	115,250	121,013	7/6/2023
General	Public Works Supervisor (Streets)	6,951	7,298	7,663	8,046	8,449	83,408	87,578	91,957	96,555	101,383	7/6/2023
General	Public Works Supervisor (Water)	6,951	7,298	7,663	8,046	8,449	83,408	87,578	91,957	96,555	101,383	7/6/2023
General	Senior Maintenance Worker (Cemetery)	6,044	6,346	6,664	6,997	7,347	72,528	76,154	79,962	83,960	88,158	7/6/2023
General	Senior Maintenance Worker (Water)	6,044	6,346	6,664	6,997	7,347	72,528	76,154	79,962	83,960	88,158	7/6/2023
General	Water Supervisor	7,298	7,663	8,046	8,448	8,871	87,577	91,956	96,554	101,381	106,450	7/6/2023
Administrative/Management												
Management	Accountant	7,586	7,966	8,364	8,782	9,221	91,036	95,588	100,367	105,386	110,655	7/6/2023
Management ***	Accounting Manager	8,960	9,408	9,879	10,372	10,891	107,921	112,897	118,142	124,669	130,693	7/6/2023
Management ***	Assistant City Manager/Administrative Services Dir	12,066	13,615	14,296	15,010	15,761	155,598	163,378	171,546	180,124	189,130	7/6/2023
Management	Assistant to City Manager	9,549	10,026	10,527	11,054	11,606	114,584	120,313	126,328	132,645	139,277	7/6/2023
Management	Building Official	10,227	10,788	11,275	11,839	12,431	122,720	128,856	135,299	142,064	149,167	7/6/2023
Management	City Clerk	9,549	10,026	10,527	11,054	11,606	114,584	120,313	126,328	132,645	139,277	7/6/2023
Management ***	Community Development Director	13,844	14,536	15,263	16,026	16,827	166,128	174,434	183,156	192,313	201,929	7/6/2023
Management ***	Deputy Finance Director	12,085	12,690	13,324	13,990	14,690	145,024	152,275	159,889	167,883	176,277	7/6/2023
Management	Development Services Director / Building Official	12,471	13,095	13,750	14,437	15,159	149,657	157,140	164,997	173,246	181,909	7/6/2023
Management	Finance Director	12,471	13,095	13,750	14,437	15,159	149,657	157,140	164,997	173,246	181,909	7/6/2023
Management	Human Resources Manager	9,549	10,026	10,527	11,054	11,606	114,584	120,313	126,328	132,645	139,277	7/6/2023
Management ***	Planning and Community Services Director	13,995	14,065	14,768	15,507	16,282	160,742	168,780	177,219	186,079	195,381	7/6/2023
Management	Public Works Administrative and Project Manager	8,267	8,680	9,115	9,570	10,049	99,206	104,166	109,374	114,843	120,585	7/6/2023
Management	Public Works Director / Engineer	14,263	14,976	15,725	16,511	17,337	171,158	179,716	188,701	198,136	208,043	7/6/2023
Management	Public Works Operations Manager	9,730	10,217	10,728	11,264	11,827	116,763	122,602	128,732	135,168	141,927	7/6/2023
Management	Senior Management Analyst-Community Activities	9,094	9,549	10,026	10,527	11,054	109,127	114,583	120,312	126,328	132,644	7/6/2023
Management	Senior Planner	8,681	9,115	9,570	10,049	10,551	104,167	109,375	114,844	120,586	126,615	7/6/2023
Executive												
Management	City Manager/Executive Dir Community Development Agency				20,158						241,900	7/6/2023
Part-Time Position (Salary steps at Full Time Equivalent)												
Part Time ***	Deputy City Manager	11,338	11,805	12,500	13,125	13,781	136,052	142,854	149,997	157,497	165,371	7/6/2023
Part Time ***	Management Analyst	6,021	6,322	6,638	6,970	7,319	72,252	75,865	79,658	83,641	87,823	7/6/2023
Part Time	Senior Management Analyst-PIO	9,094	9,549	10,026	10,527	11,054	109,127	114,583	120,312	126,328	132,644	7/6/2023
Part Time	Sustainability Coordinator	7,130	7,487	7,861	8,254	8,667	85,563	89,841	94,333	99,050	104,003	7/6/2023
Part Time (Part-Time rates are stated per hour)												
Part Time ***	Parks Maintenance Worker Part Time	21.50					n/a					7/6/2023
Part Time	Student Intern - College Student	13.50	14.50	15.50	16.50	17.50	No built in increase					1/1/2020
Part Time	Student Intern - Grad Student	17.50	18.50	19.50	20.50	21.50	No built in increase					1/1/2020
Council												
Council	Council Member					300					3,600	7/2/2021

Reso 49-2023

*** Authorized but NOT Budgeted for 2023-24

Per Management MOU Resolution 55-2022, dated September 12, 2022, for the period of July 1, 2022 to June 30, 2025
 Effective the first pay period following July 1, 2023, Increase to Base Pay not to exceed 2.5% based on lesser of CPI-U for West Region (5.1%) or city's revenue receipts on June 30 (3%)

Per SEIU MOU Resolution 49-2022, dated August 17, 2022, for the period of July 1, 2022 to June 30, 2025
 Effective the first pay period following July 1, 2023, Increase to Base Pay not to exceed 2.5% based on lesser of CPI-U for West Region (5.1%) or city's revenue receipts on June 30 (3%)

Resolution 49-2023, dated June 21, 2023, authorizes the creation of Building Official as a new job classification, effective July 15, 2023

These rates may be modified by publicly approved negotiated benefits under Meyers-Millas Brown Act