

**CONCURRENT SPECIAL MEETINGS OF THE  
SONOMA CITY COUNCIL  
&  
SONOMA CITY COUNCIL AS THE SUCCESSOR AGENCY TO THE  
DISSOLVED SONOMA COMMUNITY DEVELOPMENT AGENCY**

*Emergency Operations Center (EOC)  
175 First Street West  
Sonoma CA 95476*

**Monday, June 15, 2015  
1:00 p.m.**

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**CITY COUNCIL BUDGET WORKSHOP  
AGENDA**

City Council  
David Cook, Mayor  
Laurie Gallian, Mayor Pro Tem  
Madolyn Agrimonti  
Gary Edwards  
Rachel Hundley



**1. CALL TO ORDER**

**2. REVIEW OF THE PROPOSED FY 2015/16 OPERATING AND CAPITAL BUDGET FOR THE CITY OF SONOMA AND SONOMA SUCCESSOR AGENCY**

- Presentations by the Tier 1 Nonprofits: Boys and Girls Club of Sonoma Valley, Sonoma Community Center, Sonoma Ecology Center, and Vintage House Senior Center
- City Manager overview
- Departmental presentations of expenditure budgets
- Capital Improvement budget
- Council questions and comments
- Public comments
- Discussion and direction by City Council

**3. ADJOURNMENT**

I do hereby certify that a copy of the foregoing agenda was posted on the City Hall bulletin board on June 11, 2015. GAY JOHANN, ASSISTANT CITY MANAGER/CITY CLERK

***Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are normally available for public inspection the Wednesday before each regularly scheduled meeting at City Hall, located at No. 1 The Plaza, Sonoma CA. Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the City Council regarding any item on this agenda after the agenda has been distributed will be made available for inspection at the City Clerk's office, No. 1 The Plaza, Sonoma CA during regular business hours.***

***If you challenge the action of the City Council in court, you may be limited to raising only those issues you or someone else raised at the public hearing described on the agenda, or in written correspondence delivered to the City Clerk, at or prior to the public hearing.***

***In accordance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk (707) 933-2216. Notification 48-hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.***



## **2015-16 OPERATING & CAPITAL BUDGET** **TRANSMITTAL LETTER**

June 15, 2015

To Mayor Cook and Members of the City Council:

On behalf of the entire City staff, it is an honor to submit to you the proposed 2015-16 Operating and Capital Budget for the City Council's consideration. This budget includes the resources to best meet the goals and objectives of the City Council. It identifies and funds vital services important to the community, enables the implementation of the Major City Goals and other important City objectives determined by Council, reinvests in infrastructure and provides employees with the tools and equipment to deliver services to our citizens in the most cost efficient way.

The City's Operating and Capital Budget is one of the most important discussions that the Council engages in during the year. The annual budget is a policy document which sets the financial course for the City of Sonoma and defines the service priorities provided to the community. The prudent management of annual revenues protects the City from engaging in obligations beyond reasonable limits or setting expectations for growth that cannot be sustained. The City has experienced a healthy economy with significant gains in major revenue sources over the past several years. This is mainly due to the recovery from the recession and the vibrant tourism and real estate market. What staff is now seeing in the closing months of the 2014-15 fiscal year and the predictions for 2015-16 is the leveling off of the economy which is and should be expected. Sonoma has a built-in economic mediation level which still is at an enviable peak compared to other communities. Still, it is one that needs to be recognized and respected now to assure that should the State and National economists be correct, when the next recession wave hits predicted for in 2018, the City will have maintained its solvent financial position especially considering the significance of economically sensitive revenues such as Transient Occupancy Tax and Sales Tax.

With those thoughts in mind, today's workshop is seen as an opportunity to provide Council with a detailed review of the proposed FY 2015-16 operating and capital budget for the City of Sonoma and Sonoma Successor Agency. The

workshop structure will have a slight variation from prior years as the presentations by the Tier 1 Non-Profit Service Providers will be included in the workshop. In prior year's Tier 1 presentations were made to Council at the Budget Public Hearing during final adoption. Each Tier 1 organization has submitted their request for funding for the FY 2015-16 and will be making their individual 10-minute presentations to Council prior to the opening review of the City Budget Review by Department Managers. This will allow Councilmembers the opportunity to review the Tier 1 budget requests as a component of the budget deliberations.

Following the Tier 1 presentations, City staff will begin presentation of the proposed City Budget. Focus and emphasis will be on accomplishing Council Goals and maintaining the core services. The workshop will be conducted in a format similar to the Council Goal-Setting session with an opportunity to engage in question/answer dialog with City Management staff. It is my belief that Councilmembers need to fully understand the Budget, its value and relationship of sound expenditure of public funds to the services provided.

For presentation purposes, the specific information for this workshop has been prepared in a non-traditional budget style. Budgets have been grouped by Department Management responsibility and not in numeric account sequence. Each Manager will include an overview of their department workload, challenges, opportunities and accomplishments, followed by a discussion of their recommended budget.

Council's direction through their 2015-16 FISCAL MANAGEMENT Goal is to "Maintain high level fiscal accountability that ensures short and long-term sustainability of City's financial position; provide for effective and efficient management of local taxpayers' dollars; apply prudent internal policies and practices to assure the most cost-effective methods are utilized; be wise with our resources." To this end, staff proudly presents to you a balanced budget for the City of Sonoma and the Sonoma Successor Agency for FY 2015-16 for all City funds in the amount of \$31,612,145. Every Department Manager and staff member are to be commended for their hard work and dedication for their role in putting this budget together. Collectively and individually they all played an integral part in formulating this budget from research, to recommendations, to reconciliations, to "watching every penny". I hold all City staff in high esteem as they are very prudent in spending taxpayer dollars. It is because of the efforts of all staff, working together with the City Council, that the City of Sonoma maintains a quality of life and standard of excellence that is experienced by residents, businesses and visitors on a daily basis.

Respectfully submitted,



Carol E. Giovanatto, City Manager

## **STATE OF THE CITY**

### **2015-16 PROPOSED BUDGET OVERVIEW**

The City of Sonoma presents a total balanced City budget for the period July 1, 2015 through June 30, 2016 in the amount of \$31.6 million which is inclusive of all funds. This represents a total increase for all funds of approximately 7.5% from the 2014-15 Adopted Budget. This increase is predominately attributable to capital projects within the Water and Streets Departments. There are also limited one-time expenditures recommended for implementation which are discussed in the individual budget areas. Each of the four major funds, General Fund, Gas Tax Fund, Cemetery Fund and Water Fund maintain separate revenue sources which are discussed separately below. The General Fund is balanced with annual tax revenues, service fees, grant funds and interfund transfers. The General Fund is also the supporting fund for both the Gas Tax and Cemetery Funds each of which do not have sufficient annual revenues to balance expenditures. Both funds remain in deficit fund balance positions but have been sustained by the General Fund since the Council adopted the budget policy in 2012 to contain the deficits until a long-term financing plan can be established. The Water Fund is an Enterprise Fund and is therefore funded through user fees as required by Governmental Accounting Standards. This was ratified through the adoption of the 2014 Water Rate Study and Rate Plan update. Secondary minor funds and Internal Service Funds are self-balancing through interfund transfers.

The City survives and thrives on a tourist based economy which has in the most recent three year period seen a vibrant recovery from the recession and economic downturn. Tax revenues into the City's General Fund comprise the largest single category of revenue of which approximately 69% are sales or tourism related. During this three-year period the City has seen upwards of 15-20% increases in these tourism-related taxes. In the projections for FY 2015-16, staff is tempering the high thrust of prior year's increases based on 2015 revenue streams. As had been anticipated, the continual incline is beginning to reflect a gradual leveling off. This is not without justification as the Hotel occupancy rates are bumping the 85-90% ranges. It is time to manage our economic gains in a more realistic approach. With a longer range view, this budget incorporates an average increase of economic growth in the 5-7% increase range. Expenditure levels for City Department expenditures overall mirror these increases with exception to those that contain Capital Project expenditures or those that have external revenue sources such as Grant revenues. Overall, the City is in sound financial position and the current State of the City is good-to-excellent. This "rating" is attributed to current and past municipal fiscal stewardship by Council and staff who have focused on maintaining a conservative approach to revenue projections, tight budget controls and the on-going review of internal policies and procedures to assure that all work products and tasks gain the highest of

efficiencies. The public can be secure that taxpayer assets are managed with the utmost respect and oversight. The addition of a 'stand-alone' Finance Department in 2014-15 has increased this level of professional management and accountability.

### **Global Changes for 2015-16 Affecting All Budgets**

In each of the Departmental Budgets, some general changes have been included based on prior contractual agreements or realignment of costs initiated to better capture the appropriate accounting structure or cost share. The update of the municipal accounting software has aided in many of these changes. Each is briefly discussed as follows:

- Personnel Salary Increases Per MOU: Memorandum of Understandings (MOU) agreements for wages and benefits increases incorporated an overall 1.75% salary increase for FY 2015-16 offset by City employees paying an additional .25% towards City retirement.
- CalPERS increase: The City's share of employee retirement rate increased from 12.33% of payroll to 15.857% of payroll (less .25% additional contributed by employee salary negotiations).
- Employee Health Insurance: Due to the change to the REMIF Self-insured Health Plans, the City's healthcare coverage rates did not increase for FY 2015-16.
- Several department line item costs have been reallocated, including utilities and transfers to better account for expenditure categories. For example, payment for water in City-owned parks and facilities have been grouped into Public Works Administration/Parks budget. These are all discussed in individual budget narratives.
- City Personnel have been reviewed and reallocated by percentage based on a management review of workload and responsibilities for better efficiency.
- Payment for Clean Renewal Energy Bonds (CREBS) used for installation of Solar Energy panels at the Police Station and Corporation Yard, approximately \$42,000 previously reimbursed through former redevelopment funds, was disallowed by the State Department of Finance. A share of this cost has been assumed by General Fund.

### **INTRODUCTION - GENERAL FUND**

The General Fund is the largest Fund in the City budget with proposed budget for FY 2015-16 at \$16,826,752 an overall increase of 4.76% over the FY 2014-15 budget. While this amount represents a fully balanced budget, there are no excess revenues over expenditures. Normal operating increases are anticipated and included. The General Fund provides funding for all direct public services including Administration, Community Development, Public Works and Public Safety. The City of Sonoma continues to experience fiscal stability, based in

major part on wise decisions by current and past City Councils and staff to maintain expenditure controls coupled with a solid tax base of three dominant revenue sources – transient occupancy tax, property tax and sales tax. In conjunction with this stable tax base, the City’s Budget also includes a local revenue measure to assist with meeting the long-term Goals set by the City Council for a sustainable Sonoma. In October 2012, a majority of the voter-approved Measure J, a City 1/2% sales tax for a period of five years (sun-setting in June 2017). As a “general” tax, Measure J revenue is dedicated to local services in the City of Sonoma. This was the promise to the voters who passed the tax and this is what the proposed budget validates. This fiscal stability has provided continued security in terms of keeping City services intact and expanding where appropriate, to meet the needs of our residents. As directed by the City Council in their 2015-16 Goals, staff will be initiating efforts to begin formulating the election cycle for renewal of Measure J for the November 2016 ballot. As required by State revenue and taxation code, a tax measure must be (other than by Special Election) placed on a ballot of general election during which candidates for local electoral seats are running for office. Parallel to this requirement are the timeframes that the expiration of the Measure J tax measure which will occur mid-point of a regular election cycle. It is not a wise or recommended use of local tax dollars to incur a cost of a special election and therefore, Council is choosing to bring the renewal of Measure J forward during a general election prior to expiration of the tax. Total tax dollars from Measure J contributing to the sustainability of the public services and Capital Infrastructure upgrades for the citizens of Sonoma is approximately \$2.3 million annually.

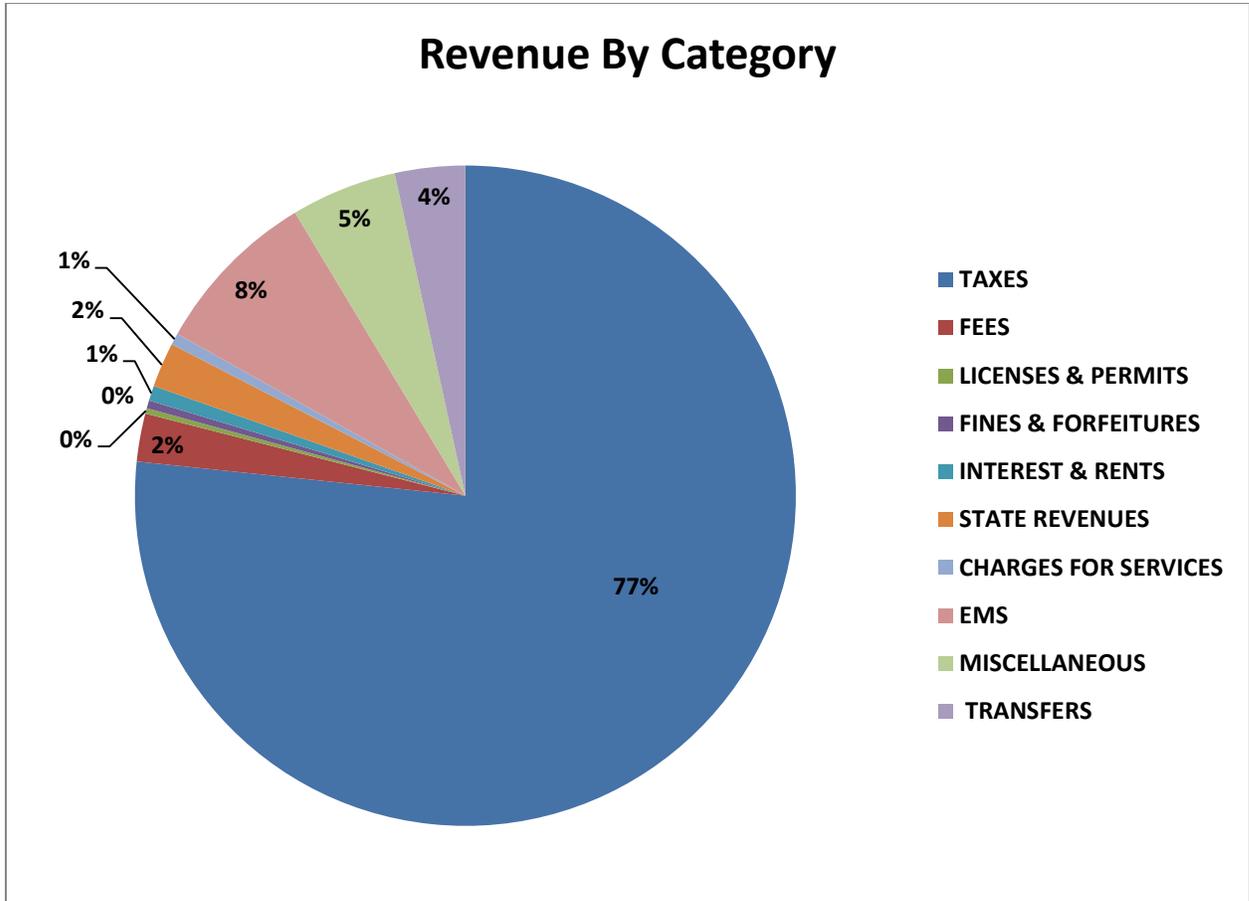
The General Fund maintains stable reserve levels in accordance with the City’s Reserve Policy and Council Goals. Prudent and effective financial, economic and service planning over many years by Council and staff has resulted in the General Fund being in a very stable condition. Reserve levels for the City’s General Fund are presently at approximately 28% of revenues, excluding the Emergency Reserve dedicated as business continuance in the event of a major disaster. This is in line with the Council’s Goal of maintaining a Reserve level of 25%.

### **General Fund Revenue Overview**

Revenue for the General Fund is classified in major categories which can and do vary from year to year based on the economic climate and influences. While the major categories remain fairly consistent such as Taxes and Emergency Medical Services (EMS), the remaining classifications may vary to reflect the changes in expenditure drivers influences.

The primary source of revenue to the General Fund is in the classification of “TAXES” which comprises 77% of the total of all revenue. Sonoma relies on this major revenue category to sustain the core public services such as Administration, Police, Fire, Parks and Development Services. Revenues within

this category include Property Taxes, Transient Occupancy Taxes, Sales Tax/Measure J, Business Licenses and Franchise Taxes. Without the health of this category of revenue, Sonoma could not to sustain the high level of public services that are presently available to the residents and businesses.



| <b>CATEGORY</b>      | <b>2015 BUDGET</b> | <b>2016 BUDGET</b> |
|----------------------|--------------------|--------------------|
| TAXES                | 12,251,080         | 12,898,245         |
| FEES                 | 410,130            | 395,650            |
| LICENSES & PERMITS   | 56,000             | 45,110             |
| FINES & FORFEITURES  | 80,900             | 65,000             |
| INTEREST & RENTS     | 145,500            | 122,840            |
| STATE REVENUES       | 988,754            | 368,534            |
| CHARGES FOR SERVICE  | 139,052            | 96,407             |
| EMS/AMBULANCE FEES   | 1,360,000          | 1,385,000          |
| MISCELLANEOUS        | 76,500             | 871,000            |
| TRANSFERS            | 554,298            | 578,966            |
| <b>TOTAL REVENUE</b> | <b>16,062,214</b>  | <b>16,826,752</b>  |

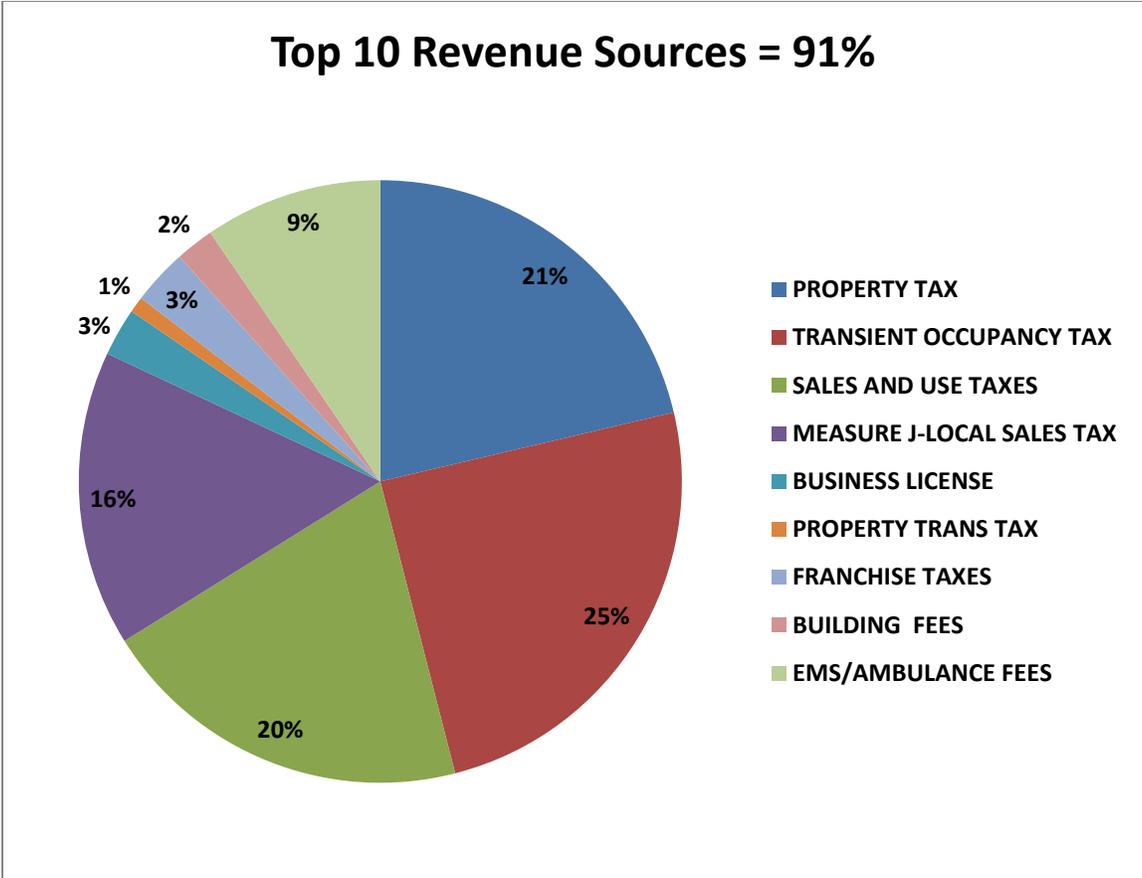
## MAJOR VARIATIONS FOR 2016:

- TAXES: Property Tax is estimated at 3.5% increase based on information from Sonoma County Auditor-Controller's office, Transient Occupancy Tax is budgeted to increase by 5% over 2015 and Sales taxes are budgeted at a 4.3% increase (per MuniServices forecast).
- FEES: Council adopted the annual fee schedule update in February 2015. The overall impact of the annual recalculations actually decreased many City fees. This is a direct reflection of tighter budgeting controls, efficiencies by City employees processing service requests, new software technology and the re-evaluation of overhead and benefit rates.
- LICENSES & PERMITS: Encroachment Permit revenue reduced based on projected actuals for 2015 causing this revenue source to be reduced.
- FINES & FORFEITURES: Revenue reduced based on projected actuals for 2015. Change in parking around Plaza from 2-hr. to 3-hr. parking has reduced the Parking Fine revenue by approximately 30%.
- INTEREST & RENTS: Reduced based on low investment income at LAIF. Staff will be updating City's investment policy to allow for longer term investment strategy which will increase opportunities to increase earnings.
- STATE REVENUES: Reduction in State revenues reflective of major portion of grant proceeds received in 2015.
- CHARGES FOR SERVICES: Reduced based on realigning charges for public works services as reimbursements to expenditures.
- ROLL-FORWARD PRIOR YEAR: Continuation of project revenue from FY 2014-15 from projects and programs that cross fiscal years.
- TRANSFERS: Amounts due the General Fund from other funds for services or other legally-obligated reimbursements.

## TOP 10 REVENUE SOURCES

A separate but equally important evaluation is made of the major revenue sources in the General Fund. Of the 62 separate revenue types which comprise the total General Fund revenue, the top 10 sources comprise 91% of the total revenue which finances all public services. This is both a positive and potentially a negative, as these sources are the most vulnerable to economic influences including inflation, recession or natural disasters. Caution is being exercised in forecasting future growth patterns. Sonoma's largest industry is tied to tourism and as such we measure our revenue stream and economic viability by those "tourism-related dollars" of TOT, Sales Tax (general and Measure J). Approximately 40% of all General Fund revenue comes from these three sources. Analysis reveals that tourism into the City accounts for approximately 60% of the funding of these three revenue sources. Tourism is not solely related to overnight visitors (i.e. "heads in beds"), in fact restaurants and food-products are the top sales tax producing category. Tourists are also supporting our local restaurants. Sonoma is fortunate to have these sources to sustain the public services for our residents and keep our business community whole. But, as

previously discussed, trends in latter fiscal year 14-15 are reflecting a slight leveling off of TOT revenues and to a lesser extent sales tax. To assure that the City maintains prudent fiscal management of revenue resources, staff is reducing growth predictions in the tourism-related areas.



| TOP 10 REVENUE SOURCES   | % of TOTAL | 2016 BUDGET |
|--------------------------|------------|-------------|
| TRANSIENT OCCUPANCY TAX  | 21%        | 3,587,220   |
| PROPERTY TAX             | 19%        | 3,096,948   |
| SALES TAX                | 18%        | 2,960,824   |
| MEASURE J SALES TAX      | 13%        | 2,292,845   |
| EMS/AMBULANCE FEES       | 8%         | 1,385,000   |
| VEHICLE LICENSE FEES     | 5%         | 817,236     |
| FRANCHISE FEES           | 3%         | 434,000     |
| BUILDING PERMIT FEES     | 2%         | 320,000     |
| BUSINESS LICENSE TAX     | 2%         | 375,000     |
| RE PROPERTY TRANSFER TAX | 1%         | 125,000     |

## GENERAL FUND EXPENDITURE OVERVIEW

Expenditures within the General Fund are accounted for within 15 separate departments including: General Administration (Council, Clerk, Manager, Finance, Attorney), Public Safety (Police, Fire) and General Services (Public Works, Streets/Capital, Planning, Development, Community Activities, Non-Departmental and Successor Agency). In addition, a separate department total comprises all funding from the General Fund which supports other operations of the City [referred to as "Transfers to Other Funds"]. Once again, as the City's primary operating fund, the General Fund, is proposed to be in balance without the use of City reserves. The expenditures within the General Fund [as well as other Funds within the Budget] reflect the Council Goals and Priorities for 2016.

There were several significant global changes to various City departments which reflect variations in the total budgets when compared to the prior fiscal year. These changes were necessary to create both efficiencies and future succession planning for the overall health of the organization. These are discussed briefly below:

### General Fund Expenditure Breakdown by Department

| <b>Expenditure/Department</b>     | <b>FY 2014-15<br/>Adopted<br/>Budget</b> | <b>FY 2015-16<br/>Proposed<br/>Budget</b> | <b>%<br/>Change</b> |
|-----------------------------------|--|---|---------------------|
| City Council                      | 139,160                                  | 84,818                                    | -39%                |
| City Clerk                        | 163,626                                  | 160,098                                   | -2%                 |
| City Manager                      | 194,366                                  | 194,996                                   | 0%                  |
| Finance                           | 205,249                                  | 222,437                                   | 8%                  |
| Legal                             | 250,000                                  | 277,000                                   | 10%                 |
| Police                            | 4,394,506                                | 4,540,912                                 | 3%                  |
| Fire/EMS                          | 5,038,273                                | 5,044,719                                 | *0%                 |
| Public Works                      | 907,796                                  | 1,226,583                                 | 35%                 |
| Streets-Capital Projects          | 2,150,964                                | 1,812,400                                 | *-16%               |
| Planning                          | 723,453                                  | 713,425                                   | -1.5%               |
| Building                          | 493,788                                  | 513,669                                   | 3%                  |
| Community Activities              | 204,500                                  | 348,984                                   | *70%                |
| Non-Departmental                  | 476,623                                  | 417,560                                   | -12%                |
| Successor Agency                  | 371,765                                  | 329,292                                   | -13%                |
| Transfers to Other Funds          | 692,145                                  | 940,320                                   | 36%                 |
| <b>TOTAL ALL<br/>EXPENDITURES</b> | <b>16,406,214</b>                        | <b>16,826,752</b>                         | <b>2.56%</b>        |

## **Overview of Department-Specific Variances [Plus 5%] or Anomalies:**

Finance +8%: Modest increase in Finance budget as follows:

[1] \$5,000 - Costs of copier services and business license mailings were previously included in other departments; [2] \$3,500 - Increase primarily related to additional reports required from California Public Employee Retirement System (CALPERS) to meet Government Accounting Standards Board (GASB) requirements; [3] \$1,000 Increase staff training permitting staff to continue to assume higher value activities

Legal +10%: Current legal fees for FY 2014-15 at budget limit; increase predicted due to additional legal work for code enforcement, ordinance updates (smoking and Mobile home rent control, etc.) and City Attorney contract review.

Fire \*0%: Budget for the Fire Services appears to have no increase in costs. This is due to a shifting of costs for the City's remaining obligation of retirement costs for prior employees shifted from City employment to employment under the SVFRA Contract for Services. This annual payment of \$125,000 is now captured under Transfers to Other Funds. Absent this realignment, the Fire Budget for contract services would reflect an increase of 2.8%.

Public Works/Parks +35%: This budget is reflecting a significant increase due to the increasing responsibilities in two primary areas: Parks and Stormwater responsibilities. Both are highly staff intensive for public and municipal safety. There are 17 parks encompassing nearly 40 acres, 9 play structures, 2 public restrooms, Class I bike trail, hiking trail, a duck pond, and rose garden which require labor-intensive management. The Stormwater Compliance program is a rapidly evolving function to comply with the State's recent mandates included in the Construction Stormwater Permit, the Industrial Stormwater Permit, and the Municipal Phase II Stormwater Permit. Realignment of staff to focus on these two core areas has increased the personnel budget. Secondly, the utilities for all parks moved to this budget (in previous years utilities were accounted for in Non-Departmental).

Streets-Capital Projects -16%: Per Council Goals, Street projects and infrastructure are paramount in the City Budget. This line item project budget is reduced due to timing of grant-funded projects and FY 15-16 major projects related to Water infrastructure.

Planning Budget -3%: Decrease in Planning Budget is primarily due to the near-completion of the Circulation Element update. This project began late in 2015 and will be completed in FY 15-16. Budget also includes funding for development of Downtown Design Guidelines and Housing Impact Fee study.

Non-Departmental -12%: Decrease due to realignment of the utilities for all parks moved from this budget to Public Works/Parks.

Community Activities +70%: Relatively large increase to account for realignment of several costs items and recognition of accomplishing the Council's 2015-16 Goals: [1] costs related to the Economic Vitality Program which was moved from the Successor Agency budget to the Community Activities Budget to better reflect the City's contribution to the *Community Character and Economic Viability*; [2] Funding of the SV Chamber of Commerce for Economic Vitality Partnership Contract (*Community Character and Economic Vitality*). [3] In line with Council Goals is increase in funding and establishment of the Community Fund (*Create a Sonoma Community Fund equal to 1.5% of General Fund Tax Revenue sources to provide as funding opportunities for nonprofit organizations*). This amount is 14.6% higher than prior year; [4] Funding for a part-time Special Events Coordinator to manage Plaza activities. This position is envisioned to be a contract employment position.

Successor Agency -13%: Decrease in costs accounted for in Successor Agency [to the former Sonoma Community Development Agency] by removing the Economic Vitality Partnership program (to Community Activities budget) and transfer of disallowed CREBS bond payment by Department of Finance previously funded under former Redevelopment Agency.

Transfers to Other Funds +36%: the percentage increase for this department encompasses all monies that are moved from the General Fund to other funds within the City's Budget structure for specific purposes. Two transfers of funds are included in FY 2015-16 which were accounted for in other budgets in the prior year budget which are [1] transfer to fund the retirement costs for prior public safety employees transferred to SVFRA contract for service; [2] transfer of \$6,184 to the Cemetery Fund to balance the current year operational shortfall (note: shortfall \$100,000 less than prior year); [3] interfund loan for LED lighting project approved by Council in May 2015; [4] increase in funding for Gas Tax Fund to off-set general street maintenance due to continuing reduction of State funding sources such as Hwy Users Tax/Prop 42.

**OTHER RECOMMENDED CITY BUDGETS [NON-GENERAL FUND]**

| <b>Expenditure/Department</b>                       | <b>FY 2014-15<br/>Budget</b> | <b>FY 2015-16<br/>Proposed<br/>Budget</b> |
|---|------------------------------|---|
| Gas Tax-Street Maintenance                          | 830,240                      | 1,103,103                                 |
| Maysonnave Property                                 | 10,317                       | 10,430                                    |
| Bond Property (absorbed in General Fund in 2015-16) | 4,044                        | 0   |
| Cemeteries  | 342,132                      | 253,447                                   |
| Water   | 6,837,625                    | 8,393,367                                 |
| Management Information Systems                      | 243,530                      | 254,820                                   |
| Long-term Building Maintenance                      | 262,825                      | 227,471                                   |

|                                    |           |           |
|------------------------------------|-----------|-----------|
| Vehicle Replacement                | 265,900   | 247,625   |
| CDA/Recognized Obligation Schedule | 4,343,498 | 3,877,493 |
| Debt Svs-Pension Obligation Bond   | 410,950   | 411,350   |

### **GAS TAX SPECIAL REVENUE FUND – STREET MAINTENANCE**

The Gas Tax Fund is designated as a Special Revenue Fund which is dedicated for specific purposes/projects and their uses are legally restricted. The revenues are earmarked for direct program costs and project expenditures. Expenditures are driven by project or workload rather than the precise period of the fiscal year. The City Gas Tax Fund accounts for all street-related expenditures including personnel, street sweeping, engineering, pavement and sidewalk maintenance and capital infrastructure projects. Gas Tax revenues are derived from fuel surcharge taxes. Uses of these funds are strictly regulated by the State Board of Equalization to be utilized solely for travel way purposes. The Gas Tax Fund must maintain a "Maintenance of Effort" (MOE) level to be eligible to receive grants and State funding. The City accounts for all street general maintenance costs through the Gas Tax Fund to maintain its MOE level. This fund has slowly become non self-sustaining as the State has lowered the funding level of Gas Tax and shifted other street-related dollars. Since approximately 2010, the General Fund has continued to transfer funds to sustain this fund. In FY 2015-16 the total transfer from the General Fund is \$361,458. Street lighting is accounted for in the Gas Tax Fund and the installation of the new LED lighting will be a significant long-term benefit to assist in reducing the reliance on the General Fund.

### **ENTERPRISE FUNDS- Cemetery & Water**

The City maintains two Enterprise Funds (Water and Cemetery). 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."* Each individual fund is discussed below.

#### **CEMETERY FUND**

The Cemetery Fund accounts for maintenance and operation of the Mountain, Valley, and Veterans' cemeteries. Operational revenues are generated through site sales, burial costs, and miscellaneous lettering charges. Expenditures from the funds result from activities related to burials, maintenance of existing plots and landscaping, brush clearing, weed abatement, litter, and utilities. The Cemetery Fund remains in a serious deficit position of approximately \$1.6 million. This deficit position has grown over a decade to its current position. The City has worked to address possible solutions including previously convening a Cemetery sub-committee to review operations and potential to privatize the operations [including sale of the Cemetery property]. During the past two fiscal years, the

City's General Fund has supported the Cemetery fund by transferring an annual amount generally in excess of \$100,000 each year to sustain the fund and not increase the existing deficit. In the FY 2015-16, due to realignment of personnel the General fund offset is \$6,184. City staff will be addressing the deficit position during FY 2015-16 and bring forward a recommendation on a multi-year debt write-down plan for Council consideration.

## **WATER OPERATIONS FUND**

The Water Utility provides for the maintenance and operation of the City's water distribution system. Water supplied to Sonoma customers is wholesale-purchased through an agreement with the Sonoma County Water Agency augmented in part by City wells. Funding for the Water Utility is derived from user fees and charges. The FY 2015-16 Budget was developed based on the adopted 2014 Water rate structure and operational model including the change in the tiered rates for both residential and commercial customers. In addition, the Finance Department completed the conversion from bi-monthly utility billing to a monthly billing system which also resulted in changes to the service and penalty fees. Greater focus in water conservation education, monitoring and maintenance efforts is forefront in this year's budget. Shifting duties and responsibilities and participation in Countywide promotions to raise public awareness is constant. The Water Conservation line item includes \$100,000 in funding for conservation and rebate programs. The City has engaged the major tourism establishments in assuring that they are distributing the water conservation message to their guests. This budget also includes funding for the Plaza Well Feasibility Study, continuing with the recycled water project and groundwater management program.

## **OTHER CONSIDERATIONS**

### **Capital Improvement Plan**

The City's Capital Improvement Plan [CIP] has become an integral component of the City's Budget process. In prior years, the CIP was adopted after the budget process and was not viewed within the context of the budget. Beginning in FY 2013-14, staff initiated presenting the CIP as a companion document with the proposed budget to reflect the on-going workload of Capital Projects. With the restructuring of the Public Works Director position to include the City Engineer responsibilities, this is a key focus of the budget. The projects recommended for completion have been included in the proposed 2015-16 Budget.

### **Tier 1 Funding Requests**

The Council has maintained a secure funding stream for designated "Tier 1" non-profits over the past several years. During Council Goal-Setting for 2015-16, Council adopted a goal to create a Community Fund equal to 1.5% of General Fund Tax Revenue sources. While staff will return during the 2016 fiscal year

with more detailed policy recommendations to meet the Council's discussion of a grant-based application process, based on direction for the current year, \$187,964 is available in the "Community Fund" (approximately \$18,786 under the requested amount of the Tier 1 Non-Profit organizations).

| <i>Agency</i>            | <i>2011-12<br/>Grant</i> | <i>2012-13<br/>Grant</i> | <i>2013-14<br/>Grant<br/>5% Inc..</i> | <i>2014-15<br/>Grant<br/>20% Inc.</i> | <i>2015-16<br/>Grant<br/>Requests</i> |
|--------------------------|--------------------------|--------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Boys & Girls Clubs of SV | \$51,040                 | \$51,040                 | \$58,000                              | \$69,000                              | \$86,250<br>25%                       |
| Sonoma Community Center  | \$26,400                 | \$26,400                 | \$26,400                              | \$32,000                              | \$43,000<br>25%                       |
| Sonoma Ecology Center #1 | \$19,360                 | \$19,360                 | \$22,000                              | \$27,000                              | \$32,500<br>25%                       |
| Vintage House            | \$26,400                 | \$26,400                 | \$30,000                              | \$36,000                              | \$45,000<br>25%                       |
| <b>TOTALS</b>            | <b>\$123,200</b>         | <b>\$123,200</b>         | <b>\$136,400</b>                      | <b>\$164,000</b>                      | <b>\$206,750</b>                      |

Any change in Tier 1 funding levels is held strictly by action of the City Council. Staff did not include any increases in the proposed FY 2015-16 Budget but held their funding levels equal FY 2014-15. The Tier-1 agencies will be making formal presentations at the June 15th Council study session at which time the Council may consider granting increases above the base amount. If increases are given, Council will need to (1) direct staff to incorporate into the final budget and (2) direct staff to reduce expenditures in other areas of the General Fund budget or offset the increases through the use of General Fund Reserves.

## **CONCLUSION**

The City of Sonoma is a leader in providing a high quality of life for its residents and businesses and it supports a community where people can live, work, and play. These efforts are guided and enhanced through the proposed FY 2015-16 Operating and Capital Budget. Sound budgeting practices allow the City to maintain our streets and roads, keep our Parks beautiful, contribute to local non-profit recreation services and provide public safety and emergency medical services. This budget addresses the need to continue to focus on sustainability of our water system and conservation, evaluate housing policies and downtown design. It is reflective of the leadership of the Council set through the adoption of the 2015-16 Council Goals and provides the work plan for the stellar staff of the City who will carry forth and complete the ideals reflected in this budget.

## **BUDGET WORKSHOP AGENDA**

1. Presentation by Tier 1 Non-Profit Organizations (10-minutes each presentation):
  - ❖ Boys & Girls Club of Sonoma Valley
  - ❖ Sonoma Community Center
  - ❖ Sonoma Ecology Center
  - ❖ Vintage House
2. Overview of the Proposed Budget – City Manager
3. Presentation of the General Fund Revenue Budget – Finance Director
4. Presentation of consolidated expenditure Budgets – Department Managers
  - i. City Council - City Clerk
  - ii. City Manager
  - iii. Finance – Legal - Community Activities
  - iv. Non-Departmental - Successor Agency
  - v. Transfers to Other Funds – Debt Service
  - vi. Planning
  - vii. Police
  - viii. Building-MIS- -Vehicle Replacement-LTBM
  - ix. Fire
  - x. Public Works Admin & Parks - Gas Tax – Cemetery – Water - Streets/Capital - Maysonnave & Bond Properties
5. Review of the Capital Improvement Budget [as a component of the FY 2015-16 Budget]
6. Dialog between staff and Council to ask additional questions about any information covered in the overview or in the written budget.
7. Council deliberations on outstanding budget items including the Community Grants Allocation/Tier 1 funding.
8. Open Public Comment.
9. Discussion/direction from Council on proposed budget including additional changes; schedule for Public Hearing and adoption on June 22, 2015.

**CITY OF SONOMA & SONOMA SUCCESSOR AGENCY  
OPERATING & CAPITAL BUDGET - FY 2015-16  
GENERAL FUND REVENUE - 100-00000**

| DESCRIPTION                         | 2014<br>BUDGET    | 2015<br>BUDGET    | 2016<br>BUDGET    |
|-------------------------------------|-------------------|-------------------|-------------------|
| 30010 TAXES - SECURED               | 2,607,440         | 2,992,220         | 3,096,948         |
| 30011 TAXES - UNSECURED             | 90,000            | 90,000            | 93,150            |
| 30013 PROPERTY TAX SHARE/RDA        | 563,550           | 0                 | 0                 |
| 30014 TAXES - SUPPLEMENTAL          | 80,000            | 80,000            | 60,000            |
| 30015 TAXES - HOPTR                 | 25,100            | 26,000            | 26,000            |
| 30016 COUNTY COLLECTION FEE         | -25,600           | -25,800           | -26,703           |
| 30017 ERAF (STATE TRSFR)            | -1,161,000        | -1,265,000        | -1,309,275        |
| 30020 SALES TAXES - SAFETY          | 114,000           | 116,000           | 116,000           |
| 30021 SALES AND USE TAXES           | 2,606,800         | 2,790,460         | 2,960,824         |
| 30023 VLF SWAP                      | 752,000           | 789,600           | 817,236           |
| 30028 SA ADMIN COST ALLOWANCE       | 250,000           | 250,000           | 250,000           |
| 30029 MEASURE J-LOCAL SALES TA      | 1,355,000         | 2,158,600         | 2,292,845         |
| 30030 TRANSIENT OCCUPANCY TAX       | 3,162,900         | 3,416,400         | 3,587,220         |
| 30031 FRANCHISE TAXES               | 404,000           | 434,000           | 434,000           |
| 30040 BUSINESS LICENSE              | 325,000           | 340,000           | 375,000           |
| 30060 PROPERTY TRANS TAX            | 77,500            | 125,000           | 125,000           |
| <b>3001 TAXES</b>                   | <b>11,226,690</b> | <b>12,317,480</b> | <b>12,898,245</b> |
| 30102 ZONING FEES                   | 30,000            | 32,000            | 37,500            |
| 30104 SALES OF PUBLICATIONS         | 1,000             | 500               | 500               |
| 30105 MICROGRAPHICS FEES            | 9,000             | 10,000            | 10,000            |
| 30108 STRONG MOTION FEES (CITY      | 390               | 390               | 500               |
| 30111 FIRE PLAN CHECK FEE           | 15,000            | 0                 | 0                 |
| 30112 BUILDING PLAN CHECK FEE       | 130,000           | 140,000           | 120,000           |
| 30113 PLANNING PLAN CHECK FEE       | 1,600             | 1,600             | 0                 |
| 30114 ENGINEER PLAN CHECK FEE       | 30,000            | 30,000            | 20,000            |
| 30115 BUILDING INSPECTION/PROC      | 130,000           | 180,000           | 200,000           |
| 30117 ENGINEERING INSPECTION/P      | 2,000             | 2,000             | 0                 |
| 30118 PLANNING FEES                 | 1,000             | 5,500             | 0                 |
| 30119 TRAINING FEES                 | 10,000            | 8,000             | 7,000             |
| 30125 NEWSRACK FEES                 | 130               | 140               | 150               |
| <b>3010 FEES</b>                    | <b>360,120</b>    | <b>410,130</b>    | <b>395,650</b>    |
| 30201 ANIMAL LICENSE                | 11,000            | 11,000            | 11,000            |
| 30203 ENCROACHMENT                  | 45,000            | 45,000            | 30,000            |
| 30206 TOBACCO RETAILER LICENSE      | 0                 | 0                 | 4,110             |
| <b>3020 LICENSES &amp; PERMITS</b>  | <b>56,000</b>     | <b>56,000</b>     | <b>45,110</b>     |
| 30301 PARKING FINES                 | 50,000            | 45,000            | 30,000            |
| 30302 CRIMINAL FINES                | 5,000             | 2,000             | 0                 |
| 30303 VEHICLE CODE FINES            | 26,000            | 28,000            | 35,000            |
| 30307 CHP - SONOMA                  | 500               | 1,000             | 0                 |
| 30308 SONOMA P/C 33%                | 300               | 300               | 0                 |
| 30310 TRAFFIC VIOLATOR SCHOOL       | 3,500             | 4,600             | 0                 |
| <b>3030 FINES &amp; FORFEITURES</b> | <b>85,300</b>     | <b>80,900</b>     | <b>65,000</b>     |
| 30600 INTEREST INCOME               | 50,000            | 30,000            | 10,000            |
| 30701 RENTAL INCOME                 | 65,000            | 65,000            | 60,000            |
| 30702 PARK RESERVATION              | 20,000            | 40,000            | 43,340            |
| 30703 MOBILE HOME PARK ADM          | 9,500             | 9,500             | 9,500             |
| 30800 FILMING PERMIT FEE            | 1,500             | 1,000             | 0                 |
| <b>3060 INTEREST &amp; RENTS</b>    | <b>146,000</b>    | <b>145,500</b>    | <b>122,840</b>    |
| 31001 MV IN-LIEU                    | 70,000            | 55,000            | 0                 |
| 31109 CHASE STREET BRIDGE           | 0                 | 660,220           | 95,000            |
| 31110 OBAG GRANT                    | 0                 | 273,534           | 273,534           |
| <b>3100 STATE REVENUES</b>          | <b>70,000</b>     | <b>988,754</b>    | <b>368,534</b>    |
| 31405 VOM FINANCE AGMT              | 26,000            | 21,000            | 21,000            |
| 31502 POLICE SERVICES               | 38,000            | 36,000            | 36,000            |
| 31503 ANIMAL SERVICES               | 1,000             | 3,000             | 2,000             |
| 31504 SPECIAL PUBLIC WORKS          | 15,000            | 15,000            | 21,150            |
| 31507 STREET SWEEPING               | 9,052             | 9,052             | 9,052             |
| 31509 TID 1% ADMIN                  | 5,000             | 15,000            | 7,205             |
| 31510 PUBLIC WORKS INSPECTIONS      | 10,000            | 40,000            | 0                 |
| <b>3110 CHARGES FOR SERVICES</b>    | <b>104,052</b>    | <b>139,052</b>    | <b>96,407</b>     |
| 33001 BILLINGS - EMS (ADJUSTME      | 1,410,000         | 1,330,000         | 1,355,000         |
| 33002 FIREMED MEMBERSHIP            | 42,000            | 30,000            | 30,000            |

**CITY OF SONOMA & SONOMA SUCCESSOR AGENCY  
 OPERATING & CAPITAL BUDGET - FY 2015-16  
 GENERAL FUND REVENUE - 100-00000**

| DESCRIPTION                   | 2014<br>BUDGET    | 2015<br>BUDGET    | 2016<br>BUDGET    |
|-------------------------------|-------------------|-------------------|-------------------|
| <b>3300 EMS</b>               | <b>1,452,000</b>  | <b>1,360,000</b>  | <b>1,385,000</b>  |
| 35001 SALE OF PROPERTY        | 1,000             | 0                 | 0                 |
| 35004 REIMBURSEMENT AGMTS     | 17,500            | 17,500            | 130,000           |
| 35007 YOUTH/FAMILY SVS GRANT  | 32,500            | 32,500            | 32,500            |
| 35021 PG&E SOLAR REBATES      | 26,500            | 26,500            | 26,500            |
| 36102 PRIOR YEAR ROLL-FORWARD | 740,000           | 0                 | 682,000           |
| 37201 TRANSFER FROM RESERVES  | 50,000            | 277,600           | 0                 |
| <b>3500 MISCELLANEOUS</b>     | <b>867,500</b>    | <b>354,100</b>    | <b>871,000</b>    |
| 37200 TRANSFER IN             | 540,154           | 554,298           | 578,966           |
| <b>3700 TRANSFERS</b>         | <b>540,154</b>    | <b>554,298</b>    | <b>578,966</b>    |
| <b>30000 TOTAL REVENUE</b>    | <b>14,907,816</b> | <b>16,406,214</b> | <b>16,826,752</b> |
| NET REVENUE VS EXPENDITURE    | 14,907,816        | 16,406,214        | 16,826,752        |

**CITY OF SONOMA**

**FY 2015-2016 OPERATING BUDGET NARRATIVE**

*City Council Department (100-41001)*

*Carol E. Giovanatto, City Manager*

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**DESCRIPTION:**

The City Council is the elected body that oversees all municipal operations. The City Council provides policy leadership and acts as the legislative arm of City government. The five members of the City Council are elected to overlapping four year terms. This overlapping ensures that there are experienced councilmembers guiding the City at all times. Each member of the City Council is provided a salary in accordance with State law. In addition, Councilmembers are eligible for full health, dental, and vision care coverage for Councilmembers and their dependents.

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

**COUNCIL GOALS:**

**TO PROVIDE SOUND MUNICIPAL LEADERSHIP IN A MANNER THAT ENSURES SONOMA REMAINS A SAFE, HEALTHY, AND VIBRANT COMMUNITY.**

The City Council held a Goal Setting Workshop on March 25, 2015 and established a set of goals that are used as the basis for the FY 2015 – 2016 budget to provide overall guidance for the City Manager and staff.

Those goals are included in this budget document and include seven key areas: • City Character • Fiscal Management • Housing • Infrastructure • Policy and Leadership • Public Service and Community Resources • Water

**RECOMMENDED BUDGET MODIFICATIONS:**

| <b>DEPARTMENT / CATEGORY</b> | <b>OBJECT #</b> | <b>COST INCREASE (REDUCTION)</b> | <b>DETAILS</b>   | <b>COUNCIL GOAL</b>   |
|------------------------------|-----------------|----------------------------------|--|-----------------------|
| Memberships                  | 60456           | \$1,980                          | Increase due to increase in charges for memberships: ABAG, Cittislow, League of California Cities, Sister Cities International, Sonoma County Bicycle Coalition, Sonoma County Transportation Authority / Regional Climate Authority | Policy and Leadership |
| Department Expense           | 70510           | (\$1,980)                        | Reduced due to reduced requests for reimbursements   | Fiscal Management     |

CITY OF SONOMA & SONOMA SUCCESSOR AGENCY  
 OPERATING & CAPITAL BUDGET - FY 2015-16  
 CITY COUNCIL - 100-41001

| DESCRIPTION                               | 2014<br>BUDGET | 2015<br>BUDGET | 2016<br>BUDGET |
|---|----------------|----------------|----------------|
| 120 TEMPORARY/PART-TIME                   | 18,000         | 18,000         | 18,000         |
| <b>100E SALARY &amp; WAGES</b>            | <b>18,000</b>  | <b>18,000</b>  | <b>18,000</b>  |
| 290 EMPLOYEE BENEFITS                     | 81,276         | 81,276         | 28,060         |
| <b>200E EMPLOYEE BENEFITS</b>             | <b>81,276</b>  | <b>81,276</b>  | <b>28,060</b>  |
| 350 PROFESSIONAL/TECHNICAL                | 500            | 500            | 500            |
| <b>300E PROFESSIONAL SERVICES</b>         | <b>500</b>     | <b>500</b>     | <b>500</b>     |
| 455 TRAVEL                                | 2,000          | 3,000          | 3,000          |
| 456 MEMBERSHIPS                           | 15,244         | 16,970         | 18,950         |
| 457 TRAINING/CONFERENCES                  | 4,500          | 4,500          | 4,500          |
| 480 OTHER SERVICES                        | 1,000          | 4,000          | 4,000          |
| <b>450E OPERATIONS</b>                    | <b>22,744</b>  | <b>28,470</b>  | <b>30,450</b>  |
| 501 GENERAL SUPPLIES                      | 1,500          | 1,500          | 1,500          |
| 506 FOOD                                  | 1,200          | 1,200          | 1,200          |
| 510 DEPARTMENT EXPENSE                    | 6,000          | 6,000          | 4,020          |
| <b>500E SUPPLIES</b>                      | <b>8,700</b>   | <b>8,700</b>   | <b>6,720</b>   |
| 770 MIS REPLACEMENT TRANSFER              | 1,206          | 2,214          | 1,088          |
| <b>700E INTERNAL SERVICE &amp; CAPITA</b> | <b>1,206</b>   | <b>2,214</b>   | <b>1,088</b>   |
| <b>40000 TOTAL EXPENSE</b>                | <b>132,426</b> | <b>139,160</b> | <b>84,818</b>  |
| NET REVENUE VS EXPENDITURE                | -132,426       | -139,160       | -84,818        |

**CITY OF SONOMA**

**FY 2015-2016 OPERATING BUDGET NARRATIVE**

*City Clerk Department (100-41002)*

*Gay Johann, Assistant City Manager / City Clerk*

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**DESCRIPTION:**

The City Clerk department consists of the Assistant City Manager/City Clerk and a Part Time Administrative Assistant. The City Clerk department provides executive and administrative support to the City Council as a whole, to individual Councilmembers and to the City Manager. The City Clerk's mission is to be a steward and protector of democratic processes, such as elections, and access to official records, as well as to comply with federal, state and local statutes. The department supports the City Council in its goals of innovation, transparency and fairness while promoting community participation and awareness.

The City Clerk is responsible for facilitating the business proceedings of the City Council, and fulfilling legal requirements as set forth in City Codes and State law. The Office of the City Clerk conducts all City elections and administers campaign and financial disclosure laws.

**CHALLENGES:**

Meeting the deadlines associated with production of the City Council agenda packets and associated public noticing to ensure compliance with State law while at the same time keeping up with the routine functions of the office.

**DEPARTMENT GOALS:**

The City Clerk's Department, which serves as the information nucleus of the City and its departments, is dedicated to providing the highest 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. The City Clerk is anxious to take full advantage of new technological developments that would enhance our efficiency in the performance of our duties and responsibilities. Future opportunities could include paper-less agenda packets, a City Facebook page, and an enhanced internet visibility.

**RECOMMENDED BUDGET MODIFICATIONS:**

None.

CITY OF SONOMA & SONOMA SUCCESSOR AGENCY  
 OPERATING & CAPITAL BUDGET - FY 2015-16  
 CITY CLERK - 100-41002

| DESCRIPTION                               | 2014<br>BUDGET | 2015<br>BUDGET | 2016<br>BUDGET |
|---|----------------|----------------|----------------|
| 110 REGULAR EMPLOYEES                     | 74,024         | 82,963         | 91,907         |
| 112 COLA FY 14-15                         | 0              | 2,273          | 0              |
| 120 TEMPORARY/PART-TIME                   | 0              | 14,451         | 14,010         |
| <b>100E SALARY &amp; WAGES</b>            | <b>74,024</b>  | <b>99,687</b>  | <b>105,917</b> |
| 290 EMPLOYEE BENEFITS                     | 23,322         | 26,056         | 30,926         |
| 291 WORKERS COMP                          | 3,467          | 4,566          | 5,072          |
| <b>200E EMPLOYEE BENEFITS</b>             | <b>26,789</b>  | <b>30,622</b>  | <b>35,998</b>  |
| 321 ELECTIONS                             | 0              | 15,000         | 0              |
| 350 PROFESSIONAL/TECHNICAL                | 2,500          | 3,000          | 3,500          |
| <b>300E PROFESSIONAL SERVICES</b>         | <b>2,500</b>   | <b>18,000</b>  | <b>3,500</b>   |
| 453 ADVERTISING                           | 2,000          | 2,000          | 2,000          |
| 455 TRAVEL                                | 30             | 50             | 50             |
| 456 MEMBERSHIPS                           | 450            | 1,172          | 1,172          |
| 457 TRAINING/CONFERENCES                  | 2,500          | 3,500          | 3,500          |
| <b>450E OPERATIONS</b>                    | <b>4,980</b>   | <b>6,722</b>   | <b>6,722</b>   |
| 501 GENERAL SUPPLIES                      | 2,000          | 2,000          | 2,000          |
| <b>500E SUPPLIES</b>                      | <b>2,000</b>   | <b>2,000</b>   | <b>2,000</b>   |
| 770 MIS REPLACEMENT TRANSFER              | 1,322          | 1,789          | 1,603          |
| 780 INSURANCE TRANSFER                    | 4,806          | 4,806          | 4,358          |
| <b>700E INTERNAL SERVICE &amp; CAPITA</b> | <b>6,128</b>   | <b>6,595</b>   | <b>5,961</b>   |
| <b>40000 TOTAL EXPENSE</b>                | <b>116,422</b> | <b>163,626</b> | <b>160,098</b> |
| NET REVENUE VS EXPENDITURE                | -116,422       | -163,626       | -160,098       |

**CITY OF SONOMA**

**FY 2015-16 OPERATING BUDGET NARRATIVE**

*City Manager Department (100-41003)*

*Carol E. Giovanatto, City Manager*

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**DESCRIPTION:**

The City Manager Department Budget encompasses two core functional areas of the budget: City Manager and Administrative Services/Human Resources.

The role of the City Manager Department is to assist City Council and Departments in defining and achieving their collective goals and to assist Citizens, City Council and Departments proactively avoid crisis situations and use programs to solve problems. The City Manager department consists of the City Manager, Administrative Services Manager and a part time Administrative Assistant.

The City Manager is the chief executive officer of the City. The City Manager is appointed by and takes direction from the City Council. She is responsible for the day-to-day efficient performance of all City operations, implementing Council policy, formulating staff recommendations to Council on policy and other matters, and preparing and submitting the annual budget. The City Manager currently provides direct oversight of the Human Resources, Cemetery and City Clerk department personnel.

Major functions included in this program are Council administrative support and policy analysis, organizational management and development, administrative analyses, community relations, intergovernmental relations, risk management and general leadership/oversight of City operations. The City Manager establishes the implementation actions for the City Council's goals and objectives identified to enhance the quality of life for residents, businesses, community organizations, and visitors.

**CHALLENGES:**

To continue to maintain the City's fiscal solvency, maintaining awareness of future financial projections, and staying abreast of local, State and Federal issues, which could have a potential impact on the City.

**DEPARTMENT GOALS:**

Effectively implement the 2016 City Council Goals with emphasis seven key areas: • City Character  
• Fiscal Management • Housing • Infrastructure • Policy and Leadership • Public Service and Community Resources • Water

Continue active and constant City management of public safety services provided through City contracts with the Sonoma County Sheriff's Department and the Valley of the Moon Fire District.

Ensure the City Council is kept informed as to the short-term and long-term fiscal viability of City government.

Provide responsive, analytical and concise recommendations upon which the City Council can make informed policy decisions.

Interact with local community organizations and groups regarding issues, concerns, and current and future service needs of City residents and businesses.

Create an environment that promotes innovative and creative methodologies to provide better service and value to residents.

**HIGHLIGHTS:**

- Completion of the Swimming Pool Grant Funding Agreement and Trust Fund
- Completion of the for transfer of 32 Patten Street (Old Fire Station)
- Accomplished FY 2014-15 Council Goals; held Council Goal-setting for 2015-16 establishing 7 Council Goals and 31 Action Items.
- Renewed the Tourism Improvement District 10-year period to insure the marketing program is funded in the long-term.
- Initiated the revitalization and restructuring of the Sonoma Valley Economic Vitality Partnership Agreement with the Chamber of Commerce. This will assist in a public relations liaison conduit with the business community.
- Completion of the Tobacco Retailer’s Licensing Ordinance Program

**RECOMMENDED BUDGET MODIFICATIONS:**

| DEPARTMENT / CATEGORY          | OBJECT # | COST INCREASE (REDUCTION) | DETAILS  | COUNCIL GOAL          |
|--------------------------------|----------|---------------------------|--|-----------------------|
| Other Professional / Technical | 50350    | \$18,000                  | Increase for consulting services to prepare an updated to the City Classification Plan for all employee positions. This study was through negotiated agreement with employee union (2014-2017). Last update was completed in 1987. \$7,684 will be reimbursed by other funds. Net cost to General Fund \$10,316 for all departments. | Policy and Leadership |
| Memberships                    | 60456    | \$800                     | Increased to include memberships related to human resources and labor relations.   | Policy and Leadership |

CITY OF SONOMA & SONOMA SUCCESSOR AGENCY  
 OPERATING & CAPITAL BUDGET - FY 2015-16  
 CITY MANAGER - 100-41003

| DESCRIPTION                               | 2014<br>BUDGET | 2015<br>BUDGET | 2016<br>BUDGET |
|---|----------------|----------------|----------------|
| 110 REGULAR EMPLOYEES                     | 207,195        | 117,276        | 105,237        |
| 112 COLA FY 14-15                         | 0              | 2,905          | 0              |
| 120 TEMPORARY/PART-TIME                   | 0              | 7,226          | 8,006          |
| <b>100E SALARY &amp; WAGES</b>            | <b>207,195</b> | <b>127,407</b> | <b>113,242</b> |
| 290 EMPLOYEE BENEFITS                     | 39,011         | 30,102         | 30,934         |
| 291 WORKERS COMP                          | 5,700          | 5,835          | 5,422          |
| <b>200E EMPLOYEE BENEFITS</b>             | <b>44,711</b>  | <b>35,937</b>  | <b>36,356</b>  |
| 313 CONSULTING                            | 1,000          | 1,000          | 1,000          |
| 350 PROFESSIONAL/TECHNICAL                | 0              | 10,000         | 28,000         |
| <b>300E PROFESSIONAL SERVICES</b>         | <b>1,000</b>   | <b>11,000</b>  | <b>29,000</b>  |
| 452 COMMUNICATIONS                        | 700            | 750            | 750            |
| 455 TRAVEL                                | 900            | 900            | 900            |
| 456 MEMBERSHIPS                           | 1,170          | 0              | 800            |
| 457 TRAINING/CONFERENCES                  | 3,000          | 3,000          | 3,000          |
| 480 OTHER SERVICES                        | 2,000          | 2,000          | 2,000          |
| 491 DISASTER PREPAREDNESS                 | 1,000          | 1,000          | 1,000          |
| <b>450E OPERATIONS</b>                    | <b>8,770</b>   | <b>7,650</b>   | <b>8,450</b>   |
| 501 GENERAL SUPPLIES                      | 500            | 500            | 500            |
| 507 BOOKS & PERIODICALS                   | 250            | 350            | 350            |
| <b>500E SUPPLIES</b>                      | <b>750</b>     | <b>850</b>     | <b>850</b>     |
| 770 MIS REPLACEMENT TRANSFER              | 3,189          | 2,002          | 2,438          |
| 780 INSURANCE TRANSFER                    | 9,520          | 9,520          | 4,659          |
| <b>700E INTERNAL SERVICE &amp; CAPITA</b> | <b>12,709</b>  | <b>11,522</b>  | <b>7,097</b>   |
| <b>40000 TOTAL EXPENSE</b>                | <b>275,135</b> | <b>194,366</b> | <b>194,996</b> |
| NET REVENUE VS EXPENDITURE                | -275,135       | -194,366       | -194,996       |

**CITY OF SONOMA**

**FY 2015-2016 OPERATING BUDGET NARRATIVE**

*Finance Department (100-41004)*

*DeAnna Hilbrants, Finance Director*

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**DESCRIPTION:**

The mission, vision and values of the Finance Department are to manage and safeguard City resources responsibly, with the highest regard for ethics and the future interests of the community. This is accomplished through the functional areas of accounting, billing, and budgeting. Responsibilities of the finance department include water billing, accounts payable, payroll, accounts receivable, audit, cash management, forecasting, and planning.

In Fiscal Year 2014 - 2015 the Finance Department will be staffed with 3.75 Full-Time Equivalent employees including the Finance Director, two Accounting Technicians and an Administrative Clerk. Finance department employee costs are allocated between the Finance Department, the Successor Agency, and the Water Utility.

As the team increases capacity, department will provide management review, ongoing monitoring and comprehensive planning that will better enable City executive staff and City Council to make informed financial decisions. Ultimately, the department will provide and support more comprehensive planning and forecasting activities as the City addresses needs for new revenue sources and funding options.

**FISCAL YEAR 2014 – 2015 ACCOMPLISHMENTS:**

- Completed reconciliations related to transition from 30-year old MOMS financial system to Springbrook financial system and wind down of Community Development Agency. Closed seventeen (17) inactive funds in order to simplify ongoing management.
- Implemented monthly water billing, improved water billing statements, and added lock box for receipt of payments. Improved process for timely collection of water payments.
- By training and empowering existing staff, improved timelines for reconciliations and entries other entries to financial system even while staffing levels are below authorized strength.
- Led fee schedule update for 2015 and budget process for 2015 – 2016. Provided support for water rate study completed in November 2014. Implemented changes to water rates in financial system.
- Identified and executed no-interest financing for LED Lighting upgrade to be completed by Public Works in 2015 – 2016.

**FISCAL YEAR 2015 – 2016 GOALS:**

- Provide support for implementation of 2014 City Council goals
- Continue implementation of minor modules in the Springbrook system and identify areas where use of the system can create operating efficiencies for the department and the City.
- Develop and improve policies related to financial activities.
- Continue cross training and identifying other opportunities for finance staff to add value to City staff, residents, and customers.

**RECOMMENDED BUDGET MODIFICATIONS:**

| <b>DEPARTMENT / CATEGORY</b>  | <b>OBJECT #</b>            | <b>COST INCREASE (REDUCTION)</b> | <b>DETAILS</b>   | <b>COUNCIL GOAL</b>                      |
|---|----------------------------|----------------------------------|--|--|
| Professional Technical, Rental Equipment, Printing and Binding, and Permit / Fees / Taxes | 50350, 60406, 60454, 60460 | \$5,000                          | Costs of copier services and business license mailings were previously included in other departments.  | Fiscal Management                        |
| Accounting / Audit  | 50311                      | \$3,500                          | Increase primarily related to additional reports required from California Public Employee Retirement System (CALPERS) to meet Government Accounting Standards Board (GASB) requirements. | Fiscal Management                        |
| Training  | 60457                      | \$1,000                          | Increase staff training permitting staff to continue to assume higher value activities   | Policy and Leadership, Fiscal Management |

CITY OF SONOMA & SONOMA SUCCESSOR AGENCY  
 OPERATING & CAPITAL BUDGET - FY 2015-16  
 FINANCE - 100-41004

| DESCRIPTION                               | 2014<br>BUDGET | 2015<br>BUDGET | 2016<br>BUDGET |
|---|----------------|----------------|----------------|
| 110 REGULAR EMPLOYEES                     | 62,285         | 100,156        | 100,223        |
| 112 COLA FY 14-15                         | 0              | 2,447          | 0              |
| 120 TEMPORARY/PART-TIME                   | 19,332         | 19,739         | 21,881         |
| <b>100E SALARY &amp; WAGES</b>            | <b>81,617</b>  | <b>122,343</b> | <b>122,104</b> |
| 290 EMPLOYEE BENEFITS                     | 28,150         | 32,689         | 40,199         |
| 291 WORKERS COMP                          | 2,220          | 5,619          | 5,847          |
| <b>200E EMPLOYEE BENEFITS</b>             | <b>30,370</b>  | <b>38,309</b>  | <b>46,046</b>  |
| 311 ACCOUNTING/AUDIT                      | 15,000         | 17,500         | 21,000         |
| 350 PROFESSIONAL/TECHNICAL                | 0              | 2,000          | 2,500          |
| <b>300E PROFESSIONAL SERVICES</b>         | <b>15,000</b>  | <b>19,500</b>  | <b>23,500</b>  |
| 406 RENTAL/LEASE-EQUIPMENT                | 0              | 0              | 2,000          |
| 407 CONTRACT SERVICES                     | 600            | 600            | 600            |
| <b>400E PROPERTY SERVICES</b>             | <b>600</b>     | <b>600</b>     | <b>2,600</b>   |
| 454 PRINTING & BINDING                    | 0              | 0              | 1,500          |
| 455 TRAVEL                                | 500            | 500            | 500            |
| 456 MEMBERSHIPS                           | 1,000          | 1,000          | 1,000          |
| 457 TRAINING/CONFERENCES                  | 2,250          | 3,000          | 4,000          |
| <b>450E OPERATIONS</b>                    | <b>3,750</b>   | <b>4,500</b>   | <b>7,000</b>   |
| 501 GENERAL SUPPLIES                      | 2,750          | 2,750          | 2,750          |
| <b>500E SUPPLIES</b>                      | <b>2,750</b>   | <b>2,750</b>   | <b>2,750</b>   |
| 770 MIS REPLACEMENT TRANSFER              | 14,194         | 12,261         | 13,414         |
| 780 INSURANCE TRANSFER                    | 4,987          | 4,987          | 5,023          |
| <b>700E INTERNAL SERVICE &amp; CAPITA</b> | <b>19,181</b>  | <b>17,248</b>  | <b>18,437</b>  |
| <b>40000 TOTAL EXPENSE</b>                | <b>153,268</b> | <b>205,249</b> | <b>222,437</b> |
| NET REVENUE VS EXPENDITURE                | -153,268       | -205,249       | -222,437       |

**CITY OF SONOMA**

**FY 2015-2016 OPERATING BUDGET NARRATIVE**

*Legal Services(100-41005)*

*DeAnna Hilbrants, Finance Director*

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**City Attorney/ Jeffery A. Walters, Walters & Pistole**

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

For Fiscal Year 2015 – 2016, a small increase is included anticipating additional costs related to upcoming projects such as municipal code updates.

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

The Office of the City Prosecutor has responsibility for two primary areas; prevention, mitigation and prosecution of crimes not amounting to felonies (18 yrs of age and older) and Youth and Family Services (minors). Costs of the Sonoma Valley Youth and Family Services program are partially reimbursed by Sonoma County.

Staffing for both programs includes:

|                          |   |
|--------------------------|---|
| Robert A. Smith, Esq.    | City Prosecutor/Program Director              |
| Cynthia A. Ashmore, Esq. | Assistant City Prosecutor/Program Coordinator |
| Syrah Spielman           | Program Assistant                             |

**CITY OF SONOMA & SONOMA SUCCESSOR AGENCY  
OPERATING & CAPITAL BUDGET - FY 2015-16  
LEGAL SERVICES - 100-41005**

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| DESCRIPTION                       | 2014<br>BUDGET | 2015<br>BUDGET | 2016<br>BUDGET |
|-----------------------------------|----------------|----------------|----------------|
| 310 LEGAL                         | 250,000        | 250,000        | 277,000        |
| <b>300E PROFESSIONAL SERVICES</b> | <b>250,000</b> | <b>250,000</b> | <b>277,000</b> |
| <b>40000 TOTAL EXPENSE</b>        | <b>250,000</b> | <b>250,000</b> | <b>277,000</b> |
| NET REVENUE VS EXPENDITURE        | -250,000       | -250,000       | -277,000       |

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## CITY OF SONOMA

### FY 2015-2016 OPERATING BUDGET NARRATIVE

*Community Activities (100-43101)*

*DeAnna Hilbrants, Finance Director*

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Community Activities represents services that benefit the entire community of Sonoma. During the 2015 – 2016 Fiscal Year, staff has realigned expenses that were previously paid from other funds such as Community Development Agency and Successor Agency:

For Fiscal Year 2015 – 2016; the following programs are included in the recommended budget:

- Memorandum of Understanding with Chamber of Commerce for Business and Economic Vitality Services: These services were previously paid by the Community Development Agency. Portions of these services (\$75,000) were included in the Successor Agency Administration Budget (Department 43199).
- Utilities (water and sewer) for Emergency Shelter. While contract services for the Emergency Shelter are paid using RDA Property Tax Trust Fund (RPTTF), payment of utilities was not authorized by the State of California Department of Finance. These costs were previously included in the Successor Agency Administration Budget (100-43199) but have been moved to this department to better present City General Fund expenses for services provided by other community organizations.
- Lease of the Veteran's Building. The City provides 15 days of use of the Veteran's Building to other Community Organizations at an annual cost of \$15,000.
- City contributes to the cost of Crossing Guard Services at Sonoma Valley High School (SVHS) and to Grad Night at SVHS.
- A "Community Fund" provides funding for some organizations (referred to as "Tier 1 Organizations") including: Boys and Girls Club of Sonoma Valley, Sonoma Community Center, Sonoma Ecology Center, and Vintage House.
- Special Events Coordinator

The 2015 – 2016 Council Goals includes the following:

*Create a Sonoma Community Fund equal to 1.5% of General Fund Tax Revenue sources to provide as funding opportunities for nonprofit organizations (including those formerly designated "Tier 1") and small grants to community service organizations.*

While staff will return during the 2016 fiscal year with a more detailed policy recommendation to meet the above goal, a budget recommendation for 2016 is made based on 1.5% of City General Tax Revenue excluding restricted tax revenue (Public Safety Sales Tax and Successor Agency Administration). Based on this calculation, a total of \$187,984 is available for allocation in the "Community Fund". Staff has not made any recommendation regarding allocation of these funds.

Any change in Tier 1 funding is strictly through action of City Council. For several years, Council maintained a secure funding stream for certain local non-profits (referred to as Tier 1).

In Fiscal Year 2014, Council authorized a 5% increase to each Tier 1 Organization except the Sonoma Community Center who had requested no increase. In 2015, Council authorized a 20% increase for all Tier 1 providers. A history of Tier 1 Funding follows:

| <i>Agency</i>            | <i>2011-12<br/>Grant</i> | <i>2012-13<br/>Grant</i> | <i>2013-14<br/>Grant</i> | <i>2014-15<br/>Grant</i> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Boys & Girls Clubs of SV | \$51,040                 | \$51,040                 | \$58,000                 | \$69,000                 |
| Sonoma Community Center  | \$26,400                 | \$26,400                 | \$26,400                 | \$32,000                 |
| Sonoma Ecology Center #1 | \$19,360                 | \$19,360                 | \$22,000                 | \$27,000                 |
| Vintage House            | \$26,400                 | \$26,400                 | \$30,000                 | \$36,000                 |
| <b>TOTALS</b>            | <b>\$123,200</b>         | <b>\$123,200</b>         | <b>\$136,400</b>         | <b>\$164,000</b>         |

Tier 1 Organizations are scheduled to make presentations at the beginning of the City Council Budget Workshop.

Possible Council actions include:

- Allocate \$187,984 to “Tier 1” Organizations
- Allocate portion of funds to “Tier 1” Organizations and additional funds to other organizations (either through budget action or hold to allocate through future action)
- Consider alternate funding proposals. Because the budget as presented is balanced, if Council elects to increase funding either through this budget process or through allocations made at later dates, Council will need to provide additional direction to staff to reduce expenses in other budget areas or to offset the increase through use of general fund reserves.

**RECOMMENDED BUDGET MODIFICATIONS:**

| <b>DEPARTMENT / CATEGORY</b> | <b>OBJECT #</b> | <b>COST INCREASE (REDUCTION)</b> | <b>DETAILS</b>  | <b>COUNCIL GOAL</b>                             |
|------------------------------|-----------------|----------------------------------|---|---|
| Utilities                    | 60401           | \$6,000                          | Increase for utilities paid for Emergency Shelter.  | Housing, Public Service and Community Resources |
| Contract Services            | 60407           | \$100,000                        | MOU with Sonoma Valley Chamber of Commerce. Some costs realigned from Successor Agency Administration (100-43199) | Community Character, Policy and Leadership      |

| DEPARTMENT / CATEGORY                     | OBJECT # | COST INCREASE (REDUCTION) | DETAILS  | COUNCIL GOAL   |
|---|----------|---------------------------|--|--|
| Community Fund (Formerly Tier 1 Services) | 60408    | \$23,984                  | Based on Council Goal Recommendation to allocate 1.5% of General Fund Tax Revenue  | Public Service and Community Resources                 |
| Other Services                            | 60480    | \$14,500                  | SVHS Crossing Guard and Grad Night previously paid from 100-43199 and staff recommendation for Special Events Coordinator. Special Events Coordinator may be partially funded from increase in Special Events Revenue. | Infrastructure, Public Service and Community Resources |

**CITY OF SONOMA & SONOMA SUCCESSOR AGENCY  
 OPERATING & CAPITAL BUDGET - FY 2015-16  
 COMM. ACTIVITIES - 100-43101**

| DESCRIPTION                    | 2014<br>BUDGET | 2015<br>BUDGET | 2016<br>BUDGET |
|--------------------------------|----------------|----------------|----------------|
| 401 UTILITIES                  | 0              | 0              | 6,000          |
| 405 RENTAL/LEASE - LAND & BUIL | 10,000         | 15,000         | 15,000         |
| 407 CONTRACT SERVICES          | 500            | 25,500         | 125,500        |
| 408 COMMUNITY FUND             | 136,400        | 164,000        | 187,984        |
| <b>400E PROPERTY SERVICES</b>  | <b>146,900</b> | <b>204,500</b> | <b>334,484</b> |
| 480 OTHER SERVICES             | 0              | 0              | 14,500         |
| <b>450E OPERATIONS</b>         | <b>0</b>       | <b>0</b>       | <b>14,500</b>  |
| <b>40000 TOTAL EXPENSE</b>     | <b>146,900</b> | <b>204,500</b> | <b>348,984</b> |
| NET REVENUE VS EXPENDITURE     | -146,900       | -204,500       | -348,984       |

**CITY OF SONOMA**

**FY 2015-2016 OPERATING BUDGET NARRATIVE**

*Non-Departmental Expenses (100-43200)*

*DeAnna Hilbrants, Finance Director*

Non-Departmental expenses represent functions that span the entire City organization. In these cases, instead of allocating expenses to a specific general fund department, the expenses are charged through this Non-Departmental budget. Non-Departmental expenses include: front counter employee costs (part time employee), web site maintenance, utilities on City buildings (gas, electric, water and sewer), custodial services, leases, communications, contract services, repairs and maintenance required to maintain the properties and deliver service to the public. In addition, general supplies that are for the benefit of the entire City rather than a specific department are also included. For example, postage is primarily charged to this department unless a specific department requires a bulk mailing.

**RECOMMENDED BUDGET MODIFICATIONS:**

| <b>DEPARTMENT / CATEGORY</b>                                   | <b>OBJECT #</b>     | <b>COST INCREASE (REDUCTION)</b> | <b>DETAILS</b>   | <b>COUNCIL GOAL</b>                |
|--|---------------------|----------------------------------|--|------------------------------------|
| Professional / Technical                                       | 50350               | (\$3,500)                        | Cost of Website maintenance transferred to MIS Fund  | Fiscal Management                  |
| Utilities  | 60401               | (\$55,000)                       | Cost of utilities for Parks transferred to Public Works Admin & Parks  | Infrastructure / Fiscal Management |
| Repair and Maintenance, Contract Services, Buildings & Grounds | 60404, 60407, 70545 | (\$20,000)                       | Reduced for projects completed in Fiscal 2015 (Plaza Sign & Marcy House Tree Removal)  | Fiscal Management                  |
| Communications   | 60452               | \$6,650                          | Increase in cost of telephone service including \$3,650 increase for telephone lines provided by County at Emergency Operations Center | Infrastructure                     |
| Printing and Binding   | 60454               | \$1,750                          | Correction based on actual costs of shared paper supplies such as envelopes, checks, etc.  | Fiscal Management                  |

| DEPARTMENT /<br>CATEGORY  | OBJECT # | COST<br>INCREASE<br>(REDUCTION) | DETAILS   | COUNCIL GOAL          |
|---------------------------|----------|---------------------------------|---|-----------------------|
| Training /<br>Conferences | 60457    | \$750                           | Provide for Customer<br>Service Training for City<br>Employees. Portion of cost<br>to be paid from Water Fund | Policy and Leadership |

**CITY OF SONOMA & SONOMA SUCCESSOR AGENCY**  
**OPERATING & CAPITAL BUDGET - FY 2015-16**  
**NON-DEPARTMENTAL - 100-43200**

| DESCRIPTION                               | 2014<br>BUDGET | 2015<br>BUDGET | 2016<br>BUDGET |
|---|----------------|----------------|----------------|
| 112 COLA FY 14-15                         | 0              | 339            | 0              |
| 120 TEMPORARY/PART-TIME                   | 16,272         | 16,604         | 12,522         |
| <b>100E SALARY &amp; WAGES</b>            | <b>16,272</b>  | <b>16,943</b>  | <b>12,522</b>  |
| 290 EMPLOYEE BENEFITS                     | 2,736          | 2,288          | 2,159          |
| 291 WORKERS COMP                          | 3,450          | 778            | 600            |
| <b>200E EMPLOYEE BENEFITS</b>             | <b>6,186</b>   | <b>3,066</b>   | <b>2,759</b>   |
| 350 PROFESSIONAL/TECHNICAL                | 3,500          | 3,500          | 0              |
| <b>300E PROFESSIONAL SERVICES</b>         | <b>3,500</b>   | <b>3,500</b>   | <b>0</b>       |
| 401 UTILITIES                             | 145,500        | 155,000        | 100,000        |
| 403 CUSTODIAL (Inc. Supplies)             | 18,000         | 18,000         | 22,000         |
| 404 REPAIR & MAINTENANCE                  | 16,000         | 39,000         | 27,000         |
| 406 RENTAL/LEASE-EQUIPMENT                | 19,520         | 22,317         | 22,317         |
| 407 CONTRACT SERVICES                     | 0              | 0              | 7,000          |
| 420 OTHER PROPERTY SVS                    | 1,000          | 0              | 0              |
| <b>400E PROPERTY SERVICES</b>             | <b>200,020</b> | <b>234,317</b> | <b>178,317</b> |
| 452 COMMUNICATIONS                        | 22,000         | 28,000         | 34,650         |
| 454 PRINTING & BINDING                    | 250            | 250            | 2,000          |
| 457 TRAINING/CONFERENCES                  | 0              | 0              | 750            |
| 460 PERMITS, FEES                         | 0              | 0              | 700            |
| 461 CFAC ACTIVITIES                       | 4,500          | 4,500          | 4,500          |
| 480 OTHER SERVICES                        | 2,400          | 2,400          | 2,400          |
| <b>450E OPERATIONS</b>                    | <b>29,150</b>  | <b>35,150</b>  | <b>45,000</b>  |
| 501 GENERAL SUPPLIES                      | 18,600         | 20,600         | 20,600         |
| 545 BUILDING & GROUNDS                    | 0              | 15,000         | 0              |
| <b>500E SUPPLIES</b>                      | <b>18,600</b>  | <b>35,600</b>  | <b>20,600</b>  |
| 606 SOFTWARE                              | 15,000         | 15,000         | 15,000         |
| <b>600E CAPITAL ASSETS</b>                | <b>15,000</b>  | <b>15,000</b>  | <b>15,000</b>  |
| 750 LONG-TERM BUILDING MAINT              | 70,852         | 84,564         | 101,944        |
| 770 MIS REPLACEMENT TRANSFER              | 51,434         | 47,369         | 40,903         |
| 780 INSURANCE TRANSFER                    | 1,114          | 1,114          | 515            |
| <b>700E INTERNAL SERVICE &amp; CAPITA</b> | <b>123,400</b> | <b>133,047</b> | <b>143,362</b> |
| <b>40000 TOTAL EXPENSE</b>                | <b>412,128</b> | <b>476,623</b> | <b>417,560</b> |
| NET REVENUE VS EXPENDITURE                | -412,128       | -476,623       | -417,560       |

**CITY OF SONOMA**

**FY 2015-2016 OPERATING BUDGET NARRATIVE**

*Successor Agency Administration (100-43199)*

*Successor Agency, RPTTF-ROPS (391-53001)*

*DeAnna Hilbrants, Finance Director*

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Successor Agency

One of the most profound impacts to impact the City's budget in many years was the dissolution of California Redevelopment, as outlined in California Assembly Bill ABX1 26. The elimination of all revenue, funding for projects and associated administrative costs resulted not only in unprecedented challenges for the City, but the need to create a Successor Agency to close out all Redevelopment activity, and to absorb 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 Administration Department and related expenses were absorbed by the General Fund. This includes:

- Portion of Staff Costs including: City Manager, Assistant City Manager, Administrative Services Manager, and Finance Director
- Underwriting of the Sebastiani Theatre lease and associated utilities
- Small Business Loan Program

For the 2015 – 2016 Fiscal Year, staff has recommended moving the cost of Economic Development Coordinator (now included as part of the Memorandum of Understanding with the Sonoma Valley Chamber of Commerce) and Emergency Shelter Utilities to the Community Activities budget.

RPTTF - ROPS:

The departmental budgets represented by the RDA 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 (Sonoma Community Development Agency) and establishment of the Successor Agency to the Sonoma Community Development Agency. This legislation includes guidelines for remittance and a payment schedule for State recognized and approved expenses. Every six (6) months, the City submits detail of anticipated payments based on items authorized by the Department of Finance during the Due Diligence process which took place in 2013.

As a general rule, approved expenses may 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. The schedule includes tax increment bonds issued in 2003, 2010 and 2011, a USDA note payable related to former CDA 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. The 2011 Tax Allocation Bonds are currently held pending legislation or litigation related to the dissolution of redevelopment but payments are included in the approved expenses. These bonds were issued in an aggregate amount of \$16 million to fund various capital improvements and public service projects including affordable housing.
- Contract services through the end of any contracts issued before the dissolution of the Sonoma Community Development Agency. This includes the
  - Sonoma Valley Visitor's Bureau: The term of this agreement expires on June 30, 2016. At that time, the approved RPTTF funding will end.
  - Sonoma Community Center Historic Preservation Easement: Final Payment 12/15/2015.
  - Funding for Sonoma Overnight Services (Emergency Shelter). Utilities paid by City are budgeted in Community Activities (100-43101).
- Other expenses approved by the Successor Agency RPTTF are primarily related to professional services such as legal and audit services.

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

Although the Successor Agency, RPTTF / ROPS payments are not part of the General Fund budget, the budget is presented together with the Successor Agency Administration Department in the General Fund to provide visibility of the costs previously paid by the Community Development Agency that are now paid by the General Fund. Note that some expenses have now been moved to the Community Activities Fund (Economic Development Coordinator and utilities for Emergency Shelter).

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**RECOMMENDED BUDGET MODIFICATIONS:**

| <b>DEPARTMENT / CATEGORY</b>                       | <b>OBJECT #</b>   | <b>COST INCREASE (REDUCTION)</b> | <b>DETAILS</b>   | <b>COUNCIL GOAL</b>   |
|--|---|----------------------------------|--|---|
| Successor Agency Administration / Rental Building  | 100-43199-405-60405   | \$2,250                          | Increase to include utility (sewer) costs for Sebastiani Theater   | Public Service and Community Resource                                 |
| Successor Agency Administration/ Contract Services | 100-43199-405-60405   | (\$75,000)                       | Economic Development Coordinator budget moved to Community Activities with Sonoma Valley Chamber of Commerce MOU                                 | Public Service and Community Resource                                 |
| Successor Agency / RPTTF Accounting / Audit        | 391-53001-311-50311   | (\$15,000)                       | Reduction in costs of Audit Services because specific Financial Statement is not required  | Fiscal Management   |
| Successor Agency / RPTTF Professional / Technical  | 391-53001-350-50350   | \$150,000                        | Authorized by Department of Finance (via legislation) for payment to Sonoma County Housing Authority for Successor Agency Housing Administration | Housing, Public Service and Community Resource, and Fiscal Management |
| Successor Agency / RPTTF Utilities                 | 391-53001-311-50311   | (\$4,370)                        | Decrease in utilities cost due to sale of 32 Patten  | Fiscal Management   |
| Successor Agency / RPTTF Debt Service Costs        | 391-53001-801-80801;<br>391-53001-802-80802;<br>391-53001-803-80803 | (\$596,635)                      | Adjusted based on anticipated debt service payments in Fiscal Year 2016  | Fiscal Management   |

**CITY OF SONOMA & SONOMA SUCCESSOR AGENCY  
 OPERATING & CAPITAL BUDGET - FY 2015-16  
 SUCCESSOR AGENCY - 100-43199**

| DESCRIPTION                               | 2014<br>BUDGET | 2015<br>BUDGET | 2016<br>BUDGET |
|---|----------------|----------------|----------------|
| 110 REGULAR EMPLOYEES                     | 109,092        | 125,185        | 140,424        |
| 112 COLA FY 14-15                         | 0              | 2,556          | 0              |
| <b>100E SALARY &amp; WAGES</b>            | <b>109,092</b> | <b>127,741</b> | <b>140,424</b> |
| 290 EMPLOYEE BENEFITS                     | 31,876         | 32,798         | 40,131         |
| 291 WORKERS COMP                          | 2,600          | 5,867          | 6,724          |
| <b>200E EMPLOYEE BENEFITS</b>             | <b>34,476</b>  | <b>38,666</b>  | <b>46,855</b>  |
| 310 LEGAL                                 | 100,000        | 0              | 0              |
| 311 ACCOUNTING/AUDIT                      | 15,000         | 0              | 0              |
| <b>300E PROFESSIONAL SERVICES</b>         | <b>115,000</b> | <b>0</b>       | <b>0</b>       |
| 405 RENTAL/LEASE - LAND & BUIL            | 0              | 66,000         | 68,250         |
| 407 CONTRACT SERVICES                     | 75,000         | 75,000         | 0              |
| <b>400E PROPERTY SERVICES</b>             | <b>75,000</b>  | <b>141,000</b> | <b>68,250</b>  |
| 453 ADVERTISING                           | 0              | 3,500          | 3,500          |
| 457 TRAINING/CONFERENCES                  | 0              | 500            | 500            |
| 480 OTHER SERVICES                        | 50,000         | 40,000         | 40,000         |
| <b>450E OPERATIONS</b>                    | <b>50,000</b>  | <b>44,000</b>  | <b>44,000</b>  |
| 501 GENERAL SUPPLIES                      | 0              | 1,500          | 1,500          |
| 535 UTILITIES                             | 1,850          | 0              | 0              |
| 540 RENTS & LEASES                        | 65,000         | 0              | 0              |
| <b>500E SUPPLIES</b>                      | <b>66,850</b>  | <b>1,500</b>   | <b>1,500</b>   |
| 750 LONG-TERM BUILDING MAINT              | 11,276         | 10,548         | 10,548         |
| 770 MIS REPLACEMENT TRANSFER              | 12,276         | 8,311          | 11,937         |
| 780 INSURANCE TRANSFER                    | 0              | 0              | 5,777          |
| <b>700E INTERNAL SERVICE &amp; CAPITA</b> | <b>23,552</b>  | <b>18,859</b>  | <b>28,262</b>  |
| <b>40000 TOTAL EXPENSE</b>                | <b>473,970</b> | <b>371,765</b> | <b>329,292</b> |
| NET REVENUE VS EXPENDITURE                | -473,970       | -371,765       | -329,292       |

**CITY OF SONOMA & SONOMA SUCCESSOR AGENCY  
OPERATING & CAPITAL BUDGET - FY 2015-16  
RPTTF - ROPS - 391-53001**

| DESCRIPTION                       | 2014<br>BUDGET   | 2015<br>BUDGET   | 2016<br>BUDGET   |
|-----------------------------------|------------------|------------------|------------------|
| 30013 PROPERTY TAX SHARE/RDA      | 3,719,318        | 4,343,498        | 3,877,493        |
| <b>3001 TAXES</b>                 | <b>3,719,318</b> | <b>4,343,498</b> | <b>3,877,493</b> |
| <b>30000 TOTAL REVENUE</b>        | <b>3,719,318</b> | <b>4,343,498</b> | <b>3,877,493</b> |
| 310 LEGAL                         | 0                | 130,000          | 130,000          |
| 311 ACCOUNTING/AUDIT              | 0                | 30,000           | 15,000           |
| 350 PROFESSIONAL/TECHNICAL        | 0                | 0                | 150,000          |
| <b>300E PROFESSIONAL SERVICES</b> | <b>0</b>         | <b>160,000</b>   | <b>295,000</b>   |
| 407 CONTRACT SERVICES             | 365,164          | 298,000          | 298,000          |
| <b>400E PROPERTY SERVICES</b>     | <b>365,164</b>   | <b>298,000</b>   | <b>298,000</b>   |
| 535 UTILITIES                     | 0                | 4,370            | 0                |
| <b>500E SUPPLIES</b>              | <b>0</b>         | <b>4,370</b>     | <b>0</b>         |
| 801 PRINCIPAL                     | 0                | 1,743,290        | 1,242,131        |
| 802 INTEREST                      | 0                | 2,137,838        | 2,036,754        |
| 803 FISCAL AGENT FEES             | 0                | 0                | 5,608            |
| <b>800E DEBT SERVICE</b>          | <b>0</b>         | <b>3,881,128</b> | <b>3,284,493</b> |
| 900 OPER. TRANSFERS-OUT           | 3,320,424        | 0                | 0                |
| <b>900E TRANSFERS</b>             | <b>3,320,424</b> | <b>0</b>         | <b>0</b>         |
| <b>40000 TOTAL EXPENSE</b>        | <b>3,685,588</b> | <b>4,343,498</b> | <b>3,877,493</b> |
| NET REVENUE VS EXPENDITURE        | 33,730           | 0                | 0                |

**CITY OF SONOMA**

**FY 2015-2016 OPERATING BUDGET NARRATIVE**

*Inter-Fund Transfers / General Fund to Other Funds (100-43999)*

*DeAnna Hilbrants, Finance Director*

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Interfund transfers (General Fund to Other Funds) represent transfers from the general fund to other funds to pay debt service costs associated with general fund or due to operating deficit in other funds. For Fiscal Year 2015 – 2016; transfers will be made as specified below:

- Debt Service Pension Obligation Bond (General Fund Share): \$232,213
- Debt Service (Clean Renewable Energy Bond) \$ 24,006
- Transfer to Benefits for Unfunded CalPERS Liability (Police & Fire) \$281,453
- Gas Tax (Interfund Loan for LED Lighting Project) \$ 43,034
- Gas Tax for Street Department (to balance budget): \$352,970
- Transfer to Cemetery Fund (to balance budget) \$ 6,184

While the transfers to Gas Tax and Cemetery Funds will bring the budgets into balance for Fiscal Year 2015 – 2016, both funds have a deficit balance from prior years that needs to be funded. During Fiscal Year 2015 – 2016; City staff will evaluate options related to the Gas Tax Fund and Cemetery Fund deficits and will bring forward a recommendation for future years.

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

**CITY OF SONOMA & SONOMA SUCCESSOR AGENCY  
OPERATING & CAPITAL BUDGET - FY 2015-16  
GEN FUND - TO OTHER FUNDS - 100-43999**

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| DESCRIPTION                | 2014<br>BUDGET | 2015<br>BUDGET | 2016<br>BUDGET |
|----------------------------|----------------|----------------|----------------|
| 900 OPER. TRANSFERS-OUT    | 111,823        | 692,145        | 939,860        |
| <b>900E TRANSFERS</b>      | <b>111,823</b> | <b>692,145</b> | <b>939,860</b> |
| <b>40000 TOTAL EXPENSE</b> | <b>111,823</b> | <b>692,145</b> | <b>939,860</b> |
| NET REVENUE VS EXPENDITURE | -111,823       | -692,145       | -939,860       |

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**CITY OF SONOMA**

**FY 2015-2016 OPERATING BUDGET NARRATIVE**

*Debt Service Funds*

*Clean Renewable Energy Bonds [CREBS] (495-55031)*

*Pension Obligation Bond (498-57109)*

*DeAnna Hilbrants, Finance Director*

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**DESCRIPTION:**

The City uses debt service funds for 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.

With the dissolution of redevelopment (further described in the narrative for Successor Agency, RPTTF-ROPS), debt service funds to be paid under the RPTTF-ROPS were transferred to that fund and those debt service funds were closed in Fiscal Year 2014. Debt Service Expenses included in the Successor Agency Budget include:

- 2003 Tax Allocation Bond
- 2010 Tax Allocation Bond
- 2011 Tax Allocation Bond
- SERAF Loan from Low / Moderate Income Housing Fund to Community Development Agency (paid to Sonoma County Housing Authority)
- US Department of Agriculture Loan used for purchase and operation of Village Green

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

- 2008 Clean Renewable Energy Bonds used for photovoltaic (solar) projects at the Police Station and Corporate Yard. These bonds were previously included in the Community Development Agency but were denied for ongoing financing from the RDA Property Tax Trust Fund (RPTTF). Funds are transferred from the General Fund (for Police Department and Public Works) and from other funds sharing the Public Works Corporate Yard (Gas Tax, Cemetery, Water).
- 2012 Pension Obligation Bond with costs to be allocated among funds based on share of salary costs. Funds are transferred to the debt service fund and the payment is made from that fund.
- 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).

**CITY OF SONOMA & SONOMA SUCCESSOR AGENCY  
OPERATING & CAPITAL BUDGET - FY 2015-16  
2012 POB DEBT SERVICE - 498-57109**

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| DESCRIPTION                | 2014<br>BUDGET | 2015<br>BUDGET | 2016<br>BUDGET |
|----------------------------|----------------|----------------|----------------|
| 37200 TRANSFER IN          | 0              | 410,950        | 411,350        |
| <b>3700 TRANSFERS</b>      | <b>0</b>       | <b>410,950</b> | <b>411,350</b> |
| <b>30000 TOTAL REVENUE</b> | <b>0</b>       | <b>410,950</b> | <b>411,350</b> |
| 801 PRINCIPAL              | 0              | 320,000        | 330,000        |
| 802 INTEREST               | 0              | 90,950         | 81,350         |
| <b>800E DEBT SERVICE</b>   | <b>0</b>       | <b>410,950</b> | <b>411,350</b> |
| <b>40000 TOTAL EXPENSE</b> | <b>0</b>       | <b>410,950</b> | <b>411,350</b> |

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CITY OF SONOMA

FY 2015-16 OPERATING & CAPITAL BUDGET NARRATIVE

*Planning Department (100-43030)*

*David Goodison, Director of Planning and Community Services*

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**DESCRIPTION:**

The Planning Department consists of the Planning and Community Services Director, a senior planner, an associate planner, an administrative assistant, and a part-time receptionist (shared with the Building Department). In terms of ongoing activities, the responsibilities of the Planning Division are as follows:

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

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

*Telephone and counter inquiries:* Planning inquiries amount to between 10-40 calls and counter contacts each day.

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

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

*Enforcement:* Sign and other code enforcement activities are primarily performed by the Associate Planner, in conjunction with the City Prosecutor and the Police Department.

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

*Mapping and Addressing:* Maintaining the address map, maintaining Fire Department run books, creation of miscellaneous maps as required for the Planning Division and other departments.

Assignment of addresses for new projects, additions, reassignments within city limits, and distribution to appropriate agencies.

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

**2014--2015 HIGHLIGHTS:**

A number of Housing Element implementation measures were completed through the adoption of amendments to the Development Code.

The updated Housing Element was adopted and was certified by the Department of Housing and Community Development.

The update of the Circulation Element and the preparation of a downtown parking plan is ongoing. Updated traffic counts and projections have been completed, as has a downtown parking survey.

Expanded bicycle education and safety programs were implemented, including training sessions for children and adults and the provision of a bicycle valet service at the Farmer's Market.

Options for changes to the regulations concerning vacation rentals were evaluated.

A request for proposals for the preparation of downtown design guidelines was prepared and has been circulated.

Improvements were made to the City's Geographic Information System, including an updated website available to the public.

The update of the Sign Ordinance was completed.

**2015--2016 WORK PROGRAMS:**

The following new and ongoing projects are proposed in the upcoming budget cycle:

Circulation Element/Downtown Parking Plan (Previously Budgeted) \$50,000

*Note: This program, which was funded in the 2014/15 Budget, is already underway but will be completed in the upcoming budget year. No additional funding for this work is proposed.* The Circulation Element needs to be updated to comply with the provisions of AB 1358, "The Complete Streets Act". While there is no hard deadline in the legislation, compliance with the Complete Streets Act is becoming a major factor in the award of transportation funding from the MTC (the Metropolitan Transportation Commission). For the most recent grant cycle, the City was able to self-certify that it was in compliance with the Complete Streets Act, but in future funding cycles, this may not be an option. Since, in the absence of redevelopment, the City is highly reliant on this funding for streets maintenance, maintaining the ability to access this funding is critical. As part of the update of the Circulation Element, staff recommends leveraging that work to include the preparation of a downtown parking study and management plan, as well as a detailed look at how intersections in the Plaza function (especially Broadway/West Napa Street and West Napa Street/First Street West and options for improving them.

Housing Impact Fee Study

\$45,000

The preparation of an affordable housing impact fee study is a key implementation measure of the newly adopted Housing Element. This study would address both residential and commercial development and would provide the City Council with options, guidance, and a legal basis for imposing housing impact fees, if it so chooses.

Improve Bicycle Education and Safety Programs

\$12,000

Last year, the City Council established funding for bicycle education and safety programs, as well as bike valet parking service at the Tuesday Night Farmers Market. These pilot programs proved successful and staff recommends continuing them and expanding upon them. The increase proposed in comparison to last year's budget is \$2,000.

GIS Improvements

\$9,500

Update the GIS database infrastructure and management workflow, including software, set-up, and staff training.

**RECOMMENDED BUDGET MODIFICATIONS:**

| Department/Category            | Object # | Description                             | Cost     | Details   | Council Goal?  |
|--------------------------------|----------|---|----------|---|--|
| Planning/Professional Services | 313      | Consultant Fees (Previously programmed) | \$50,000 | Complete the update of the Circulation Element and the Downtown Parking Plan.   | Yes. Policy and Leadership: Respond to County, State and Federal legislative issues with a focus on local control.             |
| Planning/Professional Services | 313      | Consultant Fees                         | \$45,000 | Preparation of an affordable housing impact fee.  | Yes. Housing and Policy and Leadership: Respond to County, State and Federal legislative issues with a focus on local control. |
| Planning/Professional Services | 313      | Consultant Fees (Previously programmed) | \$35,000 | Develop downtown design guidelines aimed at preserving historic character, including update of historic resources within the downtown area. | Yes. City Character.   |

|                                |     |                 |          |  |   |
|--------------------------------|-----|-----------------|----------|--|---|
| Planning/Professional Services | 313 | Program costs   | \$12,000 | Increase of \$2,000 from last year's budget. Cost of providing bicycle education programs. | Yes. Public Services and Community Resources. |
| Planning/Professional Services | 313 | Consultant fees | \$9,500  | Improvements to the Geographic Information System (GIS).                                   | Yes. Public Services and Community Resources. |

**CITY OF SONOMA & SONOMA SUCCESSOR AGENCY  
OPERATING & CAPITAL BUDGET - FY 2015-16  
PLANNING & ZONING - 100-43030**

| DESCRIPTION                               | 2014<br>BUDGET | 2015<br>BUDGET | 2016<br>BUDGET |
|---|----------------|----------------|----------------|
| 110 REGULAR EMPLOYEES                     | 297,175        | 314,824        | 370,002        |
| 112 COLA FY 14-15                         | 0              | 14,792         | 0              |
| 120 TEMPORARY/PART-TIME                   | 29,762         | 31,871         | 0              |
| 130 OVERTIME                              | 0              | 6,000          | 6,000          |
| <b>100E SALARY &amp; WAGES</b>            | <b>326,937</b> | <b>367,488</b> | <b>376,002</b> |
| 290 EMPLOYEE BENEFITS                     | 82,028         | 84,303         | 111,050        |
| 291 WORKERS COMP                          | 9,600          | 16,530         | 17,718         |
| <b>200E EMPLOYEE BENEFITS</b>             | <b>91,628</b>  | <b>100,833</b> | <b>128,768</b> |
| 313 CONSULTING                            | 170,000        | 207,500        | 151,500        |
| <b>300E PROFESSIONAL SERVICES</b>         | <b>170,000</b> | <b>207,500</b> | <b>151,500</b> |
| 407 CONTRACT SERVICES                     | 5,693          | 7,300          | 8,000          |
| <b>400E PROPERTY SERVICES</b>             | <b>5,693</b>   | <b>7,300</b>   | <b>8,000</b>   |
| 453 ADVERTISING                           | 5,000          | 5,000          | 5,000          |
| 454 PRINTING & BINDING                    | 500            | 500            | 500            |
| 455 TRAVEL                                | 250            | 250            | 250            |
| 456 MEMBERSHIPS                           | 2,000          | 2,000          | 2,000          |
| 457 TRAINING/CONFERENCES                  | 5,000          | 7,000          | 7,000          |
| 480 OTHER SERVICES                        | 500            | 500            | 500            |
| <b>450E OPERATIONS</b>                    | <b>13,250</b>  | <b>15,250</b>  | <b>15,250</b>  |
| 501 GENERAL SUPPLIES                      | 5,000          | 5,000          | 5,000          |
| 507 BOOKS & PERIODICALS                   | 250            | 250            | 250            |
| <b>500E SUPPLIES</b>                      | <b>5,250</b>   | <b>5,250</b>   | <b>5,250</b>   |
| 770 MIS REPLACEMENT TRANSFER              | 16,907         | 13,472         | 13,432         |
| 780 INSURANCE TRANSFER                    | 6,361          | 6,361          | 15,223         |
| <b>700E INTERNAL SERVICE &amp; CAPITA</b> | <b>23,268</b>  | <b>19,833</b>  | <b>28,655</b>  |
| <b>40000 TOTAL EXPENSE</b>                | <b>636,026</b> | <b>723,453</b> | <b>713,425</b> |
| NET REVENUE VS EXPENDITURE                | -636,026       | -723,453       | -713,425       |

**CITY OF SONOMA**

**FY 2015-2016 OPERATING & CAPITAL BUDGET NARRATIVE**

**POLICE DEPARTMENT (100-42101)**

*Chief Bret Sackett*

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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. Since 2004, the City has contracted with the Sonoma County Sheriff's Office for law enforcement services.

The police department has a staff of 15.5 employees, which consists of a chief, 2 sergeants, 10 deputies, 2 community service officers, 1 administrative assistant, and a part-time clerk. The police department also utilizes a cadre of dedicated volunteers through the Sheriff's Volunteer in Policing Services (VIPS) program. Under the law enforcement contract, many professional administrative and managerial functions, such as dispatch, investigations, fiscal and records management, and property/evidence are handled by subject matter experts located at the Sheriff's main office in Santa Rosa.

The police budget for FY 15-16 will see a slight increase – approximately 3% – from the previous year. The Sheriff's contract is estimated to increase by approximately 3.3 percent. The increase can primarily be attributed to the county's new Electronic Fiscal System, along with increases in healthcare and retirement costs. This year the Administrative Overhead rate is 22.76%, which is still comparatively low, underscoring the Sheriff's commitment to keep costs as low as possible, while being fair and equitable to both the city and the county taxpayer.

**Accomplishments during FY 14-15**

- Successfully managed the Law Enforcement Services Contract with the County
- Full roll-out of Police K-9 program, which will greatly enhance safety for police personnel, the community, and provide narcotic detection/interdiction capabilities.
- Successfully completed all requirements of a \$70k grant from the Office of Traffic Safety (OTS) for an enhanced traffic safety program. This grant spanned two fiscal years. In FY 13-14, we utilized the grant funds to purchase a fully-equipped police motorcycle and certify the new operator.
- Rolled out wireless connectivity for our in-car Mobile Data Computers. This new technology is far superior to our current set-up and will provide enhanced database and information sharing to our patrol personnel.
- Successfully migrated our patrol fleet to the new Ford Patrol SUV.
- Provided Responsible Beverage Service Training (RBS) to local merchants with ABC licenses.

- The police department, in conjunction with the Sheriff's Office and local non-profit providers, received a "planning grant" from Impact 100 to research possible gang prevention programs, services, and models.
- Developed an MOU with Pet's Lifeline for limited dog licensing options.
- Successfully obtained a grant from the California Department of Alcoholic Beverage Control to address underage drinking and other alcohol related violations.
- Successfully expanded our Explorer Scout program.

### **Goals for FY 15-16**

- Manage the Law Enforcement Services contract with the County to ensure a high quality of public service and fiscal accountability.
- Manage the grant from the California Department of Alcoholic Beverage Control to ensure all goals and objectives are met.
- Complete the full roll-out of our new Body Worn Camera program.
- Seek and solicit additional grant funding opportunities when appropriate.
- Continue to provide Responsible Beverage Service Training to our local ABC licensed merchants.
- Provide the "Every 15 Minutes" program to the junior and senior class at the high school.

**CITY OF SONOMA & SONOMA SUCCESSOR AGENCY  
OPERATING & CAPITAL BUDGET - FY 2015-16  
POLICE - 100-42101**

| DESCRIPTION                               | 2014<br>BUDGET   | 2015<br>BUDGET   | 2016<br>BUDGET   |
|---|------------------|------------------|------------------|
| 112 COLA FY 14-15                         | 0                | 573              | 0                |
| 120 TEMPORARY/PART-TIME                   | 24,229           | 24,580           | 24,674           |
| <b>100E SALARY &amp; WAGES</b>            | <b>24,229</b>    | <b>25,153</b>    | <b>24,674</b>    |
| 290 EMPLOYEE BENEFITS                     | 4,070            | 3,387            | 4,254            |
| 291 WORKERS COMP                          | 776              | 1,152            | 1,182            |
| <b>200E EMPLOYEE BENEFITS</b>             | <b>4,846</b>     | <b>4,539</b>     | <b>5,436</b>     |
| 350 PROFESSIONAL/TECHNICAL                | 500              | 500              | 500              |
| 352 SHERIFF'S CONTRACT                    | 3,952,234        | 3,993,545        | 4,127,975        |
| <b>300E PROFESSIONAL SERVICES</b>         | <b>3,952,734</b> | <b>3,994,045</b> | <b>4,128,475</b> |
| 401 UTILITIES                             | 10,280           | 10,280           | 9,780            |
| 403 CUSTODIAL (Inc. Supplies)             | 9,580            | 9,580            | 12,500           |
| 404 REPAIR & MAINTENANCE                  | 99,850           | 115,850          | 113,850          |
| 406 RENTAL/LEASE-EQUIPMENT                | 2,500            | 3,300            | 3,500            |
| 407 CONTRACT SERVICES                     | 56,056           | 110,205          | 122,394          |
| <b>400E PROPERTY SERVICES</b>             | <b>178,266</b>   | <b>249,215</b>   | <b>262,024</b>   |
| 452 COMMUNICATIONS                        | 9,000            | 12,500           | 16,500           |
| 454 PRINTING & BINDING                    | 500              | 500              | 500              |
| 456 MEMBERSHIPS                           | 500              | 500              | 700              |
| 457 TRAINING/CONFERENCES                  | 1,500            | 1,500            | 1,500            |
| 460 PERMITS, FEES                         | 0                | 0                | 600              |
| 480 OTHER SERVICES                        | 65,080           | 16,686           | 15,955           |
| <b>450E OPERATIONS</b>                    | <b>76,580</b>    | <b>31,686</b>    | <b>35,755</b>    |
| 501 GENERAL SUPPLIES                      | 10,000           | 10,000           | 10,000           |
| 505 ENERGY - GASOLINE                     | 50,000           | 50,000           | 45,000           |
| 508 CLOTHING/UNIFORMS                     | 1,250            | 1,250            | 1,250            |
| <b>500E SUPPLIES</b>                      | <b>61,250</b>    | <b>61,250</b>    | <b>56,250</b>    |
| 604 MACHINERY AND EQUIPMENT               | 0                | 0                | 15,000           |
| <b>600E CAPITAL ASSETS</b>                | <b>0</b>         | <b>0</b>         | <b>15,000</b>    |
| 750 LONG-TERM BUILDING MAINT              | 23,551           | 23,551           | 23,551           |
| 770 MIS REPLACEMENT TRANSFER              | 5,680            | 3,692            | 3,232            |
| 780 INSURANCE TRANSFER                    | 1,375            | 1,375            | 1,015            |
| <b>700E INTERNAL SERVICE &amp; CAPITA</b> | <b>30,606</b>    | <b>28,618</b>    | <b>27,798</b>    |
| 903 TRSF IN REIMB VEHICLE PUR             | 0                | 0                | -14,500          |
| <b>900E TRANSFERS</b>                     | <b>0</b>         | <b>0</b>         | <b>-14,500</b>   |
| <b>40000 TOTAL EXPENSE</b>                | <b>4,328,511</b> | <b>4,394,506</b> | <b>4,540,912</b> |
| NET REVENUE VS EXPENDITURE                | -4,328,511       | -4,394,506       | -4,540,912       |

**CITY OF SONOMA**

**FY 2015-2016 OPERATING BUDGET NARRATIVE**

*Building Department (100-43040)*

*Wayne Wirick, Development Services Director / Building Official*

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**DESCRIPTION:**

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.

The vast majority of regulations enforced by the Building Department are mandated by state law or are otherwise adopted by local ordinances. Every year, new regulations increase the demands placed on Building Department staff resulting in slippage in the Building Department's ability to provide fast, effective and high quality services.

In FY 2015/16 the Building Department will continue to be staffed with 3.45 Full-Time Equivalent employees including the Building Official, Plans Examiner, Building Inspector and a shared Administrative Assistant. The FY 2015/16 Building Department budget reflects the maintenance of current Building Department service levels. Plan check and inspection activity has increased over the past year and there are signs of a continuing upward trend in construction activity.

**RECOMMENDED BUDGET MODIFICATIONS:**

| <b>DEPARTMENT /Category</b> | <b>OBJECT #</b> | <b>DESCRIPTION</b>      | <b>COST / REDUCTION</b>   | <b>DETAILS</b>  | <b>Council Goal</b> |
|-----------------------------|-----------------|-------------------------|---|---|---------------------|
| Building                    | 350             | PROFESSIONAL /TECHNICAL | \$3,000<br>One Time Cost<br>Increase  | Anticipated additional costs for fill-in contract building inspection services while the Building Inspector attends training. | N/A                 |
| Building                    | 604             | MACHINERY AND EQUIPMENT | \$30,000<br>One Time Cost<br>Increase<br>(Offset from Vehicle Replacement Fund) | Replacement of Building Inspector Vehicle   | N/A                 |

**CITY OF SONOMA & SONOMA SUCCESSOR AGENCY**  
**OPERATING & CAPITAL BUDGET - FY 2015-16**  
**BUILDING - 100-43040**

| DESCRIPTION                               | 2014<br>BUDGET | 2015<br>BUDGET | 2016<br>BUDGET |
|---|----------------|----------------|----------------|
| 110 REGULAR EMPLOYEES                     | 327,152        | 328,369        | 328,955        |
| 112 COLA FY 14-15                         | 0              | 7,662          | 0              |
| <b>100E SALARY &amp; WAGES</b>            | <b>327,152</b> | <b>336,031</b> | <b>328,955</b> |
| 290 EMPLOYEE BENEFITS                     | 97,860         | 99,705         | 115,492        |
| 291 WORKERS COMP                          | 10,405         | 15,390         | 15,752         |
| <b>200E EMPLOYEE BENEFITS</b>             | <b>108,265</b> | <b>115,095</b> | <b>131,244</b> |
| 350 PROFESSIONAL/TECHNICAL                | 13,000         | 15,000         | 18,000         |
| <b>300E PROFESSIONAL SERVICES</b>         | <b>13,000</b>  | <b>15,000</b>  | <b>18,000</b>  |
| 404 REPAIR & MAINTENANCE                  | 1,000          | 1,000          | 500            |
| <b>400E PROPERTY SERVICES</b>             | <b>1,000</b>   | <b>1,000</b>   | <b>500</b>     |
| 452 COMMUNICATIONS                        | 600            | 600            | 1,500          |
| 454 PRINTING & BINDING                    | 0              | 0              | 200            |
| 456 MEMBERSHIPS                           | 600            | 600            | 600            |
| 457 TRAINING/CONFERENCES                  | 5,100          | 5,100          | 5,100          |
| 480 OTHER SERVICES                        | 3,500          | 6,000          | 6,000          |
| <b>450E OPERATIONS</b>                    | <b>9,800</b>   | <b>12,300</b>  | <b>13,400</b>  |
| 501 GENERAL SUPPLIES                      | 600            | 600            | 800            |
| 505 ENERGY - GASOLINE                     | 250            | 250            | 625            |
| 507 BOOKS & PERIODICALS                   | 5,350          | 500            | 500            |
| 508 CLOTHING/UNIFORMS                     | 0              | 400            | 400            |
| 520 CLOTHING EXPENSE                      | 400            | 0              | 0              |
| <b>500E SUPPLIES</b>                      | <b>6,600</b>   | <b>1,750</b>   | <b>2,325</b>   |
| 604 MACHINERY AND EQUIPMENT               | 0              | 0              | 30,000         |
| <b>600E CAPITAL ASSETS</b>                | <b>0</b>       | <b>0</b>       | <b>30,000</b>  |
| 760 VEHICLE REPLACEMENT TRANSF            | 0              | 0              | 2,000          |
| 770 MIS REPLACEMENT TRANSFER              | 5,656          | 5,712          | 3,710          |
| 780 INSURANCE TRANSFER                    | 6,900          | 6,900          | 13,534         |
| <b>700E INTERNAL SERVICE &amp; CAPITA</b> | <b>12,556</b>  | <b>12,612</b>  | <b>19,244</b>  |
| 903 TRSF IN REIMB VEHICLE PUR             | 0              | 0              | -30,000        |
| <b>900E TRANSFERS</b>                     | <b>0</b>       | <b>0</b>       | <b>-30,000</b> |
| <b>40000 TOTAL EXPENSE</b>                | <b>478,373</b> | <b>493,788</b> | <b>513,669</b> |
| NET REVENUE VS EXPENDITURE                | -478,373       | -493,788       | -513,669       |

**CITY OF SONOMA**

**FY 2015-2016 OPERATING & CAPITAL BUDGET NARRATIVE**

*Management Information (MIS) - Internal Services Fund (601-64010)*

*Wayne Wirick, Development Services Director / Building Official*

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**DESCRIPTION:**

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 as well as 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 needs and amortizing the replacement costs over a period of time.

In the MIS Fund it is typical for equipment and software purchase costs to fluctuate from year to year due to normal cyclical buying patterns.

**RECOMMENDED BUDGET MODIFICATIONS:**

| <b>DEPARTMENT /<br/>Category</b> | <b>OBJECT<br/>#</b> | <b>DESCRIPTION</b> | <b>COST /<br/>REDUCTION</b>  | <b>DETAILS</b> | <b>Council Goal</b> |
|----------------------------------|---------------------|--------------------|------------------------------|----------------|---------------------|
| MIS                              |                     |                    | No<br>significant<br>changes |                |                     |

**CITY OF SONOMA & SONOMA SUCCESSOR AGENCY  
OPERATING & CAPITAL BUDGET - FY 2015-16  
MANAGEMENT INFORMATION SERVICE - 601-64010**

| DESCRIPTION                       | 2014<br>BUDGET | 2015<br>BUDGET | 2016<br>BUDGET |
|-----------------------------------|----------------|----------------|----------------|
| 37201 TRANSFER FROM RESERVES      | 0              | 0              | 78,046         |
| <b>3500 MISCELLANEOUS</b>         | <b>0</b>       | <b>0</b>       | <b>78,046</b>  |
| 37200 TRANSFER IN                 | 386,824        | 243,530        | 176,774        |
| <b>3700 TRANSFERS</b>             | <b>386,824</b> | <b>243,530</b> | <b>176,774</b> |
| <b>30000 TOTAL REVENUE</b>        | <b>386,824</b> | <b>243,530</b> | <b>254,820</b> |
| 110 REGULAR EMPLOYEES             | 15,207         | 0              | 0              |
| <b>100E SALARY &amp; WAGES</b>    | <b>15,207</b>  | <b>0</b>       | <b>0</b>       |
| 290 EMPLOYEE BENEFITS             | 6,656          | 0              | 0              |
| <b>200E EMPLOYEE BENEFITS</b>     | <b>6,656</b>   | <b>0</b>       | <b>0</b>       |
| 350 PROFESSIONAL/TECHNICAL        | 1,000          | 1,000          | 1,000          |
| <b>300E PROFESSIONAL SERVICES</b> | <b>1,000</b>   | <b>1,000</b>   | <b>1,000</b>   |
| 404 REPAIR & MAINTENANCE          | 128,220        | 115,530        | 127,070        |
| <b>400E PROPERTY SERVICES</b>     | <b>128,220</b> | <b>115,530</b> | <b>127,070</b> |
| 452 COMMUNICATIONS                | 9,240          | 5,000          | 5,000          |
| 457 TRAINING/CONFERENCES          | 500            | 500            | 250            |
| <b>450E OPERATIONS</b>            | <b>9,740</b>   | <b>5,500</b>   | <b>5,250</b>   |
| 501 GENERAL SUPPLIES              | 1,500          | 1,500          | 1,500          |
| <b>500E SUPPLIES</b>              | <b>1,500</b>   | <b>1,500</b>   | <b>1,500</b>   |
| 606 SOFTWARE                      | 55,000         | 70,000         | 15,000         |
| 607 COMPUTER EQUIPMENT            | 50,000         | 50,000         | 45,000         |
| <b>600E CAPITAL ASSETS</b>        | <b>105,000</b> | <b>120,000</b> | <b>60,000</b>  |
| 900 OPER. TRANSFERS-OUT           | 0              | 0              | 60,000         |
| <b>900E TRANSFERS</b>             | <b>0</b>       | <b>0</b>       | <b>60,000</b>  |
| <b>40000 TOTAL EXPENSE</b>        | <b>267,323</b> | <b>243,530</b> | <b>254,820</b> |
| NET REVENUE VS EXPENDITURE        | 119,501        | 0              | 0              |

**CITY OF SONOMA**

**FY 2015-2016 OPERATING & CAPITAL BUDGET NARRATIVE**

*Vehicle Replacement - Internal Services Fund (603-64510)*

*Wayne Wirick, Development Services Director / Building Official*

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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, etc.).

The total value of all non-depreciated vehicle and equipment assets that will eventually need to be replaced is approximately \$4.1M.

Vehicle Replacement funds are transferred to the respective department's budget when new vehicles or equipment will be purchased. This year, it is anticipated that the Vehicle Replacement Internal Services Fund will fund the replacement of the following vehicles or equipment:

- Building Department - Building Inspector Vehicle (B-01)
- Police Department - Parking Enforcement Vehicle
- Public Works Department – Streets - Pick-up Truck (S-03)
- Public Works Department –Water - Pick-up Truck (W-05)
- Fire Department – Command Vehicle – Hybrid SUV

**CITY OF SONOMA & SONOMA SUCCESSOR AGENCY  
 OPERATING & CAPITAL BUDGET - FY 2015-16  
 VEHICLE REPLACEMENT - 603-64510**

| DESCRIPTION                 | 2014<br>BUDGET | 2015<br>BUDGET | 2016<br>BUDGET |
|-----------------------------|----------------|----------------|----------------|
| 37200 TRANSFER IN           | 523,382        | 265,900        | 247,625        |
| <b>3700 TRANSFERS</b>       | <b>523,382</b> | <b>265,900</b> | <b>247,625</b> |
| <b>30000 TOTAL REVENUE</b>  | <b>523,382</b> | <b>265,900</b> | <b>247,625</b> |
| 604 MACHINERY AND EQUIPMENT | 470,000        | 265,900        | 0              |
| <b>600E CAPITAL ASSETS</b>  | <b>470,000</b> | <b>265,900</b> | <b>0</b>       |
| 900 OPER. TRANSFERS-OUT     | 0              | 0              | 137,270        |
| 925 CONTINGENCY & RESERVE   | 0              | 0              | 110,355        |
| <b>900E TRANSFERS</b>       | <b>0</b>       | <b>0</b>       | <b>247,625</b> |
| <b>40000 TOTAL EXPENSE</b>  | <b>470,000</b> | <b>265,900</b> | <b>247,625</b> |
| NET REVENUE VS EXPENDITURE  | 53,382         | 0              | 0              |

**CITY OF SONOMA**

**FY 2015-2016 OPERATING & CAPITAL BUDGET NARRATIVE**

*Long-Term Building Maintenance (LTBM) - Internal Services Fund (610-64520)*

*Wayne Wirick, Development Services Director / Building Official*

**DESCRIPTION:**

The Long-Term Building Maintenance (LTBM) Fund is an Internal Service Fund that provides for the set-aside of funds for the future replacement or repair of major maintenance items in City owned 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 facilities and provides a mechanism by which the City can recover some or all of the expected maintenance costs by including long-term maintenance 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.

**Planned LTBM Related Projects :**

| Project  | Expense Description                    | Estimated FY16 Project Expenses | Estimated Project Expenses After FY16 | Estimate of Total Project Cost |
|--|--|---------------------------------|---------------------------------------|--------------------------------|
| Youth Center (VOMNS) ADA Improvements  | Bid Documents + 1/2 Construction Costs | 46,500                          | 40,400                                | 86,900                         |
| Carnegie Bldg - Repairs, Repainting, Carpet Replacement and Public Restroom Improvements | Bid Documents                          | 15,000                          | 148,800                               | 163,800                        |
| Depot Museum ADA and Code Improvements   | Bid Documents and Construction Costs   | 40,700                          | -                                     | 40,700                         |
| Fire Station Stairway Flooring Replacement Project                                       | Bid Documents and Construction Costs   | 18,700                          | -                                     | 18,700                         |

**CITY OF SONOMA & SONOMA SUCCESSOR AGENCY  
 OPERATING & CAPITAL BUDGET - FY 2015-16  
 LONG TERM BLDG. MAINTENANCE - 610-00000**

| DESCRIPTION                               | 2014<br>BUDGET | 2015<br>BUDGET | 2016<br>BUDGET |
|---|----------------|----------------|----------------|
| 37201 TRANSFER FROM RESERVES              | 479,075        | 28,000         | 0              |
| <b>3500 MISCELLANEOUS</b>                 | <b>479,075</b> | <b>28,000</b>  | <b>0</b>       |
| 37200 TRANSFER IN                         | 234,825        | 234,825        | 227,471        |
| <b>3700 TRANSFERS</b>                     | <b>234,825</b> | <b>234,825</b> | <b>227,471</b> |
| <b>30000 TOTAL REVENUE</b>                | <b>713,900</b> | <b>262,825</b> | <b>227,471</b> |
| 110 REGULAR EMPLOYEES                     | 6,589          | 6,589          | 6,589          |
| 112 COLA FY 14-15                         | 0              | -6,589         | -6,589         |
| <b>100E SALARY &amp; WAGES</b>            | <b>6,589</b>   | <b>0</b>       | <b>0</b>       |
| 290 EMPLOYEE BENEFITS                     | 1,678          | 0              | 0              |
| <b>200E EMPLOYEE BENEFITS</b>             | <b>1,678</b>   | <b>0</b>       | <b>0</b>       |
| 404 REPAIR & MAINTENANCE                  | 366,700        | 262,825        | 0              |
| 406 RENTAL/LEASE-EQUIPMENT                | 595,000        | 0              | 0              |
| <b>400E PROPERTY SERVICES</b>             | <b>961,700</b> | <b>262,825</b> | <b>0</b>       |
| 701 PRE-ENGINEERING & DESIGN              | 10,000         | 0              | 0              |
| 702 ENG. DESIGN                           | 0              | 0              | 31,500         |
| 703 CONSTRUCTION, MATERIAL, SU            | 0              | 0              | 89,400         |
| <b>700E INTERNAL SERVICE &amp; CAPITA</b> | <b>10,000</b>  | <b>0</b>       | <b>120,900</b> |
| 925 CONTINGENCY & RESERVE                 | 0              | 0              | 106,571        |
| <b>900E TRANSFERS</b>                     | <b>0</b>       | <b>0</b>       | <b>106,571</b> |
| <b>40000 TOTAL EXPENSE</b>                | <b>979,967</b> | <b>262,825</b> | <b>227,471</b> |
| NET REVENUE VS EXPENDITURE                | -266,067       | 0              | 0              |

**CITY OF SONOMA**

**FY 2015-16 OPERATING & CAPITAL BUDGET NARRATIVE**

**FIRE DEPARTMENT (100-42201)**

*Fire Chief Mark Freeman*

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The mission of the fire department is to enhance the provision of fire and emergency medical services throughout the City and the Fire District, while taking advantage of shared resources and economies of scale. Since 2012, the City has contracted with the Valley of the Moon Fire Protection District for joint and mutual fire protection and emergency medical services.

The fire department has 38 full-time employees, 1 part-time employee and a cadre of 43 dedicated volunteer firefighters that supplement daily staffing. The daily staffing consists of 14 personnel who staff 3 engine companies, 2 ambulances, and a command vehicle out of three strategically-located fire stations.

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

The Fire Prevention division is staffed with a Fire Marshal who is responsible for plan reviews and inspections of residential and commercial occupancies in the City, as well as plan reviews and inspections for residential occupancies in the Valley of the Moon Fire District.

The fire department also provides ambulance billing services. Billing is efficiently handled using advanced software that integrates with the fire department records management system. The billing office is moving toward a paperless model and an expanded focus on increased collection of delinquent revenues.

The fire budget for FY 15-16 will see a slight operational increase—approximately 2.8%—from the previous year.

**Accomplishments during FY 14-15**

- Took delivery of and placed into service a Type III Wildland-Urban-Interface Fire Engine.
- Took delivery of and placed into service a Type I Structural Fire Engine.
- Applied for and received a California State Firefighters Association (CSFA) Grant for Personal Protective Equipment (PPE) and Pre-Employment Medical Physicals in the amount of \$13,000.00. Subject grant covered the costs of five (5) new volunteer firefighters.
- Opened a merchant account with the City's banking institution in order to accept debit and credit cards as another payment method for ambulance billing.

- Revised the Fire Designed and rolled out a new website that includes an e-commerce component, providing our ambulance customers with yet another payment option. The website also features an online customer satisfaction survey.
- Enrolled in the Ground Emergency Medical Transport (GEMT) reimbursement program. Applied for and were accepted to participate in FY10, FY11, FY12, FY13 and FY14. Total reimbursement is estimated at approximately \$46,000.00.
- Cross-trained our Administrative Clerk as a Certified Ambulance Billing Coder. This has enabled us to place a stronger emphasis on ambulance billing, assign program management of the Ambulance Membership Program (AMP), and provide continuous coverage in the billing office during employee absences.
- Entered into a contract with Resolve, a company that specializes in locating responsible payers (insurance companies) as an intermediate step prior to sending an account to collections. This has proven to be successful. In the first 9 months, 10 responsible payers were identified, which generated \$3,958.00 in reimbursements.
- Rebranded the FireMed program to the Ambulance Membership Program (AMP). A new logo was designed, as well as new marketing material. Additionally, a strong emphasis was placed on a membership drive this past year, where we achieved a 15% increase in memberships.
- Department's Fee Schedule that now includes a Resident/Non-Resident ambulance rate to address subsidy issues with non-residents. Non-residents are defined as customers living outside of the ambulance service area.
- Established a Labor/Management Committee to address operational and administrative practices. This new committee was instrumental in the development and marketing plan of the Ambulance Membership Program (AMP), the Customer Satisfaction Survey, and the Firefighter Exchange Program.
- Served as the liaison to provide and issue Automatic External Defibrillators (AEDs) in all of the public schools this past year.

## Goals for FY 15-16

- Seek and solicit additional grant funding opportunities when appropriate.
- Implement the "Save Lives Sonoma" Program that instructs all 7<sup>th</sup> graders on hands-only CPR. This program will become part of the Physical Education department's annual curriculum.
- Complete and publish a 5-year Strategic Plan covering FY16 through FY20.
- Pursue additional ambulance revenue opportunities.
- Increase subscriptions in the Ambulance Membership Program (AMP) by 25%.
- Pursue additional Medi-Cal revenues through the Inter-Governmental Transfer (IGT) reimbursement program.
- Revise City's Emergency Operation Plan.

**CITY OF SONOMA & SONOMA SUCCESSOR AGENCY  
 OPERATING & CAPITAL BUDGET - FY 2015-16  
 FIRE//EMS - 100-42201**

| DESCRIPTION                               | 2014<br>BUDGET   | 2015<br>BUDGET   | 2016<br>BUDGET   |
|---|------------------|------------------|------------------|
| 290 EMPLOYEE BENEFITS                     | 125,000          | 125,000          | 0                |
| <b>200E EMPLOYEE BENEFITS</b>             | <b>125,000</b>   | <b>125,000</b>   | <b>0</b>         |
| 354 - SVFRA CONTRACT FIRE CONT            | 4,478,453        | 4,705,188        | 4,836,634        |
| <b>300E PROFESSIONAL SERVICES</b>         | <b>4,478,453</b> | <b>4,705,188</b> | <b>4,836,634</b> |
| 604 MACHINERY AND EQUIPMENT               | 425,000          | 255,900          | 45,000           |
| <b>600E CAPITAL ASSETS</b>                | <b>425,000</b>   | <b>255,900</b>   | <b>45,000</b>    |
| 750 LONG-TERM BUILDING MAINT              | 54,285           | 54,285           | 54,285           |
| 760 VEHICLE REPLACEMENT TRANSF            | 148,500          | 148,500          | 148,500          |
| 770 MIS REPLACEMENT TRANSFER              | 38,214           | 5,300            | 5,300            |
| <b>700E INTERNAL SERVICE &amp; CAPITA</b> | <b>240,999</b>   | <b>208,085</b>   | <b>208,085</b>   |
| 903 TRSF IN REIMB VEHICLE PUR             | -425,000         | -255,900         | -45,000          |
| <b>900E TRANSFERS</b>                     | <b>-425,000</b>  | <b>-255,900</b>  | <b>-45,000</b>   |
| <b>40000 TOTAL EXPENSE</b>                | <b>4,844,452</b> | <b>5,038,273</b> | <b>5,044,719</b> |
| NET REVENUE VS EXPENDITURE                | -4,844,452       | -5,038,273       | -5,044,719       |

**CITY OF SONOMA**

**FY 2015-2016 OPERATING & CAPITAL BUDGET NARRATIVE**

*Public Works Department*

*Public Works Parks and Administration (100-43020)*

*Streets / Capital Projects (100-43021)*

*Maysonnave Property (221-44061)*

*Gas Tax / Streets (302-51001)*

*Cemeteries (501-61010)*

*Water Utility (510-62001)*

*Dan Takasugi, P.E., Public Works Director / City Engineer*

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**DESCRIPTION:**

The mission of the Public Works Department is to maintain, operate, and improve the City's infrastructure to serve the needs of its citizens. The Department is responsible for managing and maintaining streets, water distribution, well water supply, storm drainage, parks and trails, City-owned streetlights, City-owned buildings, and the City-owned cemeteries. The Department also serves a coordination role for special events, other utilities, and solid waste collection services. City Engineering services are provided. Public Works has 20 full-time staff positions and 2 part-time positions. The Department seeks to cross-train staff in order to maximize cross-functional resource sharing efficiencies across various programs.

The Streets program, partially funded by Gas Tax, maintains the City's streets, bridges, sidewalks, street trees, and right of ways. There are 33.8 miles of streets, 11 bridges, 40 miles of storm drainage piping, 3 miles of roadside ditches, and 485 catch basins. Right-of-way code enforcement is a major responsibility that includes streets, sidewalks, drainage, trees, and signage. The Streets program keeps City right of ways in a safe and functional condition for multi-modal circulation.

The Stormwater Compliance program is a rapidly evolving function to comply with the State's recent mandates included in the Construction Stormwater Permit, the Industrial Stormwater Permit, and the Municipal Phase II Stormwater Permit. The primary responsibility of this program is to ensure that local stormwater drainage does not contain pollutants or erosive flow volumes. This program is funded primarily from the General Fund.

The Water program is funded through the Water Enterprise. There are over 4,367 water service connections/meters, 1437 valves, 476 fire hydrants, 6 water tanks, 7 wells, 2 booster pump stations, and 49 miles of water main. Last year, over 690 million gallons of water were delivered to customers. The Water program's primary responsibility is to deliver safe and reliable water to City residents and the outside service area, while seeking to improve water supply reliability and water conservation. City water continues to meet all state and federal drinking water standards. The water capital improvement plan is also managed from this program.

The Parks program is funded through the General Fund. There are 17 parks encompassing nearly 40 acres, 9 play structures, 2 public restrooms, Class I bike trail, hiking trail, a duck pond, and rose garden. The Parks program strives to make all City parks safe, functional, and presentable to its citizens and visitors. Parks staff also perform vandalism abatement and are closely involved in Special Event planning.

The Facilities Maintenance program maintains over 48,000 square feet of building space in 8 facilities, managing a janitorial contract and performing maintenance. The Public Works Department also administers the Bond and Maysonnave Properties. In Fiscal Year 2015 -2016, the Bond Fund was closed to the general fund. Ongoing costs related to maintenance of the Bond Property will be borne by the General Fund.

The Cemetery program is funded by the Cemetery Enterprise. There are 3 cemeteries: Mountain, Veterans, and Valley cemeteries, encompassing over 15 usable acres. Operations and maintenance responsibilities include burial and inurnment preparation and coordination, grounds maintenance, mausoleum maintenance, road maintenance, and vandalism abatement. The Cemetery operations fund continues to run in a deficit but the operating deficit has decreased significantly from the prior year resulting in a reduced subsidy from the General Fund to balance the budget. During this budget year, staff will provide recommendations to address the historical deficit.

The Engineering Services program includes: providing engineering and technical support to various City departments, providing responses to citizen inquiries about public infrastructure and traffic concerns, performing development review and plan check, performing engineering and construction management of capital improvement projects, providing mapping and engineering records support, and seeking grant funding for capital projects.

**RECOMMENDED BUDGET MODIFICATIONS:**

| <b>DEPARTMENT/<br/>Category</b>                      | <b>OBJECT<br/>#</b>      | <b>DESCRIPTION</b>                         | <b>COST/<br/>REDUCTION</b> | <b>DETAILS</b>   | <b>Council Goal</b>   |
|--|--------------------------|--|----------------------------|--|---|
| Public Works - Streets                               | 302                      | Replace auxiliary engine on street sweeper | \$10,000                   | Major maintenance on the street sweeper's auxiliary engine has not resolved issues affecting the sweeper's reliability.                          | Yes, directly related to goal to provide reliable, safe, and effective infrastructure |
| Public Works – Water, Streets, Admin/Parks, Cemetery | 510<br>302<br>100<br>501 | Upgrade Data connection to Comcast service | \$15,000                   | The Public Works corporation yard office has a relatively slow T1 data line that does not provide adequate bandwidth for many City data systems. | Yes, related to providing reliable, safe, and effective infrastructure                |

|   |            |   |          |   |  |
|---|------------|---|----------|---|--|
| Public Works –<br>Water, Streets,<br>Admin/Parks,<br>Cemetery | 510<br>302 | Computerized<br>Maintenance<br>Management<br>System for<br>Public Works | \$15,000 | Public Works has not<br>been tracking<br>maintenance on an<br>asset-based system,<br>resulting in poor data<br>for managing<br>operations and<br>maintenance. | Yes, related<br>to providing<br>reliable, safe,<br>and effective<br>infrastructure |
|---|------------|---|----------|---|--|

## LIST OF ACCOMPLISHMENTS IN FY14/15:

1. Completed a Water Rate Study following the Proposition 218 process, implementing new water rates and steeper conservation tiers on January 1, 2015
2. Completed the 2014 Slurry Seal Pavement Maintenance project of 33 street segments on time and on budget.
3. Completed the 2014 Paving/Utility Improvement Project on 6 City streets (Studley, 6<sup>th</sup> St W, Oregon, 7<sup>th</sup> St W, Patten, and Mallet) on time and on budget, repairing some of the worst pavement sections in the City.
4. Completed Phase 2 of the New Sidewalk Trip Hazard Repair Program, repaired 904 trip hazards, while reducing City liability exposure.
5. Awarded a contract to replace over 1,100 City streetlights with LED fixtures to conserve energy, reduce maintenance, and improve safety.
6. Implemented Stage 2 of the City's Water Conservation Contingency Plan on August 18, 2014 to address the continuing drought conditions, placing the strictest irrigation restrictions amongst the regional water contractors.
7. Awarded a construction contract and commenced work on the Well 8 project at the Field of Dreams to improve water supply reliability for the City.
8. Completed the Cultural, Environmental, and Hydrology reporting requirements for the Chase St. Bridge Project.
9. Responded quickly to the flooding and earthquake emergencies in December 2014.
10. Commenced the program to replace City street name signs to meet retroreflectivity standards and to reflect the historic nature of the City.
11. Completed the dry weather monitoring program of the City's NPDES Stormwater Permit, identifying 101 stormwater creek outfalls and sampling for pollutants of concern.
12. Worked with the Bocce and Petanque groups to obtain approvals to construct an additional 2 bocce courts at Depot Park.
13. Assisted with the City Bell Tower Rehab, Marcy House Tree removal, Maysonnave Cottage electrical rehab, Library roof leak damage repair, Plaza Playground upgrade, and other facility rehabilitation projects.

14. Making steady progress on:

- a. East Napa Road Repaving Project
- b. 2015 Slurry Seal Project
- c. West Napa Street Water Improvements Project
- d. Chase Street Bridge Project
- e. Groundwater Banking Project
- f. Plaza Irrigation Well Feasibility Study
- g. General Plan Circulation Element Update
- h. 2016 Street Rehab Project
- i. Damage Assessment Survey of Broadway Street Trees
- j. SEC Nathanson Creek Preserve Phase 1 Project
- k. SCWA City Watersheds Flood Project
- l. SCWA Recycled Water Project



**CITY OF SONOMA & SONOMA SUCCESSOR AGENCY  
OPERATING & CAPITAL BUDGET - FY 2015-16  
PUBLIC WORKS ADMIN & PARKS - 100-43020**

| DESCRIPTION                               | 2014<br>BUDGET | 2015<br>BUDGET | 2016<br>BUDGET   |
|---|----------------|----------------|------------------|
| 110 REGULAR EMPLOYEES                     | 321,510        | 303,327        | 413,625          |
| 112 COLA FY 14-15                         | 0              | 7,853          | 0                |
| 120 TEMPORARY/PART-TIME                   | 32,756         | 33,262         | 35,284           |
| 130 OVERTIME                              | 1,230          | 1,600          | 2,000            |
| <b>100E SALARY &amp; WAGES</b>            | <b>355,496</b> | <b>346,042</b> | <b>450,908</b>   |
| 290 EMPLOYEE BENEFITS                     | 142,609        | 120,624        | 178,377          |
| 291 WORKERS COMP                          | 9,941          | 15,775         | 21,497           |
| <b>200E EMPLOYEE BENEFITS</b>             | <b>152,550</b> | <b>136,399</b> | <b>199,874</b>   |
| 350 PROFESSIONAL/TECHNICAL                | 62,100         | 62,100         | 57,100           |
| <b>300E PROFESSIONAL SERVICES</b>         | <b>62,100</b>  | <b>62,100</b>  | <b>57,100</b>    |
| 401 UTILITIES                             | 15,000         | 15,000         | 90,000           |
| 403 CUSTODIAL (Inc. Supplies)             | 1,500          | 1,500          | 1,500            |
| 404 REPAIR & MAINTENANCE                  | 45,730         | 45,730         | 45,730           |
| 406 RENTAL/LEASE-EQUIPMENT                | 2,500          | 5,000          | 5,000            |
| 407 CONTRACT SERVICES                     | 84,960         | 84,960         | 84,960           |
| 420 OTHER PROPERTY SVS                    | 32,000         | 32,000         | 35,000           |
| <b>400E PROPERTY SERVICES</b>             | <b>181,690</b> | <b>184,190</b> | <b>262,190</b>   |
| 452 COMMUNICATIONS                        | 1,800          | 1,800          | 4,050            |
| 454 PRINTING & BINDING                    | 750            | 750            | 750              |
| 455 TRAVEL                                | 0              | 0              | 1,000            |
| 456 MEMBERSHIPS                           | 5,639          | 5,639          | 5,639            |
| 457 TRAINING/CONFERENCES                  | 13,400         | 13,400         | 13,400           |
| 460 PERMITS, FEES                         | 12,680         | 12,680         | 13,329           |
| 480 OTHER SERVICES                        | 20,000         | 20,000         | 20,000           |
| 491 DISASTER PREPAREDNESS                 | 500            | 500            | 500              |
| <b>450E OPERATIONS</b>                    | <b>54,769</b>  | <b>54,769</b>  | <b>58,668</b>    |
| 501 GENERAL SUPPLIES                      | 29,250         | 29,250         | 29,250           |
| 505 ENERGY - GASOLINE                     | 18,000         | 18,000         | 18,000           |
| 508 CLOTHING/UNIFORMS                     | 5,600          | 5,600          | 5,600            |
| 510 DEPARTMENT EXPENSE                    | 20,000         | 20,000         | 24,000           |
| <b>500E SUPPLIES</b>                      | <b>72,850</b>  | <b>72,850</b>  | <b>76,850</b>    |
| 604 MACHINERY AND EQUIPMENT               | 0              | 0              | 10,000           |
| <b>600E CAPITAL ASSETS</b>                | <b>0</b>       | <b>0</b>       | <b>10,000</b>    |
| 750 LONG-TERM BUILDING MAINT              | 8,301          | 7,929          | 7,929            |
| 760 VEHICLE REPLACEMENT TRANSF            | 16,161         | 16,161         | 74,286           |
| 770 MIS REPLACEMENT TRANSFER              | 12,325         | 10,345         | 10,309           |
| 780 INSURANCE TRANSFER                    | 17,010         | 17,010         | 18,469           |
| <b>700E INTERNAL SERVICE &amp; CAPITA</b> | <b>53,797</b>  | <b>51,445</b>  | <b>110,993</b>   |
| <b>40000 TOTAL EXPENSE</b>                | <b>933,252</b> | <b>907,796</b> | <b>1,226,583</b> |
| NET REVENUE VS EXPENDITURE                | -933,252       | -907,796       | -1,226,583       |

**CITY OF SONOMA & SONOMA SUCCESSOR AGENCY  
 OPERATING & CAPITAL BUDGET - FY 2015-16  
 STREETS-CAPITAL PROJECTS - 100-43021**

| DESCRIPTION                               | 2014<br>BUDGET   | 2015<br>BUDGET   | 2016<br>BUDGET   |
|---|------------------|------------------|------------------|
| 314 ENGINEERING                           | 46,000           | 0                | 0                |
| <b>300E PROFESSIONAL SERVICES</b>         | <b>46,000</b>    | <b>0</b>         | <b>0</b>         |
| 404 REPAIR & MAINTENANCE                  | 50,000           | 50,000           | 50,000           |
| <b>400E PROPERTY SERVICES</b>             | <b>50,000</b>    | <b>50,000</b>    | <b>50,000</b>    |
| 702 ENG. DESIGN                           | 75,000           | 401,000          | 34,000           |
| 703 CONSTRUCTION, MATERIAL, SU            | 1,444,130        | 1,699,964        | 1,728,400        |
| <b>700E INTERNAL SERVICE &amp; CAPITA</b> | <b>1,519,130</b> | <b>2,100,964</b> | <b>1,762,400</b> |
| <b>40000 TOTAL EXPENSE</b>                | <b>1,615,130</b> | <b>2,150,964</b> | <b>1,812,400</b> |
| NET REVENUE VS EXPENDITURE                | -1,615,130       | -2,150,964       | -1,812,400       |

CITY OF SONOMA & SONOMA SUCCESSOR AGENCY  
 OPERATING & CAPITAL BUDGET - FY 2015-16  
 MAYSONNAVE PROPERTY - 221-44061

| DESCRIPTION                               | 2014<br>BUDGET | 2015<br>BUDGET | 2016<br>BUDGET |
|---|----------------|----------------|----------------|
| 30600 INTEREST INCOME                     | 4,000          | 0              | 0              |
| <b>3060 INTEREST &amp; RENTS</b>          | <b>4,000</b>   | <b>0</b>       | <b>0</b>       |
| 37201 TRANSFER FROM RESERVES              | 7,317          | 10,317         | 10,430         |
| <b>3500 MISCELLANEOUS</b>                 | <b>7,317</b>   | <b>10,317</b>  | <b>10,430</b>  |
| <b>30000 TOTAL REVENUE</b>                | <b>11,317</b>  | <b>10,317</b>  | <b>10,430</b>  |
| 404 REPAIR & MAINTENANCE                  | 3,500          | 3,500          | 3,500          |
| <b>400E PROPERTY SERVICES</b>             | <b>3,500</b>   | <b>3,500</b>   | <b>3,500</b>   |
| 750 LONG-TERM BUILDING MAINT              | 2,817          | 6,817          | 1,930          |
| <b>700E INTERNAL SERVICE &amp; CAPITA</b> | <b>2,817</b>   | <b>6,817</b>   | <b>1,930</b>   |
| 900 OPER. TRANSFERS-OUT                   | 5,000          | 0              | 5,000          |
| <b>900E TRANSFERS</b>                     | <b>5,000</b>   | <b>0</b>       | <b>5,000</b>   |
| <b>40000 TOTAL EXPENSE</b>                | <b>11,317</b>  | <b>10,317</b>  | <b>10,430</b>  |

**CITY OF SONOMA & SONOMA SUCCESSOR AGENCY  
OPERATING & CAPITAL BUDGET - FY 2015-16  
GAS TAX -STREETS - 302-51001**

| DESCRIPTION                               | 2014<br>BUDGET | 2015<br>BUDGET | 2016<br>BUDGET   |
|---|----------------|----------------|------------------|
| 31105 HWY USERS TAX-PROP 42               | 111,000        | 112,186        | 48,924           |
| <b>3100 STATE REVENUES</b>                | <b>111,000</b> | <b>112,186</b> | <b>48,924</b>    |
| 31201 STATE GASOLINE TAX - 210            | 57,000         | 51,557         | 61,709           |
| 31202 STATE GASOLINE TAX - 210            | 40,000         | 44,923         | 36,614           |
| 31203 STATE GASOLINE TAX - 210            | 80,000         | 63,349         | 84,367           |
| 31204 STATE GASOLINE TAX - 210            | 3,000          | 10,200         | 3,000            |
| <b>3120 CAPITAL PROJECTS</b>              | <b>180,000</b> | <b>170,029</b> | <b>185,690</b>   |
| 36104 PROCEEDS FROM ISSUANCE O            | 0              | 0              | 250,000          |
| <b>3500 MISCELLANEOUS</b>                 | <b>0</b>       | <b>0</b>       | <b>250,000</b>   |
| 37200 TRANSFER IN                         | 421,377        | 548,025        | 618,489          |
| <b>3700 TRANSFERS</b>                     | <b>421,377</b> | <b>548,025</b> | <b>618,489</b>   |
| <b>30000 TOTAL REVENUE</b>                | <b>712,377</b> | <b>830,240</b> | <b>1,103,103</b> |
| 110 REGULAR EMPLOYEES                     | 242,698        | 322,424        | 307,677          |
| 112 COLA FY 14-15                         | 0              | 7,200          | 0                |
| 130 OVERTIME                              | 0              | 3,600          | 0                |
| <b>100E SALARY &amp; WAGES</b>            | <b>242,698</b> | <b>333,224</b> | <b>307,677</b>   |
| 290 EMPLOYEE BENEFITS                     | 103,348        | 121,622        | 113,225          |
| 291 WORKERS COMP                          | 9,996          | 15,111         | 16,038           |
| <b>200E EMPLOYEE BENEFITS</b>             | <b>113,344</b> | <b>136,733</b> | <b>129,263</b>   |
| 311 ACCOUNTING/AUDIT                      | 1,000          | 1,000          | 1,000            |
| 314 ENGINEERING                           | 30,000         | 30,000         | 30,000           |
| 350 PROFESSIONAL/TECHNICAL                | 15,000         | 5,000          | 5,000            |
| <b>300E PROFESSIONAL SERVICES</b>         | <b>46,000</b>  | <b>36,000</b>  | <b>36,000</b>    |
| 401 UTILITIES                             | 69,900         | 69,900         | 69,900           |
| 403 CUSTODIAL (Inc. Supplies)             | 2,620          | 2,620          | 2,620            |
| 404 REPAIR & MAINTENANCE                  | 50,000         | 91,000         | 91,000           |
| 407 CONTRACT SERVICES                     | 20,000         | 20,000         | 20,000           |
| <b>400E PROPERTY SERVICES</b>             | <b>142,520</b> | <b>183,520</b> | <b>183,520</b>   |
| 452 COMMUNICATIONS                        | 3,200          | 3,200          | 6,200            |
| 454 PRINTING & BINDING                    | 3,000          | 3,000          | 3,000            |
| 456 MEMBERSHIPS                           | 650            | 650            | 650              |
| 457 TRAINING/CONFERENCES                  | 5,000          | 5,000          | 5,000            |
| 460 PERMITS, FEES                         | 3,900          | 3,900          | 3,900            |
| 480 OTHER SERVICES                        | 15,000         | 15,000         | 15,000           |
| 491 DISASTER PREPAREDNESS                 | 500            | 500            | 500              |
| <b>450E OPERATIONS</b>                    | <b>31,250</b>  | <b>31,250</b>  | <b>34,250</b>    |
| 501 GENERAL SUPPLIES                      | 9,000          | 18,800         | 18,307           |
| 505 ENERGY - GASOLINE                     | 12,500         | 12,500         | 12,500           |
| 508 CLOTHING/UNIFORMS                     | 3,925          | 3,925          | 3,925            |
| <b>500E SUPPLIES</b>                      | <b>25,425</b>  | <b>35,225</b>  | <b>34,732</b>    |
| 604 MACHINERY AND EQUIPMENT               | 0              | 10,000         | 31,570           |
| 606 SOFTWARE                              | 0              | 0              | 7,500            |
| <b>600E CAPITAL ASSETS</b>                | <b>0</b>       | <b>10,000</b>  | <b>39,070</b>    |
| 703 CONSTRUCTION, MATERIAL, SU            | 0              | 0              | 293,034          |
| 770 MIS REPLACEMENT TRANSFER              | 7,393          | 9,596          | 10,471           |
| 780 INSURANCE TRANSFER                    | 16,998         | 16,998         | 13,779           |
| <b>700E INTERNAL SERVICE &amp; CAPITA</b> | <b>24,391</b>  | <b>26,594</b>  | <b>317,284</b>   |
| 900 OPER. TRANSFERS-OUT                   | 0              | 47,694         | 52,877           |
| 903 TRSF IN REIMB VEHICLE PUR             | 0              | -10,000        | -31,570          |
| <b>900E TRANSFERS</b>                     | <b>0</b>       | <b>37,694</b>  | <b>21,307</b>    |
| <b>40000 TOTAL EXPENSE</b>                | <b>625,629</b> | <b>830,240</b> | <b>1,103,103</b> |
| NET REVENUE VS EXPENDITURE                | 86,748         | 0              | 0                |

**CITY OF SONOMA & SONOMA SUCCESSOR AGENCY  
OPERATING & CAPITAL BUDGET - FY 2015-16  
CEMETERIES - 501-61010**

| DESCRIPTION                               | 2014<br>BUDGET | 2015<br>BUDGET | 2016<br>BUDGET |
|---|----------------|----------------|----------------|
| 34001 SALES & SERVICES                    | 50,000         | 102,300        | 102,300        |
| 34020 OTHER CEMETERY REVENUES             | 45,000         | 60,000         | 60,000         |
| <b>3400 CEMETERY</b>                      | <b>95,000</b>  | <b>162,300</b> | <b>162,300</b> |
| 37200 TRANSFER IN                         | 75,215         | 179,832        | 91,147         |
| <b>3700 TRANSFERS</b>                     | <b>75,215</b>  | <b>179,832</b> | <b>91,147</b>  |
| <b>30000 TOTAL REVENUE</b>                | <b>170,215</b> | <b>342,132</b> | <b>253,447</b> |
| 110 REGULAR EMPLOYEES                     | 131,426        | 135,907        | 96,052         |
| 112 COLA FY 14-15                         | 0              | 2,300          | 0              |
| 120 TEMPORARY/PART-TIME                   | 0              | 14,451         | 16,011         |
| 130 OVERTIME                              | 1,200          | 0              | 0              |
| <b>100E SALARY &amp; WAGES</b>            | <b>132,626</b> | <b>152,658</b> | <b>112,063</b> |
| 290 EMPLOYEE BENEFITS                     | 49,411         | 59,483         | 46,036         |
| 291 WORKERS COMP                          | 16,037         | 7,047          | 5,365          |
| <b>200E EMPLOYEE BENEFITS</b>             | <b>65,448</b>  | <b>66,530</b>  | <b>51,401</b>  |
| 350 PROFESSIONAL/TECHNICAL                | 14,500         | 14,500         | 14,500         |
| <b>300E PROFESSIONAL SERVICES</b>         | <b>14,500</b>  | <b>14,500</b>  | <b>14,500</b>  |
| 401 UTILITIES                             | 10,000         | 10,000         | 10,000         |
| 404 REPAIR & MAINTENANCE                  | 3,000          | 3,000          | 3,000          |
| 406 RENTAL/LEASE-EQUIPMENT                | 800            | 800            | 800            |
| 407 CONTRACT SERVICES                     | 10,000         | 10,000         | 10,000         |
| 420 OTHER PROPERTY SVS                    | 5,000          | 5,000          | 5,000          |
| <b>400E PROPERTY SERVICES</b>             | <b>28,800</b>  | <b>28,800</b>  | <b>28,800</b>  |
| 452 COMMUNICATIONS                        | 600            | 600            | 1,350          |
| 456 MEMBERSHIPS                           | 450            | 450            | 450            |
| 457 TRAINING/CONFERENCES                  | 2,000          | 2,000          | 2,000          |
| 480 OTHER SERVICES                        | 5,000          | 5,000          | 5,000          |
| <b>450E OPERATIONS</b>                    | <b>8,050</b>   | <b>8,050</b>   | <b>8,800</b>   |
| 501 GENERAL SUPPLIES                      | 5,000          | 5,000          | 5,000          |
| 505 ENERGY - GASOLINE                     | 1,000          | 1,000          | 1,000          |
| 508 CLOTHING/UNIFORMS                     | 300            | 300            | 1,100          |
| 520 CLOTHING EXPENSE                      | 800            | 800            | 0              |
| 530 COMMUNICATIONS                        | 800            | 800            | 0              |
| <b>500E SUPPLIES</b>                      | <b>7,900</b>   | <b>7,900</b>   | <b>7,100</b>   |
| 703 CONSTRUCTION, MATERIAL, SU            | 55,000         | 0              | 0              |
| 750 LONG-TERM BUILDING MAINT              | 731            | 721            | 721            |
| 760 VEHICLE REPLACEMENT TRANSF            | 4,676          | 4,676          | 4,676          |
| 770 MIS REPLACEMENT TRANSFER              | 5,058          | 6,322          | 3,434          |
| 780 INSURANCE TRANSFER                    | 9,846          | 9,846          | 4,611          |
| <b>700E INTERNAL SERVICE &amp; CAPITA</b> | <b>75,311</b>  | <b>21,565</b>  | <b>13,442</b>  |
| 900 OPER. TRANSFERS-OUT                   | 19,888         | 42,129         | 17,340         |
| <b>900E TRANSFERS</b>                     | <b>19,888</b>  | <b>42,129</b>  | <b>17,340</b>  |
| <b>40000 TOTAL EXPENSE</b>                | <b>352,523</b> | <b>342,132</b> | <b>253,447</b> |
| NET REVENUE VS EXPENDITURE                | -182,308       | 0              | 0              |

**CITY OF SONOMA & SONOMA SUCCESSOR AGENCY**  
**OPERATING & CAPITAL BUDGET - FY 2015-16**  
**WATER UTILITY - 510-62001**

| DESCRIPTION                               | 2014<br>BUDGET   | 2015<br>BUDGET   | 2016<br>BUDGET   |
|---|------------------|------------------|------------------|
| 30600 INTEREST INCOME                     | 45,000           | 45,000           | 22,000           |
| <b>3060 INTEREST &amp; RENTS</b>          | <b>45,000</b>    | <b>45,000</b>    | <b>22,000</b>    |
| 31301 OTHER STATE - GRANTS/REI            | 0                | 0                | 295,117          |
| <b>3100 STATE REVENUES</b>                | <b>0</b>         | <b>0</b>         | <b>295,117</b>   |
| 32001 WATER SALES AND SVC                 | 3,750,000        | 4,000,000        | 4,250,000        |
| 32002 NEW SERVICE FEES                    | 15,000           | 27,000           | 27,000           |
| 32003 LATE FEES & SHUT-OFF NOT            | 25,000           | 20,000           | 15,000           |
| 32005 CONNECTION FEES                     | 100,000          | 112,000          | 25,000           |
| 32010 OTHER - WATER REVENUES              | 7,500            | 7,500            | 5,000            |
| <b>3200 WATER</b>                         | <b>3,897,500</b> | <b>4,166,500</b> | <b>4,322,000</b> |
| 37201 TRANSFER FROM RESERVES              | 2,038,395        | 2,626,125        | 3,754,250        |
| <b>3500 MISCELLANEOUS</b>                 | <b>2,038,395</b> | <b>2,626,125</b> | <b>3,754,250</b> |
| <b>30000 TOTAL REVENUE</b>                | <b>5,980,895</b> | <b>6,837,625</b> | <b>8,393,367</b> |
| 110 REGULAR EMPLOYEES                     | 685,794          | 744,704          | 802,408          |
| 112 COLA FY 14-15                         | 0                | 17,000           | 0                |
| 120 TEMPORARY/PART-TIME                   | 33,746           | 34,823           | 36,405           |
| 130 OVERTIME                              | 14,000           | 4,800            | 5,000            |
| <b>100E SALARY &amp; WAGES</b>            | <b>733,540</b>   | <b>801,327</b>   | <b>843,813</b>   |
| 290 EMPLOYEE BENEFITS                     | 276,472          | 271,590          | 329,715          |
| 291 WORKERS COMP                          | 95,400           | 36,535           | 40,168           |
| <b>200E EMPLOYEE BENEFITS</b>             | <b>371,872</b>   | <b>308,125</b>   | <b>369,883</b>   |
| 311 ACCOUNTING/AUDIT                      | 15,000           | 15,000           | 16,000           |
| 313 CONSULTING                            | 127,740          | 85,740           | 85,740           |
| 314 ENGINEERING                           | 66,000           | 51,000           | 51,000           |
| 350 PROFESSIONAL/TECHNICAL                | 116,500          | 116,500          | 106,500          |
| 353 WATER CONSERVATION                    | 175,000          | 100,000          | 100,000          |
| <b>300E PROFESSIONAL SERVICES</b>         | <b>500,240</b>   | <b>368,240</b>   | <b>359,240</b>   |
| 401 UTILITIES                             | 18,000           | 18,000           | 30,000           |
| 404 REPAIR & MAINTENANCE                  | 45,000           | 45,000           | 45,000           |
| 406 RENTAL/LEASE-EQUIPMENT                | 2,500            | 2,500            | 4,500            |
| 407 CONTRACT SERVICES                     | 1,558,000        | 1,558,000        | 1,558,000        |
| <b>400E PROPERTY SERVICES</b>             | <b>1,623,500</b> | <b>1,623,500</b> | <b>1,637,500</b> |
| 452 COMMUNICATIONS                        | 5,000            | 5,000            | 14,000           |
| 454 PRINTING & BINDING                    | 9,800            | 9,800            | 32,800           |
| 456 MEMBERSHIPS                           | 19,550           | 19,050           | 19,050           |
| 457 TRAINING/CONFERENCES                  | 10,000           | 10,000           | 12,000           |
| 460 PERMITS, FEES                         | 10,000           | 10,000           | 15,000           |
| 491 DISASTER PREPAREDNESS                 | 1,000            | 1,000            | 1,000            |
| <b>450E OPERATIONS</b>                    | <b>55,350</b>    | <b>54,850</b>    | <b>93,850</b>    |
| 501 GENERAL SUPPLIES                      | 125,500          | 125,500          | 125,500          |
| 505 ENERGY - GASOLINE                     | 18,000           | 18,000           | 18,000           |
| 508 CLOTHING/UNIFORMS                     | 6,250            | 6,250            | 6,250            |
| 510 DEPARTMENT EXPENSE                    | 5,000            | 5,000            | 5,000            |
| 550 OTHER EQUIPMENT/SUPPLIES              | 78,000           | 83,000           | 83,000           |
| <b>500E SUPPLIES</b>                      | <b>232,750</b>   | <b>237,750</b>   | <b>237,750</b>   |
| 604 MACHINERY AND EQUIPMENT               | 0                | 0                | 31,200           |
| 606 SOFTWARE                              | 50,000           | 50,000           | 57,500           |
| <b>600E CAPITAL ASSETS</b>                | <b>50,000</b>    | <b>50,000</b>    | <b>88,700</b>    |
| 701 PRE-ENGINEERING & DESIGN              | 718,000          | 0                | 0                |
| 702 ENG. DESIGN                           | 0                | 218,000          | 30,000           |
| 703 CONSTRUCTION, MATERIAL, SU            | 873,357          | 1,922,000        | 3,733,633        |
| 750 LONG-TERM BUILDING MAINT              | 12,586           | 26,563           | 26,563           |
| 760 VEHICLE REPLACEMENT TRANSF            | 18,163           | 18,163           | 18,163           |
| 770 MIS REPLACEMENT TRANSFER              | 32,189           | 52,409           | 55,503           |
| 780 INSURANCE TRANSFER                    | 53,731           | 53,731           | 34,511           |
| <b>700E INTERNAL SERVICE &amp; CAPITA</b> | <b>1,708,026</b> | <b>2,290,866</b> | <b>3,898,373</b> |
| 801 PRINCIPAL                             | 0                | 0                | 65,000           |
| 802 INTEREST                              | 0                | 121,425          | 55,380           |
| 803 FISCAL AGENT FEES                     | 0                | 0                | 2,000            |
| <b>800E DEBT SERVICE</b>                  | <b>0</b>         | <b>121,425</b>   | <b>122,380</b>   |

**CITY OF SONOMA & SONOMA SUCCESSOR AGENCY**  
**OPERATING & CAPITAL BUDGET - FY 2015-16**  
**WATER UTILITY - 510-62001**

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| DESCRIPTION                   | 2014<br>BUDGET   | 2015<br>BUDGET   | 2016<br>BUDGET   |
|-------------------------------|------------------|------------------|------------------|
| 900 OPER. TRANSFERS-OUT       | 720,617          | 981,542          | 758,078          |
| 903 TRSF IN REIMB VEHICLE PUR | 0                | 0                | -16,200          |
| <b>900E TRANSFERS</b>         | <b>720,617</b>   | <b>981,542</b>   | <b>741,878</b>   |
| <b>40000 TOTAL EXPENSE</b>    | <b>5,995,895</b> | <b>6,837,625</b> | <b>8,393,367</b> |
| NET REVENUE VS EXPENDITURE    | -15,000          | 0                | 0                |

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City of Sonoma

FY 2015-16 Maintenance and Capital Improvement Program

EXHIBIT 'B'

| Projected Funding Sources - FY 2016 ONLY  |                                      |                                 |                                       |                                |                 |                |                              |               |                 |                    |                     |   |
|---|--------------------------------------|---------------------------------|---------------------------------------|--------------------------------|-----------------|----------------|------------------------------|---------------|-----------------|--------------------|---------------------|---|
| Project   | Approximate Project Expenses To-Date | Estimated FY16 Project Expenses | Estimated Project Expenses After FY16 | Estimate of Total Project Cost | Project Contact | LTM 610        | GF-SPECIAL PROJECTS FUND 100 | WATER CIP 512 | STREETS CIP 100 | CEMETERIES CIP 501 | GRANTS see Comments | COMMENTS / FUNDING and GRANT EXPLANATIONS   |
| <b>City Buildings</b>   |                                      |                                 |                                       |                                |                 |                |                              |               |                 |                    |                     |   |
| PB-1 Youth Center (VOIMS) ADA Improvements  | -                                    | 45,500                          | 40,400                                | 85,900                         | Winick          | 46,500         |                              |               |                 |                    |                     | LTM - 100% of project costs (Spring 2016 Start Construction)  |
| PB-2 Carnegie Bldg - Repairs, Repainting, Carpet Replacement and Public Restroom Improvements | -                                    | 15,000                          | 148,800                               | 163,800                        | Winick          | 15,000         |                              |               |                 |                    |                     | LTM - 100% of project costs   |
| PB-3 Depot Museum ADA and Code Improvements   | -                                    | 40,700                          | -                                     | 40,700                         | Winick          | 40,700         |                              |               |                 |                    |                     | LTM - 100% of project costs (Early 2016 Start Construction)   |
| PB-4 Fire Station Stairway Flooring Replacement Project                                       | -                                    | 18,700                          | -                                     | 18,700                         | Winick          | 18,700         |                              |               |                 |                    |                     | LTM - 100% of project costs (Winter 2015/16 Start Construction)   |
| <b>City Building Totals</b>   | -                                    | <b>120,900</b>                  | <b>189,200</b>                        | <b>310,100</b>                 |                 | <b>120,900</b> | -                            | -             | -               | -                  |                     |   |
| <b>Parks, Cemeteries and Open Space</b>   |                                      |                                 |                                       |                                |                 |                |                              |               |                 |                    |                     |   |
| <b>Parks, Cemeteries and Open Space Totals</b>  |                                      |                                 |                                       |                                |                 |                |                              |               |                 |                    |                     |   |
| <b>Combined Water and Street Improvements</b>   |                                      |                                 |                                       |                                |                 |                |                              |               |                 |                    |                     |   |
| SW-1 Corp Yard Warehouse ADA Restroom and Emergency Shower Improvements                       | -                                    | 30,000                          | 150,000                               | 180,000                        | Takasigi        |                |                              | 15,000        | 15,000          |                    |                     | Initial Design of \$30,000 in 15/16. Construction in FY 16/17<br>Water CIP - 50% of project costs \$15,000 (FY15/16)<br>Streets CIP - 50% of project costs \$15,000 (FY15/16) |
| SW-2 Corp Yard Material Stockpile Bin Covers  | -                                    | 39,000                          |                                       |                                |                 |                |                              | 19,000        | 19,000          |                    |                     | Water CIP- 50% of project costs \$19,000 (FY15/16)<br>Streets CIP - 50% of project costs \$19,000 (FY15/16)   |
| <b>Combined Water and Streets Totals</b>  | -                                    | <b>69,000</b>                   | -                                     | -                              |                 | -              | -                            | <b>34,000</b> | <b>34,000</b>   | -                  |                     |   |

**City of Sonoma  
FY 2015-16 Maintenance and Capital Improvement Program**

| Project   | Approximate Project Expenses To-Date | Estimated FY16 Project Expenses | Estimated Project Expenses After FY16 | Estimate of Total Project Cost | Project Contact | Projected Funding Sources - FY 2016 ONLY |               |                  |                    |          | GRANTS see Comments | COMMENTS / FUNDING and GRANT EXPLANATIONS  |
|---|--------------------------------------|---------------------------------|---------------------------------------|--------------------------------|-----------------|--|---------------|------------------|--------------------|----------|---------------------|--|
|   |                                      |                                 |                                       |                                |                 | GF-SPECIAL PROJECTS FUND 100             | WATER CIP 512 | STREETS CIP 100  | CEMETERIES CIP 501 | LTCM 610 |                     |  |
| <b>Streets/Sidewalks/Bikeways Improvements</b>                              |                                      |                                 |                                       |                                |                 |  |               |                  |                    |          |                     |  |
| SS-1 Napa Road - Street and Bikeway Improvements - Broadway to Jones Street | 50,000                               | 840,400                         |                                       | 890,400                        | Takasugi        |  |               | 566,866          |                    |          | 273,534             | OBAIG Grant = \$250K (applied - award decision in summer 2013)<br>TDA3 Grant = \$5K; TDA3 Grant (from Depot Park) = \$18633.81<br>Streets CIP = \$66,866 (FY 15/16)  |
| SS-2 Citywide Sidewalk Repair Program                                       |                                      | 50,000                          |                                       |                                | Takasugi        |  |               | 50,000           |                    |          |                     | Streets CIP = \$50,000 (FY15/16) Phase 3 of the sidewalk inspection, repair, and cost-share program, planned at \$50K per year.  |
| SS-3 2015 Street Slurry Seal Program  | 22,000                               | 188,000                         |                                       |                                |                 |  |               | 188,000          |                    |          |                     | Streets CIP = \$188,000 (FY15/16)  |
| SS-4 2016 Street Rehabilitation Program                                     |                                      | 550,000                         |                                       | 550,000                        | Takasugi        |  |               | 550,000          |                    |          |                     | Streets CIP = \$550,000 (FY15/16) Includes 80% of cost for various Street Rehabilitation. 20% of project (\$110,000) is charged to water utility improvement. \$112,000 will be used toward design and construction management/inspection. \$438,000 is budgeted for construction. |
| SS-5 Chase Street Bridge Replacement Project                                | 451,000                              | 120,000                         | 1,988,286                             | 2,539,286                      | Takasugi        |  |               | 25,000           |                    |          | 95,000              | Federal HBRR Grant = \$2,045,348<br>Streets CIP = \$25,000   |
| <b>Streets/Sidewalks/Bikeways Total</b>                                     | <b>523,000</b>                       | <b>1,728,400</b>                | <b>1,988,286</b>                      | <b>3,979,666</b>               |                 |  |               | <b>1,359,866</b> |                    |          | <b>368,534</b>      |  |

|  |                |                  |                  |                  |          |                |                  |                  |  |        |                |  |
|--|----------------|------------------|------------------|------------------|----------|----------------|------------------|------------------|--|--------|----------------|--|
| <b>Water Mains, Wells, Pumps Improvements</b>                              |                |                  |                  |                  |          |                |                  |                  |  |        |                |  |
| WM-1 Well No. 8 (Field of Dreams) - New Municipal Well                     | 112,700        | 990,750          |                  | 1,103,450        | Takasugi |                | 715,633          |                  |  |        | 276,117        | Water CIP = \$990,750 (FY15/16) Reimbursement from SCWA Local Supply / Recycled Water / Tier 2 Program (LRT2) is \$276,117.  |
| WM-2 Groundwater Banking Pilot Project                                     | 10,000         | 25,000           |                  | 35,000           | Takasugi |                | 25,000           |                  |  |        |                | Water CIP = \$50,000 (FY15/16) SCWA seeking grant funding to assist with implementation of pilot project.  |
| WM-3 West Napa Street Water Main & Services Replacement (Broadway-Staples) | 204,000        | 2,663,000        |                  | 2,867,000        | Takasugi |                | 2,663,000        |                  |  |        |                | Water CIP = \$2,663,000 (FY 15/16) Need to complete prior to Caltrans West Napa Street repair project (Caltrans anticipated programming scheduled for 2018/19)           |
| WM-4 2016 Citywide Water Lateral Replacement                               |                | 110,000          |                  | 110,000          | Takasugi |                | 110,000          |                  |  |        |                | Water CIP = \$110,000 (FY15/16) Replaces old water service lines that are at the end of their useful life and may be leaking. 20% of 2016 Street Rehabilitation Project. |
| WM-5 Replace Water Meter Registers and Radios                              |                | 100,000          |                  | 100,000          | Takasugi |                | 100,000          |                  |  |        |                | Water CIP = \$200,000 (FY15/16) Replaces old meter registers/radios that are out of warranty and have no leak detection capability.                                      |
| WM-6 Relocation of Water Main on Chase St. Bridge                          |                | 40,000           | 100,000          | 140,000          | Takasugi |                | 20,000           |                  |  | 20,000 |                | Water CIP = \$40,000 (FY15/16) Design in FY14/15 and FY15/16 for \$40,000. Under reimbursement funding agreement with SCWA design of Sewer relocation is \$20,000.       |
| WM-7 Relocation of SCWA Water Master Meter                                 |                | 50,000           |                  | 50,000           | Takasugi |                | 50,000           |                  |  |        |                | Water CIP = \$50,000 (FY15/16) Relocation of master meter intended to reduce unaccounted water loss  |
| WM-8 Recycled Water Turnout to Engler Park                                 |                | 50,000           |                  | 50,000           | Takasugi |                | 50,000           |                  |  |        |                | Water CIP = \$50,000 (FY15/16) City cost to extend recycled water 1-block from Fifth St. East in conjunction with SCWA recycled water extension                          |
| <b>Water Mains, Wells, Pumps Total</b>                                     | <b>326,700</b> | <b>4,028,750</b> | <b>100,000</b>   | <b>4,455,450</b> |          |                | <b>3,733,633</b> |                  |  |        | <b>295,117</b> |  |
| <b>Total of All City Projects</b>  | <b>849,700</b> | <b>5,946,050</b> | <b>2,257,466</b> | <b>8,745,216</b> |          | <b>120,900</b> | <b>3,767,633</b> | <b>1,393,866</b> |  |        | <b>663,651</b> |  |

|   |                  |                  |                  |                   |          |                |                  |                  |  |  |                |   |
|---|------------------|------------------|------------------|-------------------|----------|----------------|------------------|------------------|--|--|----------------|---|
| <b>SONOMA AS SUCCESSOR AGENCY</b>                                 |                  |                  |                  |                   |          |                |                  |                  |  |  |                |   |
| 2011 CDA TAX ALLOCATION BOND PROJECTS (THAT ARE NOT LISTED ABOVE) | 579,000          |                  | 4,789,100        | 4,789,100         | Takasugi |                |                  |                  |  |  |                | Given the hold on CDA TAB Projects, some projects are proceeding as listed above. The figures in this row only account for the projects listed in the 2011 CDA TAB Project List that are not otherwise included in the City Projects above. |
| <b>Total of All Capital Improvement Projects</b>                  | <b>1,428,700</b> | <b>5,946,050</b> | <b>7,016,566</b> | <b>13,504,316</b> |          | <b>120,900</b> | <b>3,767,633</b> | <b>1,393,866</b> |  |  | <b>663,651</b> |   |

**City of Sonoma Road Rehabilitation Projects for Consideration: FY 2013-14 Budget**

| CDA #                                | Street Segment    | From           | To                   | PCI             | Est Project Cost*     | Comments                                  |
|--------------------------------------|-------------------|----------------|----------------------|-----------------|-----------------------|---|
| <b>GROUP 1</b>                       |                   |                |                      |                 |                       |   |
| 9 + 14                               | Curtin            | 601 Curtin Ln  | Fifth St. W          | 14              | \$333,000.00          | 35% design complete (Plus water services) |
| 8                                    | Church            | Fifth St. W    | Fourth St. W         | 27              | \$170,000.00          | 35% design complete                       |
|                                      | Palou             | Robinson       | Junipero Serra       | 71              | \$38,000.00           | 90% complete                              |
|                                      | Fano              | Robinson       | Junipero Serra       | 59              | \$60,000.00           | 90% complete                              |
|                                      |                   |                |                      | <b>Subtotal</b> | <b>\$601,000.00</b>   |   |
| <b>GROUP 2</b>                       |                   |                |                      |                 |                       |   |
| 2                                    | Second St. West   | West Napa St   | West Spain St        | 16              | \$224,000.00          | Preliminary Design complete inc geotech   |
| 2A                                   | West Spain St     | First St. W    | Second St. W         | 48              | \$305,000.00          | Preliminary Design complete inc geotech   |
| 17                                   | Harrington        | 440 Harrington | Manor Lane           | 14              | \$201,000.00          | Plus water services                       |
| 3                                    | First Street West | Hiking Path    | Mountain Cemetery Rd | 27              | \$508,000.00          | Need additional geotech                   |
|                                      |                   |                |                      | <b>Subtotal</b> | <b>\$1,238,000.00</b> |   |
| <b>GROUP 3</b>                       |                   |                |                      |                 |                       |   |
| 18                                   | Patten Street     | Broadway       | Austin               | 49              | \$180,000.00          | 35% design complete                       |
| 11                                   | Malet             | First St W     | Broadway             | 38              | \$68,000.00           | 35% design complete                       |
|                                      |                   |                |                      | <b>Subtotal</b> | <b>\$248,000.00</b>   |   |
| <b>GROUP 2 - Slurry Seal Program</b> |                   |                |                      |                 |                       |   |
|                                      | TBD               |                |                      |                 | \$300,000.00          |   |
|                                      |                   |                |                      | <b>Subtotal</b> | <b>\$300,000.00</b>   |   |
|                                      |                   |                | <b>Total</b>         |                 | <b>\$2,387,000.00</b> |   |

**City of Sonoma Road Rehabilitation Projects for Consideration: FY 2014-15 Budget**

| CDA #          | Street Segment    | From            | To           | PCI             | Est Project Cost*     | Comments |
|----------------|-------------------|-----------------|--------------|-----------------|-----------------------|----------|
| <b>GROUP 1</b> |                   |                 |              |                 |                       |          |
| 5              | Oregon Street     | e/o Sixth St W. | Fifth St. W  | 31              | \$269,000.00          |          |
| 6              | Seventh Street W. | Studley         | West Napa St | 42              | \$191,000.00          |          |
| 6b             | Studley St        | Oregon St       | Seventh St   | 59              | \$199,000.00          |          |
| 20             | Barrachi Way      | Perkins         | Bachero      | 45              | \$183,000.00          |          |
| 6c             | Sixth St W        | Oregon          | Studley      | 11              | \$127,000.00          |          |
|                |                   |                 |              | <b>Subtotal</b> | <b>\$969,000.00</b>   |          |
|                |                   |                 | <b>Total</b> |                 | <b>\$1,269,000.00</b> |          |

\* Project Costs include design (remaining), construction (with a 25% contingency), and CM/inspection costs

**List of CDA Tax Allocation Bond Projects - 2012-2016 CAPITAL IMPROVEMENT PLAN**

| Project ID                 | Project Name   | Project Cost       | Budget Breakdown |
|----------------------------|--|--------------------|------------------|
|                            | Napa Road Rehabilitation   | \$700,000          | 396 54025        |
|                            | France Street  | \$404,000          | 396 54019        |
|                            | Citywide Pavement Mgmt/Sidewalk/ADA/Storm Drain                      |                    |                  |
| Project Breakdown:         |  |                    |                  |
| Leveroni                   | From: Broadway To: Hiking path                                       | \$173,000          | 396 54021        |
| Second Street West         | West Napa  | \$54,000           | 396 54022        |
| Spain Street               | Second St West   |                    |                  |
| First Street West          | 344 First West   | \$49,000           | 396 54022        |
| Fryer Creek Drive          | Hiking path  | \$74,000           | 396 54028        |
| Oregon Street              | e/o Sixth West   | \$47,000           | 396 54030        |
| Seventh Street West        | Studley  | \$35,000           | 396 54030        |
| Third Street West          | Arroyo   | \$37,000           | 396 54017        |
| Church Street              | Fifth West   | \$71,000           | 396 54022        |
| Curtin Lane                | Seventh West   | \$230,000          | 396 54024        |
| Newcomb Street             | w/o Fryer Creek  | \$133,000          | 396 54028        |
| Malet Street               | First West   | \$24,000           | 396 54029        |
| Fifth Street West          | West MacArthur   | \$97,000           | 396 54021        |
| Curtin Lane                | 601 Curtin Ln  | \$190,000          | 396 54024        |
| Hayes Street               | Where widens   | \$59,000           | 396 54017        |
| Fourth Street West         | Bettencourt  | \$97,000           | 396 54017        |
| Harrington Drive           | 440 Harrington   | \$91,000           | 396 54024        |
| Patten Street              | Broadway   | \$63,500           | 396 54022        |
| Fifth Street West          | 175' s/o W MacArthur   | \$220,000          | 396 54021        |
| Barrachi Way               | Perkins  | \$87,000           | 396 54030        |
| Broadway                   | MacArthur  | \$500,000          | 396 54029        |
| ADA ramps, sidewalks       | 1st St W/Andrieux  | \$549,100          | 396 54016        |
| Nathanson Creek Outfall    | France Street  | \$50,000           | 396 54026        |
| West MacArthur Culvert TBD | Third Street West  | \$450,000          |                  |
| Fryer Creek Bypass TBD     | Bettencourt  | \$1,220,000        | 396 54031        |
| Robinson Road SD Impr. TBD | Robinson   | \$570,000          | 396 54031        |
|                            | <i>Subtotal</i>  | \$5,170,600        |                  |
|                            | Bikeway Improvements-Fryer Creek Bridge                              | \$300,000          | 396 54023        |
|                            | Leveroni & Broadway Turn Lane/Signal Improvements                    | \$200,000          | 396 54020        |
|                            | Comprehensive Bike Lane and Signage                                  | \$175,000          | 396 54018        |
|                            | Chase Street Bridge Reconstruction                                   | \$550,000          | 396 54027        |
|                            | <b>TAB Projects Total for Streets/Sidewalks/Bikeways/Storm Drain</b> | <b>\$7,499,600</b> |                  |

Public Buildings Worksheet

| Address                                      | Project Description  | Estimated Probable Design Costs |
|--|--|---------------------------------|
| 136 Mission Terrace                          | Youth Center (VOM Nursery School) – ADA Improvements and other   | 14,000                          |
| 453 First St. East                           | Carnegie Bldg. - Waterproofing and Roof Repairs, Selective Repainting, Recarpeting and Plaza Restroom Improvements | 15,000                          |
| 270 First Street West                        | Depot Museum - ADA and Code Improvements (excludes exterior walkway)   | 8,000                           |
| 630 Second St. West                          | Fire Station – Stairway Flooring Replacement Project   | 2,000                           |
| 19728 Eighth St. East                        | Corp Yard Warehouse ADA Restroom and Emergency Shower Improvements   | 10,000                          |
| <b>Total LTBM Estimate of Probable Costs</b> |  | <b>35,000</b>                   |

Available LTBM Balance as of 4/12/2012 (see below)

| Estimated<br>Probable<br>Construction Costs | Estimated Other<br>Soft Costs (@ 10%<br>excludes Design) | Wayne's Estimate<br>of Probable<br>Project Costs | Probable Funding<br>Source       |
|---|--|--|----------------------------------|
| 65,000                                      | 7,900  | 86,900   | LTBM                             |
| 111,000                                     | 37,800   | 163,800  | LTBM                             |
| 29,000                                      | 3,700  | 40,700   | LTBM                             |
| 15,000                                      | 1,700  | 18,700   | LTBM                             |
| 45,000                                      | 5,500  | 60,500   | 50% Water CIP<br>50% Streets CIP |
| <b>200,000</b>                              | <b>56,600</b>  | <b>370,600</b>                                   |                                  |

1,420,000

CITY OF SONOMA CAPITAL IMPROVEMENT PROGRAM  
PROJECT INFORMATION

**PB - PUBLIC BUILDINGS**

**PB-1**

**YOUTH CENTER BUILDING (VALLEY OF THE MOON NURSERY SCHOOL)  
ADA IMPROVEMENTS**

Description: Repairs and ADA improvements needed for the ongoing use of the building. Includes a new accessible parking space and access aisle, accessible route into the building, restroom improvements and miscellaneous repairs. The work is contemplated under the current lease.

Current and Projected Project Status: Project design and bid documents should be completed in 2015. Construction will likely begin in the spring of 2016.

Estimate of Probable Project Costs: Total Project Cost Approximately \$86,900. [LTBM]

Staff/Project Contact: Wayne Wirick, Development Services Director / Building Official

**PB-2**

**CARNEGIE BUILDING  
REPAIRS, REPAINTING, CARPET REPLACEMENT AND PUBLIC RESTROOM IMPROVEMENTS**

Description: Implement waterproofing repairs at the slate tile roof and Conference Room east basement wall. Selectively repaint interior rooms in need of painting. Repaint the exterior woodwork and metals. Replace all carpeting.

Current and Projected Project Status: Project design and bid documents should be completed in FY 2016. Construction will likely begin in FY 2017.

Estimate of Probable Project Costs: \$163,800 [LTBM] (Estimate includes moving expenses)

Staff/Project Contact: Wayne Wirick, Development Services Director / Building Official

**PB-3**

**DEPOT MUSEUM - ADA AND CODE IMPROVEMENTS**

Description: Bring interior ramp and doorways into compliance with current accessibility requirements. Make safety improvements at the 2<sup>nd</sup> floor stairway.

Current and Projected Project Status: Project design and bid documents should be completed in 2015. Construction will likely begin in early 2016.

Estimate of Probable Project Costs: \$40,700 [LTBM]

Staff/Project Contact: Wayne Wirick, Development Services Director / Building Official

PB-4

**FIRE STATION - STAIRWAY FLOORING REPLACEMENT**

Description: Replacement of the worn and damaged flooring in the stairway of the Fire Station.

Current and Projected Project Status: Preliminary specification and selection of rubber flooring materials has been started. Work should begin in late 2015.

Estimate of Probable Project Costs: \$18,700 [LTBM]

Staff/Project Contact: Wayne Wirick, Development Services Director / Building Official

**SW – COMBINED STREETS AND WATER**

SW-1

**CORP YARD WAREHOUSE - ADA RESTROOM AND EMERGENCY SHOWER IMPROVEMENTS**

Description: Create ADA restroom and emergency shower in the Corp Yard Warehouse Building. Emergency shower needed to comply with OSHA requirements.

Current and Projected Project Status: Design work is anticipated for FY 2015/16. Bid and improvement work is anticipated for FY 2016/17.

Estimate of Probable Project Costs: \$30,000 Design FY15/16 [50% Streets CIP Fund - 50% Water Fund]

Staff/Project Contact: Dan Takasugi, Public Works Director / City Engineer

SW-2

**CORP YARD MATERIAL STORAGE BIN COVERS**

Description: In order to comply with the City's new Industrial Stormwater Permit, the material storage bins at the Corp Yard must be covered from rain exposure to prevent sediment runoff. Simply covering with tarps is not effective and inefficient.

Current and Projected Project Status: Design will be completed in FY15/16. Construction is anticipated for FY15/16

Estimate of Probable Project Costs: \$38,000 [50% Streets CIP Fund - 50% Water Fund]

Staff/Project Contact: Dan Takasugi, Public Works Director / City Engineer

## SS – STREETS/SIDEWALKS/BIKEWAYS

### SS-1

#### CONSTRUCTION NAPA ROAD - STREET IMPROVEMENTS

Description: This project is the street overlay of Napa Road from Broadway to the eastern city limits. The City installed a water line extension on Napa Road in 2010. It is the City's policy to perform a street overlay for streets impacted by water system trenching.

Current and Projected Project Status: Project design and CEQA planning has been completed, and Caltrans approval has been received. The City will receive \$250,000 in OBAG (One Bay Area Grant) funding for pavement rehabilitation of Napa Road through SCTA/MTC, and because of the bike lane addition, \$23,534 in TDA3 funding is available. Contract award is expected in July 2015, with construction in early FY15/16.

Estimate of Probable Project Costs: \$990,750

[OBAG grant - \$250,000]

[TDA3 Grant - \$23,534]

[Streets CIP- \$715,663 FY15/16]

Staff/Project Contact: Dan Takasugi, Public Works Director / City Engineer

### SS-2

#### CITYWIDE SIDEWALK REPAIR PROGRAM

Description: This ongoing program consists of annual repairs of public sidewalks throughout the city. The purpose of this program is to repair safety hazards resulting from damaged sidewalks, and reduce City liability risk.

Current and Projected Project Status: A sidewalk repair program/policy was adopted by the City Council early in FY 2014. The City was proportioned into 11 phases to be addressed one phase each year. Sidewalk trip hazards will be sawcut repaired where feasible. Where not feasible, the City will cost share with abutting property owners 50/50 to remove and replace sidewalks. The City will continue with Phase 3 in FY15/16.

Estimate of Probable Project Costs: \$50,000 [Streets CIP- \$50,000]

Staff/Project Contact: Dan Takasugi, Public Works Director / City Engineer

### SS-3

#### 2015 STREET SLURRY SEAL PROGRAM

Description: This project consists of slurry seal maintenance of various streets throughout the city. The purpose of the street improvement program is to perform preventative maintenance of the streets through slurry sealing of streets that are in fairly good condition to extend the life of the street and thereby avoiding costly street rehabilitation and reconstruction of the street. This program is consistent with the goals identified in the City's 2014 Pavement Management Program report.

Current and Projected Project Status: Design efforts are complete for a project to slurry seal 23 street segments in 2015. Construction is anticipated during the summer of 2015.

Estimate of Probable Project Costs: Road rehabilitation: [\$168K; Streets CIP]

Staff/Project Contact: Dan Takasugi, Public Works Director / City Engineer

SS-4

**2016 STREET REHABILITATION PROGRAM**

Description: This project consists of street rehabilitation of streets (asphalt overlays with base course replacement) throughout the city. The purpose of the street improvement program is to rehabilitate various streets by overlay or reconstruction. This program is consistent with the goals identified in the City's 2014 Pavement Management Program report.

Current and Projected Project Status: Design is planned for FY15/16. Construction is anticipated during the early summer of 2016. Per City policy, selected water service lines will be replaced in the construction contract, but will be funded by the Water Enterprise.

Estimate of Probable Project Costs: Road rehabilitation: [\$550,000 FY15/16; Streets CIP]

Staff/Project Contact: Dan Takasugi, Public Works Director / City Engineer

SS-5

**CHASE STREET BRIDGE REPLACEMENT**

Description: This project is the replacement of Chase Street Bridge at Nathanson Creek. The bridge has been identified as structurally deficient by Caltrans. The City has received a Federal transportation grant of \$2,045,348 (Highway Bridge Replacement Program -- HBRP) for the design and construction work.

Current and Projected Project Status: Complete the design in FY15/16 with contract award in FY15/16 and construction in FY16/17. Right-of-Way acquisition will occur in FY15/16 using a contracted Right-of-Way agent.

Estimate of Probable Project Costs: \$2,325,446  
[Federal HBRR Grant - \$2,045,348]  
[Streets CIP – FY15/16 \$25,000]

Staff/Project Contact: Dan Takasugi, Public Works Director / City Engineer

**WM – WATER MAINS, WELLS, PUMPS**

WM-1

**WELL NO 8 (FIELD OF DREAMS) – NEW MUNICIPAL WELL**

Description: This project is for the installation of a municipal well within city limits utilizing and improving the existing Field of Dreams well.

Current and Projected Project Status: The well siting study was completed in FY 2013. Flow testing was performed in FY 2014. A lease amendment for the City to operate and upgrade the Field of Dreams well was executed in FY 2014. The design, environmental and bid phase was completed in FY 2015. A construction contract was awarded on March 16, 2015. Construction is planned for early FY 2016.

Estimate of Probable Project Costs: \$990,750 [Water CIP: FY15/16 \$715,633] [LTR2 Funding: \$275,117]

Staff/Project Contact: Dan Takasugi, Public Works Director / City Engineer

WM-2

**GROUNDWATER BANKING PILOT PROJECT**

Description: This project is for converting City Well No. 6 into a pilot test well for Groundwater Banking or Aquifer Storage and Recovery (ASR). This will allow abundant winter water from the Russian River to be pumped into the aquifer during the winter season, and extracted during the summer peak demand season.

Current and Projected Project Status: Geochemical sampling was performed in FY2014 with positive results. A work plan and permit application will be submitted to the Regional Water Quality Control Board in FY2016. Pending approvals, it is possible that winter water could be banked in the aquifer in FY2016.

Estimate of Probable Project Costs: \$25,000 FY15/16

Staff/Project Contact: Dan Takasugi, Public Works Director / City Engineer

WM-3

**WEST NAPA WATER MAIN AND SERVICES REPLACEMENT PROJECT**

Description: This project is the replacement of water services on West Napa Street from Broadway to the Sonoma Highway intersection at the Stapes driveway/traffic signal. The work also includes the replacement of the 1970's 8-inch asbestos cement pipe water main from approximately Fourth Street West to Sonoma Highway. This project is coordinated with Caltrans' plan to overlay West Napa Street in 2018-2019.

Current and Projected Project Status: The design of the project is complete and is awaiting a Caltrans encroachment permit. Construction is planned for FY15/16.

Estimate of Probable Project Costs: \$2,663,000 FY15/16.

Staff/Project Contact: Dan Takasugi, Public Works Director / City Engineer

WM-4

**2016 CITYWIDE WATER LATERAL REPLACEMENT**

Description: This project includes the replacement of various water services throughout the City as identified in the 2011 Water Master Plan, and supports water conservation by minimizing water loss. This project is anticipated to replace water services in conjunction with the 2016 Citywide Street Improvement Program project.

Current and Projected Project Status: Design will take place FY15/16 and construction in late FY15/16.

Estimate of Probable Project Costs: \$110,000 FY15/16

Staff/Project Contact: Dan Takasugi, Public Works Director / City Engineer

WM-5

**REPLACE WATER METER REGISTERS AND RADIOS**

Description: This is the 2<sup>nd</sup> year of a program to replace older water meter registers and radios which are outside of their warranty period. When the registers fail, it may result in City water loss and lost revenue. Many of the older meter registers do not have the capability for leak detection.

Current and Projected Project Status: Replacement will be by in-house staff throughout FY15/16.

Estimate of Probable Project Costs: \$100,000 FY15/16

Staff/Project Contact: Dan Takasugi, Public Works Director / City Engineer

**WM-6**

**RELOCATION OF WATER MAIN ON CHASE ST. BRIDGE**

Description: This project relocates the City water main on the old Chase St. Bridge to be mounted on the new replacement bridge to be constructed in FY16/17.

Current and Projected Project Status: Design is underway and will be completed in FY15/16. Construction of the water main relocation will be concurrent with bridge replacement in FY16/17.

Estimate of Probable Project Costs: \$40,000 FY15/16, which includes a combined water/sewer relocation design effort. SCWA will reimburse the City \$20,000 for their sewer relocation design costs.

Staff/Project Contact: Dan Takasugi, Public Works Director / City Engineer

**WM-7**

**RELOCATION OF SCWA WATER MASTER METER**

Description: The City's master meter for SCWA water supply is located near the Verrano bridge, nearly a mile from the official point of delivery, which is just downstream of the SCWA water storage tanks. Any leaks or water loss in this mile of SCWA water main would be charged to the City. Staff has been in discussion with SCWA to relocate the master meter to the official point of delivery.

Current and Projected Project Status: Design will take place FY15/16 and construction in late FY15/16.

Estimate of Probable Project Costs: \$50,000 FY15/16

Staff/Project Contact: Dan Takasugi, Public Works Director / City Engineer

**WM-8**

**RECYCLED WATER TURNOUT TO ENGLER PARK**

Description: The Sonoma County Water Agency is constructing a recycled water main extension from Watmaugh Road, up Fifth St. East, to Denmark St., and to the School District. One block off Fifth St. East, the City's Engler Park has approximately 3 acres of irrigated turf. SCWA grant funding may pay a portion of the turnout costs, but the City will need to fund about 60% of the cost to extend recycled water piping from Fifth St. East to Engler Park.

Current and Projected Project Status: Construction is anticipated in late FY15/16.

Estimate of Probable Project Costs: \$50,000 FY15/16

Staff/Project Contact: Dan Takasugi, Public Works Director / City Engineer

Boys & Girls Clubs of Sonoma Valley  
City of Sonoma Service Provider for Recreational and Community Programs  
FY 2015-2016

**1. Organization’s Mission/purpose and constituencies served:**

Boys & Girls Clubs of Sonoma Valley has provided the residents of Sonoma with the only year round youth recreation, enrichment, and education facility in Sonoma for more than 50 years with a mission of providing positive opportunities for youth to learn and succeed. The Club was founded in the City of Sonoma in 1962 at the Community Center and it has seen dramatic growth in participation by local youth since inception.

The Club programs are open to all youth 6-18 years old (with athletic leagues starting as young as 4 years old), regardless of income, religion or ethnic background. **In 2014, The Club served 2319 children and teens with afterschool, summer, and athletic programs. The real cost per Club member is more than \$800 annually.** The Club has six sites in total including Maxwell Clubhouse, Sassarini, Flowery, Dunbar, El Verano, and Altimira Middle School with a seventh facility dedicated to serving high school teens opening in June. These combined sites provide service to **500 children daily afterschool.** The Club offers scholarships to youth who are not able to afford to participate in its programs, last year providing 25% of members with scholarships for afterschool and recreation league programs. No child is ever denied membership due to inability to pay.

The Club also provides sports and recreation leagues for the Sonoma youth community, as well as for adults. The following recreation leagues or programs were offered to the Sonoma Valley in FY 2014-2015 due, in part, to the City’s funding:

| <b><u>League/Program</u></b>                                 | <b><u># of participants</u></b> |
|--|---------------------------------|
| ○ T- Ball (ages 4 to 6)                                      | 100 youth                       |
| ○ Coach pitch (ages 7 and 8)                                 | 24 youth                        |
| ○ Volleyball (Girls 3 <sup>rd</sup> – 8 <sup>th</sup> grade) | 146 youth                       |
| ○ Basketball (3 <sup>rd</sup> – 8 <sup>th</sup> grade)       | 121 youth                       |
| ○ Junior Co-Ed Basketball (K-2 <sup>nd</sup> grade)          | 30 youth                        |
| ○ Men’s Basketball League                                    | 11 teams                        |
| ○ Summer Camps (K-12 <sup>th</sup> Grade)                    | 320 average daily attendance    |

In addition, the Club has made its facility available for the Sonoma Valley High School students to hold school dances, the Bi-National Health Fair, North Bay Catholic School Leagues, Impact100, and others in the community.

**2. Proposed Programs to be Funded by the City of Sonoma for FY 2015-2016**

**Boys & Girls Clubs of Sonoma Valley is requesting \$86,250 in funding for two programs:**

- **\$31,250 for the Summer Recreation program and**
- **\$55,000 for the After School Recreation program**

The Club received \$69,000 in FY 2014-2015. These funds were still less than the funds provided for these services by the City 2005-2008. This request is an increase of \$17,250 from the prior year. The Club has grown significantly in the past three

Boys & Girls Clubs of Sonoma Valley  
City of Sonoma Service Provider for Recreational and Community Programs  
FY 2015-2016

years and now employs 58 staff in Sonoma Valley. The number of children and teens attending summer camp continues to grow year over year with steady attendance daily afterschool during the school year. The growth has necessitated an expansion of facilities with a seventh location dedicated to teen Club members opening in June. The increased City funds would represent less than 1% of The Club's annual budget. Please see attached budget for The Club's 2015 operating budget.

Both programs have received City funding in the past and are attended by youth representing a large segment of the Sonoma community. Neither of these programs duplicates services currently provided by the City of Sonoma for its residents, or by any other organization in the Sonoma Valley.

### **Summer Recreation Program**

The Summer Recreation program will be conducted at three sites, an expansion of the previous single program at the Maxwell Clubhouse. Summer Programs are now offered at Maxwell Clubhouse as they have been traditionally, as well as the new teen facility in Maxwell Village and at El Verano Elementary School campus where a staff of 11 will provide literacy based enrichment and recreation programs to 300 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grade children in partnership with Sonoma Valley Unified School District's Summer School.

Maxwell Clubhouse will be open daily from 7am-7pm (and open late for teens with specific activities at Maxwell Village) to meet the needs of working parents. Summer Camps include Fun in the Sun, MusicMakers, Red, White, and Blue, Animal Planet, and more with field trips and activities planned within each themed week. The Club will also offer the incredibly popular and affordable Specialty Camps in the morning hours. These include Rock Climbing, Science Camps, Sports Camps, Video Production, Animation, Jr. Engineers, Computer Coding, Arts Camps, and Culinary Camps.

Our efforts to reach middle school and high school students continue with specialized Middle School Camps and Teen Camps and programs including 11 college campus fieldtrips for high school teens. In past years, The Club averaged 300 Sonoma youth at Maxwell Clubhouse each day. This summer we anticipate more than 350 kids daily at Maxwell Clubhouse, 35 at the teen facility, and 300 at El Verano Elementary School Campus. The Club continues to expand and enhance opportunities for all kids in Sonoma Valley.

### **After School Recreation Program**

The Club's sports program continues with another incredibly popular year for our Volleyball League with 140 girls participating in a league that can support 144 – nearly full capacity. For some youth this has become the training ground to go on and play at a competitive level. We were proud that Sonoma Valley High School's Dragons girls volleyball team this past year all played Volleyball in their younger years at The Club. Junior Basketball and T-Ball beginning with 4 year olds gives the

Boys & Girls Clubs of Sonoma Valley  
City of Sonoma Service Provider for Recreational and Community Programs  
FY 2015-2016

younger youth in the community a chance to start in sports and develop skills at an early age. **Power Hour** occurs each weekday afternoon at The Club and at all five school sites. Every attending member works on their homework with the help of staff and volunteers for one hour. Art, gardening, cooking classes, music, dance, environmental science, pottery, and leadership programs all occur on a regular basis throughout the year at all sites also.

The **Intel Computer Clubhouse** (including the recording studio and video lab), is open nightly during the school year until 9pm, and Sports Club at our Maxwell site help us to better serve the middle school and teen population. The Intel Computer Clubhouse in Sonoma is one of only 100 in the world and is home to a music studio with recording capability, video production capability that is compatible with SVHS's video program, as well as 20 computer workstations.

The new teen facility at Maxwell Village, adjacent to the Maxwell Clubhouse site, will allow The Club to serve more high school teens with the life-changing **Future Focus**. Future Focus is an umbrella program that includes College Bound, career preparation and work-based learning opportunities, and personal development. These programs are proven effective in helping teens, especially youth with minimal infrastructure support, to navigate the obstacles that exist between students and a viable college and career path. The Future Focus program is facilitated by a cohort of highly trained college and career counselors that are well equipped to help these youth dream of college and see it become a realistic opportunity. Teens participating in Future Focus are provided with opportunities to explore career options through workshops, career tours, mentorships, and hands-on experience. Since 2010, more than 120 students have graduated from SVHS and moved on to a post-secondary learning path with a plan developed in the Future Focus (formerly College Bound) program.

### **3. Public benefit:**

Because of The Club's ability to significantly leverage other resources to supplement the City's funding for these wonderful programs, BGCSV's partnership with the City of Sonoma as a City Service Provider allows us to provide services to the City residents at a far lower cost than the City would be able to as a stand-alone operator.

The relevance of Boys & Girls Clubs of Sonoma Valley is significant, and contributes greatly to the community of Sonoma by keeping our youth in a safe environment and engaged in positive activities. The Club employs 58 people in full and part-time positions throughout the year. The City's continued support of BGCSV as a City Service Provider is critical to our ability to provide life-changing services to 2400 of Sonoma's youth.

**Boys and Girls Clubs of Sonoma Valley**  
**Profit & Loss Budget vs. Actual**  
 January through December 2015

|  | <u>Budget</u>       |
|--|---------------------|
| Ordinary Income/Expense                |                     |
| Income                                 |                     |
| 43000 · Grants                         |                     |
| 43100 · ASES                           | 513,000.00          |
| 43150 · Government Grants              | 90,000.00           |
| 43200 · Foundation and Trust Grants    | <u>160,000.00</u>   |
| Total 43000 · Grants                   | 763,000.00          |
| 43600 · Scholarship - Individual       |                     |
| 44000 · Contributions                  |                     |
| 44100 · Corporate Contributions        | 55,000.00           |
| 44200 · Individual Contributions       | 51,000.00           |
| 44300 · Board Giving                   | 100,000.00          |
| 44400 · Major Gifts                    | 400,000.00          |
| 44401 · Teen Club                      | 209,500.00          |
| 44600 · Legacies and Bequests          |                     |
| Total 44000 · Contributions            | <u>815,500.00</u>   |
| 47000 · Events Income                  |                     |
| 47010 · Event Income Prior Year        |                     |
| 47060 · Sponsorships - Event           |                     |
| 47070 · Donations - Event              |                     |
| 47090 · Reservations & Seating - Event |                     |
| 47000 · Events Income - Other          | 485,000.00          |
| Total 47000 · Events Income            | <u>485,000.00</u>   |
| 47200 · Program Income                 |                     |
| 47220 · Membership Dues - Youth        |                     |
| 47240 · Athletic Program Fees          |                     |
| 47200 · Program Income - Other         | 306,600.00          |
| Total 47200 · Program Income           | <u>306,600.00</u>   |
| 47500 · Rental Income                  | 4,000.00            |
| 49000 · Miscellaneous Income           |                     |
| Total Income                           | <u>2,374,100.00</u> |
| Gross Profit                           | 2,374,100.00        |
| Expense                                |                     |
| 60600 · Charges & Fees                 | 12,000.00           |
| 60800 · Board Expenses                 | 2,500.00            |
| 60900 · Agency Expense                 | 10,000.00           |
| 62100 · Contract Services              |                     |
| 62150 · Outside Contract Services      | <u>84,160.00</u>    |

**Boys and Girls Clubs of Sonoma Valley**  
**Profit & Loss Budget vs. Actual**  
January through December 2015

|  | <u>Budget</u>     |
|--|-------------------|
| Total 62100 · Contract Services          | 84,160.00         |
|  |                   |
| 62300 · Event Expenses                   |                   |
| 62310 · Advertising Expense - Event      | 0.00              |
| 62320 · Auctioneer - Event               |                   |
| 62350 · Contract Labor - Event           |                   |
| 62380 · Entertainment - Event            |                   |
| 62390 · Live Auction Expense - Event     | 3,000.00          |
| 62410 · Permits - Event                  |                   |
| 62430 · Printing - Event                 |                   |
| 62440 · Rentals - Event                  |                   |
| 62490 · Volunteer Food - Event           |                   |
| 62499 · Special Event Redemption         | 56,000.00         |
| 62300 · Event Expenses - Other           | <u>150,000.00</u> |
| Total 62300 · Event Expenses             | 209,000.00        |
|  |                   |
| 62800 · Facilities and Equipment         |                   |
| 62805 · Computers and Technology         | 4,500.00          |
| 62840 · Maintenance & Repairs            | 53,000.00         |
| 62845 · Automobile Expenses              | 2,000.00          |
| 62860 · Maintenance Reserve              |                   |
| 63000 · Utilities                        | 38,000.00         |
| 63100 · Telephone, Telecommunications    | 7,000.00          |
| 63200 · Facilities Lease                 | 102,300.00        |
| 62800 · Facilities and Equipment - Other | <u>0.00</u>       |
| Total 62800 · Facilities and Equipment   | 206,800.00        |
|  |                   |
| 64000 · Human Resources                  |                   |
| 64100 · Drug/Background Tests            | 2,625.00          |
| 64120 · Hiring Expense                   | 3,200.00          |
| 64150 · Volunteer Recognition            | 1,000.00          |
| 64160 · Volunteer Drug Test/Bk Check     | 1,500.00          |
| 64170 · Staff Development                | 15,000.00         |
| 64180 · Staff Recognition                | <u>10,840.00</u>  |
| Total 64000 · Human Resources            | 34,165.00         |
|  |                   |
| 64500 · Insurance Prop Liability         | 28,500.00         |
|  |                   |
| 65000 · Operations                       |                   |
| 65020 · Postage, Mailing Service         | 3,300.00          |
| 65030 · Printing and Copying             | 7,300.00          |
| 65040 · Supplies                         | <u>12,000.00</u>  |
| Total 65000 · Operations                 | 22,600.00         |
|  |                   |
| 65100 · Marketing                        |                   |

**Boys and Girls Clubs of Sonoma Valley**  
**Profit & Loss Budget vs. Actual**  
January through December 2015

|                                  | <u>Budget</u>             |
|----------------------------------|---------------------------|
| 65150 · Memberships and Dues     | 14,210.00                 |
| 65100 · Marketing - Other        | <u>30,350.00</u>          |
| Total 65100 · Marketing          | 44,560.00                 |
| <br>                             |                           |
| 67000 · Program Expenses         |                           |
| 67010 · Equipment - Program      | 32,327.00                 |
| 67020 · Field Trips - Program    | 13,490.00                 |
| 67030 · Refs/Coaches - Program   | 2,328.00                  |
| 67050 · Supplies - Program       | 47,791.00                 |
| 67060 · Program Enrichment       | 600.00                    |
| 67000 · Program Expenses - Other | <u>20,682.00</u>          |
| Total 67000 · Program Expenses   | 117,218.00                |
| <br>                             |                           |
| 68000 · Payroll                  |                           |
| 64520 · Life Insurance           | 54,700.00                 |
| 68010 · Payroll Wages            | 1,427,168.00              |
| 68020 · Payroll Taxes            | 297,287.44                |
| 68030 · Payroll Benefits         |                           |
| 68090 · ADP Payroll Bundle       |                           |
| Total 68000 · Payroll            | <u>1,779,155.44</u>       |
| <br>                             |                           |
| 68100 · Resource Development     | 6,500.00                  |
| 68200 · Alumni Scholarship       |                           |
| 68300 · Travel                   | <u>3,000.00</u>           |
| Total Expense                    | <u>2,560,158.44</u>       |
| <br>                             |                           |
| Net Ordinary Income              | <u>-186,058.44</u>        |
| <br>                             |                           |
| Net Income                       | <u><u>-186,058.44</u></u> |



# SONOMA COMMUNITY CENTER

[www.sonomacommunitycenter.org](http://www.sonomacommunitycenter.org)

May 20, 2015

Mayor David Cook  
City of Sonoma  
No. 1 The Plaza  
Sonoma, CA 95476

Dear Mayor Cook and Members of the Sonoma City Council,

On behalf of the Sonoma Community Center (SCC) Staff and Board of Directors, I wish to thank the City of Sonoma and its council members for allocating funding for recreational and community programs. We are honored to partner with council and city staff to provide "core" ongoing recreational and community programs. It has been a pleasure to work with you to leverage our abilities to bring efficient, high-quality services to the people of Sonoma Valley.

**We respectfully request \$43,000 to partially offset the expenses and liability SCC incurs by producing the *Fourth of July Parade & Celebration*, and the *City Party*.** This figure represents a 25% increase in the amount allocated by the City for these services in 2014/15, plus an additional \$3,000. This request was derived following discussion with leaders from the other three organizations designated by the city as "Tier One," all of who support applications for funding based on a 25% increase in allocations. However, because of our unique role as sole coordinator of such large-scale events held on city property, SCC requests an additional \$3,000 to help cover our costs.

Despite the significant fundraising efforts we undertake to supplement the funding allocated by the City of Sonoma for the *Fourth of July Parade & Celebration* and the *City Party*, our organization experiences a net loss of nearly \$30,000 per year as a result of producing these two special events alone. As with any business, this financial shortfall is unsustainable for the Sonoma Community Center. While we are committed to continuing our fundraising efforts in support these two events, without an increase of 25% plus \$3,000 in support from the City of Sonoma this year, we find ourselves in the position of having to consider whether it is prudent to produce the *Fourth of July Parade & Celebration* and the *City Party* in the upcoming fiscal year.

Thank you for your history of partnering with non-profit service providers to ensure that city residents have access to programs that enrich their lives. We appreciate your consideration, and eagerly anticipate another successful year of working together.

Sincerely,

Stephen C. Kyle  
SCC Board President

Toni Castrone  
Executive Director

## **Sonoma's Traditions in the Plaza: The Fourth of July Parade & Celebration and The City Party**

Each year, on behalf of the City of Sonoma, Sonoma Community Center produces two free community events in the Sonoma Plaza: the *Fourth of July Parade & Celebration* and the *City Party*. Sonoma Community Center has over 60 years of experience producing large-scale community gatherings in the Sonoma Plaza and beyond. This legacy of success, combined with the organization's 501c(3) nonprofit status, allows SCC to raise additional funds from private donors and local businesses to support these events. The resulting cross-sector collaboration is remarkably efficient and nets strong return on investment in the form of social benefits. Collectively, the *Fourth of July Parade & Celebration* and the *City Party* serve three primary functions for the City of Sonoma: They generate civic pride, strengthen community ties, and showcase Sonoma's businesses, nonprofit organizations, and community groups.

### **Building Civic Pride:**

The *Fourth of July Parade & Celebration* and the *City Party* are Sonoma's most visible events of the year. They are a positive demonstration of the best this community has to offer its people and the greater area. For the past 62 years, the *Fourth of July Parade & Celebration* has been a source of great civic pride as well as a beloved Sonoma summer tradition. Since its inception more than a decade ago, the *City Party* has become known in Sonoma and beyond as the best party of the year. These events celebrate the artistic vision of the masses by highlighting creative pageantry at its best, and are Sonoma's grandest and most cherished civic events.

### **Strengthening Community Ties:**

Free large-scale events such as the *Fourth of July Parade & Celebration* and the *City Party* unite the diverse neighborhoods of Sonoma Valley behind one common purpose – celebration. Each year, an estimated total of 16,000 attend these two events and experience the strength of community. Attendees represent a broad cross section of ethnicities, demographics, and interests. Residents and visitors gather in the heart of Sonoma – its Plaza – to meet one another, exchange ideas, and celebrate together.

### **Showcasing Sonoma's Best:**

They ensure that the summer season is a success by bringing some 16,000 people to the Sonoma Plaza over two days in July. Exceptional curbside attendance creates unparalleled marketing and promotional exposure for the City of Sonoma. For example, in 2014, the *Fourth of July Parade & Celebration* brought national attention to Sonoma when the city was named by Travel + Leisure Magazine as one of America's best places to celebrate the Fourth of July. Over time, the *Fourth of July Parade & Celebration* has grown to include more than 1,000 participants representing approximately 125 entries including local businesses, nonprofit organizations, and community groups. Likewise, Sonoma Valley nonprofit organizations use the event to raise funds for their organizations by running food and game booths on the plaza throughout the day.

Sonoma Communtiy Center

Tier One Services Proposal Budget

May 20, 2015

|                          | July 4 Parade    | City Party       | Total            |
|--------------------------|------------------|------------------|------------------|
| <b>Income</b>            |                  |                  |                  |
| Donations                | 8,800.00         | 1,850.00         | 10,650.00        |
| City of Sonoma           | 28,079.00        | 14,921.00        | 43,000.00        |
| Fees Collected           | 700.00           | -                | 700.00           |
| Merch & Concession Sales | 10,000.00        | 2,500.00         | 12,500.00        |
| Corporate Sponsorship    | -                | 6,000.00         | 6,000.00         |
| <b>Total Income</b>      | <b>47,579.00</b> | <b>25,271.00</b> | <b>72,850.00</b> |
| <b>Expense</b>           |                  |                  |                  |
| Overhead                 | 3,500.00         | 2,500.00         | 6,000.00         |
| SCC Wages & Taxes        | 25,000.00        | 14,000.00        | 39,000.00        |
| Security Personnel       | 3,100.00         | 1,400.00         | 4,500.00         |
| Barricades               | 3,500.00         | 1,000.00         | 4,500.00         |
| Publicity                | 500.00           | 400.00           | 900.00           |
| Supplies                 | 3,000.00         | 900.00           | 3,900.00         |
| Permits & Fees           | 1,000.00         | 50.00            | 1,050.00         |
| Stage Rental             | -                | 1,000.00         | 1,000.00         |
| Potties                  | 3,000.00         | 1,250.00         | 4,250.00         |
| Garbage                  | 2,000.00         | 1,000.00         | 3,000.00         |
| Live Music / performers  | 1,000.00         | 1,000.00         | 2,000.00         |
| A/V Technician           | 2,000.00         | 750.00           | 2,750.00         |
| <b>Total Expenses</b>    | <b>47,600.00</b> | <b>25,250.00</b> | <b>72,850.00</b> |
| <b>NET</b>               | <b>(21.00)</b>   | <b>21.00</b>     | <b>-</b>         |



## SONOMA ECOLOGY CENTER

Protecting the beauty and biodiversity of Sonoma Valley

May 20, 2015

Carol Giovanatto, City Manager  
No. 1 The Plaza  
City of Sonoma  
Sonoma, CA 95476

Thank you for the opportunity to apply for funding for programming Sonoma Ecology Center offers at Sonoma Garden Park with Tier One funding support. These invaluable programs are in alignment with the City's goals, leveraging tens of thousands of dollars to support recreation resources for our community while also providing educational opportunities that improve health and help our community be more sustainable.

Through its programming at Sonoma Garden Park, Sonoma Ecology Center reaches over 1,700 youth and adults each year.

Enclosed please find our proposal and budget for Sonoma Ecology Center's programs at *Sonoma Garden Park* for the 2015-16 fiscal year. We respectfully request a grant from the City of Sonoma to support this programming in the amount of \$32,500. We hope that you find the work we do at Sonoma Garden Park as meaningful, inspiring, and worthy of your generous support as we do.

As in the past, agency directors met and discussed an approach to allow Council members to view the rationale for our request and to respond to us collectively. We've requested a 25 percent increase over last year, in our case, \$5,000, as we all have experienced increased costs and demand for services. These funds in turn leverage significant funding from Sonoma County and other sources.

Please feel free to contact me if you have any questions about Sonoma Ecology Center or Sonoma Garden Park.

Again, our sincere thanks for considering our request.

Richard Dale, Executive Director



# SONOMA GARDEN PARK

A project of Sonoma Ecology Center



## **Sonoma Garden Park: It Takes a Community**

### **PROPOSAL FOR TIER -1 FUNDING TO CITY OF SONOMA, FY 2015-16**

#### **OVERVIEW**

A project of Sonoma Ecology Center (SEC), Sonoma Garden Park (the Park) is a working farm, educational campus, and a model for sustainable agriculture. It is located on 6.1 acres in east Sonoma, and functions as a hub of educational activities and as a community resource that celebrates the intersection of people, food and nature. The Park offers a varied set of programs designed to introduce, engage, and inspire children and adults to the importance of sustainable food and lifestyle choices. These programs benefit Sonoma Valley residents and visitors and contribute to the exceptional quality of life in our Valley.

Core services/benefits to our community include the following:

- Educational field trips for all fourth-graders enrolled in Sonoma Valley public schools (475 annually)
- Summer Science Camps for children ages 5– 12 (120 children in 2014)
- EnviroLeader internship programs for high school students
- Community garden plots for residents to grow their own food
- Community workshops
- Access to locally, sustainably grown produce at a seasonal harvest market
- Demonstration gardens – including Mediterranean, butterfly and medicinal gardens, and our newly developed low-impact design garden and bee garden; plus, over 150 fruit trees, a fig forest, and other features
- A resource for native plants and vegetable starts –sustainably grown and pesticide- free
- A community gathering place, including ADA-accessible trails and interpretive displays
- Open space with recreational /picnic areas

SEC utilizes Sonoma Garden Park as an educational campus for its core programming, including our K-12 Watershed Education Program, EnviroLeader Internship Program, community workshops, service learning days, and Summer Science Camp. The Park also enables SEC to provide volunteer activities, community workdays, and court referral opportunities, as well as ongoing gardening, a weekly harvest market, and nursery opportunities.

#### **AFTER-SCHOOL RECREATION AND SUMMER PROGRAMS**

##### Garden and Nursery Programs

The Park offers garden and nursery opportunities for youth and adults to gain work experience and learn from skilled farmers, gardeners, and nursery professionals. By participating in hands-on garden and nursery work, participants learn how to grow vegetables, flowers, and native,

drought-tolerant plants using sustainable methods. Volunteers, students, and those earning community service hours learn how to propagate, grow, and maintain plants in the nursery and in the field, including such specific farming techniques as crop rotation, natural pest management, fruit tree pruning, and more. SEC staff supervise plant production, and serve as mentors, sharing their knowledge and skill with those who assist them. Supervised volunteer work days are offered Tuesday, Wednesdays, Friday, and Saturdays from 8am to 12pm. Through volunteer workdays alone, the Park hosts more than 200 youth and adults for over 3,000 hours of community service annually.

### EnviroLeader Internship Program

SEC's EnviroLeader Internship (ELI) Program fosters environmentally literate community leaders by providing paid internships to a diverse population of Sonoma Valley youth ages 14-18. EnviroLeaders develop the skills they'll need to tackle critical environmental challenges—climate change, water scarcity, loss of biodiversity—as tomorrow's leaders. The program is designed to ensure young people's readiness for further study or employment in the green sector. An impressive 50% of graduates will pursue additional training or higher education in science, agriculture, arboriculture or other environmental field, and gain valuable connections to jobs in the green industry.

All interns gain experience in sustainable agriculture and environmental restoration by working at Sonoma Garden Park, which includes SEC's Native Plant Nursery, as well as Nathanson Creek Preserve, and restoration sites throughout the valley. Youth enrolled in the EnviroLeader Program gain:

- technical skills in sustainable agriculture and ecological restoration;
- an understanding of the roles sustainable agriculture and ecological restoration play in preserving and even increasing biodiversity;
- sophisticated horticultural/agricultural skills;
- practical job skills such as teamwork, accountability and timeliness;
- oral presentation and public speaking skills;
- leadership skills such as teaching and project management;
- entrepreneurial and small business management skills, focused on customer service and microeconomics

In turn, EnviroLeaders contribute hundreds of hours of labor to projects that benefit our community. From growing hundreds of pounds of organic produce, to propagating thousands of native plants for use in local restoration efforts, their work benefits the health and well-being of Sonoma Valley's people, land, water, and wildlife.

EnviroLeaders work 9-12 hours per week, after school and on weekends. They undergo rigorous training by SEC staff, and engage in independent projects and team-building exercises that build their skill and confidence.

The ELI program makes a difference for youth who participate and our community as a whole. By engaging youth in activities that immerse them in science, get them outdoors, foster their critical thinking skills, hone their communication skills, and empower them to serve as leaders,

SEC is serving a crucial role in cultivating the next generation of earth stewards and, equally important, helping to shape responsible, informed, productive members of society.

### Service Learning Days

SEC provides after-school and summer service learning opportunities at the Park for student clubs, individuals and other groups. Offering hands-on training in sustainable farm practices, SEC staff provides supervision, education, guidance, and tools. Participating groups include local scout troops, students from Justin Sienna High School and Gateway Community School, the Mother's Club, Sonoma Valley Mentoring Alliance, Hanna Boys Center, and individual students completing requirements for high school senior projects and work experience. The Park provides a unique learning environment where members of our community can complete their necessary community service hours, and where their contributions benefit the community at large. In total, approximately 250 people participate in service learning days annually.

### Summer Science Camp

SEC's Summer Science Camp provides 120+ children annually with a summer camp experience focused on science enrichment. In 2015, camp is offered for five week-long sessions during the summer season, with four sessions at the Park and one session at Sugarloaf Ridge State Park. Camps offered at the Park provide youth with opportunities to learn about sustainable agriculture, water conservation, biology, geology, and meteorology—all in a fun, relaxed and engaging environment. Led by SEC science educators, this unique summer camp series provides children with valuable opportunities to learn new science concepts, strengthen their understanding of core concepts learned during the school year, and connect those concepts to the natural environment of their home. In 2015, SEC has expanded the summer camp scholarship program to be able to include more children from low-income households in our camps.

## **ENVIRONMENTAL EDUCATION**

SEC provides ongoing opportunities at the Park for youth and adults to learn about the local environment through experiential and educational opportunities, with a goal to provide participants with the awareness and tools they need to protect, preserve, and restore our local environment, and in particular, the Sonoma Creek Watershed. In alignment with the City's conservation goals, students learn practical ways to reduce water and energy use, reduce home waste, preserve natural habitats and support the land, water, and wildlife of our local environment.

### About the K-12 Watershed Education Program

SEC's K-12 Watershed Education Program delivers comprehensive environmental education that teaches core science concepts and facilitates outdoor experiences and service. SEC provides stand-alone educational curriculum modules *for free* to over 1,100 students annually in every 2<sup>nd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> in SVUSD. Each module includes 8-15 hours of instructional time, and includes both classroom lessons and field trips to natural sites throughout Sonoma Valley. During lessons, students participate in fun, hands-on activities and experiments. Curriculum

utilizes a variety of equipment including water-quality testing kits, demonstration materials, animal artifacts, and art supplies. Specific modules include:

*2<sup>nd</sup> Grade Wildlife Defenders* – Focuses on local wildlife populations and life cycles, wildlife needs, and habitat. Includes five classroom lessons and a fieldtrip to the Montini Open Space Preserve to explore the oak-woodlands.

*4<sup>th</sup> Grade Growing Discovery* – Focuses on food chains, food webs, and lives of common insects, and the relationships between plants, animals, and humans in the garden. Includes five classroom lessons and a fieldtrip to Sonoma Garden Park.

*5<sup>th</sup> Grade Water Wonders* – Utilizes the Sonoma Creek Watershed and its connection to San Pablo Bay as the basis for a focus on the functions of wetlands, the water cycle, and ways to reduce water use and water pollution. Includes five classroom lessons and a fieldtrip to Sugarloaf Ridge State Park.

The K-12 Watershed Education Program is aligned with California Department of Education State Science Standards and is designed fit easily into teachers' existing lesson plans. SEC is working with Sonoma Valley Unified School District to ensure the program's relevance with California's new Common Core Standards and to be prepared for roll-out of Next Generation Science Standards. The program undergoes a mixed-methods evaluation every year to ensure it is reaching set goals.

### Community Education

The Park hosts community workshops facilitated by SEC staff, Master Gardeners, and/or local experts. All workshops are learner-centered and experiential in nature. Workshops cover a range of topics, including but not limited to:

- Sumer/Winter Pruning
- Plant Propagation & Seed Sowing
- Introduction to Beekeeping
- Introduction to Grafting
- Chicken Farming
- Introduction to Raw Foods
- Permaculture

All workshop participants complete a post-workshop evaluation, which SEC utilizes to guide future curriculum development, refinement, and lesson planning.

### **BUDGET**

SEC requests the support of the City of Sonoma, through Tier 1 funding, for educational programming offered at Sonoma Garden Park. Following is the Park budget for the 2014-15 budget year:

| <b>Sonoma Garden Park Programs 2015</b>                  |                  |
|--|------------------|
| <b>Income</b>  |                  |
| <b>Development</b>                                       |                  |
| Donor and SEC Support                                    | \$18,000         |
| <b>Government Grants and Contracts</b>                   |                  |
| Son Co Agricultural Preservation and Open Space District | \$30,000         |
| City of Sonoma (pending)                                 | \$32,500         |
| <b>Foundation Grants</b>                                 |                  |
| Mead Foundation  | \$15,000         |
| Super Bowl 50-Fund Playmaker Grant                       | \$10,000         |
| <b>Sonoma Garden Park Projects</b>                       |                  |
| Saturday Harvest Market                                  | \$6,150          |
| Workshops  | \$820            |
| Community Garden Plots                                   | \$3,500          |
| Site Rental / Use Fees                                   | \$2,400          |
| Contract Plant Sales                                     | \$17,000         |
| Total Income for SGP Educational Programming             | \$135,370        |
| <b>Expenses</b>  |                  |
| <b>Personnel</b>   |                  |
| Project management @ 82.00 – 10% FTE                     | \$16,400         |
| SEC Educators 2 @ 57.00 – 30% FTE                        | \$71,136         |
| Other SEC Experts @ 75.00 – 100 hours                    | \$7,500          |
| <b>Personnel Total</b>                                   | <b>\$95,036</b>  |
| <b>Direct Expenses</b>                                   |                  |
| Water  | \$11,800         |
| Other utilities  | \$4,800          |
| Materials & Supplies                                     | \$5,150          |
| Office Supplies, IT                                      | \$2,951          |
| Outreach   | \$450            |
| Mileage and Bussing                                      | \$3,800          |
| Program Supplies and equipment                           | \$5,500          |
| Contingency  | \$5,000          |
| <b>Direct Expenses Total</b>                             | <b>\$39,451</b>  |
| <b>Expenses Total</b>                                    | <b>\$134,487</b> |

The overall cost to provide these programs is \$134,487. We are requesting \$32,500 from the City of Sonoma, which is approximately 24% of our budget for these programs.

Continued support for *Sonoma Garden Park* will ensure that SEC can continue to serve our community – children and adults, residents and visitors alike – with meaningful, educational and recreational programs that help our community to be more sustainable and contribute to our quality of life.



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### **Vintage House Request for Senior Program Funding - City of Sonoma FY 15-16**

Absent a uniform application format under which to apply for Tier 1 funding for senior services as one of the core elements of Recreation and Community Services\*, and recognizing that a unified approach from the four identified Tier 1 providers has not only been welcomed by but has facilitated the Council's decision-making process in the past several years, Vintage House hereby joins the other Tier 1 providers in requesting across-the-board increases of 25% as we continue recovering from prior funding cuts.

\* "Vintage House...shall provide programs, classes, events and activities open to senior in Sonoma."

For Vintage House this means a modest \$9000 increase to **\$45,000** and represents only 6.1% of our current FY 2015 operating budget.

*Vintage House has a long, well-established history of providing cost-effective programs to meet the growing needs of Sonoma's burgeoning senior population.*

In FY 2015-16 we will provide the same caliber and increasing variety of the services the City has enjoyed in the past. For a detailed list of our free and low-cost programs and services please see page 2 of the Vintage House Overview (attached).

Our current calendar FY 2015 operating budget of \$735,000 (attached) reflects our strategic, sustainable response to 1) prior years' budget trimming that resulted in staff cuts with realignment of job duties among remaining staff and 2) the evolving interests and needs of today's growing, shifting senior demographic.

Most significantly, this year we 1) are launching a multi-pronged marketing effort designed to reach younger seniors and 2) have increased to full-time the position responsible for LIMO (Local Independent Mobility Options) offering free local rides to non-driving seniors for life-enhancing purposes.

In order to achieve a realistic, balanced budget we have approved a transfer of \$260,000 from reserves, an amount that is within the guidelines of our investment policy but that reflects a sobering 35% of our budget.

With appreciation of the challenging fiscal realities facing the City, and because we face our own challenges in providing recreation and support services for City seniors, we respectfully submit this request and look forward to a continuing partnership in serving the citizens of Sonoma. Thank you!

*Attachments: 2015 VH Overview, 2015 VH Budget Summary*

## 2015 Vintage House Overview

**Mission** Vintage House provides Sonoma Valley with activities and services for its 55+ population that:

- enhance dignity
- promote well-being & independence
- encourage participation in community life

### Organization

Within a modest FY 2015 budget of \$735,000 our dedicated core staff of only 6 FTE employees supported by active volunteers (371 in 2014) provides a variety of services to approximately 1800 individuals annually.

In 2014 over 12,000 hours of volunteer effort enlivened our programs and supported our administration. Conservatively valued at \$319,000\* this in-kind labor augments our budget, greatly increasing our ability to offer exceptional quality programs in an extremely cost effective manner.

A volunteer Board of from nine to 21 directors (currently 11) is elected to by the general membership at its annual meeting in January and/or appointed by the board to openings during the year in progress. The board's executive committee and board meet monthly, with other board committees meeting as often as necessary for their specific tasks.

Membership is optional and available to all who support our mission, regardless of age. Membership rates are a modest \$40 per individual or \$65 per couple. At the close of 2014 we had 1699 members as follows: 858 individual members, 401 couple members (representing 802 individuals), and 39 lifetime members.

*\* as estimated by Independent Sector's analysis of US Bureau of Labor Statistics data, using the most recent figures available for California (2013).*

### Funding

Vintage House is a nonprofit 501(c)(3) organization (Federal Tax ID # 94-2745586) relying upon private funding for program support. As such, donations are tax deductible to the extent currently allowed by law.

In order to create a balanced budget of \$735,400 this year we have formally approved use of \$260,000 from reserves - an amount within the range permitted for annual withdrawals per our Investment Policy Statement. It is hoped, however, that as other sources of income perform better than budgeted we will in fact need to use a lesser amount of reserves.

Note: we also receive bequests from the estates of individuals who support our mission and/or who have benefited from our programs. Revenues from this unpredictable source are used to cover operating budget shortfalls and to restore operating reserves previously drawn down to cover deficits.

### Vintage House Participants & Programs

Clients range from active retired individuals to those who are frail, from those who are engaged in community activities to those who are isolated, from those who are adept at accessing services to those who are unaware of services and/or unable to advocate on their own behalf, from those who are financially secure to those who are challenged by every increase in the cost of living.

Accordingly our classes, programs and services cover a wide range of interests and needs. Some participants take advantage of only specific services as needed, others come in weekly, still others can be found enjoying what Vintage House has to offer almost daily.

An evolving array of classes, programs and services are provided during our normal hours of operations Monday-Friday, supplemented by an increasing number of evening and weekend classes and special events as we adjust to the needs of younger seniors. Many programs are provided directly by Vintage House staff, volunteers and instructors; others are provided in collaboration with allied service providers and with other local and regional community-based organizations (listed on next page).

**Free services** include: Alzheimer's support group, arthritis support group, blood pressure clinic, caregiver support & education, diabetes education/support, disaster preparedness planning, early stage memory loss support group, health insurance counseling & advocacy program, CoDA meetings, food security program for low-income seniors, fraud prevention workshops, health education series, hearing aid assessment, income tax preparation, information & referral services, legal consultations on wills & trusts, LGBT seniors, LIMO\*, men's support group, Parkinson's support group, stroke support group, vision support program, women's support services, volunteer opportunities.

\*Local Independent Mobility Options, offering free local rides for non-driving seniors.

**Free activities** include weekly (or more frequent) sessions for: book club, canasta, chat group, chess, cribbage, iWALK, mahjong, quilting group, poker, quilting, social bridge, and two SRJC/VH art classes.

**Free special holiday events** include Seating for Seniors at the 4<sup>th</sup> of July parade and traditional family-style dinners on Thanksgiving & Christmas holidays with home-delivery available for those who are housebound.

**Low cost activities** (typically: \$3 or \$5 per member, \$5 or \$8 per non-member) include: art classes, balance classes, bridge lessons and games, chi gong, chorale group, computer tutoring, Feldenkrais, French, German, hula, iPhone & iPad classes, Italian, jin shin jyutsu, knitting, Latin, laughter yoga, line dance, mindfulness meditation, qigong, Spanish, tai chi, ukulele classes, watercolor club, writing class, yoga, Zumba Gold, and special workshops throughout the year.

**Low cost or sliding scale services** include: home delivered lunch program for frail elderly, senior day services and Alzheimer's respite programs, flu shot clinics and a mature drivers' safety program.

Upon request partial-full scholarships are available to cover both membership and program costs.

*None of this would be possible without the inspiring dedication of our staff, the commitment of our board, the generosity of our volunteers and supporters throughout the community, and our many collaborative partners in service delivery - including the City of Sonoma...thank you!*

## **VH Community & Government Partners in Service Delivery**

Adult Protective Services, Alzheimer's Association Northern California, American Association of Retired Persons, Brookdale, City of Sonoma, Community Foundation Sonoma County, Council on Aging, Earle Baum Center of the Blind, Elder Justice Coalition, FISH, Health Action 2020, Hospice by the Bay, Kiwanis Club of Sonoma Plaza, National Center on Senior Transportation, Office on Violence Against Women/Abuse in Later Life, Red Cross-Sonoma County Chapter, Redwood Caregiver Resource Center, Redwood Empire Food Bank, Rotary Club of Sonoma Valley, Sage Computing, SRJC Older Adults Program, Senior Advocacy Services, senior centers throughout Sonoma County, Sonoma County Area Agency on Aging, Sonoma County Water Agency, Sonoma Hills, Sonoma Valley Community Health Center, Sonoma Valley Fire & Rescue Authority, Sonoma Valley Fund, Sonoma Valley Health Roundtable, Sonoma Valley Hospital, Vintage Sonoma, Volunteer Center of Sonoma County, vom.com, and others.

## 2015 Vintage House Operating Budget Summary

### **CURRENT INCOME**

|                             |                |
|-----------------------------|----------------|
| Memberships                 | 73,000         |
| Donations                   | 120,000        |
| Grants                      | 50,800         |
| Bequests                    | 15,500         |
| Fundraising Events          | 100,000        |
| Program Events              | 3,500          |
| Community Use               | 24,000         |
| Rental                      | 55,000         |
| Classes                     | 31,500         |
| Miscellaneous               | 1,700          |
| <b>Total Current Income</b> | <b>475,000</b> |
| Transfer from Reserves      | 260,000        |
| <b>Total Funding</b>        | <b>735,000</b> |

### **EXPENDITURES**

|                           |                |
|---------------------------|----------------|
| Program Staff             | 251,500        |
| Specific Program Expenses | 7,500          |
| General Program Expenses  | 95,500         |
| Administrative Staff      | 173,500        |
| Administrative Expenses   | 67,000         |
| Development Expense       | 15,000         |
| General Office Expenses   | 20,000         |
| Utilities and Maintenance | 98,000         |
| Rental Expenses           | 7,000          |
| <b>Total Expenditures</b> | <b>735,000</b> |

# CITY OF SONOMA

## COUNCIL GOALS 2015-2016

*“TO PROVIDE SOUND MUNICIPAL LEADERSHIP IN A MANNER THAT EXEMPLIFIES SONOMA’S UNIQUE HISTORIC CHARACTER WHILE ENSURING LONGTERM VIABILITY AND SUSTAINABILITY”*

### **CITY CHARACTER**

*To preserve, promote and celebrate the unique characteristics of Sonoma; encourage the incorporation of our history into City, community and business identities; focus on fostering a tourism economy while maintaining and strengthening historic values; create a sense of place for our residents in a safe, healthy & vibrant community; maintain Sonoma as a “hometown”*

- ❖ Work to realign City’s tourism-based economy with the true meaning of Sonoma’s rich history. Why do people come here? Re-emphasize our historic assets.
- ❖ Make a commitment to the community for special focus or dedication (i.e. the year of the children, the year of the neighborhoods)
- ❖ Incorporate & promote historic character in City of Sonoma materials
- ❖ Establish survey mechanism to establish current needs & priorities for Tourism Industry, Business Community, City residents

### **FISCAL MANAGEMENT**

*Maintain high level fiscal accountability that ensures short and long-term sustainability of City’s financial position; provide for effective and efficient management of local taxpayers’ dollars; apply prudent internal policies and practices to assure the most cost-effective methods are utilized; be wise with our resources.*

- ❖ Adopt Balanced City Budget & Capital Improvement Plan with conservative assumptions that maintains a minimum General Fund reserve target of 25%
- ❖ Identify long-term strategy to address the Cemetery Fund deficit
  - Review options for addition of a Pet Cemetery
- ❖ Continue to seek opportunities for new revenue sources and/or grant revenues
  - Review potential sale of unused real estate
- ❖ Prepare outline of steps for 2016 ballot measure to extend Measure J Sales Tax (Municipal Election-November 2016)
- ❖ Continued review of public project bids to assure that City receives best quality bid based on pricing structure

### **HOUSING**

*To analyze policy and programmatic tools suggested by the 2015 Housing Element update; implement strategies to facilitate creation of affordable rental and workforce housing; sustain or increase opportunities to continue the programs currently in place to maintain current affordable housing stock.*

- ❖ Support the update to the Mobilehome Rent Control Ordinance
- ❖ Support Sonoma County Housing Authority as Housing Successor Agency for Sonoma
  - Affordable Housing Project on Broadway

- ❖ Continue to support affordable workforce and senior housing inventory
  - Continue to enforce illegal vacation rental provisions
- ❖ Encourage alternative rental housing
  - Cottage Housing & Jr. Second Units

## **INFRASTRUCTURE**

*To provide reliable, safe and effective infrastructure (streets & roads, sidewalks, parking and pedestrian safety) throughout the City; maintain the high level of service and reliability of City facilities; monitor, mitigate and reduce community impacts related to development, infrastructure repair, community events or other outside agencies (e.g. CalTrans, County of Sonoma).*

- ❖ Maintain Streets Capital repair program including sidewalk repairs; focus on sustaining PCI rating of 70 (Good) or above
  - Continue work with property owners regarding responsibilities for repairs
  - Review cost-share formula for sidewalk repairs
- ❖ Transportation: Review options for increasing public transit within Sonoma
  - Opportunities for a downtown City shuttle service (potential for privatized service)
  - Review parking options/stripping for taxi-cabs, motorcycles, bicycles
  - Continued promotion of bicycle and pedestrian friendly transportation
- ❖ Continue outreach to business owners to avoid employee parking around the Plaza
- ❖ Review options for City standards for crosswalk striping; designate continental striping as the preferred alternative.
- ❖ Set policy to assure special/community events will not impact Sonoma in negative ways

## **POLICY & LEADERSHIP**

*Provide continuing leadership as elected officials of the community; promote the highest standard of ethics and accountability; respond to County, State and Federal legislative issues with a focus on retaining local control; maintain strong relationships with institutional partners (e.g. Chamber, Visitors Bureau, TID) to maintain economic vitality; promote actions to protect agricultural and natural resources from climate change impacts.*

- ❖ Continue progress on elements of the Climate 2020 Plan Targets
  - Define local healthy community strategies that reduce GHG emissions
  - Promote installation of renewal power in new development (solar/thermal/cogeneration)
  - Promote a “Green Economy” by expanding relationships with the business community
- ❖ Revisit City’s customer service core values & policies
  - Explore Conflict resolution options to mitigate public issues and concerns
  - Administer customer satisfaction surveys
  - Update informational resources to make more attractive & user friendly
  - Continue efforts to streamline internal processes
- ❖ Maintain strong relationship with County Board of Supervisors and State Legislators
- ❖ Support local business liaison services to bridge gap between Sonoma businesses and the City
  - Review administrative processes to make more transparent, efficient and easier to understand

## **PUBLIC SERVICE & COMMUNITY RESOURCES**

*Provide continued leadership as public officials and residents of the community; display values exemplified through the extensive community-wide volunteerism by participation and actions; promote synergy of local and regional non-profits, community youth groups, School District and Sonoma Valley organizations; recognize that local agencies and non-profits fill vital roles with services that the City does not provide.*

- ❖ Create a Sonoma Community Fund equal to 1.5% of General Fund Tax Revenue sources to provide as funding opportunities for nonprofit organizations (including former designated “Tier 1”) and small grants to community service organizations.
- ❖ Work with County to address lack of overall County resources available and potential long-range opportunities to share resources with the City
- ❖ Review options to provide diverse and affordable recreational programs. Collaborate with other agencies and groups to achieve this objective
  - Create inventory of current recreation services
- ❖ Support the establishment of a consortium of groups dedicated to housing support, feeding and counseling for the homeless segment of our population
  - Outreach to faith-based organizations & County Community Development Commission
- ❖ Explore outreach to groups dedicated to services for children & families to assess needs of this segment of the population
  - Consider working with Health Action Committee to inventory current resources.
- ❖ Continue to provide and assess services to residences for our aging community

## **WATER**

*Evaluate, develop and implement short and long term strategies to address the environmental and financial impacts of drought conditions; strengthen Capital infrastructure with a focus on enhancing the City’s local water supply; support the value of water conservation to protect local resources.*

- ❖ Enhance Sonoma’s water reduction goals by providing the public the tools they need to increase conservation
  - Public forums, press releases, continued collaboration with VOM Water District on water conservation in commercial and residential daily practices
  - Explore opportunities to expand recycled water programs/projects
  - Review per capita water consumption; modified to reflect industry consumption
  - Engage hotels and commercial businesses in water conservation strategy
  - Consider grants for conservation projects for residents/businesses (e.g. greywater, fixture replacements)
- ❖ Review options to increase capacity through new sources/more storage (current capacity 15.5 million gallons)
- ❖ Consider drafting strategic planning document outlining policies & opportunities for achieving improvements in water security & sustainability.
  - Long-term plan (10-years) for future direction

### **CITY COUNCIL GOALS POLICY STATEMENT:**

***“OUR COUNCIL GOALS ARE LISTED ALPHABETICALLY AND NOT IN PRIORITY ORDER AS WE BELIEVE THEY ARE ALL EQUAL IN VALUE TO THE COMMUNITY”***