# *City of Sonoma*
# *Sonoma Community Development Agency*

# Operating Budget

# Fiscal Year 2009-10

Adopted October 21, 2009

*Mayor Ken Brown*
*Mayor Pro Tem Steve Barbose*
*Councilmember Laurie Gallian*
*Councilmember Joanne Sanders*
*Councilmember August Sebastiani*

Linda Kelly, City Manager
Carol Giovanatto, Assistant City Manager

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Dated: December 16, 2009

**Adopted Fiscal Year 2009-10 Operating Budget**

Introduction

At its meeting of October 21, 2009, the City Council adopted the final Operating Budget for Fiscal Year 2009-10. The City Council reviewed the budget in public meetings and workshops held on June 17th, June 22nd, September 2nd and September 30th. The purpose of this cover memo is to explain the various historical factors that contributed to the budget situation and the resulting adopted budget attached herewith.

Economic Environment

The City of Sonoma had enjoyed a long period of 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 and growing tax base of three dominant revenue sources – transient occupancy tax, property tax and sales tax. This fiscal stability allowed for more accurate predictions of revenues and thus continued security in terms of keeping City services intact and expanding where appropriate, to meet the needs of our residents. During these aforementioned times, the City remained focused on building and maintaining sufficient reserves to protect City services in the event that the economy floundered. This was an attitude subscribed to by Council and staff after the tragic events of September 11, 2001, when travel and tourism was impacted nationwide,

Two-year budgets became the norm for the City over the past decade, in part because revenues were more predictable, which allowed for a slightly longer look to future needs. Because of the uncertainty of today's economy and the State of California's significant budget predicament, Council adopted a one-year budget for Fiscal Year 2009-10. While staff remains focused on the long-term viability of the City, it is prudent to remain in a single year scenario during this period of revenue uncertainty and volatility.

Sonoma's prudent financial planning placed the City in a position that is not as dire as many other cities in the County and the State. Sonoma did not feel the effects of the recession as immediate as other jurisdictions; however, the prolonged economic downturn in at the state, national and global levels has now reached the City of Sonoma. The City's main sources of revenue have all been affected by decreased consumer purchasing power, reduction in discretionary travel and leisure activities, an upturn in property reassessments and foreclosures, and a significant reduction in building and remodeling activity.

The City of Sonoma defined its current financial problem to solve as follows: to align expenditures with current and predicted revenue declines in order to weather the extended recession without significantly impacting core public services.

Throughout what has become an extended recession, the City continue to work with our community partners toward financial sustainability, as well as maximizing economic development and local business retention.

Revenue Review

Over the past decade, the City of Sonoma has benefitted from strong growth factors in tourism, retail and property values. Wide-ranging economic impacts have resulted in downturns in the City's major revenue sources. The estimates that staff used for this budget were cautious and reflect the City's traditionally conservative approach to revenue projections:

Transient Occupancy Tax: The TOT projection used in this budget represents a 19% decline from budgeted FY08-09.

Property Tax: The property tax projection used in this budget represents a 5% decline from budgeted FY08-09.

Sales Tax: The sales tax projection used in this budget represents a 9% decline from budgeted FY08-09.

Expenditure Review

With respect to expenditure reductions, emphasis was placed on keeping Public Safety (Police and Fire) whole, ensuring that Water Conservation programs were addressed, and reducing all non-essential programs or discretionary services to a sustainable and realistic level in this time of economic contraction and uncertainty.

Adopted Above-Base Allocations to the General Fund

The following expenditures above the base-level service provision for last fiscal year were adopted and incorporated into this budget.

| **Program** | **One-Time From Special Projects Fund** | **Recurring From Current Revenue** |
|---|---|---|
| Use of General Fund reserves to fill the State 8% borrowing | $132,925 | |
| Remainder of Housing Element Update [carryover from FY08-09] | $30,000 | |
| Arborist Update for Plaza Park | $15,000 (funded from Tree Trust Fund)* | |
| Backfill funding (Part-time) for Domestic Violence Advocate due to State Budget Cuts. Program has been supplemented by donations and other sources. | $13,425 | |
| Increase to Part-time Paramedic EMT | | $6,000 |

| | | |
|---|---|---|
| hourly wage – required for recruitment and retention of trained, qualified staff | | |
| **TOTAL – Above base expenses** | **$191,350** | **$6,000** |

*Tree Trust Fund is augmenting General Fund as follows: $15,000 arborist report (above-base program); $15,000 toward base-budget tree replacement, for a total of $30,000.

Adopted Expenditure Reductions to General Fund

The reductions below were taken to balance the General Fund budget. The reductions are below the base-level service provision for last fiscal year, plus represent other expenditure reduction strategies.

| **Program** | **Savings to General Fund** |
|---|---|
| Suspension of the Interfund Transfers for Long-Term Building Maintenance, Management Information Systems and Vehicle Replacement at a 50% level. | $180,654 |
| Transfer payment of the Clean and Renewable Energy Bond from General Fund to CDA [requires public hearing and approval] | $100,000 |
| Reduction in Sheriff's Contract for Law Enforcement due to new labor relations contracts with County unions | $61,364 |
| Continue Maintenance Worker vacancies in Public Works | $61,000 |
| Building Inspector serving as Water Conservation Coordinator (75% of time) | $58,000 |
| Transfer of Maintenance Worker to (75%) CDA Graffiti Abatement program | $53,015 |
| Reduction in funding (50%) to Sonoma Valley Visitors Bureau Marketing Program* | $50,000 |
| Public Works - Use of Tree Trust Fund for Arborist Report and toward Plaza tree removal and replacement | $30,000 |
| Delete General Fund contribution to Cemetery Fund for Sonoma Overlook Trail rent* | $25,000 |
| Adoption of a negotiated side letter with the Sonoma Employees Association/SEIU, deferring the scheduled wage increase of 2.72% to June 18, 2010 | $21,967 |
| Fire Department reductions in advertising and filtration cleaning; power cot funded in equipment replacement | $17,000 |
| Building Department – deletion of uniform replacement, conference attendance and salary offset to reflect water conservation and CDA project priorities | $14,900 |
| Deletion of Management Employees' salary cost of living increase (2.72%) | $13,861 |
| City Manager's Office reductions in conferences, disaster planning and consultant contingencies | $11,500 |
| Reduce the amount in the Fire-EMS Budget Operating | $7,300 |

| | |
|---|---|
| Transfers Out (contract with the Valley of the Moon Fire Protection District) | |
| Police Department Contract Services - Reduction in Public Safety Consortium Assessment | $6,800 |
| Finance Department - Reduce Audit Costs/eliminate CAFR upgrade, reduce training | $6,000 |
| Planning Deptartment reductions in training, travel, periodicals and printing | $3,300 |
| Police Department - Reduce Repair & Maintenance, Communications Memberships, Energy and fuel, uniforms | $2,875 |
| PW Department - delay filling of Maintenance Worker until Spring and use of temporary help | $2,527 |
| **Total Reductions:** | **$727,063** |

*Recommendations of Budget Advisory Committee report in the event of necessary expenditure reductions (dated May 2006).

Cost-Avoidance to General Fund

The following actions prevented certain expenditures above the base-level.

| **Program** | **Cost Avoided to General Fund** |
|---|---|
| Public Art Annual City Allocation (Municipal Code Sec. 19.51.030; waived through Resolution adopted 11/18/09) | $25,000 |
| Budgeted Administrative position for Administration/City Manager's office, budgeted not filled (partially General Fund) [This was an above-base line item in last year's budget] | $26,000 |
| **TOTAL – Avoided expenditures** | **$51,000** |

Revenues vs. Expenditures – General Fund

It should be noted for historical purposes that this is the first fiscal year that the Emergency Medical Services (EMS) Fund is being included as part of the General Fund.

In terms of providing an appropriate comparison with last fiscal year, utilizing the one-year budget strategies and recognizing the State intervention and economic downturns, the result is an overall revenue reduction of 10.1% and an expenditure reduction of 10.2% under the prior fiscal year.

The budget presented herewith is balanced in the General Fund as follows:
General Fund Revenues: $11,519,942
General Fund Expenditures: $11,485,248
Difference: $34,694

Community Development Agency

The State of California has enacted a "redevelopment raid" in order to balance its own budget. As such, $1,918,173 is due from the City of Sonoma to the State in May 2010. The City Council/Community Development Agency will consider how to make this payment at a future public meeting.

Outlook for Next and Future Fiscal Years

The revenue reduction trend is not being viewed as a short term situation. Future plans need to be made for continued revenue constraints. The organization has been transitioning over the past year, like many organizations in today's economy, to a "new normal" operating mode – maximizing efficiencies, cross-utilization of staff, and greater prioritization and rethinking of prior ways of doing business.

The City also needs to take into consideration the warnings regarding the State's potential for amending its budget in a few months, if their revenue projections do not hold. There may be future impacts to cities that we are currently unaware of.

Furthermore, the next step in implementing the adopted Strategic Plan the Sonoma Valley Fire and Rescue Authority may present an opportunity for long-term restructuring in terms of financing Fire and Emergency Medical Services, and the impact to the General Fund. A study is needed to determine whether inclusion of the properties within the City limits into the Valley of the Moon Fire District would result in a positive impact to General Fund expenditures in the long-term.

Recap

The adopted budget is a one-year strategy which accomplishes the following:

- No new or increased taxes are proposed to the residents or visitors to Sonoma.
- Minimizes, to the greatest extent possible, the impact of declining revenues.
- All base level services are retained.
- Core Recreational and Community Services (non-profits) are funded at the same level as last fiscal year.
- Expenditure efficiencies have been maximized to the extent possible.
- Above base requests are focused on minimally critical needs, and are "no frills."
- Sets the stage for a greater review of long-term expenditure reduction strategies.

Future Direction - Budget Subcommittee

At its September 16th meeting, the City Council formed a Budget Committee to explore various means of balancing future budgets through pursuing new revenue sources and by continuing to align expenditures with declining revenues. This kind of effort will also allow sufficient time to prepare the community and local agencies for potential reductions in City services and potential structural changes to the City organization.

Conclusion

I am very proud of each department's accomplishments this past year, which have been carried out with diminishing resources, reprioritization and greater efficiencies. New in this year's budget presentation is a listing of Departmental Accomplishments for last year and Goals for the current fiscal year.

Again, I would like to express appreciation to each City Department Director and Manager for providing additional cost-cutting measures while retaining essential services in this difficult economic time. Assistant City Manager Carol Giovanatto provided invaluable and significant professional assistance and insight in the preparation of this budget.

Adopting this budget will allow us to move forward with this fiscal year's projects and priorities, but the difficult work of continuing to meet community needs while living within available revenues will not stop. I look forward to the process of working with the Budget Committee, City staff and employee groups on strategic financial planning for the future.

Sincerely,

Linda Kelly

Linda Kelly
City Manager

Attachment: Council Goals and Strategy for Addressing these Goals in the Current Fiscal Year

ATTACHMENT

## Council Goals and Strategy for Addressing these Goals in the Current Fiscal Year

In March 2009, the City Council held a retreat and established several long-term goals and objectives for the near future, which have been supplemented and further refined.

Listed below are the goals and staff's recommended strategy for FY09-10 as related to the recommended budget.

| | | |
|---|---|---|
| 1 | Continue to formulate and implement an aggressive Local Water Sustainability Strategy | Departmental goals for FY09-10 for Building, Public Works, Water and Planning Departments contain objectives and priorities for water sustainability. |
| 2 | Continue to Develop the Sonoma Highway Affordable Housing Site | The budget contains a predevelopment loan to the development partner, Affordable Housing Associates (AHA), and AHA is moving forward on the neighborhood outreach component. Included as a Planning Department goal for FY09-10. |
| 3 | Formulate a Parking Strategy for the Downtown and surrounding area | Staff in Police, Planning, Public Works and City Manager's Office are reviewing alternatives. If funding is needed for study, staff will bring forward a proposal at mid-year. Legal council advises that CDA funding may be used for a study. |
| 4 | Continue to explore opportunities presented by the Veterans Memorial Hall and City participation in its future expanded use | The City Manager is working with County Parks on a proposed feasibility study to be funded jointly by the CDA and County. Included in City Manager's FY09-10 goals. |
| 5 | Continue to implement the City's Bike Plan | Implementation of the Bike Plan in FY09-10 includes the installation of additional Plaza racks, bicycle education events and another in-town bike festival, development of engineering plans and environmental review of Class 2 bike lanes (with further review of the West Spain Street option and the Fryer Creek bridge), and implementation of a comprehensive bike signing program. Included as a Planning Department goal for FY09-10. |
| 6 | Continue to work toward a Community Swimming Pool | The City/School District Swimming Pool Subcommittee has met five times in 2009, and is formulating a proposal for a joint Council/Board meeting to be held by the end of the calendar year. Included in City Manager's FY09-10 goals. |
| 7 | Identify and secure funding to implement the Sonoma Valley Library Renovation and Remodel Project | The State's taking of CDA monies places any potential CDA bond funding proposal at risk at the present time. Other potential sources of funding are being evaluated by the City Manager and Assistant City Manager. Included in City Manager's FY09-10 goals. |
| 8 | Consider alternate Planning Commission appointment models | City Attorney to prepare legal opinion and advice memo to City Council. |

# CITY COUNCIL VISION STATEMENT

Sonoma is a beautiful, environmentally friendly, and safe place, widely recognized as one of the most desirable cities in Northern California to live, visit, and do business. Ours is a diverse community where residents and their children can and want to remain. In 2020, Sonoma will be a place where:

- Innovative, creative and sustainably-designed development respects the availability of natural resources and enhances the scale, character, and natural setting of the community.
- The community's history and its role as a cultural center are enhanced through public art, special events, and careful preservation of historic features.
- A vibrant, entrepreneurial economy is fueled largely by retention and incubation of locally-owned businesses that complement the small-town atmosphere and provide high-paying jobs.
- Housing is available and affordable to the residents and the local workforce to support an economically diverse population.
- Creeks, trees, other natural features are valued and preserved, and open space and agricultural lands are protected—both in and around the city.
- Residents have access to a variety of high-quality recreational opportunities.
- Walking and bicycling are safe and the use of clean-fuel transit is popular. Traffic congestion is mitigated.
- Residents enjoy peace, quiet, and security, as well as efficient, high-quality public services.
- The City enjoys productive relationships with neighboring communities to effectively address regional issues, including planning, service provision and capital improvements.

*Adopted by the City Council on October 4, 2006*

## GLOSSARY OF BUDGET TERMS

**Adopted Budget** – Revenues and appropriations approved by the City Council in June for the following fiscal year.

**Appropriations** - Amounts of money authorized to be spent during the fiscal year.

**Assessed Value** - The value of property used as basis for levying property taxes.

**Assessments** - Levies which pay for improvements directly benefiting their property.

**Assets** - Value credited to a fund, such as cash, and non-cash items such as inventory, property, loans due or accounts receivable.

**Available Balance** - Cash credited to fund that is not reserved for another purpose; excludes portion of fund balance which is not "liquid" in nature, such as loans due, inventory or property, receivables.

**Bonds** - Proceeds from the sale of debt; the principal which must be repaid with interest.

**Budget** – A financial plan for a specific period of time (fiscal year) that matches all planned revenues and expenditures with various municipal services.

**Budget Amendment** – A legal procedure utilized by the City Manager to revise a budget appropriation. Adjustments to expenditures within or between departmental budgets may be accomplished administratively. City Council approval is required for additional appropriations from fund balance or new revenue sources.

**Capital Improvement Program** – A plan for capital expenditures to provide for the acquisition, expansion or rehabilitation of an element of the City's physical plant to be incurred over a fixed period of several future years.

**CPI** - Consumer Price Index; measure of inflation in area of consumer products.

**Cost Recovery** – The establishment of user fees that are equal to the full cost of providing services.

**Debt Service** - Payments of principal and interest on indebtedness incurred to finance the construction of a capital project.

**Department** – A major administrative segment of the City that indicates overall management responsibility for an operation or a group of related operations within a functional area.

**Department Revenue -** Selected fees, charges, rent or other income derived by a department from its own activities.

**Encumbrance -** Reservation of funds for expenditure at a future date, usually under a purchase order or as a carry-over item which is not rebudgeted.

**Expense -** As the authorization to spend is exercised, an appropriation becomes an "expense" or "expenditure", i.e., the amount expended.

**Fiscal Year -** The 12-month accounting period used by the City, from July 1 through the following June 30.

**Fund** - A separate set of accounts used to record receipt and use of money restricted for specific purposes. The City's finances are distributed among many separate funds required by the City, state or federal government, or by proper accounting practice. Fund types include the following:

- The *General Fund* receives all unrestricted money which pays for the majority of departmental spending for traditional City services.

- *Special Revenue funds* are revenues earmarked for specific purposes.

- *Debt Service funds* are used to repay the principal and interest on indebtedness.

- *Capital Project funds* are used to account for construction of major public facilities.

- *Enterprise funds* are self-supporting activities financed by users and operated similar to private businesses.

- *Internal Service funds* are enterprises that sell services internally to other City entities, rather than to the general public.

- *Trust & Agency funds* are used to account for assets held by the City as a trustee or agent for employees, private organizations or other governments. (These are not included in the City budget.)

**Fund Balances -** The excess of the total assets of a fund over its total liabilities and reserves.

**Governmental Funds -** This includes the general, special revenue, debt service and capital project funds. They are accounted for on a financial flow basis, measuring available spendable resources and changes in net current assets.

**Indebtedness -** Amount of principal due on outstanding bonds, interfund loans, and accrued employee benefits.

**Interest** - Income earned on the investment of available cash balances.

**Interfund Transfers** - The reallocation of money from one fund to another. The receiving fund must spend the transferred money in a way that complies with any restrictions placed on the money when it was originally received by the donor fund.

**Intergovernmental** - Revenues shared with the City by the State (such as the Gas Tax), Federal government (such as CDBG), or other agency (such as drainage maintenance fees from the Sewer District).

**Liabilities** - Amount of obligations a fund has to make future payments, such as accounts payable, deferred revenues or amounts due other funds.

**Operations** - Departmental costs for employees, contract services, repairs and maintenance, internal services, supplies and other expenses. The majority of operation costs are personnel-related. These expenses are generally predictable and consistent with the on-going service demands of the City, and impact of inflation.

**Other Income** - Includes property sales and refunds from REMIF (Redwood Empire Municipal Insurance Fund).

**Projects** - Long-term investments in public facilities and infrastructure; also known as capital improvements. Amounts spent may vary widely from year to year.

**Proprietary Funds** - These include the enterprise and internal service funds. They are accounted for in a manner similar to businesses, measuring cost for services and including total assets and liabilities.

**Redevelopment Agency** - Separate legal entity created in 1983 to alleviate conditions of blight, build infrastructure and promote economic development. The Agency operates through a defined project area. The Agency receives property tax revenue on assessed value growth within this areacalled "tax increments" to repay Agency indebtedness and to finance Agency projects.

**Reserve** – An account used to designate a portion of the fund balance for a specific future use and is, therefore, not available for general appropriation.

**Revenue** - Money received from taxes, licenses, permits, interest, fees for service, bonds or from other governments.by the City during the fiscal year.

**Subventions** - Intergovernmental revenues paid to the City by another government, such as the State.

**Subsidy** – Supplemental resources provided to ensure adequate funding when anticipated expenditures exceed revenues.

**Taxes** - Involuntary exactions on forms of wealth (such as property), transactions (such as taxable sales), or other forms of economic activity (such as operating a business, building a house, or staying in a motel).

**Total Budget** - The total of Revenues plus available balance, which equals Expenses plus ending available balance.

**Unfunded Liability** - Amount of future obligations not covered by assets currently set aside for that purpose, such as accrued vacation leave payable at termination or actuarial-determined future insurance claims.

**User Fees** - Charges of a voluntary nature paid by persons receiving a service in exchange for the fee (such as permit fees or water sales).

# CITY OF SONOMA

RESOLUTION NO. 38 - 2009

A RESOLUTION OF THE CITY OF SONOMA
ADOPTING THE OPERATING AND CAPITAL BUDGET
FOR FISCAL YEAR 2009-2010

WHEREAS, the City Manager submitted a preliminary one-year operating budget to the City Council which has been given due and careful study and consideration, and which the Council finds to be a true and concise statement of projected revenues and disbursements for fiscal year 2009-2010 and designed to effect the best possible use of City revenues.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Sonoma that the total operating and capital budget submitted by the City Manager in the amount of $17,299,321 as set forth in Attachment A which is attached hereto and by this reference made a part hereof is hereby adopted as the total operating and capital budget of the City of Sonoma for fiscal year 2009-2010.

PASSED AND ADOPTED by the City Council of the City of Sonoma at their regularly scheduled meeting held on the 21st day of October 2009 by the following vote:

AYES: Gallian, Barbose, Sanders, Brown
NOES: Sebastiani
ABSENT: None

Ken Brown, Mayor

ATTEST:

Gay Rainsbarger, City Clerk

ATTACHMENT A
City of Sonoma

Operating Budget for FY 2010

| | Account Number | FY 2010 |
|---|---|---|
| **General Fund** | | |
| **Revenue** | | **11,519,942** |
| City Council | 41001 | 129,081 |
| City Clerk | 41002 | 136,436 |
| City Manager | 41003 | 317,179 |
| Finance | 41004 | 130,851 |
| Legal | 41005 | 254,500 |
| Police | 42101 | 4,055,955 |
| Fire/EMS | 42201 | 4,181,521 |
| Public Works | 43020 | 702,491 |
| Planning | 43030 | 433,335 |
| Building | 43040 | 382,427 |
| Non-Departmental | 43200 | 348,384 |
| Community Activities | 43101 | 181,000 |
| Intergovernmental Transfers | 43999 | 232,088 |
| **Expenditures** | | **11,485,248** |
| | | |
| **Bond Property Fund** | 44060 | **5,554** |
| **Maysonnave Property Fund** | 44061 | **5,620** |
| **Gas Tax-Streets** | 51001 | **598,318** |
| **Cemetery** | 62001 | **609,732** |
| **Water** | 63010 | **3,853,339** |
| **Water Debt Service** | 57104 | **136,983** |
| **REFA** | 57020 | **121,192** |
| **Management Information Service** | 64010 | **350,840** |
| **Sonoma Creek Senior Housing** | 45001 | **132,495** |

# CITY OF SONOMA
# FINANCIAL RESERVE POLICY-GENERAL FUND
# [UPDATED JULY 2006]

## BACKGROUND

Fiscal stability is an important factor to any City. It is Council's responsibility to provide for the continuation of services in the event of natural or fiscal emergency.

Realizing that city revenues are not stable and are dependent upon national, state and local economic trends, it is prudent for the City of Sonoma to have a "Financial Reserve Policy" in place to address any downturns that would affect the city revenues.

This policy is developed to consider the minimum level necessary to maintain the City's credit worthiness and to adequately provide for:

- Economic uncertainties and other financial hardships or downturns in the local or national economy
- Local disasters or catastrophic events
- Future debt or capital obligations
- Cash flow requirements
- Legal requirements

## POLICY

Strong reserves are a vital component to a sound financial plan for the City's General Fund. Because different types of issues can arise depending on the nature of the events that might cause the City to use reserve funds, three separate accounts are established to address these circumstances, as set forth below.

EMERGENCY RESERVE – The purpose of the emergency reserve is to provide operating and/or repair funds in the event of a local disaster or catastrophic event.

The City of Sonoma will establish and maintain a General Fund Emergency Reserve of 17% of discretionary general fund and EMS fund revenue (approximately two months), which is available for expenditure to respond to local disasters or catastrophic events, whether natural or man-made. For the purposes of this policy, "discretionary revenue" is defined as "all revenues not directly tied to specific identified projects or programs operated out of the general fund and/or EMS fund. One example of non-discretionary revenue would be the funds received as reimbursement for special Police equipment.

Approval of the draw down of the Emergency Reserve account shall be by a 4/5ths vote of the

Council in the affirmative.

OPERATING RESERVE – The purpose of the operating reserve is to provide breathing room for the City to evaluate alternatives in the event of financial hardships. The City of Sonoma will establish and maintain a General Fund Operating Reserve of $1,500,000 which is available as a temporary revenue source to be used while an orderly financial plan for cost-reduction or revenue enhancement for services provided through the general fund and/or EMS fund is developed.

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

Process for the Use of Operating Reserve Funds

- In the event of financial adversity (defined as a prolonged downturn in one or more major revenue sources for the general fund and/or EMS fund or imposition of a significant, unanticipated and unavoidable expense that cannot be deferred or funded by borrowing), staff would request Council approval to utilize the Operating Reserve Account if funds are necessary to maintain current service levels until a reduced budget is prepared.

- Appropriate staff (i.e. City Manager, Assistant City Manager and Department Heads) will evaluate affected revenues and programs, and make a recommendation regarding reduced service levels.

- The proposed financial plan will be shared with all city staff.

- Recommendations from the City Manager and staff on the proposed financial plan will be presented to City Council for review, discussion and adoption at a public meeting.

Use of Operating Reserve funds are by direction of the City Council only. The Council shall then have the option of utilizing the Operating Reserve funds to mitigate the hardship. Approval of the draw down of the Operating Reserve account shall be by a 4/5ths vote of the Council in the affirmative.
Whenever expenditures or transfers are made from the Operating Reserve, it must be a high priority for the City to reimburse such expenditures at the earliest possible date, normally by deferring other service or project expenditures.

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

- Interfund Financing Transfer

- External/Third-Party Financing
- Immediate spending freeze
- Other financing options available at the point of need

SPECIAL PROJECTS FUND – A special projects fund is hereby created into which shall be transferred any undesignated fund balances in the combined general fund and EMS fund. In the event that the undesignated combined fund balance is less than $0.00, the amount of the negative balance is to be deducted from the balance in the Special Projects Fund. The purposes of the Special Projects Fund are to segregate the surplus fund balance from recurring revenue sources so that such surpluses will be appropriated only for non-recurring expenditures and to create a funding source for one-time projects such as, but not limited to:

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

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

INTERFUND FINANCING – the City of Sonoma maintains additional funds outside the General Fund, which may be utilized to provide interim financing to the General Fund in the event of financial adversity. Financing levels of the interfund loan should not exceed 50% of the available fund balance and shall be documented by an established repayment schedule approved by the City Council based on recommendation by staff. Repayment of this method of financing should become first priority in future budgeting cycles.

**INFORMATIONAL REPORTS**

The following reports are prepared and distributed on a timely basis to allow for informed decisions by both staff and the City Council:

MONTHLY FINANCIAL STATEMENTS - financial statements are provided to the City Manager and Department Managers on a monthly basis.

QUARTERLY UPDATES – Each quarter the staff provides a financial update on revenues, expenditures, trends, and other economic impacts to the Council at a regular public City Council meeting.

5-YEAR CAPITAL IMPROVEMENT PLAN – staff updates the 5-Year Capital Improvement Plan annually during the Budget process. This document helps Council identify and plan for future financial needs in terms of Capital Projects, Capital Programs and Capital Purchases.

PROGRAM BUDGETS – the City of Sonoma's operating budget is evolving into a stabilized base budget identifying the personnel, operations, maintenance and capital required to provide basic services. A second level budgeting is shown as "above-base" and includes recommended

increases/changes to existing programs, recommended personnel augmentations, additional capital purchases and increased maintenance responsibilities. Corresponding funding sources for these above-base items may be recommended from fees, service charges, proposed tax increases, or, for qualifying, non-recurring items, from the Special Projects fund. Identifying the revenue source is extremely helpful in that when a revenue stream experiences a downturn, the corresponding program faces a similar impact. This is most easily identified on the development side – as development activity slows down, and development-related fees taper off, the service level in the development departments would also taper off.

# GENERAL FUND

# REVENUE & EXPENDITURE

# SUMMARY

## FISCAL YEAR 2009-2010

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
GENERAL FUND-100

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 30010 TAXES - SECURED | 2,633,441 | 2,746,000 | 2,515,200 |
| 30011 TAXES - UNSECURED | 87,689 | 95,200 | 94,340 |
| 30015 TAXES - HOPTR | 25,134 | 25,100 | 25,350 |
| 30016 COUNTY COLLECTION FEE | -38,849 | -22,000 | -38,500 |
| 30017 ERAF (STATE TRSFR) | -1,049,493 | -1,126,710 | -1,050,650 |
| 30020 SALES TAXES - SAFETY | 109,999 | 123,480 | 100,000 |
| 30021 SALES AND USE TAXES | 1,710,708 | 2,346,000 | 2,143,700 |
| 30022 SALES TAX TRIPLE FLIP | 631,752 | 0 | 0 |
| 30023 VLF SWAP-SB1096 | 747,831 | 662,800 | 780,000 |
| 30030 TRANSIENT OCCUPANCY TAX | 2,615,474 | 2,797,500 | 2,216,000 |
| 30031 FRANCHISE TAXES | 364,585 | 360,000 | 390,000 |
| 30040 BUSINESS LICENSE | 336,746 | 330,000 | 310,000 |
| 30060 PROPERTY TRANS TAX | 96,407 | 147,700 | 60,000 |
| **3001 TAXES** | **8,271,426** | **8,485,070** | **7,545,440** |
| 30102 ZONING FEES | 39,014 | 55,000 | 35,000 |
| 30104 SALES OF PUBLICATIONS | 2,386 | 4,100 | 2,000 |
| 30105 MICROGRAPHICS FEES | 10,366 | 13,900 | 7,000 |
| 30108 STRONG MOTION FEES (CITY) | 45 | 100 | 100 |
| 30111 FIRE PLAN CHECK FEE | 4,789 | 6,000 | 4,000 |
| 30112 BUILDING PLAN CHECK FEE | 109,215 | 120,000 | 80,000 |
| 30114 ENGINEER PLAN CHECK FEE | 13,533 | 30,000 | 20,000 |
| 30115 BUILDING INSPECTION/PROCESSING | 171,750 | 230,000 | 95,000 |
| 30117 ENGINEERING INSPECTION/PROCESS | 210 | 30,530 | 2,000 |
| 30118 PLANNING FEES | 2,675 | 1,200 | 1,500 |
| 30119 TRAINING FEES | 4,728 | 5,500 | 4,400 |
| **3010 FEES** | **358,711** | **496,330** | **251,000** |
| 30201 ANIMAL LICENSE | 7,342 | 1,000 | 9,500 |
| 30203 ENCROACHMENT | 33,257 | 18,500 | 28,000 |
| **3020 LICENSES & PERMITS** | **40,599** | **19,500** | **37,500** |
| 30301 PARKING FINES | 14,621 | 21,000 | 23,000 |
| 30302 CRIMINAL FINES | 1,046 | 200 | 200 |
| 30303 VEHICLE CODE FINES | 31,514 | 22,000 | 33,150 |
| 30304 CHILD RESTRAINT | 0 | 100 | 0 |
| 30305 ABANDONED VEHICLES | 2,730 | 0 | 0 |
| 30307 CHP - SONOMA | 10,207 | 500 | 2,500 |
| 30308 SONOMA P/C 33% | 986 | 200 | 200 |
| 30310 TRAFFIC VIOLATOR SCHOOL | 12,792 | 4,500 | 4,500 |
| 30311 COURT RESTITUTION | 163 | 1,000 | 0 |
| **3030 FINES & FORFEITURES** | **74,059** | **49,500** | **63,550** |
| 30600 INTEREST INCOME | 471,305 | 275,000 | 160,000 |
| 30701 RENTAL INCOME | 40,603 | 73,700 | 50,000 |
| 30702 PARK RESERVATION | 37,291 | 26,000 | 20,000 |
| 30703 MOBILE HOME PARK ADM | 7,752 | 7,700 | 10,100 |
| 30800 FILMING PERMIT FEE | 11,062 | 5,000 | 10,000 |
| **3060 INTEREST & RENTS** | **568,014** | **387,400** | **250,100** |
| 31001 MV IN-LIEU | 42,847 | 60,950 | 60,950 |
| 31004 OFF-HWY VEHICLES | 0 | 400 | 0 |
| 31105 TRAFFIC CONGESTION RELIEF | 0 | 71,000 | 82,000 |
| 31108 SPECIAL FIRE | 702 | 0 | 0 |
| 31301 OTHER STATE - GRANTS/REIMBURSE | 18,853 | 0 | 0 |
| **3100 STATE REVENUES** | **62,403** | **132,350** | **142,950** |
| 31405 VOM FINANCE AGMT | 67,656 | 63,600 | 67,000 |
| 31502 POLICE SERVICES | 27,068 | 20,000 | 30,000 |
| 31503 ANIMAL SERVICES | 545 | 500 | 500 |
| 31504 SPECIAL PUBLIC WORKS | 18,328 | 10,000 | 20,000 |
| 31505 WEED ABATEMENT | 0 | 5,100 | 0 |
| 31507 STREET SWEEPING | 9,052 | 9,200 | 18,100 |
| 31508 OTHER-CHARGES FOR SVC | 200 | 1,000 | 1,000 |
| 31600 FIRE SERVICES | 35 | 0 | 0 |
| **3110 CHARGES FOR SERVICES** | **122,884** | **109,400** | **136,600** |
| 31302 SB-90 STATE REIMB | 106 | 0 | 0 |

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
GENERAL FUND-100

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| **3120 CAPITAL PROJECTS** | **106** | **0** | **0** |
| 33001 BILLINGS - EMS (ADJUSTMENTS & | 0 | 0 | 2,175,000 |
| **3300 EMS** | **0** | **0** | **2,175,000** |
| 31700 FINANCE CHARGES | 897 | 0 | 0 |
| 35001 SALE OF PROPERTY | 4,750 | 1,000 | 1,000 |
| 35005 OTHER-MISC. REV. | 6,412 | 1,000 | 1,000 |
| 35007 YOUTH/FAMILY SVS GRANT | 0 | 35,000 | 32,500 |
| 35016 REMIF REBATES | 0 | 60,000 | 50,000 |
| **3500 MISCELLANEOUS** | **12,058** | **97,000** | **84,500** |
| 37200 TRANSFER IN | 553,329 | 636,802 | 833,302 |
| **3700 TRANSFERS** | **553,329** | **636,802** | **833,302** |
| **30000 TOTAL REVENUE** | **10,063,588** | **10,413,352** | **11,519,942** |
| 110 REGULAR EMPLOYEES | 1,849,373 | 1,902,483 | 2,921,353 |
| 120 TEMPORARY/PART-TIME | 213,428 | 160,023 | 361,961 |
| 130 OVERTIME | 117,618 | 111,160 | 253,160 |
| 131 PREMIUM PAY | 25,573 | 0 | 0 |
| 150 W/C WAGES | 17,816 | 0 | 0 |
| **100E SALARY & WAGES** | **2,223,807** | **2,173,666** | **3,536,474** |
| 290 EMPLOYEE BENEFITS | 825,656 | 783,439 | 1,233,287 |
| 291 WORKERS COMP | 78,476 | 85,587 | 126,204 |
| **200E EMPLOYEE BENEFITS** | **904,132** | **869,026** | **1,359,491** |
| 310 LEGAL | 255,114 | 254,500 | 254,500 |
| 311 ACCOUNTING/AUDIT | 20,166 | 23,100 | 21,000 |
| 312 RECRUITMENT | 15,931 | 10,600 | 19,970 |
| 313 CONSULTING | 26,618 | 19,500 | 37,000 |
| 321 ELECTIONS | 0 | 7,500 | 0 |
| 350 PROFESSIONAL/TECHNICAL | 109,848 | 84,900 | 39,000 |
| 352 SHERIFF'S CONTRACT | 3,210,221 | 3,456,706 | 3,696,301 |
| **300E PROFESSIONAL SERVICES** | **3,637,897** | **3,856,806** | **4,067,771** |
| 401 UTILITIES | 141,966 | 172,075 | 179,475 |
| 403 CUSTODIAL (Inc. Supplies) | 51,930 | 61,520 | 67,980 |
| 404 REPAIR & MAINTENANCE | 193,878 | 189,550 | 209,070 |
| 405 RENTAL/LEASE - LAND & BUILD | 12,452 | 10,750 | 10,750 |
| 406 RENTAL/LEASE-EQUIPMENT | 29,654 | 28,500 | 32,300 |
| 407 CONTRACT SERVICES | 359,584 | 223,920 | 511,136 |
| 420 OTHER PROPERTY SVS | 11,070 | 19,000 | 36,710 |
| **400E PROPERTY SERVICES** | **800,535** | **705,315** | **1,047,421** |
| 452 COMMUNICATIONS | 55,085 | 40,600 | 58,790 |
| 453 ADVERTISING | 9,030 | 9,500 | 10,000 |
| 454 PRINTING & BINDING | 2,429 | 6,350 | 6,850 |
| 455 TRAVEL | 4,977 | 3,600 | 3,950 |
| 456 MEMBERSHIPS | 24,553 | 26,490 | 27,850 |
| 457 TRAINING/CONFERENCES | 55,291 | 75,625 | 70,625 |
| 459 DONATIONS/CONTRIBUTIONS | 131,300 | 0 | 0 |
| 460 PERMITS, FEES | 5,408 | 17,950 | 17,950 |
| 461 CFAC ACTIVITIES | 2,022 | 6,500 | 6,500 |
| 480 OTHER SERVICES | 52,936 | 53,951 | 39,810 |
| 491 DISASTER PREPAREDNESS | 0 | 30,000 | 3,500 |
| **450E OPERATIONS** | **343,031** | **270,566** | **245,825** |
| 501 GENERAL SUPPLIES | 128,486 | 106,550 | 101,545 |
| 505 ENERGY - GASOLINE | 67,948 | 71,900 | 92,200 |
| 507 BOOKS & PERIODICALS | 6,628 | 3,600 | 2,300 |
| 508 CLOTHING/UNIFORMS | 14,712 | 12,700 | 46,850 |
| 510 DEPARTMENT EXPENSE | -1,881 | 20,000 | 12,000 |
| 550 OTHER EQUIPMENT/SUPPLIES | 16,191 | 0 | 85,000 |
| **500E SUPPLIES** | **232,084** | **214,750** | **339,895** |
| 603 IMPROVEMENTS | 6,040 | 0 | 0 |
| 604 MACHINERY AND EQUIPMENT | 105,410 | 826,220 | 159,350 |
| 606 SOFTWARE | 0 | 0 | 5,000 |
| 607 COMPUTER EQUIPMENT | 16,954 | 5,000 | 0 |
| 608 Small Tools & Equipment | 15,592 | 0 | 0 |

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
GENERAL FUND-100

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| **600E CAPITAL ASSETS** | **143,996** | **831,220** | **164,350** |
| 750 LONG-TERM BUILDING MAINT | 153,285 | 125,651 | 93,518 |
| 760 VEHICLE REPLACEMENT TRANSFER | 108,095 | 142,724 | 70,828 |
| 770 MIS REPLACEMENT TRANSFER | 255,608 | 272,097 | 71,630 |
| 780 INSURANCE TRANSFER | 88,964 | 95,213 | 174,700 |
| 790 EMPLOYEE BENEFIT TRANSFER | 0 | 83,110 | 75,000 |
| **700E CONSTRUCTION & ISF** | **605,952** | **718,795** | **485,676** |
| 801 PRINCIPAL | 0 | 112,885 | 0 |
| 802 INTEREST | 673 | 1,615 | 0 |
| **800E DEBT SERVICE** | **673** | **114,500** | **0** |
| 900 OPER. TRANSFERS-OUT | 950,089 | 1,014,281 | 397,696 |
| 903 TRSF IN REIMB VEHICLE PURCH | -40,240 | -826,220 | -159,350 |
| 925 CONTINGENCY & RESERVE | 2,849 | 271,000 | 0 |
| **900E TRANSFERS** | **912,698** | **459,061** | **238,346** |
| **40000 TOTAL EXPENSE** | **9,804,805** | **10,213,704** | **11,485,248** |
| NET NET REVENUE VS EXPENDITURE | 258,783 | 199,648 | 34,694 |

# GENERAL FUND

# EXPENDITURE

# DETAIL BY DEPARTMENT

# FISCAL YEAR 2009-2010

# City Council

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 councilmembers with experience guiding the City at all times. Each member of the current City Council, and certain members of prior City Councils who previously served 12 years or more, are provided health care coverage.

The Council meets the first and third Wednesdays of the month at 6 p.m. in the Community Meeting Room. Councilmembers also sit as the Board of Directors of the Community Development Agency, and participate in local and regional activities.

*Overall Goals and Objectives*

- Continue to take all necessary actions to protect and enhance the financial stability of the city
- Continue to take a leadership role in valley-wide planning efforts
- Continue to enhance the quality of life for all Sonoma residents
- Enhance economic development while protecting small town character
- Continue to improve the policy process

In March 2009, the City Council held a retreat and established the following goals and objectives for the near future, which have been supplemented and further refined:

- Continue to formulate and implement an aggressive Local Water Sustainability Strategy
- Continue to Develop the Sonoma Highway Affordable Housing Strategy
- Formulate a Parking Strategy for the Downtown and surrounding area
- Continue to explore opportunities presented by the Veterans Memorial Hall and City participation in its future expanded use
- Continue to implement the City's Bike Plan
- Continue to work toward a Community Swimming Pool
- Identify and secure funding to implement the Sonoma Valley Library Renovation and Remodel Project
- Consider alternate Planning Commission appointment models

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
CITY COUNCIL-100-41001

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 120 TEMPORARY/PART-TIME | 0 | 0 | 18,000 |
| **100E SALARY & WAGES** | **0** | **0** | **18,000** |
| 290 EMPLOYEE BENEFITS | 83,112 | 0 | 0 |
| **200E EMPLOYEE BENEFITS** | **83,112** | **0** | **0** |
| 405 RENTAL/LEASE - LAND & BUILD | 988 | 0 | 0 |
| **400E PROPERTY SERVICES** | **988** | **0** | **0** |
| 455 TRAVEL | 2,471 | 1,600 | 1,600 |
| 456 MEMBERSHIPS | 6,980 | 7,970 | 7,970 |
| 457 TRAINING/CONFERENCES | 5,883 | 18,700 | 8,700 |
| 480 OTHER SERVICES | 314 | 2,500 | 2,500 |
| **450E OPERATIONS** | **15,648** | **30,770** | **20,770** |
| 501 GENERAL SUPPLIES | 2,059 | 1,500 | 1,500 |
| 510 DEPARTMENT EXPENSE | -1,595 | 20,000 | 12,000 |
| **500E SUPPLIES** | **464** | **21,500** | **13,500** |
| 770 MIS REPLACEMENT TRANSFER | 0 | 5,993 | 1,811 |
| 790 EMPLOYEE BENEFIT TRANSFER | 0 | 83,110 | 75,000 |
| **700E CONSTRUCTION & ISF** | **0** | **89,103** | **76,811** |
| **40000 TOTAL EXPENSE** | **100,212** | **141,373** | **129,081** |

# City Clerk

As the manager of the Council's business records and actions, the City Clerk is uniquely positioned to provide comprehensive information to the community and the internal organization. In addition to the traditional responsibilities of overseeing the Council's business records, the City Clerk is charged with managing the election process, assisting with the legislative agenda, establishing and maintaining records management for the organization, and coordinating community information processes. The City Clerk also serves as the Secretary to the Community Development Agency, and serves as Assistant to the City Manager and staffs the Cultural and Fine Arts Commission.

## FY 09-10 Goals

- Conduct annual imaging and indexing of vital City records.
- Provide staff support for Cultural and Fine Arts Commission.
- Update and maintain data base listings of the members and terms of office of City Officers, Employees and Commissioners.
- Coordinate advertising and interviews for Commission openings.
- Administer codification process.
- Complete and maintain database of all City agreements, contracts and leases.
- Work with the City Historian on historic records inventory and archival projects.

## FY 08-09 Accomplishments

- ✓ Conducted annual imaging and indexing of vital city records.
- ✓ Provided staff support for Cultural and Fine Arts Commission.
- ✓ Updated and maintained database listings of the members and terms of office of City Officers, Employees and Commissioners.
- ✓ Coordinated the advertising and interviews for Commission openings.
- ✓ Improved timeliness and consistency of placing City Council agendas on the City website.
- ✓ Completed the revision and update of the Records Retention Program and Schedule.
- ✓ Administered codification process.
- ✓ Updated handbooks for City Council members and members of the Cultural & Fine Arts Commission.
- ✓ Began creation of a database of all City agreements, contracts and leases.
- ✓ Provided support for the newly created City Historian position.
- ✓ Coordinated the 100th City Hall Anniversary Committee.
- ✓ Coordinated support for Mayor's Office Hours.
- ✓ Coordinated the biannual Ethics training.

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
CITY CLERK-100-41002

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 110 REGULAR EMPLOYEES | 73,525 | 69,125 | 86,089 |
| **100E SALARY & WAGES** | **73,525** | **69,125** | **86,089** |
| 290 EMPLOYEE BENEFITS | 22,724 | 22,966 | 27,594 |
| 291 WORKERS COMP | 2,680 | 2,950 | 2,950 |
| **200E EMPLOYEE BENEFITS** | **25,404** | **25,916** | **30,544** |
| 321 ELECTIONS | 0 | 7,500 | 0 |
| 350 PROFESSIONAL/TECHNICAL | 2,337 | 7,000 | 4,000 |
| **300E PROFESSIONAL SERVICES** | **2,337** | **14,500** | **4,000** |
| 453 ADVERTISING | 4,589 | 3,500 | 3,500 |
| 455 TRAVEL | 25 | 0 | 0 |
| 456 MEMBERSHIPS | 649 | 410 | 550 |
| 457 TRAINING/CONFERENCES | 3,335 | 4,200 | 4,200 |
| 480 OTHER SERVICES | 8,895 | 500 | 0 |
| **450E OPERATIONS** | **17,492** | **8,610** | **8,250** |
| 501 GENERAL SUPPLIES | 1,553 | 2,500 | 2,500 |
| **500E SUPPLIES** | **1,553** | **2,500** | **2,500** |
| 770 MIS REPLACEMENT TRANSFER | 3,780 | 6,778 | 1,785 |
| 780 INSURANCE TRANSFER | 2,452 | 2,616 | 3,268 |
| **700E CONSTRUCTION & ISF** | **6,232** | **9,394** | **5,053** |
| **40000 TOTAL EXPENSE** | **126.543** | **130.045** | **136,436** |

# City Manager's Office

The City Manager serves as the Chief Executive Officer of the City, and the Executive Director of the Sonoma Community Development Agency, appointed by and accountable to the elected City Council. The City Manager is responsible for implementing the policy direction and goals of the City Council, for ensuring effective and efficient service delivery, and use of local revenue sources to meet community needs. The City's Department Heads report to the City Manager, and the Manager's Office is directly responsible for the program areas of City and CDA budget preparation and management, human resources, labor relations, disaster preparedness, intergovernmental relations, sustainability and green initiatives, affordable housing administration, community relations, policy analysis and recommendations to Council, and representation of the City to outside agencies. The City Manager's Office program budget includes and partially funds the following positions: City Manager, Assistant City Manager, Administrative Services Manager, and Management Analyst.

**FY 09-10 City Manager's Office Goals**

- Continue to monitor, analyze and provide recommendations to Council regarding impacts of State budget and local revenue trends with respect to fiscal health of City and CDA and future budgeting strategy and priorities.
- Continue to seek expenditure reductions and decreased operating costs in all areas of City government, to match available funding sources, while maintaining acceptable service levels.
- Continue participation in economic development issues such as the future of the State Parks, CDA strategy, business outreach and focused efforts on revenue enhancement.
- Continue implementation of GHG Reduction Action Plan Goals, Sustainability Objectives and Eco-Audit, to reduce natural resource usage and operating costs.
- Update Personnel Rules & Regulations Resolution, and continue to refine personnel policies and practices related to changes in State and Federal law, to reduce liability exposure and improve human resources practices.
- Create a revised tracking and reporting mechanism for City Council goals.
- Continue to review contracts and leases for City-owned property and provide appropriate recommendations to the Council regarding property management and disposition.
- Implement Council priority goals: including commencement of Veterans' Building feasibility analysis; continue facilitating City-School District Swimming Pool Committee and Library Renovation Project.
- Complete the 5-year update of the Local Hazard Mitigation Plan as required by FEMA.

**FY 08-09 Accomplishments**

- ✓ Created Citizens Disaster Council, coordinated cross-departmental Disaster Preparedness efforts, initiated community preparedness training (SCOPE) and defibrillator program/CPR training.
- ✓ Staffed and coordinated City Council Subcommittees on various Council priority issues such as Non-profit funding, school-community swimming pool issue, and Facilities.
- ✓ Actively participated in SVFRA Strategic Plan and Standards of Coverage process.
- ✓ Launched Weekly Report and calendar as a means of enhancing communication with City Council.
- ✓ Enhanced electronic and website communications, including City Manager's Blog, electronic agenda packet, and on-line Suggestion Box.
- ✓ Managed process of soliciting proposals for re-use of the Old Fire Station, and environmental clean-up of the site.
- ✓ Created Employee Involvement Committee in order to foster greater internal organizational communication.
- ✓ Actively participated in and troubleshoot regarding various mobile home park issues.
- ✓ Finalized Public Art Ordinance and guidelines with Cultural and Fine Arts Committee for Council adoption process.
- ✓ Completed Clean and Renewable Energy Bonds allocation of funds for solar projects.
- ✓ Oversaw City's participation with ongoing historic preservation objectives, such as Blue Wing Inn.
- ✓ Compiled potential CDA capital projects master listing and strategized regarding funding priorities.
- ✓ Implemented study sessions and workshop topics as requested by City Council, including water, hospital joint meeting, redevelopment, sister cities, and joint meetings with City commissions.

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
CITY MANAGER-100-41003

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 110 REGULAR EMPLOYEES | 212,429 | 252,760 | 212,717 |
| 120 TEMPORARY/PART-TIME | 0 | 34 | 0 |
| **100E SALARY & WAGES** | **212,429** | **252,794** | **212,717** |
| 290 EMPLOYEE BENEFITS | 67,480 | 85,415 | 67,852 |
| 291 WORKERS COMP | 7,720 | 8,490 | 8,490 |
| **200E EMPLOYEE BENEFITS** | **75,200** | **93,905** | **76,342** |
| 312 RECRUITMENT | 11,772 | 0 | 0 |
| 313 CONSULTING | 21,202 | 7,500 | 1,000 |
| **300E PROFESSIONAL SERVICES** | **32,974** | **7,500** | **1,000** |
| 452 COMMUNICATIONS | 410 | 500 | 500 |
| 455 TRAVEL | 1,671 | 900 | 900 |
| 456 MEMBERSHIPS | 3,218 | 2,370 | 2,370 |
| 457 TRAINING/CONFERENCES | 5,824 | 8,200 | 3,700 |
| 480 OTHER SERVICES | 2,216 | 15,000 | 3,000 |
| 491 DISASTER PREPAREDNESS | 0 | 30,000 | 3,000 |
| **450E OPERATIONS** | **13,338** | **56,970** | **13,470** |
| 501 GENERAL SUPPLIES | 5,412 | 1,200 | 1,200 |
| 507 BOOKS & PERIODICALS | 30 | 250 | 250 |
| **500E SUPPLIES** | **5,442** | **1,450** | **1,450** |
| 607 COMPUTER EQUIPMENT | 0 | 5,000 | 0 |
| **600E CAPITAL ASSETS** | **0** | **5,000** | **0** |
| 770 MIS REPLACEMENT TRANSFER | 15,152 | 15,153 | 2,864 |
| 780 INSURANCE TRANSFER | 6,948 | 7,411 | 9,336 |
| **700E CONSTRUCTION & ISF** | **22,100** | **22,564** | **12,200** |
| **40000 TOTAL EXPENSE** | **361,484** | **440.182** | **317,179** |

# Finance Department

The Finance Department, operating under the general direction of the Assistant City Manager, has as its purpose assisting the City Manager in the implementation of financial and budgetary policies and to assure compliance with adopted policies. The Finance Department provides analytical information to the public and other City departments.

The Finance Department has direct responsibility for all accounting activities including, but not limited to, payroll, accounts receivable, accounts payable, cashiering, banking, budget administration, data processing, water billing and the general ledger. The department has a wide variety of annual reporting requirements to Federal, State and local jurisdictions. The Finance Department is responsible for the City Treasury functions including cash management, grants management, investment and applicable reporting, and the Community Development Agency financial activities.

The Finance Department maintains a Financial Service Agreement with the Valley of the Moon Fire Protection District to provide accounting, financial and treasury services to the District on a contractual basis. The Assistant City Manager is appointed as the District Treasurer.

## FY 09-10 Finance Department Goals

- Complete Budget Process.
- Complete upgrade of annual audit/financial report to Comprehensive Annual Financial Report [CAFR] guidelines.
- Review and revise Investment Policy to new GASB [Governmental Accounting Standards Board] format.
- Track ARRA Stimulus Grant opportunities.
- Complete HUD reporting requirements for Low/Moderate Housing complexes.
- Amend City Purchasing and Procurement Policy and enabling ordinances.

## FY 08-09 Accomplishments

- ✓ Initiated FY 2009-10 Budget.
- ✓ Hired new Accountant/initiated transition plan on General Ledger duties.
- ✓ Trained SVFRA staff on City Budget documents and PowerPlan Budgeting Software.
- ✓ Provided increased reporting and participation of Finance staff for Water Conservation Program.
- ✓ Provided reporting and participation in Cemetery Subcommittee.
- ✓ Provided and participated in ARRA Stimulus Grant opportunities.
- ✓ Provided requested City department training on Accounts Payable procedures.
- ✓ Completed Single Audit reports per HUD guidelines for prior three-year period for Village Green II.
- ✓ Completed Policy & Procedure handbook for Accounting Functions.
- ✓ Increased review and reporting for Valley of the Moon Fire Protection District.
- ✓ Completed financial report for SVFRA Strategic Plan and provided services to consultant.
- ✓ Provided representation and participation in Countywide AB 811 Energy Independence Program to allow City residents to receive energy loan funding
- ✓ Provided representation on Community Development Block Grant Technical Advisory Board, securing grant funds for City and CDA projects.

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
FINANCE-100-41004

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 110 REGULAR EMPLOYEES | 60,102 | 55,703 | 55,389 |
| 120 TEMPORARY/PART-TIME | 23,907 | 13,675 | 15,111 |
| 130 OVERTIME | 183 | 0 | 0 |
| **100E SALARY & WAGES** | **84,192** | **69,378** | **70,500** |
| 290 EMPLOYEE BENEFITS | 17,500 | 17,854 | 16,925 |
| 291 WORKERS COMP | 2,628 | 2,890 | 2,890 |
| **200E EMPLOYEE BENEFITS** | **20,128** | **20,744** | **19,815** |
| 311 ACCOUNTING/AUDIT | 20,166 | 23,100 | 21,000 |
| 313 CONSULTING | 493 | 0 | 0 |
| **300E PROFESSIONAL SERVICES** | **20,659** | **23,100** | **21,000** |
| 454 PRINTING & BINDING | 517 | 0 | 0 |
| 455 TRAVEL | 54 | 100 | 150 |
| 456 MEMBERSHIPS | 896 | 585 | 1,000 |
| 457 TRAINING/CONFERENCES | 2,993 | 5,500 | 4,500 |
| 480 OTHER SERVICES | 580 | 0 | 0 |
| **450E OPERATIONS** | **5,040** | **6,185** | **5,650** |
| 501 GENERAL SUPPLIES | 2,288 | 3,750 | 3,750 |
| **500E SUPPLIES** | **2,288** | **3,750** | **3,750** |
| 770 MIS REPLACEMENT TRANSFER | 30,968 | 30,967 | 5,819 |
| 780 INSURANCE TRANSFER | 3,836 | 4,091 | 4,317 |
| **700E CONSTRUCTION & ISF** | **34,804** | **35,058** | **10,136** |
| 925 CONTINGENCY & RESERVE | 42 | 0 | 0 |
| **900E TRANSFERS** | **42** | **0** | **0** |
| **40000 TOTAL EXPENSE** | **167,154** | **158,215** | **130,851** |

# Legal Services

The City Attorney is appointed by the City Council and provides legal support to the Council, Commissions, and City staff. The City Attorney attends the meetings of the City Council, litigates matters not covered by the City's insurance program, and advises the organization regarding proposed ordinances, contracts and resolutions.

The City Prosecutor, who is also appointed by the City Council, is also funded in this program. Independent of the City Attorney's office, the City Prosecutor is responsible for prosecuting misdemeanors, infractions, and certain Vehicle Code violations and other activities at the discretion of the City Council. Over the years the Prosecutor has mediated neighborhood disputes, assisted with difficult code enforcements, and has counseled dysfunctional families. Beginning in FY 2005, the City Prosecutor's office assumed the responsibilities of the Youth and Family Services program handled through the City Police Department.

Both the City Attorney and City Prosecutor are contract services.

*Goals*

- Distribute information to Council and staff on new legislation
- Advise City Council and staff on pending legal matters
- Continue appropriate prosecution of misdemeanors and infractions
- Assist Council and staff in avoiding unnecessary litigation
- Provide training on Brown Act and Conflict of Interest issues
- Review ordinances, contracts, and reports in a timely manner
- Review personnel documents, advise on training, and handle personnel
- matters of a sensitive nature
- Update needed training in all departments

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
LEGAL SERVICES-100-41005

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 310 LEGAL | 255,114 | 254,500 | 254,500 |
| **300E PROFESSIONAL SERVICES** | **255,114** | **254,500** | **254,500** |
| **40000 TOTAL EXPENSE** | **255,114** | **254,500** | **254,500** |

# Police Department

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 Department for law enforcement services.

## FY 09-10 Police Department Goals

- Manage the Law Enforcement Services Contract to ensure a high quality of public service while being mindful of the fiscal restraints of the current economy.
- Manage the 2009 Justice Assistance Grant to ensure grant objectives and goals are obtained.
- Assist in the management of the ABC grant to ensure grant objectives and goals are obtained
- Seek and solicit additional grant funding opportunities to help off-set potential revenue shortfalls.
- Expand the cadre of Volunteers in Policing (VIP) to better serve the public.

## FY 08-09 Police Department Accomplishments

- ✓ Successfully managed the Law Enforcement Services Contract with the County.
- ✓ Executed new ten-year Agreement for Law Enforcement Services between City and County.
- ✓ Completed an in-depth review and update of the City's Emergency Operations Plan.
- ✓ Facilitated an orientation to the City's new Emergency Operations Center (EOC).
- ✓ Successfully applied for 2009 Justice Assistance Grant (JAG).
- ✓ Successfully partnered with the Sheriff's Office to obtain a grant from ABC to address alcohol-related problems within our community.
- ✓ Executed MOU with Sonoma County Animal Control for sheltering and adoption services for animals held beyond the mandatory period.
- ✓ Provided Responsible Beverage Service Training for local merchants with ABC licenses.
- ✓ Completed an update of the records retention schedule.
- ✓ Changed the governance of the Sonoma County Public Safety Consortium from a cooperative model to a joint powers authority.
- ✓ Coordinated the upgrade of our Mobile Data Computers to enhance functionality and mobile security.

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
POLICE-100-42101

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 110 REGULAR EMPLOYEES | 163 | 0 | 0 |
| 120 TEMPORARY/PART-TIME | 21,455 | 20,061 | 20,493 |
| 130 OVERTIME | 105 | 0 | 0 |
| **100E SALARY & WAGES** | **21,723** | **20,061** | **20,493** |
| 290 EMPLOYEE BENEFITS | 0 | 136 | 1,667 |
| **200E EMPLOYEE BENEFITS** | **0** | **136** | **1,667** |
| 350 PROFESSIONAL/TECHNICAL | 65,000 | 500 | 500 |
| 352 SHERIFF'S CONTRACT | 3,210,221 | 3,456,706 | 3,696,301 |
| **300E PROFESSIONAL SERVICES** | **3,275,221** | **3,457,206** | **3,696,801** |
| 401 UTILITIES | 9,250 | 30,000 | 23,000 |
| 403 CUSTODIAL (Inc. Supplies) | 17,902 | 21,000 | 15,000 |
| 404 REPAIR & MAINTENANCE | 102,157 | 113,800 | 103,850 |
| 406 RENTAL/LEASE-EQUIPMENT | 4,581 | 4,000 | 3,400 |
| 407 CONTRACT SERVICES | 0 | 1,300 | 94,900 |
| **400E PROPERTY SERVICES** | **133,890** | **170,100** | **240,150** |
| 452 COMMUNICATIONS | 21,217 | 16,600 | 17,100 |
| 454 PRINTING & BINDING | 556 | 1,500 | 1,500 |
| 455 TRAVEL | 75 | 0 | 0 |
| 456 MEMBERSHIPS | 442 | 600 | 500 |
| 457 TRAINING/CONFERENCES | 1,770 | 6,000 | 2,000 |
| 460 PERMITS, FEES | 119 | 0 | 0 |
| 480 OTHER SERVICES | 11,026 | 13,751 | 3,610 |
| **450E OPERATIONS** | **35,205** | **38,451** | **24,710** |
| 501 GENERAL SUPPLIES | 9,539 | 9,000 | 9,000 |
| 505 ENERGY - GASOLINE | 37,702 | 33,800 | 35,500 |
| 508 CLOTHING/UNIFORMS | 2,102 | 1,500 | 1,250 |
| **500E SUPPLIES** | **49,343** | **44,300** | **45,750** |
| 604 MACHINERY AND EQUIPMENT | 8,081 | 0 | 0 |
| **600E CAPITAL ASSETS** | **8,081** | **0** | **0** |
| 750 LONG-TERM BUILDING MAINT | 22,316 | 22,314 | 15,347 |
| 760 VEHICLE REPLACEMENT TRANSFER | 0 | 9,715 | 500 |
| 770 MIS REPLACEMENT TRANSFER | 108,672 | 108,673 | 4,604 |
| 780 INSURANCE TRANSFER | 12,948 | 13,815 | 5,933 |
| **700E CONSTRUCTION & ISF** | **143,936** | **154,517** | **26,384** |
| 900 OPER. TRANSFERS-OUT | 45,442 | 0 | 0 |
| **900E TRANSFERS** | **45,442** | **0** | **0** |
| **40000 TOTAL EXPENSE** | **3,712,841** | **3,884,771** | **4,055,955** |

# *Fire Department / Sonoma Valley Fire Rescue Authority*

The Sonoma Valley Fire Rescue Authority [SVFRA] is a full service emergency response agency. The Authority is ready to respond to any call for service with highly trained and equipped men and women, ready to mitigate any natural or man made emergency.

## FY 09-10 SVFRA Goals

- Work with the Fire Joint Powers Authority Executive Board on developing a new governance structure for the SVFRA.
- Continue the aggressive development of the Station Two project and submit an application for grant funding from the Federal Stimulus Package.
- Implement, where possible, goals identified in the Strategic Plan.
- Complete the fuel-dispensing project at Station One with a computer card dispensing program enabling all City users access to fuel.
- Complete the design, evaluation and training necessary and take delivery of the new Ladder Truck, Water Tender and remounted Ambulance.
- Secure a new contract with Infineon Raceway.
- Complete the Records Management System/Computer-Aided Dispatch Interface project.
- Continue the quest for excellence.

## FY 08-09 SVFRA Accomplishments

- ✓ Standards of Response Coverage document completed.
- ✓ Strategic Plan completed.
- ✓ Developed an enhanced maintenance program for the organization.
- ✓ Completed contract and purchase agreement for Water Tender.
- ✓ Completed contract and purchase agreement for new Aerial Ladder Truck.
- ✓ Developed Sonoma Citizens Organized to Prepare for Emergencies (SCOPE) program.
- ✓ Developed and implemented Automatic External Defibrillator program.
- ✓ Completely rebuilt our IT network and implemented a new billing software program and Firehouse interface.
- ✓ Entered into a land purchase agreement for the Station Two project (Valley of the Moon Fire District) and developing design criteria with architect.
- ✓ Completed the purchase through a grant of 12 new cardiac monitors.
- ✓ Developed relationships with internal and external customers to provide maintenance to fleet vehicles with our maintenance division.

NOTE: Based on the recommendation of the Fire Strategic Plan and the all-risk provision of Fire & Emergency Medical Services, the Budget for Fiscal Year 2009-10 includes the totality of department revenues and expenditures. In prior fiscal years, Fire & EMS were prepared as separate budgets. The detail shown on the following budget sheets for prior fiscal years is not comparable due to this change in budgeting. The EMS Revenues are included as a General Fund revenue source.

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
FIRE//EMS-100-42201

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 110 REGULAR EMPLOYEES | 676,358 | 709,443 | 1,816,202 |
| 120 TEMPORARY/PART-TIME | 119,578 | 66,780 | 250,000 |
| 130 OVERTIME | 115,271 | 110,000 | 250,000 |
| 131 PREMIUM PAY | 25,573 | 0 | 0 |
| 150 W/C WAGES | 11,320 | 0 | 0 |
| **100E SALARY & WAGES** | **948,100** | **886,223** | **2,316,202** |
| 290 EMPLOYEE BENEFITS | 323,264 | 346,112 | 824,769 |
| 291 WORKERS COMP | 33,912 | 37,302 | 74,510 |
| **200E EMPLOYEE BENEFITS** | **357,176** | **383,414** | **899,279** |
| 312 RECRUITMENT | 2,413 | 10,600 | 19,970 |
| 350 PROFESSIONAL/TECHNICAL | 3,007 | 9,500 | 4,100 |
| **300E PROFESSIONAL SERVICES** | **5,420** | **20,100** | **24,070** |
| 401 UTILITIES | 10,806 | 14,400 | 28,800 |
| 403 CUSTODIAL (Inc. Supplies) | 11,291 | 10,540 | 23,000 |
| 404 REPAIR & MAINTENANCE | 55,103 | 52,450 | 56,420 |
| 406 RENTAL/LEASE-EQUIPMENT | 1,889 | 2,000 | 6,400 |
| 407 CONTRACT SERVICES | 63,976 | 65,260 | 159,000 |
| 420 OTHER PROPERTY SVS | 0 | 0 | 12,210 |
| **400E PROPERTY SERVICES** | **143,066** | **144,650** | **285,830** |
| 452 COMMUNICATIONS | 14,460 | 6,750 | 24,000 |
| 453 ADVERTISING | 0 | 0 | 2,000 |
| 454 PRINTING & BINDING | 211 | 1,000 | 2,000 |
| 455 TRAVEL | 32 | 600 | 800 |
| 456 MEMBERSHIPS | 448 | 2,000 | 2,860 |
| 457 TRAINING/CONFERENCES | 21,214 | 13,000 | 35,000 |
| 460 PERMITS, FEES | 41 | 1,250 | 1,250 |
| 480 OTHER SERVICES | 10,976 | 0 | 0 |
| **450E OPERATIONS** | **47,382** | **24,600** | **67,910** |
| 501 GENERAL SUPPLIES | 27,491 | 21,750 | 17,745 |
| 505 ENERGY - GASOLINE | 13,677 | 15,000 | 34,000 |
| 507 BOOKS & PERIODICALS | 2,374 | 1,250 | 1,250 |
| 508 CLOTHING/UNIFORMS | 7,997 | 5,000 | 40,000 |
| 510 DEPARTMENT EXPENSE | -286 | 0 | 0 |
| 550 OTHER EQUIPMENT/SUPPLIES | 13 | 0 | 85,000 |
| **500E SUPPLIES** | **51,267** | **43,000** | **177,995** |
| 603 IMPROVEMENTS | 6,040 | 0 | 0 |
| 604 MACHINERY AND EQUIPMENT | 80,210 | 800,000 | 159,350 |
| 606 SOFTWARE | 0 | 0 | 5,000 |
| 607 COMPUTER EQUIPMENT | 9,529 | 0 | 0 |
| 608 Small Tools & Equipment | 15,005 | 0 | 0 |
| **600E CAPITAL ASSETS** | **110,784** | **800,000** | **164,350** |
| 750 LONG-TERM BUILDING MAINT | 53,073 | 32,515 | 31,040 |
| 760 VEHICLE REPLACEMENT TRANSFER | 64,671 | 86,228 | 64,478 |
| 770 MIS REPLACEMENT TRANSFER | 41,476 | 45,975 | 17,752 |
| 780 INSURANCE TRANSFER | 34,264 | 36,557 | 126,357 |
| **700E CONSTRUCTION & ISF** | **193,484** | **201,275** | **239,627** |
| 801 PRINCIPAL | 0 | 12,885 | 0 |
| 802 INTEREST | 673 | 1,615 | 0 |
| **800E DEBT SERVICE** | **673** | **14,500** | **0** |
| 900 OPER. TRANSFERS-OUT | 70,603 | 70,870 | 165,608 |
| 903 TRSF IN REIMB VEHICLE PURCH | -40,240 | -800,000 | -159,350 |
| **900E TRANSFERS** | **30,363** | **-729,130** | **6,258** |
| **40000 TOTAL EXPENSE** | **1,887,715** | **1,788,631** | **4,181,521** |

# Public Works Department

The Public Works Department is led by the Public Works Director, who is responsible for the overall operations and management for Water, Parks, Streets, Cemetery, Stormwater Compliance and Engineering. Each division is responsible for the ongoing activities in its own area, although crews may be dispatched at any time to respond to local emergencies, special events and customer inquiries. The Public Works Director represents the department on the Traffic Safety Committee, Community Services and Environment Commission (CSEC), Disaster Council and Cemetery Ad-hoc Subcommittee. The Director is a member of the Sonoma Valley Groundwater Basin Advisory Panel, as well as serving as the principal liaison to the Sonoma County Water Agency Technical Advisory Committee, outside agencies and to special event managers.

Public Works Department staff handles routine equipment maintenance tasks and assists with inspecting ongoing public works projects in the public right-of-way.

## *Engineering Services*

Engineering Services provides engineering and technical support to the various City departments, responds to citizens' inquiries and requests regarding public infrastructure and traffic concerns, performs development review and plan check, performs engineering and construction management of capital improvement projects and provides mapping and engineering records support. Usual and customary engineering services are provided by the firm of Winzler & Kelly, an outside contractor of the City.

### FY 09-10 Goals

- Design and Construct Well #8
- Begin pilot project of Groundwater Banking
- Replace water laterals and move water main on Napa Road, rehabilitate roadway
- Replacement of Heather Lane, Andrieux, White Briar, Ivy Court, Garland and Juniper Court water laterals, roadway rehabilitation reconstruct sidewalks, curb and gutter, remove and replace trees
- Replacement of Fano Lane, Robinson Road, Junipero Serra and nearby Court water service laterals, roadway rehabilitation, sidewalk, curb and gutter repair
- Various City street water laterals replacements
- ADA Plaza Park sidewalk rehabilitation project

### FY 07-09 Accomplishments

- ✓ Completed construction of the Police Facility and Community Meeting Room project in conjunction with the Building Department.
- ✓ Completed construction of the Police Facility and City Hall parking lot repaving project.
- ✓ Completed construction of the Water Lateral Replacement project that replaced water laterals on Andrieux, Heather Lane, Ivy Court, White Briar Drive, Juniper Court and Garland Court.
- ✓ Completed construction of Andrieux Street overlay.
- ✓ Completed construction of Nathanson Creek Phase 1 project (sidewalk replacement on Chase Street).
- ✓ Completed construction of the Safe Routes to School sidewalk replacement project on Broadway.
- ✓ Nearing completion on the design of the Napa Road Water Line extension project and Citywide Water Lateral Replacement (France Street/Chase Street/Este Madera).
- ✓ Development and adoption of the Water Shortage and Conservation Ordinance.
- ✓ Secured $500,000 in ARRA funds for the overlay of Fifth Street West Overlay.
- ✓ Secured $340,000 in Zone 3A funds for City storm drainage studies/projects.
- ✓ Design of the Secured $550,000 in transportation funding (FHWA and Prop. 1B) for street overlay projects.
- ✓ Secured $450,000 "loan" from Sonoma County for Rule 20A funds for the Broadway undergrounding project.

## *Parks Department*

The Parks Department's responsibilities include maintenance of the City's 17 parks and public spaces including turf and irrigation repair and maintenance, tree and shrub trimming, playground safety inspection and maintenance, vandalism response, refuse disposal, and weed abatement. Additional activities in the Plaza include maintenance of the rose gardens, Italian Fountain, Grinstead Amphitheatre and the duck and fish ponds. Parks department staff also meets with event managers at pre- and post-event meetings and participates with the Community Services and Environment Commission for pre- and post- event reviews.

### FY 09-10 Goals

- Continue to make water conservation a top priority.
- Continue to monitor all phases of irrigation in City parks.
- Update Plaza Tree Evaluation with Arborist James MacNair.
- Team with SCWMA to research grant for new Merchant garbage and recycling containers.

### FY 08-09 Accomplishments

✓ Pruned and shaped all elms in the Plaza.

✓ Upgraded sprinkler heads on all City landscape irrigation systems to be water efficient, as well as relocated heads where needed for more efficient coverage.

✓ Evaluated all City parks to determine turf areas where water could be cut off and still leave some lawn areas for public use.

✓ Performed routine irrigation system checks on all City landscaped areas for broken pipes, broken sprinklers, sprinklers out of adjustment and other potential problems in order to keep things working efficiently.

✓ Located and mapped all irrigation valves throughout all City parks for future reference.

✓ Developed a transition plan to ensure a smooth changeover from the retiring Parks Supervisor.

## *Public Works Administration*

**NPDES Compliance Program (Stormwater)** In September of 2008, Assistant Planner Wendy Atkins filled the position of Stormwater Coordinator for the City's Stormwater program. Wendy has become a certified stormwater inspector and has attended numerous workshops related to managing stormwater programs.

### FY 09-10 Goals

- Work with Friedman's Home Improvement Center in Sonoma to promote environmentally- friendly landscaping products.
- Develop Stormwater Management Plan to be implemented over the next five-year general permit period.
- Submit Annual Stormwater Report in October to the Regional Water Quality Control Board.
- Conduct 70 restaurant inspections and develop schedule for follow-up visits and bi-yearly visits.
- Develop and/or obtain bi-lingual Stormwater education posters and brochures.
- Advertise a Citizen Call-in Hot Line for construction site stormwater runoff control.
- Develop a program for post-construction BMP compliance verification.
- Attend CASQA yearly conference in San Diego.
- Work with the City Engineer to develop a new stormwater ordinance.
- Work with the Planning Department to develop a Water Conservation Ordinance.

### FY 08-09 Accomplishments

✓ Prepared and submitted the Stormwater Annual Report to Water Board in October 2008.

✓ Conducted five rounds of pre- and post-stormwater storm event site visits that included all active construction sites for any storm predicted to produce a half-inch of rain or more.

✓ Participated with the Napa-Solano, Sonoma, Stormwater Agencies in producing a Low- Impact Development workshop targeted to contractors, consultants, inspectors, planners, and municipal staff responsible for preparation and implementation.

- ✓ Participated with the Water Agency in producing a Water Wisdom Workshop targeted to the general public focused on reducing water use.
- ✓ Participated with Marin, Napa, Solano, Sonoma, Stormwater Agencies in bimonthly meetings to discuss upcoming issues and hot topics.
- ✓ Facilitated the City in becoming a member of California Stormwater Quality Association (CASQA).
- ✓ Participated in three monthly CASQA Phase II conference calls.
- ✓ Attended training in February 2009 to become a Certified Stormwater Inspector.
- ✓ Attended the Quarterly CASQA meeting in Oakland on May 15, 2009.
- ✓ Coordinated training to begin digitizing Stormwater features into GIS.
- ✓ Attended a workshop in May of 2008 titled, "CASQA Municipal Stormwater Program Effectiveness Assessment Guidance."
- ✓ Attended seminar titled, "Current Issues in Storm Water Regulations" in August 2008.
- ✓ Attended a workshop titled, "Water Resources Learning Center," in December 2008.
- ✓ Will be trained in restaurant inspections in June 2009.

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
PUBLIC WORKS ADMIN & PARKS-100-43020

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 110 REGULAR EMPLOYEES | 273,416 | 297,930 | 230,682 |
| 120 TEMPORARY/PART-TIME | 35,153 | 46,473 | 43,143 |
| 130 OVERTIME | 1,516 | 0 | 2,000 |
| 150 W/C WAGES | 5,507 | 0 | 0 |
| **100E SALARY & WAGES** | **315,592** | **344,404** | **275,825** |
| 290 EMPLOYEE BENEFITS | 128,396 | 127,794 | 109,019 |
| 291 WORKERS COMP | 11,396 | 12,355 | 12,355 |
| **200E EMPLOYEE BENEFITS** | **139,792** | **140,149** | **121,374** |
| 312 RECRUITMENT | 1,726 | 0 | 0 |
| 313 CONSULTING | 1,263 | 0 | 0 |
| 350 PROFESSIONAL/TECHNICAL | 448 | 700 | 16,900 |
| **300E PROFESSIONAL SERVICES** | **3,436** | **700** | **16,900** |
| 401 UTILITIES | 6,089 | 17,675 | 17,675 |
| 403 CUSTODIAL (Inc. Supplies) | 190 | 2,880 | 2,880 |
| 404 REPAIR & MAINTENANCE | 14,855 | 7,000 | 32,500 |
| 406 RENTAL/LEASE-EQUIPMENT | 116 | 2,500 | 2,500 |
| 407 CONTRACT SERVICES | 68,168 | 41,960 | 81,350 |
| 420 OTHER PROPERTY SVS | 9,318 | 11,500 | 17,000 |
| **400E PROPERTY SERVICES** | **98,735** | **83,515** | **153,905** |
| 452 COMMUNICATIONS | 2,726 | 2,200 | 2,200 |
| 454 PRINTING & BINDING | 356 | 750 | 750 |
| 455 TRAVEL | 85 | 0 | 0 |
| 456 MEMBERSHIPS | 9,433 | 9,650 | 9,650 |
| 457 TRAINING/CONFERENCES | 4,800 | 5,000 | 5,000 |
| 460 PERMITS, FEES | 4,851 | 16,600 | 16,600 |
| 480 OTHER SERVICES | 1,156 | 5,000 | 19,000 |
| 491 DISASTER PREPAREDNESS | 0 | 0 | 500 |
| **450E OPERATIONS** | **23,407** | **39,200** | **53,700** |
| 501 GENERAL SUPPLIES | 29,876 | 29,250 | 29,250 |
| 505 ENERGY - GASOLINE | 15,779 | 22,000 | 22,000 |
| 508 CLOTHING/UNIFORMS | 4,355 | 5,600 | 5,600 |
| 550 OTHER EQUIPMENT/SUPPLIES | 16,179 | 0 | 0 |
| **500E SUPPLIES** | **66,188** | **56,850** | **56,850** |
| 604 MACHINERY AND EQUIPMENT | 17,119 | 0 | 0 |
| 607 COMPUTER EQUIPMENT | 7,425 | 0 | 0 |
| 608 Small Tools & Equipment | 587 | 0 | 0 |
| **600E CAPITAL ASSETS** | **25,131** | **0** | **0** |
| 750 LONG-TERM BUILDING MAINT | 14,144 | 7,071 | 5,052 |
| 760 VEHICLE REPLACEMENT TRANSFER | 40,800 | 40,799 | 5,850 |
| 770 MIS REPLACEMENT TRANSFER | 19,184 | 22,184 | 4,180 |
| 780 INSURANCE TRANSFER | 19,364 | 20,658 | 8,855 |
| **700E CONSTRUCTION & ISF** | **93,492** | **90,712** | **23,937** |
| 900 OPER. TRANSFERS-OUT | 25,216 | 25,215 | 0 |
| **900E TRANSFERS** | **25,216** | **25,215** | **0** |
| **40000 TOTAL EXPENSE** | **790,991** | **780,745** | **702,491** |

# Planning Department

The Planning Department provides professional and technical advice to elected officials, appointed commissions, City departments, and citizens to assist in their understanding of City planning and zoning ordinances, standards and policies. The department handles all applications for land use development within the City. The Planning Department provides design guidance, reviews zoning and subdivision applications, and policy advice and options related to growth and development. The Planning Department consists of the Planning and Community Services Director, a Senior Planner, an Associate Planner, an Administrative Assistant, and a part-time Administrative Clerk (shared with the Building Department).

## FY 09-10 Planning Department Goals

- Complete the update and expansion of water conservation programs and requirements (for example, graywater and dry wells).
- Continue and expand efforts in the area of groundwater management.
- Complete the update of the Housing Element.
- Move forward with neighborhood outreach and project planning for Sonoma Highway affordable development.
- Complete environmental review of Class II bike path proposals and revisit Spain Street Class II bike lane concept with the City Council.
- Complete the acquisition of the Castagnasso Open Space Easement.
- Complete the Clean and Renewable Energy Bond (CREB) solar projects for City facilities.
- Complete the EIR for Mission Square project at 165 East Spain Street.
- Update the Sign Ordinance, per the recommendations developed by the Economic Development Advisory Committee.
- Complete the historic plaque project in partnership with the Rotary Club.
- Complete the update of Tree Ordinance.
- Prepare a Mills Act ordinance for Council consideration.

## FY 08-09 Accomplishments

✓ Completed the purchase of two properties for affordable housing (20269 Broadway and 19344 Sonoma Highway).

✓ Identified and retained a development partner for the Sonoma Highway affordable site.

✓ Updated mobile home conversion regulations.

✓ Established a monitoring program for foreclosures.

✓ Processed the Rancho de Sonoma conversion application.

✓ Updated design review requirements for development in the Historic Overlay zone.

✓ Completed the update of water and storm drain layers on the City's GIS.

✓ Completed the update of the Bicycle and Pedestrian Improvement Plan. Developed bike rack plan for the Plaza. Applied for and obtained significant grants to fund bicycle improvements. Implemented bicycle education events with the CSEC.

✓ Took on the stormwater management program in conjunction with the Public Works Department.

✓ Updated adaptive reuse provisions as they relate to vacation rentals. Updated regulations governing the keeping of rabbits and poultry. Updated telecommunication ordinance regarding noticing requirements.

✓ Completed review of the MacArthur Subdivison, a 26-unit planned development at 165-179 West MacArthur Street.

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
PLANNING & ZONING-100-43030

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 30102 ZONING FEES | 0 | 20,000 | 0 |
| **3010 FEES** | **0** | **20,000** | **0** |
| **30000 TOTAL REVENUE** | **0** | **20,000** | **0** |
| 110 REGULAR EMPLOYEES | 272,287 | 254,595 | 261,464 |
| 130 OVERTIME | 541 | 0 | 0 |
| **100E SALARY & WAGES** | **272,828** | **254,595** | **261,464** |
| 290 EMPLOYEE BENEFITS | 84,640 | 85,432 | 88,731 |
| 291 WORKERS COMP | 9,912 | 10,902 | 10,902 |
| **200E EMPLOYEE BENEFITS** | **94,552** | **96,334** | **99,633** |
| 313 CONSULTING | 3,660 | 12,000 | 36,000 |
| 350 PROFESSIONAL/TECHNICAL | 1,145 | 0 | 0 |
| **300E PROFESSIONAL SERVICES** | **4,805** | **12,000** | **36,000** |
| 407 CONTRACT SERVICES | 3,976 | 5,200 | 4,886 |
| **400E PROPERTY SERVICES** | **3,976** | **5,200** | **4,886** |
| 452 COMMUNICATIONS | 240 | 250 | 250 |
| 453 ADVERTISING | 4,442 | 6,000 | 4,500 |
| 454 PRINTING & BINDING | 358 | 1,000 | 500 |
| 455 TRAVEL | 560 | 400 | 500 |
| 456 MEMBERSHIPS | 1,477 | 2,000 | 2,000 |
| 457 TRAINING/CONFERENCES | 5,186 | 6,100 | 3,000 |
| 480 OTHER SERVICES | 3,526 | 2,000 | 2,000 |
| **450E OPERATIONS** | **15,789** | **17,750** | **12,750** |
| 501 GENERAL SUPPLIES | 6,308 | 5,000 | 5,000 |
| 507 BOOKS & PERIODICALS | 83 | 300 | 0 |
| **500E SUPPLIES** | **6,391** | **5,300** | **5,000** |
| 770 MIS REPLACEMENT TRANSFER | 20,268 | 20,268 | 5,285 |
| 780 INSURANCE TRANSFER | 5,492 | 6,040 | 8,317 |
| **700E CONSTRUCTION & ISF** | **25,760** | **26,308** | **13,602** |
| **40000 TOTAL EXPENSE** | **424,101** | **417,487** | **433,335** |

# Building Department

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 and safe for use and occupancy. This is accomplished through professional and proficient plan review and inspection services provided to the public in a courteous and timely fashion.

This years' Building Department budget reflects a one-year reassignment of 75% of the Building Inspector's time to serve as the City's Water Conservation Coordinator. Given that available plan checking and inspection time have been effectively reduced by 50% and that the budget for outside plan check consulting services has also been reduced by 50%, a reduction in Building Department service levels may result. This means that if construction activity picks up during the year, plan checks may be delayed and inspection availability may be reduced beyond normal service levels.

## FY 09-10 Building Department Goals

- Balance Building Department workload with the resources available.
- Develop needed forms and informational materials and implementation of Sonoma's Green Building program.
- Manage of Police Emergency Generator Replacement Project.
- Develop and implement energy efficiency improvement project at Village Green II or Sonoma Creek Senior Housing utilizing grant funding if possible.
- Provide staffing for the Water Conservation Coordinator position.
- Continue ARRA stimulus program review and coordination.
- Draft a Post-Disaster Repair and Reconstruction Ordinance (required for FEMA reimbursements).
- Look into American Recovery and Reinvestment Act (ARRA) stimulus funding for Greenhouse Gas (GHG) Emission Reduction Implementation Measures.
- Energy Efficiency Community Block Grant Project – Identify, develop and implement projects to reduce GHG emissions using ARRA Energy Efficiency Community Block Grant (EECBG) stimulus funds distributed through the California Energy Commission.
- Work with other agencies to develop regional drywell and groundwater recharge guidelines.
- Work with Library on Library Improvement Project Coordination.
- Work with the Regional Building Retrofit Program working group on possible incentive programs for green and energy-efficiency improvements in existing buildings.
- Work on developing ways for identifying, quantifying and documenting GHG reduction in projects.
- Draft revisions to the Public Improvement Ordinance to exempt solar and energy improvement projects as triggers.
- Acquire and install replacement phone system at four City facilities (Corp Yard, Fire Station, City Hall, Carnegie Building).
- Manage Carnegie painting / carpet replacement project (Long-Term Building Maintenance).
- Draft Construction Waste and Debris ordinance.
- Obtain Certified Access Specialist (CASP) certification of Building Department staff required by SB 1608.
- Work with other agencies within Sonoma County to develop a Countywide Retrofit Renewables Program (CRRP)

## FY 08-09 Building Department Accomplishments

- ✓ Planned and implemented the City Hall Maintenance & Improvement Project (including logistics, space planning, old Fire Station remodeling, phone and data systems relocation).
- ✓ Managed the Police/Community Meeting Room Landscaping Project.
- ✓ Managed the 20269 Broadway Demolition Project.
- ✓ Oversaw completion of the Corp Yard Office Building Project.
- ✓ Oversaw installation of City Hall, EOC and Community Meeting Room WiFi.
- ✓ Oversaw E-mail and Server OS Software Replacement and Conversion Project (Outlook and Exchange)
- ✓ Developed for adoption the City's Green Building Ordinance and program
- ✓ Revised and indexed Building Department Policies, Procedures and Interpretation Manual.
- ✓ Updated all Building Department Handouts and made them available via the City's web site.
- ✓ Created new Building Permit Form (revisions required by modifications to state law) and made it available via the City's web site.
- ✓ Moved City network servers to the Police Station for increased data security and reliability.
- ✓ Significantly improved the City's wide area network data infrastructure by going from wireless to fiber-optic transmission between the Corp Yard Office and the City's data servers located at the Police Station.
- ✓ Completed Soft-Story building inventory.

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
BUILDING-100-43040

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 110 REGULAR EMPLOYEES | 280,814 | 262,926 | 246,444 |
| 130 OVERTIME | 0 | 1,160 | 1,160 |
| 150 W/C WAGES | 988 | 0 | 0 |
| **100E SALARY & WAGES** | **281,802** | **264,086** | **247,604** |
| 290 EMPLOYEE BENEFITS | 95,760 | 94,911 | 89,286 |
| 291 WORKERS COMP | 9,724 | 10,698 | 10,698 |
| **200E EMPLOYEE BENEFITS** | **105,484** | **105,609** | **99,984** |
| 350 PROFESSIONAL/TECHNICAL | 37,912 | 60,000 | 10,000 |
| **300E PROFESSIONAL SERVICES** | **37,912** | **60,000** | **10,000** |
| 404 REPAIR & MAINTENANCE | 832 | 700 | 700 |
| **400E PROPERTY SERVICES** | **832** | **700** | **700** |
| 452 COMMUNICATIONS | 0 | 1,300 | 1,740 |
| 456 MEMBERSHIPS | 510 | 905 | 950 |
| 457 TRAINING/CONFERENCES | 4,286 | 8,925 | 4,525 |
| 480 OTHER SERVICES | 7,238 | 7,000 | 3,500 |
| **450E OPERATIONS** | **12,034** | **18,130** | **10,715** |
| 501 GENERAL SUPPLIES | 1,261 | 1,600 | 600 |
| 505 ENERGY - GASOLINE | 790 | 1,100 | 700 |
| 507 BOOKS & PERIODICALS | 4,141 | 1,800 | 800 |
| 508 CLOTHING/UNIFORMS | 258 | 600 | 0 |
| **500E SUPPLIES** | **6,450** | **5,100** | **2,100** |
| 604 MACHINERY AND EQUIPMENT | 0 | 26,220 | 0 |
| **600E CAPITAL ASSETS** | **0** | **26,220** | **0** |
| 760 VEHICLE REPLACEMENT TRANSFER | 2,624 | 2,622 | 0 |
| 770 MIS REPLACEMENT TRANSFER | 16,108 | 16,106 | 3,007 |
| 780 INSURANCE TRANSFER | 3,660 | 4,025 | 8,317 |
| **700E CONSTRUCTION & ISF** | **22,392** | **22,753** | **11,324** |
| 903 TRSF IN REIMB VEHICLE PURCH | 0 | -26,220 | 0 |
| **900E TRANSFERS** | **0** | **-26,220** | **0** |
| **40000 TOTAL EXPENSE** | **466,905** | **476,377** | **382,427** |

# Community Activities

The Community Activities Program Budget is the repository of those funds that are used to support a variety of extra-organizational, but needed services, which the City could, but chooses not to provide within its own organizational structure.

In February 2009, the City Council adopted a policy as an outcome of the Non-Profit Ad Hoc Subcommittee's efforts, which states in part:

As a reflection of the community's desires, and the reality that Sonoma is a small town with a limited budget, the City of Sonoma has opted not to operate its own Parks and Recreation Department, Community and Cultural Services Department, or similar internal City organization. Instead, these traditional "Recreational and Community Programs" have been provided over the years by outside service agencies, specifically non-profit organizations, which have filled the community's need for these important programs. As such, the City and its residents have experienced cost savings though the avoidance of creating a City department with appropriate staffing devoted to Recreational and Community Programs. Through leveraging the talents, skills, networks and resources already available in the community, the City has supported Recreational and Community Programs through a level of direct funding for the past 20+ years. This approach has been proven to be cost effective, efficient, and flexible to meet the changing needs of the community. Non-profit organizations which provide these Recreational and Community Programs are expert at delivering some traditional services provided by city governments elsewhere. ...[T]he Recreational and Community Programs budget will be considered by the City Council alongside all other City department services.

For the City of Sonoma, the following services have traditionally been considered to be core ongoing recreational and community programs: after-school recreational and summer programs; senior services; environmental education programs; and any additional ongoing programs identified by City Council or staff to meet on-going Recreational and Community Programming needs. City Council determination of funding level will be based on maintenance of service levels for programs, direct service to the residents of the City, and additional needs identified by service providers and City staff... If the financial condition of the City necessitates funding decreases in City programs, the City Council shall consider the needs of all City department programs, in light of the City Council's priority setting guidelines, and the Recreational and Community Programs budget will be considered as one of these department programs.

The budget includes the following:

| *Organization* | *Amount* | *Original Amount requested & Service Proposed* |
|---|---|---|
| Boys and Girls Club VOM | $59,400 | Original request: $74,900. Summer Recreation Program ($27,000) and After School Recreation Program ($47,900) |
| Sonoma Ecology Center | $19,800 | Original request: $45,000. Environmental Education and After School and Recreational Programs (amount represents 17% of budget for these programs) |
| Vintage House | $30,800 | Original request: $44,930. Senior Services (amount represents 10% of Vintage House budget) |
| TOTAL | $110,000 | |

Other significant community services covered by this budget:

Sonoma Valley Visitors Bureau Marketing program – matching funds: $50,000
SVUSD Crossing Guards: $10,500
Veteran's Building agreement: $10,000

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
COMM. ACTIVITIES-100-43101

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 405 RENTAL/LEASE - LAND & BUILD | 10,833 | 10,000 | 10,000 |
| 407 CONTRACT SERVICES | 221,649 | 110,200 | 171,000 |
| **400E PROPERTY SERVICES** | **232,482** | **120,200** | **181,000** |
| 459 DONATIONS/CONTRIBUTIONS | 131,300 | 0 | 0 |
| **450E OPERATIONS** | **131,300** | **0** | **0** |
| **40000 TOTAL EXPENSE** | **363,782** | **120,200** | **181,000** |

# General City Operations & Maintenance

## *Non- Safety*

This budget was created to account for those expenditures paid out of the General Fund that are necessary for city operations but cannot easily be assigned to any specific department. Rather than dividing these expenses and showing them in three or four different department budgets, items such as copy paper, utilities, janitorial services and other general expenses appear in this General Operations and Maintenance budget.

Because Police and Fire are housed in different facilities and do not share expenditures such as these with other departments, they continue to account for these costs within their department budgets.

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
NON-DEPARTMENTAL-100-43200

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 110 REGULAR EMPLOYEES | 279 | 403 | 12,365 |
| 120 TEMPORARY/PART-TIME | 13,334 | 13,001 | 15,214 |
| 130 OVERTIME | 1 | 0 | 0 |
| **100E SALARY & WAGES** | **13,614** | **13,001** | **27,579** |
| 290 EMPLOYEE BENEFITS | 2,780 | 2,947 | 7,444 |
| 291 WORKERS COMP | 504 | 0 | 3,409 |
| **200E EMPLOYEE BENEFITS** | **3,284** | **2,819** | **10,853** |
| 312 RECRUITMENT | 20 | 0 | 0 |
| 350 PROFESSIONAL/TECHNICAL | 0 | 7,200 | 3,500 |
| **300E PROFESSIONAL SERVICES** | **20** | **7,200** | **3,500** |
| 401 UTILITIES | 115,821 | 110,000 | 110,000 |
| 403 CUSTODIAL (Inc. Supplies) | 22,547 | 27,100 | 27,100 |
| 404 REPAIR & MAINTENANCE | 20,931 | 15,600 | 15,600 |
| 405 RENTAL/LEASE - LAND & BUILD | 631 | 750 | 750 |
| 406 RENTAL/LEASE-EQUIPMENT | 23,068 | 20,000 | 20,000 |
| 407 CONTRACT SERVICES | 1,815 | 0 | 0 |
| 420 OTHER PROPERTY SVS | 1,752 | 7,500 | 7,500 |
| **400E PROPERTY SERVICES** | **186,566** | **180,950** | **180,950** |
| 452 COMMUNICATIONS | 16,033 | 13,000 | 13,000 |
| 454 PRINTING & BINDING | 431 | 2,100 | 2,100 |
| 455 TRAVEL | 4 | 0 | 0 |
| 456 MEMBERSHIPS | 500 | 0 | 0 |
| 460 PERMITS, FEES | 397 | 100 | 100 |
| 461 CFAC ACTIVITIES | 2,022 | 6,500 | 6,500 |
| 480 OTHER SERVICES | 7,008 | 8,200 | 6,200 |
| **450E OPERATIONS** | **26,395** | **29,900** | **27,900** |
| 501 GENERAL SUPPLIES | 42,698 | 31,000 | 31,000 |
| **500E SUPPLIES** | **42,698** | **31,000** | **31,000** |
| 750 LONG-TERM BUILDING MAINT | 63,752 | 63,751 | 42,079 |
| 760 VEHICLE REPLACEMENT TRANSFER | 0 | 3,360 | 0 |
| 770 MIS REPLACEMENT TRANSFER | 0 | 0 | 24,523 |
| **700E CONSTRUCTION & ISF** | **63,752** | **67,111** | **66,602** |
| 801 PRINCIPAL | 0 | 100,000 | 0 |
| **800E DEBT SERVICE** | **0** | **100,000** | **0** |
| 925 CONTINGENCY & RESERVE | 2,807 | 271,000 | 0 |
| **900E TRANSFERS** | **2,807** | **271,000** | **0** |
| **40000 TOTAL EXPENSE** | **339,137** | **702,980** | **348,384** |

# General Fund Intergovernmental Transfers

The General Fund maintains the transfer account for the purpose of support of other funds and departments. Transfers are a result of program support, use of facilities and maintaining the operating reserves as required by the City's Financial Reserve Policy.

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
GEN FUND - TO OTHER FUNDS-100-43999

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 900 OPER. TRANSFERS-OUT | 808,828 | 918,196 | 232,088 |
| **900E TRANSFERS** | **808,828** | **918,196** | **232,088** |
| **40000 TOTAL EXPENSE** | **808,828** | **918,196** | **232,088** |

# Special Gas Tax Street Improvement Fund

The special Gas Tax Street Improvement Fund complies with state requirements for the use and accounting of state highway users taxes (gas tax funds provided to the City through sections 2105, 2106, 2107 and 2107.5 of the Streets and Highways Code). The purpose of these funds is to provide revenue to local governments for the maintenance and operation of local streets

In recent years, gas tax revenues have been used to fund the City's street sweeping program, traffic signal operations and maintenance, street lights and general street maintenance – striping, pothole repair, etc.

The Streets Department is responsible for the maintenance and repair of City streets, sidewalks, traffic control, street signs, traffic and parking control markings along with bike path and right-of-way, weed abatement, storm drain inlet and drainage ditch maintenance and street sweeping. The department also responds to vandalism repairs and graffiti abatement. The Supervisor represents the department on the Tree Committee and Street Light Association.

**FY 09-10 Goals**

- Continue with Graffiti program clean-ups.
- Assist Sonoma County Water Agency with engineered creek vegetation removal.
- Conduct storm drain survey and maintenance.
- Install traffic mitigation measures as recommended by Traffic Safety Committee.
- Research and purchase street sweeper.
- Maintain customer service levels in Streets division by responding to reports of missing street signs, downed trees, sidewalk displacements and other customer service requests.
- Maintain City street tree program.
- Assist other divisions as needed within the Public Works Department.
- Continue City-wide sidewalk displacement program.

**FY 08-09 Accomplishments**

- ✓ Implemented a year-round maintenance schedule to repair the longitudinal and diagonal cracks on street surfaces.
- ✓ Developed of a City-wide sidewalk displacement program.
- ✓ Fleet Smogging and CARB Compliance, along with research of GHG reduction fleet alternative equipment. Staff has also been involved in preparing the City Fleet to comply with strict emissions of on–road and off-road self–propelled, diesel-fueled vehicles and stationary equipment.
- ✓ Maintained customer service levels in Streets division by responding to reports of missing street signs, downed trees, sidewalk displacements and other customer service requests.
- ✓ Maintained City street tree program.
- ✓ Assisted other divisions as needed within the Public Works Department.
- ✓ Removed and recycled approximately three tons of trash and debris from Nathanson Creek and Fryer Creek in conjunction with the Sonoma Ecology Center, City Stormwater Coordinator, and volunteers.
- ✓ Initiated a Graffiti abatement program.
- ✓ Completed Storm drain stenciling on all City Drain inlets with Eagle Scout volunteers.

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
GAS TAX -STREETS-302-51001

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 30600 INTEREST INCOME | 0 | 7,000 | 0 |
| **3060 INTEREST & RENTS** | **0** | **7,000** | **0** |
| 31201 STATE GASOLINE TAX - 2105 | 0 | 65,000 | 97,000 |
| 31202 STATE GASOLINE TAX - 2106 | 0 | 55,000 | 60,000 |
| 31203 STATE GASOLINE TAX - 2107 | 0 | 85,000 | 45,000 |
| 31204 STATE GASOLINE TAX - 2107.5 | 0 | 2,000 | 2,000 |
| **3120 CAPITAL PROJECTS** | **0** | **207,000** | **204,000** |
| 37200 TRANSFER IN | 0 | 329,998 | 397,060 |
| **3700 TRANSFERS** | **0** | **329,998** | **397,060** |
| **30000 TOTAL REVENUE** | **0** | **543,998** | **601,060** |
| 110 REGULAR EMPLOYEES | 203,607 | 211,631 | 236,734 |
| 130 OVERTIME | 2,100 | 0 | 0 |
| 150 W/C WAGES | 18,183 | 0 | 0 |
| **100E SALARY & WAGES** | **223,891** | **211,631** | **236,734** |
| 290 EMPLOYEE BENEFITS | 78,668 | 79,152 | 81,603 |
| 291 WORKERS COMP | 7,960 | 8,000 | 8,000 |
| **200E EMPLOYEE BENEFITS** | **86,628** | **87,152** | **89,603** |
| 311 ACCOUNTING/AUDIT | 0 | 1,000 | 1,000 |
| 314 ENGINEERING | 54,185 | 35,000 | 25,000 |
| 350 PROFESSIONAL/TECHNICAL | 900 | 4,500 | 21,600 |
| **300E PROFESSIONAL SERVICES** | **55,085** | **40,500** | **47,600** |
| 401 UTILITIES | 72,572 | 69,900 | 69,900 |
| 404 REPAIR & MAINTENANCE | 16,485 | 107,500 | 107,500 |
| 407 CONTRACT SERVICES | 14,708 | 0 | 0 |
| **400E PROPERTY SERVICES** | **103,765** | **177,400** | **177,400** |
| 452 COMMUNICATIONS | 0 | 2,300 | 2,300 |
| 454 PRINTING & BINDING | 68 | 0 | 0 |
| 456 MEMBERSHIPS | 0 | 600 | 600 |
| 457 TRAINING/CONFERENCES | 567 | 5,000 | 5,000 |
| 460 PERMITS, FEES | 0 | 3,900 | 3,900 |
| 480 OTHER SERVICES | 1,060 | 0 | 0 |
| 491 DISASTER PREPAREDNESS | 0 | 500 | 500 |
| **450E OPERATIONS** | **1,695** | **12,300** | **12,300** |
| 501 GENERAL SUPPLIES | 262 | 1,500 | 2,000 |
| 505 ENERGY - GASOLINE | 8,919 | 17,000 | 17,000 |
| 508 CLOTHING/UNIFORMS | 1,056 | 2,800 | 2,800 |
| **500E SUPPLIES** | **10,236** | **21,300** | **21,800** |
| 770 MIS REPLACEMENT TRANSFER | 0 | 0 | 12,881 |
| **700E CONSTRUCTION & ISF** | **0** | **0** | **12,881** |
| **40000 TOTAL EXPENSE** | **481,300** | **550,284** | **598,318** |

# Bond Property Fund

The Bond Property, a six acre parcel located at 19990 Seventh Street, was bequeathed to the city in 1977 by Pauline Bond, for the purpose of "creating and maintaining a public park." Most of the property is leased to the Sonoma Ecology Center which maintains the property and administers public programs at the site. Typically, expenditures from this fund have been limited to a transfer to the City's long term building maintenance fund (for use, as needed, for major maintenance of the house on the property) and for tree and other landscape maintenance as needed.

In recent years, funds were allocated to assist in the development of a master plan for the portion of the property leased by the Ecology Center and to assist the Ecology Center in maintaining the property while the master plan was being developed.

The Bond House was recently vacated and the Council Facilities Committee has been considering future disposition of the house and use of the property.

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
BOND PROPERTY-220-44060

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 30600 INTEREST INCOME | 0 | 1,650 | 1,650 |
| 30701 RENTAL INCOME | 0 | 15,400 | 0 |
| **3060 INTEREST & RENTS** | **0** | **17,050** | **1,650** |
| **30000 TOTAL REVENUE** | **0** | **17,050** | **1,650** |
| 404 REPAIR & MAINTENANCE | 452 | 2,500 | 2,500 |
| **400E PROPERTY SERVICES** | **452** | **2,500** | **2,500** |
| 460 PERMITS, FEES | 30 | 0 | 0 |
| **450E OPERATIONS** | **30** | **0** | **0** |
| 750 LONG-TERM BUILDING MAINT | 4,104 | 4,102 | 3,054 |
| 770 MIS REPLACEMENT TRANSFER | 0 | 4,765 | 0 |
| **700E CONSTRUCTION & ISF** | **4,104** | **8,867** | **3,054** |
| **40000 TOTAL EXPENSE** | **4,586** | **11,367** | **5,554** |

# Maysonnave Property Fund

The Maysonnave Property, consisting of two parcels of land totaling 1.44 acres located at 291 and 289 First Street East, was bequeathed to the city in 1990 by Henri Maysonave for the purpose of "creating and maintaining a public park."

There is a small house on the rear of the 291 First Street East Parcel that generates some rental income. The remainder of this parcel is leased to the League for Historic Preservation which maintains the property and administers public programs at the site.

The Parcel identified as 289 First Street East is leased to the Valley of the Moon Petanque Club which maintains the property and administers public programs at that site.

The Council Facilities Committee has recently been considering future disposition of the back house/cottage residence.

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
MAYSONNAVE PROPERTY-221-44061

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 30600 INTEREST INCOME | 0 | 4,000 | 4,000 |
| 30701 RENTAL INCOME | 0 | 8,800 | 8,800 |
| **3060 INTEREST & RENTS** | **0** | **12,800** | **12,800** |
| **30000 TOTAL REVENUE** | **0** | **12,800** | **12,800** |
| 404 REPAIR & MAINTENANCE | 1,805 | 3,500 | 3,500 |
| **400E PROPERTY SERVICES** | **1,805** | **3,500** | **3,500** |
| 703 CONSTRUCTION, MATERIAL, SUPPLI | 10,000 | 0 | 0 |
| 750 LONG-TERM BUILDING MAINT | 4,764 | 4,765 | 2,120 |
| **700E CONSTRUCTION & ISF** | **14,764** | **4,765** | **2,120** |
| **40000 TOTAL EXPENSE** | **16,569** | **8,265** | **5,620** |

# Cemetery Operations & Maintenance

The Cemetery Department is responsible for maintenance, upkeep and operations of the Mountain, Valley and Veterans' Cemeteries. The primary activities include burial, maintenance of existing plots, brush clearing and weed abatement, and maintenance of landscaped areas and roadways.

## FY 09-10 Goals

- Continue work with the Cemetery Subcommittee to bring the Cemetery Enterprise into good standing.
- Implement "green" burials at Mountain and Valley Cemeteries.
- Expand burial copings at Veterans' Memorial Cemetery.

## FY 08-09 Accomplishments

✓ Finalized Mausoleum #11 project.
✓ Repaved the upper roads (Toyon and Cedar) of Mountain Cemetery.
✓ Researched green or natural burials to provide people with another option for final rest.
✓ Developed areas for scatter gardens in all three City cemeteries.
✓ Cemetery Supervisor joined Friends of the Cemetery which will be hosting fundraisers for City cemeteries.

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
CEMETERIES-501-61010

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 30600 INTEREST INCOME | 0 | 28,000 | 28,000 |
| **3060 INTEREST & RENTS** | **0** | **28,000** | **28,000** |
| 34001 SALES & SERVICES | 0 | 323,000 | 185,000 |
| 34002 SALES & SERVICES | 0 | 0 | 42,000 |
| 34020 OTHER CEMETERY REVENUES | 0 | 30,000 | 0 |
| **3400 CEMETERY** | **0** | **353,000** | **227,000** |
| 37200 TRANSFER IN | 0 | 50,430 | 25,215 |
| **3700 TRANSFERS** | **0** | **50,430** | **25,215** |
| **30000 TOTAL REVENUE** | **0** | **431,430** | **280,215** |
| 110 REGULAR EMPLOYEES | 152,193 | 189,189 | 201,083 |
| 150 W/C WAGES | 43,877 | 0 | 0 |
| **100E SALARY & WAGES** | **196,070** | **189,189** | **201,083** |
| 290 EMPLOYEE BENEFITS | 85,412 | 85,064 | 79,765 |
| 291 WORKERS COMP | 5,800 | 6,380 | 6,380 |
| **200E EMPLOYEE BENEFITS** | **91,212** | **91,444** | **86,145** |
| 310 LEGAL | 61 | 0 | 0 |
| 314 ENGINEERING | 0 | 0 | 10,000 |
| 350 PROFESSIONAL/TECHNICAL | 12,300 | 14,500 | 14,500 |
| **300E PROFESSIONAL SERVICES** | **12,361** | **14,500** | **24,500** |
| 401 UTILITIES | 5,683 | 10,000 | 10,000 |
| 403 CUSTODIAL (Inc. Supplies) | 135 | 0 | 0 |
| 404 REPAIR & MAINTENANCE | 701 | 3,000 | 3,000 |
| 406 RENTAL/LEASE-EQUIPMENT | 0 | 400 | 800 |
| 407 CONTRACT SERVICES | 39,581 | 35,150 | 39,150 |
| 420 OTHER PROPERTY SVS | 0 | 10,500 | 10,500 |
| **400E PROPERTY SERVICES** | **46,100** | **59,050** | **63,450** |
| 452 COMMUNICATIONS | 794 | 1,250 | 1,510 |
| 456 MEMBERSHIPS | 0 | 450 | 450 |
| 457 TRAINING/CONFERENCES | 479 | 2,650 | 2,650 |
| 480 OTHER SERVICES | 2,147 | 0 | 0 |
| 491 DISASTER PREPAREDNESS | 0 | 0 | 250 |
| **450E OPERATIONS** | **3,420** | **4,350** | **4,860** |
| 501 GENERAL SUPPLIES | 7,420 | 9,000 | 9,000 |
| 505 ENERGY - GASOLINE | 5,455 | 6,700 | 6,700 |
| 508 CLOTHING/UNIFORMS | 1,504 | 2,250 | 2,250 |
| **500E SUPPLIES** | **14,378** | **17,950** | **17,950** |
| 604 MACHINERY AND EQUIPMENT | 4,559 | 0 | 400 |
| **600E CAPITAL ASSETS** | **4,559** | **0** | **400** |
| 701 PRE-ENGINEERING & DESIGN | -3,930 | 0 | 0 |
| 703 CONSTRUCTION, MATERIAL, SUPPLI | 0 | 1,333,000 | 40,000 |
| 750 LONG-TERM BUILDING MAINT | 1,000 | 998 | 761 |
| 760 VEHICLE REPLACEMENT TRANSFER | 19,276 | 19,275 | 8,904 |
| 770 MIS REPLACEMENT TRANSFER | 5,244 | 5,245 | 3,964 |
| 780 INSURANCE TRANSFER | 7,908 | 8,435 | 9,729 |
| **700E CONSTRUCTION & ISF** | **29,498** | **1,366,953** | **63,358** |
| 801 PRINCIPAL | 0 | 83,036 | 83,036 |
| 802 INTEREST | 31,031 | 34,386 | 34,386 |
| 822 DEPRECIATION | 36,093 | 0 | 0 |
| **800E DEBT SERVICE** | **67,124** | **117,422** | **117,422** |
| 900 OPER. TRANSFERS-OUT | 36,608 | 30,564 | 30,564 |
| 925 CONTINGENCY & RESERVE | 0 | 7,000 | 0 |
| **900E TRANSFERS** | **36,608** | **37,564** | **30,564** |
| **40000 TOTAL EXPENSE** | **501,329** | **1,898,422** | **609,732** |

# Water Utility Fund

The Water Department's primary responsibility is to deliver safe and reliable drinking water to City residents and outside service area. The City's drinking water continues to meet all state and federal drinking water standards. The department continually strives to adopt new and better methods for delivering the best quality drinking water and remains vigilant in meeting the challenges of source water protection, water conservation and community education.

This budget provides for maintenance and operation of the City's water distribution system. Primary components of the system include 49 miles of water main, 3,900 service connections, 6 storage tanks, 7 wells, 2 pumping stations, approximately 476 fire hydrants and 3 standby emergency generators. In addition to maintenance and repair activities, water utility personnel monitor water levels in the City's storage tanks, operate City wells, sample the wells and distribution system for laboratory analysis, install new service connections to meters, read customer meters for billing, and provide customer service. Portions of the salaries of secretarial, clerical, technical, supervisory, and administrative personnel who provide service to the Water Utility are paid through this budget and transfers to the General Fund are provided to cover city overhead costs.

**FY 09/10 Goals**

- Continue with Water Conservation measures and outreach.
- Emergency response and training on various emergencies (includes cross-training).
- Emergency response training with Valley of the Moon Water District.
- Repaint the two million gallon tank.
- Various water service line replacements.
- Complete large meter replacement program.
- Install dedicated water sampling stations.

**FY 08-09 Accomplishments**

- ✓ Installed emergency water line to Sonoma Valley Hospital.
- ✓ Monitored the inspection and cleaning of two municipal water tanks.
- ✓ Performed leak detection survey of 80% of the City water system.
- ✓ Rebuilt two well meters and installed meter at Well #1.
- ✓ Replaced four large turbine meters with compound meters (accurate usage = increased revenue).
- ✓ Replaced water service lines on various streets through Capital Improvement Projects.
- ✓ Updated City Water Standard Plans.
- ✓ Participate actively with the cross-departmental Water Conservation Team.

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
WATER UTILITY-510-62001

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 32001 WATER SALES AND SVC | 0 | 3,429,332 | 4,100,000 |
| 32002 NEW SERVICE FEES | 0 | 36,552 | 15,000 |
| 32003 LATE FEES & SHUT-OFF NOTICES | 0 | 10,966 | 25,000 |
| 32004 FRONT-FOOTAGE FEES | 0 | 31,203 | 10,000 |
| 32005 CONNECTION FEES | 0 | 515,295 | 100,000 |
| 32010 OTHER - WATER REVENUES | 0 | 71,479 | 9,479 |
| **3200 WATER** | **0** | **4,094,827** | **4,259,479** |
| 35016 REMIF REBATES | 0 | 30,000 | 30,000 |
| **3500 MISCELLANEOUS** | **0** | **30,000** | **30,000** |
| **30000 TOTAL REVENUE** | **0** | **4,124,827** | **4,289,479** |
| 110 REGULAR EMPLOYEES | 358,594 | 365,461 | 534,140 |
| 120 TEMPORARY/PART-TIME | 6,536 | 29,154 | 25,859 |
| 130 OVERTIME | 3,923 | 3,500 | 3,500 |
| 150 W/C WAGES | 79 | 0 | 0 |
| **100E SALARY & WAGES** | **369,132** | **398,115** | **563,499** |
| 290 EMPLOYEE BENEFITS | 145,024 | 144,106 | 188,324 |
| 291 WORKERS COMP | 17,016 | 18,720 | 18,720 |
| **200E EMPLOYEE BENEFITS** | **162,040** | **162,826** | **207,044** |
| 310 LEGAL | 19,599 | 0 | 0 |
| 311 ACCOUNTING/AUDIT | 0 | 7,500 | 10,000 |
| 312 RECRUITMENT | 998 | 0 | 0 |
| 313 CONSULTING | 19,935 | 27,740 | 187,740 |
| 314 ENGINEERING | 17,762 | 12,000 | 51,000 |
| 350 PROFESSIONAL/TECHNICAL | 135,638 | 167,000 | 114,000 |
| 353 WATER CONSERVATION | 0 | 0 | 175,000 |
| **300E PROFESSIONAL SERVICES** | **193,934** | **214,240** | **537,740** |
| 401 UTILITIES | 14,276 | 12,500 | 12,500 |
| 403 CUSTODIAL (Inc. Supplies) | 270 | 0 | 0 |
| 404 REPAIR & MAINTENANCE | 6,788 | 15,000 | 45,000 |
| 406 RENTAL/LEASE-EQUIPMENT | 58 | 2,500 | 2,500 |
| 407 CONTRACT SERVICES | 1,074,332 | 1,311,168 | 1,311,168 |
| **400E PROPERTY SERVICES** | **1,095,725** | **1,341,168** | **1,371,168** |
| 452 COMMUNICATIONS | 1,247 | 3,200 | 3,200 |
| 454 PRINTING & BINDING | 4,623 | 5,000 | 5,300 |
| 456 MEMBERSHIPS | 13,491 | 5,530 | 15,300 |
| 457 TRAINING/CONFERENCES | 3,159 | 5,200 | 10,000 |
| 460 PERMITS, FEES | 1,366 | 10,000 | 10,000 |
| 480 OTHER SERVICES | 9,635 | 0 | 100,000 |
| 491 DISASTER PREPAREDNESS | 0 | 0 | 1,000 |
| **450E OPERATIONS** | **33,522** | **28,930** | **144,800** |
| 501 GENERAL SUPPLIES | 77,338 | 147,200 | 125,000 |
| 505 ENERGY - GASOLINE | 10,261 | 15,000 | 15,000 |
| 508 CLOTHING/UNIFORMS | 2,695 | 3,750 | 4,000 |
| 550 OTHER EQUIPMENT/SUPPLIES | 41,672 | 78,000 | 78,000 |
| **500E SUPPLIES** | **131,966** | **243,950** | **222,000** |
| 606 SOFTWARE | 0 | 5,000 | 35,000 |
| 607 COMPUTER EQUIPMENT | 5,792 | 0 | 0 |
| **600E CAPITAL ASSETS** | **5,792** | **5,000** | **35,000** |
| 703 CONSTRUCTION, MATERIAL, SUPPLI | 9,390 | 0 | 0 |
| 750 LONG-TERM BUILDING MAINT | 13,588 | 13,589 | 10,363 |
| 760 VEHICLE REPLACEMENT TRANSFER | 42,956 | 42,955 | 18,650 |
| 770 MIS REPLACEMENT TRANSFER | 3,532 | 6,531 | 17,430 |
| 780 INSURANCE TRANSFER | 48,660 | 51,918 | 52,650 |
| 790 EMPLOYEE BENEFIT TRANSFER | 0 | 8,310 | 0 |
| **700E CONSTRUCTION & ISF** | **118,126** | **123,303** | **99,093** |
| 801 PRINCIPAL | 0 | 17,875 | 0 |
| 820 BAD DEBT EXPENSE | 6,374 | 0 | 0 |
| 822 DEPRECIATION | 407,761 | 0 | 0 |
| **800E DEBT SERVICE** | **414,135** | **17,875** | **0** |
| 900 OPER. TRANSFERS-OUT | 559,720 | 559,719 | 572,995 |

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
WATER UTILITY-510-62001

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 925 CONTINGENCY & RESERVE | 0 | 53,000 | 100,000 |
| **900E TRANSFERS** | **559,720** | **612,719** | **672,995** |
| **40000 TOTAL EXPENSE** | **3,084,091** | **3,148,126** | **3,853,339** |

# *Management Information Services (MIS) Fund*

The purpose of the Management Information Services (MIS) fund is to provide a funding mechanism for the operational costs, maintenance and planned replacement of computer systems and software, telephone systems and other critical office equipment needed for the delivery of information. All funds allocated for this purpose are derived from transfers from other City operations and therefore are not true revenues. The fund anticipates future MIS needs and allows the Council to accurately identify the cost of MIS services.

The 2009/10 MIS budget will fund ongoing service and licensing agreements for the continued operation of City computer and telecommunications systems as well as the scheduled replacement of obsolete or inefficient systems or components. This includes the replacement of the of the outdated phone system located at the Fire Station, City Hall and the Corporation Yard.

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
MANAGEMENT INFORMATION SERVICE-601-64010

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 37200 TRANSFER IN | 0 | 281,891 | 234,484 |
| **3700 TRANSFERS** | **0** | **281,891** | **234,484** |
| **30000 TOTAL REVENUE** | **0** | **281,891** | **234,484** |
| 110 REGULAR EMPLOYEES | -1,732 | 0 | 0 |
| **100E SALARY & WAGES** | **-1,732** | **0** | **0** |
| 350 PROFESSIONAL/TECHNICAL | 0 | 6,000 | 1,500 |
| **300E PROFESSIONAL SERVICES** | **0** | **6,000** | **1,500** |
| 404 REPAIR & MAINTENANCE | 166,870 | 176,605 | 184,500 |
| **400E PROPERTY SERVICES** | **166,870** | **176,605** | **184,500** |
| 452 COMMUNICATIONS | 13,704 | 13,850 | 9,240 |
| 457 TRAINING/CONFERENCES | 0 | 650 | 300 |
| 480 OTHER SERVICES | 3,128 | 0 | 0 |
| **450E OPERATIONS** | **16,832** | **14,500** | **9,540** |
| 501 GENERAL SUPPLIES | 167 | 1,300 | 1,300 |
| **500E SUPPLIES** | **167** | **1,300** | **1,300** |
| 604 MACHINERY AND EQUIPMENT | 15,889 | 113,450 | 0 |
| 607 COMPUTER EQUIPMENT | 10,787 | 0 | 104,000 |
| **600E CAPITAL ASSETS** | **26,676** | **113,450** | **104,000** |
| 780 INSURANCE TRANSFER | 800 | 0 | 0 |
| **700E CONSTRUCTION & ISF** | **800** | **0** | **0** |
| 900 OPER. TRANSFERS-OUT | 48,676 | 32,474 | 50,000 |
| **900E TRANSFERS** | **48,676** | **32,474** | **50,000** |
| **40000 TOTAL EXPENSE** | **258,289** | **344,329** | **350,840** |

# General Debt Service

The Debt Service funds are used to account for the accumulation of resources for, and the payment of, the City's general long-term debt principal and interest.

Resources for the repayment of debt are derived primarily from interfund transfers from City operating funds. Payment of debt principal and interest are made directly to fiscal agents who are responsible for disbursing funds to bondholders.

The City Debt Service fund services the following indebtedness:

1. 2006 lease through Municipal Finance Corporation to refinance the 1993 REFA [Redwood Empire Finance Authority] bond issue that funded several city projects including Carnegie Library, Fire Engine purchase, MIS and Cemetery improvements. This bond was a joint issuance with the cities of Healdsburg and Ukiah. Payment amounts are transferred from the individual project funds into the debt service fund.

2. 2001A PFA [Public Finance Authority] Water Utility Bond for construction of water storage tank. Funding source is the Water Utility Fund.

The remaining balances for each of these debt issues are included in the individual summaries.

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
PFA WATER DEBT SVS-493-57104

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 37200 TRANSFER IN | 0 | 138,695 | 136,983 |
| **3700 TRANSFERS** | **0** | **138,695** | **136,983** |
| **30000 TOTAL REVENUE** | **0** | **138,695** | **136,983** |
| 801 PRINCIPAL | 0 | 50,000 | 50,000 |
| 802 INTEREST | 0 | 88,695 | 86,983 |
| **800E DEBT SERVICE** | **0** | **138,695** | **136,983** |
| **40000 TOTAL EXPENSE** | **0** | **138,695** | **136,983** |

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
1993 REFA-402-57020

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 37200 TRANSFER IN | 0 | 121,192 | 121,192 |
| **3700 TRANSFERS** | **0** | **121,192** | **121,192** |
| **30000 TOTAL REVENUE** | **0** | **121,192** | **121,192** |
| 311 ACCOUNTING/AUDIT | 3,400 | 0 | 0 |
| **300E PROFESSIONAL SERVICES** | **3,400** | **0** | **0** |
| 801 PRINCIPAL | 0 | 85,000 | 85,000 |
| 802 INTEREST | 0 | 36,192 | 36,192 |
| **800E DEBT SERVICE** | **0** | **121,192** | **121,192** |
| **40000 TOTAL EXPENSE** | **3,400** | **121,192** | **121,192** |

# *Community Development Agency Debt Service*

The Debt Service funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Resources for the repayment of debt are derived primarily from tax increment generated from the redevelopment project area. Payment of debt principal and interest are made directly to fiscal agents who are responsible for disbursing funds to bondholders.

The Agency Debt Service funds pay principal and interest on the following indebtedness:

1. 1997 Tax Allocation Bonds, issued to fund various capital improvements in the Project Area

2. 2000 Tax Allocation Bonds, which were used to fund the design and construction of the new Fire Station, support Firehouse Village (an affordable housing project developed by Burbank Housing Development Corporation) and the construction of a city owned parking lot off East Napa Street. The 2000 bond issue refunded the 1991 Certificates of Participation that funded the Sonoma Creek Senior Housing Project on Oregon Street.

3. In FY 2003, the Agency issued bonds in an aggregate amount of $21,000,000 for capital improvements and affordable housing projects.

The remaining balances for each of these debt issues are included in the individual summaries.

Staff recommends, pending the outcome of the California Redevelopment Association lawsuit against the State of California for the latest taking from California redevelopment agencies, that the CDA Board consider the timing of a financial projection and bonding capacity analysis in the near future.

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
1997 TAX ALLOCATION BOND (CDA)-491-57102

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 37200 TRANSFER IN | 0 | 210,990 | 210,955 |
| **3700 TRANSFERS** | **0** | **210,990** | **210,955** |
| **30000 TOTAL REVENUE** | **0** | **210,990** | **210,955** |
| 801 PRINCIPAL | 90,000 | 95,000 | 100,000 |
| 802 INTEREST | 120,655 | 115,990 | 110,955 |
| 803 FISCAL AGENT FEES | 1,935 | 0 | 0 |
| **800E DEBT SERVICE** | **212,590** | **210,990** | **210,955** |
| **40000 TOTAL EXPENSE** | **212,590** | **210,990** | **210,955** |

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
2000- TAX ALLOCATION BOND-492-57103

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 37200 TRANSFER IN | 0 | 582,175 | 582,175 |
| **3700 TRANSFERS** | **0** | **582,175** | **582,175** |
| **30000 TOTAL REVENUE** | **0** | **582,175** | **582,175** |
| 801 PRINCIPAL | 135,000 | 145,000 | 145,000 |
| 802 INTEREST | 447,031 | 437,175 | 437,175 |
| 803 FISCAL AGENT FEES | 227 | 0 | 0 |
| **800E DEBT SERVICE** | **582,258** | **582,175** | **582,175** |
| **40000 TOTAL EXPENSE** | **582,258** | **582,175** | **582,175** |

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
2003 TAX ALLOCATION BOND (CDA)-494-57104

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 37200 TRANSFER IN | 0 | 1,200,034 | 1,199,159 |
| **3700 TRANSFERS** | **0** | **1,200,034** | **1,199,159** |
| **30000 TOTAL REVENUE** | **0** | **1,200,034** | **1,199,159** |
| 801 PRINCIPAL | 420,000 | 435,000 | 450,000 |
| 802 INTEREST | 766,919 | 763,034 | 747,159 |
| 803 FISCAL AGENT FEES | 169 | 2,000 | 2,000 |
| **800E DEBT SERVICE** | **1,187,088** | **1,200,034** | **1,199,159** |
| **40000 TOTAL EXPENSE** | **1,187,088** | **1,200,034** | **1,199,159** |

# Community Development Agency

The Community Development Agency, the City's redevelopment arm, was established in November of 1983 and incorporates approximately 40% of the property in the City. The Agency's Redevelopment Plan states the following objectives:

- Funding of needed storm drainage improvements
- Funding needed public parking facilities
- Funding needed rehabilitation and preservation of historic structures
- Funding needed street improvements and beautification projects
- Funding of low and moderate income housing projects
- Funding needed parks and recreational facilities
- Elimination of blight through economic development

With the exception of low and moderate-income housing projects, the Agency can generally only spend money on projects within its boundaries. Under certain conditions, community facilities can be built outside the Project Area if there is no other funding available. The governing board is the City Council, and existing staff supports the Agency's activities. The boundaries of the Project Area were expanded in 1998 and the Plan was amended a second time in 1999 to increase the cap on the amount of tax revenue the Agency can collect over time. A 2002 plan amendment again increased the Agency's tax increment revenue potential.

For Fiscal Year 2009-10, the State of California has enacted a "redevelopment raid" in order to balance its own budget. As such, $1,918,173 is due from the City of Sonoma to the State in May 2010.

Staff recommends that in order to cover this payment, while maintaining our debt service obligations and our Economic Development Program at a base level, a loan from the General Fund Special Projects Fund of approximately $500,000 to $1 million to the CDA should be provided. The specific amount is not being recommended at this time and will be recommended once the Capital Improvement Program (CIP) budget is brought to Council this fall. A number of Capital Projects are recommended for CDA funding and those projects will need to be prioritized separately. Note that the CDA needs to notify the County Auditor-Controller by March 1, 2010 regarding how it intends to make the $1.9M payment due May 2010.

The budget as presented maintains the current Economic Development Program at a base level, in order to continue the critical work needed at this time in terms of assisting local businesses and monitoring the local economy. The budget maintains full CDA funding for the Economic Development Partnership and the Sonoma Valley Visitors Bureau to maintain our strong local marketing efforts which are more critical now in the economic downturn. The CDA Economic Development Loan allocation is reduced from its current amount of $400,000 to $200,000 until the potential outcome of the redevelopment lawsuit becomes clearer.

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
CDA - ADMINISTRATION-391-53001

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 30010 TAXES - SECURED | 0 | 4,784,643 | 4,581,751 |
| 30016 COUNTY COLLECTION FEE | 0 | -82,363 | -78,254 |
| 30017 ERAF (STATE TRSFR) | 0 | -366,574 | -1,918,173 |
| **3001 TAXES** | **0** | **4,335,706** | **2,585,324** |
| 30600 INTEREST INCOME | 0 | 200,000 | 100,000 |
| 30701 RENTAL INCOME | 0 | 26,000 | 0 |
| **3060 INTEREST & RENTS** | **0** | **226,000** | **100,000** |
| 35004 REIMBURSEMENT AGMTS | 0 | 27,000 | 27,000 |
| **3500 MISCELLANEOUS** | **0** | **27,000** | **27,000** |
| **30000 TOTAL REVENUE** | **0** | **4,588,706** | **2,712,324** |
| 110 REGULAR EMPLOYEES | 181,660 | 175,629 | 183,037 |
| 120 TEMPORARY/PART-TIME | 0 | 11 | 4,385 |
| **100E SALARY & WAGES** | **181,660** | **175,641** | **187,422** |
| 290 EMPLOYEE BENEFITS | 56,056 | 56,289 | 52,450 |
| 291 WORKERS COMP | 7,280 | 8,008 | 8,008 |
| **200E EMPLOYEE BENEFITS** | **63,336** | **64,297** | **60,458** |
| 310 LEGAL | 6,587 | 15,000 | 15,000 |
| 311 ACCOUNTING/AUDIT | 13,616 | 15,000 | 19,000 |
| 312 RECRUITMENT | 9,261 | 0 | 0 |
| 313 CONSULTING | 935 | 0 | 0 |
| 314 ENGINEERING | 2,317 | 2,000 | 2,000 |
| 350 PROFESSIONAL/TECHNICAL | 4,310 | 0 | 0 |
| **300E PROFESSIONAL SERVICES** | **37,026** | **32,000** | **36,000** |
| 404 REPAIR & MAINTENANCE | 0 | 30,000 | 0 |
| **400E PROPERTY SERVICES** | **0** | **30,000** | **0** |
| 455 TRAVEL | 0 | 200 | 200 |
| 456 MEMBERSHIPS | 2,810 | 2,750 | 2,750 |
| 457 TRAINING/CONFERENCES | 20 | 200 | 4,200 |
| 480 OTHER SERVICES | 0 | 0 | 33,000 |
| **450E OPERATIONS** | **2,830** | **3,150** | **40,150** |
| 703 CONSTRUCTION, MATERIAL, SUPPLI | 0 | 1,125,000 | 0 |
| 750 LONG-TERM BUILDING MAINT | 4,860 | 9,718 | 5,073 |
| 770 MIS REPLACEMENT TRANSFER | 17,876 | 17,876 | 7,238 |
| 780 INSURANCE TRANSFER | 25,088 | 26,766 | 13,477 |
| **700E CONSTRUCTION & ISF** | **47,824** | **1,179,360** | **25,788** |
| 801 PRINCIPAL | 0 | 0 | 100,000 |
| **800E DEBT SERVICE** | **0** | **0** | **100,000** |
| 900 OPER. TRANSFERS-OUT | 1,641,156 | 2,229,857 | 2,460,277 |
| **900E TRANSFERS** | **1,641,156** | **2,229,857** | **2,460,277** |
| **40000 TOTAL EXPENSE** | **1,973,832** | **3,714,304** | **2,910,096** |

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
CDA - ECONOMIC DEVELOPMENT-391-53008

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 35005 OTHER-MISC. REV. | 0 | 10,000 | 0 |
| **3500 MISCELLANEOUS** | **0** | **10,000** | **0** |
| 37200 TRANSFER IN | 0 | 602,000 | 709,000 |
| **3700 TRANSFERS** | **0** | **602,000** | **709,000** |
| **30000 TOTAL REVENUE** | **0** | **612,000** | **709,000** |
| 310 LEGAL | 1,320 | 0 | 0 |
| 311 ACCOUNTING/AUDIT | 250 | 0 | 0 |
| 350 PROFESSIONAL/TECHNICAL | 66,250 | 65,000 | 65,000 |
| **300E PROFESSIONAL SERVICES** | **67,820** | **65,000** | **65,000** |
| 405 RENTAL/LEASE - LAND & BUILD | 78,000 | 0 | 0 |
| 406 RENTAL/LEASE-EQUIPMENT | 0 | 72,000 | 72,000 |
| 407 CONTRACT SERVICES | 231,417 | 254,000 | 351,000 |
| **400E PROPERTY SERVICES** | **309,417** | **326,000** | **423,000** |
| 456 MEMBERSHIPS | 765 | 765 | 765 |
| 457 TRAINING/CONFERENCES | 40 | 1,500 | 1,500 |
| 460 PERMITS, FEES | 5,954 | 6,000 | 6,000 |
| 480 OTHER SERVICES | 12,095 | 200,000 | 200,000 |
| **450E OPERATIONS** | **18,854** | **208,265** | **208,265** |
| 501 GENERAL SUPPLIES | 6,504 | 12,735 | 12,735 |
| **500E SUPPLIES** | **6,504** | **12,735** | **12,735** |
| **40000 TOTAL EXPENSE** | **402,595** | **612,000** | **709,000** |

# Low/Moderate Housing Fund

The Low/Moderate Income Housing Fund is an ancillary activity of the Community Development Agency. It is funded by 20 percent of the tax increment monies that accrue to the Agency. Funds may also be received from various grant programs or the issuance of long-term debt. Through the Housing Fund, the Agency has been able to construct or assist in the creation of the following affordable housing projects:

Firehouse Village (30 affordable rental units)

Sonoma Creek Senior Housing (34 senior rental units)

Casa Primera (13 first-time homebuyer affordable units)

Palm Court (18 privately developed first-time home buyer affordable units)

Marcy Court (16 first-time homebuyer affordable units)

Sonoma Commons Phase I & Phase II (first-time home buyer affordable units)

Cabernet (7 senior affordable rental units)

Maysonnave Apartments (10 senior affordable units)

Village Green II Senior Apartments (34 senior affordable units)

Debt service costs included in this budget comprise principal and interest payments on the 2003 Tax Allocation Bond issue, which coupled with the 2000 Bond, brings the total cost of debt service to approximately $535,000.

The FY 09-10 includes the predevelopment loan to the selected development partner for the Sonoma Highway Affordable Housing Project.

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
CDA - HOUSING - LMI-291-46001

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 30010 TAXES - SECURED | 0 | 1,169,971 | 1,111,472 |
| 30016 COUNTY COLLECTION FEE | 0 | -19,600 | -18,620 |
| **3001 TAXES** | **0** | **1,150,371** | **1,092,852** |
| 30600 INTEREST INCOME | 0 | 125,000 | 125,000 |
| **3060 INTEREST & RENTS** | **0** | **125,000** | **125,000** |
| 37200 TRANSFER IN | 0 | 3,050,000 | 1,833,148 |
| **3700 TRANSFERS** | **0** | **3,050,000** | **1,833,148** |
| **30000 TOTAL REVENUE** | **0** | **4,325,371** | **3,051,000** |
| 110 REGULAR EMPLOYEES | 28,876 | 29,973 | 69,358 |
| **100E SALARY & WAGES** | **28,876** | **29,973** | **69,358** |
| 290 EMPLOYEE BENEFITS | 11,372 | 12,164 | 23,561 |
| 291 WORKERS COMP | 1,084 | 1,082 | 1,082 |
| **200E EMPLOYEE BENEFITS** | **12,456** | **13,246** | **24,643** |
| 310 LEGAL | 14,623 | 10,000 | 10,000 |
| 350 PROFESSIONAL/TECHNICAL | 13,579 | 40,000 | 40,000 |
| **300E PROFESSIONAL SERVICES** | **28,202** | **50,000** | **50,000** |
| 401 UTILITIES | 139 | 6,400 | 6,400 |
| 407 CONTRACT SERVICES | 18,757 | 14,000 | 30,000 |
| **400E PROPERTY SERVICES** | **18,895** | **20,400** | **36,400** |
| 457 TRAINING/CONFERENCES | 32 | 0 | 0 |
| 460 PERMITS, FEES | 2,406 | 0 | 0 |
| **450E OPERATIONS** | **2,437** | **0** | **0** |
| 501 GENERAL SUPPLIES | 474 | 250 | 250 |
| **500E SUPPLIES** | **474** | **250** | **250** |
| 601 LAND | 4,987,202 | 2,000,000 | 0 |
| 602 BUILDING | 0 | 0 | 500,000 |
| **600E CAPITAL ASSETS** | **4,987,202** | **2,000,000** | **500,000** |
| 703 CONSTRUCTION, MATERIAL, SUPPLI | 0 | 1,149,000 | 1,149,000 |
| 750 LONG-TERM BUILDING MAINT | 5,780 | 5,780 | 3,644 |
| 770 MIS REPLACEMENT TRANSFER | 0 | 0 | 4,173 |
| 780 INSURANCE TRANSFER | 17,304 | 18,462 | 16,634 |
| **700E CONSTRUCTION & ISF** | **23,084** | **1,173,242** | **1,173,451** |
| 900 OPER. TRANSFERS-OUT | 510,852 | 509,673 | 534,673 |
| **900E TRANSFERS** | **510,852** | **509,673** | **534,673** |
| **40000 TOTAL EXPENSE** | **5,612,478** | **3,796,784** | **2,388,775** |

# *Village Green II Apartments*

Village Green II is an existing multi-family affordable housing complex constructed in the 1982. There are 34 units currently inhabited by very low-income Sonoma residents. The former property owner had given tenants notice that the affordability component was being removed and that the facility would be converted to market rate units within 3 months. This conversion would have created two specific needs, [1] displacement of tenants, [most of which are assisted through Section 8 funds] with no alternative housing and, [2] the loss of 34 units of below market rental housing. To maintain and protect the affordability of the units and protect against displacement of the tenants, the City, through its redevelopment agency, negotiated a purchase of the property. The purchase is financed through a combination of Redevelopment funds and a loan obtained through Exchange Bank. Further, a rent subsidy program is being applied to the project through the United States Department of Agriculture [USDA]. This subsidy allows the rents to be increased to the low-income level while allowing the residents to continue to pay at the very low-income level

The operation of the apartment complex is contracted out to Hank Fisher Properties, a rental management firm, with the resident managers being employed by the firm. All accounting and finance for the complex is handled through the rental management contract. Rental income is used to repay the indebtedness issued for the purchase of the complex and to cover annual maintenance and other operational costs.

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
VILLAGE GREEN-271-46011

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 30701 RENTAL INCOME | 0 | 390,000 | 390,000 |
| **3060 INTEREST & RENTS** | **0** | **390,000** | **390,000** |
| 35005 OTHER-MISC. REV. | 0 | 3,300 | 3,300 |
| **3500 MISCELLANEOUS** | **0** | **3,300** | **3,300** |
| **30000 TOTAL REVENUE** | **0** | **393,300** | **393,300** |
| 310 LEGAL | -56 | 300 | 300 |
| 311 ACCOUNTING/AUDIT | 2,928 | 4,200 | 4,200 |
| 350 PROFESSIONAL/TECHNICAL | 22,398 | 0 | 0 |
| **300E PROFESSIONAL SERVICES** | **17,392** | **4,500** | **4,500** |
| 401 UTILITIES | 13,474 | 25,877 | 25,877 |
| 404 REPAIR & MAINTENANCE | 50,192 | 16,175 | 16,175 |
| 405 RENTAL/LEASE - LAND & BUILD | 13,499 | 0 | 0 |
| 407 CONTRACT SERVICES | 21,000 | 19,800 | 19,800 |
| 420 OTHER PROPERTY SVS | 20,530 | 39,300 | 39,300 |
| **400E PROPERTY SERVICES** | **91,189** | **101,152** | **101,152** |
| 451 INSURANCE PREMIUMS | 17,100 | 0 | 0 |
| 452 COMMUNICATIONS | 1,327 | 400 | 400 |
| 453 ADVERTISING | 651 | 100 | 100 |
| 457 TRAINING/CONFERENCES | 0 | 600 | 600 |
| 462 EAC ACTIVITIES | 2,150 | 0 | 0 |
| **450E OPERATIONS** | **3,458** | **1,100** | **1,100** |
| 501 GENERAL SUPPLIES | 5,551 | 0 | 0 |
| **500E SUPPLIES** | **1,162** | **0** | **0** |
| 780 INSURANCE TRANSFER | 0 | 8,500 | 8,500 |
| **700E CONSTRUCTION & ISF** | **0** | **8,500** | **8,500** |
| 801 PRINCIPAL | 39,793 | 58,258 | 58,258 |
| 802 INTEREST | 182,687 | 100,284 | 100,284 |
| **800E DEBT SERVICE** | **129,575** | **158,542** | **158,542** |
| 900 OPER. TRANSFERS-OUT | 0 | 23,800 | 23,800 |
| 925 CONTINGENCY & RESERVE | 505 | 0 | 0 |
| **900E TRANSFERS** | **307** | **23,800** | **23,800** |
| **40000 TOTAL EXPENSE** | **243,083** | **297,594** | **297,594** |

# Sonoma Creek Senior Housing

Sonoma Creek Senior Housing is a thirty-four unit rental apartment complex for very low income senior citizens located on Oregon Street. The project was developed and constructed by the City's Community Development Agency (CDA) in 1987, and is administered by the Board of Directors of the Sonoma Community Housing Corporation (SCHC), a non-profit housing corporation created by the CDA. The Board of the SCHC is comprised of two City Councilmembers, the City Manager, a staff member designated by the City Manager and a public member. It meets on an as-needed basis to set rents for Sonoma Creek and address tenant policies and concern. The Assistant City Manager is responsible for the general oversight of the complex and the management firm.

The operation of the apartment complex is contracted out to Hank Fisher Properties, a rental management firm, with the resident managers being employed by the firm. All accounting and finance for the complex is handled through the rental management contract. Rental income is used to repay the indebtedness issued for the purchase of the complex and to cover annual maintenance and other operational costs.

Units in Sonoma Creek are in great demand because the rents are significantly below market, and because of its proximity to shopping and services. The City maintains a waiting list of prospective tenants.

FY 2009-10 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
CDA - HOUSING - S.C.S.H.-260-45001

| DESCRIPTION | 2008 ACTUAL | 2009 BUDGET | 2010 BUDGET |
|---|---|---|---|
| 37200 TRANSFER IN | 0 | 0 | 132,495 |
| **3700 TRANSFERS** | **0** | **0** | **132,495** |
| **30000 TOTAL REVENUE** | **0** | **0** | **132,495** |
| 310 LEGAL | 430 | 0 | 0 |
| 350 PROFESSIONAL/TECHNICAL | 6,959 | 0 | 0 |
| **300E PROFESSIONAL SERVICES** | **7,389** | **0** | **0** |
| 401 UTILITIES | 7,836 | 19,625 | 19,625 |
| 403 CUSTODIAL (Inc. Supplies) | 0 | 2,600 | 2,600 |
| 404 REPAIR & MAINTENANCE | 37,312 | 8,000 | 8,000 |
| 407 CONTRACT SERVICES | 9,780 | 18,436 | 18,436 |
| 420 OTHER PROPERTY SVS | 20,732 | 10,000 | 10,000 |
| **400E PROPERTY SERVICES** | **75,660** | **58,661** | **58,661** |
| 452 COMMUNICATIONS | 371 | 350 | 350 |
| 460 PERMITS, FEES | 16,012 | 20,448 | 20,448 |
| 462 EAC ACTIVITIES | 526 | 0 | 0 |
| **450E OPERATIONS** | **16,909** | **20,798** | **20,798** |
| 501 GENERAL SUPPLIES | 2,136 | 500 | 500 |
| **500E SUPPLIES** | **2,136** | **500** | **500** |
| 750 LONG-TERM BUILDING MAINT | 55,840 | 55,841 | 0 |
| 780 INSURANCE TRANSFER | 2,536 | 2,536 | 2,536 |
| **700E CONSTRUCTION & ISF** | **58,376** | **58,377** | **2,536** |
| 900 OPER. TRANSFERS-OUT | 50,000 | 50,000 | 50,000 |
| 925 CONTINGENCY & RESERVE | 322 | 0 | 0 |
| **900E TRANSFERS** | **50,322** | **50,000** | **50,000** |
| **40000 TOTAL EXPENSE** | **210,792** | **188,336** | **132,495** |