CITY OF SONOMA
&
SUCCESSOR AGENCY

FY 2014-2015

OPERATING & CAPITAL BUDGET

Tom Rouse, Mayor
David Cook, Mayor Pro-Tem
Steve Barbose, Councilmember
Ken Brown, Councilmember
Laurie Gallian, Councilmember

Carol E. Giovanatto, City Manager

Adopted June 30, 2014

CITY OF SONOMA

RESOLUTION NO. 29 - 2014

A RESOLUTION OF THE CITY OF SONOMA AND THE SUCCESSOR AGENCY OF THE FORMER SONOMA COMMUNITY DEVELOPMENT AGENCY ADOPTING THE OPERATING AND CAPITAL BUDGET FOR FISCAL YEAR 2014-2015

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 2014-2015 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 $29,414,975 as set forth in Exhibit 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 2014-2015.

BE IT FURTHER RESOLVED, that the 2014 Capital Improvement Plan is approved in accordance with the CIP plan attached as exhibit "B" and incorporated into the 2014-15 Operating and Capital Budget for the City of Sonoma:

PASSED AND ADOPTED by the City Council of the City of Sonoma at their regular meeting held on the 30th day of June 2014 by the following vote:

AYES: Barbose, Cook, Brown, Gallian, Rouse
NOES: None
ABSENT: None

Tom Rouse, Mayor

ATTEST:

Gay Johann
Assistant City Manager/City Clerk

EXHIBIT A
City of Sonoma

Operating Budget for FY 2014-15

Expenditure/Department	FY 2014-15 Adopted Budget
City Council	139,160
City Clerk	161,353
City Manager	191,461
Finance	202,802
Legal	250,000
Police	4,393,933
Fire/EMS	5,038,273
Public Works	899,943
Streets-Capital Projects	2,150,964
Planning	708,661
Building	486,126
Community Activities	179,500
Non-Departmental	476,284
Successor Agency	369,209
Transfers to Other Funds	442,145
TOTAL ALL EXPENDITURES	**16,089,814**

Expenditure/Department	FY 2014-15 Adopted Budget
Gas Tax-Street Maintenance	823,040
Maysonnave Property	10,317
Bond Property	3,394
Cemeteries	339,832
Water Utility	6,687,200
Management Information Systems	243,530
Long-term Building Maintenance	197,500
CDA/Recognized Obligation Schedule	4,343,498
Debt Svs-Pension Obligation Bond	410,950
Vehicle Replacement Fund	265,900

City of Sonoma
FY 2014-15 Capital Improvement Program

EXHIBIT "B"

	Project	Approximate Project Expenses To-Date	Estimated FY15 Project Expenses	Estimated Project Expenses After FY15	Estimate of Total Project Cost	Project Contact	Projected Funding Sources - FY 2015 ONLY: LTBM 610	GF-SPECIAL PROJECTS FUND 100	WATER CIP 512	STREETS CIP 100	CEMETERIES CIP 501	GRANTS see Comments	COMMENTS / FUNDING and GRANT EXPLANATIONS
City Buildings													
PB-1	Fire Station Paint Exterior Woodwork	8,200	50,000	-	58,200	Wirick	50,000						LTBM - 100% of project costs
PB-2	City Hall - Bell Tower Roof Structural Repair (2014/15 Termite Repairs)	129,000	35,000	-	164,000	Wirick	35,000						LTBM - 100% of project costs
PB-3	Marcy House - Remove 11 Trees, Stumps and Roots		30,000			Hudson		30,000					GF - Non-Departmental - (100-43200-404-60404)
PB-4	Carnegie - Lobby, Conf. Rm Repainting	-	55,000		55,000	Wirick	55,000						LTBM - 100% of project costs
PB-7	Depot Museum ADA and Code Improvements		8,000	45,000	53,000	Wirick	8,000						Initial Design in 14/15, Construction in FY 15/16 LTBM - 100% of project costs
PB-8	Fire Station Stairway Flooring Replacement Project	3,000	16,000	-	19,000	Wirick	16,000						LTBM - 100% of project costs
PB-10	Corp Yard Warehouse ADA Restroom and Emergency Shower Improvements	-	10,000	50,000	60,000	Takasugi			5,000	5,000			Initial Design in 14/15, Construction in FY 15/16 Water CIP - 50% of project costs Streets CIP - 50% of project costs
PB-13	Maysonnave Cottage Elec.Service Upgrade	1,500	33,500	-	35,000	Wirick	33,500						LTBM - 100% of project costs except that some Maysonnave House funds may be used.
	City Building Totals	141,700	237,500	95,000	444,200		197,500	30,000	5,000	5,000	-	-	
Parks, Cemeteries and Open Space													
											0		
	Parks, Cemeteries and Open Space Totals	-	-	-	-		-	-	-	-	-	-	
Combined Water and Street Improvements													
	Combined Water and Streets Totals	-	-	-	-	-	-	-	-	-	-	-	

City of Sonoma
FY 2014-15 Capital Improvement Program

EXHIBIT "B"

	Project	Approximate Project Expenses To-Date	Estimated FY15 Project Expenses	Estimated Project Expenses After FY15	Estimate of Total Project Cost	Project Contact	Projected Funding Sources - FY 2015 ONLY: LTBM 610	GF-SPECIAL PROJECTS FUND 100	WATER CIP 512	STREETS CIP 100	CEMETERIES CIP 501	GRANTS see Comments	COMMENTS / FUNDING and GRANT EXPLANATIONS
Streets/Sidewalks/Bikeways Improvements													
SS-2	Napa Road - Street and Bikeway Improvements - Broadway to Jones Street	50,000	507,773		557,773	Takasugi				234,239		273,534	OBAG Grant = $250K (applied - award decision in summer 2013) TDA3 Grant = $5K; TDA3 Grant (from Depot Park) = $18533.81 Streets CIP = $235K (FY 14/15)
SS-3	Citywide Sidewalk Repair Program		50,000			Takasugi				50,000			Streets CIP = $50,000Phase 2 of the sidewalk inspection, repair, and cost-share program, planned at $50K per year.
SS-4	Citywide Street Improvement Program		677,865		677,865	Takasugi				677,865			Streets CIP = $677,865 Includes 75% of cost for various Street Rehabilitation. 25% of project is charged to water utility improvement.
SS-5	Chase Street Bridge Replacement Project	150,000	809,864	1,506,950	2,466,814	Takasugi				168,452		641,412	Federal HBRR Grant = $1,496,433 Streets CIP = $809,864
	Streets/Sidewalks/Bikeways Total	200,000	2,045,502	1,506,950	3,702,452		-	-	-	1,130,556	-	914,946	
Water Mains, Wells, Pumps Improvements													
WM-1	Well No. 8 (Field of Dreams) - Preliminary Study	112,700	540,686	131,725	785,111	Takasugi			265,569			275,117	Water CIP = $265,569 (FY 14/15) Reimbursement from SCWA Local Supply / Recycled Water / Tier 2 Program (LRT2). Total available project funding through LRT2 is $275,117.
WM-3	Groundwater Banking Pilot Project	10,000	25,000		35,000	Takasugi			25,000				Water CIP = $50,000 (FY 14/15) SCWA seeking grant funding to assist with implementation of pilot project.
WM-12	West Napa Water Main & Services Replacement (Brdwy-Staples)	204,000	1,190,324	1,123,650	2,166,000	Takasugi			1,190,324				Water CIP = $1,190,324 (FY 14/15) Need to complete prior to Caltrans West Napa Street repair project (Caltrans anticpated programming scheduled for 2017)
WM-16	2014 Citywide Water Lateral Replacement		226,000		226,000	Takasugi			226,000				Water CIP = $226,000 (FY 14/15) Replaces old water service lines that are at the end of their useful life and may be leaking. 25% of Citywide Street Improvement Project.
WM-17	Replace Water Meter Registers and Radios		200,000	200,000	400,000	Takasugi			200,000				Water CIP = $200,000 (FY 14/15) Replaces old meter registers/radios that are out of warranty and have no leak detection capability.
WM-18	Relocation of Water Main on Chase St. Bridge		40,000	100,000	140,000	Takasugi			20,000			20,000	Water CIP = $20,000 (FY14/15) Design in FY14/15 for $20,000. Under reimbursement funding agreement with SCWA design of Sewer relocation is $20,000.
	Water Mains, Wells, Pumps Total	326,700	2,222,010	1,555,375	3,752,111		-	-	1,926,893	-	-	295,117	
	Total of All City Projects	668,400	4,505,012	3,157,325	7,898,763		197,500	30,000	1,931,893	1,135,556	-	1,210,063	
SONOMA AS SUCCESSOR AGENCY													
	2011 CDA TAX ALLOCATION BOND PROJECTS (THAT ARE NOT LISTED ABOVE)	579,000	-	4,759,100	4,759,100	Takasugi							Given the hold on CDA TAB Projects, some projects are proceeding as listed above. The figures in this row ony account for the projects listed in the 2011 CDA TAB Project List that are not otherwise included in the City Projects above.
	Total of All Capital Improvement Projects	1,247,400	4,505,012	7,916,425	12,657,863		197,500	30,000	1,931,893	1,135,556	-	1,210,063	

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2014-15
GENERAL FUND REVENUE - 100-00000

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
30010 TAXES - SECURED	2,581,620	2,607,440	2,992,220
30011 TAXES - UNSECURED	93,000	90,000	90,000
30013 PROPERTY TAX SHARE/RDA	220,800	563,550	0
30014 TAXES - SUPPLEMENTAL	87,360	80,000	80,000
30015 TAXES - HOPTR	25,100	25,100	26,000
30016 COUNTY COLLECTION FEE	-49,274	-25,600	-25,800
30017 ERAF (STATE TRSFR)	-1,163,860	-1,161,000	-1,265,000
30020 SALES TAXES - SAFETY	105,000	114,000	116,000
30021 SALES AND USE TAXES	2,426,839	2,606,800	2,790,460
30023 VLF SWAP	750,000	752,000	789,600
30028 SA ADMIN COST ALLOWANCE	250,000	250,000	250,000
30029 MEASURE J-LOCAL SALES TA	766,000	1,355,000	2,158,600
30030 TRANSIENT OCCUPANCY TAX	2,700,000	3,162,900	3,350,000
30031 FRANCHISE TAXES	374,000	404,000	434,000
30040 BUSINESS LICENSE	300,000	325,000	340,000
30060 PROPERTY TRANS TAX	70,000	77,500	125,000
3001 TAXES	**9,536,585**	**11,226,690**	**12,251,080**
30102 ZONING FEES	27,000	30,000	32,000
30104 SALES OF PUBLICATIONS	1,000	1,000	500
30105 MICROGRAPHICS FEES	6,000	9,000	10,000
30108 STRONG MOTION FEES (CITY	150	390	390
30111 FIRE PLAN CHECK FEE	9,500	15,000	0
30112 BUILDING PLAN CHECK FEE	130,000	130,000	140,000
30113 PLANNING PLAN CHECK FEE	0	1,600	1,600
30114 ENGINEER PLAN CHECK FEE	30,000	30,000	30,000
30115 BUILDING INSPECTION/PROC	118,000	130,000	180,000
30117 ENGINEERING INSPECTION/P	2,000	2,000	2,000
30118 PLANNING FEES	4,000	1,000	5,500
30119 TRAINING FEES	5,130	10,000	8,000
30125 NEWSRACK FEES	132	130	140
3010 FEES	**332,912**	**360,120**	**410,130**
30201 ANIMAL LICENSE	11,000	11,000	11,000
30203 ENCROACHMENT	35,000	45,000	45,000
3020 LICENSES & PERMITS	**46,000**	**56,000**	**56,000**
30301 PARKING FINES	50,000	50,000	45,000
30302 CRIMINAL FINES	7,000	5,000	2,000
30303 VEHICLE CODE FINES	25,000	26,000	28,000
30307 CHP - SONOMA	500	500	1,000
30308 SONOMA P/C 33%	200	300	300
30310 TRAFFIC VIOLATOR SCHOOL	2,500	3,500	4,600
30311 COURT RESTITUTION	4,400	0	0
3030 FINES & FORFEITURES	**89,600**	**85,300**	**80,900**
30600 INTEREST INCOME	130,000	50,000	30,000
30701 RENTAL INCOME	65,000	65,000	65,000
30702 PARK RESERVATION	20,000	20,000	40,000
30703 MOBILE HOME PARK ADM	10,272	9,500	9,500
30800 FILMING PERMIT FEE	3,000	1,500	1,000
3060 INTEREST & RENTS	**228,272**	**146,000**	**145,500**
31001 MV IN-LIEU	60,950	70,000	55,000
31105 HWY USERS TAX-PROP 42	56,940	0	0
31109 CHASE STREET BRIDGE	0	0	660,220
31110 OBAG GRANT	0	0	273,534
3100 STATE REVENUES	**117,890**	**70,000**	**988,754**
31405 VOM FINANCE AGMT	26,000	26,000	21,000
31502 POLICE SERVICES	38,000	38,000	36,000
31503 ANIMAL SERVICES	1,000	1,000	3,000
31504 SPECIAL PUBLIC WORKS	20,000	15,000	15,000
31507 STREET SWEEPING	9,052	9,052	9,052
31509 TID 1% ADMIN	4,400	5,000	15,000
31510 PUBLIC WORKS INSPECTIONS	5,000	10,000	40,000
3110 CHARGES FOR SERVICES	**103,452**	**104,052**	**139,052**

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2014-15
GENERAL FUND REVENUE - 100-00000

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
33001 BILLINGS - EMS (ADJUSTME	1,770,000	1,410,000	1,330,000
33002 FIREMED MEMBERSHIP	46,000	42,000	30,000
3300 EMS	**1,816,000**	**1,452,000**	**1,360,000**
35001 SALE OF PROPERTY	1,000	1,000	0
35004 REIMBURSEMENT AGMTS	0	17,500	17,500
35007 YOUTH/FAMILY SVS GRANT	32,500	32,500	32,500
35021 PG&E SOLAR REBATES	24,000	26,500	26,500
36102 PRIOR YEAR RESERVE	0	740,000	0
37201 TRANSFER FROM RESERVES	75,700	50,000	27,600
3500 MISCELLANEOUS	**133,200**	**867,500**	**104,100**
37200 TRANSFER IN	565,154	540,154	554,298
3700 TRANSFERS	**565,154**	**540,154**	**554,298**
30000 TOTAL REVENUE	**12,969,065**	**14,907,816**	**16,089,814**
NET REVENUE VS EXPENDITURE	12,969,065	14,907,816	16,089,814

CITY OF SONOMA

FY 2014-2015 OPERATING BUDGET NARRATIVE

City Council Department

Carol E. Giovanatto, City Manager

DESCRIPTION:

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

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

COUNCIL GOALS:

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

The City Council held a Goal Setting Workshop on May 5, 2014 and established a set of goals that been used as the basis for the FY 2014 – 2015 budget and provide overall guidance for the City Manager and staff.

Those goals are included in this budget document and include seven key areas:

- Balancing City Character
- Fiscal Management
- Infrastructure
- Policy and Leadership
- Public Service
- Recreation and Community Resources
- Water

RECOMMENDED BUDGET MODIFICATIONS:

DEPARTMENT / CATEGORY	OBJECT #	COST INCREASE (REDUCTION)	DETAILS	COUNCIL GOAL
Travel, Memberships, & Other Services	60455 & 60456 & 60480	$5,726	Increase budget to reflect actual expenses from 2014.	Yes: This will support all council goals and primarily Policy and Leadership.

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2014-15
CITY COUNCIL - 100-41001

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
120 TEMPORARY/PART-TIME	18,000	18,000	18,000
100E SALARY & WAGES	**18,000**	**18,000**	**18,000**
290 EMPLOYEE BENEFITS	88,500	81,276	81,276
200E EMPLOYEE BENEFITS	**88,500**	**81,276**	**81,276**
350 PROFESSIONAL/TECHNICAL	0	500	500
300E PROFESSIONAL SERVICES	**0**	**500**	**500**
455 TRAVEL	1,600	2,000	3,000
456 MEMBERSHIPS	10,020	15,244	16,970
457 TRAINING/CONFERENCES	4,500	4,500	4,500
480 OTHER SERVICES	1,000	1,000	4,000
450E OPERATIONS	**17,120**	**22,744**	**28,470**
501 GENERAL SUPPLIES	1,500	1,500	1,500
506 FOOD	1,200	1,200	1,200
510 DEPARTMENT EXPENSE	6,000	6,000	6,000
500E SUPPLIES	**8,700**	**8,700**	**8,700**
770 MIS REPLACEMENT TRANSFER	1,206	1,206	2,214
700E INTERNAL SERVICE & CAPITA	**1,206**	**1,206**	**2,214**
40000 TOTAL EXPENSE	**133,526**	**132,426**	**139,160**
NET REVENUE VS EXPENDITURE	-133,526	-132,426	-139,160

CITY OF SONOMA

FY 2014-2015 OPERATING BUDGET NARRATIVE

City Clerk Department

Gay Johann, Assistant City Manager / City Clerk

DESCRIPTION:

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

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

CHALLENGES:

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

DEPARTMENT GOALS:

The City Clerk's Department, which serves as the information nucleus of the City and its departments, is dedicated to providing the highest level of professional service to the citizens of Sonoma. The City Clerk's main goal is to provide these services expeditiously while ensuring compliance with all California Statutes and City Ordinances. The City Clerk is anxious to take full advantage of new technological developments that would enhance our efficiency in the performance of our duties and responsibilities. Future opportunities could include paper-less agenda packets, a City Facebook page, and an enhanced internet visibility.

RECOMMENDED BUDGET MODIFICATIONS:

ELECTION YEAR COSTS:

The City Clerk's 2014/15 budget includes $15,000, which is the estimated cost of the November 4, 2014 election at which three Councilmember positions will be filled.

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2014-15
CITY CLERK - 100-41002

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
110 REGULAR EMPLOYEES	68,537	74,024	82,963
120 TEMPORARY/PART-TIME	0	0	14,451
100E SALARY & WAGES	**68,537**	**74,024**	**97,414**
290 EMPLOYEE BENEFITS	23,326	23,322	26,056
291 WORKERS COMP	3,467	3,467	4,566
200E EMPLOYEE BENEFITS	**26,793**	**26,789**	**30,622**
321 ELECTIONS	11,000	0	15,000
350 PROFESSIONAL/TECHNICAL	2,500	2,500	3,000
300E PROFESSIONAL SERVICES	**13,500**	**2,500**	**18,000**
453 ADVERTISING	2,000	2,000	2,000
455 TRAVEL	30	30	50
456 MEMBERSHIPS	450	450	1,172
457 TRAINING/CONFERENCES	2,500	2,500	3,500
450E OPERATIONS	**4,980**	**4,980**	**6,722**
501 GENERAL SUPPLIES	2,000	2,000	2,000
500E SUPPLIES	**2,000**	**2,000**	**2,000**
770 MIS REPLACEMENT TRANSFER	3,802	1,322	1,789
780 INSURANCE TRANSFER	4,806	4,806	4,806
700E INTERNAL SERVICE & CAPITA	**8,608**	**6,128**	**6,595**
40000 TOTAL EXPENSE	**124,418**	**116,422**	**161,353**
NET REVENUE VS EXPENDITURE	-124,418	-116,422	-161,353

CITY OF SONOMA

FY 2014-15 OPERATING BUDGET NARRATIVE

City Manager Department

Carol E. Giovanatto, City Manager

DESCRIPTION:

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

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

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

CHALLENGES:

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

DEPARTMENT GOALS:

Effectively implement the 2014 City Council Goals with emphasis on seven key areas:

- Balancing City Character
- Fiscal Management
- Infrastructure
- Policy & Leadership
- Public Service
- Recreation & Community Resources
- Water

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

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

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

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

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

RECOMMENDED BUDGET MODIFICATIONS: None

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2014-15
CITY MANAGER - 100-41003

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
110 REGULAR EMPLOYEES	142,316	207,195	117,276
120 TEMPORARY/PART-TIME	0	0	7,226
100E SALARY & WAGES	**142,316**	**207,195**	**124,502**
290 EMPLOYEE BENEFITS	46,458	39,011	30,102
291 WORKERS COMP	5,700	5,700	5,835
200E EMPLOYEE BENEFITS	**52,158**	**44,711**	**35,937**
313 CONSULTING	1,000	1,000	1,000
350 PROFESSIONAL/TECHNICAL	0	0	10,000
300E PROFESSIONAL SERVICES	**1,000**	**1,000**	**11,000**
452 COMMUNICATIONS	700	700	750
455 TRAVEL	900	900	900
456 MEMBERSHIPS	1,170	1,170	0
457 TRAINING/CONFERENCES	3,000	3,000	3,000
480 OTHER SERVICES	2,000	2,000	2,000
491 DISASTER PREPAREDNESS	1,000	1,000	1,000
450E OPERATIONS	**8,770**	**8,770**	**7,650**
501 GENERAL SUPPLIES	500	500	500
507 BOOKS & PERIODICALS	250	250	350
500E SUPPLIES	**750**	**750**	**850**
770 MIS REPLACEMENT TRANSFER	6,800	3,189	2,002
780 INSURANCE TRANSFER	9,520	9,520	9,520
700E INTERNAL SERVICE & CAPITA	**16,320**	**12,709**	**11,522**
40000 TOTAL EXPENSE	**221,313**	**275,135**	**191,461**
NET REVENUE VS EXPENDITURE	-221,313	-275,135	-191,461

CITY OF SONOMA

FY 2014-2015 OPERATING BUDGET NARRATIVE

Finance Department

DeAnna Hilbrants, Finance Director

DESCRIPTION:

In October 2013, the City Council approved the creation of a stand-alone Finance Department. In Fiscal Year 2014 - 2015 the Finance Department will be staffed with 3.75 Full-Time Equivalent employees including the Finance Director, Accountant, and two Accounting Technicians. Finance department employee costs are allocated between the Finance Department, the Successor Agency, and the Water Utility.

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

With a fully staffed team, the department will provide management review, ongoing monitoring and comprehensive planning that will better enable City executive staff and City Council to make informed financial decisions. Ultimately, the department will provide and support more comprehensive planning and forecasting activities as the City addresses needs for new revenue sources and funding for capital projects.

FISCAL YEAR 2013 – 2014 ACCOMPLISHMENTS:

- Transition from 30-year old MOMS financial system to Springbrook financial system including implementation of primary modules: General Ledger, Utility Billing, Accounts Payable, and Payroll.
- Establishment of Stand-Alone Finance Department including recruitment and hiring of Finance Director.
- Successfully completed State Controller Audit of all asset transfers from the Sonoma Redevelopment Agency. This audit identified that the Sonoma Community Development Agency appropriately transferred $68,588,763 in assets to the Successor Agency and that no unallowable transfers were identified.
- Distribution of Request for Proposal and recommendation of award of agreement for firm to complete Annual Financial Audits for City.

FISCAL YEAR 2014 – 2015 GOALS:

- Provide support for implementation of 2014 City Council goals
- Complete implementation of minor modules in the Springbrook system and identify areas where use of the system can create operating efficiencies for the department and the City.
- Develop and improve policies related to financial activities.
- Implement monthly water billing and improve water billing statements

RECOMMENDED BUDGET MODIFICATIONS:

DEPARTMENT/Category	OBJECT #	COST/REDUCTION	DETAILS	Council Goal
Finance/Full and Part-time Salaries, benefits, and training	110, 120, 290	Increase $42,817	Addition of Finance Director approved during Fiscal Year 2013 - 2014.	Yes; Fiscal Management: maintain balanced city budget, address long term stability.
Finance/Audit Costs	311	Increase $2,000	Increase to reflect proposed costs resulting from RFP for audit firm.	Yes; Fiscal Management, needed for accurate reporting and fiscal management
Other Professional / Tech		Increase $2,000	Increase to set up Payment Processing Services for Business Licenses	Yes; Fiscal Management: automates services enabling staff to focus on higher level activities.

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2014-15
FINANCE - 100-41004

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
110 REGULAR EMPLOYEES	54,895	62,285	100,156
120 TEMPORARY/PART-TIME	16,216	19,332	19,739
100E SALARY & WAGES	**71,111**	**81,617**	**119,896**
290 EMPLOYEE BENEFITS	27,080	28,150	32,689
291 WORKERS COMP	2,220	2,220	5,619
200E EMPLOYEE BENEFITS	**29,300**	**30,370**	**38,309**
311 ACCOUNTING/AUDIT	11,000	15,000	17,500
350 PROFESSIONAL/TECHNICAL	0	0	2,000
300E PROFESSIONAL SERVICES	**11,000**	**15,000**	**19,500**
407 CONTRACT SERVICES	0	600	600
400E PROPERTY SERVICES	**0**	**600**	**600**
455 TRAVEL	150	500	500
456 MEMBERSHIPS	1,000	1,000	1,000
457 TRAINING/CONFERENCES	1,500	2,250	3,000
450E OPERATIONS	**2,650**	**3,750**	**4,500**
501 GENERAL SUPPLIES	2,750	2,750	2,750
500E SUPPLIES	**2,750**	**2,750**	**2,750**
606 SOFTWARE	60,000	0	0
600E CAPITAL ASSETS	**60,000**	**0**	**0**
770 MIS REPLACEMENT TRANSFER	15,895	14,194	12,261
780 INSURANCE TRANSFER	4,987	4,987	4,987
700E INTERNAL SERVICE & CAPITA	**20,882**	**19,181**	**17,248**
901 TRANSFERS-MISCELLANEOUS	-60,000	0	0
900E TRANSFERS	**-60,000**	**0**	**0**
40000 TOTAL EXPENSE	**137,693**	**153,268**	**202,802**
NET REVENUE VS EXPENDITURE	-137,693	-153,268	-202,802

CITY OF SONOMA

FY 2014-2015 OPERATING BUDGET NARRATIVE

Legal Services

DeAnna Hilbrants, Finance Director

City Attorney/ Jeffery A. Walters, Walters & Pistole

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

For Fiscal Year 2014 – 2015 a status quo budget is presented with no changes from prior year.

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

The Office of the City Prosecutor has responsibility for two primary areas; prevention, mitigation and prosecution of crimes not amounting to felonies (18 yrs of age and older) and Youth and Family Services (minors).

Staffing for both programs includes:

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

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2014-15
LEGAL SERVICES - 100-41005

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
310 LEGAL	267,000	250,000	250,000
300E PROFESSIONAL SERVICES	**267,000**	**250,000**	**250,000**
40000 TOTAL EXPENSE	**267,000**	**250,000**	**250,000**
NET REVENUE VS EXPENDITURE	-267,000	-250,000	-250,000

CITY OF SONOMA

FY 2014-2015 OPERATING BUDGET NARRATIVE

Community Activities

Carol Giovanatto, City Manager

Community Activities represents services that benefit the entire community of Sonoma. For Fiscal Year 2014 – 2015; the budgeted programs include: lease of the Veteran's Building, Grad Night and Tier 1 Contracts (Sonoma Ecology Center, Vintage House, Boys and Girls Club, Community Center).

Over the past several years, Council has maintained a secure funding stream for certain local non-profits over the past several years referred to as "Tier 1".

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

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2014-15
COMM. ACTIVITIES - 100-43101

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
130 OVERTIME	200	0	0
100E SALARY & WAGES	**200**	**0**	**0**
405 RENTAL/LEASE - LAND & BUIL	10,000	10,000	15,000
407 CONTRACT SERVICES	35,500	500	500
408 TIER 1 CONTRACTS	123,200	136,400	164,000
400E PROPERTY SERVICES	**168,700**	**146,900**	**179,500**
40000 TOTAL EXPENSE	**168,900**	**146,900**	**179,500**
NET REVENUE VS EXPENDITURE	-168,900	-146,900	-179,500

CITY OF SONOMA

FY 2014-2015 OPERATING BUDGET NARRATIVE

Non-Departmental Expenses

DeAnna Hilbrants, Finance Director

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

The FY 2014 - 2015 increases to maintenance, utilities and employee benefits reflect an assessment of prior year actual expenses to project costs for the FY2015 budget year. These increases do not reflect added services but maintenance of the previous fiscal year service levels. These expenses are largely uncontrollable expenses and are primarily related to maintenance, communications, and utilities. The Non-Departmental budget also reflects an increase of $15,000 to replace the historical directional sign on the Plaza.

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2014-15
NON-DEPARTMENTAL - 100-43200

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
120 TEMPORARY/PART-TIME	15,892	16,272	16,604
100E SALARY & WAGES	**15,892**	**16,272**	**16,604**
290 EMPLOYEE BENEFITS	2,989	2,736	2,288
291 WORKERS COMP	3,450	3,450	778
200E EMPLOYEE BENEFITS	**6,439**	**6,186**	**3,066**
350 PROFESSIONAL/TECHNICAL	3,500	3,500	3,500
300E PROFESSIONAL SERVICES	**3,500**	**3,500**	**3,500**
401 UTILITIES	115,220	145,500	155,000
403 CUSTODIAL (Inc. Supplies)	14,700	18,000	18,000
404 REPAIR & MAINTENANCE	19,500	16,000	39,000
406 RENTAL/LEASE-EQUIPMENT	19,520	19,520	22,317
420 OTHER PROPERTY SVS	3,000	1,000	0
400E PROPERTY SERVICES	**171,940**	**200,020**	**234,317**
452 COMMUNICATIONS	11,000	22,000	28,000
454 PRINTING & BINDING	1,100	250	250
461 CFAC ACTIVITIES	4,500	4,500	4,500
480 OTHER SERVICES	4,500	2,400	2,400
450E OPERATIONS	**21,100**	**29,150**	**35,150**
501 GENERAL SUPPLIES	25,500	18,600	20,600
545 BUILDING & GROUNDS	0	0	15,000
500E SUPPLIES	**25,500**	**18,600**	**35,600**
606 SOFTWARE	0	15,000	15,000
600E CAPITAL ASSETS	**0**	**15,000**	**15,000**
750 LONG-TERM BUILDING MAINT	71,137	70,852	84,564
770 MIS REPLACEMENT TRANSFER	46,514	51,434	47,369
780 INSURANCE TRANSFER	1,114	1,114	1,114
700E INTERNAL SERVICE & CAPITA	**118,765**	**123,400**	**133,047**
40000 TOTAL EXPENSE	**363,137**	**412,128**	**476,284**
NET REVENUE VS EXPENDITURE	-363,137	-412,128	-476,284

CITY OF SONOMA

FY 2014-2015 OPERATING BUDGET NARRATIVE

Successor Agency, RPTTF-ROPS

DeAnna Hilbrants, Finance Director

Successor Agency

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

- Portion of Staff Costs including: City Manager, Assistant City Manager, Administrative Services Manager, and Finance Director
- Underwriting through the Sebastiani Theatre lease
- Costs of Economic Development Activities including the Small Business Loan Program
- Ongoing costs for items that were previously under the RDA such as utilities for the Emergency Shelter

RPTTF - ROPS:

The departmental budgets represented by the RDA Property Tax Trust Fund (RPTTF) and the Recognized Obligation Payment Schedule (ROPS) are part of the same action by the California Assembly Bill ABX1 26. Through this legislation, new guidelines were issued for the dissolution of the former redevelopment agency (Sonoma Community Development Agency) and establishment of the Successor Agency to the Sonoma Community Development Agency. This legislation includes guidelines for remittance and a payment schedule for State recognized and approved expenses. As a general rule, approved expenses may include:

- Debt service costs which were previously funded by tax increment and that have an amortization schedule of the time of the dissolution of the RDA. These expenses will be paid using funds received under ROPS until the debt is fully paid according to the original schedule. The schedule includes tax increment bonds issued in 2003, 2010 and 2011, as well as a USDA note payable related to former RDA Housing and Clean Renewable Energy Bonds (CREB 2008). The 2011 Tax Allocation Bonds are currently held pending legislation or litigation related to the dissolution of redevelopment but payments are included in the approved expenses. These bonds were issued in an

aggregate amount of $16 million to fund various capital improvements and public service projects including affordable housing.

- Contract services through the end of a contract that was issued before the dissolution of the Sonoma Community Development Agency
- Other expenses approved by the Successor Agency.

For expenses on the ROPS, the City as Successor Agency will receive pass through revenue when property taxes are remitted to the City by the County.

Although RPTTF and ROPS are not part of the General Fund budget, these are presented together to provide visibility of the costs that were previously paid by the Redevelopment Agency that are now paid by the General Fund.

DEPARTMENT/Category	OBJECT #	COST/REDUCTION	DETAILS	Council Goal
Successor Agency / Legal	50310	(DECREASE $100,000)	Reduce budget for legal costs to $0: Additional funds were set aside in 2013 / 2014 for legal action related to the 2011 TAB bonds. As legislation is been presented that may result in the release of those funds. If the legislation is unsuccessful, staff will present options to council in the future.	Yes; fiscal management
RPTTF – ROPS	ALL	Increase $657,910	Increase resulting from correction to approved ROPS expenses that were not included in the 2013 – 2014 budget document.	Yes; fiscal management

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2014-15
SUCCESSOR AGENCY - 100-43199

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
110 REGULAR EMPLOYEES	162,911	109,092	125,185
100E SALARY & WAGES	**162,911**	**109,092**	**125,185**
290 EMPLOYEE BENEFITS	51,656	31,876	32,798
291 WORKERS COMP	7,830	2,600	5,867
200E EMPLOYEE BENEFITS	**59,486**	**34,476**	**38,666**
310 LEGAL	65,000	100,000	0
311 ACCOUNTING/AUDIT	27,000	15,000	0
300E PROFESSIONAL SERVICES	**92,000**	**115,000**	**0**
405 RENTAL/LEASE - LAND & BUIL	0	0	66,000
407 CONTRACT SERVICES	1,170	75,000	75,000
400E PROPERTY SERVICES	**1,170**	**75,000**	**141,000**
453 ADVERTISING	1,000	0	3,500
455 TRAVEL	200	0	0
456 MEMBERSHIPS	2,000	0	0
457 TRAINING/CONFERENCES	2,200	0	500
480 OTHER SERVICES	0	50,000	40,000
450E OPERATIONS	**5,400**	**50,000**	**44,000**
501 GENERAL SUPPLIES	0	0	1,500
535 UTILITIES	1,850	1,850	0
540 RENTS & LEASES	54,000	65,000	0
500E SUPPLIES	**55,850**	**66,850**	**1,500**
705 ROPS PRJ CONTINGENCY	44,497	0	0
750 LONG-TERM BUILDING MAINT	15,355	11,276	10,548
770 MIS REPLACEMENT TRANSFER	23,894	12,276	8,311
780 INSURANCE TRANSFER	10,911	0	0
700E INTERNAL SERVICE & CAPITA	**94,657**	**23,552**	**18,859**
40000 TOTAL EXPENSE	**471,475**	**473,970**	**369,209**
NET REVENUE VS EXPENDITURE	-471,475	-473,970	-369,209

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2014-15
RPTTF - ROPS - 391-53001

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
30013 PROPERTY TAX SHARE/RDA	3,719,318	3,719,318	4,343,498
3001 TAXES	**3,719,318**	**3,719,318**	**4,343,498**
30000 TOTAL REVENUE	**3,719,318**	**3,719,318**	**4,343,498**
310 LEGAL	0	0	130,000
311 ACCOUNTING/AUDIT	0	0	30,000
300E PROFESSIONAL SERVICES	**0**	**0**	**160,000**
407 CONTRACT SERVICES	395,150	365,164	298,000
400E PROPERTY SERVICES	**395,150**	**365,164**	**298,000**
535 UTILITIES	0	0	4,370
500E SUPPLIES	**0**	**0**	**4,370**
801 PRINCIPAL	0	0	1,743,290
802 INTEREST	0	0	2,137,838
800E DEBT SERVICE	**0**	**0**	**3,881,128**
900 OPER. TRANSFERS-OUT	3,324,168	3,320,424	0
900E TRANSFERS	**3,324,168**	**3,320,424**	**0**
40000 TOTAL EXPENSE	**3,719,318**	**3,685,588**	**4,343,498**
NET REVENUE VS EXPENDITURE	0	33,730	0

CITY OF SONOMA

FY 2014-2015 OPERATING BUDGET NARRATIVE

Inter-Fund Transfers (General Fund to Other Funds)

Carol Giovanatto, City Manager

Interfund transfers (General Fund to Other Funds) represent transfers from the general fund to other funds to pay debt service costs associated with general fund or due to operating deficit in other funds. For Fiscal Year 2014 – 2015; transfers will be made as specified below:

- Debt Service Pension Obligation Bond: $225,705
- Gas Tax for Street Department: $111,823
- Transfer to Cemetery Fund to Balance: $104,617

During Fiscal Year 2014 – 2015; City staff will evaluate options related to the Cemetery Fund deficit and will bring forward a recommendation for future years.

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

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2014-15
GEN FUND - TO OTHER FUNDS - 100-43999

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
900 OPER. TRANSFERS-OUT	201,823	111,823	442,145
900E TRANSFERS	**201,823**	**111,823**	**442,145**
40000 TOTAL EXPENSE	**201,823**	**111,823**	**442,145**
NET REVENUE VS EXPENDITURE	-201,823	-111,823	-442,145

CITY OF SONOMA

FY 2014-2015 OPERATING BUDGET NARRATIVE

Debt Service Funds

DeAnna Hilbrants, Finance Director

DESCRIPTION:

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

With the dissolution of redevelopment (further described in the narrative for Successor Agency, RPTTF-ROPS), debt service funds to be paid under the RPTTF-ROPS were transferred to that fund.

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

- 2012 Pension Obligation Bond with costs to be allocated among funds with staffing costs and transferred to the debt service fund.
- Refinance of the 2001 Water Bond. Debt service costs related to this bond are paid from the Water Fund.

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2014-15
2012 POB DEBT SERVICE - 498-57109

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
37200 TRANSFER IN	0	0	410,950
3700 TRANSFERS	**0**	**0**	**410,950**
30000 TOTAL REVENUE	**0**	**0**	**410,950**
801 PRINCIPAL	0	0	320,000
802 INTEREST	0	0	90,950
800E DEBT SERVICE	**0**	**0**	**410,950**
40000 TOTAL EXPENSE	**0**	**0**	**410,950**

CITY OF SONOMA

FY 2014-2015 OPERATING BUDGET NARRATIVE

Planning Department

David Goodison, Director of Planning and Community Services

DESCRIPTION:

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

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

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

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

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

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

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

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

Mapping and Addressing: Maintaining the address map, maintaining Fire Department run books, creation of miscellaneous maps as required for the Planning Division and other departments. Assignment of addresses for new projects, additions, reassignments within city limits, and distribution to appropriate agencies.

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

2013-2014 HIGHLIGHTS:

- Sonoma achieved the status of a Certified Local Government with respect to historic preservation
- Implementation of the Transfer Agreement for the Montini Preserve is underway, with completion expected in September 2014. As a related item, an amendment to the Management Plan that would allow leashed dogs on trails within the Preserve has been drafted and is undergoing review.
- An update of the City's Bicycle and Pedestrian Master Plan was completed
- Bicycle education and safety programs were implemented on a pilot basis, including training sessions for children and adults and the provision of a bicycle valet service at the Farmer's Market
- The update the Housing and Circulation Elements of the General Plan are underway
- Regulations on wine tasting facilities and winebars / taprooms were adopted
- The processing of the Mission Square project was successfully completed

2014--2015 WORK PROGRAMS:

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

Update Housing and Circulation Elements (Budgeted in 2013 - 2014)

Note: *This program, which was was funded in the 2013/14 Budget, is already underway but will be completed in the upcoming budget year. No additional funding for this work is proposed.* The City, along with all other jurisdictions in the Bay Area, has received updated fair share housing allocations for the planning period of 2014-2022. Under State law, the Housing Element must be updated to reflect the new allocations and the deadline for completing this work is January 31, 2015. In addition the Circulation Element needs to be updated to comply with the provisions of AB 1358, "The Complete Streets Act". While there is no hard deadline in the legislation, compliance with the Complete Streets Act is becoming a major factor in the award of transportation funding from the MTC (the Metropolitan Transportation Commission). For the most recent grant cycle, the City was able to self-certify that it was in compliance with the Complete Streets Act, but in future funding cycles, this may not be an option. Since, in the absence of redevelopment, the City is highly reliant on this funding for streets maintenance, maintaining the ability to access this funding is critical. As part of the update of the Circulation Element, staff recommends leveraging that work to include the preparation of a downtown parking study and management plan, as well as a detailed look at how intersections in the Plaza function (especially Broadway/West Napa Street and West Napa Street/First Street West and options for improving them.

Continue and Improve Bicycle Education and Safety Programs $10,000

Last year, the City Council established funding for bicycle education and safety programs, as well as bike valet parking service at the Tuesday Night Farmers Market. These pilot programs proved successful and staff recommends continuing them and expanding upon them. Staff recommends a $3,000 increase compared to last year's budget.

GIS Improvements $10,000

Proposed improvements to the Geographic Information System ("GIS", the City's digital mapping system) are as follows: 1) Improve internet access to the GIS; 2) Update the GIS database infrastructure and management workflow; 3) inventory and update all GIS data on the City's network and restructure it

to eliminate duplication, consolidate any support, project, and map files to a centralized share on the network. Includes cost of software and staff training.

Increase Commission Training Funds $7,000

In previous budget years it had been necessary to cut training funds, but last year the City Council was able to restore them to normal levels. This year, a $2,000 increase is proposed as the City Council has highlighted the importance of Commission training and as training requirements have increased now that the City has become a certified local government.

RECOMMENDED BUDGET MODIFICATIONS:

Department/Category	Object #	Description	Cost	Details	Council Goal?
Planning/Professional Services	313	Consultant Fees	$35,000	Develop downtown design guidelines aimed at preserving historic character, including update of historic resources within the downtown area.	Yes. Policy and Leadership: Respond to County, State and Federal legislative issues with a focus on local control.
Planning/Professional Services	313	Program costs	$10,000	Increase of $3,000 from last year's budget. Cost of providing bicycle education programs.	Yes. Master parks plan and recreation opportunities.
Planning/Professional Services	313	Consultant fees	$12,500	Improvements to the Geographic Information System (GIS).	Yes. Master parks plan and recreation opportunities.
Planning/Property Services	457	Training and Conferences	$7,000	Increase of $3,000 from last year's budget. For Commission and staff training to previous levels.	Yes. Staff and Commission training will help facilitate progress on all Council goals.

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2014-15
PLANNING & ZONING - 100-43030

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
110 REGULAR EMPLOYEES	285,852	297,175	314,824
120 TEMPORARY/PART-TIME	29,066	29,762	31,871
130 OVERTIME	0	0	6,000
100E SALARY & WAGES	**314,918**	**326,937**	**352,696**
290 EMPLOYEE BENEFITS	86,712	82,028	84,303
291 WORKERS COMP	9,800	9,600	16,530
200E EMPLOYEE BENEFITS	**96,512**	**91,628**	**100,833**
313 CONSULTING	10,000	170,000	207,500
300E PROFESSIONAL SERVICES	**10,000**	**170,000**	**207,500**
407 CONTRACT SERVICES	4,866	5,693	7,300
400E PROPERTY SERVICES	**4,866**	**5,693**	**7,300**
453 ADVERTISING	3,500	5,000	5,000
454 PRINTING & BINDING	500	500	500
455 TRAVEL	250	250	250
456 MEMBERSHIPS	2,000	2,000	2,000
457 TRAINING/CONFERENCES	1,000	5,000	7,000
480 OTHER SERVICES	500	500	500
450E OPERATIONS	**7,750**	**13,250**	**15,250**
501 GENERAL SUPPLIES	2,000	5,000	5,000
507 BOOKS & PERIODICALS	250	250	250
500E SUPPLIES	**2,250**	**5,250**	**5,250**
770 MIS REPLACEMENT TRANSFER	18,230	16,907	13,472
780 INSURANCE TRANSFER	6,361	6,361	6,361
700E INTERNAL SERVICE & CAPITA	**24,591**	**23,268**	**19,833**
40000 TOTAL EXPENSE	**460,887**	**636,026**	**708,661**
NET REVENUE VS EXPENDITURE	-460,887	-636,026	-708,661

CITY OF SONOMA

FY 2014-2015 OPERATING BUDGET NARRATIVE

POLICE DEPARTMENT

Chief Bret Sackett

The police department is responsible for the protection of life and property, maintenance of order, control and prevention of crime, and the enforcement of motor vehicle laws and regulations. Since 2004, the City has contracted with the Sonoma County Sheriff's Office for law enforcement services.

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

The police budget for FY 14-15 includes a slight increase – approximately 2% – from the previous year. The Sheriff's contract is estimated to increase by approximately 1.9 percent. The increase can primarily be attributed to the addition of a canine program, along with increases in healthcare, workers' compensation, and retirement costs. Some of these increased costs are off-set by a reduction in the Administrative Overhead charged to the City, which I feel underscores the Sheriff's commitment to keep costs as low as possible, while being fair and equitable to both the city and the county taxpayer.

Accomplishments during FY 13-14

- Successfully managed the Law Enforcement Services Contract with the County
- Full roll-out of Police K-9 program, which will greatly enhance the safety for police personnel, the community, and provide narcotic detection/interdiction capabilities.
- Awarded $70,000 grant from the Office of Traffic Safety (OTS) for an enhanced traffic safety program. This grant will span portions of two fiscal years. In FY 13-14, we utilized the grant funds to purchase a fully-equipped police motorcycle and certify the new operator.
- Rolled out wireless connectivity for our in-car Mobile Data Computers. This new technology is far superior to our current set-up and will provide enhanced database and information sharing to our patrol personnel.
- Provided Responsible Beverage Service Training (RBS) to local merchants with ABC licenses.

- Provided the "Every 15 Minutes" program to the junior and senior class at the high school.
- The police department, in conjunction with the Sheriff's Office and local non-profits provides, received as "planning grant" from Impact 100 to research possible gang prevention programs, services, and models.
- Developed an MOU with Pet's Lifeline for limited dog licensing options.

Goals for FY 14-15

- Manage the Law Enforcement Services contract to ensure a high quality of public service.
- Manage the OTS grant to ensure grant objectives and goals are obtained.
- Seek and solicit additional grant funding opportunities when appropriate.
- Expand our Explorer Scout programs
- Continue to provide Responsible Beverage Service Training to our local ABC licensed merchants.
- Strengthen our partnership with Pet's Lifeline for dog licenses.

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2014-15
POLICE - 100-42101

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
120 TEMPORARY/PART-TIME	19,614	24,229	24,580
100E SALARY & WAGES	**19,614**	**24,229**	**24,580**
290 EMPLOYEE BENEFITS	3,689	4,070	3,387
291 WORKERS COMP	776	776	1,152
200E EMPLOYEE BENEFITS	**4,465**	**4,846**	**4,539**
350 PROFESSIONAL/TECHNICAL	500	500	500
352 SHERIFF'S CONTRACT	3,934,304	3,952,234	3,993,545
300E PROFESSIONAL SERVICES	**3,934,804**	**3,952,734**	**3,994,045**
401 UTILITIES	9,000	10,280	10,280
403 CUSTODIAL (Inc. Supplies)	9,500	9,580	9,580
404 REPAIR & MAINTENANCE	87,850	99,850	115,850
406 RENTAL/LEASE-EQUIPMENT	2,500	2,500	3,300
407 CONTRACT SERVICES	55,984	56,056	110,205
400E PROPERTY SERVICES	**164,834**	**178,266**	**249,215**
452 COMMUNICATIONS	10,000	9,000	12,500
454 PRINTING & BINDING	500	500	500
456 MEMBERSHIPS	500	500	500
457 TRAINING/CONFERENCES	1,500	1,500	1,500
480 OTHER SERVICES	13,086	65,080	16,686
450E OPERATIONS	**25,586**	**76,580**	**31,686**
501 GENERAL SUPPLIES	10,000	10,000	10,000
505 ENERGY - GASOLINE	49,000	50,000	50,000
508 CLOTHING/UNIFORMS	1,250	1,250	1,250
500E SUPPLIES	**60,250**	**61,250**	**61,250**
750 LONG-TERM BUILDING MAINT	21,651	23,551	23,551
760 VEHICLE REPLACEMENT TRANSF	1,000	0	0
770 MIS REPLACEMENT TRANSFER	8,477	5,680	3,692
780 INSURANCE TRANSFER	1,375	1,375	1,375
700E INTERNAL SERVICE & CAPITA	**32,503**	**30,606**	**28,618**
40000 TOTAL EXPENSE	**4,242,057**	**4,328,511**	**4,393,933**
NET REVENUE VS EXPENDITURE	-4,242,057	-4,328,511	-4,393,933

CITY OF SONOMA

FY 2014-2015 OPERATING BUDGET NARRATIVE

Building Department

Wayne Wirick, Development Services Director / Building Official

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DESCRIPTION:

The Building Department promotes the health, safety, welfare and sustainability of the built environment and the public by ensuring that structures and their components are accessible, energy efficient, "green" and safe for use and occupancy. The Building Department strives to provide professional and proficient plan review and inspection services to the public in a courteous and timely fashion.

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

In FY 2014/15 the Building Department will continue to be staffed with 3.45 Full-Time Equivalent employees including the Building Official, Plans Examiner, Building Inspector and a shared Administrative Assistant. The FY 2014/15 Building Department budget reflects the maintenance of current Building Department service levels. The current level is a reduction from 2008 service levels due to the lack of available resources to conduct afternoon inspections. Plan check activity has increased over the past year and there are signs of a continuing upward trend in construction activity.

RECOMMENDED BUDGET MODIFICATIONS:

DEPARTMENT /Category	OBJECT #	DESCRIPTION	COST / REDUCTION	DETAILS	Council Goal
Building	507	Books & Periodicals	($4,600) Reduction	Don't need to buy code books this year. Purchase (occurs every three years)	

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2014-15
BUILDING - 100-43040

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
110 REGULAR EMPLOYEES	283,747	327,152	328,369
100E SALARY & WAGES	**283,747**	**327,152**	**328,369**
290 EMPLOYEE BENEFITS	91,654	97,860	99,705
291 WORKERS COMP	10,405	10,405	15,390
200E EMPLOYEE BENEFITS	**102,059**	**108,265**	**115,095**
350 PROFESSIONAL/TECHNICAL	13,000	13,000	15,000
300E PROFESSIONAL SERVICES	**13,000**	**13,000**	**15,000**
404 REPAIR & MAINTENANCE	1,000	1,000	1,000
400E PROPERTY SERVICES	**1,000**	**1,000**	**1,000**
452 COMMUNICATIONS	1,100	600	600
456 MEMBERSHIPS	700	600	600
457 TRAINING/CONFERENCES	5,100	5,100	5,100
480 OTHER SERVICES	3,500	3,500	6,000
450E OPERATIONS	**10,400**	**9,800**	**12,300**
501 GENERAL SUPPLIES	600	600	600
505 ENERGY - GASOLINE	250	250	250
507 BOOKS & PERIODICALS	750	5,350	500
508 CLOTHING/UNIFORMS	0	0	400
520 CLOTHING EXPENSE	0	400	0
500E SUPPLIES	**1,600**	**6,600**	**1,750**
770 MIS REPLACEMENT TRANSFER	8,732	5,656	5,712
780 INSURANCE TRANSFER	6,900	6,900	6,900
700E INTERNAL SERVICE & CAPITA	**15,632**	**12,556**	**12,612**
40000 TOTAL EXPENSE	**427,438**	**478,373**	**486,126**
NET REVENUE VS EXPENDITURE	-427,438	-478,373	-486,126

CITY OF SONOMA

FY 2014-2015 OPERATING & CAPITAL BUDGET NARRATIVE

Management Information (MIS) - Internal Services Fund

Wayne Wirick, Development Services Director / Building Official

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DESCRIPTION:

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

In the MIS Fund it is typical for equipment and software purchase costs to fluctuate from year to year due to normal cyclical buying patterns. MIS repair and maintenance costs are expected to decrease by $12,690 due to the elimination of the Fire Department from the MIS reserve program.

RECOMMENDED BUDGET MODIFICATIONS:

DEPARTMENT / Category	OBJECT #	DESCRIPTION	COST / REDUCTION	DETAILS	Council Goal
MIS	110	Salary & Wages	-$15,207	No further need for MIS salary expenses following the implementation of the Springbrook accounting conversion	Fiscal Management
MIS	404	Repair & Maintenance	-$12,690	Elimination of the Fire Department from the MIS reserve program	Fiscal Management
MIS	606	Software	+$15,000	Planned upgrade of message server software and network operating system software.	Fiscal Management

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2014-15
MANAGEMENT INFORMATION SERVICE - 601-64010

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
37200 TRANSFER IN	386,824	386,824	243,530
3700 TRANSFERS	**386,824**	**386,824**	**243,530**
30000 TOTAL REVENUE	**386,824**	**386,824**	**243,530**
110 REGULAR EMPLOYEES	12,873	15,207	0
100E SALARY & WAGES	**12,873**	**15,207**	**0**
290 EMPLOYEE BENEFITS	6,291	6,656	0
200E EMPLOYEE BENEFITS	**6,291**	**6,656**	**0**
350 PROFESSIONAL/TECHNICAL	1,000	1,000	1,000
300E PROFESSIONAL SERVICES	**1,000**	**1,000**	**1,000**
404 REPAIR & MAINTENANCE	113,500	128,220	115,530
400E PROPERTY SERVICES	**113,500**	**128,220**	**115,530**
452 COMMUNICATIONS	9,240	9,240	5,000
457 TRAINING/CONFERENCES	500	500	500
450E OPERATIONS	**9,740**	**9,740**	**5,500**
501 GENERAL SUPPLIES	1,500	1,500	1,500
500E SUPPLIES	**1,500**	**1,500**	**1,500**
606 SOFTWARE	0	55,000	70,000
607 COMPUTER EQUIPMENT	128,500	50,000	50,000
600E CAPITAL ASSETS	**128,500**	**105,000**	**120,000**
900 OPER. TRANSFERS-OUT	113,420	0	0
900E TRANSFERS	**113,420**	**0**	**0**
40000 TOTAL EXPENSE	**386,824**	**267,323**	**243,530**
NET REVENUE VS EXPENDITURE	0	119,501	0

CITY OF SONOMA

FY 2014-2015 OPERATING & CAPITAL BUDGET NARRATIVE

Long-Term Building Maintenance (LTBM) - Internal Services Fund

Wayne Wirick, Development Services Director / Building Official

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DESCRIPTION:

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

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

RECOMMENDED BUDGET MODIFICATIONS:

Eliminate Sonoma Creek Senior Housing (SCSH) from the Long-Term Building Maintenance fund since this is not a City owned facility. Sonoma Community Housing Corporation will fund maintenance of the SCSH facility through rents collected.

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2014-15
LONGTERM BUILDING MAINT - 610-64520

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
37201 TRANSFER FROM RESERVES	479,075	479,075	479,075
3500 MISCELLANEOUS	**479,075**	**479,075**	**479,075**
37200 TRANSFER IN	234,825	234,825	234,825
3700 TRANSFERS	**234,825**	**234,825**	**234,825**
30000 TOTAL REVENUE	**713,900**	**713,900**	**713,900**
404 REPAIR & MAINTENANCE	713,900	366,700	197,500
400E PROPERTY SERVICES	**713,900**	**366,700**	**197,500**
701 PRE-ENGINEERING & DESIGN	0	10,000	0
700E INTERNAL SERVICE & CAPITA	**0**	**10,000**	**0**
40000 TOTAL EXPENSE	**713,900**	**376,700**	**197,500**
NET REVENUE VS EXPENDITURE	0	337,200	516,400

CITY OF SONOMA

FY 2014-2015 OPERATING & CAPITAL BUDGET NARRATIVE

Vehicle Replacement - Internal Services Fund

Wayne Wirick, Development Services Director / Building Official

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The purpose of the Vehicle Replacement fund is to provide a funding mechanism for the planned replacement of existing vehicles and equipment. All funds are derived from annual transfers made by City departments where the vehicles are assigned. The Vehicle Replacement fund helps to prevent excessive swings in annual vehicle replacement costs by anticipating future vehicle and equipment replacement needs and amortizing the replacement costs over a period of time. Existing vehicles and equipment are replaced based on their need to be replaced such as obsolescence, high maintenance costs, loss of productivity or efficiency, etc.).

The total value of all non-depreciated vehicle and equipment assets that will eventually need to be replaced is approximately $3.9M.

DEPARTMENT / Category	OBJECT #	DESCRIPTION	COST / REDUCTION	DETAILS	Council Goal
Vehicle Replacement	604	Machinery & Equip.	$ 255,900	Replace Fire Engine	Yes; Maintain customer service levels
Vehicle Replacement	604	Machinery & Equip.	$ 10,000	Replace Water Tanker	Yes; Water Infrastructure

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2014-15
VEHICLE REPLACEMENT - 603-64510

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
37200 TRANSFER IN	98,382	523,382	265,900
3700 TRANSFERS	**98,382**	**523,382**	**265,900**
30000 TOTAL REVENUE	**98,382**	**523,382**	**265,900**
604 MACHINERY AND EQUIPMENT	0	470,000	265,900
600E CAPITAL ASSETS	**0**	**470,000**	**265,900**
40000 TOTAL EXPENSE	**0**	**470,000**	**265,900**
NET REVENUE VS EXPENDITURE	98,382	53,382	0

CITY OF SONOMA

FY 2014-2015 OPERATING & CAPITAL BUDGET NARRATIVE

FIRE DEPARTMENT

Interim Fire Chief Mark Freeman

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

The fire department has 38 full-time employees, 1 part-time employee and a cadre of 36 dedicated volunteer firefighters that supplement the daily staffing. The daily staffing consist of 14 personnel who staff 3 engine companies, 2 ambulances, and a command vehicle out of three strategically-located fire stations.

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

The Fire Prevention division has grown steadily over the past year, with the Fire Marshal taking on plan reviews and inspections for residential properties in the Valley of the Moon Fire District, as well as reviewing and inspecting residential and commercial occupancies in the City. There is a plan to perform these services for the District's commercial properties in the future.

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

The fire budget for FY 14-15 will see a slight operational increase—approximately 2.1%—from the previous year. The addition of a continuous quality improvement (CQI) program for EMS, the transfer of responsibility for the MIS program from the City to the Fire District and raises negotiated with the employee groups are reflected in this percentage. Some of these costs have been offset by a reduction in retirement expenditures, as the District continues to work on pension reform with the employee groups.

Accomplishments during FY 13-14

- Developed specifications and purchased a new Type I Engine with an expected delivery date in FY2014/15.

- Supported the fire prevention mission by assisting the Volunteer Firefighter's Association with the annual 4th of July Fireworks Show.
- Implemented and delivered numerous Civilian Hands-only CPR training sessions at the Farmers' Market and at the fire department's open house event.
- Reclassified part-time firefighters to volunteer firefighters which resulted in meeting a long-term staffing goal of 14 on duty a day at no additional cost.
- Assigned a Fire Captain as the fire department liaison to the City's Disaster Council.
- Rolled out wireless connectivity for our in-vehicle Mobile Data Computers. This new technology is far superior to our current setup and will provide enhanced database and information sharing to our personnel as well as interoperability with the police department.
- Assisted the police department in providing the "Every 15 Minutes" program to the junior and senior classes at the high school.

Goals for FY 14-15

- Seek and solicit additional grant funding opportunities when appropriate.
- Purchase new Type III Engine to replace 21-year-old engine which is experiencing excessive maintenance costs due to its age.
- Pursue additional ambulance revenue opportunities.
- Increase ambulance subscription program membership.
- Cross-train existing employee as certified ambulance billing coder.
- Pursue additional Medi-Cal revenues through the Ground Emergency Medical Transportation (GEMT) reimbursement program.

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2014-15
FIRE//EMS - 100-42201

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
290 EMPLOYEE BENEFITS	125,000	125,000	125,000
200E EMPLOYEE BENEFITS	**125,000**	**125,000**	**125,000**
354 - SVFRA CONTRACT FIRE CONT	4,478,453	4,478,453	4,705,188
300E PROFESSIONAL SERVICES	**4,478,453**	**4,478,453**	**4,705,188**
604 MACHINERY AND EQUIPMENT	0	425,000	255,900
600E CAPITAL ASSETS	**0**	**425,000**	**255,900**
750 LONG-TERM BUILDING MAINT	46,406	54,285	54,285
760 VEHICLE REPLACEMENT TRANSF	121,000	148,500	148,500
770 MIS REPLACEMENT TRANSFER	35,805	38,214	5,300
700E INTERNAL SERVICE & CAPITA	**203,211**	**240,999**	**208,085**
903 TRSF IN REIMB VEHICLE PUR	0	-425,000	-255,900
900E TRANSFERS	**0**	**-425,000**	**-255,900**
40000 TOTAL EXPENSE	**4,806,664**	**4,844,452**	**5,038,273**
NET REVENUE VS EXPENDITURE	-4,806,664	-4,844,452	-5,038,273

CITY OF SONOMA

FY 2014-2015 OPERATING & CAPITAL BUDGET NARRATIVE

Public Works Department

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

DESCRIPTION:

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

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

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

The Water program is funded through the Water Enterprise. There are over 4,383 water service connections/meters, 1437 valves, 476 fire hydrants, 6 water tanks, 7 wells, 2 booster pump stations, and 49 miles of water main. Last year, over 690 million gallons of water were delivered to customers. The Water program's primary responsibility is to deliver safe and reliable water to City residents and the outside service area, while seeking to improve water supply reliability and water conservation. City water continues to meet all state and federal drinking water standards. The water capital improvement plan is also managed from this program.

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

The Facilities Maintenance program maintains over 48,000 square feet of building space in 8 facilities, managing a janitorial contract and performing maintenance.

The Cemetery program is funded by the Cemetery Enterprise. There are 3 cemeteries: Mountain, Veterans, and Valley cemeteries, encompassing over 15 usable acres. Operations and maintenance responsibilities include burial and inurnment preparation and coordination, grounds maintenance, mausoleum maintenance, road maintenance, and vandalism abatement. The Cemetery operations fund continues to run in a deficit. During this budget year, staff will provide recommendations to address this deficit.

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

RECOMMENDED BUDGET MODIFICATIONS:

DEPARTMENT/ Category	OBJECT #	DESCRIPTION	COST/ REDUCTION	DETAILS	Council Goal
Public Works - Streets	302	Street Signage Replacement to meet new Reflectivity standards	$25,000	Replace old street traffic signage and begin a process to design new street name signs to meet MUTCD reflectivity standards.	Yes, directly related to goal to provide reliable, safe, and effective infrastructure
Public Works – Streets	302	Replace Non-Potable Water Tanker	$10,000	Replace 27-year old water tanker on towable trailer, used for street maintenance and repair. Existing tanker is leaking water.	Yes, related to providing reliable, safe, and effective infrastructure
Water Enterprise - Operations	510	Replace Well Chlorination System	$10,000	Replace existing, aging, liquid-based chlorination system on City well with a new pellet-based system.	Yes, related to providing reliable and safe water infrastructure
Water Enterprise - Operations	510	Replace Water Meter registers and radios	$200,000	Replace water meter registers and radios that are now out of warranty and which do not have a leak detection feature	Yes, related indirectly to strengthen water infrastructure
Water Enterprise - Operations	510	Replace meter data collector	$10,000	Replace the data collection unit for reading water meters with newer technology	Yes, related indirectly to strengthen water infrastructure

LIST OF ACCOMPLISHMENTS IN FY13/14:

1. Completed the 2013 Slurry Seal Project of 28 street segments on time and on budget

2. Completed the Broadway / Leveroni Signal Modification Project on time and on budget

3. Completed the Paving/Utility Improvement Project at Curtin Lane and Church St. on time and on budget

4. Completed the 2014 Pavement Management System Update, showing a Pavement Condition Index of 72

5. Completed the Depot Park ADA Improvement Project on time and on budget

6. Completed Phase 1 of the New Sidewalk Trip Hazard Repair Program; Repaired 704 trip hazards

7. Completed the Veterans Cemetery Expansion, adding 32 new burial plots and 32 cremain niches

8. Implemented a new Integrated Pesticide Management Policy

9. Reorganization of Public Works Department
    a. Created an Operations Manager position from within
    b. Added a Stormwater position to comply with new State regulations

10. Completed the Zone 1-2 Water Intertie Project on time and on budget

11. Replaced all Water Service Lines at Las Casitas Court with in-house staff

12. Negotiated a lease amendment to convert the Field of Dreams well into a Municipal Well

13. Making steady progress on:
    a. West Napa Street Water Improvements Project
    b. Chase Street Bridge Project
    c. East Napa Road Repaving Project
    d. Groundwater Banking Project
    e. Water Rate Study
    f. 2014 Street Rehab Project

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2014-15
PUBLIC WORKS ADMIN & PARKS - 100-43020

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
110 REGULAR EMPLOYEES	202,827	321,510	303,327
120 TEMPORARY/PART-TIME	61,984	32,756	33,262
130 OVERTIME	1,230	1,230	1,600
100E SALARY & WAGES	**266,041**	**355,496**	**338,189**
290 EMPLOYEE BENEFITS	112,318	142,609	120,624
291 WORKERS COMP	9,585	9,941	15,775
200E EMPLOYEE BENEFITS	**121,903**	**152,550**	**136,399**
350 PROFESSIONAL/TECHNICAL	16,600	62,100	62,100
300E PROFESSIONAL SERVICES	**16,600**	**62,100**	**62,100**
401 UTILITIES	15,000	15,000	15,000
403 CUSTODIAL (Inc. Supplies)	1,500	1,500	1,500
404 REPAIR & MAINTENANCE	45,500	45,730	45,730
406 RENTAL/LEASE-EQUIPMENT	2,500	2,500	5,000
407 CONTRACT SERVICES	91,960	84,960	84,960
420 OTHER PROPERTY SVS	17,000	32,000	32,000
400E PROPERTY SERVICES	**173,460**	**181,690**	**184,190**
452 COMMUNICATIONS	1,800	1,800	1,800
454 PRINTING & BINDING	750	750	750
456 MEMBERSHIPS	2,889	5,639	5,639
457 TRAINING/CONFERENCES	5,000	13,400	13,400
460 PERMITS, FEES	10,300	12,680	12,680
480 OTHER SERVICES	20,000	20,000	20,000
491 DISASTER PREPAREDNESS	500	500	500
450E OPERATIONS	**41,239**	**54,769**	**54,769**
501 GENERAL SUPPLIES	29,250	29,250	29,250
505 ENERGY - GASOLINE	18,000	18,000	18,000
508 CLOTHING/UNIFORMS	5,600	5,600	5,600
510 DEPARTMENT EXPENSE	20,000	20,000	20,000
500E SUPPLIES	**72,850**	**72,850**	**72,850**
604 MACHINERY AND EQUIPMENT	25,000	0	0
600E CAPITAL ASSETS	**25,000**	**0**	**0**
750 LONG-TERM BUILDING MAINT	6,038	8,301	7,929
760 VEHICLE REPLACEMENT TRANSF	11,700	16,161	16,161
770 MIS REPLACEMENT TRANSFER	14,894	12,325	10,345
780 INSURANCE TRANSFER	17,010	17,010	17,010
700E INTERNAL SERVICE & CAPITA	**49,642**	**53,797**	**51,445**
903 TRSF IN REIMB VEHICLE PUR	-25,000	0	0
900E TRANSFERS	**-25,000**	**0**	**0**
40000 TOTAL EXPENSE	**741,735**	**933,252**	**899,943**
NET REVENUE VS EXPENDITURE	-741,735	-933,252	-899,943

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2014-15
STREETS-CAPITAL PROJECTS - 100-43021

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
314 ENGINEERING	46,000	46,000	0
300E PROFESSIONAL SERVICES	**46,000**	**46,000**	**0**
404 REPAIR & MAINTENANCE	0	50,000	50,000
400E PROPERTY SERVICES	**0**	**50,000**	**50,000**
702 ENG. DESIGN	0	75,000	401,000
703 CONSTRUCTION, MATERIAL, SU	155,000	1,444,130	1,699,964
700E INTERNAL SERVICE & CAPITA	**155,000**	**1,519,130**	**2,100,964**
40000 TOTAL EXPENSE	**201,000**	**1,615,130**	**2,150,964**
NET REVENUE VS EXPENDITURE	-201,000	-1,615,130	-2,150,964

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2014-15
GAS TAX -STREETS - 302-51001

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
31105 HWY USERS TAX-PROP 42	0	111,000	112,186
3100 STATE REVENUES	**0**	**111,000**	**112,186**
31201 STATE GASOLINE TAX - 210	97,000	57,000	51,557
31202 STATE GASOLINE TAX - 210	60,000	40,000	44,923
31203 STATE GASOLINE TAX - 210	85,000	80,000	63,349
31204 STATE GASOLINE TAX - 210	2,000	3,000	3,000
3120 CAPITAL PROJECTS	**244,000**	**180,000**	**162,829**
37200 TRANSFER IN	371,377	421,377	548,025
3700 TRANSFERS	**371,377**	**421,377**	**548,025**
30000 TOTAL REVENUE	**615,377**	**712,377**	**823,040**
110 REGULAR EMPLOYEES	242,393	242,698	322,424
130 OVERTIME	0	0	3,600
100E SALARY & WAGES	**242,393**	**242,698**	**326,024**
290 EMPLOYEE BENEFITS	94,969	103,348	121,622
291 WORKERS COMP	9,996	9,996	15,111
200E EMPLOYEE BENEFITS	**104,965**	**113,344**	**136,733**
311 ACCOUNTING/AUDIT	1,000	1,000	1,000
314 ENGINEERING	40,000	30,000	30,000
350 PROFESSIONAL/TECHNICAL	20,000	15,000	5,000
300E PROFESSIONAL SERVICES	**61,000**	**46,000**	**36,000**
401 UTILITIES	69,900	69,900	69,900
403 CUSTODIAL (Inc. Supplies)	2,620	2,620	2,620
404 REPAIR & MAINTENANCE	50,000	50,000	91,000
407 CONTRACT SERVICES	20,000	20,000	20,000
400E PROPERTY SERVICES	**142,520**	**142,520**	**183,520**
452 COMMUNICATIONS	3,200	3,200	3,200
454 PRINTING & BINDING	3,000	3,000	3,000
456 MEMBERSHIPS	650	650	650
457 TRAINING/CONFERENCES	5,000	5,000	5,000
460 PERMITS, FEES	3,900	3,900	3,900
480 OTHER SERVICES	30,000	15,000	15,000
491 DISASTER PREPAREDNESS	500	500	500
450E OPERATIONS	**46,250**	**31,250**	**31,250**
501 GENERAL SUPPLIES	9,000	9,000	18,800
505 ENERGY - GASOLINE	12,500	12,500	12,500
508 CLOTHING/UNIFORMS	3,925	3,925	3,925
500E SUPPLIES	**25,425**	**25,425**	**35,225**
604 MACHINERY AND EQUIPMENT	45,000	0	10,000
600E CAPITAL ASSETS	**45,000**	**0**	**10,000**
770 MIS REPLACEMENT TRANSFER	15,825	7,393	9,596
780 INSURANCE TRANSFER	16,998	16,998	16,998
700E INTERNAL SERVICE & CAPITA	**32,823**	**24,391**	**26,594**
900 OPER. TRANSFERS-OUT	0	0	47,694
903 TRSF IN REIMB VEHICLE PUR	-45,000	0	-10,000
900E TRANSFERS	**-45,000**	**0**	**37,694**
40000 TOTAL EXPENSE	**655,377**	**625,629**	**823,040**
NET REVENUE VS EXPENDITURE	-40,000	86,748	0

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2014-15
CEMETERIES - 501-61010

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
34001 SALES & SERVICES	30,000	50,000	100,000
34020 OTHER CEMETERY REVENUES	45,000	45,000	60,000
3400 CEMETERY	**75,000**	**95,000**	**160,000**
37200 TRANSFER IN	75,215	75,215	179,832
3700 TRANSFERS	**75,215**	**75,215**	**179,832**
30000 TOTAL REVENUE	**150,215**	**170,215**	**339,832**
110 REGULAR EMPLOYEES	126,599	131,426	135,907
120 TEMPORARY/PART-TIME	0	0	14,451
130 OVERTIME	1,200	1,200	0
100E SALARY & WAGES	**127,799**	**132,626**	**150,358**
290 EMPLOYEE BENEFITS	50,152	49,411	59,483
291 WORKERS COMP	16,037	16,037	7,047
200E EMPLOYEE BENEFITS	**66,189**	**65,448**	**66,530**
350 PROFESSIONAL/TECHNICAL	14,500	14,500	14,500
300E PROFESSIONAL SERVICES	**14,500**	**14,500**	**14,500**
401 UTILITIES	10,000	10,000	10,000
404 REPAIR & MAINTENANCE	3,000	3,000	3,000
406 RENTAL/LEASE-EQUIPMENT	800	800	800
407 CONTRACT SERVICES	10,000	10,000	10,000
420 OTHER PROPERTY SVS	5,000	5,000	5,000
400E PROPERTY SERVICES	**28,800**	**28,800**	**28,800**
452 COMMUNICATIONS	600	600	600
456 MEMBERSHIPS	450	450	450
457 TRAINING/CONFERENCES	2,000	2,000	2,000
480 OTHER SERVICES	5,000	5,000	5,000
450E OPERATIONS	**8,050**	**8,050**	**8,050**
501 GENERAL SUPPLIES	5,000	5,000	5,000
505 ENERGY - GASOLINE	1,000	1,000	1,000
508 CLOTHING/UNIFORMS	300	300	300
520 CLOTHING EXPENSE	800	800	800
530 COMMUNICATIONS	800	800	800
500E SUPPLIES	**7,900**	**7,900**	**7,900**
703 CONSTRUCTION, MATERIAL, SU	0	55,000	0
750 LONG-TERM BUILDING MAINT	731	731	721
760 VEHICLE REPLACEMENT TRANSF	10,800	4,676	4,676
770 MIS REPLACEMENT TRANSFER	4,662	5,058	6,322
780 INSURANCE TRANSFER	9,846	9,846	9,846
700E INTERNAL SERVICE & CAPITA	**26,039**	**75,311**	**21,565**
900 OPER. TRANSFERS-OUT	19,888	19,888	42,129
900E TRANSFERS	**19,888**	**19,888**	**42,129**
40000 TOTAL EXPENSE	**299,165**	**352,523**	**339,832**
NET REVENUE VS EXPENDITURE	-148,950	-182,308	0

510-62001 WATER UTILITY
REVENUE & EXPENDITURE DETAIL

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
30600 INTEREST INCOME	60,000	45,000	45,000
3060 INTEREST & RENTS	**60,000**	**45,000**	**45,000**
32001 WATER SALES AND SVC	3,455,000	3,750,000	4,000,000
32002 NEW SERVICE FEES	20,000	15,000	10,000
32003 LATE FEES & SHUT-OFF NOT	39,000	25,000	20,000
32004 FRONT-FOOTAGE FEES	10,000	0	0
32005 CONNECTION FEES	100,000	100,000	100,000
32010 OTHER - WATER REVENUES	5,000	7,500	7,500
3200 WATER	**3,629,000**	**3,897,500**	**4,137,500**
37201 TRANSFER FROM RESERVES	890,424	2,038,395	2,626,125
3500 MISCELLANEOUS	**890,424**	**2,038,395**	**2,626,125**
30000 TOTAL REVENUE	**4,579,424**	**5,980,895**	**6,808,625**
110 REGULAR EMPLOYEES	647,508	685,794	744,704
120 TEMPORARY/PART-TIME	75,700	33,746	34,823
130 OVERTIME	14,000	14,000	4,800
100E SALARY & WAGES	**737,208**	**733,540**	**784,327**
290 EMPLOYEE BENEFITS	297,466	276,472	271,590
291 WORKERS COMP	94,510	95,400	36,535
200E EMPLOYEE BENEFITS	**391,976**	**371,872**	**308,125**
311 ACCOUNTING/AUDIT	15,000	15,000	15,000
313 CONSULTING	97,740	127,740	73,740
314 ENGINEERING	79,000	66,000	51,000
350 PROFESSIONAL/TECHNICAL	116,500	116,500	116,500
353 WATER CONSERVATION	175,000	175,000	100,000
300E PROFESSIONAL SERVICES	**483,240**	**500,240**	**356,240**
401 UTILITIES	18,000	18,000	18,000
404 REPAIR & MAINTENANCE	45,000	45,000	45,000
406 RENTAL/LEASE-EQUIPMENT	2,500	2,500	2,500
407 CONTRACT SERVICES	1,500,000	1,558,000	1,558,000
400E PROPERTY SERVICES	**1,565,500**	**1,623,500**	**1,623,500**
452 COMMUNICATIONS	5,000	5,000	5,000
454 PRINTING & BINDING	9,800	9,800	9,800
456 MEMBERSHIPS	19,550	19,550	19,050
457 TRAINING/CONFERENCES	10,000	10,000	10,000
460 PERMITS, FEES	10,000	10,000	10,000
480 OTHER SERVICES	115,000	0	0
491 DISASTER PREPAREDNESS	1,000	1,000	1,000
450E OPERATIONS	**170,350**	**55,350**	**54,850**
501 GENERAL SUPPLIES	125,500	125,500	125,500
505 ENERGY - GASOLINE	18,000	18,000	18,000
508 CLOTHING/UNIFORMS	6,250	6,250	6,250
510 DEPARTMENT EXPENSE	5,000	5,000	5,000
550 OTHER EQUIPMENT/SUPPLIES	78,000	78,000	83,000
500E SUPPLIES	**232,750**	**232,750**	**237,750**
604 MACHINERY AND EQUIPMENT	140,000	0	0
606 SOFTWARE	75,000	50,000	50,000
600E CAPITAL ASSETS	**215,000**	**50,000**	**50,000**
701 PRE-ENGINEERING & DESIGN	0	718,000	0
702 ENG. DESIGN	25,000	0	218,000
703 CONSTRUCTION, MATERIAL, SU	505,000	873,357	1,922,000
750 LONG-TERM BUILDING MAINT	12,586	12,586	26,563
760 VEHICLE REPLACEMENT TRANSF	37,300	18,163	18,163
770 MIS REPLACEMENT TRANSFER	47,793	32,189	52,409
780 INSURANCE TRANSFER	53,731	53,731	53,731
700E INTERNAL SERVICE & CAPITA	**681,410**	**1,708,026**	**2,290,866**
802 INTEREST	0	0	121,425
800E DEBT SERVICE	**0**	**0**	**121,425**
900 OPER. TRANSFERS-OUT	1,176,617	720,617	981,542
903 TRSF IN REIMB VEHICLE PUR	-140,000	0	0
925 CONTINGENCY & RESERVE	100,000	0	0

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
900E TRANSFERS	**1,136,617**	**720,617**	**981,542**
40000 TOTAL EXPENSE	**5,614,050**	**5,995,895**	**6,808,625**
NET REVENUE VS EXPENDITURE	-1,034,626	-15,000	0

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2014-15
BOND PROPERTY - 220-44060

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
30600 INTEREST INCOME	1,650	1,650	0
3060 INTEREST & RENTS	**1,650**	**1,650**	**0**
37201 TRANSFER FROM RESERVES	8,394	3,394	5,044
3500 MISCELLANEOUS	**8,394**	**3,394**	**5,044**
30000 TOTAL REVENUE	**10,044**	**5,044**	**5,044**
404 REPAIR & MAINTENANCE	1,000	1,000	1,000
400E PROPERTY SERVICES	**1,000**	**1,000**	**1,000**
750 LONG-TERM BUILDING MAINT	4,044	4,044	4,044
700E INTERNAL SERVICE & CAPITA	**4,044**	**4,044**	**4,044**
900 OPER. TRANSFERS-OUT	5,000	0	0
900E TRANSFERS	**5,000**	**0**	**0**
40000 TOTAL EXPENSE	**10,044**	**5,044**	**5,044**

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2014-15
MAYSONNAVE PROPERTY - 221-44061

DESCRIPTION	2013 BUDGET	2014 BUDGET	2015 BUDGET
30600 INTEREST INCOME	4,000	4,000	0
3060 INTEREST & RENTS	**4,000**	**4,000**	**0**
37201 TRANSFER FROM RESERVES	7,317	7,317	10,317
3500 MISCELLANEOUS	**7,317**	**7,317**	**10,317**
30000 TOTAL REVENUE	**11,317**	**11,317**	**10,317**
404 REPAIR & MAINTENANCE	3,500	3,500	3,500
400E PROPERTY SERVICES	**3,500**	**3,500**	**3,500**
750 LONG-TERM BUILDING MAINT	2,817	2,817	6,817
700E INTERNAL SERVICE & CAPITA	**2,817**	**2,817**	**6,817**
900 OPER. TRANSFERS-OUT	5,000	5,000	0
900E TRANSFERS	**5,000**	**5,000**	**0**
40000 TOTAL EXPENSE	**11,317**	**11,317**	**10,317**