

**CITY OF SONOMA
&
COMMUNITY
DEVELOPMENT AGENCY**

**ADOPTED OPERATING BUDGET
FY 2007-2008/FY 2008-2009**

**Stanley Cohen, Mayor
Joanne Sanders, Mayor pro-tem
Ken Brown, Councilmember
Steve Barbose, Councilmember
August Sebastiani, Councilmember**

Michael Fuson, City Manager

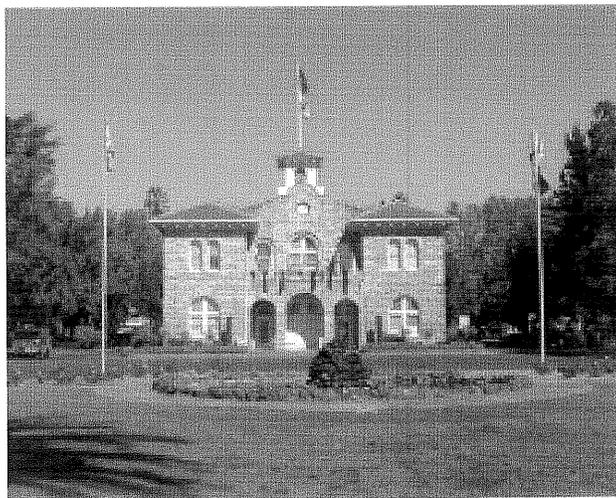


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Chambolle-Musigny, France
 Greve in Chianti, Italy
 Kaniv, Ukraine
 Patzcuaro, Michoacán, Mexico

ADOPTED OPERATING BUDGET SUMMARY

On July 7, the Sonoma City Council adopted a two-year operating budget for FY 2008 and 2009. Budget adoption followed public budget workshops held on May 25, May 30, June 18 and June 27.

Two-Year Budget (FY 2008 and 2009) and Budget Projection (FY 2010 and 2011)

Table 1, below, compares the preliminary base budget for the combined general fund-gas tax fund-EMS fund to the final adopted budget. Table 1 also includes the projection of recurring revenues and recurring expenditures into FY 2010 and 2011, using a growth rate of 3% for revenue and of 6% for expenditures.

The City Council has set the highest priority during FY 2008 and 2009 on resolving the deficit projected for FY 2011, (based on the projected rates of revenue and expenditure increase referenced above). The deficit is expected to be addressed through a combination of cost efficiencies, service level reductions and revenue enhancements, through economic development and/or possible tax measures that would require voter approval.

Table 1
 Comparison of Preliminary Base Budget (General Fund + Gas Tax Fund + EMS Fund)

	Budget		Projection		Special Project Fund As of 6/30/2011
			Revenue + 3% per year Expenditures + 6% per year		
	FY 2008	FY 2009	FY 2010	FY 2011	
Preliminary Base Budget					
Base Revenue	12,346,800	12,583,200	12,960,696	13,349,517	5,627,092
Base Expenditure	(11,973,100)	(11,823,100)	(12,532,486)	(13,284,435)	
Operating Surplus/(Deficit)	373,700	760,100	428,210	65,082	
Preliminary base budget contains no above base additions					
Adopted Budget					
Recurring Revenue	12,346,800	12,583,200	12,960,696	13,349,517	3,451,759
Nonrecurring Revenue	397,125	150,730	0	0	
Recurring Expenditures	(12,305,085)	(12,230,027)	(12,963,829)	(13,349,517)	
Nonrecurring Expenditures	(397,125)	(150,730)	0	0	
Operating Surplus/(Deficit)	41,715	353,173	(3,133)	(392,141)	
Includes all adopted above base additions					

Reserves

The adopted budget maintains all general fund reserves at the levels called for in the City's Financial Reserve Policy.

The emergency reserve is increased from \$1,844,000 in FY 2007 to \$2,142,000 in FY 2009, maintaining the general fund emergency reserve at 17% of discretionary revenue in the combined general, gas tax and EMS funds

The operating reserve remains at \$1,500,000

The special projects fund is reduced from \$4,000,000 to cover the following expenses:

Non-recurring above-base expenditures in FY 2008 and 2009

Projected recurring deficits in FY 2010 and 2011

It is anticipated that the special projects fund will be further reduced by about \$1,905,000 with the planned purchase of an open space conservation easement on the Catagnasso Ranch property

Expenditure Increases and Reductions

Table 2, on the following page, lists the adopted above-base expenditure increases and base budget expenditure reductions that are incorporated into the adopted budget for FY 2008 and 2009.

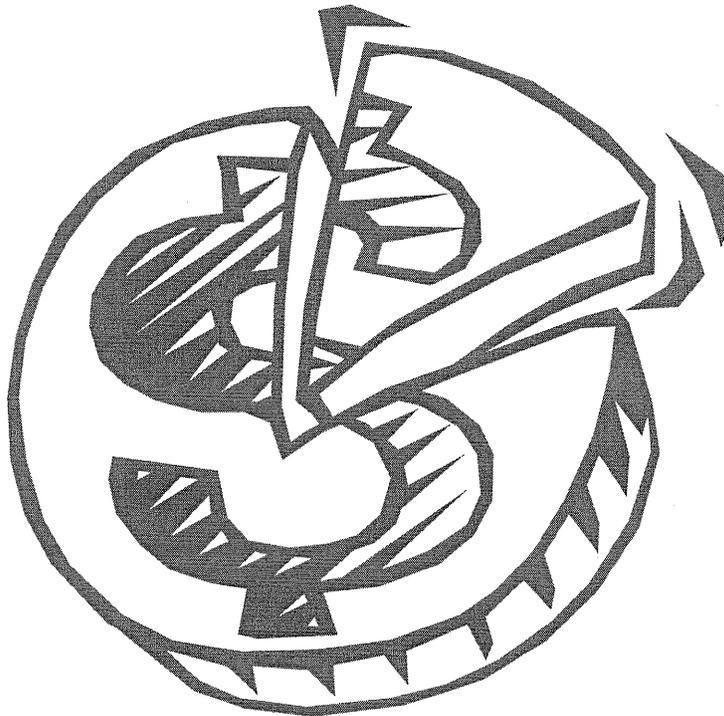


Table 2
 Adopted Changes To Preliminary Base Budget Expenditures
 (Combined General Fund, Gas Tax Fund, EMS Fund)

	One-Time		Recurring	
	From Special Projects Fund		From Current Revenue	
	FY 2008	FY 2009	FY 2008	FY 2009
Preliminary Base Expenditures			11,973,100	11,823,100
A PRIORITIES				
Fire: Breathing Mask Voice Amplifiers	5,400			
Planning: Housing Element Update	40,000	60,000		
Police: Ninth Officer			(18,373)	93,934
B PRIORITIES				
Administration: Records Retention Program	8,000			
Development Services: Building Permit Fee Study	20,000			
Development Services: Contract Building Inspector	86,150	85,730		
Fire: Computer Server	14,000			6,000
Fire: Concrete Pad at Vehicle Maintenance Facility	14,000			
Fire: Data Systems Interface	16,000			3,000
Fire: Engine and Ambulance Intercom System	10,000			
Fire: Lift at Fire Vehicle Maintenance Facility	6,000			
Fire: Station 1 Part-time Firefighter Staffing			33,000	33,000
Planning: Conservation Strategy - General Plan	25,000			
Planning: GIS Upgrade	10,200			
Planning: Sustainability Program - General Plan	25,000			
Police: PT Administrative Clerk			10,000	20,000
Police: Traffic Enforcement Officer	60,375		92,258	193,743
Public Works: Inspection Computers	20,000			6,000
Public Works: Organizational Review	25,000			
Public Works: PT Administrative Clerk	2,500		5,000	10,000
C PRIORITIES				
Admin: Council Agenda Prep Software	9,500			3,000
Admin: Councilmember Expenses			20,000	20,000
Admin: Management Analyst (7/1/08)		5,000		75,000
Admin: Minutes Clerk - City Council Meetings			10,000	10,000
Visitors Bureau Marketing Program			50,000	50,000
OTHER BUDGET CHANGES				
Elimination of Maint Assessment Districts			67,000	67,000
Funding for Nonprofit Organizations			63,100	(183,750)
Annual Expenditures Changes in Adopted Budget	397,125	150,730	331,985	406,927
Total Annual Expenditures	397,125	150,730	12,305,085	12,230,027

CITY COUNCIL VISION STATEMENT

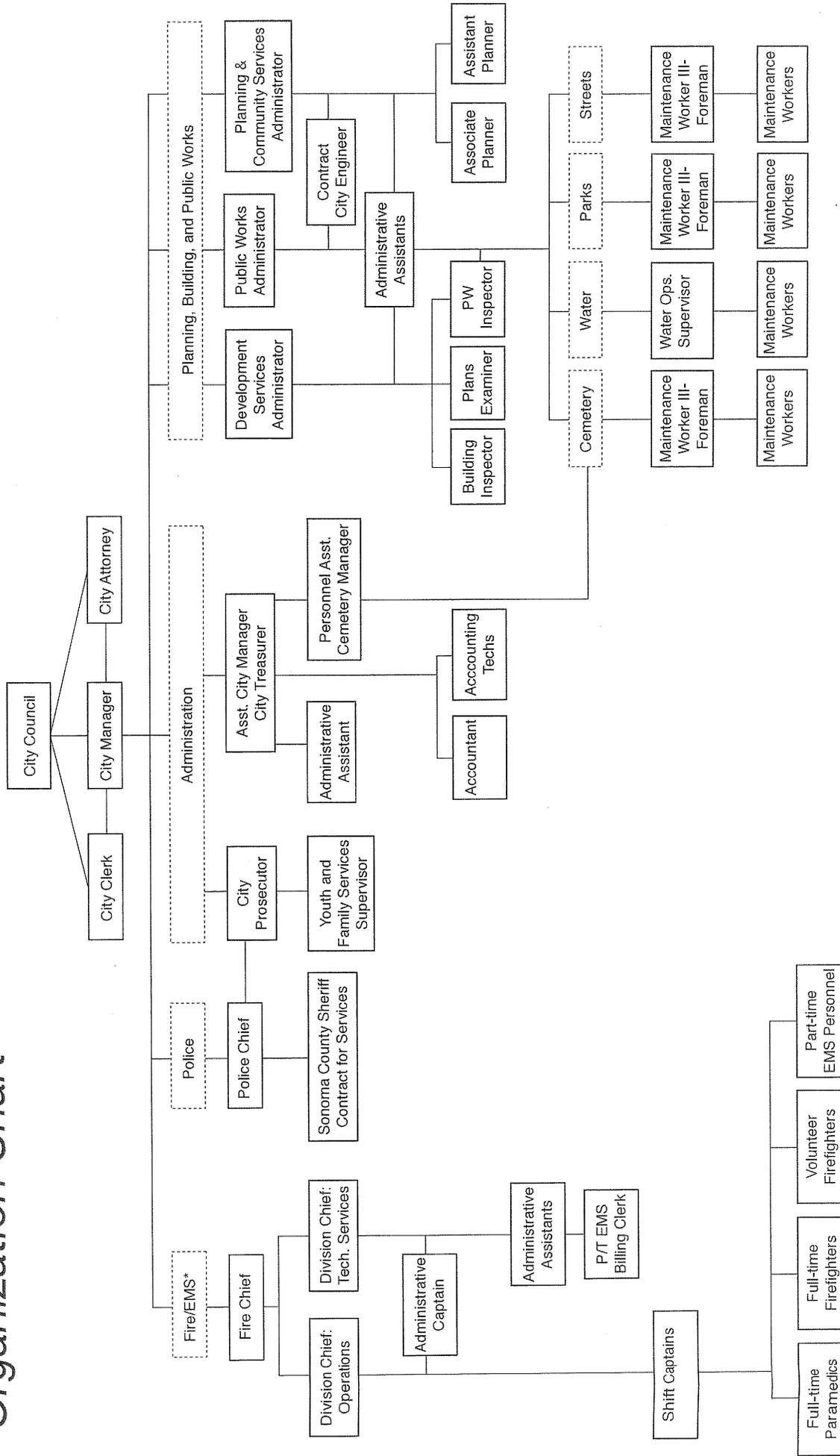
Sonoma is a beautiful, environmentally friendly, and safe place, widely recognized as one of the most desirable cities in Northern California to live, visit, and do business. Ours is a diverse community where residents and their children can and want to remain. In 2020, Sonoma will be a place where:

- 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

City of Sonoma

Organization Chart



*In cooperation with the Valley of the Moon Fire District through the Sonoma Valley Fire and Rescue Authority

OPERATING BUDGET PERSONNEL ALLOCATION FY 2007-2009 ADOPTED

	CITY CLERK	CITY MANAGER	FINANCE	FIRE	EMS	PW ADMIN AND PARKS	GAS TAX STREETS	PLANNING	BUILDING	NON-DEPT	CDA-HOUSING	CDA-ADMIN	CEMETERY	WATER	POLICE - CITY POSITIONS	POLICE SVS- CONTRACT	TOTAL
Full-time City Positions																	
Accountant			0.40								0.20			0.40			1.00
Accounting Technician			1.00														1.00
Administrative Assistant	0.20	0.30		1.00	1.00	0.40	0.80	0.45			0.40	0.35	0.10	1.35			6.00
Assistant City Manager		0.65					1.00										1.00
Assistant Planner							1.00										1.00
Associate Planner								1.00									1.00
Building Inspector									1.00								1.00
Cemetery Mgr/Personnel Officer		0.40									0.10	0.10	0.40				1.00
City Clerk/Asst to the CM	0.75											0.25					1.00
City Manager		0.60							1.00			0.40					1.00
Development Svs Administrator																	3.00
Emergency Medical Technician					3.00												4.00
Fire Captain				2.40	1.60												4.00
Fire Chief (Position is on VOMFPD payroll - City pays 50% of cost)				0.85	1.15												2.00
Fire Division Chief				4.00	6.00												10.00
Fire Engineer (one position paid 50% by VOMFPD)																	3.00
Foreman						1.00	1.00										2.00
Maintenance Worker I/II						3.00	4.00										12.00
Maintenance Worker III						1.00											1.00
Management Analyst (7-1-08)		1.00															1.00
Paramedic					3.00												3.00
Planning & Comm Svs Admin							0.80					0.20					1.00
Plans Examiner								1.00									1.00
Public Works Admin						0.30						0.20	0.10	0.40			1.00
Water Operations Supervisor														1.00			1.00
Total City Full Time Positions	0.95	2.95	1.40	8.25	15.75	5.70	5.00	3.60	3.45	0.00	0.70	1.50	3.60	6.15	0.00	0.00	59.00

OPERATING BUDGET PERSONNEL ALLOCATION FY 2007-2009 ADOPTED

	CITY CLERK	CITY MANAGER	FINANCE	FIRE	EMS	PW ADMIN AND PARKS	GAS TAX STREETS	PLANNING	BUILDING	NON-DEPT	CDA-HOUSING	CDA-ADMIN	CEMETERY	WATER	POLICE - CITY POSITIONS	POLICE SVS- CONTRACT	TOTAL
Police Contract Positions																	
Police Chief																1.00	1.00
Sergeant																2.00	2.00
Police Officer																9.00	9.00
Traffic Officer																1.00	1.00
Community Services Officer																2.00	2.00
Administrative Assistant																	
Administrative Assistant																1.00	1.00
Total Police Contract Staffing																16.00	16.00
Scheduled Part-Time (FTE)																	
Account Clerk			0.35														0.70
Administrative Clerk					0.50	0.25				0.35					0.60		2.10
Maintenance Worker I						1.50											1.50
Firefighter				3.00													3.00
Total Scheduled Part-Time	0.00	0.00	0.35	3.00	0.50	1.75	0.00	0.00	0.00	0.35	0.00	0.00	0.00	0.75	0.60	0.00	7.30
On-Call Part-Time (Not FTE)																	
Firefighter				14.00													14.00
Paramedic/EMT					28.00												28.00
Total On-Call Personnel	0.00	0.00	0.00	14.00	28.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42.00
FTE Staffing (Full and Part-Time)	0.95	2.95	1.75	11.25	16.25	7.45	5.00	3.60	3.45	0.35	0.70	1.50	3.60	6.90	0.60	16.00	82.30
Grand Total Staffing	0.95	2.95	1.75	25.25	44.25	7.45	5.00	3.60	3.45	0.35	0.70	1.50	3.60	6.90	0.60	16.00	124.30

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. 22 - 2007

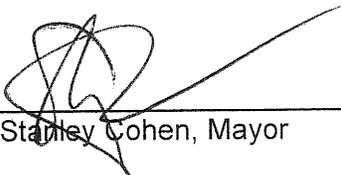
A RESOLUTION OF THE CITY OF SONOMA ADOPTING A TWO-YEAR OPERATING BUDGET FOR FISCAL YEARS 2007-2008 AND 2008-2009

WHEREAS, the City Manager submitted a preliminary two-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 years 2007-2008 and 2008-2009 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 budget submitted by the City Manager as modified by direction of the City Council as set forth in Attachment A which is attached hereto and by this reference made a part hereof is hereby adopted as the operating budget of the City of Sonoma for fiscal years 2007-2008 and 2008-2009

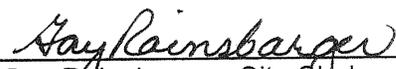
PASSED AND ADOPTED by the City Council of the City of Sonoma at the rescheduled regular meeting held on the 9th day of July 2007 by the following vote:

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



Stanley Cohen, Mayor

ATTEST:



Gay Rainsbarger, City Clerk

ATTACHMENT A
City of Sonoma

Modifications to Preliminary Operating Budget for FY 2008 and 2009

Following are City Council-approved modifications to the preliminary operating budget for the City of Sonoma for FY 2008 and 2009.

	Account Number	FY 2008	FY 2009
General Fund Revenue			
Transfer from Assessment Districts	37200	(22,388)	(22,388)
City Council	41001		
Councilmember expenses		20,000	20,000
City Clerk	41002		
Records Retention Program		8,000	
Minutes Clerk		10,000	10,000
Agenda Preparation Software		9,500	3,000
City Manager	41003		
Management Analyst			80,000
Police	42101		
Ninth Police Officer		(18,373)	93,934
Traffic Safety Officer		152,633	193,743
Part-time Administrative Clerk		10,000	20,000
Fire	42201		
Voice Amplifiers		2,700	
Computer Server		7,000	3,000
Concrete Pad		7,000	
Data Systems Interface		8,000	1,500
Engine Intercom System		5,000	
Lift at Maintenance facility		3,000	
Part-time Firefighter staffing		33,000	33,000
Public Works	43020		
Inspection Computer		10,000	3,000
Organizational review		25,000	
Part-time Administrative Clerk		7,500	10,000
Assessment District Maintenance		35,485	35,485
Planning	43030		
Housing element update		40,000	60,000
Conservation strategy		25,000	
GIS upgrade		10,200	
Sustainability Program		25,000	
LAFCo Fees		1,230	700
Development Services	43040		
Building permit fee study		20,000	

	Account Number	FY 2008	FY 2009
Contract building inspector		86,150	85,730
Community Activities	43101		
Visitors Bureau Marketing Program		50,000	50,000
Nonprofit Service Agreements		(176,900)	(183,750)
Funding for nonprofits		240,000	
Intergovernmental Transfers	43999		
Transfer to EMS fund for above base		32,700	4,500
El Prado Assessment District	44080		
Eliminate district budget		(4,500)	(4,500)
Fryer Creek Assessment District	44081		
Eliminate district budget		(4,404)	(4,404)
Landscape and Lighting District	44082		
Eliminate district budget		(67,994)	(67,994)
Water Utility	62001		
GIS Upgrade		10,200	
Inspection Computer		10,000	3,000
General Plan Water Element			60,000
Part-time Administrative Clerk		7,500	10,000
Emergency Medical Services	63010		
Voice Amplifiers		2,700	
Computer Server		7,000	3,000
Concrete Pad		7,000	
Data Systems Interface		8,000	1,500
Ambulance Intercom System		5,000	
Lift at Maintenance facility		3,000	

SONOMA COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 01 - 2007

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COMMUNITY DEVELOPMENT AGENCY OF THE CITY OF SONOMA ADOPTING AN INTERIM BUDGET FOR FISCAL YEARS 2007-2008 and 2008-2009

WHEREAS, the Executive Director has submitted a preliminary two-year budget to this Board for fiscal years 2008 and 2009; and

WHEREAS, the Board has completed its review of operating budget requirements by has not yet completed consideration of capital improvement projects for which appropriations have not previously been adopted; and

WHEREAS, the Board contemplates completing its full review and adopting the final two-year budget including capital projects during the month of August, 2007; and

WHEREAS, authorization to expend funds between July 1, 2007 and the date of adoption of the final two-year budget is necessary for the continued smooth operation of the Community Development Agency.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the City of Sonoma Community Development Agency that the operating budget submitted by the Executive Director for fiscal years 2007-2008 and 2008-2009 as first presented to the Board of Directors on May 25, 2007 and as modified by the Board of Directors as set forth in Attachment A, which is attached hereto and by this reference made a part hereof, is hereby adopted as the interim budget of the Community Development Agency of the City of Sonoma for fiscal years 2007-2008 and 2008-2009 pending adoption of a complete two year budget for fiscal years 2008 and 2009.

PASSED AND ADOPTED as a resolution of the Board of Directors of the Community Development Agency of the City of Sonoma at a special meeting held on the 9th day of July 2007, by the following vote:

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



Stanley Cohen, Chairman

ATTEST:


Gay Rainsbarger, Secretary

ATTACHMENT A
Sonoma Community Development Agency

Modifications to Preliminary Budget for FY 2008 and 2009

Following are Board of Directors-approved modifications to the preliminary operating budget for the Sonoma Community Development Agency for FY 2008 and 2009.

	Account Number	FY 2008	FY 2009
Community Development Agency	53001		
GIS upgrade		10,200	

**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

FY 2007-2008/FY 2008-2009

**CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
OPERATING BUDGET - FY 2007-08 & 2008-09
GENERAL FUND - 100**

	2005	2006	2007	2008	2009
	ACTUAL	ACTUAL	BUDGET	ORIG	ORIG
30010 TAXES - SECURED	1,586,431	2,153,540	2,326,520	2,650,000	2,746,000
30011 TAXES - UNSECURED	79,355	84,957	99,000	88,430	95,200
30015 TAXES - HOPTR	24,366	24,797	27,885	24,600	25,100
30016 COUNTY COLLECTION F	-17,719	-17,015	-17,525	-21,150	-22,000
30017 ERAF (STATE TRSFR)	-66,572	-919,584	-1,014,163	-1,043,250	-1,126,710
30020 SALES TAXES - SAFETY	106,511	111,368	107,200	117,600	123,480
30021 SALES AND USE TAXES	1,612,216	1,556,544	2,211,080	2,300,000	2,346,000
30022 SALES TAX TRIPLE FLIP	244,731	484,846	0	0	0
30023 VLF SWAP-SB1096	258,511	808,658	832,920	662,800	662,800
30025 VLF GAP	0	49,569	0	0	0
30030 TOT	2,110,344	2,310,916	2,435,895	2,668,535	2,797,500
30031 FRANCHISE TAXES	294,150	319,691	348,095	352,000	352,000
30040 BUSINESS LICENSE	304,456	324,492	330,195	330,000	330,000
30060 PROPERTY TRANS TAX	222,031	149,712	163,025	147,000	147,700
3001 TAXES	6,758,811	7,442,491	7,850,127	8,276,565	8,477,070
30102 ZONING FEES	32,080	43,516	42,210	35,000	35,000
30104 SALES OF PUBLICATION	2,601	4,033	3,270	4,100	4,100
30105 MICROGRAPHICS FEES	11,885	10,986	10,865	13,900	13,900
30107 STRONG MOTION FEES	0	0	200	0	0
30108 STRONG MOTION FEES	448	87	0	100	100
30111 FIRE PLAN CHECK FEE	8,425	2,442	4,975	9,500	6,000
30112 BUILDING PLAN CHECK	169,167	195,144	210,155	120,000	120,000
30114 ENGINEER PLAN CHECK	30,175	17,160	16,825	18,000	18,000
30115 BUILDING INSPECTION/	322,554	290,793	312,155	240,000	230,000
30117 ENGINEERING INSPECTI	42,035	32,594	30,530	30,530	30,530
30118 PLANNING FEES	0	100	0	1,200	1,200
30119 TRAINING FEES	6,216	6,708	6,365	5,500	5,500
3010 FEES	625,586	603,563	637,550	477,830	464,330
30201 ANIMAL LICENSE	5,477	663	4,800	500	1,000
30203 ENCROACHMENT	14,805	20,573	18,390	18,500	18,500
3020 LICENSES & PERMITS	20,282	21,236	23,190	19,000	19,500
30301 PARKING FINES	22,341	24,695	22,150	21,000	21,000
30302 CRIMINAL FINES	580	941	400	200	200
30303 VEHICLE CODE FINES	15,264	23,533	20,225	22,000	22,000
30304 CHILD RESTRAINT	83	60	140	100	100
30305 ABANDONED VEHICLES	5,652	2,680	4,120	0	0
30306 DUI	0	0	5,150	0	0
30307 CHP - SONOMA	1,283	617	835	500	500
30308 SONOMA P/C 33%	172	242	195	200	200
30310 TRAFFIC VIOLATOR SC	5,936	3,591	3,565	4,500	4,500
30311 COURT RESTITUTION	130	1,678	305	1,000	1,000
30500 OTHER FINES	100	0	0	0	0
3030 FINES & FORFEITURES	51,541	58,037	57,085	49,500	49,500
30600 INTEREST INCOME	199,871	221,376	179,460	300,000	275,000
30701 RENTAL INCOME	55,528	50,867	45,360	73,700	73,700
30702 PARK RESERVATION	29,356	28,290	18,370	25,600	26,000
30703 MOBILE HOME PARK AD	18,624	9,552	19,110	7,700	7,700
30800 FILMING PERMIT FEE	3,576	4,716	3,724	5,000	5,000
3060 INTEREST & RENTS	306,954	314,801	266,024	412,000	387,400
31001 MV IN-LIEU	60,417	62,535	64,493	60,950	60,950
31004 OFF-HWY VEHICLES	553	0	0	400	400
31105 TRAFFIC CONGESTION	0	43,917	0	71,000	71,000
31301 OTHER STATE - GRANT	20,558	0	20,553	0	0
3100 STATE REVENUES	81,528	106,452	85,046	132,350	132,350
31405 VOM FINANCE AGMT	33,313	40,306	72,324	63,600	63,600
31501 POLICE SERVICES	5,010	0	11,560	0	0

Adopted July 9, 2007

**CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
OPERATING BUDGET - FY 2007-08 & 2008-09
GENERAL FUND - 100**

	2005	2006	2007	2008	2009
	ACTUAL	ACTUAL	BUDGET	ORIG	ORIG
31502 POLICE SERVICES	20,180	14,596	11,560	20,000	20,000
31503 ANIMAL SERVICES	626	583	446	500	500
31504 SPECIAL PUBLIC WORK	0	0	0	10,000	10,000
31505 WEED ABATEMENT	3,393	2,449	2,238	5,100	5,100
31507 STREET SWEEPING	11,315	9,052	11,300	9,200	9,200
31508 OTHER-CHARGES FOR	1,515	42,305	891	1,000	1,000
31511 REIMB FROM VOM FIRE	14,475	0	0	0	0
31600 FIRE SERVICES	0	43	0	0	0
31601 REIMBURSE MUTUAL AI	0	4,616	0	0	0
3110 CHARGES FOR SERVICE	89,826	113,950	110,319	109,400	109,400
32001 WATER SALES AND SVC	-7,959	0	0	0	0
3200 WATER	-7,959	0	0	0	0
31700 FINANCE CHARGES	550	789	0	0	0
35001 SALE OF PROPERTY	13,514	2,803,525	500	1,000	1,000
35002 DONATIONS	0	0	1,020	0	0
35004 REIMBURSEMENT AGMT	0	4,824	277	0	0
35005 OTHER-MISC. REV.	18,317	17,868	16,067	1,000	1,000
35007 YOUTH/FAMILY SVS GR	32,500	34,125	35,149	35,000	35,000
35013 SAY PROGRAM	4,200	0	0	0	0
35015 BOOKING FEE REIMB	7,250	20	21	0	0
35016 WORK COMP REBATES	0	1,646	0	0	0
35017 DONATIONS - CITY PAR	0	49	50	0	0
35018 REIMB - SPECIAL EVENT	-5,848	0	0	0	0
3500 MISCELLANEOUS	70,483	2,862,846	53,084	37,000	37,000
37200 TRANSFER IN	677,050	671,274	526,282	581,343	683,620
3700 TRANSFERS	677,050	671,274	526,282	581,343	683,620
30000 TOTAL REVENUE	8,674,102	12,194,650	9,608,707	10,094,988	10,360,170
110 REGULAR EMPLOYEES	2,007,103	1,627,882	1,846,360	1,808,253	1,905,644
120 TEMPORARY/PART-TIME	146,050	148,752	154,091	143,775	159,344
130 OVERTIME	58,358	63,132	65,840	65,000	70,000
131 PREMIUM PAY	38,163	25,192	42,000	0	0
150 W/C WAGES	96,113	76,550	0	0	0
155 SEVERANCE	182,739	3,623	0	0	0
100E SALARY & WAGES	2,528,527	1,945,131	2,108,291	2,017,028	2,134,988
290 EMPLOYEE BENEFITS	0	0	20,757	742,533	777,181
291 WORKERS COMP	0	0	0	78,473	85,587
200E EMPLOYEE BENEFITS	0	0	20,757	821,006	862,768
310 LEGAL	189,637	199,026	165,500	184,500	189,500
311 ACCOUNTING/AUDIT	10,533	10,694	19,000	19,000	19,100
312 RECRUITMENT	3,133	13,196	3,500	13,100	10,600
313 CONSULTING	33,097	42,014	26,800	162,500	79,500
314 ENGINEERING	40,845	27,142	44,900	0	0
321 ELECTIONS	5,419	0	9,000	0	7,500
350 PROFESSIONAL/TECHNIC	205,589	100,173	116,150	234,050	230,630
352 SHERIFF'S CONTRACT	2,320,801	2,684,800	3,343,096	3,412,545	3,511,157
300E PROFESSIONAL SERVIC	2,809,054	3,077,045	3,727,946	4,025,695	4,047,987
401 UTILITIES	112,388	144,378	178,220	172,075	172,075
403 CUSTODIAL (Inc. Supplies)	46,206	56,335	62,400	58,640	58,640
404 REPAIR & MAINTENANCE	105,776	171,641	101,705	174,010	156,850
405 RENTAL/LEASE - LAND & B	10,153	9,998	10,250	10,750	10,750
406 RENTAL/LEASE-EQUIPME	26,697	25,586	37,400	28,500	28,500
407 CONTRACT SERVICES	198,169	366,429	346,910	206,270	173,920
420 OTHER PROPERTY SVS	13,451	13,108	24,000	16,000	19,000

**CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
OPERATING BUDGET - FY 2007-08 & 2008-09
GENERAL FUND - 100**

	2005	2006	2007	2008	2009
	ACTUAL	ACTUAL	BUDGET	ORIG	ORIG
400E PROPERTY SERVICES	510,259	787,475	760,885	666,245	619,735
421 ELECTIONS	-2,581	0	0	0	0
452 COMMUNICATIONS	56,431	51,415	70,635	60,000	55,000
453 ADVERTISING	9,109	7,587	8,500	8,500	9,500
454 PRINTING & BINDING	7,618	4,021	11,700	6,350	6,350
455 TRAVEL	1,145	5,418	4,700	3,600	3,600
456 MEMBERSHIPS	23,846	22,470	22,845	26,390	26,390
457 TRAINING/CONFERENCES	39,423	45,008	62,675	62,375	68,375
458 P O S T	713	0	0	0	0
459 DONATIONS/CONTRIBUTI	200,054	35,050	35,550	240,000	0
460 PERMITS, FEES (Writedow	14,964	4,500	19,110	17,600	17,950
461 CFAC ACTIVITIES	1,091	1,234	8,150	6,500	6,500
480 OTHER SERVICES	34,090	24,106	50,922	59,145	62,600
450E OPERATIONS	0	0	294,787	490,460	256,265
501 GENERAL SUPPLIES	96,417	89,104	109,650	105,050	106,550
505 ENERGY - GASOLINE	44,981	35,450	31,750	58,175	66,900
507 BOOKS & PERIODICALS	2,872	0	9,400	11,500	3,600
508 CLOTHING/UNIFORMS	9,301	15,967	12,700	9,900	12,700
510 DEPARTMENT EXPENSE	0	0	0	20,000	20,000
540 RENTS & LEASES	0	0	0	2,700	0
550 OTHER EQUIPMENT/SUPP	4,549	0	500	24,000	0
500E SUPPLIES	158,120	140,521	164,000	231,325	209,750
601 LAND	0	1,150,000	0	0	0
603 IMPROVEMENTS	116,579	0	0	7,000	0
604 MACHINERY AND EQUIPM	74,713	29,398	48,200	95,900	826,220
606 SOFTWARE	0	0	12,000	17,500	0
607 COMPUTER EQUIPMENT	0	0	0	23,400	5,000
608 Small Tools & Equipment	0	0	0	10,700	0
600E CAPITAL ASSETS	191,291	1,179,398	60,200	154,500	831,220
703 CONSTRUCTION, MATERI	17,080	0	0	7,000	0
706 POLICE TRANSITION COS	392,505	0	0	0	0
750 LONG-TERM BUILDING MAI	83,864	95,796	95,782	124,651	125,651
760 VEHICLE REPLACEMENT T	159,220	191,869	192,009	139,364	142,724
770 MIS REPLACEMENT TRAN	250,200	176,227	236,953	255,604	266,104
780 INSURANCE TRANSFER	207,875	122,028	99,215	88,956	95,213
790 EMPLOYEE BENEFIT TRAN	0	1,095,516	1,104,040	83,110	83,110
700E CONSTRUCTION & ISF	1,110,744	1,681,436	1,727,999	698,685	712,802
801 PRINCIPAL	0	0	12,885	12,885	12,885
802 INTEREST	10,067	1,607	1,615	1,615	1,615
803 FISCAL AGENT FEES	16,879	0	0	0	0
800E DEBT SERVICE	26,950	1,607	14,500	14,500	14,500
900 OPER. TRANSFERS-OUT	1,076,287	653,380	529,257	1,160,910	918,196
903 TRSF IN REIMB VEHICLE	0	6,429	-43,000	-43,000	-826,220
925 CONTINGENCY & RESERV	-858	4,438	135,107	174,000	271,000
900E TRANSFERS	1,075,429	664,247	621,364	1,291,910	362,976
40000 TOTAL EXPENSE	8,410,372	9,476,860	9,500,729	10,411,354	10,052,991
NET NET REVENUE VS EXPEN	263,730	2,717,790	107,978	-316,366	307,179

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 7 p.m. in the Fire Training Room at the Sonoma Fire Station, 630 Second St W. in Sonoma. This is a temporary meeting site [estimated through Spring 2009] due to the reconstruction of the Police Facility/Council Chambers/Community Meeting room project. Councilmembers also sit as the Board of Directors of the Community Development Agency, and participate in local and regional activities.

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

CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
 OPERATING BUDGET - FY 2007-08 & 2008-09
 CITY COUNCIL - 100-41001

	2005	2006	2007	2008	2009
	ACTUAL	ACTUAL	BUDGET	ORIG	ORIG
311 ACCOUNTING/AUDIT	250	0	0	0	0
300E PROFESSIONAL SERVIC	250	0	0	0	0
405 RENTAL/LEASE - LAND & B	153	0	250	0	0
400E PROPERTY SERVICES	153	0	250	0	0
453 ADVERTISING	1,311	0	0	0	0
455 TRAVEL	297	3,793	1,600	1,600	1,600
456 MEMBERSHIPS	6,285	6,692	7,505	7,970	7,970
457 TRAINING/CONFERENCES	6,218	1,201	8,700	8,700	18,700
461 CFAC ACTIVITIES	1,091	1,234	8,150	0	0
480 OTHER SERVICES	4,947	2,449	5,000	2,500	2,500
450E OPERATIONS	0	0	30,955	20,770	30,770
501 GENERAL SUPPLIES	6,538	5,031	1,500	1,500	1,500
510 DEPARTMENT EXPENSE	0	0	0	20,000	20,000
500E SUPPLIES	6,538	5,031	1,500	21,500	21,500
790 EMPLOYEE BENEFIT TRAN	0	79,176	79,176	83,110	83,110
700E CONSTRUCTION & ISF	0	79,176	79,176	83,110	83,110
900 OPER. TRANSFERS-OUT	83,023	0	0	0	0
900E TRANSFERS	83,023	0	0	0	0
40000 TOTAL EXPENSE	89,964	84,207	111,881	125,380	135,380
NET NET REVENUE VS EXPEN	-89,964	-84,207	-111,881	-125,380	-135,380

CITY CLERK

The City Clerk operation has many facets. 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.

- Council Business Records - Manage the agenda process and public notification requirements for the City Council's business meetings. Record and transcribe minutes of the Council meeting and provide opportunities for the public to access the minutes and agendas. Prepare legislation, proclamations, notices, and other official documents. Amend the municipal code in a timely manner. Coordinate recruitment and membership on City committees and commissions.
- Elections - Manage the election process for the City Council and coordinate activities and requirements with the county election staff. Assist candidates, City staff, and officials with filing financial disclosure and/or campaign statements as required.
- Legislation - Assist the City Manager with monitoring and implementing the City Council's legislative agenda.
- Records Management - Oversee the development of a modern records management system for the City. Implement a Citywide records retention schedule including preservation of vital and historic documents.
- Secretary-Community Development Agency - Maintain all official records of the Agency, prepare agendas and minutes for all agency proceedings.

As part of the 2003 Administration Department reorganization, the City clerk also serves as Assistant to the City Manager and staffs the Cultural and Fine Arts Commission.

Mission Statement

The City Clerk strives to provide timely, professional and courteous service to the City Council, the public and the internal organization. The City Clerk is committed to innovative processes, information management, and continued preservation of the City's history.

CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
 OPERATING BUDGET - FY 2007-08 & 2008-09
 CITY CLERK - 100-41002

	2005	2006	2007	2008	2009
	ACTUAL	ACTUAL	BUDGET	ORIG	ORIG
110 REGULAR EMPLOYEES	59,098	55,177	63,389	68,028	69,885
130 OVERTIME	0	0	0	0	0
150 W/C WAGES	0	2,436	0	0	0
100E SALARY & WAGES	59,098	57,613	63,389	68,028	69,885
290 EMPLOYEE BENEFITS	0	0	596	22,722	23,421
291 WORKERS COMP	0	0	0	2,679	2,950
200E EMPLOYEE BENEFITS	0	0	596	25,401	26,371
312 RECRUITMENT	0	91	0	0	0
313 CONSULTING	0	0	0	8,000	0
321 ELECTIONS	5,419	0	9,000	0	7,500
350 PROFESSIONAL/TECHNIC	11,077	350	2,000	2,000	2,000
300E PROFESSIONAL SERVIC	16,496	441	11,000	10,000	9,500
453 ADVERTISING	3,505	3,448	4,500	3,500	3,500
455 TRAVEL	0	144	0	0	0
456 MEMBERSHIPS	220	355	410	410	410
457 TRAINING/CONFERENCES	2,216	2,010	4,200	4,200	4,200
480 OTHER SERVICES	0	845	500	10,500	10,500
450E OPERATIONS	0	0	9,610	18,610	18,610
501 GENERAL SUPPLIES	1,882	2,162	4,500	2,500	2,500
500E SUPPLIES	1,882	2,162	4,500	2,500	2,500
606 SOFTWARE	0	0	0	9,500	0
600E CAPITAL ASSETS	0	0	0	9,500	0
770 MIS REPLACEMENT TRAN	8,341	3,714	3,709	3,778	6,778
780 INSURANCE TRANSFER	3,853	1,968	2,150	2,451	2,616
790 EMPLOYEE BENEFIT TRAN	0	25,368	27,294	0	0
700E CONSTRUCTION & ISF	12,194	31,050	33,153	6,229	9,394
900 OPER. TRANSFERS-OUT	20,241	0	0	0	0
900E TRANSFERS	20,241	0	0	0	0
40000 TOTAL EXPENSE	109,910	91,266	122,249	140,268	136,260
NET NET REVENUE VS EXPEN	-109,910	-91,266	-122,249	-140,268	-136,260

CITY MANAGER

The City Manager serves as the Chief Executive Officer of the City. The Manager, who is appointed, evaluated, and retained by the City Council based on professional expertise and performance, provides overall management and direction for all City programs with the assistance of department heads; functions as head of finance, personnel, and all other administrative services; continually evaluates the City's organizational structure as it pertains to effective, efficient and economical delivery of services to the public; develops and implements methods of improving services and public improvements; assures conformance with City Council policies and directives and with all applicable laws.

The ongoing duties of the City Manager's office staff include: preparation and presentation of City operating and capital budgets; developing safety procedures and administering the city's risk management program; inventory control; preparation of agenda reports and correspondence for the City Council; processing purchase orders; development and implementation of City administrative procedures; implementation of City Council policies and priorities; review of the City's fee schedule in accordance with state and local laws and procedures; implementing programs mandated by other agencies; analysis of legislation; intergovernmental representation and operation of the City's Community Development Agency.

CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
 OPERATING BUDGET - FY 2007-08 & 2008-09
 CITY MANAGER - 100-41003

	2005	2006	2007	2008	2009
	ACTUAL	ACTUAL	BUDGET	ORIG	ORIG
110 REGULAR EMPLOYEES	176,343	171,561	179,318	196,020	255,892
130 OVERTIME	0	0	0	0	0
100E SALARY & WAGES	176,344	171,561	179,318	196,020	255,892
290 EMPLOYEE BENEFITS	0	0	1,835	67,480	87,510
291 WORKERS COMP	0	0	0	7,720	8,490
200E EMPLOYEE BENEFITS	0	0	1,835	75,200	96,000
312 RECRUITMENT	0	136	0	0	0
313 CONSULTING	445	1,050	7,500	7,500	7,500
350 PROFESSIONAL/TECHNIC	3,620	0	0	0	0
300E PROFESSIONAL SERVIC	4,065	1,186	7,500	7,500	7,500
407 CONTRACT SERVICES	1,434	0	1,200	0	0
400E PROPERTY SERVICES	1,434	0	1,200	0	0
452 COMMUNICATIONS	1,007	676	1,000	500	500
455 TRAVEL	349	926	750	900	900
456 MEMBERSHIPS	1,696	1,276	1,950	2,370	2,370
457 TRAINING/CONFERENCES	7,443	4,342	7,100	8,200	8,200
480 OTHER SERVICES	6,194	3,145	15,000	15,000	15,000
450E OPERATIONS	0	0	25,800	26,970	26,970
501 GENERAL SUPPLIES	1,114	1,107	1,200	1,200	1,200
507 BOOKS & PERIODICALS	80	0	500	250	250
500E SUPPLIES	1,194	1,107	1,700	1,450	1,450
607 COMPUTER EQUIPMENT	0	0	0	0	5,000
600E CAPITAL ASSETS	0	0	0	0	5,000
770 MIS REPLACEMENT TRAN	18,887	11,873	11,876	15,153	15,153
780 INSURANCE TRANSFER	10,610	5,412	5,915	6,946	7,411
790 EMPLOYEE BENEFIT TRAN	0	76,824	81,933	0	0
700E CONSTRUCTION & ISF	29,497	94,109	99,724	22,099	22,564
900 OPER. TRANSFERS-OUT	58,028	0	0	0	0
900E TRANSFERS	58,028	0	0	0	0
40000 TOTAL EXPENSE	270,561	267,963	317,077	329,240	415,376
NET NET REVENUE VS EXPEN	-270,561	-267,963	-317,077	-329,240	-415,376

FINANCE & TREASURY

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. Staffing consists of one full-time Accountant, one full-time Accounting Technician and one part-time Accounting Technician. The Assistant City Manager is the appointed City Treasurer.

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. Finance coordinates and oversees the preparation of general purpose and technical financial statements for the City, and oversees the preparation, examination, and verification of financial documents required by the City's independent auditor.

The Finance Department is located in the renovated Carnegie Library Building in the downtown Plaza adjacent to City Hall.

Finance Department Mission Statement: "To manage and safeguard City resources in a responsible manner; to provide timely and accurate financial information; to implement financial and budgetary policies set by the City Council; and to perform all duties in an efficient and effective manner while maintaining adequate internal controls"

CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
 OPERATING BUDGET - FY 2007-08 & 2008-09
 FINANCE - 100-41004

	2005	2006	2007	2008	2009
	ACTUAL	ACTUAL	BUDGET	ORIG	ORIG
110 REGULAR EMPLOYEES	57,308	55,081	57,901	53,617	55,638
120 TEMPORARY/PART-TIME	16,076	2,684	16,985	13,076	13,477
130 OVERTIME	0	124	0	0	0
100E SALARY & WAGES	73,385	57,889	74,886	66,693	69,115
290 EMPLOYEE BENEFITS	0	0	495	17,499	18,150
291 WORKERS COMP	0	0	0	2,627	2,890
200E EMPLOYEE BENEFITS	0	0	495	20,126	21,040
311 ACCOUNTING/AUDIT	10,283	10,694	19,000	19,000	19,100
312 RECRUITMENT	1,778	878	0	0	0
350 PROFESSIONAL/TECHNIC	1	200	0	0	0
300E PROFESSIONAL SERVIC	12,062	11,772	19,000	19,000	19,100
407 CONTRACT SERVICES	0	25,635	0	0	0
400E PROPERTY SERVICES	0	25,635	0	0	0
452 COMMUNICATIONS	213	0	0	0	0
453 ADVERTISING	188	0	0	0	0
454 PRINTING & BINDING	0	1,085	0	0	0
455 TRAVEL	104	5	100	100	100
456 MEMBERSHIPS	780	409	485	585	585
457 TRAINING/CONFERENCES	1,082	1,924	3,500	5,500	5,500
459 DONATIONS/CONTRIBUTI	54	0	0	0	0
450E OPERATIONS	0	0	4,085	6,185	6,185
501 GENERAL SUPPLIES	1,342	1,866	3,750	3,750	3,750
507 BOOKS & PERIODICALS	250	0	0	0	0
500E SUPPLIES	1,592	1,866	3,750	3,750	3,750
770 MIS REPLACEMENT TRAN	35,101	27,299	35,193	30,967	30,967
780 INSURANCE TRANSFER	3,731	2,280	2,493	3,834	4,091
790 EMPLOYEE BENEFIT TRAN	0	21,576	23,915	0	0
700E CONSTRUCTION & ISF	38,832	51,155	61,601	34,801	35,058
900 OPER. TRANSFERS-OUT	20,005	0	0	0	0
900E TRANSFERS	20,005	0	0	0	0
40000 TOTAL EXPENSE	145,876	148,317	163,817	150,554	154,248
NET NET REVENUE VS EXPEN	-145,876	-148,317	-163,817	-150,554	-154,248

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 and the Planning Commission [when necessary], 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 [YFS] program handled through the City Police Department. All costs for the YFS program are budgeted in the Police Department Budget.

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

CITY OF SONOMA & SONOMA COMMUNITY DEVELOPMENT AGENCY
OPERATING BUDGET - FY 2007-08 & 2008-09
LEGAL SERVICES - 100-41005

	2005	2006	2007	2008	2009
	ACTUAL	ACTUAL	BUDGET	ORIG	ORIG
310 LEGAL	189,637	199,026	165,500	184,500	189,500
300E PROFESSIONAL SERVIC	189,637	199,026	165,500	184,500	189,500
40000 TOTAL EXPENSE	189,637	199,026	165,500	184,500	189,500
NET NET REVENUE VS EXPEN	-189,637	-199,026	-165,500	-184,500	-189,500
