

CONCURRENT SPECIAL MEETINGS OF THE
SONOMA CITY COUNCIL

&

SONOMA CITY COUNCIL AS THE SUCCESSOR AGENCY TO THE
DISSOLVED SONOMA COMMUNITY DEVELOPMENT AGENCY



Community Meeting Room, 177 First Street West
Sonoma CA 95476

Monday, June 25, 2012
6:00 p.m.

AGENDA

City Council
Joanne Sanders, Mayor
Ken Brown, Mayor Pro Tem
Steve Barbose
Laurie Gallian
Tom Rouse

Be Courteous - **TURN OFF** your cell phones and pagers while the meeting is in session.

OPENING

CALL TO ORDER & PLEDGE OF ALLEGIANCE
ROLL CALL (Rouse, Brown, Gallian, Barbose, Sanders)

1. COMMENTS FROM THE PUBLIC

At this time, members of the public may comment on any item not appearing on the agenda. It is recommended that you keep your comments to three minutes or less. Under State Law, matters presented under this item cannot be discussed or acted upon by the City Council at this time. For items appearing on the agenda, the public will be invited to make comments at the time the item comes up for Council consideration. Upon being acknowledged by the Mayor, please step to the podium and speak into the microphone. Begin by stating and spelling your name.

2. BUDGET WORKSHOP

Item 2A: Discussion, consideration and possible action regarding Fiscal Year 2012-13 Budgetary Allocations for Community and Recreational Service Providers (Tier 1 Non-Profits) (City Manager)
Staff Recommendation: Discuss, consider, and possibly take action regarding FY 2012/13 budgetary allocations for Community and Recreational service providers.

Item 2B: Discussion, consideration, and possible direction to staff regarding the 2012/13 Draft City Operating Budget. (City Manager & Assistant City Manager)
Staff Recommendation: Discuss, consider and provide direction to staff.

Item 2C: Discussion, Consideration and Possible Action on Approval of Continuing Appropriations for 2012-13 until an Operating Budget is Approved. (City Manager)
Staff Recommendation: Approve the resolution to allow routine expenditures.

3. COUNCILMEMBER COMMENTS

4. ADJOURNMENT

I do hereby certify that a copy of the foregoing agenda was posted on the City Hall bulletin board on June 21, 2012. GAY JOHANN, CITY CLERK

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

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

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



City of Sonoma
City Council
Agenda Item Summary

City Council Agenda Item: 2A

Meeting Date: 06/25/2012

Department

Administration

Staff Contact

Linda Kelly, City Manager

Agenda Item Title

Discussion, consideration and possible action regarding Fiscal Year 2012-13 Budgetary Allocations for Community and Recreational Service Providers (Tier 1 Non-Profits)

Summary

The City Council will review the annual requests for funding for the Community and Recreational Service Providers. The proposals have been received and are attached:

Agency	2010-11 Grant	2011-12 Request	2011-12 Grant	2012-13 Request
Boys & Girls Clubs of SV	\$58,000	\$58,000	\$51,040	\$58,000
Sonoma Community Center	\$30,000	\$30,000	\$26,400	\$50,000
Sonoma Ecology Center	\$22,000	\$22,000	\$19,360	\$22,000
Vintage House*	\$30,000	\$30,000	\$26,400	\$30,000
TOTALS	\$140,000	\$140,000	\$123,200	\$160,000

**Vintage House submitted 2 proposals: one if Measure J does not pass (\$26,400) and one if Measure J passes (\$30,000).*

As a placeholder, the draft budget has been prepared as status quo with the same allocations as the 2011-12 City Council approved Grant amounts [\$123,200]. The 2011-12 Council-approved budget allocation represented a 12% reduction from the 2012-11 grant amounts and was consistent with the reductions taken by City departments due to the City's fiscal situation since 2008-09. The City Council may provide direction at this meeting as to the Community and Recreational Service Provider funding amounts to be granted for Fiscal Year 2012-13.

In accordance with State of California Conflict of Interest laws, the City Attorney has advised that this item be taken up before the general budget discussion and that the course of discussion proceed as follows:

- a. Council discuss, consider and possibly take action deciding an amount to be allocated to the Sonoma Community Center. [Allowed to participate: Barbose, Brown, Rouse, Gallian; recusal required due to property proximity conflict: Sanders]. Once this funding decision is made, it cannot be changed.
 - b. Council discuss, consider and possibly take action deciding an amount to be allocated to the Boys and Girls Clubs of Sonoma Valley, Sonoma Ecology Center and Vintage House. [Allowed to participate: All Councilmembers]
-

Recommended Council Action

Discuss, consider, and possibly take action regarding FY 2012/13 budgetary allocations for Community and Recreational service providers.

Alternative Actions

Council discretion.

Financial Impact

Any funding provided for these organizations is a General Fund expenditure. As a placeholder, the draft budget has been prepared as status quo with the same allocations as the 2011-12 City Council approved Grant amounts [\$123,200]. The final amounts to be granted are at the sole discretion of the City Council.

Environmental Review

Status

- Environmental Impact Report
- Negative Declaration
- Exempt
- Not Applicable

- Approved/Certified
- No Action Required
- Action Requested

Attachments:

City of Sonoma Recreational and Community Programs Funding Policy
Proposals (4)

cc's: via email:

Dave Pier, Boys and Girls Clubs of Sonoma Valley
Kathy Swett, Sonoma Community Center
Richard Dale, Sonoma Ecology Center
Cynthia Scarborough, Vintage House

Adopted by the City Council
February 4, 2009
Amended by the City Council
May 19, 2010

**City of Sonoma
Recreational and Community Programs
Funding Policy**

Policy Statement:

Recreational and Community Programs are an important part of the overall delivery of services by the City of Sonoma to its residents. The City Council Vision Statement (2006) supports this community service through the following statements:

- “Residents have access to a variety of high-quality recreational opportunities.”
- “Residents enjoy...efficient, high-quality public services.”

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

In recognition of the success of such an approach, the City Council desires to establish a policy to ensure the continued funding of Recreational and Community Programs, and remove to the greatest extent possible, year-to-year funding uncertainty for these programs.

Since the City of Sonoma does not separate itself from the unincorporated urban area that surrounds the City when it comes to many public services, it is recognized that the City shall endeavor to partner with other governmental agencies in Sonoma Valley in delivering Recreational and Community Programs in a cost effective and efficient manner, utilizing joint efforts and economies of scale when possible.

1. Core Ongoing Recreational and Community Programs

During the regular budget preparation process cycle, City staff will solicit proposals from the City's service providers providing "core" ongoing recreational and community programs. City staff will also make available a request for proposals for any new service providers wishing to propose programs to fulfill core ongoing recreational and community programs. For the City of Sonoma, the following services have traditionally been considered to be core ongoing recreational and community programs: after-school recreational and summer programs; senior services; environmental education programs; programs provided by the Sonoma Community Center; and any additional ongoing programs identified by City Council or staff to meet on-going Recreational and Community Programming needs. These service providers shall submit to City staff a proposal for the next City budget cycle. Proposals shall include a proposed program budget, and shall be submitted pursuant to a schedule and in a format as requested by the City. City staff will include the proposals with accompanying budget requests in the draft budget as submitted to Council for review. As such, the Recreational and Community Programs budget will be considered by the City Council alongside all other City department services.

City Council determination of funding level will be based on maintenance of service levels for programs, direct service to the residents of the City, and additional needs identified by service providers and City staff. If the financial condition of the City necessitates funding decreases in City programs, the City Council shall consider the needs of all City department programs, in light of the City Council's priority setting guidelines, and the Recreational and Community Programs budget will be considered as one of these department programs.

As opportunities arise, City staff shall work to identify regional funding providers (e.g. County of Sonoma, Sonoma Valley Unified School District) to partner with for the offset of costs for Recreational and Community Programming needs. City staff shall also pursue the use of funds aside from the General Fund when applicable.

2. Community Activities and Resources Provided by Non-Profit Organizations (Community Activity Grants)

After the close of the fiscal year, the City Council shall determine if any General Funds are available (excess of revenue over expenditures) and left for allocation to Community Activity Grants. Community Activities and Resources shall be considered "second priority" behind core Recreational and Community Programs if budget considerations necessitate expenditure reductions. When determining a recommended budget amount, if any, City Council and staff shall take into account the financial condition of the City, estimated revenues and expenditures and other factors such as potential State government reallocations from city governments. This amount may be allocated at the Council's

discretion at the close of the fiscal year, and shall be communicated to the City's Community Services and Environment Commission (CSEC).

At the time of determining whether to fund Community Activity Grants in a given fiscal year, the City Council shall set criteria for that year's funding priorities and communicate this criteria to the CSEC. For example, the Council could determine that public health or seniors be a focus of funding for a certain fiscal year, as a reflection of specific community needs that year.

Once an amount has been decided upon, staff shall make public notice of a form, process and deadline(s) to all non-profit organizations providing Community Activities and Resources serving residents of the City. The process is known as Community Activity Grants. Once forms and proposals have been submitted to City staff, staff shall forward the totality of the submittals to the CSEC. The CSEC shall agendize a public meeting discussion and review of the Community Activity and Resources submittals.

The CSEC shall make a determination of which non-profit organizations are to be provided with General Fund allocations and the amounts to be provided to each. The CSEC shall follow any criteria determined by the City Council when deciding which requests to fund. The recommendations of the CSEC shall be forwarded to the City Council for final allocation as the Council has ultimate budget authority.

Boys & Girls Clubs of Sonoma Valley
City of Sonoma Service Provider for Recreational and Community Programs
FY 2012-2013

1. Organization's Mission/ purpose and constituencies it serves:

The Boys & Girls Clubs of Sonoma Valley has been providing the residents of Sonoma with the only year round youth recreation and education facility in Sonoma for 50 years with a mission of providing positive opportunities for youth to learn and succeed. The Club began in the City of Sonoma in 1962 at the Community Center and it has seen dramatic growth in participation by local youth since inception. The Club also provides sports and recreation leagues for the Sonoma youth community, as well as for adults. The following recreation leagues or programs were offered to the Sonoma Valley in FY 2011-2012 due, in part, to the City's funding:

<u>League/ program</u>	<u># of participants</u>
o T- Ball (beginning at age 4)	95 youth
o Coach pitch (ages 7 & 8)	29 youth
o Volleyball (girls 3 – 8 th grade)	184youth
o Basketball (age 3 – 8 th grade)	180 youth
o Junior Co-Ed Basketball	48 youth
o Men's Basketball	75 adults
o Total Youth served (6 – 18)	2,600 annually

The Club programs are open to any youth 6-18 years old, regardless of income, religion or ethnic background. The Club currently is serving nearly 2,600 youth in its after school, summer and athletic programs. Five Club sites at Maxwell Park, Sassarini, Flowery, Dunbar, and Altimira schools provide service to nearly 500 children daily. The Club offers scholarships to youth who are not able to afford to participate in its programs, last year providing 25% of members with scholarships for after school and recreation league programs. No child is ever denied membership due to inability to pay.

In addition, the Club has made its facility available for the Sonoma Valley High School students to hold school dances, Valley of the Moon Teen Services, Sonoma Valley Mentoring Alliance and others in the community.

2. Proposed Programs to be Funded by the City of Sonoma for FY 2012-2013

The Boys & Girls Clubs of Sonoma Valley is requesting \$58,000 in funding for two programs:

- o \$22,000 for the Summer Recreation program and
- o \$36,000 for the After School Recreation program.

This request is equivalent to the funds provided for these services by the City for FY 2010-2011, despite significant increases in services and daily attendance at the Club. Please see attached budget for the Club's 2012 fiscal year.

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

Boys & Girls Clubs of Sonoma Valley
City of Sonoma Service Provider for Recreational and Community Programs
FY 2012-2013

Summer Recreation Program

The Summer Recreation program will be conducted at the Maxwell Farms Clubhouse. The Club will be open daily from 7am-7pm (and open late for teens with specific activities) to meet the needs of working parents. Summer Camp themes include Go For The Gold, Wild Things, Cirque du Sonoma, Reach For The Stars, Out of this World, and more with field trips and activities planned in accordance. Additionally, the Club will for the second consecutive year, offer Specialty Camps. These include Rock Climbing, Science Camp, Sports Camps, Video Production, Ceramics, Engineering with Lego Robotics, and Cooking Camp. We will also continue an additional effort to reach middle school students during this summer with our Middle School Camp and programs. Our goal is to average 300 Sonoma youth at the Club each day of the summer, which would be a significant increase over prior years.

After School Recreation Program

The Club's intramural sports program continues with Volleyball and Flag Football this spring and summer. For some youth this has become the training ground for them to go on and play at a competitive level. Junior Basketball and T-Ball beginning with 5 year olds gives the younger youth in the community a chance to start in sports and develop skills at an early age. **Power Hour** occurs each weekday afternoon at the Club and every attending member works on their homework with the help of staff and volunteers. Art, gardening, cooking classes, music, dance, environmental science, pottery, and leadership programs all occur on a regular basis throughout the year.

To better serve Sonoma's teen population we have the **Intel Computer Clubhouse** (including the recording studio and video lab), open nightly during the school year until 9pm, and sports club at our Maxwell site. The Intel Computer Clubhouse in Sonoma is one of only 106 in the world and houses a music studio with recording capability, video production capability that is compatible with SVHS's video program, as well as 15 computer workstations.

In addition, the **College Bound** program that is designed to help teens, especially youth with minimal infrastructure support, to navigate the obstacles that exist between them and college matriculation, has gained momentum and serves 85 high school teens during the current school year, including 29 seniors. This program is facilitated by our College Bound Director who has a Master's degree in school counseling and is well equipped to help these youth dream of college and see it become a realistic opportunity.

Boys & Girls Clubs of Sonoma Valley
City of Sonoma Service Provider for Recreational and Community Programs
FY 2012-2013

3. Public benefit:

Our partnership with the City of Sonoma as a City Service Provider allows us to provide services to the City residents at a lower cost than the City could as a stand alone operation because of our ability to significantly leverage other resources to supplement the City's funding for these wonderful programs.

The relevance of the Boys & Girls Clubs of Sonoma Valley is significant, and contributes greatly to the community of Sonoma by keeping our youth in a safe environment and engaged in positive activities. The City's continued support of BGCSV as a City Service Provider is an integral part of our ability to provide critical services to Sonoma's youth.

Boys Girls Clubs of Sonoma Valley
2012 Budget

ORDINARY INCOME

Total Contribution Income	453,000
Total Special Event Income	288,900
Grants	190,000
Membership Dues	80,000
Fee Based Program Income	
ASES	555,000
Total Fee Based Program Income	88,000
United Way	
Total Income	1,654,900

EXPENSES

Staff Recognition	2,000
ASES Expenses	555,000
Board Expenses	2,000
Business Expense	15,000
Charges & Fees	7,500
Conferences, Seminars & Training	5,000
Copier Expense	5,500
Dues	15,500
Insurance	28,500
Interest Expense	500
Maintenance & Repair	34,500
Marketing	17,000
Total Payroll	879,991
Postage	3,500
Printing	1,300
Professional Fees	15,000
Program Expenses	50,000
Supplies	5,000
Technology	3,000
Telephone	6,400
Travel Expenses	4,000
Utilities	31,000
Total Expense	1,687,191
Net Ordinary Income	(32,291)



SONOMA COMMUNITY CENTER

www.sonomacommunitycenter.org

Board of Directors

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President

Baron Bernstein

First Vice President

Shelley Hallan

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Brock Arner

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May 9, 2012

Mayor Joanne Sanders and City Council

1, The Plaza

City of Sonoma

Sonoma, CA 95476

Dear Mayor Sanders and Council Members,

Valerie Casale

Jens Hoj

Jack Lundgren

Sharon Nevins

Greg Silvi

Bob Smith

Marcie Waldron

Pam Gibson

Past President

Kathy Swett

Executive Director

Advisory Council

Darius Anderson

Brad Bacon

Tim Boeve

Valerie Brown

Jeff Frieberg

Sara Hauter

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Jim Lamb

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Nancy Ryan

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Elizabeth Smith

Lilla Weinberger

Walter Williams

Kathy Witkowicki

Jennifer Yankovich

On behalf of the Sonoma Community Center's Board of Directors, I wish to thank the City of Sonoma for allocating funding for recreational and community programs. The Sonoma Community Center requests \$50,000, which represents the level funded in 2009/10, to provide specific services to the City of Sonoma. We acknowledge the uncertainty of the city's operating budget at this time, and we are aware that it is unlikely a decision will be made until after the June 5 election. The amount requested was derived following discussion with the other three Tier One Executive Directors, all of whom support applications for funding based on a return to each of our 2009/10 allocations.

Thanks to funds received from the City of Sonoma's Redevelopment Agency and the Historic Preservation Easement, SCC has been able to meet operating expenses after four years of developing infrastructure and board vision. This has permitted thorough revisioning of our programs and services. A dedicated, passionate, hands-on Board of Directors has been culled. Top-notch staff comprised of seasoned programming and administrative professionals are poised to become leaders in their fields. The outlook for SCC in FY2012/13 is unprecedented; we are positioned on a launch pad, ready to advance to an entirely new level of service provision. These developments would not have been possible without the support of the City of Sonoma, and we are honored to be in partnership with its council and staff.

Funding for the exceptional programs we provide is even more critical. SCC's contribution is vital to maintaining the health of our community. The programming we produce builds community bonds and uses art to spur conversation about community issues. Our expertise and experience helps the city meet its goal of providing high-quality, efficient public services. A Contract for Services between SCC and the City of Sonoma benefits the residents of Sonoma Valley. Together we offer public services that contribute to a strong community, while minimizing city expenses.

Emergency Volunteer Center: SCC has entered into an agreement with the City of Sonoma to act as the Emergency Volunteer Center (EVC) in time of

disaster. Staff has practiced and honed systems for opening and running the center, processing volunteers, and communicating with other emergency facilities and managers. SCC also has agreed to incur additional expense in increased liability insurance to cover emergency volunteers. SCC will work closely with EOC designees to tailor volunteer processing to reduce the work-load of the EOC.

EVC training is required of all SCC staff on a biannual basis. This included participation in the 2012 Great Shake Out, when standard operating procedures were tested and modified to more efficiently serve the needs of the EOC.

SCC is compiling a dedicated database that will allow us to coordinate pre-registered community members willing to volunteer in times of disaster and notify when their services are needed.

Environmental Education: Water conservation as practiced in the Maloney WaterWise Garden is the core of SCC's Center of Sustainability program. Other key components include WaterWise gardening classes and workshops led by the Sonoma County Master Gardeners; culinary classes focused on local sourcing; a garden-to-table dinner series in the Rotary Community Kitchen; and the popular Trashion Fashion show in Andrews Hall, which entertains while it teaches good recycling principals. Additionally, SCC is completing its large-scale recycling and composting program, and plans to expand the third annual Trashion Fashion Show scheduled for spring 2013.

Installation of a 7900-Gallon rainwater harvesting system is complete, the result of a funding partnership with both the City of Sonoma and the Sonoma County Water Agency. It includes a rainwater catchment tank with plumbing that allows 100% of our irrigation needs to be met by rainfall, while preventing storm water runoff.

Co-production of a five-part series of gardening classes in partnership with the Sonoma County Master Gardeners will highlight WaterWise gardening techniques, including rainwater harvesting. Space behind the SCC building has been developed and acts as an outdoor classroom, as well as a place for us to grow a portion of the produce that will be served at this year's free Thanksgiving Dinner, and our garden-to-table dinner series.

SCC Board and staff are developing a Demonstration Garden and Water Conservation landscaping concept throughout the 2.5 acre footprint of our property by developing master site plan in coordination with the Sonoma County Master Gardeners. The site plan is scheduled to be finished by spring 2013, and will give us a map for our long-term, sustainable growth.

Cultural and Community Education and Events: Sonoma Community Center's core services to the community include the production of several community-wide events such as the Fourth of July Parade and Plaza Celebration, the City Party, Dia de los Muertos Community Celebration, and the annual free Thanksgiving Dinner. As part of our contract for services with the City of Sonoma, we produce these events to

build community and a sense of civic pride. Strong community bonds add value and structure to the day to day lives of Sonomans.

The annual Fourth of July parade and celebration is well-known and often receives regional media coverage citing it as one of Northern California's best 'hometown' events. The increase in tourism benefits the hospitality industry, and the post-parade Plaza Celebration offers local nonprofit organizations the opportunity to raise much-needed funds by running food, game, and information booths throughout the day.

Additionally, Sonoma Community Center annually presents approximately 150 classes, lectures and workshops that serve a broad spectrum of city residents. Summers are dedicated to youth activities as we present a six week series of puppet, culinary, financial, singing, drawing, and ceramics camps. We estimate that SCC directly serves over 16,500 people per year through civic events and other cultural and after-school programming.

Attached is Sonoma Community Center's draft core services budget for FY 2012/13 (July 1 – June 30). Thank you for partnering with non-profit service providers to ensure that city residents receive the best programming possible. We look forward to another succesful partnership year.

Sincerely,

A handwritten signature in black ink that reads "Kathy Swett". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Kathy Swett
Executive Director

DRAFT BUDGET SCC-PROVIDED SERVICES TO CITY OF SONOMA FY 2012/13

INCOME			
	Program Fundraising Event		7350
	Grants		
		SV Fund - Ellman Grant (pending)	4200
	Earned Income		
		Class Fees	141750
		City of Sonoma (applying)	50000
	INCOME TOTAL		203300
EXPENSE			
	Personnel		
		Program Director	19600
		Events Manager	39000
		Program Manager	29000
		Technician	9500
		Workers Comp/Payroll Taxes	6900
		Subtotal	104000
		Instructor Fees	66435
	Personnel Total		170435
	Direct Expenses		
		Printing/Postage	23415
		Materials & Supplies	6300
		Licenses/Fees	1050
		Professional Services	2100
	Direct Expense Total		32865
	EXPENSE TOTAL		203300



SONOMA ECOLOGY CENTER

May 9, 2012

Linda Kelly, City Manager
No. 1 The Plaza
City of Sonoma
Sonoma, California, 95476

Dear Linda Kelly,

We are very pleased that the Sonoma City Council is once again considering funding for the Recreational and Community Programs Grant. Sonoma Ecology Center programs offered at Sonoma Garden Park are in alignment with the City's policy statement and core ongoing Recreational and Community Programs Grant, including:

- after school recreation and summer programs
- environmental education

As a provider of these services, reaching over 1,600 youth and adults per year in these areas, the Sonoma Ecology Center is submitting the following proposal for the 2012-2013 budget year.

After School Recreation and Summer Programs

Overview

Sonoma Garden Park (SGP), a project of Sonoma Ecology Center (SEC), provides after school and summer programming via volunteer work, community service, and court referral opportunities, as well as through ongoing gardening, harvest market and nursery opportunities. In addition to these valuable community services, the SEC utilizes SGP as an educational campus for core programming including the K-12 Watershed Education Program, *EnviroLeader Internship*, community and adult workshops, service learning days, and summer Science Camp.

Garden and Nursery Programs

SGP offers garden and nursery opportunities for youth and adults to gain work experience and learn from expert farmers, gardeners, and nursery professionals. Youth and adults can participate in a number of ongoing activities, including hands-on gardening and nursery work. Participants learn how to grow vegetables, flowers, native and drought-tolerant plants. Volunteers, students, and those earning community service hours, can learn how to propagate, grow, and maintain plants in the nursery and in the field. Participants also learn farming techniques, including how to grow, tend to and harvest vegetables and fruit. SGP and SEC Restoration and Garden Program staff supervise all vegetable and native plant production and are experienced mentors for training youth and adults. Supervised volunteer work days are offered every Monday, Wednesday, and Saturday from 9 am to 2 pm, and nursery workdays are offered on the second Saturday of each month from 9 am to 12 pm. This program serves over **150 youth and adults** for over **1,500 hours of community service** each year. The *EnviroLeader* program provides **40 paid internships** to Sonoma Valley youth annually during after school and summer hours. The program aims to educate and empower them to become our community's future



environmental leaders. *EnviroLeaders* are recruited from Sonoma Valley High School, Creekside High School, Gateway School, Social Advocates for Youth, Valley of the Moon Teen Center, and Hanna Boys Center. *EnviroLeader* cohorts are very dynamic and reflect the overall demographics of Sonoma including youth of color with various academic records, and from a range of economic backgrounds.

Interns work in semester-long sessions as well as during summer break, ranging from ten to fourteen hours per week. At SGP, their work includes growing and harvesting fruits and vegetables and planting and maintaining demonstration gardens. They also help with the propagation and maintenance of native plants in the SGP Native Plant Nursery. Interns also help at various restoration sites throughout the Sonoma Valley. They enhance their communication skills through participation in customer service at the Harvest Market, interviewing professionals during field days, and through community speaking engagements. Interns are evaluated through pre- and post-questionnaires, focus groups, reflections, and observations by staff. They acquire an interest in and knowledge of environmentally based careers, and gain transferrable science-based knowledge and skills. This expertise allows these young people to grow into community leaders that promote practices, which preserve Sonoma Valley's agricultural heritage, while sustaining our local environment.

Service Learning Days

The Sonoma Ecology Center provides after school and summer service learning opportunities for student clubs and groups to complete projects and service hours at SGP. Youth complete projects while receiving instruction and education about sustainable practices by staff. Participating youth groups include local scout troops, students from Justin Sienna High School and Gateway Community School, the Mother's Club, Sonoma Valley Mentoring Alliance, Hanna Boys Center, and individual students completing requirements for high school senior projects and work experience. In total, approximately **250 youth** participate in Service Learning Days annually. Staff provides supervision, education, guidance, and use of tools.

Science Camp

SEC's Science Camp provides up to **180 youth per summer** with a summer camp experience focused on science enrichment. Camp is offered for six, week-long sessions during the summer season, with four sessions at SGP and two sessions at Sugarloaf Ridge State Park. The sessions offered at SGP provide youth with opportunities to learn about sustainable agriculture, water conservation, biology, geology, and meteorology. Summer camps offer youth valuable opportunities to learn new science concepts while strengthening core concepts taught during the school year.

Environmental Education

SEC provides ongoing opportunities at SGP for youth and adults to learn about the environment through both experiential and educational opportunities. The goal of the program is to provide youth and adults with the awareness and tools to protect, preserve, and restore the local environment, and Sonoma Creek Watershed. Related to the City's conservation goals, students learn specific skills to reduce water and energy use, reduce home waste through composting, and learn how to preserve habitats.

SEC's K-12 Watershed Education Program delivers comprehensive environmental education that teaches science and facilitates outdoor experiences and service. SEC provides stand-alone educational curriculum modules for free to **over 1,300 students per year**. Modules are 8-15 hours in length and are

SONOMA ECOLOGY CENTER



offered to 2nd, 4th, 5th, and 6th grade classes. They include classroom lessons and trips to natural sites throughout Sonoma Valley. During the lessons students participate in fun, hands-on activities and experiments exploring compelling models, and conducting real-life restoration work in local habitats. Curriculum utilizes a variety of equipment including water quality testing kits, demonstration materials, animal artifacts, and art supplies. Specific modules are described below:

2nd Grade Wildlife Defenders - Focuses on local wildlife populations and life cycles, wildlife needs, and habitat. Students receive five classroom lessons and a fieldtrip to the Montini Open Space Preserve to explore the oak-woodlands (17 classes served during the 2011-2012 school year).

4th Grade Growing Discovery - Students learn about food chains, food webs, and lives of common insects as they explore relationships between plants, animals, and humans in the garden. Students receive five classroom lessons and a field trip to Sonoma Garden Park (13 classes served during the 2011-2012 school year).

5th Grade Water Wonders - The Sonoma Creek Watershed and its connection to San Pablo Bay is the theme as students learn the functions of wetlands, the water cycle, and ways to reduce non-point source pollution. Students receive five classroom lessons and a fieldtrip to Viansa Wetlands (10 classes served during the 2011-2012 school year).

6th Grade Eco-Challenge - Sixth graders have the opportunity to study energy and pollution through conducting home energy audit and enact home energy plans. (1 class served during the 2011-2012 school year)

The K-12 Watershed Education Program is organized around California Department of Education State Science Standards and is designed to be easy for teachers to fit into their existing curriculum. The program undergoes a mixed methods evaluation every year to ensure it is reaching set goals.

The requested grant amount from the City of Sonoma is included in the following SGP budget, Fiscal year 2012-2013

Income	
Development/Donor Support (pending-Spring Appeal)	14500
Government Grants and Contracts	
Sonoma County Agricultural and Open Space District Match Grant (pending)	90000
Sonoma County Agricultural and Open Space District Match Grant (in progress)	30000
City of Sonoma (pending 07/12)	22000
Non-Governmental Grants	
Kimball Foundation (secured)	30000
Stewardship Council (secured)	2000
Community Foundation Sonoma County (pending 2012)	15000
Sonoma Valley Fund- Ellman Fund (secured)	8000

SONOMA ECOLOGY CENTER



Adopt a Watershed Funds, K-12 Watershed Ed. (pending 2012)	10000
Stone Edge Farm, Educational programming (secured)	40000
North Bay Watershed Association K-12 Outings (secured)	10000
Fee for Service Activities	
Fee for Service-Summer Camp, (pending)	5000
Total	276500
Expenses	
Program Manager @ 75.9 - 9% FTE	14421
Education Manager @ 68.00 - 10% FTE	13600
Garden Educator @ 52.80 - 70% FTE	76560
Nursery Manager @ 57.20 - 30% FTE	35750
Nursery Educator @ 39.60 - 40% FTE	32709
Subtotal Labor	173040
Intern Educational Scholarships (40 @ 400)	16000
Personnel Total	189040
Direct Expenses	
Books & Subscriptions	200
Infrastructure development (new construction, repairs, materials)	80000
Meetings & Conferences	2460
Dues and Memberships	200
Newsletters & Publications	250
Postage and Delivery	50
Printing and Reproduction	160
Mileage	2000
Program Supplies (Monitoring equipment, art supplies, stream table, maps)	2140
Direct Expenses Total	87460
Expenses Total	276500

The overall cost to provide these programs is \$276,500. We are requesting \$22,000 from the City of Sonoma, which is 8% of our budget for these programs.

Thank you for your consideration,

Mark Newhouser
 Restoration and Garden Park Program Manager
 707.996.0712 x103



VINTAGE HOUSE

The Jerry Casson Multipurpose Senior Center

Board of Directors

Marilyn Albright
Mary Evelyn Arnold
Randy Derwingson
Art Fichtenberg
Mike Fuson
Liz Kane
Jean Sara Knapp
Robyn Makaruk
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Bill O'Neal
Jacquey Piallat
Mabeth Sanderson
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Don Shone
Sandy Snorey
Janice Perlman-Stites
Vickie Stollmeyer
Jerry Tuller
Ann Vander Ende
Lucy Weiger
Karen Wheeler
Diane Elan Wick

City of Sonoma FY 12-13 Funding Proposal

Given the continuing challenge to both the City's finances and our own, the as-yet unknown outcome of Measure J in the upcoming election, and the absence of a uniform format within which to submit Tier 1 funding proposals, Vintage House simply submits the following either/or proposal for funding for FY 12-13.

If Measure J does not pass, we request maintenance at the same level of funding as last year: **\$26,400** (representing only 5% of our FY 2012 operating budget).

If Measure J does pass we respectfully request restoration to last year's proposed **\$30,000** (still representing only 5.7% of our FY 2012 operating budget). If the results of Measure J in fact allow for *further* restoration of prior cuts, we ask the City to revisit this issue for Tier 1 providers along with other City departments.

Whatever the amount, City support is intended to help offset only a small portion of our actual operating costs in providing an ever-increasing array of services for Sonoma's seniors, rather than to provide funding for any specific program(s).

Note: although it is hardly likely in the foreseeable future, it remains our hope that one day we will again achieve a simple 10% level of City funding of our annual budget. This was last the case in FY 07-08.

Our FY 2012 budget of \$526,400 (attached) reflects a decrease of 8% from last year's budget. This was achieved through elimination of a FT position along with realignment of job duties upon the retirement of a PT employee and a delay in new hiring (we can't hold off much longer, though). Even so, we have had to plan for a \$143,000 transfer from reserves in order to achieve a balanced budget.

Like everyone else we are waiting on sustained economic recovery for a return to pre-2008 levels of community support and for better returns on our endowments and reserve funds.

On a positive note: community-based donations, which dropped off significantly beginning four years ago, are once again increasing and the pending acquisition of new constituent management software will increase the overall efficiency of our fundraising efforts.

VH has a well-established history of providing cost-effective programs to meet the evolving interests and needs of Sonoma's rapidly growing senior population. In FY 12-13 we will provide the same caliber and variety of services the City has enjoyed over the past many years (detailed list on pg 2 of attached VH Overview).

With full appreciation for the challenging budget realities facing the City, and because we face our own versions of the same realities in providing recreation services for City seniors, we humbly submit this request and look forward to enjoying a continuing partnership in serving the citizens of Sonoma.

Thank you!

2012 Vintage House Overview

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

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

Organization

Within a modest FY 2012 budget of \$526,400 our dedicated staff of 4.5 FTE employees, supported by over 260 active volunteers, provides a variety of services to approximately 2000 individuals on an annual basis.

Over 7600 hours of volunteer effort enliven our programs and administration. Conservatively valued at \$183,000* this in-kind labor augments our budget, greatly increasing our ability to offer exceptional quality programs in an extremely cost effective manner.

A volunteer Board of from nine to 21 directors (currently 15) is elected to three-year terms by the general membership at its annual meeting in January. The board's executive committee and board meet monthly, with other board committees meeting as often as necessary for their specific tasks.

A volunteer Advisory Council (currently 33 members) exists to expand volunteer involvement in critical aspects of development and operations of Vintage House and to serve as a proving ground for future board members. Recently, past board members have been invited to join as well.

Membership is optional and available to all who support our mission, regardless of age. Membership rates are a modest \$35 per individual or \$50 per couple. At the close of 2011 we had 1883 members as follows: 971 individual members, 437 couple members (representing 874 individuals), and 38 lifetime members.

** as estimated by Independent Sector's analysis of US Bureau of Labor Statistics data, using the most recent figures available for California (2010).*

Funding

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

After three years of deficit budgeting during the economic downturn, in order to create a balanced budget of \$526,400 this year we have formally approved use of \$143,500 from reserves - an amount well within the range permitted for annual withdrawals per our Investment Policy Statement. It is hoped, however, that as other sources of income perform better than budgeted we will in fact need to use a lesser amount of reserves.

The 2012 budget anticipates approximately 22% of revenues from memberships and donations, 22% from fundraising events, 15% from facility rentals, 6% from fees for service (activities, classes, programs, trips), *Approximately 5% of current funding comes from any public source, a grant from the City of Sonoma.*

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

Vintage House Participants & Programs

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

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

Scholarships are available to cover the cost of membership as well as programs for those who find their resources already too thinly stretched.

An evolving array of classes, programs and services are provided Monday-Friday, with occasional weekend special events. The majority is provided by Vintage House staff, volunteers and instructors; others are provided in collaboration with allied service providers and with other local and regional community-based organizations (listed on next page).

Free services include: Alzheimer's support group, blood pressure clinic, brown bag supplemental food program, caregiver support & education, health insurance counseling & advocacy program, CoDA meetings, hearing aid assessment, income tax preparation, information & referral services, legal consultations on wills & trusts, LGBT support group, peripheral neuropathy support group, stroke support group, vision support program, and LIMO (Local Independent Mobility Options) offering free local rides for non-driving seniors. In June 2012 we launch a new monthly diabetes education/support group.

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

Free activities include weekly (or more frequent) sessions for: book club, chess, cribbage, dominoes, mahjong, quilting group, poker, social bridge, as well as a writing class and two art classes sponsored by SRJC.

Activities with minimal fees (typically: \$3 per member, \$5 per non-member) include: arthritis exercise class, bridge lessons and games, chi gong, chorale group, computer tutoring, French, German, Italian and Spanish language classes, hula, line dance, tai chi, watercolor club, yoga, and Zumba Gold. Workshops are offered in balance training, cognitive skills, depression screening, meditation practice and posture.

Special events include themed events for Valentine's Day, St Patrick's Day, and Shady Seating for Seniors at the 4th of July parade. We offer escorted trips to various local and regional destinations, including museums and ever popular SF theatrical productions.

We are particularly proud of our holiday dinners program, through which a traditional holiday meal is prepared and served by volunteers on the actual holidays of Thanksgiving and on Christmas (unique among senior centers in Sonoma County), both via home-delivery for those who are housebound and served on-site within a festive family-style dining experience.

None of this would be possible without the inspiring dedication of our staff, commitment of our board members and the generosity of our volunteers and supporters throughout the community, nor without the collaborative relationships of our many partners in service delivery.

VH Community & Government Partners in Service Delivery

Alzheimer's Association Northern California, American Association of Retired Persons, City of Sonoma, Community Foundation Sonoma County, Council on Aging of Sonoma County, Earle Baum Center of the Blind, FISH, Health Action 2020, Hospice by the Bay, Kiwanis Club of Sonoma Plaza, Merrill Gardens, National Center on Senior Transportation, Osher Lifelong Learning Institute, Red Cross-Sonoma County Chapter, Redwood Caregiver Resource Center, Redwood Empire Food Bank, Rotary Club of Sonoma Valley, Sage Computing, SRJC Older Adults Program, Senior Advocacy Services, Sonoma County Area Agency on Aging, Sonoma County Water Agency, Sonoma Hills, Sonoma Valley Community Health Center, Sonoma Valley Fire and Rescue Authority, Sonoma Valley Fund, Sonoma Valley Health Roundtable, Sonoma Valley Hospital, Vintage Sonoma, Volunteer Center of Sonoma County, vom.com, and others from time to time.

2012 Vintage House Operating Budget Summary

CURRENT INCOME

Memberships	68,000
Donations	48,000
Grants	29,400
Bequests	10,000
Fundraising Events	111,500
Program Events	6,000
Community Use	11,500
Rental	70,000
Classes	26,500
Miscellaneous	2,000
Total Current Income	382,900
Use of Reserves	143,500
Total Funding	526,400

EXPENDITURES

Program Staff	182,400
Specific Program Expenses	3,500
General Program Expenses	41,400
Administrative Staff	142,500
Administrative Expenses	52,100
General Office Expenses	14,800
Utilities and Maintenance	79,400
Rental Expenses	10,300
Total Expenditures	526,400



City of Sonoma
City Council
Agenda Item Summary

City Council Agenda Item: 2B

Meeting Date: 06/25/2012

Department

Administration

Staff Contact

Linda Kelly, City Manager

Carol Giovanatto, Assistant City Manager

Agenda Item Title

Discussion, consideration, and possible direction to staff regarding the 2012/13 Draft City Operating Budget

Summary

Staff has prepared the first draft of the City's Operating Budget for Fiscal Year 2012-13 for City Council and public review. The General Fund budget for 2012-13 represents a significant change from past budgets due to the following issues: dissolution of redevelopment, loss of low to moderate housing set-aside funding, addition of Measure J sales tax, the new Successor Agency budget, the new streets/pavement management budget, the first full year of the Fire Services Contract, and the contingency plan needed to address the uncertainties with the Recognized Obligation Payment Schedule (ROPS) of the former Sonoma Community Development Agency (CDA). The General Fund operating budget is balanced at this time; however, due to the ROPS issues which are yet to be determined, this budget should be considered an interim budget until the uncertainties with the enforceable obligations of the former CDA are finally resolved.

The City Manager's Budget Message, included in the attached budget, provides a more detailed budget overview.

Recommended Council Action

Discuss, consider and provide direction to staff.

Alternative Actions

Council discretion.

Financial Impact

The General Fund budget is balanced for the FY 2012-13 Draft Operating Budget as follows:

General Fund Revenues: \$12,936,065

General Fund Expenditures: \$ 12,936,065

Environmental Review

- Environmental Impact Report
- Negative Declaration
- Exempt
- Not Applicable

Status

- Approved/Certified
- No Action Required
- Action Requested

Attachments:

City Manager's Budget Message
Draft Budget

cc:



June 21, 2012

CITY MANAGER'S BUDGET MESSAGE

To the Mayor and City Council,

Review of Draft Fiscal Year 2012-13 Operating Budget

INTRODUCTION

Cities across California are in unprecedented times and Sonoma has not been insulated from the impacts of the economy and the State's move of eliminating redevelopment. As such, many course changes have been undertaken in preparation of the Fiscal Year 2012-13 draft Operating Budget. The purpose of this cover memo is to explain the various extraordinary factors that contributed to the City's current budget situation and the resulting draft budget before the City Council for review.

BACKGROUND

In 2008, the City started on a course to align expenditures with revenues to withstand the recession in a manner which would not damage services provided or the organization in the long run. In 2009, we moved from the City's historical two-year budget process to a one-year budget due to revenue uncertainty and volatility. The City's prudent financial planning and practical foresight allowed the City to weather the economic downturn without significantly compromising services to our residents.

We implemented strategies that the City did not require in the past, in order to reduce expenditures, including reductions in interfund transfers (set-asides) for long-term building maintenance, management information systems and vehicle replacement. The City eliminated and/or deferred staff wage increases, left vacancies unfilled, cross-staffed for greater efficiencies, reduced staff training, instituted pension cost sharing, and implemented purchasing reductions in supplies and services throughout the organization. Reducing expenses and seeking efficiencies by all possible means became the new normal over the past four years. Reserves which had been set aside for emergencies were utilized when necessary to balance the budget.

Further, the City removed 82 full and part time employees from its payroll as a result of the new contract with the Valley of the Moon Fire Protection District for Fire and Emergency Medical Services. In addition, "cost avoidance" became a mantra for the City, yet Council priorities continued to be met. Some examples of new initiatives undertaken within a tight budget over the past few years were the Ad Hoc Committee on Formula Stores, the Farmers' Market reorganization, the leaf blower ordinance, enhanced Water Conservation Program, enhanced graffiti abatement, Cittaslow, disaster preparedness, vetting of a community swimming pool, Rancho de Sonoma water project, and the Library remodel.

Additional impacts were felt when the State of California borrowed 8% of City property tax in 2009 (the amount of approximately \$134,000 to be repaid in 2013-14). In 2010, the State took \$1.9 million in City redevelopment dollars and in 2011 took an additional \$395,000 in City redevelopment dollars.

In Fiscal Year 2011-12, staff believed that the City would continue to balance its budget as the economy has shown signs of recovery--until the State of Supreme Court issued its edict eliminating redevelopment agencies. This was one State decision that the City was not able to cost-cut itself out of.

DISSOLUTION OF REDEVELOPMENT

The mandated elimination of redevelopment effective February 1, 2012 put the City's General Fund budget into an immediate deficit position due to the freezing of the use of former Community Development Agency (CDA) (redevelopment) funding and until the Recognized Obligation Payment Schedule issues are resolved. Redevelopment was a significant funding source for the City's budget, comprising approximately one-third of all City operating revenue. In prior years, approximately \$800,000 annually in redevelopment funding was spent on road projects. The loss of redevelopment created a minimum budget gap of \$1.2 million for the City to address.

Neither the League of California Cities, the California Redevelopment Agency nor any of those closely watching the Supreme Court case predicted that the outcome would change the "opt in"/"opt out" legislation to a forced opt-out of redevelopment. The poorly written legislation of AB1X 26 has left cities, including the City of Sonoma, scrambling to understand the meaning of the legislation and fill in the blanks of how to expeditiously dissolve the CDA, while defending the City's stake in the funding as well as forming and educating the new Oversight Board. It has also caused a greater emphasis by staff on managing the issues related to the elimination of redevelopment including the outcome of the 2011 Tax Allocation Bond projects and the impact on investors of those bonds.

MEASURE J

Because of the redevelopment loss situation forced upon the City, which forever altered the City's fiscal landscape that had been in place for 28 years, City staff proposed to the City Council in January 2012 a two-pronged approach to addressing the City's new budget situation. The proposal included a new local sales tax measure and a new Tourism Improvement District, both firsts for Sonoma. Both of these initiatives have successfully launched and are a strong statement for local control that the City can be proud of.

The City Council opted to provide the voters of the City the choice of a temporary half-percent sales tax to preserve City services rather than enacting significant service reductions. The City could not continue on with business as usual absent a new source of revenue. This was the first new City tax taken to the voters in 20 years. The City Council's Budget Committee met in 2010 during the recession and did not recommend a new tax; however, the loss of redevelopment has been a "game-changer" in the City's economy.

Fortunately, a majority of the voters (over 66%) voted in favor of a new 1/2% City sales tax which will be in place for five years. Beginning October 1, 2012, the City's sales tax rate will move from the current 8% to 8.5%. The City was the only city in the County to have a general tax on the June 5, 2012 ballot. As a "general" tax, not earmarked, all of the new revenue will be dedicated to local services in the City of Sonoma, and there are constitutional protections in place which prevent the State from taking this funding. The new revenue is considered a stopgap measure for the community to avoid service degradation as the City adjusts to the new reality of the loss of redevelopment and provides a bridge as the economy continues its recovery.

The estimated amount of collection for the new Measure J sales tax in the draft Fiscal Year budget is \$766,000 based on nine months of collections. In the second year, the estimated collection amount is approximately \$1.1 million.

TOURISM IMPROVEMENT DISTRICT

Proposed by lodging establishments within City limits, the City Council has formed the Sonoma Tourism Improvement District (STID), which allows the City to cease funding the marketing program contribution to the Sonoma Valley Visitors Bureau (\$50,000 annually), and provides revenue to the private sector for enhanced marketing of Sonoma as an overnight destination.

This new 2% fee on all overnight stays must be utilized for marketing and sales of room rentals in City limits, with the goal of bringing more visitors to Sonoma, specifically in the off-season and for longer duration stays. The goal is also to market Sonoma as a destination for more events, conferences and meetings which include mid-week stays. The ultimate objective is to drive a higher level of Transient Occupancy Tax revenue to the City of Sonoma as a result of more overnight stays.

In addition, the STID funds can be used to support visitor center services such as those operations provided by the Sonoma Valley Visitors Bureau. This provides an option and a fallback plan apart from the General Fund if the Sonoma Valley Visitors Bureau contract is disapproved on the Recognized Obligation Payment Schedule in the future (the ROPS are reviewed every six months by the State Department of Finance).

Ultimately, the new STID shows strength, belief and trust in local control and it is a significant new public-private sector partnership which is part of a strategy intended to address the City's new fiscal challenges.

BUDGET CHANGES

The proposed budget is not "apples to apples" as a comparison over last year or any prior year in the City's budget history. The numerous changes outlined above have fundamentally altered the budget presentation and budget categories. For these reasons, the Council should view this budget with a 'fresh set of eyes' and recognize that a new budgeting course is being set for the future. In addition, this budget should be viewed as a potential "interim solution" as we await the final outcome/decision on the ROPS and

ultimately the disposition of the 2011 Tax Allocation Bond projects. Following is a review of revenue and expenditure factors affecting the budget bottom line.

REVENUE REVIEW

After a few years of declining and flat revenues, the City's General Fund revenues have begun to turn around. This positive trend would have kept the City on a course of recovery were it not for the loss of redevelopment.

Transient Occupancy Tax:

As reported in the Mid-Year Budget presentation, TOT revenue has increased over prior year. Based on comparisons between fiscal years, TOT is reflecting an increase of 9% over same period in 2011; 2013 calculation is based on yearend estimate + \$100,000 as a result of the STID marketing program. This level of TOT for 2012-13 (absent the STID) is approximately equal to the 2008 revenue collections.

Property Tax:

Property Tax reflects a slight increase over FY 2011-12 of approximately 1%.

Property Tax Share/RDA [New Account]:

For tracking purposes, a new account has been established for additional property tax received in the General Fund as a result of the dissolution of CDA tax increment. The new estimated property tax share under post-redevelopment distribution formula is \$220,800. The final amount will be determined by County Auditor after finalization of ROPS approvals.

Property Tax Supplemental:

In prior year the Supplemental Tax had been rolled into the Property Tax-Secured budget; State Controller is requiring that the amount be reported separately. That is why there are no amounts shown in the prior two fiscal years.

Successor Agency Administrative Allowance [New Account]:

\$250,000 Administrative Cost Allowance/new revenue to General Fund under AB1x26.

Sales Tax:

Based on comparisons between fiscal years, Sales tax at yearend 2012 estimated to be 7% higher than same period in 2011.

Sales Tax/Local [New Account]:

For tracking purposes, a new account has been established for additional property tax received in the General Fund as a result of Measure J; FY 2012-13 estimate of \$766,000 of local sales tax for nine months (October 2012-June 2013) as a result of passage of Measure J.

Emergency Medical Services Billings:

EMS Billing has been strong and for the first time in several years, revenue is expected to meet budget projections in 2012. 2013 remaining the same as 2012 budget. This revenue source is dedicated to offset cost of Fire Contract.

Construction-related:

Construction related revenues saw a major increase in 2012 of approximately 47% or \$110,000. Staff estimates that 2012-13 revenue will be approximately 90% of 2012 total revenue.

Business Licenses:

Business License revenue was stronger in 2012; Finance issued 408 new licenses in 2012 which resulted in an increase in revenue of approximately \$38,000 or 11%. Most licenses were construction-related. For the 2012-13 budget, revenue is projected to increase slightly from \$290,000 to \$300,000 recognizing that if the former CDA Tax Allocation Bond projects do not move forward we will have significantly less construction licenses renewed.

EXPENDITURE REVIEW

As predicted, the City's General Fund now must stretch further to cover the gaps left through the loss of redevelopment.

In the budget presented, Measure J funds are being utilized for what they were intended to do—preserve local core services and partially fill the gap left by the loss of redevelopment.

Fully funding Internal Services Funds:

Beginning in 2009, the funding for Internal Services Reserves were reduced by approximately 50%. The 2012-13 includes restoration of funding to actual amortized levels at 100%.

Increases in Police and Fire Contracts:

Budgets for Public Safety (Police and Fire/EMS) have increased in the 2012-13 based on cost of service. The Police Department budget for FY 2013 is \$4,242,057, an increase of \$206,445 over the prior year mainly due to the increased cost of the contract with the Sheriff's Department. Factors contributing to the increase include the end of the mandatory time off provision and suspension of vacation and compensated time buy-back per the County's labor contracts.

The Fire Department budget reflects the first full year of shared costs under the Contract for Services with Valley of the Moon Fire District. The Fire Department budget for FY 2012-13 is \$4,806,664, an increase of \$339,953 over prior year. The increase is primarily due to costs related to the Emergency Medical Services (EMS) delivery system. The City of Sonoma retains all EMS revenue [\$1,816,000] as a dedicated revenue source to the Contract for Services. Thus, the actual net cost for all-risk fire services to the City of Sonoma is \$2,990,664.

Finance Software:

Included in the FY 2012-13 Operating Budget is the purchase of new Accounting and Finance software. The current software was purchased in 1982 and has not kept pace with new requirements of Governmental Accounting Standards. The inefficiency of the current software and the need for the replacement was discussed by the City's Independent Audit firm during their review of the audit with the Council Audit Subcommittee. The budget includes \$135,000 for the purchase of new software funded from the General Fund and the

Water Fund. Accounting software includes payroll, utility billing, accounts receivable, accounts payable and General Ledger. The new system will include additional opportunities for credit card and electronic payments.

November Election:

Two Council seats will be up for election in November 2012. The election cost of \$11,000 is payable to the County Registrar of Voters for conducting the election.

IMPACT OF LOSS OF CDA

Cost of Sebastiani Theater lease:

Historically, the City through the CDA has leased the Sebastiani Theater and subleased the facility to the Theater's operator. The CDA provided business assistance to the operator in the amount of \$54,000 which was partially offset by the tenant's sublease payment to the CDA of \$27,000. To honor the commitment to the Theater and to retain the operation of this historic facility for the community's benefit, the Successor Agency budget has assumed this net cost of operation of the Theater. The lease did not qualify as an enforceable obligation on the ROPS.

Graffiti Abatement:

A total of \$60,000 in funding for a modified Graffiti Abatement Program is included in the Public Works Administration and Parks Department. This funding was a denied cost on the ROPS.

Redevelopment Property Tax Trust Fund [RPTTF- former CDA Fund]:

Certain expenditures and contracts listed on the ROPS were approved by the Department of Finance and are now budgeted in the new RPTTF. This trust fund accounts for the approved contracts with off-setting revenue derived from the former CDA revenue. The approved contracts include the Sonoma Valley Visitors Bureau, the Sonoma Community Center, Sonoma Overnight Support, Economic Development Program and 32 Patten Street underground storage tank monitoring costs.

Successor Agency Budget [New Department in the General Fund]:

The Successor Agency budget accounts for operations to 'wind-down' the activities of the former CDA. A percentage of certain personnel positions are expensed to this account including the City Manager, Assistant City Manager, Administrative Services Manager and City Clerk. All other former CDA positions were reallocated to their home department which accounts for the personnel increases in other departments. The Successor Agency Budget is offset by revenue derived from the Administrative Allocation of \$250,000.

ROPS Contingency:

A new line item for ROPS Project Contingency was created in the Successor Agency Budget includes funding for former CDA Tax Allocation Bond projects which were denied that have matching grant funds which will expire in FY 2012 if not expended. This includes the Leveroni Turn Lane project at \$50,535.

Affordable Housing:

The elimination of redevelopment included the elimination of funding for the Low/Moderate Housing Fund. The transfer of the duties and responsibilities for Affordable Housing was made to the Sonoma County Housing Authority. Staff handling the housing duties were reassigned to assist with Public Works programs. The City of Sonoma was the only jurisdiction in the County to transfer its former redevelopment Affordable Housing assets and programs to the County Housing Authority.

Streets/Pavement Management Program (New Account):

With the loss of redevelopment funding and the previous decline in gas tax revenues, a glaring deficit exists in spending on streets and road maintenance. Through the passage of Measure J, funding is included for a new department in the General Fund budgeted for Streets/Pavement Management Program. An amount of \$201,000 has been dedicated to street maintenance projects. This is a new approach to addressing streets and pavement management which in prior years was funded through CDA tax increment. Based on historic expenditures of tax increment on streets and pavement management, the deficit in this budget is based on unmet needs. Depending on the outcome of the ROPS, the Streets/Pavement Management Program budget is underfunded. The ROPS determination will provide clarity on the amount of underfunding.

Economic Development Program:

Due to the loss of redevelopment funding, the business façade improvement and building rehabilitation loan programs have been eliminated and have not been replaced in the proposed 2012-13 budget. The ROPS for the first half of the fiscal year includes an approved amount of \$35,000 for the Economic Development Partnership (the total 12-month contract is \$65,000). An additional amount of \$30,000 has been included in the Community Activities Budget (General Fund) as a reserve for the second half of the fiscal year should the ROPS for January 1, 2013-June 30, 2013 not receive approval.

CEMETERY

It should be noted that the Cemetery Fund continues to reflect a deficit position. The City has little inventory for sales in the coming year. Continued discussion should occur as to the outcome of this deficit position during FY 2012-13.

ESTIMATED CLOSE OF THE FISCAL YEAR 2011-12

Based on current accounting data and staff's projection on the close of Fiscal Year 2011-12, the General Fund is projected to be balanced at yearend. This is due to growth in General Fund revenues experienced during the current fiscal year.

RESERVES

The balances in the City's General Fund Reserves are as follows:

Special Projects	\$907,624
Operating Reserve	\$1,500,000
Emergency Reserve	\$2,099,975

In accordance with the City's Reserve Policy, "the Operating Reserve can cover any significant unanticipated or mandated expenditure, which cannot be deferred or funded by borrowing. Any use of operating reserves must be repaid. 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..." Should the close of fiscal year 2011-12 result in any additional revenue amount over expenditures, that amount should be directed to repayment of reserves.

The City has drawn down on the reserves for the past three fiscal years as follows:

FY 2009-10	\$541,337	Payoff of Cemetery Loan
FY 2010-11	\$234,358	To balance budget deficit
FY 2011-12	\$49,508	To balance budget deficit
TOTAL	\$825,203	

INTERIM BUDGET

The proposed budget should be viewed for all intents and purposes as an interim budget until the City has certainty regarding the disposition of its rejected ROPS items. The ROPS uncertainty is indeed the "dark cloud" over the City's budget and depending on the outcome, the City Council may need to reprioritize all capital and streets projects later in this fiscal year.

UNMET NEEDS

The City continues to have many unmet needs, and the situation has been worsened due to the loss of redevelopment. Underfunded and unmet needs continue in the following areas:

- Cemetery deficit.
- Restoring City to full staffing.
- Rebuilding City reserves.
- Long term source of revenue for road improvements.
- Unfunded mandates such as storm water regulations which are increasing.

Budget Recap

The draft Operating Budget before the City Council may be summarized as follows:

- This should be considered an interim budget to be revisited later in the fiscal year.
- All base level services are retained (no changes from current year).
- Viable City services will continue to be provided at the lowest possible cost.
- Economic Development Partnership is funded [with reserve for the second half of the fiscal year should the ROPS not be approved].
- Core non-profits are funded at same level as current year.
- Budget includes no raises or benefit enhancements beyond the standard step increases for employees who are not at top step within their range (based on performance reviews).
- Continues existing staff vacancies.
- Significant uncertainties exist with the Recognized Obligation Payment Schedule.
- Measure J and the STID are the City's local economic plan to forestall complete fiscal distress; these measures allow the residents to continue to receive without interruption the high-quality services that they have come to enjoy.

The past year has been one of much change, uncertainty, and reacting to changes and putting forth new strategies. I am fortunate to work with such a dedicated team of individuals who have the best interests of the City at the forefront. As we move into our new fiscal era, with uncertainties still ahead, I feel confident that the City is moving in the right direction by being proactive with asserting measures of local control over our finances.

Preparation of the annual budget is never a simple undertaking and involves the input of many talented and professional staff. I thank the Department Managers for continuing to work together to provide quality services to our residents and visitors while being mindful of diminished resources. Assistant City Manager Carol Giovanatto is to be commended for providing invaluable guidance, advice and assistance in the preparation of this budget document.

Please contact me or Carol with any questions.

Sincerely,



Linda Kelly
City Manager

Attachment: Draft FY2012-13 Operating Budget

**CITY OF SONOMA
&
SUCCESSOR AGENCY**

**FY 2012-2013
PRELIMINARY OPERATING BUDGET**



Joanne Sanders, Mayor
Ken Brown, Mayor Pro-Tem
Laurie Gallian, Councilmember
Steve Barbose, Councilmember
Tom Rouse, Councilmember

Linda Kelly, City Manager
Carol Giovanatto, Assistant City Manager

Presented June 25, 2012

**FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
GENERAL FUND-100**

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
30010 TAXES - SECURED	2,599,314	2,674,000	2,581,620
30011 TAXES - UNSECURED	94,340	90,320	93,000
30013 PROPERTY TAX SHARE/RDA	0	0	220,800
30014 TAXES - SUPPLEMENTAL	0	0	87,360
30015 TAXES - HOPTR	25,350	25,360	25,100
30016 COUNTY COLLECTION FEE	-38,500	-44,000	-49,274
30017 ERAF (STATE TRSFR)	-1,150,650	-1,169,000	-1,163,860
30020 SALES TAXES - SAFETY	100,000	105,000	105,000
30021 SALES AND USE TAXES	2,100,000	2,140,000	2,426,839
30022 MEASURE J-LOCAL SALES TA	0	0	766,000
30023 VLF SWAP-SB1096	780,000	750,000	750,000
30028 SA ADMIN COST ALLOWANCE	0	0	250,000
30030 TRANSIENT OCCUPANCY TAX	2,216,000	2,330,000	2,700,000
30031 FRANCHISE TAXES	354,000	374,000	374,000
30040 BUSINESS LICENSE	290,000	290,000	300,000
30060 PROPERTY TRANS TAX	60,000	60,000	70,000
3001 TAXES	7,429,854	7,625,680	9,536,585
30102 ZONING FEES	35,000	27,000	27,000
30104 SALES OF PUBLICATIONS	2,000	1,000	1,000
30105 MICROGRAPHICS FEES	4,500	4,800	6,000
30108 STRONG MOTION FEES (CITY	100	100	150
30111 FIRE PLAN CHECK FEE	4,000	7,500	9,500
30112 BUILDING PLAN CHECK FEE	100,000	115,000	112,500
30114 ENGINEER PLAN CHECK FEE	20,000	30,000	30,000
30115 BUILDING INSPECTION/PROC	100,000	100,000	178,200
30117 ENGINEERING INSPECTION/P	2,000	2,000	2,000
30118 PLANNING FEES	3,000	3,000	4,000
30119 TRAINING FEES	4,400	4,400	5,130
30125 NEWSRACK FEES	0	0	132
3010 FEES	275,000	294,800	375,612
30201 ANIMAL LICENSE	9,500	9,500	11,000
30203 ENCROACHMENT	35,000	35,000	35,000
3020 LICENSES & PERMITS	44,500	44,500	46,000
30301 PARKING FINES	40,000	45,000	50,000
30302 CRIMINAL FINES	200	700	7,000
30303 VEHICLE CODE FINES	33,150	28,000	25,000
30307 CHP - SONOMA	2,500	2,500	500
30308 SONOMA P/C 33%	200	200	200
30310 TRAFFIC VIOLATOR SCHOOL	4,500	4,500	2,500
3030 FINES & FORFEITURES	80,550	80,900	85,200
30600 INTEREST INCOME	160,000	160,000	130,000
30701 RENTAL INCOME	50,000	50,000	65,000
30702 PARK RESERVATION	13,292	15,000	20,000
30703 MOBILE HOME PARK ADM	10,100	10,200	10,272
30800 FILMING PERMIT FEE	10,000	3,000	3,000
3060 INTEREST & RENTS	243,392	238,200	228,272
31001 MV IN-LIEU	60,950	60,950	60,950
31105 TRAFFIC CONGESTION RELIE	82,000	82,000	56,940
3100 STATE REVENUES	142,950	142,950	117,890
31405 VOM FINANCE AGMT	67,000	67,000	26,000
31502 POLICE SERVICES	30,000	35,000	38,000
31503 ANIMAL SERVICES	500	1,000	1,000
31504 SPECIAL PUBLIC WORKS	20,000	20,000	20,000
31507 STREET SWEEPING	18,100	18,100	9,052
31508 OTHER-CHARGES FOR SVC	1,000	1,000	4,400
31510 PUBLIC WORKS INSPECTIONS	0	10,000	5,000
3110 CHARGES FOR SERVICES	136,600	152,100	103,452
31509 STID ADMIN SERVICES	0	0	4,400
3120 CAPITAL PROJECTS	0	0	4,400
33001 BILLINGS - EMS (ADJUSTME	1,990,000	1,770,000	1,770,000
33002 FIREMED MEMBERSHIP	55,000	75,000	46,000

**FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
GENERAL FUND-100**

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
3300 EMS	2,045,000	1,845,000	1,816,000
35001 SALE OF PROPERTY	1,000	1,000	1,000
35007 YOUTH/FAMILY SVS GRANT	32,500	32,500	32,500
35016 REMIF REBATES	50,000	50,000	0
35021 PG&E SOLAR REBATES	0	18,000	24,000
37201 TRANSFER FROM RESERVES	264,472	49,508	0
3500 MISCELLANEOUS	347,972	151,008	57,500
37200 TRANSFER IN	794,782	889,257	565,154
3700 TRANSFERS	794,782	889,257	565,154
30000 TOTAL REVENUE	11,540,600	11,464,395	12,936,065
110 REGULAR EMPLOYEES	2,860,863	2,863,550	1,176,828
120 TEMPORARY/PART-TIME	369,536	376,658	160,773
129 SPECIAL DUTY PAY	0	3,000	0
130 OVERTIME	250,000	300,000	1,430
100E SALARY & WAGES	3,480,399	3,543,209	1,334,667
290 EMPLOYEE BENEFITS	1,355,399	1,565,687	651,529
291 WORKERS COMP	123,182	127,445	52,343
200E EMPLOYEE BENEFITS	1,478,581	1,693,132	702,198
310 LEGAL	254,500	267,000	332,000
311 ACCOUNTING/AUDIT	14,000	14,000	38,000
312 RECRUITMENT	19,970	19,970	0
313 CONSULTING	6,000	11,000	11,000
314 ENGINEERING	0	0	46,000
321 ELECTIONS	13,000	0	11,000
350 PROFESSIONAL/TECHNICAL	37,500	38,200	36,100
352 SHERIFF'S CONTRACT	3,698,471	3,754,470	3,934,304
354 - SVFRA CONTRACT FIRE CONT	0	0	4,478,453
300E PROFESSIONAL SERVICES	4,043,441	4,104,640	8,886,857
401 UTILITIES	162,320	170,335	139,220
403 CUSTODIAL (Inc. Supplies)	52,400	46,703	25,700
404 REPAIR & MAINTENANCE	198,520	196,770	153,850
405 RENTAL/LEASE - LAND & BUIL	10,000	10,000	10,000
406 RENTAL/LEASE-EQUIPMENT	32,920	32,020	24,520
407 CONTRACT SERVICES	343,778	349,337	189,480
408 TIER 1 CONTRACTS	140,000	123,200	123,200
420 OTHER PROPERTY SVS	32,210	32,210	20,000
400E PROPERTY SERVICES	972,148	960,575	685,970
452 COMMUNICATIONS	64,400	62,810	24,600
453 ADVERTISING	13,000	12,500	6,500
454 PRINTING & BINDING	5,850	4,850	2,850
455 TRAVEL	3,950	3,730	3,130
456 MEMBERSHIPS	30,885	15,552	20,729
457 TRAINING/CONFERENCES	68,975	55,300	26,300
460 PERMITS, FEES	17,950	9,122	10,300
461 CFAC ACTIVITIES	4,500	4,500	4,500
480 OTHER SERVICES	48,586	47,086	44,586
491 DISASTER PREPAREDNESS	1,500	1,500	1,500
450E OPERATIONS	259,596	216,950	144,995
501 GENERAL SUPPLIES	94,845	92,845	74,100
505 ENERGY - GASOLINE	92,100	100,375	67,250
506 FOOD	1,200	1,200	1,200
507 BOOKS & PERIODICALS	7,800	2,250	1,250
508 CLOTHING/UNIFORMS	26,850	26,850	6,850
510 DEPARTMENT EXPENSE	12,000	6,000	26,000
535 UTILITIES	0	0	1,850
540 RENTS & LEASES	0	0	54,000
550 OTHER EQUIPMENT/SUPPLIES	85,000	85,000	0
555 PROFESSIONAL SERVICES	0	116,974	0
500E SUPPLIES	319,795	431,494	232,500
604 MACHINERY AND EQUIPMENT	60,000	220,000	25,000
606 SOFTWARE	5,000	0	60,000

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**FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
GENERAL FUND-100**

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
607 COMPUTER EQUIPMENT	4,000	0	0
600E CAPITAL ASSETS	69,000	220,000	85,000
703 CONSTRUCTION, MATERIAL, SU	0	0	155,000
705 ROPS PRJ CONTINGENCY	0	0	50,535
750 LONG-TERM BUILDING MAINT	139,466	0	160,587
760 VEHICLE REPLACEMENT TRANSF	173,700	72,940	133,700
770 MIS REPLACEMENT TRANSFER	141,040	139,329	184,249
780 INSURANCE TRANSFER	81,004	86,669	62,984
790 EMPLOYEE BENEFIT TRANSFER	75,000	0	0
700E INTERNAL SERVICE & CAPITA	610,210	298,938	747,055
900 OPER. TRANSFERS-OUT	367,431	215,457	201,823
901 TRANSFERS-MISCELLANEOUS	0	0	-60,000
903 TRSF IN REIMB VEHICLE PUR	-60,000	-220,000	-25,000
900E TRANSFERS	307,431	-4,543	116,823
40000 TOTAL EXPENSE	11,540,600	11,464,395	12,936,065
NET REVENUE VS EXPENDITURE	0	0	0

**FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
CITY COUNCIL-100-41001**

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
120 TEMPORARY/PART-TIME	18,000	18,000	18,000
100E SALARY & WAGES	18,000	18,000	18,000
290 EMPLOYEE BENEFITS	0	88,500	88,500
200E EMPLOYEE BENEFITS	0	88,500	88,500
455 TRAVEL	1,600	1,600	1,600
456 MEMBERSHIPS	10,270	4,712	10,020
457 TRAINING/CONFERENCES	7,500	4,500	4,500
480 OTHER SERVICES	2,000	1,000	1,000
450E OPERATIONS	21,370	11,812	17,120
501 GENERAL SUPPLIES	1,500	1,500	1,500
506 FOOD	1,200	1,200	1,200
510 DEPARTMENT EXPENSE	12,000	6,000	6,000
500E SUPPLIES	14,700	8,700	8,700
770 MIS REPLACEMENT TRANSFER	3,441	2,940	1,206
790 EMPLOYEE BENEFIT TRANSFER	75,000	0	0
700E INTERNAL SERVICE & CAPITA	78,441	2,940	1,206
40000 TOTAL EXPENSE	132,511	129,952	133,526

**FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
CITY CLERK-100-41002**

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
110 REGULAR EMPLOYEES	79,931	79,462	68,537
100E SALARY & WAGES	80,000	80,007	68,537
290 EMPLOYEE BENEFITS	24,570	25,040	23,326
291 WORKERS COMP	3,227	3,467	3,467
200E EMPLOYEE BENEFITS	27,753	28,529	26,793
321 ELECTIONS	13,000	0	11,000
350 PROFESSIONAL/TECHNICAL	2,500	2,500	2,500
300E PROFESSIONAL SERVICES	15,500	2,500	13,500
453 ADVERTISING	3,500	2,000	2,000
455 TRAVEL	0	30	30
456 MEMBERSHIPS	550	450	450
457 TRAINING/CONFERENCES	3,800	3,800	2,500
450E OPERATIONS	7,850	6,280	4,980
501 GENERAL SUPPLIES	2,500	2,500	2,000
500E SUPPLIES	2,500	2,500	2,000
770 MIS REPLACEMENT TRANSFER	3,491	3,034	3,802
780 INSURANCE TRANSFER	1,324	1,400	4,806
700E INTERNAL SERVICE & CAPITA	4,815	4,434	8,608
40000 TOTAL EXPENSE	138,418	124,250	124,418

**FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
CITY MANAGER-100-41003**

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
110 REGULAR EMPLOYEES	210,871	208,005	142,316
100E SALARY & WAGES	211,015	211,029	135,752
290 EMPLOYEE BENEFITS	76,328	76,443	46,458
291 WORKERS COMP	8,529	8,700	5,700
200E EMPLOYEE BENEFITS	84,211	85,745	50,484
313 CONSULTING	1,000	1,000	1,000
300E PROFESSIONAL SERVICES	1,000	1,000	1,000
452 COMMUNICATIONS	700	700	700
455 TRAVEL	900	900	900
456 MEMBERSHIPS	2,370	1,170	1,170
457 TRAINING/CONFERENCES	3,700	3,000	3,000
480 OTHER SERVICES	3,000	2,000	2,000
491 DISASTER PREPAREDNESS	1,000	1,000	1,000
450E OPERATIONS	11,670	8,770	8,770
501 GENERAL SUPPLIES	1,000	500	500
507 BOOKS & PERIODICALS	250	250	250
500E SUPPLIES	1,250	750	750
770 MIS REPLACEMENT TRANSFER	5,868	5,074	6,800
780 INSURANCE TRANSFER	3,919	3,930	9,520
700E INTERNAL SERVICE & CAPITA	9,787	9,004	16,320
40000 TOTAL EXPENSE	318,933	316,298	213,076

FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
FINANCE-100-41004

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
110 REGULAR EMPLOYEES	54,060	51,931	54,895
120 TEMPORARY/PART-TIME	8,918	10,042	16,216
100E SALARY & WAGES	62,882	62,929	71,611
290 EMPLOYEE BENEFITS	23,510	24,577	27,080
291 WORKERS COMP	2,170	2,220	2,220
200E EMPLOYEE BENEFITS	25,249	26,917	29,300
311 ACCOUNTING/AUDIT	14,000	14,000	11,000
300E PROFESSIONAL SERVICES	14,000	14,000	11,000
455 TRAVEL	150	150	150
456 MEMBERSHIPS	1,000	500	1,000
457 TRAINING/CONFERENCES	3,000	1,000	1,500
450E OPERATIONS	4,150	1,650	2,650
501 GENERAL SUPPLIES	2,750	2,750	2,750
500E SUPPLIES	2,750	2,750	2,750
606 SOFTWARE	0	0	60,000
600E CAPITAL ASSETS	0	0	60,000
770 MIS REPLACEMENT TRANSFER	12,460	12,934	15,895
780 INSURANCE TRANSFER	890	1,090	4,987
700E INTERNAL SERVICE & CAPITA	13,350	14,024	20,882
901 TRANSFERS-MISCELLANEOUS	0	0	-60,000
900E TRANSFERS	0	0	-60,000
40000 TOTAL EXPENSE	122,381	122,270	138,193

FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
LEGAL SERVICES-100-41005

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
310 LEGAL	254,500	267,000	267,000
300E PROFESSIONAL SERVICES	254,500	267,000	267,000
40000 TOTAL EXPENSE	254,500	267,000	267,000

**FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
POLICE-100-42101**

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
120 TEMPORARY/PART-TIME	19,620	19,690	19,614
100E SALARY & WAGES	19,602	19,670	19,614
290 EMPLOYEE BENEFITS	1,501	1,599	3,689
291 WORKERS COMP	776	776	776
200E EMPLOYEE BENEFITS	2,277	2,283	4,465
350 PROFESSIONAL/TECHNICAL	500	500	500
352 SHERIFF'S CONTRACT	3,698,471	3,754,470	3,934,304
300E PROFESSIONAL SERVICES	3,698,971	3,754,970	3,934,804
401 UTILITIES	18,300	10,000	9,000
403 CUSTODIAL (Inc. Supplies)	12,600	9,500	9,500
404 REPAIR & MAINTENANCE	95,100	83,350	87,850
406 RENTAL/LEASE-EQUIPMENT	3,400	2,500	2,500
407 CONTRACT SERVICES	57,133	55,984	55,984
400E PROPERTY SERVICES	186,533	161,334	164,834
452 COMMUNICATIONS	15,000	12,750	10,000
454 PRINTING & BINDING	1,500	500	500
456 MEMBERSHIPS	500	500	500
457 TRAINING/CONFERENCES	2,000	1,500	1,500
480 OTHER SERVICES	13,086	13,086	13,086
450E OPERATIONS	32,086	28,336	25,586
501 GENERAL SUPPLIES	10,000	10,000	10,000
505 ENERGY - GASOLINE	35,500	48,000	49,000
508 CLOTHING/UNIFORMS	1,250	1,250	1,250
500E SUPPLIES	46,750	59,250	60,250
604 MACHINERY AND EQUIPMENT	25,000	0	0
600E CAPITAL ASSETS	25,000	0	0
750 LONG-TERM BUILDING MAINT	22,917	0	21,651
760 VEHICLE REPLACEMENT TRANSF	1,000	420	1,000
770 MIS REPLACEMENT TRANSFER	5,836	4,902	8,477
780 INSURANCE TRANSFER	5,094	4,447	1,375
700E INTERNAL SERVICE & CAPITA	34,847	9,769	32,503
903 TRSF IN REIMB VEHICLE PUR	-25,000	0	0
900E TRANSFERS	-25,000	0	0
40000 TOTAL EXPENSE	4,021,067	4,035,612	4,242,057

**FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
FIRE//EMS-100-42201**

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
110 REGULAR EMPLOYEES	1,896,183	1,903,461	0
120 TEMPORARY/PART-TIME	232,474	250,000	0
130 OVERTIME	233,666	300,000	0
100E SALARY & WAGES	2,390,998	2,453,461	0
290 EMPLOYEE BENEFITS	1,001,639	1,105,061	125,000
291 WORKERS COMP	78,610	79,932	0
200E EMPLOYEE BENEFITS	1,069,826	1,184,993	125,000
312 RECRUITMENT	19,970	19,970	0
350 PROFESSIONAL/TECHNICAL	4,100	4,100	0
354 - SVFRA CONTRACT FIRE CONT	0	0	4,478,453
300E PROFESSIONAL SERVICES	24,070	24,070	4,478,453
401 UTILITIES	28,800	30,115	0
403 CUSTODIAL (Inc. Supplies)	18,520	21,303	0
404 REPAIR & MAINTENANCE	56,420	56,420	0
406 RENTAL/LEASE-EQUIPMENT	7,500	7,500	0
407 CONTRACT SERVICES	146,117	146,117	0
420 OTHER PROPERTY SVS	12,210	12,210	0
400E PROPERTY SERVICES	269,567	273,665	0
452 COMMUNICATIONS	34,000	35,360	0
453 ADVERTISING	6,000	6,000	0
454 PRINTING & BINDING	2,000	2,000	0
455 TRAVEL	800	800	0
456 MEMBERSHIPS	3,595	3,570	0
457 TRAINING/CONFERENCES	35,000	30,000	0
460 PERMITS, FEES	1,250	1,322	0
450E OPERATIONS	82,645	79,052	0
501 GENERAL SUPPLIES	17,745	18,245	0
505 ENERGY - GASOLINE	34,000	34,000	0
507 BOOKS & PERIODICALS	1,250	1,250	0
508 CLOTHING/UNIFORMS	20,000	20,000	0
550 OTHER EQUIPMENT/SUPPLIES	85,000	85,000	0
555 PROFESSIONAL SERVICES	0	116,974	0
500E SUPPLIES	157,995	275,469	0
604 MACHINERY AND EQUIPMENT	35,000	220,000	0
606 SOFTWARE	5,000	0	0
607 COMPUTER EQUIPMENT	4,000	0	0
600E CAPITAL ASSETS	44,000	220,000	0
750 LONG-TERM BUILDING MAINT	48,647	0	46,406
760 VEHICLE REPLACEMENT TRANSF	161,000	67,620	121,000
770 MIS REPLACEMENT TRANSFER	34,900	35,447	35,805
780 INSURANCE TRANSFER	58,923	59,300	0
700E INTERNAL SERVICE & CAPITA	303,470	162,367	203,211
900 OPER. TRANSFERS-OUT	165,608	13,634	0
903 TRSF IN REIMB VEHICLE PUR	-35,000	-220,000	0
900E TRANSFERS	130,608	-206,366	0
40000 TOTAL EXPENSE	4,473,178	4,466,711	4,806,664

**FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
PUBLIC WORKS ADMIN & PARKS-100-43020**

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
110 REGULAR EMPLOYEES	187,946	165,804	202,827
120 TEMPORARY/PART-TIME	31,477	38,052	61,984
129 SPECIAL DUTY PAY	0	3,000	0
130 OVERTIME	0	0	1,230
100E SALARY & WAGES	219,822	205,788	266,041
290 EMPLOYEE BENEFITS	84,168	78,385	112,318
291 WORKERS COMP	7,476	9,585	9,585
200E EMPLOYEE BENEFITS	91,611	87,546	121,903
350 PROFESSIONAL/TECHNICAL	16,900	16,600	16,600
300E PROFESSIONAL SERVICES	16,900	16,600	16,600
401 UTILITIES	0	15,000	15,000
403 CUSTODIAL (Inc. Supplies)	2,880	1,500	1,500
404 REPAIR & MAINTENANCE	32,500	42,500	45,500
406 RENTAL/LEASE-EQUIPMENT	2,500	2,500	2,500
407 CONTRACT SERVICES	81,350	81,350	91,960
420 OTHER PROPERTY SVS	17,000	17,000	17,000
400E PROPERTY SERVICES	136,230	159,850	173,460
452 COMMUNICATIONS	2,200	2,200	1,800
454 PRINTING & BINDING	750	750	750
456 MEMBERSHIPS	9,650	2,000	2,889
457 TRAINING/CONFERENCES	5,000	5,000	5,000
460 PERMITS, FEES	16,600	7,700	10,300
480 OTHER SERVICES	19,000	40,000	20,000
491 DISASTER PREPAREDNESS	500	500	500
450E OPERATIONS	53,700	58,150	41,239
501 GENERAL SUPPLIES	29,250	29,250	29,250
505 ENERGY - GASOLINE	22,000	18,000	18,000
508 CLOTHING/UNIFORMS	5,600	5,600	5,600
510 DEPARTMENT EXPENSE	0	0	20,000
500E SUPPLIES	56,850	52,850	72,850
604 MACHINERY AND EQUIPMENT	0	0	25,000
600E CAPITAL ASSETS	0	0	25,000
750 LONG-TERM BUILDING MAINT	8,013	0	6,038
760 VEHICLE REPLACEMENT TRANSF	11,700	4,900	11,700
770 MIS REPLACEMENT TRANSFER	6,967	11,517	14,894
780 INSURANCE TRANSFER	3,067	8,315	17,010
700E INTERNAL SERVICE & CAPITA	29,747	24,732	49,642
903 TRSF IN REIMB VEHICLE PUR	0	0	-25,000
900E TRANSFERS	0	0	-25,000
40000 TOTAL EXPENSE	604,860	605,516	741,735

FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
STREETS-CAPITAL PROJECTS-100-43021

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
314 ENGINEERING	0	0	46,000
300E PROFESSIONAL SERVICES	0	0	46,000
703 CONSTRUCTION, MATERIAL, SU	0	0	155,000
700E INTERNAL SERVICE & CAPITA	0	0	155,000
40000 TOTAL EXPENSE	0	0	201,000

**FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
PLANNING & ZONING-100-43030**

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
110 REGULAR EMPLOYEES	201,953	215,668	285,852
120 TEMPORARY/PART-TIME	26,748	27,846	29,066
100E SALARY & WAGES	228,547	243,514	316,418
290 EMPLOYEE BENEFITS	69,722	78,430	86,712
291 WORKERS COMP	9,657	9,800	9,800
200E EMPLOYEE BENEFITS	79,390	88,230	96,512
313 CONSULTING	5,000	2,000	10,000
350 PROFESSIONAL/TECHNICAL	0	4,000	0
300E PROFESSIONAL SERVICES	5,000	6,000	10,000
407 CONTRACT SERVICES	4,886	4,886	4,866
400E PROPERTY SERVICES	4,886	4,886	4,866
453 ADVERTISING	3,500	4,500	3,500
454 PRINTING & BINDING	500	500	500
455 TRAVEL	500	250	250
456 MEMBERSHIPS	2,000	2,000	2,000
457 TRAINING/CONFERENCES	3,000	1,000	1,000
480 OTHER SERVICES	2,000	500	500
450E OPERATIONS	11,500	8,750	7,750
501 GENERAL SUPPLIES	4,000	2,000	2,000
507 BOOKS & PERIODICALS	500	250	250
500E SUPPLIES	4,500	2,250	2,250
770 MIS REPLACEMENT TRANSFER	10,359	11,711	18,230
780 INSURANCE TRANSFER	3,961	4,361	6,361
700E INTERNAL SERVICE & CAPITA	14,320	16,072	24,591
40000 TOTAL EXPENSE	348,143	369,701	462,387

FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
BUILDING-100-43040

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
110 REGULAR EMPLOYEES	234,616	236,914	259,491
100E SALARY & WAGES	233,875	235,062	259,491
290 EMPLOYEE BENEFITS	82,572	84,427	83,800
291 WORKERS COMP	9,328	9,515	9,515
200E EMPLOYEE BENEFITS	91,445	93,468	93,315
350 PROFESSIONAL/TECHNICAL	10,000	11,000	13,000
300E PROFESSIONAL SERVICES	10,000	11,000	13,000
404 REPAIR & MAINTENANCE	1,000	1,000	1,000
400E PROPERTY SERVICES	1,000	1,000	1,000
452 COMMUNICATIONS	1,500	800	1,100
456 MEMBERSHIPS	950	650	700
457 TRAINING/CONFERENCES	5,975	5,500	5,100
480 OTHER SERVICES	3,500	3,500	3,500
450E OPERATIONS	11,925	10,450	10,400
501 GENERAL SUPPLIES	600	600	600
505 ENERGY - GASOLINE	600	375	250
507 BOOKS & PERIODICALS	5,800	500	750
500E SUPPLIES	7,000	1,475	1,600
770 MIS REPLACEMENT TRANSFER	5,880	6,208	8,732
780 INSURANCE TRANSFER	3,826	3,826	6,900
700E INTERNAL SERVICE & CAPITA	9,706	10,034	15,632
40000 TOTAL EXPENSE	364,951	362,489	394,438

FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
COMM. ACTIVITIES-100-43101

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
130 OVERTIME	0	0	200
100E SALARY & WAGES	0	0	200
405 RENTAL/LEASE - LAND & BUIL	10,000	10,000	10,000
407 CONTRACT SERVICES	54,292	61,000	35,500
408 TIER 1 CONTRACTS	140,000	123,200	123,200
400E PROPERTY SERVICES	204,292	194,200	168,700
40000 TOTAL EXPENSE	204,292	194,200	168,900

**FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
SUCCESSOR AGENCY-100-43199**

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
110 REGULAR EMPLOYEES	0	0	162,911
100E SALARY & WAGES	0	0	162,911
290 EMPLOYEE BENEFITS	0	0	51,656
291 WORKERS COMP	0	0	7,830
200E EMPLOYEE BENEFITS	0	0	59,486
310 LEGAL	0	0	65,000
311 ACCOUNTING/AUDIT	0	0	27,000
300E PROFESSIONAL SERVICES	0	0	92,000
407 CONTRACT SERVICES	0	0	1,170
400E PROPERTY SERVICES	0	0	1,170
453 ADVERTISING	0	0	1,000
455 TRAVEL	0	0	200
456 MEMBERSHIPS	0	0	2,000
457 TRAINING/CONFERENCES	0	0	2,200
450E OPERATIONS	0	0	5,400
535 UTILITIES	0	0	1,850
540 RENTS & LEASES	0	0	54,000
500E SUPPLIES	0	0	55,850
705 ROPS PRJ CONTINGENCY	0	0	50,535
750 LONG-TERM BUILDING MAINT	0	0	15,355
770 MIS REPLACEMENT TRANSFER	0	0	23,894
780 INSURANCE TRANSFER	0	0	10,911
700E INTERNAL SERVICE & CAPITA	0	0	100,695
40000 TOTAL EXPENSE	0	0	477,513

**FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
NON-DEPARTMENTAL-100-43200**

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
120 TEMPORARY/PART-TIME	15,222	15,953	15,892
100E SALARY & WAGES	15,658	16,433	16,092
290 EMPLOYEE BENEFITS	3,270	3,595	2,989
291 WORKERS COMP	3,409	3,450	3,450
200E EMPLOYEE BENEFITS	6,818	7,224	6,439
350 PROFESSIONAL/TECHNICAL	3,500	3,500	3,500
300E PROFESSIONAL SERVICES	3,500	3,500	3,500
401 UTILITIES	115,220	115,220	115,220
403 CUSTODIAL (Inc. Supplies)	18,400	14,400	14,700
404 REPAIR & MAINTENANCE	13,500	13,500	19,500
406 RENTAL/LEASE-EQUIPMENT	19,520	19,520	19,520
420 OTHER PROPERTY SVS	3,000	3,000	3,000
400E PROPERTY SERVICES	169,640	165,640	171,940
452 COMMUNICATIONS	11,000	11,000	11,000
454 PRINTING & BINDING	1,100	1,100	1,100
460 PERMITS, FEES	100	100	0
461 CFAC ACTIVITIES	4,500	4,500	4,500
480 OTHER SERVICES	6,000	7,000	4,500
450E OPERATIONS	22,700	23,700	21,100
501 GENERAL SUPPLIES	25,500	25,500	25,500
500E SUPPLIES	25,500	25,500	25,500
750 LONG-TERM BUILDING MAINT	59,889	0	71,137
770 MIS REPLACEMENT TRANSFER	51,838	45,562	46,514
780 INSURANCE TRANSFER	0	0	1,114
700E INTERNAL SERVICE & CAPITA	111,727	45,562	118,765
40000 TOTAL EXPENSE	355,543	287,558	363,337

FY 2012-13 OPERATING & CAPITAL BUDGET
 CITY OF SONOMA & SUCCESSOR AGENCY
 GEN FUND - TO OTHER FUNDS-100-43999

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
900 OPER. TRANSFERS-OUT	201,823	201,823	201,823
<i>[Entity] Budget Detail Desc.</i>			<i>Total</i>
[100-43999] Transfer to Gas Tax for street dept			111,823
[100-43999] Police Dept PERS			90,000
Total			201,823
900E TRANSFERS	201,823	201,823	201,823
40000 TOTAL EXPENSE	201,823	201,823	201,823

FY 2012-13 OPERATING & CAPITAL BUDGET
 CITY OF SONOMA & SUCCESSOR AGENCY
 BOND PROPERTY-220-44060

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
30600 INTEREST INCOME	1,650	1,650	1,650
3060 INTEREST & RENTS	1,650	1,650	1,650
37201 TRANSFER FROM RESERVES	0	0	8,394
3500 MISCELLANEOUS	0	0	8,394
30000 TOTAL REVENUE	1,650	1,650	10,044
404 REPAIR & MAINTENANCE	1,000	1,000	1,000
400E PROPERTY SERVICES	1,000	1,000	1,000
750 LONG-TERM BUILDING MAINT	5,032	5,032	4,044
700E INTERNAL SERVICE & CAPITA	5,032	5,032	4,044
900 OPER. TRANSFERS-OUT	5,000	5,000	5,000
900E TRANSFERS	5,000	5,000	5,000
40000 TOTAL EXPENSE	11,032	11,032	10,044
NET REVENUE VS EXPENDITURE	-9,382	-9,382	0

**FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
MAYSONNAVE PROPERTY-221-44061**

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
30600 INTEREST INCOME	4,000	4,000	4,000
30701 RENTAL INCOME	8,800	8,800	0
3060 INTEREST & RENTS	12,800	12,800	4,000
37201 TRANSFER FROM RESERVES	0	0	7,317
3500 MISCELLANEOUS	0	0	7,317
30000 TOTAL REVENUE	12,800	12,800	11,317
404 REPAIR & MAINTENANCE	3,500	3,500	3,500
400E PROPERTY SERVICES	3,500	3,500	3,500
750 LONG-TERM BUILDING MAINT	3,426	3,426	2,817
700E INTERNAL SERVICE & CAPITA	3,426	3,426	2,817
900 OPER. TRANSFERS-OUT	5,000	5,000	5,000
900E TRANSFERS	5,000	5,000	5,000
40000 TOTAL EXPENSE	11,926	11,926	11,317
NET REVENUE VS EXPENDITURE	874	874	0

**FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
GAS TAX -STREETS-302-51001**

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
31201 STATE GASOLINE TAX - 210	97,000	97,000	97,000
31202 STATE GASOLINE TAX - 210	60,000	60,000	60,000
31203 STATE GASOLINE TAX - 210	45,000	45,000	85,000
31204 STATE GASOLINE TAX - 210	2,000	2,000	2,000
3120 CAPITAL PROJECTS	204,000	204,000	244,000
37200 TRANSFER IN	397,060	397,060	371,377
3700 TRANSFERS	397,060	397,060	371,377
30000 TOTAL REVENUE	601,060	601,060	615,377
110 REGULAR EMPLOYEES	246,159	227,934	242,393
130 OVERTIME	0	4,950	0
100E SALARY & WAGES	245,133	231,528	242,393
290 EMPLOYEE BENEFITS	100,219	100,663	94,969
291 WORKERS COMP	8,000	9,996	9,996
200E EMPLOYEE BENEFITS	106,762	109,307	104,965
311 ACCOUNTING/AUDIT	1,000	1,000	1,000
314 ENGINEERING	44,100	44,100	0
350 PROFESSIONAL/TECHNICAL	22,500	39,000	20,000
300E PROFESSIONAL SERVICES	67,600	84,100	21,000
401 UTILITIES	69,900	69,900	69,900
403 CUSTODIAL (Inc. Supplies)	0	2,880	2,620
404 REPAIR & MAINTENANCE	107,500	62,000	50,000
407 CONTRACT SERVICES	0	20,000	20,000
400E PROPERTY SERVICES	177,400	154,780	142,520
452 COMMUNICATIONS	2,300	3,800	3,200
454 PRINTING & BINDING	0	0	3,000
456 MEMBERSHIPS	600	600	650
457 TRAINING/CONFERENCES	5,000	5,000	5,000
460 PERMITS, FEES	3,900	3,900	3,900
480 OTHER SERVICES	0	45,000	30,000
491 DISASTER PREPAREDNESS	500	500	500
450E OPERATIONS	12,300	58,800	46,250
501 GENERAL SUPPLIES	2,000	2,000	9,000
505 ENERGY - GASOLINE	17,000	18,500	12,500
508 CLOTHING/UNIFORMS	2,800	3,925	3,925
500E SUPPLIES	21,800	24,425	25,425
604 MACHINERY AND EQUIPMENT	0	15,000	45,000
600E CAPITAL ASSETS	0	15,000	45,000
770 MIS REPLACEMENT TRANSFER	6,797	13,218	15,825
780 INSURANCE TRANSFER	0	8,672	16,998
700E INTERNAL SERVICE & CAPITA	6,797	21,890	32,823
903 TRSF IN REIMB VEHICLE PUR	0	0	-45,000
900E TRANSFERS	0	0	-45,000
40000 TOTAL EXPENSE	637,792	699,830	615,377
NET REVENUE VS EXPENDITURE	-36,732	-98,770	0

**FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
CEMETERIES-501-61010**

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
30600 INTEREST INCOME	28,000	0	0
3060 INTEREST & RENTS	28,000	0	0
34001 SALES & SERVICES	195,000	195,000	30,000
34020 OTHER CEMETERY REVENUES	30,000	40,000	45,000
3400 CEMETERY	225,000	235,000	75,000
37200 TRANSFER IN	45,215	45,215	75,215
3700 TRANSFERS	45,215	45,215	75,215
30000 TOTAL REVENUE	298,215	280,215	150,215
110 REGULAR EMPLOYEES	204,257	174,745	126,599
130 OVERTIME	0	0	1,200
100E SALARY & WAGES	201,591	176,820	127,799
290 EMPLOYEE BENEFITS	95,625	83,334	50,152
291 WORKERS COMP	26,037	16,037	16,037
200E EMPLOYEE BENEFITS	120,032	100,329	66,189
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	10,750	10,750	10,000
420 OTHER PROPERTY SVS	5,000	5,000	5,000
400E PROPERTY SERVICES	29,550	29,550	28,800
452 COMMUNICATIONS	1,510	400	600
456 MEMBERSHIPS	450	450	450
457 TRAINING/CONFERENCES	1,000	0	2,000
480 OTHER SERVICES	0	0	5,000
450E OPERATIONS	2,960	850	8,050
501 GENERAL SUPPLIES	5,000	5,000	5,000
505 ENERGY - GASOLINE	3,000	500	1,000
508 CLOTHING/UNIFORMS	2,250	300	300
520 CLOTHING EXPENSE	0	0	800
530 COMMUNICATIONS	0	0	800
500E SUPPLIES	10,250	5,800	7,900
750 LONG-TERM BUILDING MAINT	1,066	1,066	731
760 VEHICLE REPLACEMENT TRANSF	17,808	17,808	10,800
770 MIS REPLACEMENT TRANSFER	7,227	6,713	4,662
780 INSURANCE TRANSFER	36,687	26,687	9,846
700E INTERNAL SERVICE & CAPITA	62,788	52,274	26,039
900 OPER. TRANSFERS-OUT	30,564	30,564	19,888
900E TRANSFERS	30,564	30,564	19,888
40000 TOTAL EXPENSE	472,235	410,687	299,165
NET REVENUE VS EXPENDITURE	-174,020	-130,472	-148,950

**FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
WATER UTILITY-510-62001**

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
30600 INTEREST INCOME	0	60,000	60,000
3060 INTEREST & RENTS	0	60,000	60,000
32001 WATER SALES AND SVC	3,893,415	3,694,741	3,455,000
32002 NEW SERVICE FEES	20,000	20,000	20,000
32003 LATE FEES & SHUT-OFF NOT	26,300	39,000	39,000
32004 FRONT-FOOTAGE FEES	10,000	10,000	10,000
32005 CONNECTION FEES	100,000	100,000	100,000
32010 OTHER - WATER REVENUES	5,000	5,000	5,000
3200 WATER	4,054,715	3,868,741	3,629,000
35016 REMIF REBATES	30,000	30,000	0
37201 TRANSFER FROM RESERVES	0	353,852	890,424
3500 MISCELLANEOUS	30,000	383,852	890,424
30000 TOTAL REVENUE	4,084,715	4,312,593	4,579,424
110 REGULAR EMPLOYEES	610,988	637,432	671,764
120 TEMPORARY/PART-TIME	49,020	51,915	75,700
130 OVERTIME	0	13,750	14,000
100E SALARY & WAGES	652,610	697,268	761,464
290 EMPLOYEE BENEFITS	261,690	278,734	305,320
291 WORKERS COMP	36,037	30,442	95,400
200E EMPLOYEE BENEFITS	293,253	304,635	400,720
311 ACCOUNTING/AUDIT	10,000	10,000	15,000
313 CONSULTING	137,740	107,740	97,740
314 ENGINEERING	51,000	66,000	66,000
350 PROFESSIONAL/TECHNICAL	117,500	116,500	116,500
353 WATER CONSERVATION	175,000	175,000	175,000
300E PROFESSIONAL SERVICES	491,240	475,240	470,240
401 UTILITIES	12,500	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	1,350,000	1,500,000	1,500,000
400E PROPERTY SERVICES	1,410,000	1,565,500	1,565,500
452 COMMUNICATIONS	3,200	5,000	5,000
454 PRINTING & BINDING	5,300	5,800	9,800
456 MEMBERSHIPS	16,050	19,550	19,550
457 TRAINING/CONFERENCES	10,000	10,000	10,000
460 PERMITS, FEES	10,000	10,000	10,000
480 OTHER SERVICES	100,000	90,000	115,000
491 DISASTER PREPAREDNESS	1,000	1,000	1,000
450E OPERATIONS	145,550	141,350	170,350
501 GENERAL SUPPLIES	125,500	125,500	125,500
505 ENERGY - GASOLINE	15,000	18,000	18,000
508 CLOTHING/UNIFORMS	4,000	6,250	6,250
510 DEPARTMENT EXPENSE	0	5,000	5,000
550 OTHER EQUIPMENT/SUPPLIES	78,000	78,000	78,000
500E SUPPLIES	222,500	232,750	232,750
604 MACHINERY AND EQUIPMENT	0	0	140,000
606 SOFTWARE	35,000	0	75,000
600E CAPITAL ASSETS	35,000	0	215,000
702 ENG. DESIGN	0	0	25,000
703 CONSTRUCTION, MATERIAL, SU	0	55,000	505,000
750 LONG-TERM BUILDING MAINT	12,247	12,247	12,586
760 VEHICLE REPLACEMENT TRANSF	37,300	37,300	37,300
770 MIS REPLACEMENT TRANSFER	36,031	39,403	47,793
780 INSURANCE TRANSFER	36,687	38,687	53,731
700E INTERNAL SERVICE & CAPITA	122,265	182,637	681,410
900 OPER. TRANSFERS-OUT	655,088	655,088	720,617
903 TRSF IN REIMB VEHICLE PUR	0	0	-140,000
925 CONTINGENCY & RESERVE	100,000	100,000	100,000
900E TRANSFERS	755,088	755,088	680,617
40000 TOTAL EXPENSE	4,127,505	4,354,468	5,178,050

FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
PFA WATER DEBT SVS-493-57104

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
37200 TRANSFER IN	136,983	136,983	135,909
3700 TRANSFERS	136,983	136,983	135,909
30000 TOTAL REVENUE	136,983	136,983	135,909
801 PRINCIPAL	55,000	55,000	55,000
802 INTEREST	85,090	85,090	80,909
800E DEBT SERVICE	140,090	140,090	135,909
40000 TOTAL EXPENSE	140,090	140,090	135,909
NET REVENUE VS EXPENDITURE	-3,107	-3,107	0

**FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
RPTTF - ROPS-391-53001**

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
30010 TAXES - SECURED	4,581,751	4,563,000	0
30013 PROPERTY TAX SHARE/RDA	0	0	3,719,318
30016 COUNTY COLLECTION FEE	-78,254	-95,000	0
30017 ERAF (STATE TRSFR)	-395,000	0	0
3001 TAXES	4,108,497	4,468,000	3,719,318
30600 INTEREST INCOME	100,000	75,000	0
30701 RENTAL INCOME	0	18,000	0
3060 INTEREST & RENTS	100,000	93,000	0
35004 REIMBURSEMENT AGMTS	27,000	78,500	0
36104 PROCEEDS FROM ISSUANCE O	0	10,200,000	0
3500 MISCELLANEOUS	27,000	10,278,500	0
30000 TOTAL REVENUE	4,235,497	14,839,500	3,719,318
110 REGULAR EMPLOYEES	204,660	285,466	0
120 TEMPORARY/PART-TIME	5,945	6,237	0
100E SALARY & WAGES	206,958	301,018	0
290 EMPLOYEE BENEFITS	69,226	104,844	0
291 WORKERS COMP	10,145	10,434	0
200E EMPLOYEE BENEFITS	77,293	117,842	0
310 LEGAL	15,000	50,000	0
311 ACCOUNTING/AUDIT	19,000	22,000	0
314 ENGINEERING	2,000	2,000	0
300E PROFESSIONAL SERVICES	36,000	74,000	0
407 CONTRACT SERVICES	0	0	395,150
400E PROPERTY SERVICES	0	0	395,150
453 ADVERTISING	0	1,000	0
455 TRAVEL	200	200	0
456 MEMBERSHIPS	2,750	4,750	0
457 TRAINING/CONFERENCES	4,200	4,200	0
480 OTHER SERVICES	33,000	33,000	0
450E OPERATIONS	40,150	43,150	0
501 GENERAL SUPPLIES	0	60,000	0
500E SUPPLIES	0	60,000	0
703 CONSTRUCTION, MATERIAL, SU	0	10,200,000	0
750 LONG-TERM BUILDING MAINT	6,332	6,332	0
770 MIS REPLACEMENT TRANSFER	13,609	29,055	0
780 INSURANCE TRANSFER	36,954	38,954	0
700E INTERNAL SERVICE & CAPITA	56,895	10,274,341	0
801 PRINCIPAL	100,000	100,000	0
800E DEBT SERVICE	100,000	100,000	0
900 OPER. TRANSFERS-OUT	2,530,215	2,440,372	3,324,168
900E TRANSFERS	2,530,215	2,440,372	3,324,168
40000 TOTAL EXPENSE	3,047,511	13,410,723	3,719,318
NET REVENUE VS EXPENDITURE	1,187,986	1,428,777	0

FY 2012-13 OPERATING & CAPITAL BUDGET
 CITY OF SONOMA & SUCCESSOR AGENCY
 1993 REFA-402-57020

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
37200 TRANSFER IN	197,391	201,254	104,448
3700 TRANSFERS	197,391	201,254	104,448
30000 TOTAL REVENUE	197,391	201,254	104,448
801 PRINCIPAL	104,591	104,454	101,100
802 INTEREST	92,800	96,800	3,348
800E DEBT SERVICE	197,391	201,254	104,448
40000 TOTAL EXPENSE	197,391	201,254	104,448
NET REVENUE VS EXPENDITURE	-92,720	0	0

FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
2003 TAX ALLOCATION BOND (CDA)-494-57104

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
37200 TRANSFER IN	1,194,659	1,194,659	1,194,659
3700 TRANSFERS	1,194,659	1,194,659	1,194,659
30000 TOTAL REVENUE	1,194,659	1,194,659	1,194,659
801 PRINCIPAL	465,000	465,000	465,000
802 INTEREST	727,659	727,659	727,659
803 FISCAL AGENT FEES	2,000	2,000	2,000
800E DEBT SERVICE	1,194,659	1,194,659	1,194,659
40000 TOTAL EXPENSE	1,194,659	1,194,659	1,194,659

FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
2008 CLEAN RENEW ENERGY BONDS-495-55031

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
37200 TRANSFER IN	0	0	72,250
3700 TRANSFERS	0	0	72,250
30000 TOTAL REVENUE	0	0	72,250
801 PRINCIPAL	0	0	72,250
800E DEBT SERVICE	0	0	72,250
40000 TOTAL EXPENSE	0	0	72,250

FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
2010 TAB-496-57107

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
37200 TRANSFER IN	0	744,823	746,847
3700 TRANSFERS	0	744,823	746,847
30000 TOTAL REVENUE	0	744,823	746,847
801 PRINCIPAL	0	370,000	380,000
802 INTEREST	0	372,823	364,847
803 FISCAL AGENT FEES	0	2,000	2,000
800E DEBT SERVICE	0	744,823	746,847
40000 TOTAL EXPENSE	0	744,823	746,847

FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
2011 TAB-497-57108

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
37200 TRANSFER IN	0	1,206,918	1,206,918
3700 TRANSFERS	0	1,206,918	1,206,918
30000 TOTAL REVENUE	0	1,206,918	1,206,918
801 PRINCIPAL	0	130,000	130,000
802 INTEREST	0	1,076,918	1,076,918
800E DEBT SERVICE	0	1,206,918	1,206,918
40000 TOTAL EXPENSE	0	1,206,918	1,206,918

FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
MANAGEMENT INFORMATION SERVICE-601-64010

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
37200 TRANSFER IN	116,231	241,164	386,824
3700 TRANSFERS	116,231	241,164	386,824
30000 TOTAL REVENUE	116,231	241,164	386,824
110 REGULAR EMPLOYEES	0	545	12,873
100E SALARY & WAGES	0	0	12,873
290 EMPLOYEE BENEFITS	0	266	6,291
200E EMPLOYEE BENEFITS	0	0	6,291
350 PROFESSIONAL/TECHNICAL	1,000	1,000	1,000
300E PROFESSIONAL SERVICES	1,000	1,000	1,000
404 REPAIR & MAINTENANCE	109,060	108,590	113,500
400E PROPERTY SERVICES	109,060	108,590	113,500
452 COMMUNICATIONS	9,240	9,240	9,240
457 TRAINING/CONFERENCES	300	300	500
450E OPERATIONS	9,540	9,540	9,740
501 GENERAL SUPPLIES	1,300	1,000	1,500
500E SUPPLIES	1,300	1,000	1,500
607 COMPUTER EQUIPMENT	112,000	80,100	128,500
600E CAPITAL ASSETS	112,000	80,100	128,500
900 OPER. TRANSFERS-OUT	50,000	50,000	113,420
900E TRANSFERS	50,000	50,000	113,420
40000 TOTAL EXPENSE	282,900	250,230	386,824
NET REVENUE VS EXPENDITURE	-166,669	-9,066	0

FY 2012-13 OPERATING & CAPITAL BUDGET
 CITY OF SONOMA & SUCCESSOR AGENCY
 LONGTERM BUILDING MAINT-610-64520

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
37201 TRANSFER FROM RESERVES	0	0	479,075
3500 MISCELLANEOUS	0	0	479,075
37200 TRANSFER IN	118,533	118,533	234,825
3700 TRANSFERS	118,533	118,533	234,825
30000 TOTAL REVENUE	118,533	118,533	713,900
404 REPAIR & MAINTENANCE	390,000	390,000	713,900
400E PROPERTY SERVICES	390,000	390,000	713,900
703 CONSTRUCTION, MATERIAL, SU	200,000	200,000	0
700E INTERNAL SERVICE & CAPITA	200,000	200,000	0
40000 TOTAL EXPENSE	590,000	590,000	713,900
NET REVENUE VS EXPENDITURE	-471,467	-471,467	0

**FY 2012-13 OPERATING & CAPITAL BUDGET
CITY OF SONOMA & SUCCESSOR AGENCY
SONOMA CREEK SENIOR HOUSING-260-45001**

DESCRIPTION	2011 BUDGET	2012 BUDGET	2013 BUDGET
30701 RENTAL INCOME	0	0	193,178
3060 INTEREST & RENTS	0	0	193,178
37200 TRANSFER IN	132,495	132,495	0
3700 TRANSFERS	132,495	132,495	0
30000 TOTAL REVENUE	132,495	132,495	193,178
110 REGULAR EMPLOYEES	0	0	6,564
100E SALARY & WAGES	0	0	6,564
290 EMPLOYEE BENEFITS	0	0	1,674
200E EMPLOYEE BENEFITS	0	0	1,674
401 UTILITIES	19,625	19,625	19,625
403 CUSTODIAL (Inc. Supplies)	2,600	2,600	2,600
404 REPAIR & MAINTENANCE	8,000	8,000	8,000
407 CONTRACT SERVICES	18,436	18,436	18,436
420 OTHER PROPERTY SVS	10,000	10,000	10,000
400E PROPERTY SERVICES	58,661	58,661	58,661
452 COMMUNICATIONS	350	350	350
460 PERMITS, FEES	20,448	20,448	20,448
450E OPERATIONS	20,798	20,798	20,798
501 GENERAL SUPPLIES	500	500	500
500E SUPPLIES	500	500	500
750 LONG-TERM BUILDING MAINT	59,124	59,124	54,060
780 INSURANCE TRANSFER	2,536	2,815	921
700E INTERNAL SERVICE & CAPITA	61,660	61,939	54,981
900 OPER. TRANSFERS-OUT	50,000	50,000	50,000
900E TRANSFERS	50,000	50,000	50,000
40000 TOTAL EXPENSE	191,619	191,898	193,178
NET REVENUE VS EXPENDITURE	-59,124	-59,403	0



City of Sonoma
City Council
Agenda Item Summary

City Council Agenda Item: 2C

Meeting Date: June 25, 2012

Department

Administration

Staff Contact

Linda Kelly, City Manager

Agenda Item Title

Discussion, consideration and possible adoption of a resolution approving continuing appropriations for 2012-13 until an Operating Budget is approved

Summary

The budget for the FY 2012/13 Operating Budget is still underway. The preliminary budget is to be discussed on June 25, 2012. The proposed budget is anticipated to be presented for approval in July. As the City's current budget authority will expire with the completion of the current fiscal year, it is necessary to provide for interim budgetary authority so that routine expenditures of the City can be made until the final budget document is approved. The attached resolution provides this authority.

Recommended Council Action

Approve the resolution to allow routine expenditures.

Alternative Actions

N/A

Financial Impact

The resolution allows for routine and necessary expenditures to continue until a final budget is adopted.

Environmental Review

- Environmental Impact Report
- Negative Declaration
- Exempt
- Not Applicable

Status

- Approved/Certified
 - No Action Required
 - Action Requested
-

Attachments:

Continuing appropriations resolution

cc:

CITY OF SONOMA

RESOLUTION NO. - 2012

**A RESOLUTION OF THE CITY OF SONOMA
ADOPTING A CONTINUING APPROPRIATIONS BUDGET
FOR FISCAL YEAR 2012/2013**

WHEREAS, the City Council has not yet completed its full review of the preliminary budget for fiscal year 2012-13 including consideration of reductions from or additions to said budget for which appropriations have not previously been adopted; and

WHEREAS, the City Council contemplates completing its full review and adopting the budget during the month of July, 2012; and

WHEREAS, authorization to expend funds between July 1, 2012 and the date of adoption of the 2012-13 budget is necessary for the continued smooth provision of City services.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Sonoma that the City Manager is authorized to continue the basic operations of the City until adoption of the FY 2012-13 Budget. In no case shall this authorization extend beyond July 31, 2012 unless the City Council so authorizes through the adoption of a subsequent resolution.

PASSED AND ADOPTED as a resolution of the City Council of the City of Sonoma at a special meeting held on the 25th day of June 2012, by the following vote:

AYES:
NOES:
ABSENT:

Joanne Sanders, Mayor

ATTEST:

Gay Johann, City Clerk