

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

*Emergency Operations Center
175 First Street West, Sonoma CA*



**Monday, June 24, 2013
1:00 p.m.**

**BUDGET WORKSHOP
AGENDA**

City Council
Ken Brown, Mayor
Tom Rouse, Mayor Pro Tem
Steve Barbose
David Cook
Laurie Gallian

1. CALL TO ORDER

2. BUDGET WORKSHOP

Presentation and review of the draft Fiscal Year 2013/14 annual budget.

3. COMMENTS FROM THE PUBLIC

At this time, members of the public may comment on any item on the agenda. It is recommended that you keep your comments to three minutes or less. Upon being acknowledged by the Mayor, please state your name and make your comments.

4. ADJOURNMENT

I do hereby certify that a copy of the foregoing agenda was posted on the City Hall bulletin board on June 20, 2013. 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
&
SUCCESSOR AGENCY**

**FY 2013-2014
DRAFT
OPERATING BUDGET**



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

Carol E. Giovanatto, City Manager

Presented June 24, 2013



City

Manager's

Message



“ROLL UP YOUR SLEEVES” BUDGET WORKSHOP

June 24, 2013

*Review of the Proposed FY 2013-14 Operating & Capital Budget
For the City of Sonoma and Sonoma Successor Agency*

Message from the City Manager

The purpose of this workshop is to provide Council with an overview of the proposed FY 2013-14 operating and capital budget for the City of Sonoma and Sonoma Successor Agency. I have taken a different approach to the budget process this year based primarily on transparency and the philosophy that the Council should have the opportunity to see a global view of all the major public services that this City is responsible for. In keeping with the Council goal of “seeking efficiencies with a focus on increasing customer service” each department has been reviewed on a line by line basis including the distribution of personnel costs. The workshop is envisioned to mirror the Council Goal-Setting Session and is being presented in a “roll up your sleeves” format. It will be an opportunity to engage in question/answer dialog with City Management staff to give the Council a renewed/clear understanding of both the department operations and the proposed budget.

The specific information for this workshop has been prepared in a non-traditional format. Budgets have been grouped by Department Management responsibility and not in the typical numeric account sequence. Each Manager will give an overview of their department workload, challenges, opportunities and purpose followed by a discussion of the recommended budget modifications or changes. While some budgets will remain fairly static, other budgets will reflect the restoration of programs and tasks which had been removed during the economic downturn and new programs that are being recommended for funding in the FY 2013-14 Budget. These programs are being recommended based on [1] Council Goals, [2] increased needs in public service or public safety, and [3] funding of street and infrastructure projects formerly funded through redevelopment. Following the Council’s major goal to “Develop a balanced [“in the black”] budget model which dedicates funding for Capital Improvement Projects [CIP], restores staff to previous levels, and maintains service levels” staff is presenting to the Council **a balanced budget for FY 2013-14.**

Carol E. Giovanatto, City Manager

Proposed Workshop Structure

The suggested structure for the workshop is as follows:

Open the workshop. As with the Council Goal-Setting Session, public comment will not be taken during the budget discussion but will be held after item #6.

1. City Managers overview of the proposed budget and how the Council's Goals were a strategic component in the decision process.
2. City Manager presentation of the General Fund Revenue Budget.
3. Department Managers presentation of consolidated expenditure Budgets in the following order
 - i. City Council - City Clerk - City Manager
 - ii. Finance – Legal - Community Activities –
 - iii. Non-Departmental - Successor Agency
 - iv. Planning
 - v. Police
 - vi. Building/MIS/Internal Services
 - vii. Fire/SVFRA
 - viii. Public Works Admin & Parks - Gas Tax – Cemetery – Water - Streets/Capital - Maysonnave & Bond Properties
4. Introduction of the Capital Improvement Budget [as a component of the FY 2013-14 Budget]
5. After all staff presentations, dialog between staff and Council to ask additional questions about any information covered in the overview or in the written budget.
6. City Manager's wrap-up and comments on proposed budget.
7. Discussion/direction from Council on proposed budget including recommended changes, additional information needed and schedule for adoption.

Open Public Comment for items only listed on the agenda.

INTRODUCTION - GENERAL FUND

The proposed FY 2013-14 Budget for General Fund activities totals \$14,117,816. Core public services [Administration, Community Development, Public Works and Public Safety] are accounted for within the General Fund and is, therefore, the main element in the City's Operating Budget. The City of Sonoma continues to experience increased fiscal stability in the General Fund, based in major part on wise decisions by current and past City Councils and staff to maintain expenditure controls coupled with a solid and growing tax base of three dominant revenue sources – transient occupancy tax, property tax and sales tax. Even with this growing tax base, the City's Budget required revenue augmentation to assist with the recovery of the loss of Redevelopment Funding. Fortunately, a majority of the voters voted in favor of Measure J, a new 1/2% City sales tax for a period of five years. Beginning in October 2012, the City's sales tax rate went from 8% to 8.5%. As a "general" tax all of Measure J revenue is dedicated to local services in the City of Sonoma. This was the promise to the voters who passed the tax and this is what the proposed budget validates. This fiscal stability has provided continued security in terms of keeping City services intact and expanding where appropriate, to meet the needs of our residents. In the preparation of the expenditure budgets, priority was placed on ensuring that the City provides the highest level of customer service possible.

Summary of Recommended General Fund Budget

Prudent and effective financial, economic and service planning over many years by Council and staff has resulted in the General Fund being in a very stable condition. Summarized below is the recommended General Fund budget for the coming year.

<u>GENERAL FUND</u>	FY 13-14 Budget
Revenue	14,117,816
Expenditure	(14,117,816)
Balance	0

Overall, General Fund revenue is expected to increase by about \$1.15 million or 8.14% in FY 2014 as compared to the FY 2013 budget. While this increase is significant on its face, it needs to be recognized that the major portion of the increase will be dedicated to Street & Road Infrastructure projects. This is the new position for the General Fund to assume responsibility for Street Capital Projects. One downturn that has hit the General Fund is the reduction of EMS revenue due to the loss of the Sonoma Raceway service contract. This accounted for approximately \$330,000 reduction in ambulance billings. Overall, all our "economic revenue drivers" are continuing to reflect a strong growth pattern.

Revenue Overview:

The following summarizes the major revenue by category for the City's General Fund.

CATEGORY	2013 BUDGET	2014 BUDGET
TAXES	9,36,585	11,136,690
FEES	332,912	360,120
LICENSES & PERMITS	46,000	56,000
FINES & FORFEITURES	85,200	85,300
INTEREST & RENTS	228,272	146,000
STATE REVENUES	117,890	70,000
CHARGES FOR SERVICE	103,452	104,052
EMS	1,816,000	1,542,000
MISCELLANEOUS	133,200	77,500
TRANSFERS	565,154	540,154
TOTAL REVENUE	12,969,065	14,117,816

Highlights [& Lowlights] of Major Revenue Sources:

Property Tax: County Auditor & Tax collector projects a 1% increase in property tax in FY 2014

Transient Occupancy Tax - TOT is budgeted to increase by 15% over 2013.

Sales Tax: Sales Tax increase reflects a projected 7% increase.

Measure J Local Sales Tax: 2014 will be the first full year of Measure J sales tax collections. Indications are that 2014 collections will be approximately 19% higher than the original estimates.

Franchise Tax: Projected increase of 7.5%

Building Permit Revenue: Estimated 9% increase

Interest Income: Interest is projected to decline by approximately 260%. Dollar loss is expected to be approximately \$80,000. This is primarily due to the loss of redevelopment funds and earning capacity.

EMS/Ambulance Billings: Although overall ambulance billings were strong in 2013, a 15% decline in revenue is projected in 2014 due to the loss of the Sonoma Raceway Contract.

General Fund Expenditure Breakdown by Department

Expenditure/Department	FY 2012-13 Adopted Budget	FY 2013-14 Proposed Budget
Council	133,526	145,626
Clerk	124,418	116,422
Manager	213,076	275,135
Finance	137,693	153,268
Legal	267,000	250,000
Police	4,242,057	4,328,511
Fire/EMS	4,806,664	4,844,452
Public Works	741,735	910,252
Streets-Capital Projects	201,000	915,130
Planning/Zoning	462,387	636,026
Building	427,438	478,373
Community Activities	168,900	133,700
Non-Departmental	363,337	394,528
Successor Agency	477,513	423,970
Transfers to Other Funds	201,823	111,823
TOTAL ALL EXPENDITURES	12,969,065	14,117,816

Other Recommended City Budgets [Non-General Fund]

Expenditure/Department	FY 2013-14 Proposed Revenue Budget	FY 2013-14 Proposed Expenditure Budget
Gas Tax-Street Maintenance	712,377	625,629
Maysonnave Property	11,317	11,317
Bond Property	5,044	5,044
Cemeteries	170,215	352,523
Water Utility	5,980,895	6,080,895
Management Information Systems	386,824	267,323
Long-term Building Maintenance	713,900	366700

Summary of Expenditure Modifications – All Funds:

While the basic operational expenses have been contained to merely reflect the projected budgeted costs from the prior year, there are additions proposed in the expenditure categories commensurate with revenue recovery, Measure J, State mandated programs and Capital Projects. In analyzing department requests, all meet the criteria of enhancing public service, public safety and/or restoring services. Many of the proposed expenditures are spread to various City departments and/ funds. This again reflects the strength of the City in recognizing

that cross-training and sharing of resources leads to more efficiencies. The following is a summary of the major changes to the expenditure budgets:

Department/Fund	Description	Cost
City Clerk/City Manager/Cemetery	Partially restores Administrative Clerk position originally budgeted in 2007	\$37,500
Police	Increase part-time Administrative Clerk hours from 20-24 per week	\$4,518
	Addition of K-9 Program	\$32,238
	Shared cost [30%] of School Resource Officer	\$51,994
Successor Agency	Increase legal for litigation costs	\$100,000
Planning	Update Housing & Circulation Elements of the General Plan	\$150,000
	Costs associated with annexing the Montini Preserve	\$10,000
	Bicycle Education Program	\$7,000
	Restore funding for Commission & staff training to previous levels	\$4,000
Public Works	New position to implement & manage Stormwater Program	\$50,000
	Reallocation of existing Planning position back to Planning	(\$16,000)
	Stormwater Permit Implementation Costs [cumulative]	\$48,000
	Sidewalk Trip Hazard Repair Program	\$50,000
	Reprogram one Public Works Position	\$4,500
Water	Water Rate Consulting Services	\$35,000
	Citywide Water Lateral Replacement	\$234,000
	Reallocate portion of Building Inspector [previously dedicated to Water Conservation]	(\$82,950)
Building	Reallocate portion of Building Inspector [previously dedicated to Water Conservation]	82,950
	Code book purchase [occurs every 3 years]	\$4,600
Management Information Systems [MIS]	Reallocate portion of Accountant to MIS for software implementation	\$2,705
	Increase in MIS Maintenance costs	\$14,720
	Reduction in equipment replacements	(\$23,500)
Long-Term Building Maintenance	Less building maintenance project proposed for FY 2013-14	(\$364,200)
Vehicle Replacement	Replace Fire Engine 3381	\$425,000

Of significant note: This budget restores full funding of the internal services reserves. Since 2009, the funding for Internal Services Reserves was reduced by approximately 50%. The 2013-14 budget includes funding to actual amortized levels [at 100%] based on an updated analysis of values. This is another example of sound fiscal management by setting aside funds for replacement of City Assets.

During the departments presentations of their budgets additional information and background will be discussed with expanded details on all expenditures.

OTHER CONSIDERATIONS

Capital Improvement Plan

Traditionally the City's Capital Improvement Plan was reviewed and adopted several months following the adoption of the Citywide operational budget. This delay in reviewing and adopting the CIP required subsequent Budget modifications to fund the proposed projects. For FY 2013-14, staff will be presenting the CIP for adoption as a companion to the adoption of the 2013-14 Operating and Capital Budget [tentatively scheduled for July 1st]. The projects recommended for completion have been included in the proposed 2013-14 Budget. Projects funded through the 2011 CDA Tax Allocation Bond are reflected in the Capital Improvement Plan have been previously approved by the Agency Board upon issuance of the Bond. These projects have been "frozen" through the dissolution of redevelopment and cannot be completed until and unless the City is successful in a legal action against the Department of Finance.

Issues not addressed in the proposed budget

The City has knowledge of additional cost items which are outside the normal operating costs of the City and require separate consideration as follows:

Ballot Initiative Election Costs: Hotel Limitation Ballot Measure, if qualified for the ballot, will require the City to conduct a special election. The estimated costs for this election are estimated to be \$27,000 - \$33,000. This cost has not been included in the proposed budget. Costs would be borne by the General Fund. Since this is a one-time cost, it could be funded from General Fund Reserves at the time the cost is incurred.

Cittislow Dues: The City received the annual dues invoice from Cittislow for the period July 1, 2013-June 30, 2014. In all prior years, the City has paid \$1,800 annually; the amount requested for the upcoming fiscal year is \$2,920. Back-up information as to the increased costs has not been submitted although ancillary information indicates that Cittislow Sonoma Valley has previously paid a portion of the dues on behalf of the City. The proposed budget contains \$1,800 for Cittislow dues.

Tier 1 Funding Increases in Funding Requests

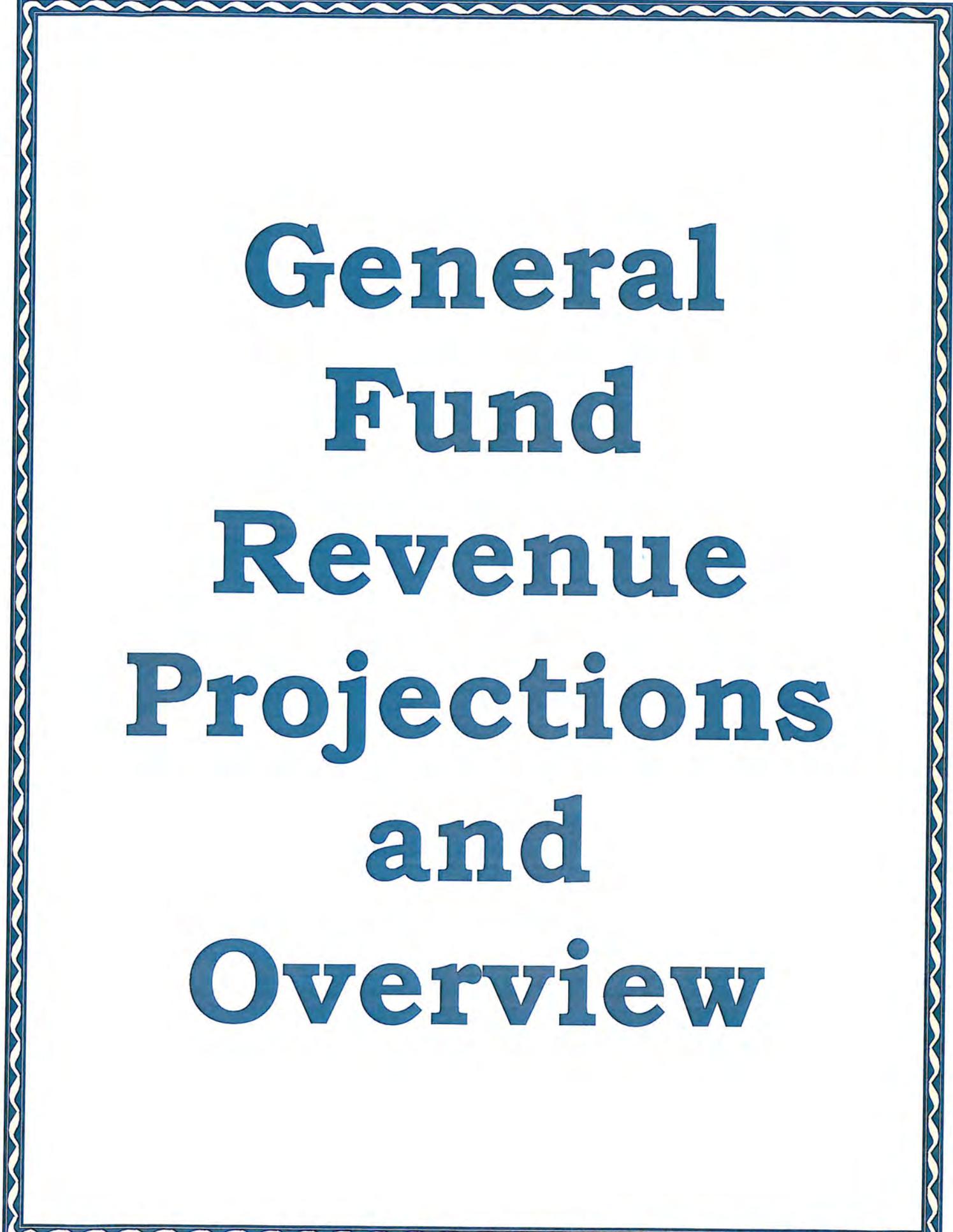
The Council has maintained a secure funding stream for certain local non-profits over the past several years. During the economic downturn, these organizations received reduced funding levels. For FY 2013-14 the Tier 1 non-profit agencies have submitted their requested funding levels as illustrated in the table below.

<i>Agency</i>	<i>2010-11 Grant</i>	<i>2011-12 Grant</i>	<i>2012-13 Grant</i>	<i>2013-14 Request</i>	<i>2013-14 Increase</i>
Boys & Girls Clubs of SV	\$58,000	\$51,040	\$51,040	\$58,000	\$6,960
Sonoma Community Center	\$30,000	\$26,400	\$26,400	\$26,400	0
Sonoma Ecology Center #1	\$22,000	\$19,360	\$19,360	\$22,000	\$2,640
Sonoma Ecology Center #2	0	0	0	0	\$56,000
Vintage House	\$30,000	\$26,400	\$26,400	\$30,000	\$3,600
TOTALS	\$140,000	\$123,200	\$123,200	\$136,400	\$69,200

Any change in Tier 1 funding levels is held strictly by action of the City Council. Staff has included in the proposed budget the funding levels equal to their FY 2012-13 allocation but has not addressed the requested increases. The core Tier 1 agencies programs mirror those of the prior years. One Tier 1 agency [Sonoma Ecology Center] has requested an additional/new program for funding related to increased maintenance costs of facilities under the control of the City. The increased maintenance costs are an outcome of Grant funding received by the Sonoma Ecology Center which were not identified in the original grant proposal. For this specific new proposal, staff will be recommending to Council to delay action on this request pending a detailed analysis of the maintenance costs and the ability of the Public Works Department to take on these responsibilities. An initial analysis reflects that it is more cost-effective and efficient for the City to assume these responsibilities. The Tier 1 non-profit agencies have been advised that they will be allotted time on the July 1st Council agenda to make individual presentations to the City Council.

PROPOSED NEXT STEPS

The Council budget process starts with this workshop. Next week – on July 1st – staff is recommending the proposed Budget be presented in public session at which time staff will recommend the budget to be adopted. If the Council chooses to delay adoption to the following Council meeting – July 15th – staff will have a Continuing Appropriations resolution ready for adoption to insure that basic City operations continue until the final 2013-14 Budget is adopted.

A decorative border with a repeating wavy pattern in blue and white surrounds the text.

General Fund Revenue Projections and Overview

**CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2013-14
GENERAL FUND - 100**

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
30010 TAXES - SECURED	2,674,000	2,581,620	2,607,440
30011 TAXES - UNSECURED	90,320	93,000	90,000
30013 PROPERTY TAX SHARE/RDA	0	220,800	563,550
30014 TAXES - SUPPLEMENTAL	0	87,360	80,000
30015 TAXES - HOPTR	25,360	25,100	25,100
30016 COUNTY COLLECTION FEE	-44,000	-49,274	-25,600
30017 ERAF (STATE TRSFR)	-1,169,000	-1,163,860	-1,161,000
30020 SALES TAXES - SAFETY	105,000	105,000	114,000
30021 SALES AND USE TAXES	2,140,000	2,426,839	2,606,800
30023 VLF SWAP	750,000	750,000	752,000
30028 SA ADMIN COST ALLOWANCE	0	250,000	250,000
30029 MEASURE J-LOCAL SALES TA	0	766,000	1,355,000
30030 TRANSIENT OCCUPANCY TAX	2,330,000	2,700,000	3,162,900
30031 FRANCHISE TAXES	374,000	374,000	404,000
30040 BUSINESS LICENSE	290,000	300,000	325,000
30060 PROPERTY TRANS TAX	60,000	70,000	77,500
3001 TAXES	7,625,680	9,536,585	11,226,690
30102 ZONING FEES	27,000	27,000	30,000
30104 SALES OF PUBLICATIONS	1,000	1,000	1,000
30105 MICROGRAPHICS FEES	4,800	6,000	9,000
30108 STRONG MOTION FEES (CITY	100	150	390
30111 FIRE PLAN CHECK FEE	7,500	9,500	15,000
30112 BUILDING PLAN CHECK FEE	115,000	130,000	130,000
30113 PLANNING PLAN CHECK FEE	0	0	1,600
30114 ENGINEER PLAN CHECK FEE	30,000	30,000	30,000
30115 BUILDING INSPECTION/PROC	100,000	118,000	130,000
30117 ENGINEERING INSPECTION/P	2,000	2,000	2,000
30118 PLANNING FEES	3,000	4,000	1,000
30119 TRAINING FEES	4,400	5,130	10,000
30125 NEWSRACK FEES	0	132	130
3010 FEES	294,800	332,912	360,120
30201 ANIMAL LICENSE	9,500	11,000	11,000
30203 ENCROACHMENT	35,000	35,000	45,000
3020 LICENSES & PERMITS	44,500	46,000	56,000
30301 PARKING FINES	45,000	50,000	50,000
30302 CRIMINAL FINES	700	7,000	5,000
30303 VEHICLE CODE FINES	28,000	25,000	26,000
30307 CHP - SONOMA	2,500	500	500
30308 SONOMA P/C 33%	200	200	300
30310 TRAFFIC VIOLATOR SCHOOL	4,500	2,500	3,500
30311 COURT RESTITUTION	0	4,400	0
3030 FINES & FORFEITURES	80,900	89,600	85,300
30600 INTEREST INCOME	160,000	130,000	50,000
30701 RENTAL INCOME	50,000	65,000	65,000
30702 PARK RESERVATION	15,000	20,000	20,000
30703 MOBILE HOME PARK ADM	10,200	10,272	9,500
30800 FILMING PERMIT FEE	3,000	3,000	1,500
3060 INTEREST & RENTS	238,200	228,272	146,000
31001 MV IN-LIEU	60,950	60,950	70,000
31105 TRAFFIC CONGESTION RELIE	82,000	56,940	0
3100 STATE REVENUES	142,950	117,890	70,000
31405 VOM FINANCE AGMT	67,000	26,000	26,000
31502 POLICE SERVICES	35,000	38,000	38,000
31503 ANIMAL SERVICES	1,000	1,000	1,000
31504 SPECIAL PUBLIC WORKS	20,000	20,000	15,000
31507 STREET SWEEPING	18,100	9,052	9,052
31509 TID 1% ADMIN	0	4,400	5,000
31510 PUBLIC WORKS INSPECTIONS	10,000	5,000	10,000
3110 CHARGES FOR SERVICES	152,100	103,452	104,052
33001 BILLINGS - EMS (ADJUSTME	1,770,000	1,770,000	1,410,000
33002 FIREMED MEMBERSHIP	75,000	46,000	42,000

**CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2013-14
GENERAL FUND - 100**

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
3300 EMS	1,845,000	1,816,000	1,452,000
35001 SALE OF PROPERTY	1,000	1,000	1,000
35004 REIMBURSEMENT AGMTS	0	0	17,500
35007 YOUTH/FAMILY SVS GRANT	32,500	32,500	32,500
35016 REMIF REBATES	50,000	0	0
35021 PG&E SOLAR REBATES	18,000	24,000	26,500
37201 TRANSFER FROM RESERVES	49,508	75,700	0
3500 MISCELLANEOUS	151,008	133,200	77,500
37200 TRANSFER IN	889,257	565,154	540,154
3700 TRANSFERS	889,257	565,154	540,154
30000 TOTAL REVENUE	11,464,395	12,969,065	14,117,816
110 REGULAR EMPLOYEES	2,863,550	1,201,084	1,367,734
120 TEMPORARY/PART-TIME	376,658	160,773	171,050
129 SPECIAL DUTY PAY	3,000	0	0
130 OVERTIME	300,000	1,430	1,230
100E SALARY & WAGES	3,543,209	1,363,287	1,540,014
290 EMPLOYEE BENEFITS	1,565,687	659,383	671,139
291 WORKERS COMP	127,445	53,233	48,159
200E EMPLOYEE BENEFITS	1,693,132	712,616	719,298
310 LEGAL	267,000	332,000	350,000
311 ACCOUNTING/AUDIT	14,000	38,000	30,000
312 RECRUITMENT	19,970	0	0
313 CONSULTING	11,000	11,000	171,000
314 ENGINEERING	0	46,000	46,000
321 ELECTIONS	0	11,000	0
350 PROFESSIONAL/TECHNICAL	38,200	36,100	82,100
352 SHERIFF'S CONTRACT	3,754,470	3,934,304	3,952,234
354 - SVFRA CONTRACT FIRE CONT	0	4,478,453	4,478,453
300E PROFESSIONAL SERVICES	4,104,640	8,886,857	9,109,787
401 UTILITIES	170,335	139,220	170,780
403 CUSTODIAL (Inc. Supplies)	46,703	25,700	29,080
404 REPAIR & MAINTENANCE	196,770	153,850	162,580
405 RENTAL/LEASE - LAND & BUIL	10,000	10,000	10,000
406 RENTAL/LEASE-EQUIPMENT	32,020	24,520	24,520
407 CONTRACT SERVICES	349,337	189,480	199,809
408 TIER 1 CONTRACTS	123,200	123,200	123,200
420 OTHER PROPERTY SVS	32,210	20,000	33,000
400E PROPERTY SERVICES	960,575	685,970	752,969
452 COMMUNICATIONS	62,810	24,600	34,100
453 ADVERTISING	12,500	6,500	7,000
454 PRINTING & BINDING	4,850	2,850	2,000
455 TRAVEL	3,730	3,130	3,680
456 MEMBERSHIPS	15,552	20,729	26,603
457 TRAINING/CONFERENCES	55,300	26,300	37,250
460 PERMITS, FEES	9,122	10,300	12,680
461 CFAC ACTIVITIES	4,500	4,500	2,500
480 OTHER SERVICES	47,086	44,586	94,480
491 DISASTER PREPAREDNESS	1,500	1,500	1,500
450E OPERATIONS	216,950	144,995	221,793
501 GENERAL SUPPLIES	92,845	74,100	70,200
505 ENERGY - GASOLINE	100,375	67,250	68,250
506 FOOD	1,200	1,200	1,200
507 BOOKS & PERIODICALS	2,250	1,250	5,850
508 CLOTHING/UNIFORMS	26,850	6,850	6,850
510 DEPARTMENT EXPENSE	6,000	26,000	26,000
520 CLOTHING EXPENSE	0	0	400
535 UTILITIES	0	1,850	1,850
540 RENTS & LEASES	0	54,000	65,000
550 OTHER EQUIPMENT/SUPPLIES	85,000	0	0
555 PROFESSIONAL SERVICES	116,974	0	0
500E SUPPLIES	431,494	232,500	245,600

CITY OF SONOMA & SUCCESSOR AGENCY
 OPERATING & CAPITAL BUDGET - FY 2013-14
 GENERAL FUND - 100

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
604 MACHINERY AND EQUIPMENT	220,000	25,000	425,000
606 SOFTWARE	0	60,000	0
600E CAPITAL ASSETS	220,000	85,000	425,000
702 ENG. DESIGN	0	0	75,000
703 CONSTRUCTION, MATERIAL, SU	0	155,000	794,130
705 ROPS PRJ CONTINGENCY	0	44,497	0
750 LONG-TERM BUILDING MAINT	0	160,587	168,265
760 VEHICLE REPLACEMENT TRANSF	72,940	133,700	164,661
770 MIS REPLACEMENT TRANSFER	139,329	184,249	162,403
780 INSURANCE TRANSFER	86,669	62,984	52,073
700E INTERNAL SERVICE & CAPITA	298,938	741,017	1,416,532
900 OPER. TRANSFERS-OUT	215,457	201,823	111,823
901 TRANSFERS-MISCELLANEOUS	0	-60,000	0
903 TRSF IN REIMB VEHICLE PUR	-220,000	-25,000	-425,000
900E TRANSFERS	-4,543	116,823	-313,177
40000 TOTAL EXPENSE	11,464,395	12,969,065	14,117,816
NET REVENUE VS EXPENDITURE	0	0	0



Departmental Presentations

CITY OF SONOMA

FY 2013-14 OPERATING & CAPITAL BUDGET NARRATIVE

City Council Department

Carol E. Giovanatto, City Manager

DESCRIPTION:

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

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

The City Council held a Goal Setting Workshop March 25, 2013 and established a set of goals that have been used as the basis for the FY 2013-14 budget.

RECOMMENDED BUDGET MODIFICATION:

DEPARTMENT/Category	OBJECT #	DESCRIPTION	COST/REDUCTION	DETAILS	Council Goal
Memberships	456	Regional Climate Protection Authority Annual Membership	\$5,800	Increased level of funding based on actual; prior year budgeted in Public Works	No

CITY OF SONOMA & SUCCESSOR AGENCY
 OPERATING & CAPITAL BUDGET - FY 2013-14
 CITY COUNCIL - 100-41001

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
120 TEMPORARY/PART-TIME	18,000	18,000	18,000
100E SALARY & WAGES	18,000	18,000	18,000
290 EMPLOYEE BENEFITS	88,500	88,500	94,476
200E EMPLOYEE BENEFITS	88,500	88,500	94,476
350 PROFESSIONAL/TECHNICAL	0	0	500
300E PROFESSIONAL SERVICES	0	0	500
455 TRAVEL	1,600	1,600	2,000
456 MEMBERSHIPS	4,712	10,020	15,244
457 TRAINING/CONFERENCES	4,500	4,500	4,500
480 OTHER SERVICES	1,000	1,000	1,000
450E OPERATIONS	11,812	17,120	22,744
501 GENERAL SUPPLIES	1,500	1,500	1,500
506 FOOD	1,200	1,200	1,200
510 DEPARTMENT EXPENSE	6,000	6,000	6,000
500E SUPPLIES	8,700	8,700	8,700
770 MIS REPLACEMENT TRANSFER	2,940	1,206	1,206
700E INTERNAL SERVICE & CAPITA	2,940	1,206	1,206
40000 TOTAL EXPENSE	129,952	133,526	145,626
NET REVENUE VS EXPENDITURE	-129,952	-133,526	-145,626



June 1, 2013

INVOICE

TO: Mayor Ken Brown
FROM: Virginia Hubbell, Cittaslow USA
RE: Annual Dues

As we have discussed, Cittaslow annual dues are to be paid annually no later than June 30th to cover the 12 month period July 1, 2013-June 30, 2014.

As a courtesy, Cittaslow USA will forward dues payable to Cittaslow International directly to them. We will submit all CUSA town payments together in order to save each town from paying international bank fees. In case of late payments, a charge of \$100 per month will be charged to cover wire fees and additional staff time, etc. Thank you very much for submitting your dues by June 30, 2013.

Please remit \$2,920 to cover dues for Cittaslow International and Cittaslow USA. Checks should be addressed to Cittaslow USA and sent to:
Cittaslow USA, PO Box 2037, Sonoma, CA 95476.

Thank you very much. We look forward to an exciting year with Cittaslow Sonoma Valley.

Virginia Hubbell
Cc: Laurie Gallian
Steve Barbose
Loren Cole
Norman Gilroy

CITY OF SONOMA

FY 2013-14 OPERATING & CAPITAL BUDGET NARRATIVE

City Clerk Department

Gay Johann, City Clerk/Assistant to the City Manager

DESCRIPTION:

The City Clerk department has consisted of one full time person for many years. A portion of the personnel-related cost of a proposed part-time Administrative Assistant position has been included in this FY 2013/14 budget because that position will provide administrative assistance to the City Clerk and serve as the Deputy City Clerk.

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

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

CHALLENGES:

As a one-person department, the City Clerk's biggest challenge has been keeping up with the workload, which requires constant evaluation of priorities, and making sure that time lines and deadlines are met and responses to other departments and the public are provided in a timely manner.

DEPARTMENT GOALS:

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

The City Clerk's annual budget fluctuates approximately \$13,000 every other year due to election expenses. The next regular election will be November 2014.

RECOMMENDED BUDGET MODIFICATIONS:

DEPARTMENT/Category	OBJECT #	DESCRIPTION	COST/REDUCTION	DETAILS	Council Goal
City Clerk/Part-time Salaries	120	30 hr/week Admin Asst 40% CM 40% City Clerk 20% Cemetery (Total \$37,500)	\$15,000	Additional position to assist with Administrative and Cemetery services; this position was approved in 2007 but due to budget constraints remained vacant/unfunded.	Yes; provide greater efficiency and customer service.

CITY OF SONOMA & SUCCESSOR AGENCY
 OPERATING & CAPITAL BUDGET - FY 2013-14
 CITY CLERK - 100-41002

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
110 REGULAR EMPLOYEES	79,462	68,537	74,024
100E SALARY & WAGES	80,007	68,537	74,024
290 EMPLOYEE BENEFITS	25,040	23,326	23,322
291 WORKERS COMP	3,467	3,467	3,467
200E EMPLOYEE BENEFITS	28,529	26,793	26,789
321 ELECTIONS	0	11,000	0
350 PROFESSIONAL/TECHNICAL	2,500	2,500	2,500
300E PROFESSIONAL SERVICES	2,500	13,500	2,500
453 ADVERTISING	2,000	2,000	2,000
455 TRAVEL	30	30	30
456 MEMBERSHIPS	450	450	450
457 TRAINING/CONFERENCES	3,800	2,500	2,500
450E OPERATIONS	6,280	4,980	4,980
501 GENERAL SUPPLIES	2,500	2,000	2,000
500E SUPPLIES	2,500	2,000	2,000
770 MIS REPLACEMENT TRANSFER	3,034	3,802	1,322
780 INSURANCE TRANSFER	1,400	4,806	4,806
700E INTERNAL SERVICE & CAPITA	4,434	8,608	6,128
40000 TOTAL EXPENSE	124,250	124,418	116,422
NET REVENUE VS EXPENDITURE	-124,250	-124,418	-116,422

CITY OF SONOMA

FY 2013-14 OPERATING & CAPITAL BUDGET NARRATIVE

City Manager Department

Carol E. Giovanatto, City Manager

DESCRIPTION:

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

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

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

CHALLENGES:

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

DEPARTMENT GOALS:

Effectively implement the 2013 City Council Goals with emphasis on four key areas:

- Provide a Safe Community Environment
- Create an Economically Diverse and Prosperous Community
- Plan and Manage for a Desirable and Sustainable Community
- Engage and Involve the Community

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

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

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

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

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

RECOMMENDED BUDGET MODIFICATIONS:

DEPARTMENT/Category	OBJECT #	DESCRIPTION	COST/REDUCTION	DETAILS	Council Goal
City Manager/Part-time Salaries	120	30 hr/week Admin Asst 40% CM 40% City Clerk 20% Cemetery (Total 37,500)	\$15,000	Additional position to assist with Administrative and Cemetery services; this position was approved in 2007 but due to budget constraints remained vacant/unfunded.	Yes; provide greater efficiency and customer service.

**CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2013-14
CITY MANAGER - 100-41003**

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
110 REGULAR EMPLOYEES	208,005	142,316	207,195
100E SALARY & WAGES	211,029	135,752	207,195
290 EMPLOYEE BENEFITS	76,443	46,458	39,011
291 WORKERS COMP	8,700	5,700	5,700
200E EMPLOYEE BENEFITS	85,745	50,484	44,711
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	1,170	1,170	1,170
457 TRAINING/CONFERENCES	3,000	3,000	3,000
480 OTHER SERVICES	2,000	2,000	2,000
491 DISASTER PREPAREDNESS	1,000	1,000	1,000
450E OPERATIONS	8,770	8,770	8,770
501 GENERAL SUPPLIES	500	500	500
507 BOOKS & PERIODICALS	250	250	250
500E SUPPLIES	750	750	750
770 MIS REPLACEMENT TRANSFER	5,074	6,800	3,189
780 INSURANCE TRANSFER	3,930	9,520	9,520
700E INTERNAL SERVICE & CAPITA	9,004	16,320	12,709
40000 TOTAL EXPENSE	316,298	213,076	275,135
NET REVENUE VS EXPENDITURE	-316,298	-213,076	-275,135

CITY OF SONOMA

FY 2013-14 OPERATING BUDGET NARRATIVE

Finance Department

Scott Williams, City Accountant/Project Manager

DESCRIPTION:

The mission, vision and values of the Finance Department are to manage and safeguard City resources responsibly, with the highest regard for ethics and the future interests of the community. This is accomplished through the functional areas of accounting, finance and budgeting. Accounting is the language of business, and as such, it is the responsibility of the Finance Department to provide timely and accurate information, in order that elected officials and the executive leadership team can make informed, forward thinking decisions that will serve the needs of the community through delivery of value and service. The subset of finance includes bond and debt service, cash management, reserves and planning for future needs. Budgeting serves two purposes that involve both the accounting and finance functions. It is a financial plan at the beginning of the fiscal year, the ongoing monitoring of budget versus actual during the fiscal year, then a final report at the end of the fiscal year that measures the annual activity up against the financial plan.

In FY 2013/14 the Finance Department will be staffed with 2.75 Full-Time Equivalent employees including the City Accountant, and two Accounting Technicians. The FY 2013/14 Finance Department budget reflects the maintenance of the previous fiscal year budget and current service levels. The City's contracted audit firm has recommended an additional level of staff in order to provide the management, review and services outlined above in the mission of the Department. An extended study of this topic is also available. Such an enhancement would enable more comprehensive planning and forecasting activities as the City addresses needs for new revenue sources and funding for capital projects.

RECOMMENDED BUDGET MODIFICATIONS:

DEPARTMENT/Category	OBJECT #	DESCRIPTION	COST/REDUCTION	DETAILS	Council Goal
Finance/Full and Part-time Salaries	110-120	Increase	\$10,506	Additional costs per MOU.	Yes; modest increases assisting with a balanced budget.
Finance/Audit Costs	311	Increase that more closely reflects prior year audit firm prepared report	\$4,000	Increase that more closely reflects prior year audit firm prepared report.	Yes; needed for accurate reporting and fiscal management

**CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2013-14
FINANCE - 100-41004**

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
110 REGULAR EMPLOYEES	51,931	54,895	62,285
120 TEMPORARY/PART-TIME	10,042	16,216	19,332
100E SALARY & WAGES	62,929	71,111	81,617
290 EMPLOYEE BENEFITS	24,577	27,080	28,150
291 WORKERS COMP	2,220	2,220	2,220
200E EMPLOYEE BENEFITS	26,917	29,300	30,370
311 ACCOUNTING/AUDIT	14,000	11,000	15,000
300E PROFESSIONAL SERVICES	14,000	11,000	15,000
407 CONTRACT SERVICES	0	0	600
400E PROPERTY SERVICES	0	0	600
455 TRAVEL	150	150	500
456 MEMBERSHIPS	500	1,000	1,000
457 TRAINING/CONFERENCES	1,000	1,500	2,250
450E OPERATIONS	1,650	2,650	3,750
501 GENERAL SUPPLIES	2,750	2,750	2,750
500E SUPPLIES	2,750	2,750	2,750
606 SOFTWARE	0	60,000	0
600E CAPITAL ASSETS	0	60,000	0
770 MIS REPLACEMENT TRANSFER	12,934	15,895	14,194
780 INSURANCE TRANSFER	1,090	4,987	4,987
700E INTERNAL SERVICE & CAPITA	14,024	20,882	19,181
901 TRANSFERS-MISCELLANEOUS	0	-60,000	0
900E TRANSFERS	0	-60,000	0
40000 TOTAL EXPENSE	122,270	137,693	153,268
NET REVENUE VS EXPENDITURE	-122,270	-138,193	-153,268

CITY OF SONOMA

FY 2013-14 OPERATING BUDGET NARRATIVE

Successor Agency, RPTTF-ROPS, Debt Service

Scott Williams, City Accountant/Project Manager

DESCRIPTION: One of the most profound impacts to impact the City's budget in many years was the dissolution of California Redevelopment, as outlined in California Assembly Bill ABX1 26. The elimination of all revenue, funding for projects and associated administrative costs resulted not only in unprecedented challenges for the City, but the need to create a Successor Agency to close out all Redevelopment activity, and to absorb cost now unfunded in a post redevelopment era. All employees who were previously responsible for and funded by Redevelopment were shifted to the newly created Successor Agency Department and related expenses were absorbed by the General Fund. Underwriting through the Sebastiani Theatre lease is part of the increased schedule of expenses for the Agency this fiscal year. Long-term Building Maintenance and MIS Replacement are also part of the ongoing Agency Departmental expenses.

The departmental budgets represented by the RDA Property Tax Trust Fund (RPTTF) and the Recognized Obligation Payment Schedule (ROPS) are part of the same action by the California Assembly Bill ABX1 26 where new guidelines were issued for the dissolution of the former redevelopment agency (Sonoma Community Development Agency), the Successor Agency set up, and guidelines created for remittance and payment schedule for State recognized and approved expenses. As a general rule, expenses that will continue are debt service funded by tax increment, where other expenses are subject to review. Only those expenses on the ROPS are those that Successor Agency will receive pass through revenue when property taxes are remitted by the County. Although RPTTF and ROPS are not part of the General Fund budget, it is important to note the correspondence between the Successor Agency as a City Department and the former Community Development Agency, as certain expenses have shifted to the General Fund budget since they are no longer funded by Redevelopment. Several of these expenses are noted above in the narrative the Successor Agency and in the table below.

Debt Service, as a department will continue much in the same way it has in previous fiscal years, particularly where bonds funded by tax increment have an amortization schedule in place that will continue until bond defeasance or they are fully paid according to the original schedule. The schedule includes tax increment bonds issued in 2003, 2010 and 2011, as well as a USDA note payable related to former RDA Housing, Clean Renewable Energy Bonds (CREB 2008) and newly issued 2012 City Pension Obligation Bond and a refinance of the 2001 Water Bond.

In FY 2013/14 staff represented by the Successor Agency through allocation of payroll expenses span the following departments: City Administration, City Clerk, Community Development, Finance as well as employees within the Enterprise Funds. The FY 2013/14 increases to employee benefits reflect increases in premiums for the FY2014 budget year.

RECOMMENDED BUDGET MODIFICATIONS:

DEPARTMENT/Category	OBJECT #	DESCRIPTION	COST/REDUCTION	DETAILS	Council Goal
Successor Agency/Legal	310	Increased legal costs due to potential litigation	\$35,000	Projected expenses.	Yes; service delivery through completed capital projects.
Successor Agency/Contract Services	407	Increased contract costs: Economic Development	\$74,000	No longer covered by ROPS.	Yes; drivers for economic development.
Successor Agency/Long-term Building Maintenance	750	Decreased costs	<\$3,100>	Cost containment	Yes; reduced costs with the overall goal of a balanced budget

CITY OF SONOMA & SUCCESSOR AGENCY
 OPERATING & CAPITAL BUDGET - FY 2013-14
 SUCCESSOR AGENCY - 100-43199

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
110 REGULAR EMPLOYEES	0	162,911	109,092
100E SALARY & WAGES	0	162,911	109,092
290 EMPLOYEE BENEFITS	0	51,656	31,876
291 WORKERS COMP	0	7,830	2,600
200E EMPLOYEE BENEFITS	0	59,486	34,476
310 LEGAL	0	65,000	100,000
311 ACCOUNTING/AUDIT	0	27,000	15,000
300E PROFESSIONAL SERVICES	0	92,000	115,000
407 CONTRACT SERVICES	0	1,170	75,000
400E PROPERTY SERVICES	0	1,170	75,000
453 ADVERTISING	0	1,000	0
455 TRAVEL	0	200	0
456 MEMBERSHIPS	0	2,000	0
457 TRAINING/CONFERENCES	0	2,200	0
450E OPERATIONS	0	5,400	0
535 UTILITIES	0	1,850	1,850
540 RENTS & LEASES	0	54,000	65,000
500E SUPPLIES	0	55,850	66,850
705 ROPS PRJ CONTINGENCY	0	50,535	0
750 LONG-TERM BUILDING MAINT	0	15,355	11,276
770 MIS REPLACEMENT TRANSFER	0	23,894	12,276
780 INSURANCE TRANSFER	0	10,911	0
700E INTERNAL SERVICE & CAPITA	0	100,695	23,552
40000 TOTAL EXPENSE	0	477,513	423,970
NET REVENUE VS EXPENDITURE	0	-477,513	-423,970

**CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2013-14
RPTTF - ROPS - 391-53001**

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
30010 TAXES - SECURED	4,563,000	0	0
30013 PROPERTY TAX SHARE/RDA	0	3,719,318	3,719,318
30016 COUNTY COLLECTION FEE	-95,000	0	0
3001 TAXES	4,468,000	3,719,318	3,719,318
30600 INTEREST INCOME	75,000	0	0
30701 RENTAL INCOME	18,000	0	0
3060 INTEREST & RENTS	93,000	0	0
35004 REIMBURSEMENT AGMTS	78,500	0	0
36104 PROCEEDS FROM ISSUANCE O	10,200,000	0	0
3500 MISCELLANEOUS	10,278,500	0	0
30000 TOTAL REVENUE	14,839,500	3,719,318	3,719,318
110 REGULAR EMPLOYEES	285,466	0	0
120 TEMPORARY/PART-TIME	6,237	0	0
100E SALARY & WAGES	301,018	0	0
290 EMPLOYEE BENEFITS	104,844	0	0
291 WORKERS COMP	10,434	0	0
200E EMPLOYEE BENEFITS	117,842	0	0
310 LEGAL	50,000	0	0
311 ACCOUNTING/AUDIT	22,000	0	0
314 ENGINEERING	2,000	0	0
300E PROFESSIONAL SERVICES	74,000	0	0
407 CONTRACT SERVICES	0	395,150	365,164
400E PROPERTY SERVICES	0	395,150	365,164
453 ADVERTISING	1,000	0	0
455 TRAVEL	200	0	0
456 MEMBERSHIPS	4,750	0	0
457 TRAINING/CONFERENCES	4,200	0	0
480 OTHER SERVICES	33,000	0	0
450E OPERATIONS	43,150	0	0
501 GENERAL SUPPLIES	60,000	0	0
500E SUPPLIES	60,000	0	0
703 CONSTRUCTION, MATERIAL, SU	10,200,000	0	0
750 LONG-TERM BUILDING MAINT	6,332	0	0
770 MIS REPLACEMENT TRANSFER	29,055	0	0
780 INSURANCE TRANSFER	38,954	0	0
700E INTERNAL SERVICE & CAPITA	10,274,341	0	0
801 PRINCIPAL	100,000	0	0
800E DEBT SERVICE	100,000	0	0
900 OPER. TRANSFERS-OUT	2,440,372	3,324,168	3,320,424
900E TRANSFERS	2,440,372	3,324,168	3,320,424
40000 TOTAL EXPENSE	13,410,723	3,719,318	3,685,588
NET REVENUE VS EXPENDITURE	1,428,777	0	33,730

CITY OF SONOMA

FY 2013-14 OPERATING BUDGET NARRATIVE

Legal Services, Non-Departmental Expenses

Community Activities, Inter-Fund Transfers

Scott Williams, City Accountant/Project Manager

DESCRIPTION:

Legal Services are contracted by the City and the position is appointed by City Council to provide guidance, legal support, ensure compliance and when necessary, advise leadership regarding content of ordinances, resolutions, contract language and representation in the event of litigation.

Non-Departmental expenses represent departmental functions the span the entire organization, therefore direct expenses are not allocated to a single department. Instead, expenses flow through Non-Departmental such as front counter employee labor, web site maintenance, utilities on City properties (gas, electric, water and sewer), custodial services, leases, communications, contract services, repairs and maintenance required to maintain the properties and deliver service to the public. General supplies are also included as various items such as office supplies and postage are for the benefit of the entire City, rather than a single department unless that department has a particular need in this area that goes beyond shared expenses, such as large bulk mailings.

Community Activities represents a number of budgeted items that are similar to Non-Departmental expenses in that they benefit the entire community of Sonoma. The budgeted programs include lease of the Veteran's Building, Grad Night and Tier 1 Contracts: Ecology, Vintage House, Boys and Girls Club, Community Center.

Inter-Fund Transfers also represent shared expenses throughout the City for the purposes of debt service, vehicle replacement, MIS, property and liability insurance, employee benefits and long-term building maintenance. The difference between Non-Departmental and Inter-Fund Transfers is the method of expense distribution to each department throughout the City. Each City department is allocated its share of a given expense based on the size of the department, inventory, personnel, risk and other factors. Historically, these expenses have been allocated on a quarterly or semi-annual basis. With the implementation of the new financial software system and potential automation of this process, these expenses may be recorded on a monthly basis in the next fiscal year. This would enable a expense measurement throughout the fiscal year that is closer to "real time."

In FY 2013/14 staff represented by Non-Departmental expenses is a .5 Full-Time Equivalent administrative assistant employee at the front counter of City Hall. The FY 2013/14 increases to maintenance, utilities and employee benefits reflect an assessment of prior year actual expenses projected for the FY2014 budget year. These increases do not reflect added services but maintenance of the previous fiscal year service levels. These largely uncontrollable expenses underscore the need for the City to explore new revenue sources and a partnership with the business community for a sustainable delivery of service in the future while maintaining a quality of service in line with community expectations.

RECOMMENDED BUDGET MODIFICATIONS:

DEPARTMENT/Category	OBJECT #	DESCRIPTION	COST/REDUCTION	DETAILS	Council Goal
Non-Departmental/Utilities	401	Increased utility costs	\$30,280	Actual historical expenses.	Yes; service delivery and availability to the public.
Non-Departmental/Communications	452	Increased communications costs	\$11,000	Updated phone systems.	Yes; service delivery and availability to the public.
Non-Departmental/General Supplies	501	Decreased costs	<\$7,500>	Cost containment	Yes; reduced costs with the overall goal of a balanced budget

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2013-14
LEGAL SERVICES - 100-41005

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
310 LEGAL	267,000	267,000	250,000
300E PROFESSIONAL SERVICES	267,000	267,000	250,000
40000 TOTAL EXPENSE	267,000	267,000	250,000
NET REVENUE VS EXPENDITURE	-267,000	-267,000	-250,000

CITY OF SONOMA & SUCCESSOR AGENCY
 OPERATING & CAPITAL BUDGET - FY 2013-14
 NON-DEPARTMENTAL - 100-43200

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
120 TEMPORARY/PART-TIME	15,953	15,892	16,272
100E SALARY & WAGES	16,433	16,092	16,272
290 EMPLOYEE BENEFITS	3,595	2,989	2,736
291 WORKERS COMP	3,450	3,450	3,450
200E EMPLOYEE BENEFITS	7,224	6,439	6,186
350 PROFESSIONAL/TECHNICAL	3,500	3,500	3,500
300E PROFESSIONAL SERVICES	3,500	3,500	3,500
401 UTILITIES	115,220	115,220	145,500
403 CUSTODIAL (Inc. Supplies)	14,400	14,700	18,000
404 REPAIR & MAINTENANCE	13,500	19,500	16,000
406 RENTAL/LEASE-EQUIPMENT	19,520	19,520	19,520
420 OTHER PROPERTY SVS	3,000	3,000	1,000
400E PROPERTY SERVICES	165,640	171,940	200,020
452 COMMUNICATIONS	11,000	11,000	22,000
454 PRINTING & BINDING	1,100	1,100	250
460 PERMITS, FEES	100	0	0
461 CFAC ACTIVITIES	4,500	4,500	2,500
480 OTHER SERVICES	7,000	4,500	2,400
450E OPERATIONS	23,700	21,100	27,150
501 GENERAL SUPPLIES	25,500	25,500	18,000
500E SUPPLIES	25,500	25,500	18,000
750 LONG-TERM BUILDING MAINT	0	71,137	70,852
770 MIS REPLACEMENT TRANSFER	45,562	46,514	51,434
780 INSURANCE TRANSFER	0	1,114	1,114
700E INTERNAL SERVICE & CAPITA	45,562	118,765	123,400
40000 TOTAL EXPENSE	287,558	363,337	394,528
NET REVENUE VS EXPENDITURE	-287,558	-363,337	-392,628

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2013-14
COMM. ACTIVITIES - 100-43101

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
130 OVERTIME	0	200	0
100E SALARY & WAGES	0	200	0
405 RENTAL/LEASE - LAND & BUIL	10,000	10,000	10,000
407 CONTRACT SERVICES	61,000	35,500	500
408 TIER 1 CONTRACTS	123,200	123,200	123,200
400E PROPERTY SERVICES	194,200	168,700	133,700
40000 TOTAL EXPENSE	194,200	168,900	133,700
NET REVENUE VS EXPENDITURE	-194,200	-168,900	-133,700

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2013-14
GEN FUND - TO OTHER FUNDS - 100-43999

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
900 OPER. TRANSFERS-OUT	201,823	201,823	111,823
900E TRANSFERS	201,823	201,823	111,823
40000 TOTAL EXPENSE	201,823	201,823	111,823
NET REVENUE VS EXPENDITURE	-201,823	-201,823	-111,823

CITY OF SONOMA

FY 2013-14 OPERATING & CAPITAL BUDGET NARRATIVE

City Prosecutor

R. A. Smith

DESCRIPTION:

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

Staffing for both programs is:

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

City Prosecutor:

The Office of the City Prosecutor was created in 1987. The office was created by the City in order to more effectively deal with city infractions, misdemeanors and quality of life issues within the City limits. To that end, all misdemeanors or infractions occurring within the city limits of Sonoma for which the Sonoma Police Department is the reporting agency are handled by the City Prosecutor's Office.

The City Prosecutor is responsible for reviewing all reports, making charging decisions (working closely with the Sonoma Police Department), complaint preparation and all appearances including motions and trial to reach resolution of every matter.

Typically the City Prosecutor's office will handle between 25 and 40 cases every month and make in excess of 1000 court appearances annually. Each case is handled with a goal of providing what is best for the victim, the community and, to the degree possible, all other involved parties. For the most part, many of the issues handled by the City Prosecutor are issues that are related to the quality of life within our community, e.g., alcohol related offenses, theft, physical violence, animal ordinances, noise related issues, and dispute resolution between neighbors.

In twenty five years the program has never increased the price the City is charged even though costs of running the program have increased, e.g., filing costs ect.

Youth & Family Services:

The Sonoma Valley Youth and Family Services program is committed to holding first time juvenile offenders accountable for their conduct. The program provides the offender the opportunity to repair harm caused to their victims and to the community at large. Sonoma Valley Youth and Family Services offers educational and personal development support to individual youth and their family through community resources and partnerships.

SVYFS began in 1997 and operates under the auspices of the Sonoma Police Department to provide an alternative to juvenile probation for youth who are cited for criminal activity. It grew from the desire to hold youth accountable and maintain community control of the consequences facing our youth while supporting juvenile probation in their need to reduce overcrowding at juvenile hall. The program provides services for families who live within the boundaries of the Sonoma Valley Unified School District (SVUSD), although they may be attending schools out of that district. In this way, all youth in the Sonoma Valley can be assured of consistency and equal access to services. Law enforcement, schools, parents/family and other community agencies can refer youth.

The diversion program offers youth the opportunity to have the charges against them dismissed. The SVYFS response to an incident is structured to be timely, collaborative and community based. The community retains local ownership of the juvenile process, and through early intervention we anticipate lessening future instances of juvenile offending.

SVYFS also works with families and youth who have not committed a crime, but are at risk of being involved in criminal behavior. The purpose of such involvement is to redirect them through meaningful alternatives.

SVYFS works closely with the Sonoma Police Department and Sonoma County Sheriff's Department. The program also collaborates with numerous public and private agencies in order to provide wrap-around support for the youth and their family. Youth who have committed a criminal offense, or are at risk at offending, are often experiencing challenges in other areas in their life, for instance at school or in the home. SVYFS works with Sonoma Valley Unified School District by participating in the SARB (School Attendance Review Board) and the SRT (Student Review Team). The SARB hearings address attendance and behavioral issues and potential expulsion contracts. The SRT meeting consists of staff from various schools within the district sharing information and identifying at-risk youth. In order to successfully reduce the likelihood that a youth will re-offend, all areas of concern must be addressed. Some of the agencies we partner with are:

- Alive at 25
- Drug Abuse Alternatives Center
- La Luz Bilingual Center
- Social Advocates for Youth (S.A.Y.)
- Sonoma County Child Protective Services
- Sonoma County Juvenile Probation
- Sonoma County Juvenile Traffic Court
- Sonoma County Sheriff's Department
- Sonoma Police Department
- Sonoma Valley Mentoring Center Alliance
- Sonoma Valley Unified School District
- Valley of the Moon Boys & Girls Club

A copy of the 2012 Annual Report is attached.

CITY OF SONOMA

FY 2013-14 OPERATING & CAPITAL BUDGET NARRATIVE

Planning Department

David Goodison, Director of Planning and Community Services

DESCRIPTION:

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

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

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

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

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

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

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

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

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

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

2013--2014 WORK PROGRAMS:

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

Update Housing and Circulation Elements \$150,000

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

Montini Annexation \$10,000

As the City Council has agreed to take ownership of the Montini Preserve, it is necessary to annex the portions of the Preserve that are outside of City limits. Costs associated with this action are LAFCO application fees and the preparation of required mapping.

Bicycle Projects \$10,000

The City Council has previously stressed the importance of achieving and maintaining Sonoma's designation as bicycle-friendly community. As part of this effort, staff recommends that funding be provided for education and safety programs as well as bike valet parking service at the Tuesday Night Farmers Market. These would be considered pilot programs.

Restore Training Funds \$5,000

In previous budget years it has been necessary to cut training funds. Assuming that sufficient funds are available, staff recommends restoring the training budget. This is especially important now that the City is in the process of becoming a certified local government, as on going training in historic preservation is a requirement for both staff and the Design Review Commission.

Greenhouse Gas Reduction Plan Update

\$17,500

The City Council has previously authorized Sonoma’s participation in a county-wide effort to prepare updated greenhouse gas reduction plans for each jurisdiction in Sonoma County. This is a two-year project that will be funded through a grant obtained by the Sonoma County Regional Climate Protection Agency. The grant includes funds to reimburse each jurisdiction for staff time, so this program is not identified as an expense in the Planning Department budget. (The grant reimbursement is identified in the Revenue section of the budget.

RECOMMENDED BUDGET MODIFICATIONS:

Department/Category	Object #	Description	Cost/ Reduction	Details	Council Goal?
Planning/Professional Services	313	Consultant Fees	\$150,000	Update of the Housing and Circulation Elements of the General Plan.	Yes. Policy and Leadership: Respond to County, State and Federal legislative issues with a focus on local control.
Planning/Professional Services	313	Engineering fees, application fee.	\$10,000	Costs associated with annexing the Montini Preserve. (Engineering costs and LAFCO application fee.	Yes. Master parks plan and recreation opportunities.
Planning/Professional Services	313	Program costs	\$7,000	Cost of providing bicycle education programs.	Yes. Master parks plan and recreation opportunities.
Planning/Property Services	457	Training and Conferences	\$4,000	Restoring funding for Commission and staff training to previous levels.	Yes. Staff and Commission training will help facilitate progress on all Council goals.

**CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2013-14
PLANNING & ZONING - 100-43030**

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
110 REGULAR EMPLOYEES	215,668	285,852	297,175
120 TEMPORARY/PART-TIME	27,846	29,066	29,762
100E SALARY & WAGES	243,514	316,418	326,937
290 EMPLOYEE BENEFITS	78,430	86,712	82,028
291 WORKERS COMP	9,800	9,800	9,600
200E EMPLOYEE BENEFITS	88,230	96,512	91,628
313 CONSULTING	2,000	10,000	170,000
350 PROFESSIONAL/TECHNICAL	4,000	0	0
300E PROFESSIONAL SERVICES	6,000	10,000	170,000
407 CONTRACT SERVICES	4,886	4,866	5,693
400E PROPERTY SERVICES	4,886	4,866	5,693
453 ADVERTISING	4,500	3,500	5,000
454 PRINTING & BINDING	500	500	500
455 TRAVEL	250	250	250
456 MEMBERSHIPS	2,000	2,000	2,000
457 TRAINING/CONFERENCES	1,000	1,000	5,000
480 OTHER SERVICES	500	500	500
450E OPERATIONS	8,750	7,750	13,250
501 GENERAL SUPPLIES	2,000	2,000	5,000
507 BOOKS & PERIODICALS	250	250	250
500E SUPPLIES	2,250	2,250	5,250
770 MIS REPLACEMENT TRANSFER	11,711	18,230	16,907
780 INSURANCE TRANSFER	4,361	6,361	6,361
700E INTERNAL SERVICE & CAPITA	16,072	24,591	23,268
40000 TOTAL EXPENSE	369,701	462,387	636,026
NET REVENUE VS EXPENDITURE	-367,975	-462,387	-636,026

CITY OF SONOMA

FY 2013-14 OPERATING & CAPITAL BUDGET NARRATIVE

Police Department

Chief Bret Sackett

DESCRIPTION:

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

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

The police budget for FY 13-14 will see a slight increase – approximately 2% – from the previous year. This increase can be attributed to four primary sources: Sheriff's contract, additional hours of part-time staff, launch of the department canine program (K-9), and a request from the Sheriff to help fund the School Resource Officer position.

The Sheriff's contract is estimated to increase by approximately .6 percent. While there were reductions in many line-items, the increase can primarily be attributed to the addition of a canine program, along with increases in healthcare, workers' compensation, and retirement costs. Some of these increased costs are off-set by a reduction in the Administrative Overhead charged to the City, which I feel underscores the Sheriff's commitment to keep costs as low as possible, while being fair and equitable to both the city and the county taxpayer.

The department canine program is estimated to cost approximately \$25,000 annually. Some of these costs appear in the Sheriff's contract, while other costs, such as canine supplies, veterinary expense, and costs associated with the canine vehicle are found in city budget line items. I firmly believe the canine program will greatly increase officer and community safety, as well as provide operational efficiencies by not having to wait for outside resources. In addition, the Sonoma PD canine will be trained in both patrol protection and narcotic detection, so I anticipate an increase in assets / cash seized as a result of narcotics trafficking.

We are also requesting a small increase in the number of hours allocated for our part-time clerk from 20 to 24 hour per week. Prior to the economic downturn, this position was allocated for 24 hours per week. The additional hours are necessary to manage the OTS grant reporting requirements, provide better oversight to the monthly dog licensing program, and in anticipation of an increase in workload associated with a proposed alarm ordinance. Most important, however, is the fact our part-time administrative clerk is bilingual, so the increased hours would allow the police department to better serve Spanish-speaking citizens.

And finally, the Sheriff is asking for the city to help fund the School Resource Officer program. Since 2004, the SRO position has been funded solely by the Sheriff's Office, although the SRO works a considerable amount of time providing services to schools within the city limits. Without the SRO, any and all calls for service that occur on school campuses within the city limits would be the responsibility of the police department.

In recent years, the Sonoma Valley Unified School District agreed to fund a portion of the SRO's salary. The Sheriff, who is still facing some budgetary challenges, would like to find a more equitable cost sharing agreement to fund the SRO position, so he is asking the city to fund 30% of the SRO's salary, which is the same amount funded by the school district. In essence, the cost sharing agreement this year would be 30/30/40, with the Sheriff's Office still responsible for the lion's share of the cost. In addition, the Sheriff is mindful of the increased cost to the city, so he proposes two ideas to help keep the cost down for city.

First, the SRO contribution would not be included in the LE contract, but through a separate agreement, so the contribution would not be subject to the administrative overhead charged to the city, thus saving the city 22.94% (which is the Administrative Overhead for FY 13-14).

Second, the Sheriff has agreed to help fund the start-up costs of the Sonoma PD canine program, which is anticipated to be **greater** than the cost of the SRO program. Currently, the start-up cost for the canine program is anticipated to be more than \$75,000 (canine, vehicle, training, kennel, etc), while the SRO contribution is less than \$52,000. I believe this is a very generous offer from the Sheriff and highlights his commitment to the city to provide exceptional service at an exceptional value.

RECOMMENDED BUDGET MODIFICATIONS:

DEPARTMENT / Category	OBJECT #	DESCRIPTION	COST / REDUCTION	DETAILS	Council Goal
Police Department / Part-time Salaries	120	Increase admin clerk hours from 20 to 24 hrs / week	\$4,518	Additional hours are necessary to manage OTS grant, monthly dog licensing program, and additional workload from proposed alarm ordinance. Additional hours will allow us to better serve the Spanish speaking public.	Yes; provide greater efficiency and customer service

Police Department / Law Enforcement Services Contract	352	LE contract cost	\$22,238	Increase can be attributed to the addition of K-9 program, along with increase in health care, retirement, and workers comp.	Public Safety Budget Strategy and Fiscal Responsibility
Police Department / Vehicles	404	Vehicle lease / replacement	\$10,000	Increase associated with the addition of a dedicated K-9 vehicle	Budget Strategy and Fiscal Responsibility
Police Department / Other Services	480	SRO contribution	\$51,994	Sheriff is seeking a more equitable method to fund this position and is seeking a 30% contribution from the city. It should be noted the school district already pays 30% contribution. As a good will measure, the Sheriff has agreed to help off- set the start-up cost of the SPD K-9 equal to or more than the cost of the SRO contribution.	Public safety

**CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2013-14
POLICE - 100-42101**

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
120 TEMPORARY/PART-TIME	19,690	19,614	24,229
100E SALARY & WAGES	19,670	19,614	24,229
290 EMPLOYEE BENEFITS	1,599	3,689	4,070
291 WORKERS COMP	776	776	776
200E EMPLOYEE BENEFITS	2,283	4,465	4,846
350 PROFESSIONAL/TECHNICAL	500	500	500
352 SHERIFF'S CONTRACT	3,754,470	3,934,304	3,952,234
300E PROFESSIONAL SERVICES	3,754,970	3,934,804	3,952,734
401 UTILITIES	10,000	9,000	10,280
403 CUSTODIAL (Inc. Supplies)	9,500	9,500	9,580
404 REPAIR & MAINTENANCE	83,350	87,850	99,850
406 RENTAL/LEASE-EQUIPMENT	2,500	2,500	2,500
407 CONTRACT SERVICES	55,984	55,984	56,056
400E PROPERTY SERVICES	161,334	164,834	178,266
452 COMMUNICATIONS	12,750	10,000	9,000
454 PRINTING & BINDING	500	500	500
456 MEMBERSHIPS	500	500	500
457 TRAINING/CONFERENCES	1,500	1,500	1,500
480 OTHER SERVICES	13,086	13,086	65,080
450E OPERATIONS	28,336	25,586	76,580
501 GENERAL SUPPLIES	10,000	10,000	10,000
505 ENERGY - GASOLINE	48,000	49,000	50,000
508 CLOTHING/UNIFORMS	1,250	1,250	1,250
500E SUPPLIES	59,250	60,250	61,250
750 LONG-TERM BUILDING MAINT	0	21,651	23,551
760 VEHICLE REPLACEMENT TRANSF	420	1,000	0
770 MIS REPLACEMENT TRANSFER	4,902	8,477	5,680
780 INSURANCE TRANSFER	4,447	1,375	1,375
700E INTERNAL SERVICE & CAPITA	9,769	32,503	30,606
40000 TOTAL EXPENSE	4,035,612	4,242,057	4,328,511
NET REVENUE VS EXPENDITURE	-4,035,612	-4,242,057	-4,328,511

CITY OF SONOMA

FY 2013-14 OPERATING & CAPITAL BUDGET NARRATIVE

Building Department

Wayne Wirick, Development Services Director / Building Official

DESCRIPTION:

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

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

In FY 2013/14 the Building Department will be staffed with 3.45 Full-Time Equivalent employees including the Building Official, Plans Examiner, Building Inspector and a shared Administrative Assistant. The FY 2013/14 Building Department budget reflects the maintenance of current Building Department service levels. The current level is a reduction from 2008 service levels due to the lack of available resources to conduct afternoon inspections. Plan check activity has increased over the past year and there are signs of a continuing upward trend in construction activity. In order to maintain current Building Department service levels, the Building Inspector position will be staffed at 100% (from 90% Building Inspector/10% Water Conservation Coordinator).

RECOMMENDED BUDGET MODIFICATIONS:

DEPARTMENT /Category	OBJECT #	DESCRIPTION	COST / REDUCTION	DETAILS	Council Goal
Building	100E	Salary & Wages	\$9,066	Change Building Inspector FTE Allocation to 100% Building from 90% water/10% building.	Yes; Maintain customer service levels.
Building	200E	Employee Benefits	\$2,000	Change Building Inspector FTE Allocation to 100% Building from 90% water/10% building.	Yes; Maintain customer service levels.
Building	507	Books & Periodicals	\$4,600	Code book purchase (occurs every three years)	

**CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2013-14
BUILDING - 100-43040**

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
110 REGULAR EMPLOYEES	236,914	283,747	327,152
100E SALARY & WAGES	235,062	283,747	327,152
290 EMPLOYEE BENEFITS	84,427	91,654	97,860
291 WORKERS COMP	9,515	10,405	10,405
200E EMPLOYEE BENEFITS	93,468	102,059	108,265
350 PROFESSIONAL/TECHNICAL	11,000	13,000	13,000
300E PROFESSIONAL SERVICES	11,000	13,000	13,000
404 REPAIR & MAINTENANCE	1,000	1,000	1,000
400E PROPERTY SERVICES	1,000	1,000	1,000
452 COMMUNICATIONS	800	1,100	600
456 MEMBERSHIPS	650	700	600
457 TRAINING/CONFERENCES	5,500	5,100	5,100
480 OTHER SERVICES	3,500	3,500	3,500
450E OPERATIONS	10,450	10,400	9,800
501 GENERAL SUPPLIES	600	600	600
505 ENERGY - GASOLINE	375	250	250
507 BOOKS & PERIODICALS	500	750	5,350
520 CLOTHING EXPENSE	0	0	400
500E SUPPLIES	1,475	1,600	6,600
770 MIS REPLACEMENT TRANSFER	6,208	8,732	5,656
780 INSURANCE TRANSFER	3,826	6,900	6,900
700E INTERNAL SERVICE & CAPITA	10,034	15,632	12,556
40000 TOTAL EXPENSE	362,489	427,438	478,373
NET REVENUE VS EXPENDITURE	-362,489	-427,438	-478,373

CITY OF SONOMA

FY 2013-14 OPERATING & CAPITAL BUDGET NARRATIVE

Management Information (MIS) - Internal Services Fund

Wayne Wirick, Development Services Director / Building Official

DESCRIPTION:

The purpose of the Management Information Services (MIS) fund is to provide a funding mechanism for the operational costs, maintenance and planned replacement of installed computer systems and software, telephone systems and other critical office equipment needed for the delivery of information and the conduct of business. All funds allocated for this purpose are derived from annual transfers from other City operations and therefore are not true revenues. The MIS Fund helps to prevent excessive swings in annual costs by anticipating future MIS needs and amortizing the replacement costs over a period of time.

It is expected that MIS funded replacement purchases for FY 2013/14 budget will be approximately \$23,500 less than last year due to normal cyclical buying patterns. MIS repair and maintenance costs are expected to increase by \$14,720 due to new hosting subscription services for the City's Web-Based Geographic Information System (GIS) Viewer and for increases in GIS and Emergency Medical System (EMS) software licensing.

The City currently has approximately \$257,000 in the MIS fund. The total value of all non-depreciated computer and telephone equipment assets that will eventually need to be replaced is approximately \$784,000.

RECOMMENDED BUDGET MODIFICATIONS:

DEPARTMENT / Category	OBJECT #	DESCRIPTION	COST / REDUCTION	DETAILS	Council Goal
Management Information Systems	100E	Salary & Wages	\$2,340	Increase in Accountant's hours for new Finance software implementation	Yes: Help facilitate customer convenience such as online payments
Management Information Systems	404	Repair & Maintenance	\$14,720	GIS Web-Based GIS Viewer Hosted by Lynx, Increase in GIS maintenance and EMS Billing software maintenance	Yes; Improve information about City services

**CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2013-14
MANAGEMENT INFORMATION SERVICE - 601-64010**

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
37200 TRANSFER IN	241,164	386,824	386,824
3700 TRANSFERS	241,164	386,824	386,824
30000 TOTAL REVENUE	241,164	386,824	386,824
110 REGULAR EMPLOYEES	545	12,873	15,207
100E SALARY & WAGES	0	12,873	15,207
290 EMPLOYEE BENEFITS	266	6,291	6,656
200E EMPLOYEE BENEFITS	0	6,291	6,656
350 PROFESSIONAL/TECHNICAL	1,000	1,000	1,000
300E PROFESSIONAL SERVICES	1,000	1,000	1,000
404 REPAIR & MAINTENANCE	108,590	113,500	128,220
400E PROPERTY SERVICES	108,590	113,500	128,220
452 COMMUNICATIONS	9,240	9,240	9,240
457 TRAINING/CONFERENCES	300	500	500
450E OPERATIONS	9,540	9,740	9,740
501 GENERAL SUPPLIES	1,000	1,500	1,500
500E SUPPLIES	1,000	1,500	1,500
606 SOFTWARE	0	0	55,000
607 COMPUTER EQUIPMENT	80,100	128,500	50,000
600E CAPITAL ASSETS	80,100	128,500	105,000
900 OPER. TRANSFERS-OUT	50,000	113,420	0
900E TRANSFERS	50,000	113,420	0
40000 TOTAL EXPENSE	250,230	386,824	267,323
NET REVENUE VS EXPENDITURE	-9,066	0	119,501

CITY OF SONOMA

FY 2013-14 OPERATING & CAPITAL BUDGET NARRATIVE

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

Wayne Wirick, Development Services Director / Building Official

DESCRIPTION:

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

LTBM funded repair and maintenance projects for FY 2013/14 is expected to be approximately \$364,200 less than last year. Large swings in annual repair and maintenance project costs are normal and expected due to the varying types of projects being performed from year-to-year.

RECOMMENDED BUDGET MODIFICATIONS:

DEPARTMENT / Category	OBJECT #	DESCRIPTION	COST / REDUCTION	DETAILS	Council Goal
Management Information Systems	100E	Salary & Wages	\$2,340	Increase in Accountant's hours for new Finance software implementation	Yes: Help facilitate customer convenience such as online payments
Management Information Systems	200E	Employee Benefits	\$365	Increase in Accountant's hours for new Finance software implementation	Yes: Help facilitate customer convenience such as online payments
Management Information Systems	404	Repair & Maintenance	\$14,720	GIS Web-Based GIS Viewer Hosted by Lynx, Increase in GIS maintenance and EMS Billing software maintenance	Yes; Improve information about City services

CITY OF SONOMA & SUCCESSOR AGENCY
 OPERATING & CAPITAL BUDGET - FY 2013-14
 LONGTERM BUILDING MAINT - 610-64520

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
37201 TRANSFER FROM RESERVES	0	479,075	479,075
3500 MISCELLANEOUS	0	479,075	479,075
37200 TRANSFER IN	118,533	234,825	234,825
3700 TRANSFERS	118,533	234,825	234,825
30000 TOTAL REVENUE	118,533	713,900	713,900
404 REPAIR & MAINTENANCE	390,000	713,900	366,700
400E PROPERTY SERVICES	390,000	713,900	366,700
703 CONSTRUCTION, MATERIAL, SU	200,000	0	0
700E INTERNAL SERVICE & CAPITA	200,000	0	0
40000 TOTAL EXPENSE	590,000	713,900	366,700
NET REVENUE VS EXPENDITURE	-471,467	0	347,200

CITY OF SONOMA

FY 2013-14 OPERATING & CAPITAL BUDGET NARRATIVE

Vehicle Replacement - Internal Services Fund

Wayne Wirick, Development Services Director / Building Official

DESCRIPTION:

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

The City currently has approximately \$2.55M in the Vehicle Replacement fund. The total value of all non-depreciated vehicle and equipment assets that will eventually need to be replaced is approximately \$3.9M.

RECOMMENDED BUDGET MODIFICATIONS:

DEPARTMENT / Category	OBJECT #	DESCRIPTION	COST / REDUCTION	DETAILS	Council Goal
Vehicle Replacement	604	Machinery & Equip.	\$ 425,000	Replace Fire Engine 3381	Yes; Maintain customer service levels

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2013-14
VEHICLE REPLACEMENT - 603-64510

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
37200 TRANSFER IN	98,382	98,382	523,382
3700 TRANSFERS	98,382	98,382	523,382
30000 TOTAL REVENUE	98,382	98,382	523,382
604 MACHINERY AND EQUIPMENT	0	0	425,000
600E CAPITAL ASSETS	0	0	425,000
40000 TOTAL EXPENSE	0	0	425,000
NET REVENUE VS EXPENDITURE	98,382	98,382	98,382

CITY OF SONOMA

FY 2013-14 OPERATING & CAPITAL BUDGET NARRATIVE

Sonoma Valley Fire & Rescue Authority

Fire Chief Phillip Garcia

DESCRIPTION:

4424 Fire/EMS Responses 2012

EMS Calls for Service

City of Sonoma – 1456 incidents
El Verano – 512
Aqua Caliente – 569
Diamona “A” – 11
Infineon Raceway – 301
Glenn Ellen – 165
Out of jurisdiction – 36
Schell Vista FD – 203
Eldridge FD – 118

Fire/Other Calls for Service

City of Sonoma - 440
El Verano - 271
Aqua Caliente - 250
Diamond “A” - 14
Infineon - 4
Glen Ellen - 19
Out if Jurisdiction - 12
Schell Vista FD - 58
Eldridge - 26

Sonoma Valley Fire & Rescue staffs three stations with 11 full-time personnel and 2 part-time personnel 24 hours a day, 365 days a year. The Standards of Response Coverage document that was created to evaluate the risk in our community indicated that we needed 14 full-time personnel on duty a day.

The 2013/14 budget before you today is a streamlined budget reflecting all reductions that were possible for this period. This budget is also maintaining the level of service that was agreed to in the SVFRA contract. The budget has been challenging simply because of escalating fixed costs and the cancelation of the Sonoma Raceway contract. I believe we have seen the worst of the downturn and are now starting to realize a slow recovery. Predictions are that, with the stabilization of the stock market and the recovery of the housing market, we will see a slow growth in income that is beneficial to us all. The only issue that is an unknown (and vexing) is the ramifications of the Affordable Care Act and accompanying costs and requirements. The coming months will answer our questions, and we will adapt where necessary.

This past year, the SVFRA has experienced unexpected changes with our revenue stream (loss of racetrack revenue) and severe changes in the actuarial assumptions made by Sonoma County Employees’ Retirement and FASIS (workers’ comp). The end result is that we have had to revisit how we do business and make changes where necessary without disrupting our service delivery to the community.

With Sonoma Raceway canceling our long-term contract, we lost \$330,000 in revenue, which is directly deposited into the City’s revenue account. The cancellation notice gave us until July 13, 2013 to make adjustments that would help to mitigate the loss of revenue for the 2013/14 budget cycle. We had developed a part-time EMS labor group to work the track, and this has served us well for many years. It

has been an entry point for young individuals starting their careers in the fire service and has been very positive for the SVFRA and the community. With the cancellation of the contract, we will no longer have these employees. Effective in July, 27 employees will be laid off. We also made adjustments with our administrative support staff that performs the billing functions for EMS services. Effective July 1st, we have eliminated a position within the organization that had a primary responsibility for EMS billing. We also looked at the vehicles we currently have in service that support the track, and we have eliminated 4 vehicles from our inventory and will be surplusing the vehicles in the ensuing months (total reductions - \$201,819).

- Operational PT Staff – (\$122,884)
- Admin PT Staff – (\$25,000)
- Operational and Admin Costs – (\$24,819)
- Vehicle Amortization Reductions – (\$30,000)

The Sonoma County Employees' Retirement Association (SCERA) has made changes to its actuarial assumptions in view of projected long-term rates of return on the stock market. Its return assumptions were changed from 7.75 basis points to 7.50. The end result was an increase to our contribution rate. The SCERA system was also completing the last year of increased costs due to the 2008 crash of the market, and this next year will be the last year of the smoothing period. The good news is that, if things remain constant, we will see a reduction in contribution dollars as the years progress. The difficult aspect of these changes for our organization is that this year we will have to make an adjustment and pay more with the change in assumptions. It is also important to know that through negotiations, starting June 1, 2013, employees are having 1/3 of their employee contributions deducted from their base pay.

The SVFRA has also experienced increased costs to the Fire Agency Self-Insurance System (FASIS), which is our workers' comp carrier. The reason for this increase is that this group has also changed the rate of return assumptions in the investment portfolio, resulting in increased contributions for all participating agencies. The good news here is that the system is fairly robust and the SVFRA does have dividends owed to it because of our excellent track record with worker safety.

While the organization is still seeing cost increases as a result of the economic events of the past 5 years, the SVFRA realized a surplus with the 2012/13 budget of \$200,088 (residual balance). Following the recommendation of the SVFRA Advisory Group and applying this surplus to the new budget, the end result is an increased net cost to the City and Valley of the Moon of \$28,000 for FY 2013/14.

FUNDING OF SVFRA FIRE SERVICES – As a reminder, the funding for SVFRA operations is derived from contributions (revenue transfers) from the City and from Valley of the Moon Fire District based on the adopted budget. At mid-year and at yearend, a "true-up" is completed to determine any residual balance remaining in the SVFRA fund. The SVFRA Advisory Group consisting of members of the City Council (Mayor Brown and Mayor Pro Tem Rouse) and the District Board (President Jarrett and Vice Present Norton) along with key management staff review the budget and any residual balances and determine the use of the remaining balance.

**CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2013-14
FIRE//EMS - 100-42201**

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
110 REGULAR EMPLOYEES	1,903,461	0	0
120 TEMPORARY/PART-TIME	250,000	0	0
130 OVERTIME	300,000	0	0
100E SALARY & WAGES	2,453,461	0	0
290 EMPLOYEE BENEFITS	1,105,061	125,000	125,000
291 WORKERS COMP	79,932	0	0
200E EMPLOYEE BENEFITS	1,184,993	125,000	125,000
312 RECRUITMENT	19,970	0	0
350 PROFESSIONAL/TECHNICAL	4,100	0	0
354 - SVFRA CONTRACT FIRE CONT	0	4,478,453	4,478,453
300E PROFESSIONAL SERVICES	24,070	4,478,453	4,478,453
401 UTILITIES	30,115	0	0
403 CUSTODIAL (Inc. Supplies)	21,303	0	0
404 REPAIR & MAINTENANCE	56,420	0	0
406 RENTAL/LEASE-EQUIPMENT	7,500	0	0
407 CONTRACT SERVICES	146,117	0	0
420 OTHER PROPERTY SVS	12,210	0	0
400E PROPERTY SERVICES	273,665	0	0
452 COMMUNICATIONS	35,360	0	0
453 ADVERTISING	6,000	0	0
454 PRINTING & BINDING	2,000	0	0
455 TRAVEL	800	0	0
456 MEMBERSHIPS	3,570	0	0
457 TRAINING/CONFERENCES	30,000	0	0
460 PERMITS, FEES	1,322	0	0
450E OPERATIONS	79,052	0	0
501 GENERAL SUPPLIES	18,245	0	0
505 ENERGY - GASOLINE	34,000	0	0
507 BOOKS & PERIODICALS	1,250	0	0
508 CLOTHING/UNIFORMS	20,000	0	0
550 OTHER EQUIPMENT/SUPPLIES	85,000	0	0
555 PROFESSIONAL SERVICES	116,974	0	0
500E SUPPLIES	275,469	0	0
604 MACHINERY AND EQUIPMENT	220,000	0	425,000
600E CAPITAL ASSETS	220,000	0	425,000
750 LONG-TERM BUILDING MAINT	0	46,406	54,285
760 VEHICLE REPLACEMENT TRANSF	67,620	121,000	148,500
770 MIS REPLACEMENT TRANSFER	35,447	35,805	38,214
780 INSURANCE TRANSFER	59,300	0	0
700E INTERNAL SERVICE & CAPITA	162,367	203,211	240,999
900 OPER. TRANSFERS-OUT	13,634	0	0
903 TRSF IN REIMB VEHICLE PUR	-220,000	0	-425,000
900E TRANSFERS	-206,366	0	-425,000
40000 TOTAL EXPENSE	4,466,711	4,806,664	4,844,452
NET REVENUE VS EXPENDITURE	-4,466,711	-4,806,664	-4,844,452

CITY OF SONOMA

FY 2013-14 OPERATING & CAPITAL BUDGET NARRATIVE

Public Works Department

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

DESCRIPTION:

The mission of the Public Works Department is to maintain, operate, and improve the City's infrastructure to serve the needs of its citizens. The Department is responsible for managing and maintaining streets, water distribution, well water supply, storm drainage, parks and trails, City-owned streetlights, City-owned buildings, and the City-owned cemeteries. The Department also serves a coordination role for special events, solid waste collection services and public transit services. City Engineering services are provided. Public Works has 19 full-time staff positions and 2 part-time positions. The Department seeks to cross-train staff in order to maximize cross-functional resource sharing efficiencies across various programs.

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

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

The Water program is funded through the Water Enterprise. There are over 4,383 water service connections/meters, 1437 valves, 476 fire hydrants, 6 water tanks, 7 wells, 2 booster pump stations, and 49 miles of water main. Last year, over 670 million gallons of water were delivered to customers. The Water program's primary responsibility is to deliver safe and reliable water to City residents and the outside service area, while seeking to improve water supply reliability and water conservation. City water continues to meet all state and federal drinking water standards. The water capital improvement plan is also managed from this program.

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

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

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

The Engineering Services program includes engineering and technical support to various City departments, responds to citizen inquiries on public infrastructure and traffic concerns, performs development review and plan check, performs engineering and construction management of capital improvement projects, provides mapping and engineering records support, and seeks out grant funding for capital projects.

RECOMMENDED BUDGET MODIFICATIONS:

DEPARTMENT/ Category	OBJECT #	DESCRIPTION	COST/ REDUCTION	DETAILS	Council Goal
Public Works - Stormwater Program Specialist	110	Full-Time New Position	\$50,000	New Position to implement and manage the mandates of the new State-imposed Phase II Municipal Stormwater Permit. Will return 20% of Planner position to Planning, and 50% of part-time position to Parks. Position would start at mid-year.	Yes, indirectly related to Budget Strategy, Public Service, and Infrastructure
Public Works - Stormwater Program Specialist	110	Decreased Cost due to reallocation	-\$16,000	Return 20% of Planner position to Planning, by adding a Stormwater Program Specialist and reprogramming stormwater duties previously performed by a Planner.	Yes, indirectly related to Budget Strategy, Public Service, and Infrastructure
Public Works - Stormwater Permit Implementation Costs	300, 400, 450	Increased Costs due to Stormwater Permit	\$48,000	Needed to address increased stormwater sampling, reporting, enforcement, public outreach, training, and operations, as mandated by the Phase II Stormwater permit.	Yes, indirectly related to Budget Strategy, Public Service, and Infrastructure

Public Works - Sidewalk Trip Hazard Repair Program	404	Annual Program in GF CIP	\$50,000	Multi-year phased program to, create a safer pedestrian-friendly City, mitigate Risk liability and to enforce long-neglected State and City codes.	Yes, directly noted in Policy and Leadership goals.
Public Works - Operations Manager Position	110	Reprogrammed Position from Internal Recruitment	\$4,500	Reprogram one of four division leads to provide mid-management leadership and enhance resource sharing efficiency. Will lead maintenance management system implementation for greater accountability.	Yes, Public Service in maintaining strong City employee structure
Water Enterprise - Water Rate Consulting Services	300	Consulting Services	\$35,000	Revisit the 2010 Nelson Water Rate Study and build a new water rate structure according to Council strategic direction.	Yes, directly noted in Water and Infrastructure Goal.
Water Enterprise - Water Staffing Cost	110	Decreased Cost due to reallocation	-\$11,000	Return 10% of Building Inspector position to the Building Department from Water Enterprise.	Yes, maintain customer service levels.

**CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2013-14
PUBLIC WORKS ADMIN & PARKS - 100-43020**

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
110 REGULAR EMPLOYEES	165,804	202,827	290,811
120 TEMPORARY/PART-TIME	38,052	61,984	63,455
129 SPECIAL DUTY PAY	3,000	0	0
130 OVERTIME	0	1,230	1,230
100E SALARY & WAGES	205,788	266,041	355,496
290 EMPLOYEE BENEFITS	78,385	112,318	142,609
291 WORKERS COMP	9,585	9,585	9,941
200E EMPLOYEE BENEFITS	87,546	121,903	152,550
350 PROFESSIONAL/TECHNICAL	16,600	16,600	62,100
300E PROFESSIONAL SERVICES	16,600	16,600	62,100
401 UTILITIES	15,000	15,000	15,000
403 CUSTODIAL (Inc. Supplies)	1,500	1,500	1,500
404 REPAIR & MAINTENANCE	42,500	45,500	45,730
406 RENTAL/LEASE-EQUIPMENT	2,500	2,500	2,500
407 CONTRACT SERVICES	81,350	91,960	61,960
420 OTHER PROPERTY SVS	17,000	17,000	32,000
400E PROPERTY SERVICES	159,850	173,460	158,690
452 COMMUNICATIONS	2,200	1,800	1,800
454 PRINTING & BINDING	750	750	750
456 MEMBERSHIPS	2,000	2,889	5,639
457 TRAINING/CONFERENCES	5,000	5,000	13,400
460 PERMITS, FEES	7,700	10,300	12,680
480 OTHER SERVICES	40,000	20,000	20,000
491 DISASTER PREPAREDNESS	500	500	500
450E OPERATIONS	58,150	41,239	54,769
501 GENERAL SUPPLIES	29,250	29,250	29,250
505 ENERGY - GASOLINE	18,000	18,000	18,000
508 CLOTHING/UNIFORMS	5,600	5,600	5,600
510 DEPARTMENT EXPENSE	0	20,000	20,000
500E SUPPLIES	52,850	72,850	72,850
604 MACHINERY AND EQUIPMENT	0	25,000	0
600E CAPITAL ASSETS	0	25,000	0
750 LONG-TERM BUILDING MAINT	0	6,038	8,301
760 VEHICLE REPLACEMENT TRANSF	4,900	11,700	16,161
770 MIS REPLACEMENT TRANSFER	11,517	14,894	12,325
780 INSURANCE TRANSFER	8,315	17,010	17,010
700E INTERNAL SERVICE & CAPITA	24,732	49,642	53,797
903 TRSF IN REIMB VEHICLE PUR	0	-25,000	0
900E TRANSFERS	0	-25,000	0
40000 TOTAL EXPENSE	605,516	741,735	910,252
NET REVENUE VS EXPENDITURE	-588,256	-741,735	-910,252

**CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2013-14
GAS TAX -STREETS - 302-51001**

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
31105 TRAFFIC CONGESTION RELIE	0	0	111,000
3100 STATE REVENUES	0	0	111,000
31201 STATE GASOLINE TAX - 210	97,000	97,000	57,000
31202 STATE GASOLINE TAX - 210	60,000	60,000	40,000
31203 STATE GASOLINE TAX - 210	45,000	85,000	80,000
31204 STATE GASOLINE TAX - 210	2,000	2,000	3,000
3120 CAPITAL PROJECTS	204,000	244,000	180,000
37200 TRANSFER IN	397,060	371,377	421,377
3700 TRANSFERS	397,060	371,377	421,377
30000 TOTAL REVENUE	601,060	615,377	712,377
110 REGULAR EMPLOYEES	227,934	242,393	242,698
130 OVERTIME	4,950	0	0
100E SALARY & WAGES	231,528	242,393	242,698
290 EMPLOYEE BENEFITS	100,663	94,969	103,348
291 WORKERS COMP	9,996	9,996	9,996
200E EMPLOYEE BENEFITS	109,307	104,965	113,344
311 ACCOUNTING/AUDIT	1,000	1,000	1,000
314 ENGINEERING	44,100	40,000	30,000
350 PROFESSIONAL/TECHNICAL	39,000	20,000	15,000
300E PROFESSIONAL SERVICES	84,100	61,000	46,000
401 UTILITIES	69,900	69,900	69,900
403 CUSTODIAL (Inc. Supplies)	2,880	2,620	2,620
404 REPAIR & MAINTENANCE	62,000	50,000	50,000
407 CONTRACT SERVICES	20,000	20,000	20,000
400E PROPERTY SERVICES	154,780	142,520	142,520
452 COMMUNICATIONS	3,800	3,200	3,200
454 PRINTING & BINDING	0	3,000	3,000
456 MEMBERSHIPS	600	650	650
457 TRAINING/CONFERENCES	5,000	5,000	5,000
460 PERMITS, FEES	3,900	3,900	3,900
480 OTHER SERVICES	45,000	30,000	15,000
491 DISASTER PREPAREDNESS	500	500	500
450E OPERATIONS	58,800	46,250	31,250
501 GENERAL SUPPLIES	2,000	9,000	9,000
505 ENERGY - GASOLINE	18,500	12,500	12,500
508 CLOTHING/UNIFORMS	3,925	3,925	3,925
500E SUPPLIES	24,425	25,425	25,425
604 MACHINERY AND EQUIPMENT	15,000	45,000	0
600E CAPITAL ASSETS	15,000	45,000	0
770 MIS REPLACEMENT TRANSFER	13,218	15,825	7,393
780 INSURANCE TRANSFER	8,672	16,998	16,998
700E INTERNAL SERVICE & CAPITA	21,890	32,823	24,391
903 TRSF IN REIMB VEHICLE PUR	0	-45,000	0
900E TRANSFERS	0	-45,000	0
40000 TOTAL EXPENSE	699,830	655,377	625,629
NET REVENUE VS EXPENDITURE	-98,770	-40,000	86,748

**CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2013-14
CEMETERIES - 501-61010**

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
34001 SALES & SERVICES	195,000	30,000	50,000
34020 OTHER CEMETERY REVENUES	40,000	45,000	45,000
3400 CEMETERY	235,000	75,000	95,000
37200 TRANSFER IN	45,215	75,215	75,215
3700 TRANSFERS	45,215	75,215	75,215
30000 TOTAL REVENUE	280,215	150,215	170,215
110 REGULAR EMPLOYEES	174,745	126,599	131,426
130 OVERTIME	0	1,200	1,200
100E SALARY & WAGES	176,820	127,799	132,626
290 EMPLOYEE BENEFITS	83,334	50,152	49,411
291 WORKERS COMP	16,037	16,037	16,037
200E EMPLOYEE BENEFITS	100,329	66,189	65,448
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	10,000	10,000
420 OTHER PROPERTY SVS	5,000	5,000	5,000
400E PROPERTY SERVICES	29,550	28,800	28,800
452 COMMUNICATIONS	400	600	600
456 MEMBERSHIPS	450	450	450
457 TRAINING/CONFERENCES	0	2,000	2,000
480 OTHER SERVICES	0	5,000	5,000
450E OPERATIONS	850	8,050	8,050
501 GENERAL SUPPLIES	5,000	5,000	5,000
505 ENERGY - GASOLINE	500	1,000	1,000
508 CLOTHING/UNIFORMS	300	300	300
520 CLOTHING EXPENSE	0	800	800
530 COMMUNICATIONS	0	800	800
500E SUPPLIES	5,800	7,900	7,900
703 CONSTRUCTION, MATERIAL, SU	0	0	55,000
750 LONG-TERM BUILDING MAINT	1,066	731	731
760 VEHICLE REPLACEMENT TRANSF	17,808	10,800	4,676
770 MIS REPLACEMENT TRANSFER	6,713	4,662	5,058
780 INSURANCE TRANSFER	26,687	9,846	9,846
700E INTERNAL SERVICE & CAPITA	52,274	26,039	75,311
900 OPER. TRANSFERS-OUT	30,564	19,888	19,888
900E TRANSFERS	30,564	19,888	19,888
40000 TOTAL EXPENSE	410,687	299,165	352,523
NET REVENUE VS EXPENDITURE	-130,472	-148,950	-182,308

**CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2013-14
WATER UTILITY - 510-62001**

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
30600 INTEREST INCOME	60,000	60,000	45,000
3060 INTEREST & RENTS	60,000	60,000	45,000
32001 WATER SALES AND SVC	3,694,741	3,455,000	3,750,000
32002 NEW SERVICE FEES	20,000	20,000	15,000
32003 LATE FEES & SHUT-OFF NOT	39,000	39,000	25,000
32004 FRONT-FOOTAGE FEES	10,000	10,000	0
32005 CONNECTION FEES	100,000	100,000	100,000
32010 OTHER - WATER REVENUES	5,000	5,000	7,500
3200 WATER	3,868,741	3,629,000	3,897,500
35016 REMIF REBATES	30,000	0	0
37201 TRANSFER FROM RESERVES	353,852	890,424	2,038,395
3500 MISCELLANEOUS	383,852	890,424	2,038,395
30000 TOTAL REVENUE	4,312,593	4,579,424	5,980,895
110 REGULAR EMPLOYEES	637,432	647,508	637,001
120 TEMPORARY/PART-TIME	51,915	75,700	82,539
130 OVERTIME	13,750	14,000	14,000
100E SALARY & WAGES	697,268	737,208	733,540
290 EMPLOYEE BENEFITS	278,734	297,466	276,472
291 WORKERS COMP	30,442	94,510	95,400
200E EMPLOYEE BENEFITS	304,635	391,976	371,872
311 ACCOUNTING/AUDIT	10,000	15,000	15,000
313 CONSULTING	107,740	97,740	127,740
314 ENGINEERING	66,000	79,000	66,000
350 PROFESSIONAL/TECHNICAL	116,500	116,500	116,500
353 WATER CONSERVATION	175,000	175,000	175,000
300E PROFESSIONAL SERVICES	475,240	483,240	500,240
401 UTILITIES	18,000	18,000	18,000
404 REPAIR & MAINTENANCE	45,000	45,000	45,000
406 RENTAL/LEASE-EQUIPMENT	2,500	2,500	2,500
407 CONTRACT SERVICES	1,500,000	1,500,000	1,558,000
400E PROPERTY SERVICES	1,565,500	1,565,500	1,623,500
452 COMMUNICATIONS	5,000	5,000	5,000
454 PRINTING & BINDING	5,800	9,800	9,800
456 MEMBERSHIPS	19,550	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	90,000	115,000	0
491 DISASTER PREPAREDNESS	1,000	1,000	1,000
450E OPERATIONS	141,350	170,350	55,350
501 GENERAL SUPPLIES	125,500	125,500	125,500
505 ENERGY - GASOLINE	18,000	18,000	18,000
508 CLOTHING/UNIFORMS	6,250	6,250	6,250
510 DEPARTMENT EXPENSE	5,000	5,000	5,000
550 OTHER EQUIPMENT/SUPPLIES	78,000	78,000	78,000
500E SUPPLIES	232,750	232,750	232,750
604 MACHINERY AND EQUIPMENT	0	140,000	0
606 SOFTWARE	0	75,000	35,000
600E CAPITAL ASSETS	0	215,000	35,000
701 PRE-ENGINEERING & DESIGN	0	0	718,000
702 ENG. DESIGN	0	25,000	0
703 CONSTRUCTION, MATERIAL, SU	55,000	505,000	873,357
750 LONG-TERM BUILDING MAINT	12,247	12,586	12,586
760 VEHICLE REPLACEMENT TRANSF	37,300	37,300	18,163
770 MIS REPLACEMENT TRANSFER	39,403	47,793	32,189
780 INSURANCE TRANSFER	38,687	53,731	53,731
700E INTERNAL SERVICE & CAPITA	182,637	681,410	1,708,026
900 OPER. TRANSFERS-OUT	655,088	1,176,617	720,617
903 TRSF IN REIMB VEHICLE PUR	0	-140,000	0
925 CONTINGENCY & RESERVE	100,000	100,000	0
900E TRANSFERS	755,088	1,136,617	720,617

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2013-14
WATER UTILITY - 510-62001

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
40000 TOTAL EXPENSE	4,354,468	5,614,050	5,980,895
NET REVENUE VS EXPENDITURE	-41,875	-1,034,626	0

CITY OF SONOMA & SUCCESSOR AGENCY
 OPERATING & CAPITAL BUDGET - FY 2013-14
 MAYSONNAVE PROPERTY - 221-44061

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
30600 INTEREST INCOME	4,000	4,000	4,000
30701 RENTAL INCOME	8,800	0	0
3060 INTEREST & RENTS	12,800	4,000	4,000
37201 TRANSFER FROM RESERVES	0	7,317	7,317
3500 MISCELLANEOUS	0	7,317	7,317
30000 TOTAL REVENUE	12,800	11,317	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	2,817	2,817
700E INTERNAL SERVICE & CAPITA	3,426	2,817	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	11,317	11,317
NET REVENUE VS EXPENDITURE	874	0	0

CITY OF SONOMA & SUCCESSOR AGENCY
 OPERATING & CAPITAL BUDGET - FY 2013-14
 BOND PROPERTY - 220-44060

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
30600 INTEREST INCOME	1,650	1,650	1,650
3060 INTEREST & RENTS	1,650	1,650	1,650
37201 TRANSFER FROM RESERVES	0	8,394	3,394
3500 MISCELLANEOUS	0	8,394	3,394
30000 TOTAL REVENUE	1,650	10,044	5,044
404 REPAIR & MAINTENANCE	1,000	1,000	1,000
400E PROPERTY SERVICES	1,000	1,000	1,000
750 LONG-TERM BUILDING MAINT	5,032	4,044	4,044
700E INTERNAL SERVICE & CAPITA	5,032	4,044	4,044
900 OPER. TRANSFERS-OUT	5,000	5,000	0
900E TRANSFERS	5,000	5,000	0
40000 TOTAL EXPENSE	11,032	10,044	5,044
NET REVENUE VS EXPENDITURE	-9,382	0	0

CITY OF SONOMA & SUCCESSOR AGENCY
OPERATING & CAPITAL BUDGET - FY 2013-14
STREETS-CAPITAL PROJECTS - 100-43021

DESCRIPTION	2012 BUDGET	2013 BUDGET	2014 BUDGET
314 ENGINEERING	0	46,000	46,000
300E PROFESSIONAL SERVICES	0	46,000	46,000
702 ENG. DESIGN	0	0	75,000
703 CONSTRUCTION, MATERIAL, SU	0	155,000	794,130
700E INTERNAL SERVICE & CAPITA	0	155,000	869,130
40000 TOTAL EXPENSE	0	201,000	915,130
NET REVENUE VS EXPENDITURE	0	-201,000	-915,130



Capital

Improvement

Projects

**City of Sonoma
FY 2013-14 Capital Improvement Program**

Project	Approximate Project Expenses To-Date	Estimated FY14 Project Expenses	Estimated Project Expenses After FY14	Estimate of Total Project Cost	Project Contact	Projected Funding Sources - FY 2014 ONLY					COMMENTS / FUNDING and GRANT EXPLANATIONS	
						LTFM 610	GF-SPECIAL PROJECTS FUND 100	WATER CIP 512	STREETS CIP 100	CEMETERIES CIP 501		GRANTS see Comments
City Buildings												
PB-1 Fire Station Selective Painting	8,200	100,000	-	108,200	Winick	100,000						LTFM - 100% of project costs
PB-2 City Hall - Bell Tower Structural Repair	5,400	123,600	-	129,000	Winick	123,600						LTFM - 100% of project costs
PB-3 City Hall - Stone Cleaning	5,000	9,500	-	14,500	Winick	9,500						LTFM - 100% of project costs
PB-4 Carnegie - Lobby, Conf. Rm Repairing	-	3,300	50,000	53,300	Winick	3,300						LTFM - 100% of project costs
PB-5 VOM Nursery School - ADA improvements and other code improvements	-	13,000	57,000	70,000	Winick	13,000						Initial Design in 13/14, Construction in FY 14/15
PB-6 SCSH - Reroofing, gutter repair, exterior painting & selective dry rot repair (34 units and carports)	12,000	595,000	-	607,000	Winick	595,000						LTFM - 100% of project costs
PB-7 Depot Museum ADA and Code Improvements	7,800	20,000	-	27,800	Winick	7,800						Initial Design in 13/14, Construction in FY 14/15
PB-8 Fire Station Stairway, Dayroom & Kitchen Flooring Replacement Project	3,000	36,000	-	39,000	Winick	36,000						LTFM - 100% of project costs
PB-10 Corp Yard Warehouse ADA, Restroom and Emergency Shower Improvements	-	10,000	50,000	60,000	Takasugi			5,000	5,000			Initial Design in 13/14, Construction in FY 14/15
PB-11 Fire Station Sliding Door (ADA) Replacement Project	1,900	23,000	-	24,900	Winick	23,000						Water CIP - 50% of project costs Streets CIP - 50% of project costs
PB-13 Maysonave Cottage Elec. Upgrade and Barn Demolition Project	1,500	33,500	-	35,000	Winick	33,500						LTFM - 100% of project costs
City Building Totals	28,800	854,700	177,000	1,060,500		844,700		5,000	5,000			LTFM - 100% of project costs except that some Maysonave House funds may be used.
Parks, Cemeteries and Open Space												
PO-6 Depot Park Bike Bath and Parking Lot ADA Improvements	17,000	203,000	-	220,000	Winick							CDBG FY Grant 11/12 = \$70K (awarded) CDBG FY Grant 12/13 = \$68K (awarded)
PO-9 Cemetery Expansion at Veterans (FY 13 approved)	-	40,000	-	40,000	Takasugi						203,000	TDA3 Grant FY 13/14 = \$65K (pending - decision in June 2013) LTFM (FY 13/14) = \$17K
Parks, Cemeteries and Open Space Totals	17,000	243,000	-	260,000		-		-	40,000	40,000	203,000	
Combined Water and Street Improvements												
Combined Water and Streets Totals												

**City of Sonoma
FY 2013-14 Capital Improvement Program**

Project	Approximate Project Expenses To-Date	Estimated FY14 Project Expenses	Estimated Project Expenses After FY14	Estimate of Total Project Cost	Project Contact	Projected Funding Sources - FY 2014 ONLY					COMMENTS / FUNDING and GRANT EXPLANATIONS	
						LFBM 610	GF-SPECIAL PROJECTS FUND 100	WATER CIP 512	STREETS CIP 100	CEMETERIES CIP 501		GRANTS see Comments
Streets/Sidewalks/Bikeways Improvements												
SS-1 Leveroni/Napa Road Traffic @ Broadway Signal and Intersection Improvements	38,000	162,000	-	200,000	Takasugi			28,130			133,870	Federal HSIP Grant = \$133,870 (awarded) Streets CIP = \$66,130
SS-2 Napa Road - Street and Bikeway Improvements - Broadway to Jones Street	-	50,000	498,000	548,000	Takasugi						50,000	OBKAG Grant = \$250K (applied - award decision in summer 2013) TDA3 Grant FY 13/14 = \$5K (pending - award decision in June 2013) Streets CIP = \$293K (FY 14/15)
SS-3 Citywide Sidewalk Repair Program		50,000			Takasugi			50,000				Sidewalk inspection, repair, and cost-share program to be presented to Council in July/Aug 2013.
SS-4 Citywide Street Improvement Program		803,000	969,000	1,772,000	Takasugi			803,000				Streets CIP = \$803,000 includes \$503,000 for overlays on Curtin Lane and Church St. and \$300,000 for slurry seal treatment of various streets.
SS-5 Chase Street Bridge Replacement Project	150,000	306,000	1,444,000	1,900,000	Takasugi			63,648			242,352	Federal HBRR Grant = \$1,496,433 Streets CIP = \$403,567
Streets/Sidewalks/Bikeways Total								944,778			426,222	

Water Mains, Wells, Pumps Improvements												
WM-1 Well No. 8 (Field of Dreams) - Preliminary Study	112,700	120,000	937,300	1,170,000	Takasugi						120,000	Reimbursement from SCWA Local Supply / Recycled Water / Tier 2 Program (LRT2). Total available project funding through LRT2 is \$275,117.
WM-3 SV Groundwater Banking Feasibility	25,000	175,000		200,000	Takasugi			175,000				Water CIP = \$175,000 (FY 13/14) Phase 2 is planned for FY 13/14 and is the pilot test project for groundwater banking.
WM-4 City Well Replacement Project		100,000	1,150,000	1,250,000	Takasugi			100,000				Water CIP = \$100,000 (FY 13/14) Siting study for replacement of a City municipal well to enhance system reliability.
WM-11 Sonoma Development Center Conjunctive Use Project	50,000	300,000		350,000	Takasugi			300,000				Water CIP = \$300,000 (FY 13/14) Project is carried forward from FY12/13. Discussions to continue with VOMWD on Feasibility Study.
WM-12 West Napa Water Main & Services Replacement (Bridw-Slaples)	61,000	143,000	1,962,000	2,166,000	Takasugi			143,000				Water CIP = \$143,000 (FY 13/14) Need to complete prior to Caltrans West Napa Street repair project (Caltrans anticipated programming scheduled for 2016)
WM-14 Zone 1 & Zone 2 Interlie	96,643	619,357		716,000	Takasugi			619,357				Water CIP = \$619,357 (FY 13/14) Design is at 90%. Geotechnical work complete. County encroachment permit pending.
WM-15 Zone 3 Expansion		20,000	118,000	138,000	Takasugi			20,000				Water CIP = \$20,000 (FY 13/14) Enhances system pressure and fire flows in area near Well 4, per Water Master Plan.
WM-16 2014 Citywide Water Lateral Replacement		234,000		234,000	Takasugi			234,000				Water CIP = \$234,000 (FY 13/14) Replaces old water service lines that are at the end of their useful life and may be leaking.
Water Mains, Wells, Pumps Total								1,591,357			120,000	
Total of All City Projects						844,700		949,778		40,000	749,222	

SONOMA AS SUCCESSOR AGENCY												
2011 CDA TAX ALLOCATION BOND PROJECTS (THAT ARE NOT LISTED ABOVE)												
	579,000		4,759,100	4,759,100	Takasugi							Given the hold on CDA TAB Projects, some projects are proceeding as listed above. The figures in this row only account for the projects listed in the 2011 CDA TAB Project List that are not otherwise included in the City Projects above.
Total of All Capital Improvement Projects						844,700		949,778		40,000	749,222	

CITY OF SONOMA CAPITAL IMPROVEMENT PROGRAM
PROJECT INFORMATION

PB - PUBLIC BUILDINGS

PB-1

FIRE STATION - SELECTIVE REPAINTING PROJECT

Description: Selective interior and exterior re-painting of exterior woodwork and specific interior areas within the Fire Station.

Current and Projected Project Status: Project was originally bid in combination with PB-8 and PB-11. Received 1 bid which was extremely high and rejected by the City Council. City Council provided direction to limit repainting work to \$100K. Re-bid and repainting work is anticipated for FY 2014

Estimate of Probable Project Costs: Total Project Cost Approximately \$108,200 for repair work. [LTBM]

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

PB-2

CITY HALL - BELL TOWER STRUCTURAL REPAIR

Description: Repair the bell tower and bell support frame at City Hall. Dry rot has resulted in deterioration of the bell tower support frame resulting in roof leaks and an unsafe condition at the bell tower.

Current and Projected Project Status: Investigation and design alternatives for the repair have been developed. Alternatives reviewed by the City's Facilities Committee with the direction to further investigate and develop the most cost effective alternative. Design, bid and repair work is anticipated for FY 2014.

Estimate of Probable Project Costs: Total Project Cost Approximately \$138,400 for repair work. [LTBM]

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

PB-3

CITY HALL - STONE CLEANING

Description: Clean mildew from City Hall exterior stone

Current and Projected Project Status: Preliminary investigation and cleaning solution testing has been performed. Design, bid and repair work is anticipated for FY 2014.

Estimate of Probable Project Costs: \$14,500 [LTBM]

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

PB-5

VOM NURSERY SCHOOL - ADA IMPROVEMENTS

Description: Evaluate and design required ADA improvements for the VOM Nursery School at 136 Mission Terrace.

Current and Projected Project Status: Project not started. Design bid and improvement work is anticipated for FY 2014.

Estimate of Probable Project Costs: \$70,000 [LTBM]

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

PB-6

SCSH - REROOFING, GUTTER REPAIR, EXTERIOR PAINTING & SELECTIVE DRY ROT REPAIR (34 UNITS AND CARPORTS)

Description: Make much needed repairs to Sonoma Creek Senior Housing (SCSH). Includes reroofing all buildings, repairing gutters and rotted exterior siding and re-painting the exterior of all buildings.

Current and Projected Project Status: Investigation, design and bidding is completed. Improvement and repair work is anticipated for FY 2014.

Estimate of Probable Project Costs: \$607,000 [Sonoma Creek Senior Housing - LTBM]

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

PB-7

DEPOT MUSEUM - ADA AND CODE IMPROVEMENTS

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

Current and Projected Project Status: Project not started. Design work is anticipated for FY 2014. Bid and improvement Work is anticipated for FY 2015.

Estimate of Probable Project Costs: \$25,800 [LTBM]

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

PB-8

FIRE STATION - DAYROOM, KITCHEN AND STAIRWAY FLOORING REPLACEMENT PROJECT

Description: Replacement of the flooring in the Dayroom, Kitchen, Dining area and Stairway.

Current and Projected Project Status: Project was originally bid in combination with PB-1 and PB-11. Received 1 bid which was extremely high and rejected by the City Council. Re-bid and flooring replacement work is anticipated for FY 2014.

Estimate of Probable Project Costs: \$39,000 [LTBM]

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

PB-10

CORP YARD WAREHOUSE - ADA RESTROOM AND EMERGENCY SHOWER IMPROVEMENTS

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

Current and Projected Project Status: Project not started. Design work is anticipated for FY 2014. Bid and improvement Work is anticipated for FY 2015.

Estimate of Probable Project Costs: \$60,000 [50% Streets CIP Fund - 50% Water Fund]

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

PB-11

FIRE STATION - SLIDING DOOR (ADA) REPLACEMENT PROJECT

Description: Replacement of the Sliding Glass door in the downstairs break area with a new ADA accessible Storefront door and landing.

Current and Projected Project Status: Project was originally bid in combination with PB-1 and PB-18. Received 1 bid which was extremely high and rejected by the City Council. Re-bid and improvement work is anticipated for FY 2014.

Estimate of Probable Project Costs: \$24,900 [LTBM]

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

PO – PARKS & OPEN SPACE

PO-6

DEPOT PARK BIKE PATH AND PARKING LOT ADA IMPROVEMENTS

Description: Parking Lot and Bike Path rehabilitation and improvements at Depot Park, including replacement paving and overly, pavement markings and signing and ADA improvements. Also includes upgrading existing curb ramps for ADA compliance, tree removal and other related work.

Current and Projected Project Status: Bid documents are prepared and project is ready for bidding. Waiting for TDA3 grant funding for project. Bid and improvement work is anticipated for FY 2014.

Estimate of Probable Project Costs: \$220,000
[CDBG Grant FY 11/12 = \$70K (awarded)]
[CDBG Grant FY 12/13 = \$68K (awarded)]
[(TDA3 Grant FY 13/14 = \$65K (pending - decision in June 2013)]
[Long-Term Building Maintenance (LTBM) (FY 12/13) = \$17]

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

PO-9

CEMETERY EXPANSION AT VETERANS PARK

Description: Expansion of the Veterans Memorial Park Cemetery to provide inventory for immediate need. Development of at least one row of 16 on North side of star.

Current and Projected Project Status: Due to other Public Works priorities, this project was not accomplished in FY 2013. Preliminary research indicates higher costs than early estimates.

Estimate of Probable Project Costs: \$40,000 (FY 13, General Fund)

Staff/Project Contact: Trent Hudson, Cemetery Supervisor

SS – STREETS/SIDEWALKS/BIKEWAYS

SS-1

LEVERONI & BROADWAY TURN LANE & SIGNAL IMPROVEMENTS

Description: This project is the traffic signal modification and Caltrans coordination to include a dedicated southbound Leveroni Road left-turn signal onto northbound Broadway. Although this signal is owned and maintained by Caltrans, funding has been obligated by Caltrans through the HSIP (Highway Safety Improvement Program). Project construction is scheduled for FY 2013.

Current and Projected Project Status: Bid documents are prepared and project is ready for bidding. Bidding and improvement work is anticipated for FY 2014.

Estimate of Probable Project Costs: \$200,000
[HSIP grant - \$133,870 (awarded)]
[Streets CIP - \$28,130]

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

SS-2

CONSTRUCTION NAPA ROAD - STREET IMPROVEMENTS

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

Current and Projected Project Status: The design is currently 90 percent complete but was put on hold due to funding issues with CDA-TAB monies. The City is applying for OBAG (One Bay Area Grant) for pavement rehabilitation of Napa Road through SCTA/MTC but those funds would not be available until FY 2014, if programmed. Completion of bid documents is anticipated for FY 2014. Bidding and improvement work is anticipated for FY 2015.

Estimate of Probable Project Costs: \$548,000
[OBAG grant - \$250,000 (pending)]
[TDA3 Grant - \$5K (pending)]
[Streets CIP- \$293,000]

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

SS-3

CITYWIDE SIDEWALK REPAIR PROGRAM

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

Current and Projected Project Status: A sidewalk repair program/policy will be presented to the City Council early in FY 2014. If approved, the City will be portioned into several sectors to be addressed one sector each year. Sidewalk trip hazards will be sawcut repaired where feasible. Where not feasible, the City will cost share with abutting property owners 50/50 to remove and replace sidewalks.

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

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

SS-4

2014 CITYWIDE STREET IMPROVEMENT PROGRAM

Description: This project consists of road rehabilitation of streets throughout the city. The purpose of the street improvement program is twofold: 1) to rehabilitate various roads by overlay or reconstruction; and 2) to perform preventative maintenance of the streets through slurry sealing of streets that are in fairly good condition to extend the life of the street and thereby avoiding costly street rehabilitation and reconstruction of the street. This program is consistent with the goals identified in the City's 2012 Pavement Management Program report.

Current and Projected Project Status: Planning and/or design for portions of the road rehabilitation program began in 2012, but were put on hold with the loss of redevelopment funds. Design efforts are planned to continue in FY 2014 with construction beginning in FY 2014/2015. Slurry seal construction is also planned for FY 2014/2015.

Estimate of Probable Project Costs: Road rehabilitation: \$1.772M [FY 2014: \$803K; FY 2015: \$969K; Streets CIP]

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

SS-5

CHASE STREET BRIDGE REPLACEMENT

Description: This project is the replacement of Chase Street Bridge at Nathanson Creek. The bridge has been identified as structurally deficient by Caltrans. The City has received a Federal transportation grant of \$1.496M (Highway Bridge Replacement Program – HBRRP) for the design and construction work.

Current and Projected Project Status: Complete the design in FY 2014 with construction in FY 2015.

Estimate of Probable Project Costs: \$1,900,000
[Federal HBRR Grant - \$1,496,433]
[Streets CIP - \$403,567]

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

WM – WATER MAINS, WELLS, PUMPS

WM-1

WELL NO 8

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

Current and Projected Project Status: The well siting study was completed in FY 2013. Preliminary design phase began in FY 2013. The design and bid phase is anticipated to begin in FY 2014. Construction is planned for FY 2015.

Estimate of Probable Project Costs: \$1,170,000 [FY 2013: \$112,700; FY 2014: 120,000; FY 2015: \$937,000]
[Water CIP: \$894,883] [LTR2 Funding (through SCWA): \$275,117]

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

WM-3

SONOMA VALLEY GROUNDWATER BANKING FEASIBILITY

Description: This project is for a potential groundwater banking or aquifer storage project in partnership with the Sonoma County Water Agency. The first phase is for the preparation of the feasibility study/plan and the second phase is for the pilot test project. The estimated budget is the City's share of the costs.

Current and Projected Project Status: The Sonoma County Water Agency has completed the first phase of the project. Phase 2 is planned for FY 2014.

Estimate of Probable Project Costs: \$200,000 [FY 2013: \$25,000; FY 2014: \$175,000; Water CIP]

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

WM-4

CITY WELL REPLACEMENT PROJECT

Description: This project is for the replacement of one of the City's existing municipal wells due to age and loss of water production. This project will be commenced after Well No. 8 design is underway starting with a siting study in FY 2014.

Current and Projected Project Status: The siting study is planned to begin in FY 2014. Construction of a new well is planned for FY 2016.

Estimate of Probable Project Costs: \$1,250,000 [FY 2014: \$100,000; FY 2015: \$150,000; FY 2016: \$1,000,000; Water CIP]

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

WM-11

SONOMA DEVELOPMENT CENTER CONJUNCTIVE USE PROJECT

Description: This project is a joint use project with the Valley of the Moon Water District as the lead agency. The SDC (owned and operated by the State of California) owns a lake and a surface water treatment plant. City and VOMWD are in discussions with the State regarding an emergency use agreement for water that will be delivered to VOM and in turn, the same amount of VOM Russian River water supply would be "wheeled" to the City under this arrangement. The first year of the project is the feasibility study and the second year is the construction of the intertie connection from the SDC to the VOM water system.

Current and Projected Project Status: Discussions on-going with VOMWD to enter into the feasibility study.

Estimate of Probable Project Costs: \$350,000 [FY 2013: \$50,000; FY 2014: \$300,000; Water CIP]

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

WM-12

WEST NAPA WATER MAIN AND SERVICES REPLACEMENT PROJECT

Description: This project is the replacement of water services on West Napa Street from Broadway to the Sonoma Highway intersection at the Stapes driveway/traffic signal. The work also includes the replacement of the 1970's 8-inch asbestos cement pipe water main from approximately Fourth Street West to Sonoma Highway. This project is coordinated with Caltrans' plan to overlay West Napa Street in 2016-2018.

Current and Projected Project Status: Preliminary design will be completed in FY 2013. Construction is planned for FY 2014/15.

Estimate of Probable Project Costs: \$2.166M [FY 2013: \$61,000; FY 2014: \$143,000; FY 2015: \$1,962,000; Water CIP]

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

WM-14

ZONE 1 AND ZONE 2 INTERTIE

Description: This project is for a new 8-inch pipeline intertie system along Lovall Valley Road connecting Zone 2 (higher pressure) to Zone 1 (lower pressure to provide for increased pressures in Zone 1 during periods of high demand.

Current and Projected Project Status: Design will be completed in FY 2013. Construction is planned for FY 2014.

Estimate of Probable Project Costs: \$716,000 [FY 2013: \$96,643; FY 2014: \$619,357; Water CIP]

Staff/Project Contact: Steve MacCarthy, Water Supervisor

WM-15

ZONE 3 EXPANSION

Description: This project will expand Zone 3 for the benefit of increasing system pressure and fire flow in the residential area located near Well No. 4. The project will include the installation of a 10-inch check valve in Fourth Street East, modification of existing pressure reducing valves (PRV) at the Norrbom Pump Station, and adjustment to the variable frequency drives for the Well No. 4 Pump Station.

Current and Projected Project Status: Design is planned to begin in FY 2014. Construction is planned for FY 2015.

Estimate of Probable Project Costs: \$138,000 [FY 2014: \$20,000; FY 2015: \$118,000; Water CIP]

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

WM-16

2014 CITYWIDE WATER LATERAL REPLACEMENT

Description: This project includes the replacement of various water services throughout the City as identified in the *2011 Water Master Plan*. This project is anticipated to replace water services in Curtin Lane (associated with the 2014 Citywide Street Improvement Program) and within the following streets: Ave Del Oro and Appleton Way.

Current and Projected Project Status: Design and construction are planned in FY 2014.

Estimate of Probable Project Costs: \$234,000 [Water CIP]

Staff/Project Contact: Steve MacCarthy, Water Supervisor

Tier 1

Requests

Boys & Girls Clubs of Sonoma Valley
City of Sonoma Service Provider for Recreational and Community Programs
FY 2013-2014

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 more than 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 programs are open to any youth 6-18 years old, regardless of income, religion or ethnic background. The Club currently is serving **2,196 youth annually** in its after school, summer and athletic programs. Five Club sites at Maxwell Park, Sassarini, Flowery, Dunbar, and Altimira schools provide service to **over 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.

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 2012-2013 due, in part, to the City's funding:

<u>League/ program</u>	<u># of participants</u>
o T- Ball (beginning at age 4)	97 youth
o Coach pitch (ages 7 & 8)	32 youth
o Volleyball (girls 3 – 8 th grade)	186 youth
o Basketball (age 3 – 8 th grade)	176 youth
o Junior Co-Ed Basketball	38 youth

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 2013-2014

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, and is necessary given the significant increases in services and daily attendance at the Club. Please see attached budget for the Club's 2013 fiscal year, which currently includes a deficit.

Both programs have received City funding in the past and are attended by more youth than ever before representing a large segment of the Sonoma community. Neither of

Boys & Girls Clubs of Sonoma Valley
City of Sonoma Service Provider for Recreational and Community Programs
FY 2013-2014

these programs duplicate services currently provided by the City of Sonoma for its residents, or by any other organization in the Sonoma Valley.

Summer Recreation Program

The Summer Recreation program will be conducted at 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 Outdoor Adventure, Around the World, Splish Splash, Music Makers, and more with field trips and activities planned in accordance. Additionally, the Club will offer our incredibly popular and affordable Specialty Camps. These include Rock Climbing, Science Camp, Sports Camps, Video Production, Animation, 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, ensuring that Sonoma's youth have a safe and productive summer.

After School Recreation Program

The Club's intramural sports program continues with another year of being at capacity for our Volleyball League 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.

The **Intel Computer Clubhouse** (including the recording studio and video lab), is open nightly during the school year until 9pm, and sports club at our Maxwell site help us to better serve the middle school and teen population. The Intel Computer Clubhouse in Sonoma is one of only 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.

The Club now has dedicated space for our high school members and 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 90 high school teens during the current school year, including 25 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. In addition, the Club is rolling out a parallel program, Career Launch, which will help provide opportunities for teens to explore career opportunities through workshops, career tours, mentorships, and hands-on experience.

Boys & Girls Clubs of Sonoma Valley
City of Sonoma Service Provider for Recreational and Community Programs
FY 2013-2014

3. Public benefit:

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

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 critical to our ability to provide life-changing services to Sonoma's youth.



SONOMA COMMUNITY CENTER

www.sonomacommunitycenter.org

Board of Directors

Brock Arner
President
Shelley Hallan
First Vice President
Valerie Casale
Second Vice President
Baron Bernstein
Treasurer
David Goodison
Secretary

Pam Gibson
Jack Lundgren
Andrew Massie, Jr.
Sharon Nevins
Bob Smith
Marcie Waldron

Toni Castrone
Executive Director

Advisory Council

Darius Anderson
Brad Bacon
Tim Boeve
Valerie Brown
Jeff Frieberg
Sara Hauter
Jim Kuhns
Jim Lamb
Star McKay
Doug McKesson
Buffington Miller
Michael Ross
Nancy Ryan
Megan Segre
Elizabeth Smith
Joseph Valentine
Lilla Weinberger
Walter Williams
Kathy Witkowicki
Jennifer Yankovich

May 15, 2013

Mayor Ken Brown and City Council
City of Sonoma
No. 1 The Plaza
Sonoma, CA 95476



Dear Mayor Brown and Council Members,

On behalf of the Sonoma Community Center's Board of Directors, I wish to thank the City of Sonoma and its Council Members for allocating funding for recreational and community programs. The Sonoma Community Center requests \$26,400, which represents the level funded in 2012/13, to provide specific services to the City of Sonoma. The amount requested was derived following discussion with the other three Tier One Executive Directors, all of whom support applications for funding based on on 2012/13 allocations.

Thanks to funds received from the City of Sonoma's Redevelopment Agency SCC has been able to repair and restore infrastructure in its aging building. During a lengthy construction project, SCC's ability to earn rental income was significantly impacted, and thanks to funds received from a Historic Preservation Easement, we were able to meet our operating expenses for the year in spite of the lost rental income. These upgrades would not have been possible without the support of the City of Sonoma. We are honored to be in partnership with Council and Staff.

SCC's expertise and experience helps the city meet its goal to provide high-quality, cost-effective public services. A contract for services between SCC and the City of Sonoma benefits the residents of Sonoma Valley by providing them opportunities to gather as a community. Together SCC and the City of Sonoma can offer public services that are vital to maintaining the health of our community, while minimizing city expenses.

Cultural and Community Education 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 & Celebration, the City Party, and the free Thanksgiving Dinner, all of which are community-builders and sources of civic pride. The annual Fourth of July is undeniably beloved by residents of Sonoma Valley. Often receiving regional media coverage, this event also attracts visitors who stay in Sonoma's hotels, eat at its restaurants, and shop in its stores. Local non-profits raise funds by running food and game booths in the Plaza during the day.

Environmental Education:

In partnership with the City of Sonoma, Sonoma County Master Gardeners and the Sonoma County Water Agency, a 7900-gallon rainwater harvesting system was installed. This project, along with the Maloney WaterWise Garden, demonstrates to our community how design and planning can save water. Because of its high visibility and steady stream of visitors, the project acts as an educational tool for thousands of residents and visitors alike. Detailed signage and brochures help residents understand how they might use this conservation approach in their own landscape. Related workshops such as "Building Your Own Rainbarrel" provide hands-on learning experiences to those looking to conserve water.

Using the garden and rain catchment system as a basis, SCC provides workshops on sustainable gardening and offers a free weekly demonstration led by Sonoma County Master Gardeners. Additionally, we incorporated the sustainability tenants into our arts education curriculum, producing classes such as "Papermaking with Invasive Plants."

Emergency Volunteer Center:

SCC has signed a Memo of Understanding (MOU) with the City of Sonoma to act as the Emergency Volunteer Center in times of disaster. All Sonoma Community Center staff are trained to run an emergency volunteer center, including processing volunteers, and communicating with other emergency facilities and managers. SCC representatives sit on the Sonoma Disaster Council and are involved in community disaster preparations and emergency planning.

Attached is Sonoma Community Center's draft core services budget for fy2013/14 (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 successful partnership year.

Sincerely,



Toni Castrone
Executive Director

Core Services Draft Budget fy13-14

INCOME

Earned Income

Program Fundraising	\$6,000.00
Donations	\$2,500.00
Sponsorships	\$6,000.00
Class fees	\$12,000.00

Contract for Services

City of Sonoma (pending)	\$26,400.00
--------------------------	-------------

Income Total	\$52,900.00
--------------	-------------

EXPENSE

Personnel

Events Manager	\$12,000.00
Instructor fees	\$10,000.00
Workers Comp/Payroll	
Taxes	\$8,000.00

Personnel Total	\$30,000.00
-----------------	-------------

Direct Expenses

Printing/Postage	\$6,800.00
Materials & Supplies	\$8,950.00
Licenses/Fees	\$3,050.00
Professional Services	\$4,100.00

Direct Expense Total	\$22,900.00
----------------------	-------------

Expense Total	\$52,900.00
---------------	-------------



SONOMA ECOLOGY CENTER

Protecting the beauty and biodiversity of Sonoma Valley

May 15, 2013

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

Dear Ms. Giovanatto,

Thank you for the incredible opportunity to apply for funding for the *Sonoma Garden Park: It Takes a Community* project through the City of Sonoma's 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

Through programming at Sonoma Garden Park, Sonoma Ecology Center reaches over 1,700 youth and adults per year in these two areas.

Enclosed please find our full proposal and budget for support of Sonoma Ecology Center's *Sonoma Garden Park: It Takes a Community* project for the 2013-2014 fiscal year. We respectfully request a grant from the City of Sonoma to support this unique program in the amount of \$22,000. We hope that you will find the work we do at Sonoma Garden Park as meaningful, inspiring and worthy of your generous support as we do.

Please feel free to contact me if you have any questions about Sonoma Ecology Center or Sonoma Garden Park, or contact Jessica Glatt, our Education & Outreach Program Manager, at jessica@sonomaecologycenter.org or (707) 996-0712 x110.

Best wishes,

Richard Dale, Executive Director



SONOMA ECOLOGY CENTER

Protecting the beauty and biodiversity of Sonoma Valley

Sonoma Garden Park: It Takes a Community

Overview

A project of Sonoma Ecology Center (SEC), Sonoma Garden Park (the Park) is a working farm, educational campus and model for sustainable agriculture. Located on 6.1 acres in the heart of Sonoma, the Park functions as a hub of educational activities and a vital community resource that celebrates the intersection of people, food and nature. The *Sonoma Garden Park: It Takes a Community* project will help SEC continue to provide a variety of core programs to residents of Sonoma Valley, as well as the myriad of annual visitors to the Park.

Core services/benefits to community include the following:

- Field trips for all 4th graders in Sonoma Valley public schools
- Summer science camps for children ages 4 – 12
- EnviroLeaders internship and apprenticeship programs for high school students
- Educational workshops for adults
- Community garden plots for people to grow their own food
- Fresh produce through the year-round harvest market every Saturday
- Annual fall harvest festival celebration
- Beautiful demonstration gardens – including a butterfly garden and pumpkin patch – and over 150 fruit trees, a fig forest, and more
- Resource for native plants and vegetable starts – all pesticide free
- Straw-bale barn with solar panels to generate electricity and a solar well
- Trails (ADA-accessible), with a Children’s Discovery Trail and interpretive displays

The Park allows SEC to provide after school and summer programming via volunteer work, community service work days, and court referral opportunities, as well as through ongoing gardening, weekly harvest market and nursery opportunities. In addition to these valuable community services, the SEC utilizes the Park as an educational campus for core programming including the K-12 Watershed Education Program, EnviroLeader Program, community and adult workshops, service learning days, and summer Science Camp.

After School Recreation and Summer Programs

Garden and Nursery Programs

The Park offers garden and nursery opportunities for youth and adults to gain work experience and learn from 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. SEC staff supervise



SONOMA ECOLOGY CENTER

Protecting the beauty and biodiversity of Sonoma Valley

Sonoma Garden Park: It Takes a Community

all vegetable and native plant production and are experienced mentors for training youth and adults. Supervised volunteer work days are offered every Tuesday, Wednesday, Thursday, Friday, and Saturday from 9am to 2pm. Through volunteer workdays alone, the Park accommodates more than 150 youth and adults for over 1,500 hours of community service annually.

EnviroLeader Program

The purpose of the EnviroLeader Program is to foster diverse, environmentally literate community leaders. The program provides paid annual apprenticeships and summer internships to a diverse population of Sonoma Valley youth. The EnviroLeaders Program teaches technical skills in sustainable agriculture and ecological restoration, job skills such as teamwork and timeliness, and leadership skills such as teaching and public speaking. The program helps connect young people with green-collar jobs. EnviroLeaders in return provide hundreds of hours of labor, growing hundreds of pounds of high-quality organic produce consumed by the local community, and planting and propagating thousands of native plants used to reforest damaged natural areas throughout Sonoma Valley.

Young people graduating from the EnviroLeader Program consistently attain the following objectives, per SEC's K-12 Watershed Education logic model:

- 1) 90% of participants can define biodiversity
- 2) 90% can explain how sustainable agriculture helps preserve biodiversity
- 3) 90% can explain how restoring ecosystems helps increase biodiversity
- 4) 90% can demonstrate sophisticated horticultural/agricultural skills
- 5) 90% can name five criteria an employer would use to assess an employee's performance
- 6) 90% can effectively deliver a short oral presentation about their apprenticeship/internship
- 7) 50% will pursue training or college related to science, agriculture, or the environment
- 8) 25% will complete environmentally related senior projects

EnviroLeaders work approximately nine to twelve hours per week, depending on time of year. Work schedules are designed around school schedules. EnviroLeaders undergo rigorous training by SEC staff once hired into the program. SEC staff provides hands-on supervision and leadership activities to develop job skills, as well as educational activities. EnviroLeaders also participate in team-building activities all throughout their program to help them develop skill and confidence as workers, and ultimately as young adults.

At the Park, 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 Native Plant Nursery, and work at various restoration sites throughout the



SONOMA ECOLOGY CENTER

Protecting the beauty and biodiversity of Sonoma Valley

Sonoma Garden Park: It Takes a Community

Sonoma Valley. They gain valuable communication skills, customer service abilities, and insight of the importance of microeconomics by working at the Saturday Harvest Market.

Since the program's inception in 2006, SEC, using extensive annual evaluations, has developed standardized procedures, perfected recruitment strategies, and critically analyzed program activities. Participants are tracked via email and phone to assess the program's impacts on their career and vocational choices. First-time participants complete pre- and post-assessment forms. Personal observation by SEC's project manager measures their concept development, skill enhancement, and attitude changes. EnviroLeaders complete an in-depth review by their immediate supervisor upon completion. Evaluation results are aggregated and analyzed to inform continual program enhancement. Program funders receive annual reports based on the evaluation results.

Service Learning Days

SEC provides after school and summer service learning opportunities for student clubs and groups to complete projects and service hours at the Park. Youth complete projects while receiving instruction and education about sustainable practices by SEC 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 200 youth per summer with a summer camp experience focused on science enrichment. Camp is offered for seven week-long sessions during the summer season, with five sessions at the Park and two sessions at Sugarloaf Ridge State Park. The sessions offered at the Park 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 the Park 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.



SONOMA ECOLOGY CENTER

Protecting the beauty and biodiversity of Sonoma Valley

Sonoma Garden Park: It Takes a Community

K-12 Watershed Education Program

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 1,250 students per year. Modules are 8-15 hours in length and are 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.

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.

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 Sugarloaf Ridge State Park.

6th Grade Eco-Challenge - Sixth graders have the opportunity to study energy and pollution through conducting home energy audit and enact home energy plans.

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.

Community Education

The Park hosts monthly community workshops facilitated by SEC staff, Master Gardeners, and local experts. All workshops are learner-centered and experiential in nature. Workshops topics include:

- Introduction to Beekeeping
- Chicken Farming



SONOMA ECOLOGY CENTER

Protecting the beauty and biodiversity of Sonoma Valley

Sonoma Garden Park: It Takes a Community

- Medicinal Herbs
- Summer/Winter Pruning
- Introduction to Grafting
- Wreath Making
- Plant Propagation & Seed Sowing
- Permaculture
- Winter/Summer Gardening

All workshop participants complete a post-workshop evaluation, and that data is used to guide curriculum development, lesson planning, and serves as a tool to provide feedback to participating educators.

Budget

The requested grant amount from the City of Sonoma is included in the following *Sonoma Garden Park: It Takes a Community* project budget for the 2013-2014 fiscal year.

Income	
Development	
Donor Support	\$12,000
Government Grants and Contracts	
Sonoma County Agricultural and Open Space District (secured)	\$102,000
Sonoma County Agricultural and Open Space District (in progress)	\$15,000
Sonoma County Water Agency (pending)	\$115,000
City of Sonoma (pending)	\$9,800
Non-Governmental Grants	
Union Bank (pending)	\$25,000
Stone Edge Farm (pending)	\$10,000
Wells Fargo (pending)	\$8,000
Mead Foundation (secured)	\$20,000
Kakatu Foundation	\$8,000
Adopt-A-Watershed (secured)	\$8,000
Sonoma Garden Park Projects	
Saturday Harvest Market	\$13,900
Workshops	\$800
Restaurant Sales	\$1,000
Rental Use Fees	\$1,000
Plant Sales	\$1,350
Total	\$350,850
Expenses	
Education Program Manager @ 82.00-40% FTE	\$59,904
Restoration Program Manager @ 82.00-25% FTE	\$37,440
Bilingual Educator @ 57.00-25% FTE	\$52,000



SONOMA ECOLOGY CENTER

Protecting the beauty and biodiversity of Sonoma Valley

Sonoma Garden Park: It Takes a Community

Community Garden Coordinator @ 50.00-85% FTE	\$88,400
Garden Educator @ 54.00- 70% FTE	\$72,800
Other SEC Experts @ 50.00-120 hours	\$6,000
Subtotal Labor	\$316,544
Personnel Total	\$316,544
Direct Expenses	
Water	\$12,800
Vehicle/Equipment	\$750
Materials & Supplies	\$3,500
Books & Subscriptions	\$200
Computer Supplies/Software	\$1,800
Conferences & Meetings	\$2,300
Dues and Memberships	\$300
Newsletters & Publications	\$250
Office Supplies	\$2,951
Printing and Reproduction	\$155
Mileage and Bussing	\$3,800
Program Supplies and equipment- Monitoring equipment, art supplies, craft supplies, posters, stream table, maps, nets etc.	\$5,500
Direct Expenses Total	\$34,306
Expenses Total	\$350,850

The overall cost to provide these programs is \$350,850. We are requesting \$22,000 from the City of Sonoma, which is roughly 6% of our budget for these programs.

Continued support for *Sonoma Garden Park: It Takes a Community* project will ensure that SEC can continue to provide after school recreation and summer programs as well as environmental education programs to visitors and residents that make up the Sonoma Valley community.



VINTAGE HOUSE

The Jerry Casson Multipurpose Senior Center

Board of Directors

Christy Coulston
Randy Derwingson
Art Fichtenberg
Byron Hancock
Sandy Hicks
Robyn Makaruk
Byron Nichols
Jack Nisson
Bill O'Neal
Jacquie Pfallat
Dave Stubbs
Marcie Waldron

Executive Director

Cynthia Scarborough

Advisory Council

Jean Behse
Clare Bock
Tom Culligan
Sharon Druehl
Helen Fernandez
Bob Gorman
Tom Hauser
Kathleen Kiernan
Jim Kuhns
Linda Kuhns
Jim Lamb
Bill Lynch
Kay Maynard
Sheila McCune
Lolita McKinney
Larry Murphy
Bob Nicholas
Barbara White Perry
Sara Radke
Bob Records
Michele Saibene
Sally Sands
Gary Scott
Don Shone
Sandy Snorey
Janice Perlman-Stites
Vickie Stollmeyer
Jerry Tuller
Ann Vander Ende
Lucy Wejger
Karen Wheeler
Diane Elan Wick

City of Sonoma FY 13-14 Funding Proposal

During the past several years of budget constrictions, the four Tier 1 nonprofits have experienced cutbacks along with City departments. It is our hope that with this budget cycle the City will begin to restore funding levels of the past.

Given the steadily improving status of the City's finances and the very rapidly increasing growth of the senior demographic, Vintage House humbly requests a return to our funding level of FY 2010-2011: **\$30,000** - a modest increase over the current year's funding of \$26,400. Even at this restored level, City funding would represent only 5.25% of our current Vintage House operating budget.

City support is intended to help offset only a small portion of our actual costs in providing an ever-increasing array of services for Sonoma's seniors rather than to provide for any specific program(s). *Note: it remains our hope that in the future we will again achieve a simple 10% level of City funding of our budget. This was last the case in FY 07-08 when our contracted amount was \$39,795.*

Vintage House FY 2013 budget of \$570,500 reflects a modest increase of < 2% over last year's budget. Such limited growth has been achieved by maintaining staff cuts implemented over the past two years, realigning job duties among existing staff, and extending a delay in adding a needed new position. Even so, we anticipate a \$163,000 transfer from reserves in order to achieve a balanced budget. Additionally, current operational realities will lead us to a mid-year budget revise to address a pressing need for additional staff (or contractual help).

Like everyone else we are counting on sustained economic recovery for a return to pre 2008 levels of community support and for better returns on endowments and reserve funds. Community-based donations, which dropped off significantly beginning five years ago, are steadily increasing and new constituent management software will improve 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 13-14 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 on-going 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 a continuing partnership in serving the citizens of Sonoma. *Thank you!*

Attachments:

- 2013 Vintage House Overview
- 2013 Vintage House Budget Summary

2013 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 2013 budget of \$570,500 our dedicated staff of only 5.5 FTE employees, supported by over 300 active volunteers, provides a variety of services to approximately 2000 individuals annually.

8155 hours of volunteer effort enlivened our programs and administration in 2012. Conservatively valued at \$202,000* 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 12) is elected to by the general membership at its annual meeting in January and/or appointed by the board to openings during the year in progress. The board's executive committee and board meet monthly, with other board committees meeting as often as necessary for their specific tasks.

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 2012 we had 1846 members as follows: 944 individual members, 431 couple members (representing 862 individuals), and 40 lifetime members.

** as estimated by Independent Sector's analysis of US Bureau of Labor Statistics data, using the most recent figures available for California (2011).*

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 \$570,500 this year we have formally approved use of \$163,000 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 2013 budget anticipates approximately 30% of revenues from fundraising events, 27% from memberships and donations, 20% from facility rentals, 10% from grants, 7% from fees for service (activities, classes, programs, trips), and 6% from known pending bequests. *Only approximately 5% of current funding comes from any public source, a grant from the City of Sonoma.*

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

Vintage House Participants & Programs

Clients range from active retired individuals to those who are frail, from those who are engaged in community activities to those who are isolated, from those who are adept at accessing 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, arthritis support group, blood pressure clinic, brown bag supplemental food program, caregiver support & education, disaster preparedness planning, health insurance counseling & advocacy program, CoDA meetings, fraud prevention workshops, 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, volunteer opportunities, and LIMO (Local Independent Mobility Options) offering free local rides for non-driving seniors. In June 2012 we launched 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: art classes, 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, memory and posture.

Special events include themed events for Valentine'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...including the City of Sonoma!

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.

2013 Vintage House Operating Budget Summary

CURRENT INCOME

Memberships	70,000
Donations	42,100
Grants	36,400
Bequests	25,000
Fundraising Events	125,000
Program Events	5,000
Community Use	18,000
Rental	60,000
Classes	25,000
Miscellaneous	1,000
Total Current Income	407,500
Use of Reserves	163,000
Total Funding	570,500

EXPENDITURES

Program Staff	222,700
Specific Program Expenses	2,500
General Program Expenses	33,700
Administrative Staff	142,300
Administrative Expenses	51,000
Development Expense	15,000
General Office Expenses	22,000
Utilities and Maintenance	74,300
Rental Expenses	7,000
Total Expenditures	570,500



SONOMA ECOLOGY CENTER

Protecting the beauty and biodiversity of Sonoma Valley

Sonoma Ecology Center Parks, Preserve, and Trail-way Management Proposal and Funding Request to the City of Sonoma

Request Outline

1. Purpose of request for funding
2. Sonoma Ecology Center role in City of Sonoma parks development and management (operations and maintenance)
3. Projects installed and currently managed by SEC
4. Upcoming projects (secured funds)
5. Grant proposals prepared and submitted (unsecured funds)
6. Identified needs for continued management
7. Budget request

Purpose of request for funding

The Sonoma Ecology Center (SEC) requests ongoing financial support from the City of Sonoma for SEC to continue maintenance and operations of five public sites, including Nathanson Creek Preserve, Sonoma Garden Park, Fryer Creek Trail-way, Montini Preserve, and Sonoma Overlook Trail.

Over the last 20 years, SEC has secured funding from multiple sources and developed several projects in the City that have resulted in significant improvements to City owned properties. SEC has committed to maintaining these properties and has maintained and operated these projects for several years through grant funding, volunteer support, and community contributions. Due to the poor economy and other restrictions on funding, SEC can no longer subsidize these operations without putting our organization in jeopardy. In response to these current financial conditions, SEC has developed a funding strategy that includes increased organizational efficiency, enhanced grant writing, and improved outreach for local funding from citizens and businesses. Our current fundraising campaign is focused on raising money for Sonoma Garden Park, a city park that offers community gardens and educational opportunities to citizens of the City of Sonoma.

SEC's role in City of Sonoma parks development and management (operations and maintenance)

The Sonoma Ecology Center (SEC) has collaborated with the City of Sonoma on City property improvements for over 20 years. SEC has also partnered with the Sonoma Valley Unified School District, Sonoma Community Center, Boys and Girls Club, Hanna Boys Center, and many others to provide opportunities for local citizens, students, and youth to participate in volunteer projects that improve public areas within the City. These volunteer projects include creek cleanups, weed removal, tree planting, and park maintenance. SEC provides unique opportunities for citizens to

participate in recreational and ecological improvements to publicly owned land. These improvement projects provide opportunities for citizens to participate and take pride and ownership of public spaces, increasing public presence in blighted areas. SEC is committed to providing ongoing opportunities for citizens to care for the land and steward these areas back to health. SEC is providing a parks and recreation role with an emphasis on community service and physical improvements that provide multiple benefits, including: ecological restoration, stormwater management, flood control, and water quality, as well as recreational and aesthetic values.

Projects installed and currently managed by SEC

SEC has developed Sonoma Garden Park, the Nathanson Creek Preserve and Native Plant Demonstration Garden, and the Fryer Creek pedestrian path and future bikeway project. SEC also oversees the management of the Montini Preserve and the Sonoma Overlook Trail. Grant funded projects have greatly improved these public sites and they have become destinations for locals and tourists visiting from out of town. With the improvements funded by SEC awarded grants and partner contributions, these destinations now provide greatly needed hiking, biking, and recreational opportunities for the citizens of Sonoma. These sites also demonstrate how recreational, aesthetic, and ecological improvements can be compatible. For example, the Nathanson Creek preserve includes a native plant botanical garden which provides important riparian habitat as well as interpretive elements, park benches, picnic tables, and other amenities that serve hikers, bikers and tourists who wish to explore and learn about the environs within the City.

Not only did the SEC develop proposals and fund these projects, we remain committed to their long-term maintenance and operations. As managers of these parks, preserves, and trailways, SEC is responsible for ongoing maintenance of the landscape, infrastructure, and for other improvements on the properties. Landscape maintenance includes all tasks necessary to keep the grounds healthy, safe, clean, and attractive. Tasks include weed control, mowing, pruning, replacement planting, erosion control, irrigation maintenance, repairs and replacements of infrastructure, and litter removal within these public sites. Infrastructure maintained includes walkways, trellises, structures, interpretive signs, park benches, picnic tables, and other hardscape elements. In addition to standard landscaping, SEC maintains stormwater management, flood control, and ecological features on managed properties.

Current and Completed Projects in the City of Sonoma:

- Nathanson Creek Preserve
 - \$658K Resources Agency, River Parkways Grant Program - Demonstration Garden, ADA access, landscaping, creek restoration, vegetation management, interpretive panels, park benches, picnic tables
 - \$25K Calfed – Restoration Plan
 - \$99K Coastal Conservancy Hands-On Grant Program - Tree planting with middle school, Enviroleaders program involvement in restoration
 - \$15K Green Trees for the Golden State, Tree planting
 - \$15K Montini Development mitigation fund, Revegetation, site maintenance
 - \$15K Urban Forestry Grant Program, Tree planting
 - \$4K SEC In-kind contribution for MOU

- Sonoma Garden Park
 - \$99K, SCAPOSD, Matching Grant Program, ADA accessible pathways, greenhouse and shade structure construction, picnic tables, irrigation, and barn improvements
 - \$26K City of Sonoma – ADA pathways and greenhouse
 - \$20K Sonoma Rotary – Greenhouse kit
 - \$10K Impact 100 Sonoma – Electrical to barn and refrigerator
 - \$25k produce and plant sales per year
 - \$13K Stanley Smith Horticultural Trust, Demonstration garden plans and materials
 - \$30K Scarlet Oak Foundation – Children’s discovery trail, interpretive panels
 - \$20K Solarcraft – photovoltaic system
- Fryer Creek Trail-way
 - \$186.5K Sonoma Valley County Sanitation District, Supplemental Environmental Program - Over 5,000 trees and plants installed along Fryer Creek, invasive trees removed, creek cleanups, volunteer workdays, and ongoing maintenance and operations
 - \$20K, Department of Conservation - Watershed Coordination, outreach and education
- Montini Preserve
 - \$17.5K, SCAPOSD - Volunteer Patrols, restoration projects
 - \$7.5K, Mental Insight Foundation - Waterboxx tree planting, restoration and maintenance
- Sonoma Overlook Trail
 - \$15K from SEC - Administration of SOT task force
 - \$29K from SEC for staffing

Upcoming projects (secured funds)

The following projects are beginning this year and will include significant infrastructure improvements for flood and erosion control and ecological improvements on Nathanson Creek, and public access improvements and educational features at the Sonoma Garden Park. Although maintenance and operations funds of these projects are not included in the projected annual maintenance costs estimate of this request, we do not anticipate a significant increase in projected maintenance costs after completion of these projects due to the reduced costs of maintenance of existing sites over time.

- Nathanson Creek Preserve
 - \$999.9K Resources Agency, Urban Streams Restoration Program - Flood analysis, restoration and flood control project design and implementation, large-scale flood control project concept design.
- Sonoma Garden Park
 - \$120K, SCAPOSD, Matching Grant Program - ADA access, walk ways, drinking fountain, interpretive signs, demonstration gardens, etc.
 - \$110K, SCWA, Zone 3a funding - Low Impact Design (LID) demonstration project design and implementation.

Grant proposals prepared and submitted (unsecured funds)

The following Montini/ Fryer Creek project will provide additional flood control, recreation, and educational benefits. Maintenance and operations funding for this project is not included in the projected annual maintenance costs estimate. Inclusion of currently funded and proposed projects illustrates SEC's commitment to providing multi-benefit projects for the City of Sonoma.

- Montini Flood control basin and Fryer Creek restoration
 - \$400K, Proposition 1E, co-applicant with SCWA

Projected annual costs for management, maintenance and operations

Nathanson Creek Preserve - \$56K/year for 4 years, 39K/year thereafter

- Initial 4-year period includes extensive vegetation management, weed control, replacement planting, and site maintenance during landscape establishment period.
- Standard maintenance and operations post establishment period.)
- Sonoma Garden Park - \$105K/year
 - Maintenance and operations include all land, infrastructure, and facility operations, maintenance and management
- Fryer Creek Trail-way- \$61K/year for 4 years, 34K/year thereafter
 - Initial 4-year period includes extensive weed management, replacement planting, and site maintenance during landscape establishment period.
 - Standard maintenance and operations post establishment period.
- Montini Preserve - \$25K
 - Access and trail maintenance, rangeland maintenance, weed control
 - Initial 3 year period is covered by SCAPOSD funds
- Sonoma Overlook Trail - \$5K
 - Trail maintenance, weed management and litter removal along trail.
- Total - \$256K

Budget Request

In summary, SEC has secured over 2.5 million dollars of combined grant and community funding to improve City of Sonoma owned properties over the last 20 years. Grant funding primarily pays for design, construction, and initial landscape establishment, but does not pay for maintenance beyond the term of the grant.

SEC requests that the City of Sonoma contribute 25% of the total annual costs for SEC to manage, operate, and maintain the above-described City of Sonoma controlled parks, preserves, and trailways, except for Montini Preserve.

Requested amount - \$56,800. (Total does not include Montini preserve, which is currently maintained by SEC under contract with SCAPOSD.)

SEC has evaluated our ability to fundraise for our total needs through the following means and proportions:

- SEC Grant Writing – 30%
- Donor Fundraising – 25%
- City of Sonoma – 25%
- SCWA – 15%
- Sales – 5%

Due our past funding success, SEC will continue writing grant proposals in partnership with the City of Sonoma. The Department of Water Resources is very likely to fund the Nathanson Creek Flood design work completed through our currently funded project. Fryer Creek also holds strong potential for funding in the future through the River Parkways Grant program. SCWA is a reliable partner for funding of future stream maintenance and restoration projects within the Nathanson and Fryer Creek drainages.

Funding provided by the City of Sonoma for ongoing operations and maintenance will be leveraged. SEC will endeavor to maintain our current funding sources and expand upon our growing partnerships with State and County agencies. SEC has a solid plan and commitment to raise additional funds from local donors and to build business sponsorships in our goal to achieve sustainable funding for these public parks, preserves and trailways.

Thank you for the opportunity to manage, maintain and operate these public lands. The Sonoma Ecology Center appreciates our partnership with the City of Sonoma and your consideration of this request to support the future of our partnership.

Richard Dale
Executive Director



Council

Goals

COUNCIL GOALS 2013-2014

*“TO CREATE A LOCAL ENVIRONMENT OF FOCUSING ON THE POSITIVES
& EMBRACING OPPORTUNITIES FOR THE BETTERMENT OF SONOMA”*

➤ **BUDGET STRATEGY & FISCAL STABILITY: Balance Budget without eroding infrastructure and preserving essential services.**

Focus on a budget strategy that will promote and maintain long-term fiscal sustainability in the General and Enterprise Funds through the continued application of sound budgetary policies; continue solid fiscal management to insure and maintain stable reserve level; develop a financial model which dedicates funding for Capital Infrastructure Projects; continue to ensure efficient public safety services

Action Items

- *Develop a balanced [“in the black”] budget model which dedicates funding for Capital Improvement Projects [CIP], restores staff to previous levels, and maintains service levels*
- *Update impact fees and service fees to assure specialized service costs are borne by the requester and not City taxpayers*
- *Establish dedicated Reserve Fund to address long-term pension liabilities*
- *Establish a K-9 program through the Sheriff’s Contract to enhance public safety*
- *Continue to seek grant opportunities; assess other funding opportunities [examples: assessment districts; business improvement areas]*
- *Initiate long-term plan to address the potential phase-out of Measure J Sales Tax funds*
- *Prepare report on how Measure J has assisted in restoring revenue lost through the elimination of redevelopment*
- *Identify funding source(s) for Stormwater Program and elimination of the Cemetery Fund deficit*

➤ **ECONOMIC DEVELOPMENT: Explore Economic Development Drivers to ensure preservation and long-term viability of Community Assets**

Continue to develop strategies to address the loss of revenue to the City as a result of the elimination of redevelopment; continue to facilitate business retention, recruitment and expansion of the economic base; protect local historical infrastructure

Action Items

- *Explore future options and opportunities for the preservation of the Sebastiani Theater*
- *Conclude Redevelopment processes as required by State Department of Finance and explore potential options for 32 Patten Street [old fire station]*
- *Explore opportunities for future State Infrastructure Financing Programs*
- *Work with local agencies [Chamber, Visitors Bureau, Tourism Improvement District] to assess potential economic development options*
- *Recognize and leverage the value of City utilities as economic development tool*

➤ **POLICY & LEADERSHIP: Mission and Vision Statement for the City**

Provide continuing leadership as elected officials and residents of the community; review Mission and Vision Statement to assure that it reflects the current economic, environmental and social climate and creates a visual image for the community; take steps to assure a safe and vibrant community; respond to County, State and Federal legislative issues with a focus on retaining local control

Action Items

- *Revisit Mission and Vision Statement [2006]*
- *Track progress on Council Goals and establish mechanism for a CITY REPORT CARD*
- *Continue to foster/support thriving, vital business community focused on job growth and commerce*
- *Maintain strong relationship with Supervisor Gorin and the Board of Supervisors*
- *Update City website to expand public resources and information; expand content*
- *Update and/or establish City Policies and Procedures*
 - ✓ *Policy on False Alarm Responses*
 - ✓ *Update Policy on Sidewalk Repair*
 - ✓ *Establish Funding Policy for Street Maintenance*
 - ✓ *Update Reserve Policy to include revisions to designated and undesignated reserve funds and consideration of modified base level percentages*
 - ✓ *Update Investment Policy to maximize market trends*

➤ **PUBLIC SERVICE: Continue to build on customer service and business friendly mindset we as a City are pursuing and explore additional ways to exhibit that mindset in the eyes of the community**

Seek efficiencies with a focus on increasing customer service; develop a comprehensive outreach plan that fosters communication and informs and educates the public; increase the awareness of city programs and promotes community participation

Action Items

- *Resume meetings of Streamlining Committee to enhance business relationships*
- *Continued outreach to the public to assure that City procedures and processes are transparent and understandable*
- *Provide timely and accurate information about City Services*
- *Explore all options for customer convenience such as online payments, acceptance of credit and debit cards at City Hall*
- *Maintain strong City employee structure to serve the needs of the community*
- *Create customer feedback survey/input form for use in evaluating City services*

➤ **RECREATION & PARKS: Master plan Parks & Recreation opportunities**

Create a comprehensive review of Parks & Recreation facilities and infrastructure in partnership with County Regional Parks; partner with County and private stakeholders to reach consensus on the development of a community swimming pool

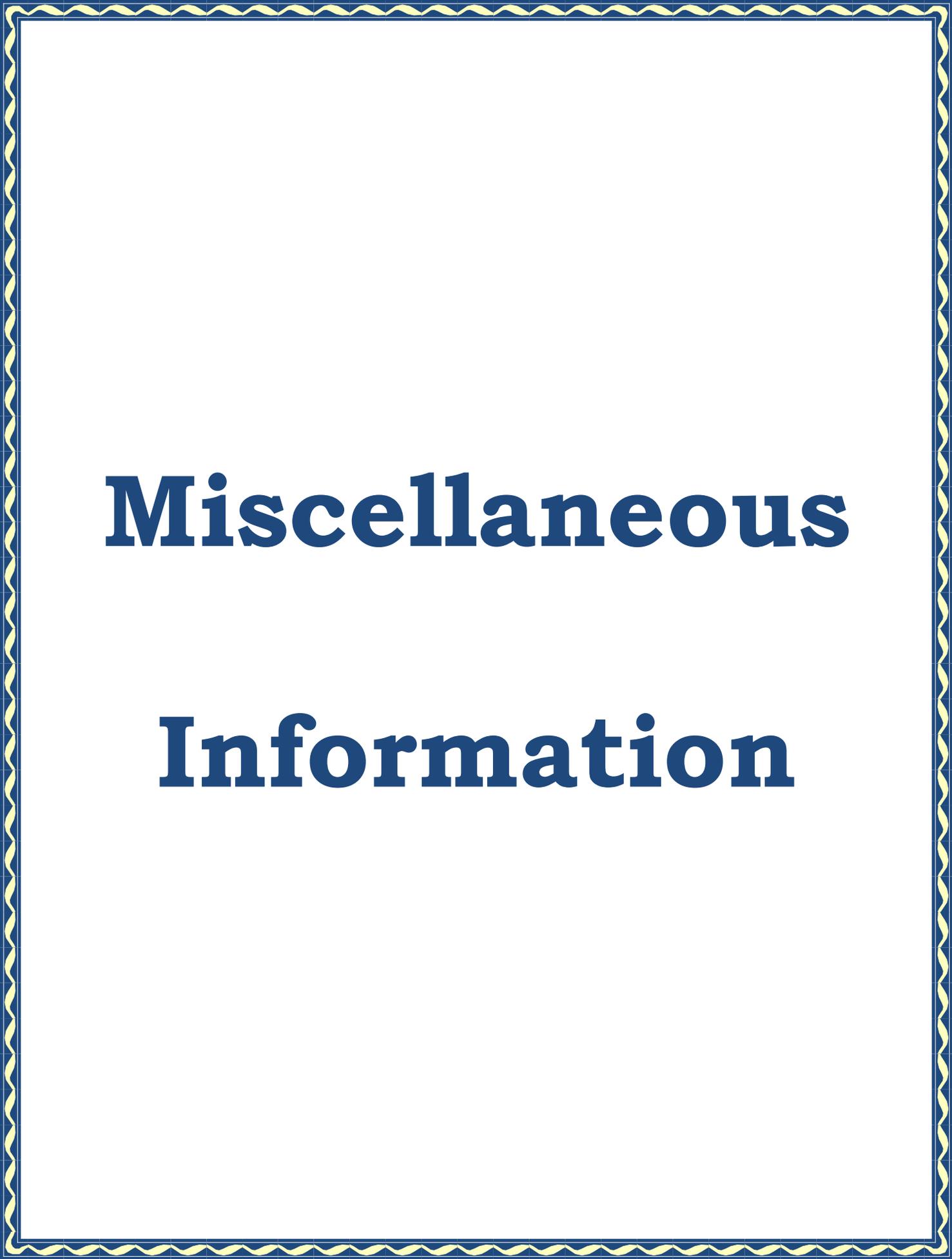
- *Support Community Swimming Pool facility*
- *Participate with County on a Valleywide Parks Masterplan*
- *Review Tier 1 Services to assure services align with needs of the community*
- *Encourage the creation of a Community-wide website for all youth activities, adult activities and major local events*
- *Create an inventory of all City Parks, Open Space, Walking and Bicycle Trails and designated Preserve areas*

➤ **WATER & INFRASTRUCTURE: Develop long-term strategies to address current and future infrastructure needs, promote water conservation while maintaining a stabilized rate structure.**

Redefine the Capital infrastructure needs with a focus on enhancing the City's local water supply; implement a sustainable utility rate structure; establish Water Fund Reserve policy; strengthen, promote and support the value of water conservation to protect local resources

Action Items:

- *Update Water Rate Structure and Rate Model*
- *Adopt Reserve Policy; Consideration of establishing a Rate Stabilization Fund*
- *Implement Water Conservation measures and Public Education Outreach*
- *Review opportunities for shared services with Valley of the Moon Water District*
- *Initiate Capital Infrastructure replacements and upgrades including options for issuing Water Bonds*
- *Evaluate environmental and sustainability programs [i.e. groundwater, City wells]*



Miscellaneous Information

513 acct Cash Balance as of 5/28/13 \$607,824
502 acct Cash Balance as of 5/28/13 \$276,291
603 acct Cash Balance as of 5/28/13 \$1,141,862
521 acct Cash Balance as of 5/28/13 \$524,110
Cash Reserves \$2,550,087
Contributions That Should be held in Reserves 2,279,888
Overfunded \$270,199

2014 Budget Year

2014

Vehicle Replacement - REVISED INTERNAL SERVICE FUND TRANSFERS PER UPDATED FIXED ASSET SCHEDULE																	This Year's Transfers by Budget Account							
BLDG	ID	Inventory Tag	License Plate Number	VIN or Serial No.	Vehicle Description	Year Purchased	Estimated Useful Life	FY Year Replacement will be Fully Funded	Anticipated Total Replacement Cost	Budget Account #	Account Split % (if any)	Split Amount	Budget Account #	Account Split % (if any)	Split Amount	Annual Transfer Amount	Building	Fire	Police	Cemetery	Gas Tax	Public Works	Water	
																	100-43040-760	100-42201-760	100-42101-760	501-61010-760	302-51001-760	100-43020-760	510-62001-760	510-62001-760
	B-2	0229	1007142	1FTZF1727WNA71985	1998 Ford F-150 Truck - Building Inspector	1998	10	2009	26,220	100-43040-760	100%	26,220				2,622								
FIRE/EMS	3381				Engine 3381 (Pierce Type1) E-1	1994	20	2015	425,000	100-42201-760	100%	425,000				21,250								
FIRE/EMS	3371				Engine 3371 (Paoletti Type 3) E-5	1994	20	2015	300,000	100-42201-760	100%	300,000				15,000								
FIRE/EMS	3351				Truck 3351 TRK-2	2010	20	2031	850,000	100-42201-760	100%	850,000				42,500								
FIRE/EMS	3300				Command vehicle hybrid SUV (3300)	2008	10	2019	45,000	100-42201-760	100%	45,000				4,500								
FIRE/EMS	3321				Command vehicle 4x4 Pickup (3321)	2012	10	2023	45,000	100-42201-760	100%	45,000				4,500								
FIRE/EMS	Surplus				Command vehicle 4x4 Pickup (3341)	2002		Reserve								4,500								
FIRE/EMS	3343				Command vehicle 4x4 SUV (3343)	2001	10	2012	45,000	100-42201-760	100%	45,000				4,500								
FIRE/EMS	302				Ford Ambulance Type III #A-1 (302)	2004	15	2020	182,250	100-42201-760	100%	182,250				12,150								
FIRE/EMS	307				Ford Ambulance Type III #A-3 (307)	2005	15	2021	182,250	100-42201-760	100%	182,250				12,150								
FIRE/EMS	303				Ford Ambulance Type III #A-8 (303)	2007	15	2023	182,250	100-42201-760	100%	182,250				12,150								
FIRE/EMS	301				Ford Ambulance Type III #A-9 (301)	2010	15	2026	182,250	100-42201-760	100%	182,250				12,150								
FIRE/EMS					Ford Ambulance Type III #A-10	2013	15	2029	182,250	100-42201-760	100%	182,250				12,150								
POLICE			97K84	WB10499A54ZE95480	BMW motorcycle	2004	5	2010	25,000	100-42101-760	100%	25,000				5,000								
POLICE			98K29	JKBZGNA109A022360	Kawasaki motorcycle	2011	5	2017	25,000	100-42101-760	100%	25,000				5,000								
POLICE			1349293	5FCLS26A3A3A1001065	Colombia Electric vehicle	2010	5	2016	14,500	100-42101-760	100%	14,500				2,900								
					Crown Victoria traffic vehicle																			
POLICE			1185702	2FAFP71W54X139877		2004	4	2009	3,500	100-42101-760	100%	3,500				875								
CEMETERY	C	0165	~	MOL180R035350	John Deere Uttrigo Mower	2003	10	2014	4,800	501-61010-760	100%	4,800				480								
CEMETERY	C	0162	~	W006X4X067240	Maintenance Vehicle for turf & landscape* 2003 John Deere Gator 6x4 with dump bed	2003	10	2014	15,000	501-61010-760	100%	15,000				1,500								
CEMETERY	C	0163	K59E29	2BVAFAJACX3V000549	Maintenance Vehicle SOT 2003 Bombardier 4x2 with dump bed (2003 \$10,000)	2003	10	2014	15,000	501-61010-760	100%	15,000				1,500								
CEMETERY	C-01	0158	1200548	1FTNF20565ED38587	2005 Ford F-250 with tow package	2005	8	2014	30,000	501-61010-760	100%	30,000				3,750								
CEMETERY	C-03	0164	1109606	1FDSF30L33EB15018	2003 Ford F-350	2003	8	2012	30,800	501-61010-760	100%	30,800				3,850								
Gas Tax	S-03	0178	1110436	1FTNX20L52EC81595	2002 F-250 Ford Truck (\$22,500 in 2005)	2002	8	2011	31,570	302-51001-760	100%	31,570				3,946								
PW	P	0218	4LX8157	5XABU1027CF003453	2012 Trailer	2012	20	2033	5,000	100-43020-760	100%	5,000				250						250		
PW	P-01	0228	1404532	1GCRCPX4C2303506	2012 Chevrolet Silverado 1500 Ext Cab	2012	8	2021	21,000	100-43020-760	100%	21,000				2,625						2,625		
					Model# YTH1848XP Serial# 031802A001755	Husqvarna Mower	2006	15	2022	4,800	100-43020-760	100%	4,800											
PW	P-02	0159	1206946	1FDSX34536EA70000	2006 Ford F-350 - Flat Bed with Lift Gate	2006	8	2015	35,000	100-43020-760	100%	35,000				4,375						4,375		
PW	P-03	0223	1109607	FDSF30L13EB15017	2003 F350 Utility Truck with lift gate	2003	8	2012	35,000	100-43020-760	100%	35,000				4,375								
PW	P-32	~	4FN9430	5HGBC12114M006832	2004 Dargo Utility Trailer 41'	2004	20	2025	2,300	100-43020-760	100%	2,300				115						115		
PW	PW-01	0222	1008501	1FTZF172XWKB36801	1998 Ford F-150	1998	12	2011	30,000	100-43020-760	100%	30,000				2,500								
PW	S	0180	~	~	Engine # GC05-390853	2005 Honda EM500 Portable Generator	2005	25	2031	2,500	100-43020-760	100%	2,500			100						100		
PW	S	0181	1001740	4KNFT1921WL16251	1999 T-18 Towmaster trailer	1999	20	2020	7,200	100-43020-760	100%	7,200				360						360		
					Model # PDS185S Serial # B4-6B11070	AIRMAN Air Compressor	2003	15	2019	23,000	100-43020-760	50%	11,500	501-61010-760	50%	11,500	1,533					767		767
PW	S-01	0006	E049991	1FDJF37G7VEB29768	1997 Ford 1 Ton Flatbed	1997	8	2006	33,160	100-43020-760	100%	33,160				4,145								
					1987 Miller Blue Star 2E AC/DC Electric Welder																			
PW	S-30	0013	~	JE820460		1987	10	1998	3,000	100-43020-760	100%	3,000				300								
PW	S-33	~	E325201	1D9PM1132H1004006	1987 Diamond Emulsion Sprayer	1987	20	2008	10,000	100-43020-760	100%	10,000				500								
PW	S-35	0169	~	1C9SU081XY1418204	2000 Craftsman Supershot Crack Filler	2000	12	2013	27,000	100-43020-760	100%	27,000				2,250								
					2006 Ford F-650 Dump Shared 50/50 with Cemetery																			
PW	SC-10	0161	1213978	3FRWF65F96V269021	2001 Ford F-550 4-yr Dump	2001	10	2012	58,000	100-43020-760	100%	58,000				5,800								
PW	SC-15	0179	1110449	1FDAF56571EC10734	1998 John Deer 310E / Loader - Backhoe	1998	10	2009	81,200	100-43020-760	100%	81,200				8,120								
PW	SC-18	0010	Q564857	TO310EX1841395	1997 Ford F250 HD Fuel Truck	1997																		
PW	Surplus		E051392	1FTHF25H4VEB53132	1986 Diabl Non Potable Water Tanker	1986																		
PW	Surplus	0026	E322040	1D9T8X2H1G1035367	1968 Kaiser Jeep 1 1/4 ton	1971																		
PW	Surplus	0027	E724000	~	Generator - TATE (Stationary - Corp Yard)	1980	30	2011	20,000	100-43020-760	50%	10,000	510-62001-760	50%	10,000	667								
PW	SW	0171	~	~	2002 Wacker- Vibrating Roller & Trailer Shared 50/50 with Water	2002	15	2018	38,400	100-43020-760	50%	19,200	510-62001-760	50%	19,200	2,560						1,280		1,280
PW	SW-23	0168	1110427	1CF01012C628024	1996 Champion 24' Trailer Share 50/50 with Water	1996	20	2017	16,380	100-43020-760	50%	8,190	501-61010-760	50%	8,190	819						410		410
PW	SW-24	0166	E951508	1C9F02128TC628008	2002 M 90 XP Brush Bandit - Wood Chipper	2002	15	2018	7,200	100-43020-760	100%	7,200				480						480		
PW	SW-25	0167	1133802	4FMUS14132R004988	2006 Thermoplastic Applicator	2004	12	2017	22,800	100-43020-760	100%	22,800				1,900						1,900		
					John Deere 4410 Backhoe with Loader, scraper & mower.																			
					Tractor SN: LV4410H341564 Loader SN: W00420X027189 Bucket SN: P00360X002728																			
WATER	SW-36	0174	~	~	2000 Compactor - Wacker BS700	2000	10	2011	3,600	510-62001-760	100%	3,600				360								2,375
WATER	W	0170	~	~	1983 John Deere Ldr/bckhoe (Mdl JD310B)	1983	12	1996	3,600	510-62001-760	100%	3,600				300								
WATER	W	0009	~	~	Generator - Cummings ONAN (Thornsbury Pump Station)																			

2013-2014 Personnel Distribution - Full Time Equivalent

	100-41002 CC	100-41003 CM	100-41004 Finance	100-42101 Police	100-43020 Public Works	100-43030 PLAN	100-43040 BLDG	100-43199 Successor Agency	100-43200 Gen Ops & Maint	302-51001 Special Gas Tax Street Fund	501- 61010 Cem	510- 62001 H2O	601- 64010 MIS	610- 71011 Sonoma Creek	Total Full Time Equivalent
FULL TIME															
ACCOUNTANT			0.6									0.2	0.2		1
ACCOUNTING TECHNICIAN			0.25									0.75			1
ADMINISTRATIVE ASSISTANT					0.25		0.45					0.3			1
ADMINISTRATIVE CLERK												1			1
ADMINISTRATIVE SERVICES MANAGER		0.2						0.2			0.4	0.2			1
ASSISTANT CITY MANAGER															0
ASSOCIATE PLANNER						0.9						0.1			1
BUILDING INSPECTOR							1								1
CITY CLERK/ASSIST TO CITY MANAGER	0.75							0.25							1
CITY MANAGER/EXEC. DIR. CDA		1													1
DEVELOPMENT SERVICES DIRECTOR							1								1
MAINTENANCE WORKER I					2.25					2	0.5	2.25			7
MAINTENANCE WORKER II					1					1		3			5
MAINTENANCE WORKER III - FOREMAN					1.2					1	0.8				3
MANAGEMENT ANALYST					0.1						0.2	0.7			1
PLANNING & COMMUNITY SRVS. DIREC.						0.95						0.05			1
PLANS EXAMINER							1								1
PUBLIC WORKS DIRECTOR					0.1					0.1		0.8			1
SENIOR PLANNER						1									1
WATER OPERATIONS SUPERVISOR												1			1
FULL TIME TOTALS	0.75	1.2	0.85	0	4.9	2.85	3.45	0.45	0	4.1	1.9	10.35	0.2	0	31

FULL TIME VACANT POSITIONS															
VACANT ASSIST CITY MANAGER		-0.35						-0.5				-0.1		-0.05	-1
FULL TIME VACANT TOTALS	0	-0.35	0	0	0	0	0	-0.5	0	0	0	-0.1	0	-0.05	-1

FULL TIME GRAND TOTALS	0.75	0.85	0.85	0	4.9	2.85	3.45	-0.05	0	4.1	1.9	10.25	0.2	-0.05	30
-------------------------------	-------------	-------------	-------------	----------	------------	-------------	-------------	--------------	----------	------------	------------	--------------	------------	--------------	-----------

	100-41002 CC	100-41003 CM	100-41004 Finance	100-42101 Police	100-43020 Public Works	100-43030 PLAN	100-43040 BLDG		100-43200 Gen Ops & Maint	302-51001 Special Gas Tax Street Fund	501- 61010 Cem	510- 62001 H2O	601- 64010 MIS	601- 64010 MIS	Total Full Time Equivalent
PART TIME															
ACCOUNTING TECHNICIAN			0.5									0.5			1
ADMINISTRATIVE ASSISTANT						0.8						0.2			1
ADMINISTRATIVE CLERK				1				0.7				0.3			2
PARKS MAINTENANCE WORKER (2)					2										2
PART TIE TOTALS	0	0	0.5	1	2	0.8	0	0.7	0	0	0	1	0	0	6
PART TIME VACANT POSITIONS															
VACANT ADMIN ASST	-0.4	-0.4									-0.2				-1
PART TIME VACANT TOTALS	-0.4	-0.4	0	0	0	0	0	0	0	0	-0.2	0	0	0	-1

PART TIME GRAND TOTALS	-0.4	-0.4	0.5	1	2	0.8	0	0.7	0	0	-0.2	1	0	0	5
-------------------------------	-------------	-------------	------------	----------	----------	------------	----------	------------	----------	----------	-------------	----------	----------	----------	----------