City of Sonoma

Agenda Item Summary

Meeting: City Council - Jun 29 2020

Department	**Staff Contact**
Administration	Cathy Capriola, City Manager Sue Casey, Assistant City Manager Jenna Burrows, Deputy Finance Director

Agenda Item Title

Discussion, Consideration and Possible Action to Approve the FY 20/21 City of Sonoma Operating and Capital Improvement Budget with Following Resolutions:

1. Resolution of the City of Sonoma and the Successor Agency of the Former Sonoma Community Development Agency Adopting the Fiscal Year (FY) 2020/21 City of Sonoma Operating and Capital Improvement Budget including the Establishment of One New City General Ledger Fund, Waiving the Annual Allocation to the Public Art Fund for the FY 2020/21; Approving Community Fund Programming and "Heritage And Community Event" Fee Waivers if Gatherings Are Allowed Per Public Health Orders; Authorizing FY 2019/20 Year-End Budget Adjustments to Align the Budget and Estimated Actuals for FY 2019/20 with No Increase to Fund Appropriations; Authorizing Capital Project Funds Appropriated and Unspent in FY 2019/20 to be Rolled into the FY 2020/21 Budget; Authorizing the City Manager, or Designee to Execute Task Orders for City Engineering Services with CIP Consultants; and Authorizing Position Allocations for FY 2020/21

2. A Resolution of the City of Sonoma Authorizing the City Manager to Execute or Amend Contracts with Various Service Providers within Areas such as Economic Development, Recreation & Community Services, Public Works & Transportation, Emergency Preparedness & Homeless Support, General Operations/Services for the 20/21 Fiscal Year

Summary

On May 8th, the City Council held a first Budget Workshop that included review of a draft 5-year financial forecast for as a tool to understand the potential long-range impact of General Fund revenue and expenditure trends, and strategies for moving forward on developing a FY 2020-21 budget plan especially with the coronavirus public health emergency. Considering the high level of uncertainty regarding the re-opening of the economy, the overall direction from the Council was to forecast conservatively for FY 20/21. On May 18, the City Council approved a plan to re-balance FY 19-20 budget with $1.5M in reductions and use of $1.2M in reserves.

On June 22nd, the City Council convened in a second Budget Workshop to review the proposed Fiscal Year 2020/21 Operating and Capital Budget for the City of Sonoma and Successor Agency. The Budget Workshop provided an opportunity for the Council to hear a presentation from the City Manager and staff on the proposed budget and discuss key priorities, goals and challenges facing the City and for City Council to ask questions and provide input on any changes they wanted included in the final budget.

The City's FY 2020/21 Operating and Capital Budget is a policy document which sets the

financial course for the City of Sonoma and defines the service priorities provided to the community. In accordance with the direction of the City Council, the budget represents an annual spending plan that balances services provided to the community within the limits of available resources. This budget is more simplified and streamlined due to competing public emergencies in the last few months.

The arrival of the COVID -19 pandemic and the resulting Shelter-in-Place orders in March 2020 caused an immediate and dramatic disruption to the community and the local economy, as well as to City of Sonoma services, planning processes, and fiscal condition. Prior to the pandemic, the City was operating with a balanced budget, strong revenue growth, and an ambitious workplan underway. In March, the City made a rapid shift into emergency management mode, focusing on resident and employee safety, continuation of essential operations, and community relief support as the local economy went into a near shutdown.

The intense and rapid economic impacts of the COVID-19 Pandemic and related emergency response efforts required staff to restructure the budget process and re-evaluate the City's financial situation. Staff worked with a Council Sub-Committee (Harrington/Agrimonti) to review draft scenarios and proposals. The budget workshop on May 8, 2020 included review of a draft 5-year financial forecast as a tool to understand the potential long-range impact of General Fund revenue and expenditure trends, and strategies for moving forward on developing a FY 2020-21 budget plan, and the June 22, 2020 Budget Workshop, major General Fund revenue sources have been severely impacted by COVID-19 – and this has represented our largest budgetary challenge.

With the uncertainty of the current economy and its impacts on our local revenues, the proposed budget will be an active "plan" with proactive monitoring and review based on this level of uncertainty and constantly changing information. In preparing the budget, the City Manager's goal was to reduce the deficit and use reserves to give us more time for better information and a glide path to further restructurings and reductions if needed. As a lean staff providing services for regular operations and the multiple emergencies, the first goal was to try to preserve staff positions and capacity to ensure our ability to respond proactively to the community. Yet, we may need to make additional reductions if revenues aren't as strong or other economic indicators impact us.

The proposed budget for the City of Sonoma and the Sonoma Successor Agency for FY 2020/21 includes a combined Operating and Capital Improvement Program (CIP) Budget of $30,767,141. The proposed General Fund budget is $19,305,165 including transfers. Due to the loss of transient occupancy taxes and sales taxes, reserves are being used for a total of $2,058,888.

It is important to remember that the proposed budget is a plan. The City Council can modify and adapt the budget as we proceed through the fiscal year.

The FY 2020/21 budget includes the continued five-year Capital Improvement Plan and Budget which outlines planned projects to maintain the City's infrastructure and community assets and the potential funding sources for these projects. The Supplemental Report outlines other changes per Council's direction and a further update

These are unprecedented times in many ways, including for City budgeting. The size, scope, and duration of economic and financial impacts of the pandemic/response are difficult to predict. While there is no consensus on what the future will bring, our goal as an organization is to provide an informed assessment for use in making financial decisions, to communicate

transparently with our community, and to adapt as needed to continue to serve our residents and business within available resources.

While it is important to set a course of action, it is equally important to be able to adjust along the way. More than ever before, budgeting is an ongoing process, with an increased frequency and emphasis on monitoring and modification. We have recommended a phased approach in order to remain flexible and anticipate that the budget will be a top priority for ongoing focus by both staff and Council for the coming twelve months.

The budget before Council is a simplified document due to the Covid-19 Pandemic crisis and other competing public emergencies in the last few months. Staff is in the process of preparing a final budget book that will contain the approved FY 2020/21 appropriations along with a more comprehensive overview of City services and projects for the fiscal year beginning July 1, 2020. It will also contain a revenue summary, expenditure summary, reserve summary, and program budgets with FY 2019/20 accomplishments, FY 2020/21 goals along with projected actuals. The Budget Book will be brought back to Council for review and acceptance in August 2020.

Recommended Council Action

Staff recommends the Council adopt the two resolutions approving the budget and authorizing staff with implementation actions.

Alternative Actions

Council discretion.

Financial Impact

Adoption of the Budget will allow for continued operation of the City. The specifics are outlined in the attached proposed FY 2020/21 budget.

Environmental Review

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

Status

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

Attachments

SUPPLEMENTAL REPORT
1 - City Manager Budget Message
2 - Resolution FY 20-21 Budget
3 - EXHIBIT A - FY 20-21 Operating and Capital Budget
4 - EXHIBIT B - 5 year CIP 2020-25
5 - EXHIBIT C - Summary Staffing and Positions FY 20-21
6 - Resolution - Contract Authorization for Budget

Alignment with Council Goals:

Not Applicable

Compliance with Climate Action 2020 Target Goals:

N/A

CC:

N/A

SUPPLEMENTAL REPORT

FY 20/21 Budget Adoption and Implementing Resolutions

For the City Council Meeting of June 29, 2020

At the June 22 City Council Budget Workshop, there were a few changes that staff received direction on from the City Council. In addition, in reviewing the final numbers, there were additional few changes that staff is recommending which are included in the revised Proposed Budget. These items are outlined below.

1. Council Direction for Budget Changes to the City Manager Proposed FY 20/21 Budget

a. Parks Measure M Funding – Council directed to not spend Parks Measure M for the Plaza tree assessment and general park maintenance and to backfill this with General Fund reserves.

i. $60,000 from General Fund reserves to pay for Plaza tree assessment and general park maintenance

ii. $60,000 from Measure M to be programmed for Plaza / Depot Park Capital Improvement Budget

b. Eviction Meditation Funding – Staff provided a proposal from Recourse Mediation Services. The City Council asked to hear a presentation to learn more about these services in August before making a decision regarding funding. Based on this direction, no funding is programmed in the FY 20/21 budget at this time.

c. Further information – Further information was requested on outstanding developer billings for the cost recovery program and there was a desire to discuss the School Resource Officer program in greater detail before deciding about an ongoing contract. Both of those requests are being worked on as well.

2. Other Updates

a. Housing Trust Fund for FY 20/21 Rental Assistance – Council approved use of up to $150,000 of the Housing Trust Fund for rental and utility assistance with FISH providing the service delivery. For FY 19/20, $100,000 has been expended. Staff has programmed $50,000 for FY 20/21 since it will need to be carried over into this next year.

b. Homelessness Support Funding Update -- After discussions with Kathy King, Executive Director of Sonoma Overnight Support, there are some further refinement of costs as outlined below. The overall funding of $35,710 remains at the same level, but funding goes to support cost for the security firm since the towing costs and garbage costs are less than anticipated.

6/25/2020 - Updated Recommendation

Homelessness -- EOC / Safe Parking Support FY 20/21	*Cost Estimate*
Safe Parking Program - Towing of vehicles	$ 1,000
Safe Parking Program - Security Firm Support	$ 12,000
EOC Homeless - Clothes Washing Program	$ 16,800
EOC Homeless - Hand washing stations	$ 2,844
EOC Homeless - Portable restroom facilities	$ 3,066
Subtotal	$ 35,710

6/22 - Presented to the City Council

Homelessness -- EOC / Safe Parking Support FY 20/21	*Cost Estimate*
Safe Parking Program - Towing of vehicles	$ 3,000
Safe Parking Program - Extra trash pick-up	$ 10,000
EOC Homeless - Clothes Washing Program	$ 16,800
EOC Homeless - Hand washing stations	$ 2,844
EOC Homeless - Portable restroom facilities	$ 3,066
Subtotal	$ 35,710

CITY MANAGER MESSAGE

2020/2021 OPERATING & CAPITAL BUDGET

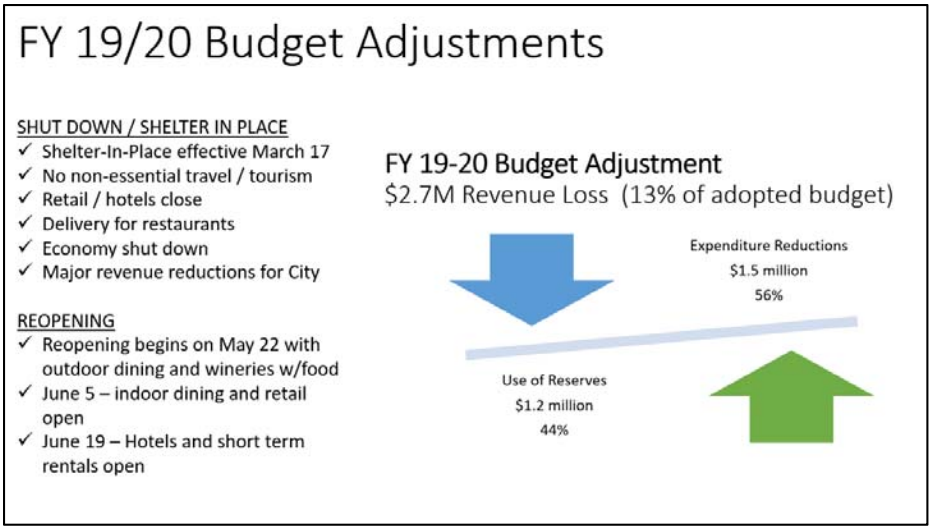
June 25, 2020

To Mayor Harvey and Members of the City Council:

On behalf of the City staff, I am pleased to present the 2020/2021 Operating and Capital Budget for the City of Sonoma. The City's budget is a policy document which sets the financial course for the City of Sonoma and defines the service priorities provided to the community. In accordance with the direction of the City Council, the budget represents an annual spending plan that balances services provided to the community within the limits of available resources. This budget is more simplified due to competing public emergencies in the last few months.

The arrival of the coronavirus pandemic and the resulting Shelter-in-Place orders in March 2020 caused an immediate and dramatic disruption to the community and the local economy, as well as to City of Sonoma services, planning processes, and fiscal condition. Prior to the pandemic, the City was operating with a balanced budget, strong revenue growth, and an ambitious workplan underway. In March, the City made a rapid shift into emergency management mode, focusing on resident and employee safety, continuation of essential operations, and community relief support as the local economy went into a near shutdown.

Primarily due to steep drops in sales tax and an almost total loss of hotel tax (TOT) revenue for the fourth quarter (April – June), staff projected a $2.7M revenue shortfall to the $20.7M General Fund budget for Fiscal Year 19-20. On May 8th, the City Council held a budget workshop that included review of a draft 5-year financial forecast for as a tool to understand the potential long-range impact of General Fund revenue and expenditure trends, and strategies for moving forward on developing a FY 2020-21 budget plan. Considering the high level of uncertainty regarding the re-opening of the economy, the overall direction from the Council was to forecast conservatively. On May 18, the City Council approved a plan to re-balance the current year (FY 19-20) budget with $1.5M in reductions and use of $1.2M in reserves.



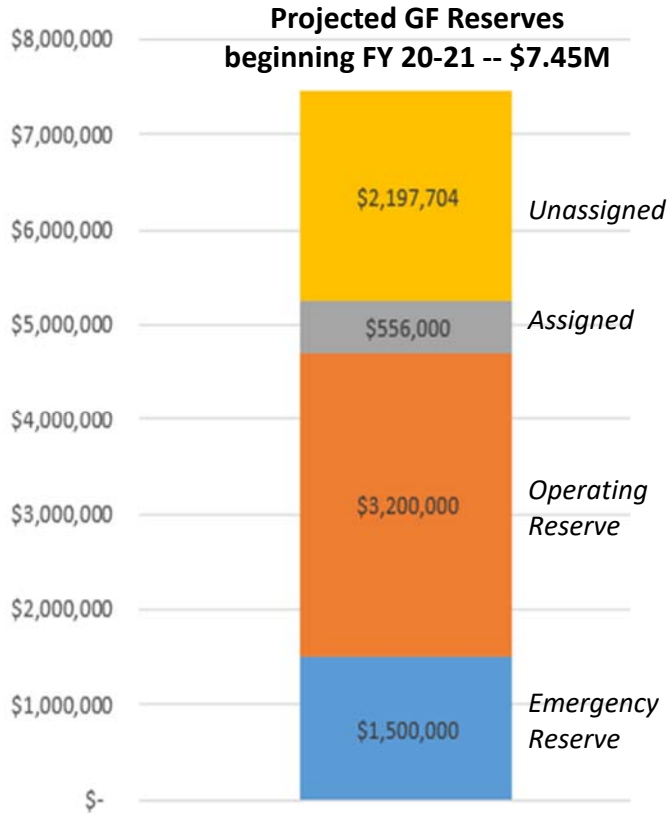
The City Council also established two ad-hoc Council subcommittees, which met over the following weeks to support the development of the proposed

budget and to coordinate with local business organizations on the economic reopening and recovery of the community.

For the last month, City staff has updated and tightened the City's 5-year General Fund Forecast and developed budget strategies (increases in revenues and decreases in expenditures) to create a proposed FY 20/21 Budget. Three forecast scenarios were updated as well to assist Council and staff in developing recommendations today that will help the City stay financially and operationally sustainable into the future.

GENERAL FUND RESERVES

Reserves are the City's "rainy day funds", and it has been pouring for more than three months. With a history of fiscal prudency by the current and past City Councils, Sonoma has built up financial reserves that will play an important role in weathering the economic storm. In March 2020, the City had $8.85 million in reserves and an additional $2 million in one-time Fire/EMS reserves which equaled approximately 50% of General Fund expenditures. This level of reserves is critical to allowing the City to weather this storm and allow time for a glide path to realign services and prepare for the length of the recession.



Based on using $1.2 million in Reserves to balance the FY 19/20 budget due to the cataclysmic economic shut down, the City starts the FY 20/21 with $7.45M in General Fund reserves (this includes $200,000 being set-aside from the Emergency Reserve for pandemic response). The FY 20/21 budget proposes using $2.0M in reserves to backfill the projected loss of revenue after substantial expenditure reductions and other revenue increases.

Council policy provides guidelines for both allocation and usage of reserve funds. As we experience both a long-term public health emergency and an economic downturn, the Emergency Reserve (established at $1.5M) is being tapped for costs of responding to the pandemic, while the Operating Reserve (17% or two months of annual operating expenditures) is available to mitigate the economic effects of the pandemic and allow time to adjust our operations. As drawn down, these reserves are restored by unassigned reserves. In May, the City Council reviewed an analysis of the City's reserve funds and provided feedback to staff on uncommitting certain Assigned Reserves to become available as needed for other purposes.

The City's reserves are essential to providing a flexible and measured response to the high level of uncertainty regarding short and long-term impacts of the pandemic on revenues. However, reserves alone are insufficient to fill a budget gap that may last for several years, thus hard decisions may be necessary on expenditure reductions needed to balance the budget going forward and to ensure enough reserves for the future.

GENERAL FUND FORECAST

A multi-year General Fund forecast is an important tool for informing decisions that affect long-term financial sustainability. The creation of a 5-year Forecast has been a best practice goal of City staff and we are pleased to provide it to the City Council during this critical time and as we move forward.

Financial forecast is:

- A way to identify trends in revenues and expenditures to see impacts and plan for adjustments over time
- A tool to inform decision making affecting long-term financial sustainability
- Dynamic (regularly updated based on new information)
- A starting point or baseline
- "What Could Be" if no action taken

Financial forecast is not:

- A budget
- A labor relations plan
- A one-time endeavor
- "What Will Be"

A Forecast gives you the *ability to look at the horizon so that you can adjust course.*

Although the City's financial outlook is constantly evolving based on new information and actions taken to date especially with ever evolving public health orders, the Forecast provides a framework for identifying trends and critical issues and serves as a baseline for budget decisions and financial planning. To be clear, a Forecast and its assumptions are based on the best information available at the time, however today's health and economic emergencies create unprecedented levels of uncertainty.

The uncertainty inherent in forecasting can be addressed, to some extent, by use of scenarios. Three scenarios were developed (Optimistic, Base Conservative, and Pessimistic; assumptions for each scenario are provided in Attachment A). Based on Council direction at the May 8th budget workshop, revenue projections for the most pandemic-sensitive revenues (TOT - transient occupancy tax and sales taxes) for the base scenario were revised to be more conservative.

- Sales Tax -- Sales tax estimates are based on recession estimates provided by the City's sales tax consultant, HdL, and were reduced further by approximately $200,000 per year based on updated late May estimates. Since TOT and sales tax generally reflects 56% of the City's General Funds revenues, assumptions here are key.

- TOT – In the FY 19/20 approved budget, TOT was 25% of the City's General Fund revenues. Based on this and the shut-down of non-essential travel, staff has spent considerable time reviewing and refining scenarios for TOT as shown in the table below. Recent good news is the County's Public Health Officer approval to reopen leisure travel starting on June 19. Sonoma hotels are now opening ahead of the Base Scenario which was estimated for August. Staff is in regular contact with hoteliers to understand and follow what is happening in the market.

Tot Projections in Planning Scenarios

Planning Scenarios	Reopening / SIP	May Projection (% of Normal)	June Projection (% of Normal)	June Projection ($)
Optimistic	July 1	60% of normal	61% of normal	$2.8 million
Base Conservative	August 1	50% of normal	44% of normal	$2.0 million
Pessimistic	September 1 (plus 3-month shut down later in year)	30% of normal	22% of normal	$1.0 million

Base Scenario as a Planning Tool

With an eye to the next 5-years, staff recommends using the Base scenario for the Forecast. The Base scenario shows a projected budget deficit of $4.6M for FY 20-21, with deficits declining thereafter but continuing through FY 23-24. This is the forecast scenario that staff used to inform the FY 20-21 budget development process.

5-Year General Fund Forecast Using Base Conservative Scenario

Description	Year 1 2019/20 Projected (after reductions)	Year 2 2020/21 Projected	Year 3 2021/22 Projected	Year 4 2022/23 Projected	Year 5 2023/24 Projected	Cumulative Impact on Reserves (with no action years 2-5)
BASE SCENARIO						
Total Operating Revenue	$ 18,081,650	$ 16,844,877	$ 18,839,891	$ 20,292,306	$ 21,400,922	
Total Operating Expenditures	$ 19,273,346	$ 21,486,940	$ 21,628,592	$ 22,468,967	$ 22,624,343	
GENERAL FUND SURPLUS (DEFICIT):	$ (1,191,696)	$ (4,642,063)	$ (2,788,701)	$ (2,176,661)	$ (1,223,421)	$ (12,022,542)
Deficit as % of Expenditures:		22%	13%	10%	5%	

The Forecast reflects informed estimates by city staff and consultants regarding trends in revenues and expenditures. There are a significant number of unknowns and new information that may affect the Forecast arrives on a weekly if not daily basis.

There are reasons for optimism.

- While case vary day to day, the overall level of hospitalizations remain low at this time.
- Leisure tourism in Sonoma County will be allowed to resume beginning June 19 and Sonoma is an easy drive for visitors coming from the Bay Area, Sacramento and Reno that want a vacation. More Americans report they are already traveling or ready to travel with 70 percent stating that they will take at least one leisure trip in the remainder of 2020 and 40 percent say their next road trip will take place this summer.
- Federal legislative relief, which was not assumed in any of the forecast scenarios, may also be possible. There appears to be some funding for pandemic emergency reimbursements also coming from the State via the federal CARES Act funding.

There are also reasons for prudence.

- Other areas of the country and world are seeing surges with re-opening. Dr. Mase, Sonoma County's Public Health Officer, has discussed targeted closings versus community wide sheltering if cases climb and additional mitigations are necessary.
- It is unclear what the shape and length of the recession will be.
- Many workers are unemployed.
- While progress is being made on vaccines, that horizon is still long and uncertain before any medical protection is available.
- Hotels may be facing lower rates, lower bookings and less corporate travel. This summer will provide true data of what revenue our hotels will provide, which is a critical data point for our financial planning efforts.

Until the public is confident that the coronavirus is contained and/or a vaccine is available, a full economic recovery is unlikely. To the extent that the downturn continues, it increases the potential for longer-term damage over multiple years from permanent job loss and business closures.

With the potential magnitude and duration of the economic impacts of the pandemic, staff is recommending a blended approach where spending reductions, revenue shifts, and use of reserves all play a part in the strategy. In order to retain flexibility and minimize impacts on service levels, an ***"Act, Monitor, Adjust"*** approach using phased budget reductions is recommended for the FY 20-21 Budget. Because the potential

margin of error is significant, the adopted budget should be considered as a "starting point" or "Phase 1" for a budget process that will continue over the coming months.

Measure J/U – Local ½ Cent Sales Tax – November 2020 Revenue Measure Extension Needed

The Forecast highlights the critical role of the City's local half-cent sales tax. In 2012, the City went to the voters with Measure J, a half-cent local-transactions and use tax to fund City services. Until this measure, the City of Sonoma had not turned to its constituents for a new tax in 20 years. The measure passed with a 65% affirmative vote, well over the simple majority needed. Measure J was set with a 5-year sunset clause. In anticipation of Measure J's expiration, the City Council reviewed and discussed the need to continue the sales tax in summer 2016. Measure J revenue provided coverage for costs assumed by the General Fund for core public services and outside organizational services, some of which were formerly provided under the redevelopment program. Overall, Measure J has provided a stabilizing local economic foundation for the City's provision of public services.

In July 2016, the City Council took action to extend the City's local transaction and use tax on the November ballot. In November 2016, 68% of the voters of Sonoma passed Measure U – a ½ percent sales tax increase for 5 years. The City is appreciative of the voters' confidence to invest this revenue in services for the Sonoma community. Measure U will sunset in September 2022. The City Council can place an extension on the November 2020 ballot and the Council expressed support for doing so at the May 8th budget workshop. This local half-cent sales tax now generates $2.58 million (pre-pandemic) and is a key revenue to pay for core city services representing 12% of the City's General Fund revenue. Based on this, the City Council will consider placing an extension of the ½ cent local sales tax on an ongoing basis on the November 2020 ballot for voter consideration to support the City's quality of life and financial stability

PROPOSED FY 20/21 BUDGET

Overall

The proposed budget for the City of Sonoma and the Sonoma Successor Agency for FY 2020/21 includes a combined Operating and Capital Improvement Program (CIP) Budget of $30,767,141. The proposed General Fund budget is $19,305,165 including transfers. Below is a summary chart and more detailed General Fund budget tables are attached.

FY 20/21 Budget – General Fund	
Revenues	$17,246,277
Expenditures	$19,305,165
Deficit – Use of Reserves	$2,058,888

Strategy

First, it is important to remember that a proposed budget is a plan. The City Council can modify and adapt the budget as we proceed through the fiscal year. Generally, when preparing a budget, there is some firm ground. Today, we have a worldwide pandemic and economic recession creating high levels of change and high uncertainty. In addition, we are entering fire season and will also be facing PG&E de-energization this summer/fall. The triple play of the coronavirus pandemic plus fire season plus de-energization means that the City may be facing layered emergencies at one time including ongoing economic recovery.

The Proposed FY 20/21 Budget will be an active "plan" with proactive monitoring and review based on this level of uncertainty and constantly changing information. In preparing the budget, the City Manager's goal was to reduce the deficit and use reserves to give us more information and a glide path to further restructurings and reductions if needed. As a lean staff providing services for regular operations and the multiple emergencies, the first goal was to try to preserve staff positions and capacity to ensure our ability to respond

proactively to the community. Yet, we may need to make additional reductions if revenues aren't as strong or other economic indicators impact us. Below is the FY 20/21 Budget Strategy.

Phase 1 – June 2020 – ACT

Modifications without deep reductions in services and staffing

- ✓ Focus for Phase 1 of the budget development was to use one-time and new revenues; reduce or eliminate contracts; eliminate General Fund support for capital projects; reduce investments in city assets; and reduce all operational spending to basic needs.
- ✓ Hold off on major reductions in staff, services or staffing capacity until more information regarding tourism and economy in July/August.
- ✓ Develop a Phase 2 of reductions if needed in September/October. These next reductions would likely require reductions in services, reorganizations and realignments including further employee concessions.

Phase 2 – September/October – MONITOR / ADJUST

Collect data on City revenues and economy

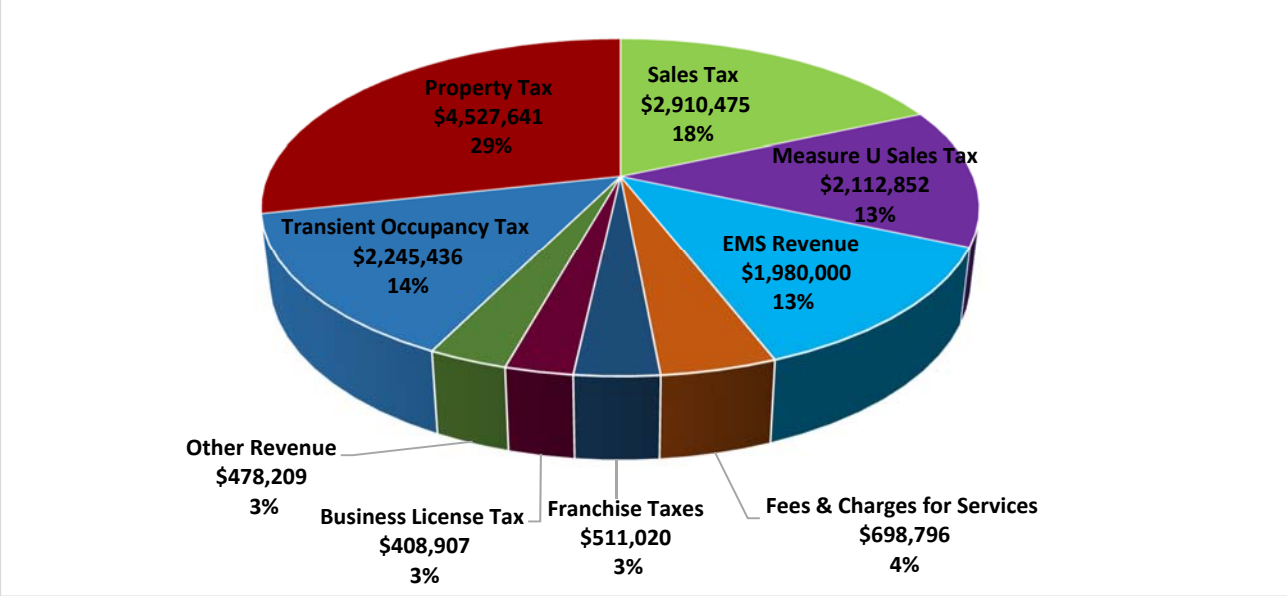
Prepare reductions in services, staffing including reorganizations and realignments

- ✓ Regular review of TOT collection, status of the pandemic and economy. Based on more certainty and current information, the City Council may direct additional reductions, modifications or status quo.

Revenues

Sonoma's revenue forecast is driven primarily by transient occupancy tax (TOT) and sales taxes. With a tourism-based local economy, the City of Sonoma is reliant on hotel and sales taxes which represents 45% of the City's General Fund budget. While City revenues were trending at or above projections prior to the COVID-19 emergency, total revenue losses for FY 20/21 are projected to be $3.4 million less than FY 19/20 amended budget. Staff has added an additional $195,000 in TOT above the Base Scenario for hotel openings in mid-June and July 1. The next 60 days of July and August will give us real information regarding sales tax and TOT. Below is a chart showing FY 20/21 General Fund revenue by type.

General Fund Revenue Sources – FY 20/21 Proposed



Below are some of the key revenue increases or one-time funds that are being used to help backfill the FY 20/21 deficit.

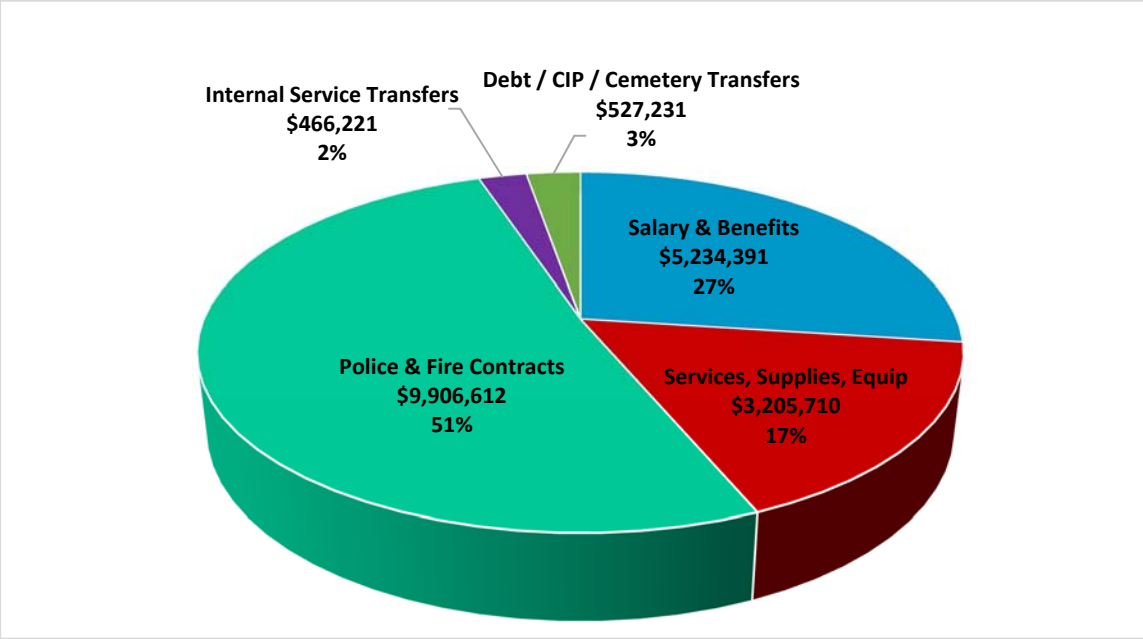
Key Revenue Increases for FY 20/21	
FIRE: Revenue from new First Responder ALS Fee (City share)	(30,000)
FIRE: Increased IGT reimbursement revenue from $350K to $500K/year	(150,000)
FIRE: Use of Fire 798 Reserves to fund local share of SAFE grant (3 FF)	(87,000)
FIRE: Additional use of Fire/EMS 798 Reserves (temporary – 2 years)	(70,000)
PLANNING: Fund part of PT Sustainability Coordinator with garage fee	(25,000)
ADDITIONAL NET REVENUE based on FY 20/21 budget review	(115,000)
TOTAL	**(477,000)**

Expenditures

As stated above, the strategy is to use a phased approach to reductions due to level of flux. As a service organization, the majority of the City's costs are for staffing (either city employees or service contracts, such as police and fire). There are no changes to City staff recommended for the FY 20/21 budget. Some increases to the FY 20/21 budget include $67K in insurance cost increases and $146K in unfunded pension liability. Below is a list of some of the key reductions and a chart showing FY 20/21 expenditures for the General Fund.

Key Reductions in Proposed 20/21 Budget (Compared To FY 19/20)		
Annual General Fund CIP Projection of $500K/year	$	(495,000)
Internal Service Funds – Vehicles and Building Maintenance	$	(267,000)
Police contract service level reductions *(plus $510,000 proposed budget increase above FY 19/20)*	$	(110,940)
SVFRA Operating Budget Reductions	$	(94,000)
Legal Budget	$	(40,000)
Eliminate contract for neighborhood park maintenance; bring in-house	$	(60,000)
Reduction in Recreation & Community Services Fund (less revenue)	$	(55,662)

General Fund Expenditures by Category - FY 20/21 Proposed



Public Safety

Over 50% of the City's General Fund budget is invested in Police and Fire/EMS services via contracts. For FY 20/21, the Sheriff's Office proposed an 11% increase over FY 19/20 totaling $520,000. This increase was not able to be absorbed by the City before the pandemic and definitely not now. The Council Sub-Committee (Councilmembers Harrington and Cook) charged with reviewing the law enforcement contract recommended reductions totaling net $632,000 including position eliminations (Community Services Officer, Administrative Assistant) and retaining a Deputy Sheriff vacancy for one year. On May 18th, the City Council approved a contract extension with the Sheriff's Office and reductions outlined above. For the Fire Department, with the prevalence of fire season and a drier season on the horizon, staff used one-time Fire/EMS funds and reserves to backfill services instead of implementing cuts at this time. This was done to retain a 3-year federal SAFER grant that provides three additional firefighters with the City only paying 1/3 of the costs.

Community Activities

Recognizing the significant, if not crucial, role that recreational and community services programs play in enhancing the overall health and well-being of its citizens, the City has regularly provided funding and financial support to non-profits providing these services in Sonoma. While a long-term investment, a few years ago, the City organized funding of recreation and community services into a Recreation & Community Services program and created 3-year agreements with key non-profits to recognize this outsourcing partnership. The Community Recreation and Community Services Fund equals to 1.5% of designated General Fund Tax revenue sources to provide these services. Due to lower revenues, FY 20-21 budget for Community Fund is reduced by $55,622 (about 23%). Based on this and the importance of these community services, staff recommends the following:

- Continue to support Core Recreation providers but with 15% reductions to key partners such as Vintage House, Boys & Girls Club, Sonoma Community Center, Sonoma Ecology Center, & Field of Dreams. Create 3-year contract extension with funding to be determined annually.

- Extend economic development related contracts (Chamber and SVVB) and rent subsidy (SVVB) for 1 year with no reduction. Business support, visitor outreach, and economic development during re-opening/recovery are key to City revenues.

- Eliminate event subsidies for FY 20-21 since mass gatherings will not be allowed (Fourth of July, City Party, Vets Building Free Days for nonprofit events, receptions for Alcalde and Treasurer Artist). No changes to fee waiver policies for City-sponsored events, although most will not be held this year.

- No change recommended in financial support to Sebastiani Theatre Foundation, Fare Free Transit program. Defer CFAC student artist scholarships.

- Retain current level of funding for Casa Grande Parking Lot ($30K) as a one-time investment to to fund entry gate in partnership with State Parks.

Homeless Support – EOC and Safe Parking Program

With the pandemic, cities acting in their emergency capacity were directed by the State to support hygiene and cleanliness for homeless communities including handwashing stations and portable restroom facilities. Sonoma Overnight Support has shifted their operations to respond to new restrictions and requirements of the public health orders. Staff recommends continued support for costs for FY 20/21 which have been included in the budget. Some of these costs may be reimbursable by FEMA or

Homelessness -- EOC / Safe Parking Support FY 20/21	*Cost Estimate*
Safe Parking Program - Towing of vehicles	$ 1,000
Safe Parking Program - Security Firm Support	$ 12,000
EOC Homeless - Clothes Washing Program	$ 16,800
EOC Homeless - Hand washing stations	$ 2,844
EOC Homeless - Portable restroom facilities	$ 3,066
Subtotal	$ 35,710

other state/federal funding. Staff also recommends that the City Council provide continued financial support to Safe Parking Program for the next fiscal year with updated operational parameters coming to City Council for review in the fall.

One-Time Expenses

Each year, there are one-time expenses included in the budget. Below is a list of items that had been planned for this year but due to the pandemic were not completed plus a few new items. If the Council wants to adjust any of these items, direction would be appreciated. The General Fund Forecast assumes $150,000 of one-time expenses each year.

One-Time Items for FY 20/21 Budget and Potential Future

ITEM	FY 20/21 General Fund	FY 20/21 Other Funds	FY 21/22 General Fund	NOTES / FEEDBACK
Plaza Tree Assessment	$35,000			Arborist / tree maintenance.
Cemetery Analysis			$30,000	Plan for FY 21/22; focus on COVID emergency and other projects for 20/21.
Citywide Fee Study	$5,000		$22,000	Baseline update FY 20/21; larger update FY 21/22
Historic Railroad District Plan	$15,000			In Planning budget.
Downtown Parking Study			$20,000	Update Parking Study; wait for "normalcy" return.
Gates for Casa Grande Parking Lot	$30,000			State Parks committed to gate to neighborhood but no funding; trying speed bumps
FY18-19 Audit Services	$36,920			In Finance Department. Carryover from 19/20.
November 2020 Election	$50,000			Range of $39,200 to $60,000; Budgeted $50,000 in City Clerk budget; 2 Council seats, ½ cent sales tax, UGB, cannabis initiative, cannabis sales tax
Computer Security		$52,384		Overall assessment on City's technology system; Phase 1 costs from MIS Fund
EV Charging Stations			$20,000	Opportunity to add Tesla charging stations in FY 20/21 plus electrical infrastructure to add generic chargers in FY 21/22 with grant from SCP.
Hazardous Mitigation Grant	$15,000			Consultant assistance.
SUBTOTAL OPERATING:	**$186,920**	**$52,384**	**$92,000**	Forecast has $150,000 for these costs for FY 20-21.
Transfer to CIP	$5,000			Includes $5,000 for Citywide Sidewalk Inspection/Repair
TOTAL OPERATING & CIP	**$191,920**	**$52,384**	**$92,000**	

Capital Improvement Budget

The Capital Improvement Program (CIP) is a planning and budgeting document to support our safe, healthy, and vibrant community through investment in public infrastructure throughout the City. The CIP includes projects to improve the City's streets, sidewalks, bikeways, and storm drainage; water system; parks and open space; cemeteries; and City buildings. Due to the fiscal crisis associated with the coronavirus pandemic, the near-term CIP budget minimizes City general funds and reflects reduced estimates for other funding sources. Funding for projects in Year 1 of the CIP is part of the City's annual budget process. Projects with funding in years 2-5 of the CIP are approved on a planning basis only. (More detail is in the attached CIP budget information.)

Total Funding Request by Project for Fiscal Year 2020/21 Capital Improvement Program

CIP #	Project Name	FY20/21 New Funding Request	Estimated Available Prior Funding	FY 20/21 Active Projects
TRANSPORTATION: *Keeping Sonoma Moving Safely*				
T-1	Chase Street Bridge Replacement Project	$1,781,422	$171,603	Construction in Summer 2021, pending of Federal grant funds
T-2	Fryer Creek Pedestrian & Bicycle Bridge Project	$501,000	$142,643	Proposed for construction Summer 2021
T-3	Bi-Annual Slurry Seal Projects	$198,609	$0	
T-4	Citywide Sidewalk Inspection & Repair Program	$55,000	$0	Annual program
T-5	Ongoing Pavement Rehabilitation & Water Services Replacement Projects	$0	$0	Shovel ready for Federal infrastructure funds
T-6	Citywide Roadway Safety Improvement Projects	$100,000	$0	Pending design
T-9	Citywide Bicycle & Pedestrian Improvement Projects	$30,000	$0	Pending design
	SUBTOTAL	***$2,666,031***		
CREEKS & DRAINAGE: *Reducing Flooding & Protecting Water Quality*				
CD-5	Depot Park First Street West Frontage Improvements	$0	$196,000	Construction Summer/Fall 2020
	SUBTOTAL	***$0***	***$0***	
WATER: *Providing High Quality, Dependable Water*				
W-6	Fire Flow Improvements - Upsizing Asbestos Cement (AC) & Unknown Material Pipelines	$0	$1,500,000	Construction in 2020/21
W-8	2020 Urban Water Management Plan & Minor Water Master Plan Update	$75,000	$0	Required in 2021
W-10	Water Meter System Upgrades	$0	$75,000	Work on Request for Proposals
	SUBTOTAL	***$75,000***		
PARKS: *Making Life Better*				
P-1	Plaza & Depot Park Enhancement and Connectivity Project	$60,000	$200,000	
P-2	Neighborhood Park Reinvestment & Maintenance Plan	$0	$25,000	
P-3	Sonoma Overlook Trail Maintenance & Rehabilitation Project	$0	$30,000	Trailhead signage
P-6	Montini Trail Connection & Enhancement Project	$0	$200,000	Trail concept plan, environmental, design
	SUBTOTAL	$60,000		
BUILDINGS & FACILITIES: *Maintaining Critical Assets*				
BF-6	Carnegie Building Improvements Project	$0	$312,700	Construction pending prior funds
	SUBTOTAL	***$0***		
	TOTAL CIP FOR FY 2020/21	***$2,801,031***		

Enterprise Funds

The City has two enterprise funds, Water Fund and Cemetery Fund. As "enterprise funds", the City operates and accounts for all funding separately from the General Fund in order to have the cost of providing the services financed or recovered primarily by user charges. Detailed budgets for FY 20/21 are included as attachments.

Unknown or Future Financial Opportunities

As always, there are unknowns and opportunities for additional expense reductions and revenue.

- Federal / State Assistance - The Federal Government has two bills in process that would provide stimulus / recovery funding to local governments. The City's federal lobbyist remains hopeful for some of this funding. The State of California is finalizing its budget and there is an opportunity for CARES funding for reimbursement of COVID-19 emergency response costs. This would be one-time funding and the amount is not known now.
- Employee / Contract Staff Concessions - The City is meeting with its work force to determine employee concessions. Fire and Police employee concessions may also occur.
- Cannabis Tax - The City Council has also approved a Cannabis Business Tax to be placed on the ballot in November. This could generate $200,000 in new revenue from a retail dispensary. The two final applicants are seeking sites now as the next step in the process and a final decision will be made in August.

Impacts of Budget Reductions

While the Proposed FY 20/21 Budget works to minimize service level impacts, with the proposed reductions there are still impacts as outlined below.

Increase Revenues, Funding Shifts, and Revenue Backfills

- Reduction of Fire/EMS Reserves for future needs.
- Small ongoing impact on garbage rates to backfill unfunded State mandate (SB 1383).
- Reduction of $25K in new parks spending from Measure M Parks (MOE exemption).

Reduce Infrastructure Investment

- General Fund is a small portion of the CIP but plays a role in infrastructure investment. Impacts include reductions in improvements to City facilities, roadway safety improvements, pavement rehabilitation, slurry seal (especially bike paths), and neighborhood park reinvestments.

Reduce contributions to Internal Service Funds

- All ISFs have already been impacted by reductions to help balance FY 19-20. 50% reductions to vehicle replacement and long-term building maintenance funds for FY 20-21 will delay replacements/projects but can be sustained. Further reductions not recommended. Extends time to replace vehicles, equipment and to do major building renovation. Can replenish in the future when possible.

Reduce Departmental Budgets

- Impacts on service levels provided by contracts, community service providers, community events and programs, as well as significant limitations on departmental non-staff spending. Reduction of three Police positions will have variety of impacts.

Reduce City Staff and Services

- Service impacts to be determined based on final decision regarding employee concessions/contributions.
- Level of service, responsiveness and time for new initiatives is tied to capacity of staff. The City has a small number of staff with limited ability to make reductions without reorganizations or impacts to core services.

Conclusion -- Setting a Course, Remaining Flexible.

These are unprecedented times in many ways, including for City budgeting. The size, scope, and duration of economic and financial impacts of the pandemic/response are difficult to predict. While there is no consensus on what the future will bring, our goal as an organization is to provide an informed assessment for use in making financial decisions, to communicate transparently with our community, and to adapt as needed to continue to serve our residents and business within available resources.

While it is important to set a course of action, it is equally important to be able to adjust along the way. More than ever before, budgeting is an ongoing process, with an increased frequency and emphasis on monitoring and modification. We have recommended a phased approach in order to remain flexible and anticipate that the budget will be a top priority for ongoing focus by both staff and Council for the coming twelve months.

Sonoma benefits from a history of fiscally conservative Council leadership and of community support for local revenues, which help to position the City of Sonoma to sustain the economic impacts of the COVID-19 pandemic. Many of the organizational improvements made in the past several years to our emergency preparedness capabilities, financial management systems, and community information channels have helped us greatly in managing the current crisis. We have a City workforce that is committed, responsive, and adaptable. While many challenges remain, Sonoma is well positioned to make its way along the winding road ahead.

Respectfully submitted,

Cathy Capriola, City Manager

City of Sonoma

RESOLUTION # _____ - 2020

A RESOLUTION OF THE CITY OF SONOMA AND THE SUCCESSOR AGENCY OF THE FORMER SONOMA COMMUNITY DEVELOPMENT AGENCY ADOPTING THE FISCAL YEAR (FY) 2020/21 CITY OF SONOMA OPERATING AND CAPITAL IMPROVEMENT BUDGET INCLUDING THE ESTABLISHMENT OF ONE NEW CITY GENERAL LEDGER FUND, WAIVING THE ANNUAL ALLOCATION TO THE PUBLIC ART FUND FOR THE FY 2020/21; APPROVING COMMUNITY FUND PROGRAMMING AND "HERITAGE AND COMMUNITY EVENT" FEE WAIVERS IF GATHERINGS ARE ALLOWED PER PUBLIC HEALTH ORDERS; AUTHORIZING FY 2019/20 YEAR-END BUDGET ADJUSTMENTS TO ALIGN THE BUDGET AND ESTIMATED ACTUALS FOR FY 2019/20 WITH NO INCREASE TO FUND APPROPRIATIONS; AUTHORIZING CAPITAL PROJECT FUNDS APPROPRIATED AND UNSPENT IN FY 2019/20 TO BE ROLLED INTO THE FY 2020/21 BUDGET; AUTHORIZING THE CITY MANAGER, OR HER DESIGNEE TO EXECUTE TASK ORDERS FOR CITY ENGINEERING SERVICES WITH CIP CONSULTANTS; AND AUTHORIZING POSITION ALLOCATIONS FOR FY 2020/21

WHEREAS, the City Manager submitted a preliminary one-year Operating Budget to the City Council at a budget work session on June 22, 2020; and

WHEREAS, the City Council of the City of Sonoma has reviewed the proposed final Operating Budget for FY 2020/21 and Capital Improvement Program for FY 2020/21 and has held a public meeting prior to adoption of the final budgets; and

WHEREAS, the City Manager's Budget Message provides an executive summary of the proposed budget; and

WHEREAS, the City Council, in keeping with its desire to encourage the development of public art within the City, adopted Ordinance No. 04-2009 establishing a Public Art Program in the City of Sonoma on April 1, 2009. The ordinance established funding mechanisms which included a contribution to the Public Art Fund of 1% of the project valuation costs in excess of $250,000 for public development projects and an annual City allocation equal to one-quarter of one percent of the City of Sonoma's budgeted general fund expenditures; and

WHEREAS, the ordinance included a provision allowing the City Council to waive or reduce the annual allocation if the City's financial situation did not allow for the funding to be set aside. Said waiver was to be adopted by a resolution setting forth findings for the waiver; and

WHEREAS, due to the financial impacts of the Coronavirus Pandemic and associated budget reductions the City lacks sufficient operating funds in Fiscal Year 2020/21 for a transfer to the Public Art Fund; and

WHEREAS, Government Code 29125 allows for the transfers and revisions to the adopted appropriations made by an action adopted at a regular or special City Council meeting, and such transfers and revisions will not increase fund appropriations, and year end budget adjustments are necessary to better reflect estimated actuals at year end; and

WHEREAS, the City Council also desires to accommodate a process for the carryover of unspent Fiscal Year 2019/20 capital project funds where work and expenditures will continue in Fiscal Year 2020/21.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Sonoma that the total Operating and Capital Budget of $30,767,141 which includes the total Capital Improvement Fund Budget of $2,801,031 submitted by the City Manager as set forth in Exhibit "A" which is attached hereto and by this reference made a part hereof is hereby adopted as the total operating and capital budget of the City of Sonoma for FY 2020/21.

BE IT FURTHER RESOLVED, that the City will establish one new Special Revenue General Ledger fund; Fund 630 for the receipt of restricted state, local, and federal grants.

BE IT FURTHER RESOLVED, that year-end budget adjustments are authorized to align the budget and estimated actuals for FY 2019/20 with no increase to fund appropriations.

BE IT FURTHER RESOLVED, that the FY 2020/21 Capital Improvement Plan is approved in accordance with the CIP Plan Funding attached as Exhibit "B" and incorporated into the FY 2020/21 Operating and Capital Budget for the City of Sonoma including continuing appropriations (carryovers) from FY 2019/20.

BE IT FURTHER RESOLVED, that the Capital Project Funds Appropriated and Unspent in FY 2019/20 (estimated at $3,110,163) will be rolled into the FY 2020/21 Capital Improvement Plan Budget.

BE IT FURTHER RESOLVED, that the City Manager, or her designee, is authorized to execute task orders for City Engineering Services with GHD, Inc. and any future selected contract engineering firms, consistent with the FY 2020/21 Operating and Capital Budget for the City of Sonoma.

BE IT FURTHER RESOLVED, that the Position Allocations for FY 2020/21 are authorized in accordance with the Summary of Staffing and Positions attached as Exhibit "C".

BE IT FURTHER RESOLVED, by the City Council of the City of Sonoma that based on the following findings, the annual allocation equal to one-quarter of one percent of the budgeted general fund expenditures to the Public Art Fund is hereby waived for FY 2020/21. Due to the financial impacts of the Coronavirus Pandemic and associated budget reductions the City lacks sufficient operating funds in Fiscal Year 2020/21 for a transfer to the Public Art Fund. Public Art funding does not fall within the City's priority for maintaining its core services.

PASSED AND ADOPTED by the City Council of the City of Sonoma at their regular meeting held on the 29th day of June 2020 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Logan Harvey, Mayor

ATTEST:

_____
Rebekah Barr, MMC, City Clerk

EXHIBIT A

FY 2020/2021

Operating Budget & Capital Budget for the City of Sonoma

Attachments

A – All Funds Revenue Overview FY 20/21

B -- FY 20/21 Operating & Capital Budget Fund View By Expense

C – General Fund Budget – Revenues & Expenditures

D – Water Utility Fund

E – Cemetery Fund

ATTACHMENT A

ALL FUNDS REVENUE OVERVIEW FY 20/21

Revenue Category	FY20/21 Budget
GENERAL FUND:	
Property Taxes	$4,527,641
Sales Tax	$2,910,475
Measure U -Local Sales Tax	$2,112,852
Transient Occupancy Tax	$2,245,436
EMS Charges	$1,980,000
Fees and Charges For Services	$698,796
Franchise Taxes	$511,020
Business License Taxes	$408,907
Other Revenues	$478,209
Transfers	$1,372,941
General Fund Subtotal	$17,246,277
Special Projects Reserve Transfer	$0
Total General Fund	**$17,246,277**
ENTERPRISE FUNDS:	
Water Utility Operating (510)	$5,670,398
Water Utility - Cap Projects (512)	$77,750
Cemetery (501)	$340,353
SPECIAL REVENUE FUNDS:	
C.O.P.S. Grant (217)	$100,000
Gas Tax (302)	$280,879
SB-1 Road Maintenance (303)	$199,809
Measure M (313)	$80,600
Parks-In-Lieu/Quimby Act (314)	$520,000
Parks Measure M (315)	$95,000
Parks-Proposition 68 (316)	$200,000
Intergovernmental Trans IGT (796)	$804,000
Cemetery Endowment (504)	$40,620
INTERNAL SERVICE FUNDS:	
MIS (601)	$209,564
Vehicle Replacement (603)	$287,899
LTBM (610)	$330,247
DEBT SERVICE FUNDS:	
CREBS (495)	$41,749
POB (498)	$412,300
AGENCY FUNDS:	
Successor Agency Admin (In General Fund)	
Successor Agency RPPTF-ROPS (391)	$3,358,048
CAPITAL PROJECTS:	
Street/Transportation/Drainage (301)	$77,000
Parks & Facilities (304)	$100,000
TOTAL:	**$30,472,493**

ATTACHMENT B

CITY OF SONOMA / SUCCESSOR AGENCY
FY 20/21 OPERATING AND CAPITAL BUDGET
FUND VIEW BY EXPENSE

Expenditure Category	FY 20/21 Budget	Expenditure Category	FY 20/21 Budget
GENERAL FUND:		**SPECIAL REVENUE FUNDS:**	
City Council (41001)	$130,213	C.O.P.S. Grant (217)	$100,000
City Clerk (41002)	$294,501	Gas Tax (302)	$301,615
City Manager (41003)	$632,790	SB-1 Road Maintenance (303)	$198,609
Finance (41004)	$786,427	Transportation Measure M (313)	$80,000
Legal Services (41005)	$478,220	Parks-in-Lieu/Quimby Act (314)	$32,755
Police (42101)	$5,360,557	Parks Measure M (315)	$35,000
Fire/EMS (42201)	$5,991,194	Parks-Proposition 68 (316)	$200,000
Public Works Admin (43020)	$400,719	Cemetery Endowment (504)	$50,000
Public Works Streets (43022)	$913,356	Inter-Govt Transfer IGT (796)	$500,000
Public Works Parks (43023)	$968,609	**INTERNAL SERVICE FUNDS:**	
Planning (43030)	$857,835	MIS (601)	$338,345
Building (43040)	$648,218	Vehicle Replacement (603)	$35,000
Community Activities (43101)	$600,954	LT Building Maintenance (610)	$269,000
Successor Agency (43199)	$75,000	**DEBT SERVICE FUNDS:**	
Non-Departmental (43200)	$707,523	CREBS (495)	$41,749
Subtotal General Fund	**$18,846,116**	POB (498)	$412,300
General Fund Transfer Out (43999)	$459,049	**AGENCY FUNDS:**	
Total General Fund	$19,305,165	Successor Agency Admin (100)	In Gen Fund
CAPITAL PROJECTS:		Successor Agency ROPS (391)	$2,728,384
Streets/Transp/Drainage Capital Projs (301)	$5,000	Housing Trust (732)	$50,000
Water Utility - Capital Projects (512)	$75,000	SVFRA Contract (798)	$70,000
Parks & Facilities Capital Projects (304)	$60,000	**TOTAL ALL EXPENSES**	$30,767,141
ENTERPRISE FUNDS:			
Water Utility Operating (510)	$5,543,448		
Cemetery (501)	$335,772		

ATTACHMENT C
GENERAL FUND BUDGET -- REVENUES AND EXPENSES

Description	FY 17-18 Actuals	FY 18-19 Budget	FY 18-19 Projected Actuals	FY 19/20 Adopted Budget	FY 19/20 Amended Budget	FY 19/20 Projected Actuals	FY 20/21 Proposed Budget
REVENUES							
Property Taxes	$ 3,786,702	$ 3,903,200	$ 4,235,814	$ 4,297,336	$ 4,297,336	$ 4,297,336	$ 4,527,641
Sales & Use Taxes	$ 3,051,966	$ 3,016,598	$ 3,220,333	$ 3,315,762	$ 2,931,508	$ 2,931,508	$ 2,789,128
Measure J/U Local Sales Tax	$ 2,362,760	$ 2,377,698	$ 2,588,045	$ 2,581,438	$ 2,257,000	$ 2,257,000	$ 2,112,852
Sales Tax - Public Safety	$ 131,749	$ 135,300	$ 141,044	$ 146,600	$ 146,600	$ 127,542	$ 121,347
Sales Tax - County Parks - Cit	$ -	$ 29,653	$ -	$ -	$ -	$ -	
Fees	$ 595,081	$ 911,366	$ 600,340	$ 737,176	$ 734,586	$ 544,506	$ 587,028
Transient Occupancy Tax (TOT)	$ 3,637,856	$ 4,135,691	$ 3,993,600	$ 4,819,277	$ 3,209,046	$ 3,209,046	$ 2,245,436
Franchise Tax	$ 499,398	$ 514,080	$ 409,047	$ 524,362	$ 524,362	$ 501,000	$ 511,020
Business License Tax	$ 429,767	$ 450,000	$ 404,858	$ 454,500	$ 454,500	$ 340,000	$ 408,907
Real Property Transfer Tax	$ 172,510	$ 158,505	$ 139,232	$ 154,000	$ 154,000	$ 120,132	$ 157,080
Licenses & Permits	$ 39,425	$ 44,223	$ 62,130	$ 47,662	$ 47,662	$ 40,613	$ 48,450
Fines & Forfeitures	$ 95,699	$ 101,640	$ 84,376	$ 142,587	$ 142,587	$ 63,586	$ 61,875
Rents	$ 102,240	$ 111,465	$ 114,551	$ 109,950	$ 109,950	$ 65,472	$ 77,304
Grants	$ (1,031)	$ -	$ -	$ 22,533	$ 22,533	$ 34,533	$ -
State Grants & Other Revenues	$ 19,000	$ 109,409	$ 163,552	$ -	$ -	$ -	$ -
Charges For Services	$ 318,573	$ 329,345	$ 312,792	$ 354,714	$ 354,714	$ 250,000	$ 111,768
EMS	$ 1,787,090	$ 1,837,700	$ 1,573,302	$ 1,568,454	$ 1,749,454	$ 1,750,000	$ 1,980,000
Miscellaneous	$ 30,920	$ 5,000	$ 7,992	$ 5,025	$ 5,025	$ 30,000	$ 45,000
Transfers	$ 343,482	$ 852,063	$ 852,062	$ 1,138,995	$ 1,445,490	$ 1,445,490	$ 1,372,941
Transfer from Reserves	$ -	$ 731,920	$ -	$ 473,450	$ 473,450		$ -
Other Revenues	$ 36,557	$ 32,500	$ 44,576	$ 32,500	$ 32,500	$ 36,767	$ 32,500
Interest Revenue	$ 89,901	$ 45,265	$ 216,171	$ 46,400	$ 46,400	$ 56,000	$ 56,000
Proceeds from Issuance of Debt	$ 250,000	$ -	$ -		$ -	$ -	$ -
Total Revenue	**$ 17,779,645**	**$ 19,832,621**	**$ 19,163,817**	**$ 20,972,721**	**$ 19,138,703**	**$ 18,100,531**	**$ 17,246,277**
EXPENSES							
Salary & Wages	$ 2,409,240	$ 2,623,732	$ 2,622,167	$ 3,040,030	$ 3,040,030	$ 3,075,893	$ 3,166,568
Employee Benefits	$ 674,949	$ 852,793	$ 779,160	$ 953,399	$ 953,399	$ 958,868	$ 997,712
PERS UAL	$ 576,158	$ 759,960	$ 760,046	$ 923,280	$ 923,280	$ 923,280	$ 1,070,111
Professional Services	$ 816,326	$ 1,481,142	$ 1,257,554	$ 1,016,745	$ 971,945	$ 936,445	$ 829,678
Sheriff Contract	$ 4,234,284	$ 4,549,731	$ 4,523,125	$ 4,642,010	$ 4,642,010	$ 4,526,010	$ 4,529,301
SVFRA Contract	$ 5,168,895	$ 5,255,042	$ 5,255,042	$ 5,471,368	$ 5,471,368	$ 5,500,368	$ 5,377,311
Property Services	$ 1,014,343	$ 1,345,242	$ 1,168,930	$ 1,363,670	$ 1,355,037	$ 1,325,488	$ 1,510,856
Operations	$ 881,402	$ 859,912	$ 880,764	$ 933,013	$ 1,033,013	$ 850,000	$ 638,536
Supplies	$ 221,898	$ 187,450	$ 190,690	$ 241,790	$ 256,790	$ 235,000	$ 179,440
Software & Equipment	$ 11,481	$ 20,000	$ 13,282	$ 43,500	$ 334,994	$ 310,529	$ 12,200
Internal Service & Capital Prj	$ 743,315	$ 704,171	$ 709,162	$ 682,087	$ 720,272	$ -	$ 466,221
Transfers Out - CIP	$ -	$ 579,620	$ 579,620	$ 578,877	$ 578,877	$ 175,000	$ 5,000
Transfers	$ 431,511	$ 477,415	$ 478,849	$ 522,431	$ 484,249	$ 454,249	$ 454,049
Debt Service	$ 68,182	$ 68,181	$ 68,181	$ -	$ 68,182	$ 68,182	$ 68,182
Total Expense	**$ 17,251,984**	**$ 19,764,391**	**$ 19,286,572**	**$ 20,412,200**	**$ 20,833,446**	**$ 19,339,312**	**$ 19,305,165**
Excess (Deficiency) of Revenue over Expense; USE OF RESERVES	**$ 527,661**	**$ 68,230**	**$ (122,755)**	**$ 560,521**	**$ (1,694,743)**	**$ (1,238,781)**	**$ (2,058,888)**

ATTACHMENT D

Public Works Department

Water Utility (Fund 510)

Colleen Ferguson, Public Works Director/City Engineer

Providing High Quality, Dependable Water! Residents, visitors and businesses in Sonoma count on the City to deliver high quality, dependable water for a variety of community needs including consumption, irrigation and fire protection. The Water Utility is funded through the Water Enterprise Fund. The City's water sources come from the Sonoma County Water Agency (Sonoma Water) Aqueduct and wells. The City's water system is a complex system of gravity, pumps, pipes, and tanks to distribute water to residences and businesses. The City operates and maintains 4,404 water service connections/meters, 1,437 valves, 476 fire hydrants, six water tanks, eight wells, two booster pump stations, and 58 miles of underground water main pipes. Last year, over 574 million gallons of water were delivered to customers. The Water Utility'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.

Although most of the City's water is from the Sonoma Water Aqueduct, the City's wells are a critical local water source during emergencies and provide cost-effective water for the community. In 2017, the City joined the Sonoma Valley Groundwater Sustainability Agency (SV GSA). The purpose of the SVGSA is to secure groundwater sustainability for the Sonoma Valley groundwater basin. The City's cost to participate in the SVGSA in Fiscal Year 2019-20 was $25,000, and will remain the same for fiscal year 2020-21.

510 - Water Utility Fund

REVENUES	FY 17/18 Actuals	FY 18/19 Unaudited Actuals	FY 19/20 Adopted Budget	FY 19/20 Amended Budget	FY 19/20 Projected Actuals*	FY 20/21 Proposed Budget
Licenses & Permits	$30,023	$20,189	$54,000	$54,000	$3,500	$15,000
Water Fees	$4,911,442	$4,938,515	$5,249,139	$5,249,139	$5,434,726	$5,576,398
Charges Services / Concessions	$93,984	$68,874	$47,000	$47,000	$39,141	$49,000
Other Revenue	$2,262,346	$8,574	$0	$0	$0	$0
Interest Revenue	$22,106	$30,000	$30,000	$30,000	$30,000	$30,000
Revenue Total	**$7,319,902**	**$5,066,151**	**$5,380,139**	**$5,380,139**	**$5,507,368**	**$5,670,398**
EXPENDITURES						
Salary & Wages	$844,201	$636,797	$657,294	$657,294	$565,369	$714,039
Employee Benefits	$338,039	$236,751	$306,205	$306,205	$301,169	$344,532
Professional Services	$298,523	$158,012	$340,840	$340,840	$132,521	$337,840
Property Services	$59,050	$101,534	$122,456	$145,839	$117,509	$160,468
Operations	$313,132	$238,168	$214,365	$214,365	$140,043	$191,615
Supplies	$2,014,642	$1,905,727	$2,131,900	$2,131,900	$2,206,752	$2,378,719
Software & Equipment	$4,752	$4,752	$11,252	$11,252	$5,000	$6,252
Internal Services	$705,066	$626,628	$613,981	$613,981	$676,208	$635,934
Transfers out - CIP	$2,864,083	$0	$1,555,680	$1,555,680	$0	$0
Transfers	$303,694	$615,042	$593,995	$593,995	$593,995	$651,328
Debt Service	$50,798	$123,653	$123,652	$123,652	$120,728	$119,553
Expense Total	**$7,795,980**	**$4,647,063**	**$6,671,620**	**$6,695,003**	**$4,859,293**	**$5,540,280**

***Unaudited**

ATTACHMENT E

Public Works Department

Cemetery (Fund 501)

Colleen Ferguson, Public Works Director/City Engineer

The **Cemetery program** is funded by the Cemetery Enterprise Fund. There are three cemeteries, including: Mountain, Veterans, and Valley cemeteries, encompassing over 15 usable acres. Operations and maintenance responsibilities include burial, inurnment preparation and coordination, cemetery improvements, tree hazard assessment and abatement, grounds maintenance, mausoleum maintenance, road maintenance, and vandalism abatement. In prior years, the Cemetery Fund's budget showed expenses exceeding revenues, so the City's General Fund made transfers to the Cemetery Fund to balance the budget.

CHALLENGES:

The primary challenge for cemeteries is the lack of available space for additional burials. Another challenge is the condition of the City's cemeteries degrade, which results in the need for additional maintenance every year. City staff resources for cemetery maintenance is limited to one maintenance worker, with some assistance by other Public Works staff. All cemeteries are constrained financially.

501 - Cemetery

REVENUES	FY 17/18 Actuals	FY 18/19 Projected Actuals*	FY 19/20 Adopted Budget	FY 19/20 Amended Budget	FY 19/20 Projected Actuals*	FY 20/21 Proposed Budget
Cemetery Revenue	$115,730	$133,745	$135,000	$135,000	$103,230	$135,000
Other Revenue	$188,772	$92,159	$115,000	$115,000	$77,957	$115,000
Transfers In	$35,678	$87,980	$117,980	$87,980	$87,980	$89,903
Interest Revenue	$463	$443	$50	$50	$450	$450
Revenue Total	**$340,643**	**$314,327**	**$368,030**	**$338,030**	**$269,617**	**$340,353**
EXPENDITURES						
Salary & Wages	$129,482	$139,326	$138,383	$138,383	$138,955	$153,352
Employee Benefits	$52,104	$60,701	$68,095	$68,095	$71,321	$79,133
Professional Services	$20,348	$28,504	$25,000	$25,000	$15,346	$25,000
Property Services	$33,922	$37,890	$80,039	$85,488	$41,949	$49,186
Operations	$7,954	$4,509	$11,450	$11,450	$9,781	$11,450
Supplies	$6,407	$9,217	$8,500	$8,500	$5,794	$8,500
Internal Services	$6,130	$3,280	$3,541	$3,541	$3,541	$9,151
Transfers Out	$7,514	$0	$0	$0	$0	$0
Expense Total	**$263,861**	**$283,426**	**$335,008**	**$335,008**	**$286,687**	**$335,772**

***Unaudited**

City of Sonoma 2020-2025 Capital Improvement Program

The Capital Improvement Program (CIP) is a planning and budgeting document to support our safe, healthy, and vibrant community through investment in public infrastructure throughout the City. The CIP includes projects to improve the City's streets, sidewalks, bikeways, and storm drainage; water system; parks and open space; cemeteries; and City buildings. Due to the fiscal crisis associated with the coronavirus pandemic, the near-term CIP budget minimizes City general funds and reflects reduced estimates for other funding sources. Funding for projects in Year 1 of the CIP is part of the City's annual budget process. Projects with funding in years 2-5 of the CIP are approved on a planning basis only. City staff works with two on-call consulting engineering firms, GHD Inc. and Moe Engineering, and other consultants as needed, to deliver the City's projects. Extending GHD's and Moe Engineering's contracts for engineering services through Fiscal Year 2020-21 and authorizing the City Manager or her designee to execute task orders under this contract consistent with the 2020-21 budget is recommended to provide staff with necessary resources to deliver the City's projects.

TRANSPORTATION: *Keeping Sonoma Moving Safely*

The City's transportation network provides the connection between different land uses, linking homes to shopping, jobs, and recreation. An efficient and integrated transportation system enables Sonoma residents to combine the benefits of small-town living with the job and recreation opportunities afforded by easy access to Sonoma Valley, Santa Rosa, Marin County, and San Francisco. The CIP proposes safety improvements, replacement of a degraded bridge, construction of a new pedestrian and bicycle bridge, and sidewalk repairs.

CREEKS & DRAINAGE: *Reducing Flooding & Protecting Water Quality*

Three creeks flow through the City: Nathanson Creek, Sonoma Creek, and Fryer Creek. Catch basins, roadside ditches, and storm drainage piping collect and convey storm water runoff to these creeks. CIP projects can protect local creeks and the bay from pollutants associated with storm water runoff, and can provide flood prevention for the City's transportation network, residents, and businesses. The ongoing challenge for storm water projects is complying with the stringent and costly State and Federal mandates that are largely unfunded.

WATER: *Providing High Quality, Dependable Water*

Residents, visitors, and businesses in Sonoma count on the City to deliver high quality, dependable water. The potable water system is critical infrastructure that provide water for a variety of community needs including consumption, irrigation, and fire protection. The CIP is based on the projects identified in the 2018 Water Master Plan Update to achieve supply reliability, well resilience, public safety, and cost-effective renewal and replacement of aging system components.

PARKS: *Making Life Better*

The City's 17 parks encompass nearly 40 acres, nine play structures, two public restrooms, Class I bike trails, hiking trails, a duck pond, and a rose garden. The City also manages the Montini Preserve and the Sonoma Overlook Trail. The Plaza Park is the heart of Sonoma. The CIP includes "Parks for All" Measure M funds for Plaza and Depot parks.

BUILDINGS & FACILITIES: *Maintaining Critical Assets*

The City maintains over 48,000 square feet of building space in eight facilities: City Hall, Carnegie Building, Police Building/City Council Chambers/Emergency Operations Center, Corporation Yard, Fire Station, Sonoma Valley Regional Library, Depot Park Restrooms, and Maysonnave Property. The Sonoma community relies on the City to maintain these assets that are vital to the operation of the City.

CEMETERY: *Preserving Sonoma's History*

The City owns, maintains, and operates three cemetery properties, including: Mountain Cemetery, Valley Cemetery, and Veterans' Cemetery. The cemeteries encompass over 15 usable acres and actively provide the service of final disposition for our citizens' remains. This CIP does not include any cemetery projects.

Total Funding Request by Project for Fiscal Year 2020/21 Capital Improvement Program

CIP #	Project Name	FY 20/21 New Funding Request	Estimated Available Prior Funding	FY 20/21 Active Projects
TRANSPORTATION: *Keeping Sonoma Moving Safely*				
T-1	Chase Street Bridge Replacement Project	$1,781,422	$171,603	Construction in Summer 2021, pending availability of Federal grant funds
T-2	Fryer Creek Pedestrian & Bicycle Bridge Project	$501,000	$142,643	Proposed for construction Summer 2021
T-3	Bi-Annual Slurry Seal Projects	$198,609	$0	
T-4	Citywide Sidewalk Inspection & Repair Program	$55,000	$0	Annual program
T-5	Ongoing Pavement Rehabilitation & Water Services Replacement Projects	$0	$0	Shovel ready for Federal infrastructure funds
T-6	Citywide Roadway Safety Improvement Projects	$100,000	$0	Pending design
T-9	Citywide Bicycle & Pedestrian Improvement Projects	$30,000	$0	Pending design
	SUBTOTAL	***$2,666,031***		
CREEKS & DRAINAGE: *Reducing Flooding & Protecting Water Quality*				
CD-5	Depot Park First Street West Frontage Improvements	$0	$196,000	Construction in Summer/Fall 2020
	SUBTOTAL	***$0***		
WATER: *Providing High Quality, Dependable Water*				
W-6	Fire Flow Improvements - Upsizing Asbestos Cement (AC) and Unknown Material Pipelines	$0	$1,500,000	Construction in 2020/21
W-8	2020 Urban Water Management Plan & Minor Water Master Plan Update	$75,000	$0	Required in 2021
W-10	Water Meter System Upgrades	$0	$75,000	Work on Request for Proposals
	SUBTOTAL	***$75,000***		
PARKS: *Making Life Better*				
P-1	Plaza & Depot Parks Enhancement & Connectivity Project	$60,000	$200,000	
P-2	Neighborhood Parks Reinvestment & Maintenance Plan	$0	$25,000	
P-3	Sonoma Overlook Trail Maintenance & Rehabilitation Project	$0	$30,000	Trailhead signage
P-6	Montini Trail Connection & Enhancement Project	$0	$200,000	Trail concept plan, environmental, design
	SUBTOTAL	***$60,000***		
BUILDINGS & FACILITIES: *Maintaining Critical Assets*				
BF-6	Carnegie Building Improvements Project	$0	$312,700	Construction pending with prior funds
	SUBTOTAL	***$0***		
	TOTAL CIP FOR FY 2020/21	***$2,801,031***		

Projected Funding Request by Source for 2020-2025 Capital Improvement Program

Funding Type	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25	5-Year TOTAL
TRANSPORTATION: *Keeping Sonoma Moving Safely*						
General Fund	$5,000	$50,000	$295,000	$275,000	$270,000	$895,000
Quimby Act	$0	$0	$0	$0	$0	$0
Gas Tax	$279,679	$200,000	$245,000	$250,000	$330,000	$1,304,679
RMRA: SB 1	$198,609	$190,000	$190,000	$190,000	$190,000	$958,609
Transportation Measure M	$80,000	$0	$190,000	$0	$150,000	$420,000
Grant Funds	$2,102,743	$0	$0	$0	$0	$2,102,743
Unfunded	$0	$0	$0	$1,100,000	$0	$1,100,000
SUBTOTAL	***$2,666,031***	***$440,000***	***$920,000***	***$1,815,000***	***$940,000***	***$6,781,031***
CREEKS & DRAINAGE: *Reducing Flooding & Protecting Water Quality*						
General Fund	$0	$200,000	$158,400	$98,400	$98,400	$555,200
Quimby Act	$0	TBD	TBD	TBD	TBD	$0
Gas Tax	$0	TBD	TBD	TBD	TBD	$0
Unfunded	$0	$0	$4,180,000	$0	$0	$4,180,000
SUBTOTAL	***$0***	***$200,000***	***$4,338,400***	***$98,400***	***$98,400***	***$4,735,200***
WATER: *Providing High Quality, Dependable Water*						
Water Fund	$75,000	$2,068,000	$1,365,000	$1,193,000	$1,440,000	$6,141,000
SUBTOTAL	***$75,000***	***$2,068,000***	***$1,365,000***	***$1,193,000***	***$1,440,000***	***$6,141,000***
PARKS: *Making Life Better*						
Quimby Act	$0		$0	$0	$0	$0
Proposition 68	$0	$0	$0	$0	$0	$0
Parks Measure M	$60,000	$60,000	$60,000	$60,000	$60,000	$300,000
Grant Funds	$0	$0	$0	$0	$0	$0
Unfunded	$0	$200,000	$0	$0	$0	$200,000
SUBTOTAL	***$60,000***	***$260,000***	***$60,000***	***$60,000***	***$60,000***	***$500,000***
BUILDINGS & FACILITIES: *Maintaining Critical Assets*						
General Fund	$0	$190,000	$100,000	$0	$0	$290,000
General Fund Designated (e.g. LTBM, IGT)	$0	$29,500	$186,000	$0	$0	$215,500
Water Fund	$0	$20,000	$100,000	$0	$0	$120,000
SUBTOTAL	***$0***	***$239,500***	***$386,000***	***$0***	***$0***	***$625,500***
TOTAL 2020-2025 CIP	***$2,801,031***	***$3,207,500***	***$7,069,400***	***$3,166,400***	***$2,538,400***	***$18,782,731***

City of Sonoma
Capital Improvement Program
Funding Sources

Funding Source	Revenue Source	Restricted Uses	Maintenance of Effort (MOE) or Local Match?
General Fund	General taxes and fees	Unrestricted	No
Measure M Traffic Relief Act for Sonoma County	County-wide 1/4 cent sales tax for transportation. Ends in 2025 unless reapproved by the voters.	Maintenance of local streets and roads	Yes, MOE. 6.33% of local fund expenditures must be for transportation purposes. City is not currently meeting the MOE.
Gas Taxes	Revenue allocated by the State	Any street or road purpose. It is best practice to focus on maintenance and rehabilitation costs only.	No
Road Maintenance and Rehabilitation Account (RMRA): Senate Bill [SB] 1	Revenue allocated by the State	Road maintenance and rehabilitation, safety projects, "complete street" components, and traffic control devices	Yes, MOE. Must spend at least $250,663 of General Fund annually for street, road, and highway purposes. City is not proposing to meet the MOE in FY20-21.
Water Fund	City water customers	Water system operations, maintenance, and infrastructure	No
Community Development Block Grant (CDBG)	Federal Housing and Urban Development through County of Sonoma	ADA Self-Evaluation, Transition Plan, and Implementation Project	Yes, local match of $20,000 of General Fund.
Proposition 68: California Parks, Environment, and Water Bond	Per Capita Grant Program	Local park rehabilitation, creation and improvement	Yes, MOE. Generally, the City is required to not reduce the amount of funding otherwise available to be spent on parks based on the past three fiscal years.
Sonoma County Parks Improvement, Water Quality and Fire Safety Measure M	County-wide 1/8 cent sales tax for parks	Parks related maintenance and projects	Yes, MOE. City is not proposing to meet the MOE in FY20-21.
Quimby Act Funds	Development fees for park improvements	New and rehabilitation of existing parks and recreational facilities	No. Fees must be returned if not "committed" within 5 years.

Breakdown of Projected Funding by Project and Source for Fiscal Year 2020/21 Capital Improvement Program

CIP #	Project Name	General Fund 301-50000 Gen. 304-50000 P&F	General Fund Designated (e.g. LTBM, IGT)	Quimby Act 314-50000	Gas Tax 302-51001	RMRA: SB1 303-50000	Trans. Measure M 313-54000	Proposition 68 316-54000	Parks Measure M 315-54000	Water Fund 512-62001	Grant Funds	PROJECT TOTAL
TRANSPORTATION: *Keeping Sonoma Moving Safely*												
T-1	Chase Street Bridge Replacement Project	$0	N/A	N/A	$99,679	$0	$80,000	N/A	N/A	N/A	$1,601,743	$1,781,422
T-2	Fryer Creek Pedestrian & Bicycle Bridge Project	$0	N/A	$0	$0	$0	$0	N/A	N/A	N/A	$501,000	$501,000
T-3	Bi-Annual Slurry Seal Projects	$0	N/A	N/A	$0	$198,609	$0	N/A	N/A	N/A	$0	$198,609
T-4	Citywide Sidewalk Inspection & Repair Program	$5,000	N/A	N/A	$50,000	$0	$0	N/A	N/A	N/A	$0	$55,000
T-5	Ongoing Pavement Rehabilitation & Water Services Replacement Projects	$0	N/A	N/A	$0	$0	$0	N/A	N/A	See CIP #W-4	$0	$0
T-6	Citywide Roadway Safety Improvement Projects	$0	N/A	N/A	$100,000	$0	$0	N/A	N/A	N/A	$0	$100,000
T-7	Broadway (SR 12) Streetscape Enhancements & Traffic Circulation Project	$0	N/A	N/A	$0	$0	$0	N/A	N/A	N/A	$0	$0
T-8	Downtown Sonoma Parking Strategy & Implementation Project	$0	N/A	N/A	$0	$0	$0	N/A	N/A	N/A	$0	$0
T-9	Citywide Bicycle & Pedestrian Improvement Projects	$0	N/A	N/A	$30,000	$0	$0	N/A	N/A	N/A	$0	$30,000
	SUBTOTAL	***$5,000***	***$0***	***$0***	***$279,679***	***$198,609***	***$80,000***	***$0***	***$0***	***$0***	***$2,102,743***	***$2,666,031***
CREEKS & DRAINAGE: *Reducing Flooding & Protecting Water Quality*												
CD-1	Storm Water Trash Reduction Systems	$0	N/A	N/A	$0	N/A	N/A	N/A	N/A	N/A	$0	$0
CD-2	Brazil Street Neighborhood Drainage Improvements	$0	N/A	N/A	$0	N/A	N/A	N/A	N/A	N/A	$0	$0
CD-3	Broadway & Leveroni Road Flood Reduction & Trash Capture Project	$0	N/A	N/A	$0	N/A	N/A	N/A	N/A	N/A	$0	$0
CD-4	Olsen Park Detention & Trash Capture	$0	N/A	N/A	$0	N/A	N/A	N/A	N/A	N/A	$0	$0
CD-5	Depot Park First Street West Frontage Improvements	$0	N/A	$0	$0	N/A	N/A	N/A	N/A	N/A	$0	$0
	SUBTOTAL	***$0***	***$0***	***$0***	***$0***	***$0***	***$0***	***$0***	***$0***	***$0***	***$0***	***$0***
WATER: *Providing High Quality, Dependable Water*												
W-1	Water System Condition Data - Phase 1	$0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	$0	$0	$0
W-2	Water System Condition Data - Phase 2	$0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	$0	$0	$0
W-3	Renewal & Replacement of Existing Pipelines	$0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	$0	$0	$0
W-4	Replacement of Water Services with Pavement Rehabilitation Projects	$0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	$0	$0	$0
W-5	Condition Assessment of Aging Water Distribution Pipes	$0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	$0	$0	$0
W-6	Fire Flow Improvements - Upsizing Asbestos Cement (AC) and Unknown Material Pipelines	$0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	$0	$0	$0
W-8	2020 Urban Water Management Plan & Minor Water Master Plan Update	$0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	$75,000	$0	$75,000
W-10	Water Meter System Upgrades	$0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	$0	$0	$0
	SUBTOTAL	***$0***	***$0***	***$0***	***$0***	***$0***	***$0***	***$0***	***$0***	***$75,000***	***$0***	***$75,000***
PARKS: *Making Life Better*												
P-1	Plaza & Depot Parks Enhancement & Connectivity Project	$0	N/A	$0	$0	N/A	N/A	$0	$60,000	N/A	$0	$60,000
P-2	Neighborhood Parks Reinvestment & Maintenance Plan	$0	N/A	N/A	$0	N/A	N/A	$0	$0	N/A	$0	$0

CIP #	Project Name	General Fund 301-50000 Gen. 304-50000 P&F	General Fund Designated (e.g. LTBM, IGT)	Quimby Act 314-50000	Gas Tax 302-51001	RMRA: SB1 303-50000	Trans. Measure M 313-54000	Proposition 68 316-54000	Parks Measure M 315-54000	Water Fund 512-62001	Grant Funds	PROJECT TOTAL
P-3	Sonoma Overlook Trail Maintenance & Rehabilitation Project	$0	N/A	$0	$0	N/A	N/A	$0	$0	N/A	$0	$0
P-6	Montini Trail Connection & Enhancement Project	$0	N/A	$0	$0	N/A	N/A	$0	$0	N/A	$0	$0
	SUBTOTAL	***$0***	***$0***	***$0***	***$0***	***$0***	***$0***	***$0***	***$60,000***	***$0***	***$0***	***$60,000***
BUILDINGS & FACILITIES: *Maintaining Critical Assets*												
BF-1	ADA Self-Evaluation and Implementation Project	$0	$0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	$0	$0
BF-2	Corporation Yard Shower Facility, Security, & Drainage Project	$0	$0	N/A	N/A	N/A	N/A	N/A	N/A	$0	$0	$0
BF-3	Veterans Hall Eastside Parking Lot Police Emergency Gate Installation Project	$0	$0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	$0	$0
BF-4	City Hall Emergency Power Connection	$0	$0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	$0	$0
BF-5	Fire Station #1 Improvements Project	$0	$0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	$0	$0
BF-6	Carnegie Building Improvements Project	$0	$0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	$0	$0
	SUBTOTAL	***$0***	***$0***	***$0***	***$0***	***$0***	***$0***	***$0***	***$0***	***$0***	***$0***	***$0***
	TOTAL CIP FOR FY 2020/21	***$5,000***	***$0***	***$0***	***$279,679***	***$198,609***	***$80,000***	***$0***	***$60,000***	***$75,000***	***$2,102,743***	***$2,801,031***

TRANSPORTATION: Keeping Sonoma Moving Safely

CIP #	Capital Budget by Project	Estimated Cumulative Prior Expenditures	Estimated 2019-20 Retention	Requested Funding 2020-21	Anticipated Request 2021-22	Anticipated Request 2022-23	Anticipated Request 2023-24	Anticipated Request 2024-25	5-year Total	Notes
T-1	**Chase Street Bridge Replacement Project**									
	Gas Taxes		$145,868	$99,679	$0	$0	$0	$0	$99,679	
	Transportation Measure M		$25,735	$80,000						
	General Fund		$0	$0	$0	$0	$0	$0	$0	
	Highway Bridge Program Federal grant		$0	$1,601,743	$0	$0	$0	$0	$1,601,743	Federal grant through the Highway Bridge Program (HBP) in the amount of $1,601,743
	SUBTOTAL	***$895,600***	***$171,603***	***$1,781,422***	***$0***	***$0***	***$0***	***$0***	***$1,781,422***	
T-2	**Fryer Creek Pedestrian & Bicycle Bridge Project**									
	Gas Taxes		$0	$0	$0	$0	$0	$0	$0	
	Quimby Act		$142,643	$0	$0	$0	$0	$0	$0	
	One Bay Area Grant (OBAG) 2 Federal grant		$0	$501,000	$0	$0	$0	$0	$501,000	Federal grant utilizing Congestion Management and Air Quality (CMAC) funds in the amount of $501,000 through the One Bay Area Grant (OBAG) 2 program - reimbursement in FY 2020-21 budget
	SUBTOTAL	***$296,357***	***$142,643***	***$501,000***	***$0***	***$0***	***$0***	***$0***	***$501,000***	
T-3	**Bi-Annual Slurry Seal Projects**									
	RMRA:SB1 Funding		$0	$198,609	$190,000	$190,000	$190,000	$190,000	$958,609	Funded by Senate Bill 1: Road Maintenance and Rehabilitation Account
	General Fund		$0	$0	$40,000	$0	$40,000	$0	$80,000	
	SUBTOTAL	***N/A***	***$0***	***$198,609***	***$230,000***	***$190,000***	***$230,000***	***$190,000***	***$1,038,609***	
T-4	**Citywide Sidewalk Inspection & Repair Program**									
	Gas Taxes		$0	$50,000	$50,000	$50,000	$50,000	$50,000	$250,000	
	General Fund		$0	$5,000	$10,000	$10,000	$10,000	$10,000	$45,000	
	SUBTOTAL	***N/A***	***$0***	***$55,000***	***$60,000***	***$60,000***	***$60,000***	***$60,000***	***$295,000***	
T-5	**Ongoing Pavement Rehabilitation & Water Services Replacement Projects**									Construction of project will occur biennially, next in FY 2019/20
	Transportation Measure M		$0	$0	$0	$190,000	$0	$150,000	$340,000	
	Gas Taxes		$0	$0	$0	$150,000	$0	$50,000	$200,000	
	General Fund		$0	$0	$0	$110,000	$50,000	$210,000	$370,000	
	SUBTOTAL	***N/A***	***$0***	***$0***	***$0***	***$450,000***	***$50,000***	***$410,000***	***$910,000***	
T-6	**Citywide Roadway Safety Improvement Projects**									
	General Fund		$0		$0	$145,000	$75,000	$20,000	$240,000	
	Gas Taxes		$0	$100,000	$150,000	$45,000	$200,000	$230,000	$725,000	
	Unfunded *(Possibly Funded with Grant Funds)*		$0	$0	$0	$0	$1,100,000	$2,000,000	$3,100,000	
	SUBTOTAL	***$70,000***	***$0***	***$100,000***	***$150,000***	***$190,000***	***$1,375,000***	***$2,250,000***	***$4,065,000***	
T-7	**Broadway (SR 12) Streetscape Enhancements & Traffic Circulation Project**									
	General Fund		$0	$0	TBD	TBD	TBD	TBD	TBD	
	Gas Taxes		$0	$0	TBD	TBD	TBD	TBD	TBD	
	SUBTOTAL	***$55,000***	***$0***	***$0***	***TBD***	***TBD***	***TBD***	***TBD***	***TBD***	
T-8	**Downtown Sonoma Parking Strategy & Implementation Project**									
	General Fund		$0	$0	TBD	TBD	TBD	TBD	TBD	
	SUBTOTAL	***$15,000***	***$0***	***$0***	***TBD***	***TBD***	***TBD***	***TBD***	***TBD***	
T-9	**Citywide Bicycle & Pedestrian Improvement Projects**									
	General Fund		$0	$0	$0	$30,000	$100,000	$30,000	$160,000	
	Gas Taxes		$0	$30,000	$50,000					
	SUBTOTAL	***N/A***	***$0***	***$30,000***	***$50,000***	***$30,000***	***$100,000***	***$30,000***	***$240,000***	
	TOTAL	***$1,331,957***	***$314,246***	***$2,666,031***	***$490,000***	***$920,000***	***$1,815,000***	***$2,940,000***	***$8,831,031***	

CREEKS & DRAINAGE: *Reducing Flooding & Protecting Water Quality*

CIP #	Capital Budget by Project	Estimated Cumulative Prior Expenditures	Estimated 2019-20 Retention	Requested Funding 2020-21	Anticipated Request 2021-22	Anticipated Request 2022-23	Anticipated Request 2023-24	Anticipated Request 2024-25	5-year Total	Notes
CD-1	**Storm Water Trash Reduction Systems**									
	General Fund			$0	$0	$98,400	$98,400	$98,400	$295,200	
	SUBTOTAL	***N/A***	***N/A***	***$0***	***$0***	***$98,400***	***$98,400***	***$98,400***	***$295,200***	
CD-2	**Brazil Street Neighborhood Drainage Improvements**									
	General Fund			$0	$0	$60,000	$0	$0	$60,000	
	SUBTOTAL	***N/A***	***N/A***	***$0***	***$0***	***$60,000***	***$0***	***$0***	***$60,000***	
CD-3	**Broadway & Leveroni Road Flood Reduction & Trash Capture Project**									
	General Fund			$0	$200,000	$0	$0	$0	$200,000	
	Unfunded *(Possibly Funded with Sonoma County Water Agency Flood Protection Zone 3A Funding)*			$0	$0	$565,000	$0	$0	$565,000	
	Unfunded *(Possibly Funded with Other Grant Funds)*			$0	$0	$565,000	$0	$0	$565,000	
	SUBTOTAL	***N/A***	***N/A***	***$0***	***$200,000***	***$1,130,000***	***$0***	***$0***	***$1,330,000***	
CD-4	**Olsen Park Detention & Trash Capture**									
	Unfunded *(Possibly Funded with Sonoma County Water Agency Flood Protection Zone 3A Funding)*			$0	$0	$0	$1,525,000	$0	$1,525,000	
	Unfunded *(Possibly Funded with Other Grant Funds)*			$0	$0	$0	$1,525,000	$0	$1,525,000	
	SUBTOTAL	***N/A***	***N/A***	***$0***	***$0***	***$0***	***$3,050,000***	***$0***	***$3,050,000***	
CD-5	**Depot Park First Street West Frontage Improvements**									
	Quimby Act		$16,000	$0	TBD	TBD	TBD	TBD	TBD	
	Gas Taxes		$25,000	$0	TBD	TBD	TBD	TBD	TBD	
	Transportation Measure M		$155,000	$0	TBD	TBD	TBD	TBD	TBD	
	SUBTOTAL	***N/A***	***$196,000***	***$0***	***TBD***	***TBD***	***TBD***	***TBD***	***TBD***	
	TOTAL	***$0***	***$196,000***	***$0***	***$200,000***	***$1,288,400***	***$3,148,400***	***$98,400***	***$4,735,200***	

WATER: *Providing High Quality, Dependable Water*

Projects all funded by Water Fund

CIP #	Capital Budget by Project	Estimated Cumulative Prior Expenditures	Estimated 2019-20 Retention	Requested Funding 2020-21	Anticipated Request 2021-22	Anticipated Request 2022-23	Anticipated Request 2023-24	Anticipated Request 2024-25	5-year Total	Notes
W-1	Water System Condition Data - Phase 1	$0	$0	$0	$0	$0	$0	$0	$0	Water Master Plan Update 2018
W-2	Water System Condition Data - Phase 2	$0	$0	$0	$45,000	$45,000	$45,000	$45,000	$180,000	Water Master Plan Update 2018
W-3	Renewal & Replacement of Existing Pipelines	$0	$0	$0	$0	$1,100,000	$1,100,000	$1,100,000	$3,300,000	Water Master Plan Update 2018 - delayed 2 years
W-4	Replacement of Water Services with Pavement Rehabilitation Projects	N/A	$0	$0	$23,000	$220,000	$23,000	$220,000	$486,000	Best practice for pavement preservation
W-5	Condition Assessment of Aging Water Distribution Pipes	$0	$0	$0	$0	$0	$0	$0	$0	Water Master Plan Update 2018
W-6	Fire Flow Improvements - Upsizing Asbestos Cement (AC) and Unknown Material Pipelines	$110,000	$1,500,000	$0	$0	$0	$0	$0	$0	Water Master Plan Update 2018
W-8	2020 Urban Water Management Plan & Minor Water Master Plan Update	$0	$0	$75,000	$0	$0	$25,000	$75,000	$175,000	Water Master Plan Update 2018
W-10	Water Meter System Upgrades	$25,000	$75,000	$0	$2,000,000	$0	$0	$0	$2,000,000	Water Master Plan Update 2018 - delayed 1 year
	TOTAL	***$135,000***	***$1,575,000***	***$75,000***	***$2,068,000***	***$1,365,000***	***$1,193,000***	***$1,440,000***	***$6,141,000***	

PARKS: *Making Life Better*

CIP #	Capital Budget by Project	Estimated Cumulative Prior Expenditures	Estimated 2019-20 Retention	Requested Funding 2020-21	Anticipated Request 2021-22	Anticipated Request 2022-23	Anticipated Request 2023-24	Anticipated Request 2024-25	5-year Total	Notes
P-1	**Plaza & Depot Parks Enhancement & Connectivity Project**									
	General Fund		$0	$0	$0	$0	$0	$0	$0	
	Proposition 68: California Parks, Environment, & Water Bond		$177,952	$0	$0	$0	$0	$0	$0	
	Parks Measure M		$0	$60,000	$30,000	$30,000	$30,000	$30,000	$180,000	
	SUBTOTAL	***$15,000***	***$177,952***	***$60,000***	***$0***	***$0***	***$0***	***$0***	***$60,000***	
P-2	**Neighborhood Parks Reinvestment & Maintenance Plan**									
	Parks Measure M		$25,000	$0	$30,000	$30,000	$30,000	$30,000	$120,000	
	SUBTOTAL	***N/A***	***$25,000***	***$0***	***$30,000***	***$30,000***	***$30,000***	***$30,000***	***$120,000***	
P-3	**Sonoma Overlook Trail Maintenance & Rehabilitation Project**									
	Quimby Act		$30,000	$0	$0	$0	$0	$0	$0	
	SUBTOTAL	***$77,733***	***$30,000***	***$0***	***$0***	***$0***	***$0***	***$0***	***$0***	
P-6	**Montini Trail Connection & Enhancement Project**									
	Quimby Act		$200,000	$0	$0	$0	$0	$0	$0	
	Unfunded *(Possibly Funded with Other Grant Funds)*			$0	$200,000	$0	$0	$0	$200,000	
	SUBTOTAL	***N/A***	***$200,000***	***$0***	***$200,000***	***$0***	***$0***	***$0***	***$200,000***	
	TOTAL	***$92,733***	***$432,952***	***$60,000***	***$230,000***	***$30,000***	***$30,000***	***$30,000***	***$380,000***	

BUILDINGS & FACILITIES: *Maintaining Critical Assets*

CIP #	Capital Budget by Project	Estimated Cumulative Prior Expenditures	Estimated 2019-20 Retention	Requested Funding 2020-21	Anticipated Request 2021-22	Anticipated Request 2022-23	Anticipated Request 2023-24	Anticipated Request 2024-25	5-year Total	Notes
BF-1	**ADA Self-Evaluation and Implementation Project**									
	General Fund		$20,000	$0	TBD	TBD	TBD	TBD	TBD	
	Community Development Block Grant		$70,000	$0	TBD	TBD	TBD	TBD	TBD	
	SUBTOTAL	***$0***	***$90,000***	***$0***	***TBD***	***TBD***	***TBD***	***TBD***	***TBD***	
BF-2	**Corporation Yard Shower Facility, Security, & Drainage Project**									
	General Fund		$160,000	$0	$140,000	$100,000	$200,000	$0	$600,000	
	Water Fund		$130,000	$0	$20,000	$100,000	$100,000	$0	$350,000	
	SUBTOTAL	***$0***	***$290,000***	***$0***	***$160,000***	***$200,000***	***$300,000***	***$0***	***$950,000***	
BF-3	**Veterans Hall Eastside Parking Lot Police Emergency Gate Installation Project**									
	General Fund		$30,000	$0	$0	$0	$0	$0	$0	
	SUBTOTAL	***$0***	***$30,000***	***$0***	***$0***	***$0***	***$0***	***$0***	***$0***	
BF-4	**City Hall Emergency Power Connection**									
	General Fund		$0	$0	$50,000	$0	$0	$0	$50,000	
	SUBTOTAL	***N/A***	***N/A***	***$0***	***$50,000***	***$0***	***$0***	***$0***	***$50,000***	
BF-5	**Fire Station #1 Improvements Project**									
	General Fund Designated (e.g. LTBM, IGT)		$25,000	$0	$25,000	$186,000	$0	$0	$211,000	
	SUBTOTAL	***$25,000***	***$25,000***	***$0***	***$25,000***	***$186,000***	***$0***	***$0***	***$211,000***	
BF-6	**Carnegie Building Improvements Project**									
	General Fund Designated (e.g. LTBM, IGT)		$312,700	$0	$4,500	$0	$0	$0	$4,500	
	SUBTOTAL	***N/A***	***$312,700***	***$0***	***$4,500***	***$0***	***$0***	***$0***	***$4,500***	
	TOTAL	***$25,000***	***$747,700***	***$0***	***$239,500***	***$386,000***	***$300,000***	***$0***	***$1,215,500***	

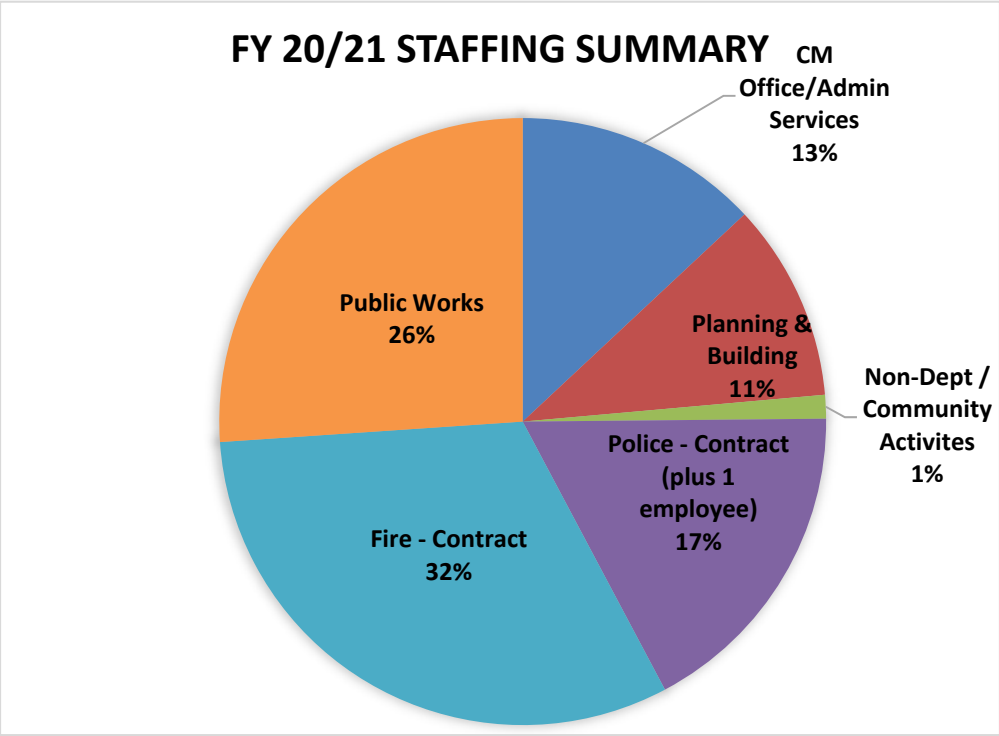
EXHIBIT C - SUMMARY OF STAFFING AND POSITIONS

City of Sonoma FY 20/21 Budget
Summary of Staffing - Position Allocation

Departments	Adopted Budget Authorized Personnel FY 18/19	Adopted Budget Authorized Personnel FY 19/20	Proposed Budget Authorized Personnel FY 20/21
City Manager's Office/Administrative Services	8.15	10.50	10.50
Planning and Building Services	8.00	8.50	8.50
Non-Departmental / Community Activities	0.38	1.01	1.01
Police	0.60	1.00	1.00
Public Works	21.00	21.00	21.00
Total City Employees (FTE, includes part-time staff)	**38.13**	**42.01**	**42.01**
Police (Sheriff contract staffing)*	**16.00**	**16.00**	**13.00**
Fire (SVFRA contract staffing)**	**22.52**	**22.52**	**25.52**
TOTAL STAFFING:	**76.65**	**80.53**	**80.53**

** Police - Includes 3 position loss -- CSO, Administrative Assistant and Deputy Sheriff.*

*** Fire - Includes 3 Firefighters with SAFER grant; overall staffing based on total SVFRA pro-rated by the City's share (57%) without Glen Ellen.*



City of Sonoma FY 2020/21 Budget

Detailed Position Allocation Listing by Department

The City Council has policy authority for approving all regular positions within the City's budget. A Position Allocation Chart is the tool used to monitor and track positions. The City of Sonoma has contracts for fire/emergency medical services with the Valley of the Moon Fire District and with Sonoma County Sheriff's Department for law enforcement services. Those staff are not employees of the City of Sonoma and are not listed here. The budget narrative provide an overview of the staffing provided by the contracts.

	Adopted Budget Authorized Personnel FY 18/19	Adopted Budget Authorized Personnel FY 19/20	Proposed Budget Authorized Personnel FY 20/21
City Manager's Office/Administrative Services			
City Manager	1.00	1.00	1.00
Senior Management Analyst	0.00	1.00	1.00
City Clerk/Executive Assistant	1.00	1.00	1.00
Assistant City Manager/Admin Svcs Director	1.00	1.00	1.00
Administrative Services Manager	1.00	1.00	1.00
Accounting Manager	0.00	0.00	0.00
Deputy Finance Manager*	1.00	1.00	1.00
Accountant	0.00	1.00	1.00
Accounting Technician	2.00	2.00	2.00
Administrative Clerk - Finance	0.40	0.00	0.00
Administrative Clerk PT *(prev. shown in Planning)*	0.00	0.00	0.00
Administrative Assistant	0.75	1.00	1.00
Administrative Assistant PT	0.00	0.50	0.50
	8.15	10.50	10.50
Community Development (Planning and Building Depts)			
Planning & Community Services Director	1.00	1.00	1.00
Senior Planner	1.00	0.00	0.00
Associate Planner	1.00	2.00	2.00
Development Services Director / Building Official	1.00	1.00	1.00
Plans Examiner	1.00	1.00	1.00
Building Inspector	1.00	1.00	1.00
Administrative Assistant	2.00	2.00	2.00
PT Sustainability Coordinator *(2 yr; Limited Term)*	0.00	0.50	0.50
	8.00	8.50	8.50
Non-Departmental / Community Activities			
PT Webmaster/Public Info	0.38	0.38	0.38
Community Engagement Manager *(prior contract)*	0.00	0.63	0.63
	0.38	1.01	1.01
Police and Fire (excludes contract services staff)			
Administrative Clerk - Police	0.60	1.00	1.00
	0.60	1.00	1.00

EXHIBIT C - SUMMARY OF STAFFING AND POSITIONS

Public Works			
Public Works Director/City Engineer	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Environmental Compliance Specialist	1.00	1.00	1.00
Public Works Project Manager	1.00	1.00	1.00
Public Works Operations Manager	1.00	1.00	1.00
Water Operations Supervisor	1.00	1.00	1.00
Streets Supervisor	1.00	1.00	1.00
Parks Supervisor	1.00	1.00	1.00
Maintenance Worker I/II - Water	4.00	4.00	4.00
Maintenance Worker I/II - Streets	4.00	4.00	4.00
Maintenance Worker I/II - Parks	3.00	3.00	3.00
Maintenance Worker I/II - Cemeteries	1.00	1.00	1.00
Parks Worker PT (2 positions, 0.5 FTE each)	1.00	1.00	1.00
	21.00	21.00	21.00
Total Budgeted Staffing (Full Time Equivalent)	**38.13**	**42.01**	**42.01**

NOTES:

Some positions are charged to multiple departments; these are listed in the department where the largest percentage is charged. Does not include extra help for vacation backfill, minor projects or peak workloads.

FY 20/21 Changes - No changes for this year.

FY 19/20 Changes -- New Accountant 1.0, Senior Management Analyst 1.0; Convert Administrative Assistant .75 FTE to full-time, shift contract Community Enhancement Manager to employee position; shift Administrative Clerk 0.4 FTE from Finance to Police; add 2 year limited term Sustainability Coordinator 0.50 FTE, add temporary Administrative Assistant .50 FTE

FY 18/19 Changes - Accounting Technician from 0.75 to 1.0; eliminate PT Admin Clerk 0.3; add webmaster/social media 0.38.

City of Sonoma

RESOLUTION # _____ - 2020

A RESOLUTION OF THE CITY OF SONOMA AUTHORIZING THE CITY MANAGER TO EXECUTE OR AMEND CONTRACTS WITH VARIOUS SERVICE PROVIDERS WITHIN AREAS SUCH AS ECONOMIC DEVELOPMENT, RECREATION & COMMUNITY SERVICES, PUBLIC WORKS & TRANSPORTATION, EMERGENCY PREPAREDNESS & HOMELESS SUPPORT, GENERAL OPERATIONS/SERVICES FOR THE 20/21 FISCAL YEAR

WHEREAS, the City Manager submitted a 5-year General Fund Forecast, a recommended operating and capital budget with associated budget reductions due to the financial impacts of the coronavirus; and

WHEREAS, the City Manager's Budget Message provides an executive summary of the proposed FY 20/21 budget; and

WHEREAS, the City Council of the City of Sonoma has reviewed the proposed final Operating Budget for FY 20/21 and Capital Improvement Program for FY 20/21 and has held a public meeting prior to adoption of the final budget; and

WHEREAS, the City Council has approved funding for FY 20/21 in the approved budget that require either new contract or contract amendments with various service providers for services to be offered starting July 1, 2020; and,

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Sonoma that the City Manager is authorized to execute contracts or contract amendments with all vendors on the same or substantially the same terms and conditions to extend the existing contracts as outlined in Exhibit "A".

PASSED AND ADOPTED by the City Council of the City of Sonoma at their regular meeting held on the 29th day of June 2020 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Logan Harvey, Mayor

ATTEST:

_____
Rebekah Barr, MMC, City Clerk

EXHIBIT A

CONTRACT EXTENSIONS OR NEW CONTRACTS

ORGANIZATION / VENDOR	AMOUNT	TERM
ECONOMIC DEVELOPMENT		
Sonoma Valley Chamber of Commerce Contract for economic and business development services.	$125,000	Amendment 1-year extension
Sonoma Valley Visitors Bureau 1. Contract for operation of the downtown Visitors Center operations and information services. 2. Building lease for use of portion of Carnegie Library for visitor services and offices.	$100,000 $1/year	Amendment 1-year extension Amendment 1-year extension
RECREATION & COMMUNITY SERVICES		
Sonoma Valley Boys & Girls Club Provide core recreation and community services to youth and teens including after school education, enrichment activities, athletic programs, prevention programs, etc. Emergency support if needed in terms of programming and facility use.	$46,750	Amendment 1-year extension
Vintage House Provide core recreation and community services to seniors; operate a senior center; provide enrichment, education, recreation and exercise programs for seniors, etc. Emergency support if needed in terms of public information to seniors and facility use.	$34,000	Amendment 1-year extension
Sonoma Community Center Provide arts, cultural and community service activities including operations of the historic facility which serves as a cultural, theater, and community center. Emergency support if needed in terms of Emergency Volunteer Center and facility use.	$34,000	Amendment 1-year extension
Sonoma Ecology Center Provide public access, maintenance and programming for the Sonoma Garden Park including educational programs for adults and youth and support the City's environmental initiatives.	$21,250	Amendment 1-year extension
Sonoma Valley Field of Dreams Provide maintenance and programming of baseball, softball and soccer fields for youth and adults.	$12,750	Amendment 1-year extension
PUBLIC WORKS / TRANSPORTATION		
Precision Emprise LCC DBA Precision Concrete Cutting Contract for Sidewalk Trip Hazard Inspection and Restoration Work. Gas tax funds	$45,000	Amendment 1-year extension
ValveTek Utility Services, Inc. Contract for Maintenance Work – No Discharge Water Main Flushing Water Utility Funds	$35,000	Amendment 1-year extension
Sonoma Ecology Center Contract for Maintenance and Management - Montini Preserve/Sonoma Overlook Trail, including support of trail stewards Parks for All Measure M funds	$35,000	Amendment 1-year extension
Sonoma Ecology Center Contract for Maintenance and Management - Nathanson Oxbow and Demonstration Garden	$25,400	Amendment 1-year extension

Sonoma County Transportation Authority Fare Free Bus Program for Sonoma/Sonoma Valley Local Route 32, the "Sonoma Shuttle" in partnership with Sonoma County	$13,501	Agreement; 1-year
EMERGENCY PREPAREDNESS & HOMELESSNESS		
Dave Jefferies Public Safety Consulting 1. Contract for general Emergency Preparedness Planning and Training; continued coordination of City's emergency planning. 2. Contract to serve as project manager of City's participation in Sonoma County's Multi-Jurisdictional Hazardous Mitigation Plan	$25,000 $15,000	Amendment 1-year extension New - 2 years
Sonoma Overnight Support Support for Safe Parking Program and hygiene/safety due to coronavirus for homeless population; some costs are reimbursement and some may be paid directly by City. Final contract amount to be determined.	Not to exceed $35,710	New Contract 1-year
GENERAL OPERATIONS / SERVICES		
Sonoma Valley Community Communications Provide taping and recording of Council and Commission meetings and other special workshops /meetings.	$20,000.04	Amendment 1-year
Richardson & Company Contract to perform audit services of the City's financials for 20/21 & 21/22. (Specifically, $45,180 for FY 20/21 and $46,720 for FY 21/22)	$45,180 $46,720	Amendment 2-years
Bob Smith Contracts for City Prosecutor, Youth & Family Services, and Code Enforcement with base total of $137,400 and augmentation for code enforcement/city prosecutor for vacation rental hearings, COVID-19, parking enforcement needs for additional $25,000.	$162,400	Amendment 1-year
KLH Consulting Services Contract to perform technology security implementation Phase 1.	$52,384	New Contract 2-year