

FY 2016-17

Budget Study Session

May 10, 2016

Agenda

- Council Goals and Priorities
- Citywide Proposed Budget Overview
- General Fund Proposed Budget Overview
- FTE Staff Summary
- Long Range Financial Plan
- Overview of Council Policy for funding Homelessness and Affordable Housing with RPTT
- Department's Proposed Budgets

City Council Goals

GOAL	TITLE
1	Create a Strong, Sustainable Economic Base
2A	Promote a City Organization that is Service-Sustainable and Maintains Employee Morale
2B	Financial Sustainability
3	Provide Leadership for Environmental Initiatives
4	Maintain and Enhance our City's Cultural, Historical, and Recreational Assets
5	Improve Partnerships between Neighborhoods, Community Organizations, Schools, and the City to Support and Promote Thriving, Inclusive, and Diverse Neighborhoods
6	Commit to Making Santa Rosa a Healthy Community where People Feel Safe to Live, Work, and Play

City Council Priorities

Tier 1: Underway and Receiving Highest Attention

- | | |
|-----|---|
| 1.1 | Reduce Homelessness through a comprehensive strategy |
| 1.2 | Develop a comprehensive housing strategy – “Housing for All,” including:
Increase housing (Citywide – market rate/workforce/affordable)
Attract housing – downtown and transit-oriented
Address rent stabilization |
| 1.3 | Create a plan to address infrastructure and deferred maintenance throughout the community |
| 1.4 | Pursue current opportunities for medical marijuana, cannabis cultivation, laboratory, and employment development. Prepare for impacts of legalized marijuana |
| 1.5 | Complete Roseland annexation and move to implementation |

City Council Priorities

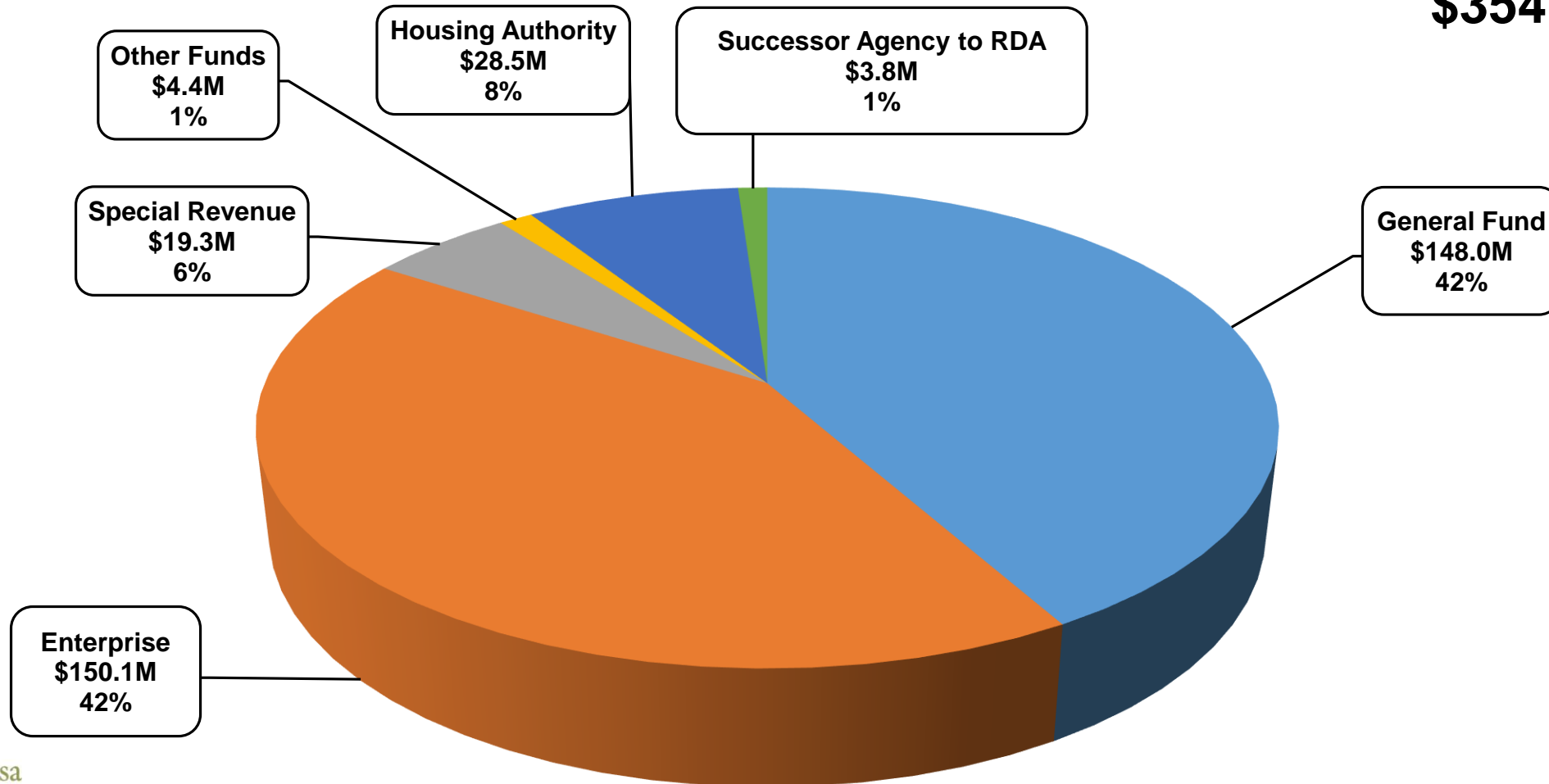
Tier 2: Also underway, with attention as resources permit

- | | |
|------|---|
| 2.1 | Implement Rental Inspection Program |
| 2.2 | Ensure long-term revenue stability (Measures O and P) |
| 2.3 | Support SMART Train – Connectivity: transit oriented development |
| 2.4 | Southeast Greenway |
| | |
| 2.5 | Attract businesses with well-paying jobs |
| 2.6 | Complete the reunification of Courthouse Square |
| 2.7 | Develop an emergency preparedness strategy – including vulnerable targets |
| 2.8 | Implement Open Government Report |
| 2.9 | Implement Participatory Budgeting |
| 2.10 | Rebuild our services (internal and external) |
| 2.11 | Create a searchable City website |
| 2.12 | Focus on youth and gang violence |

Citywide Proposed Budget Overview

FY 2016-17 Citywide Revenues by Fund

Total Citywide Revenues = **\$354.1M**

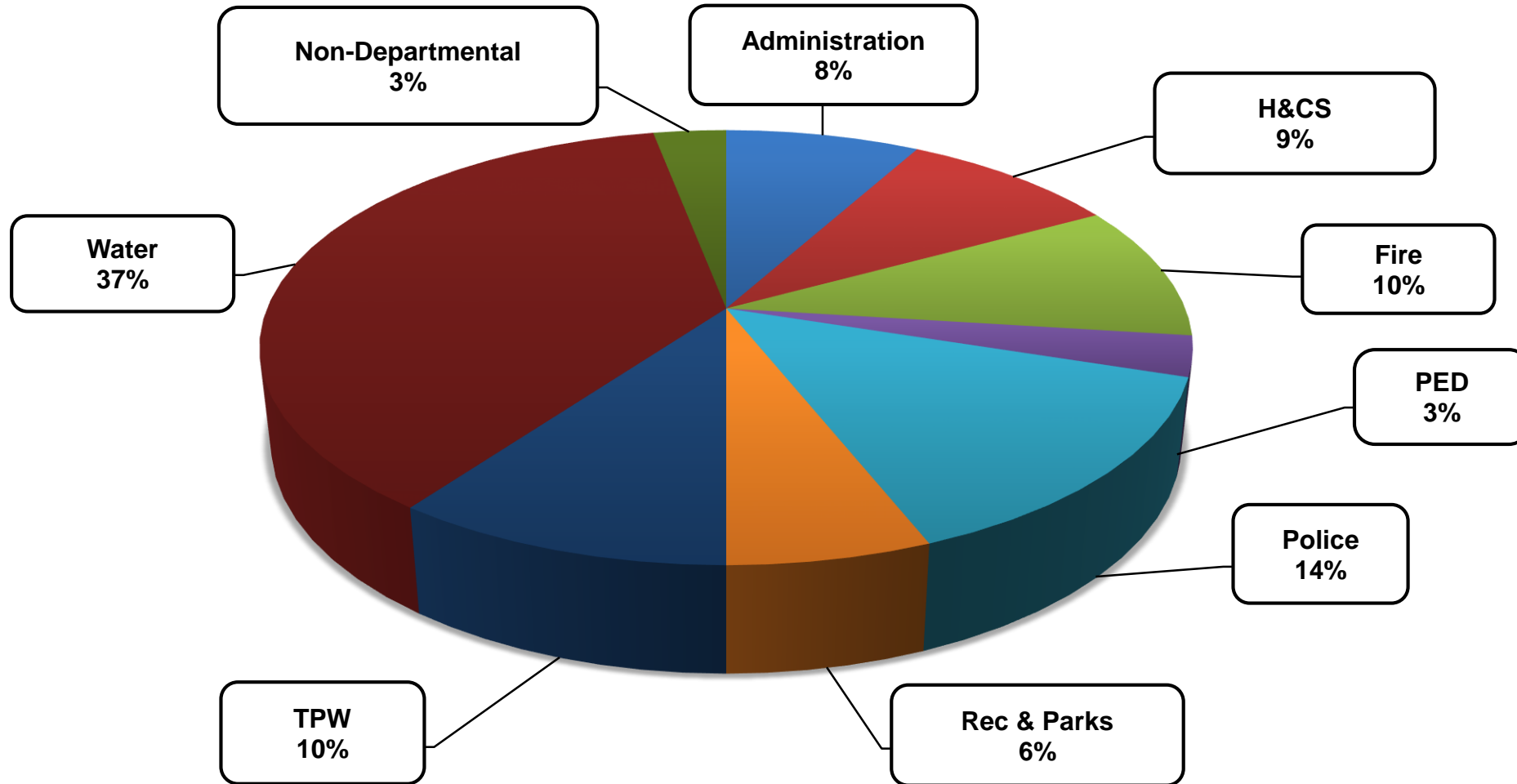


FY 2016-17 Citywide Expenditures by Department (in millions)

Department	General Fund	Other Funds	Total
Administration*	\$18.4	\$12.1	\$30.5
Housing & Community Services	1.3	31.3	32.6
Fire	34.8	3.0	37.8
Planning & Economic Development	8.3	1.0	9.3
Police	47.8	4.3	52.1
Recreation & Parks	16.6	3.8	20.4
Transportation & Public Works	13.1	23.2	36.3
SR Water	0.3	134.9	135.2
Non-Departmental	4.6	4.7	9.3
Total FY 2016-17 Proposed Budget	\$145.2	\$218.3	\$363.5
Total FY 2015-16 Adopted Budget	\$136.7	\$220.0	\$356.7

*Administration includes: City Council, City Manager's Office, Office of Community Engagement, City Attorney's Office, Human Resources and Finance.

FY 2016-17 Citywide Expenditures by Department



Total Citywide Expenditures = **\$363.5M**

*Administration includes: City Council, City Manager's Office, Office of Community Engagement, City Attorney's Office, Human Resources and Finance.

FY 2016-17 Citywide Expenditures by Fund Type (in millions)

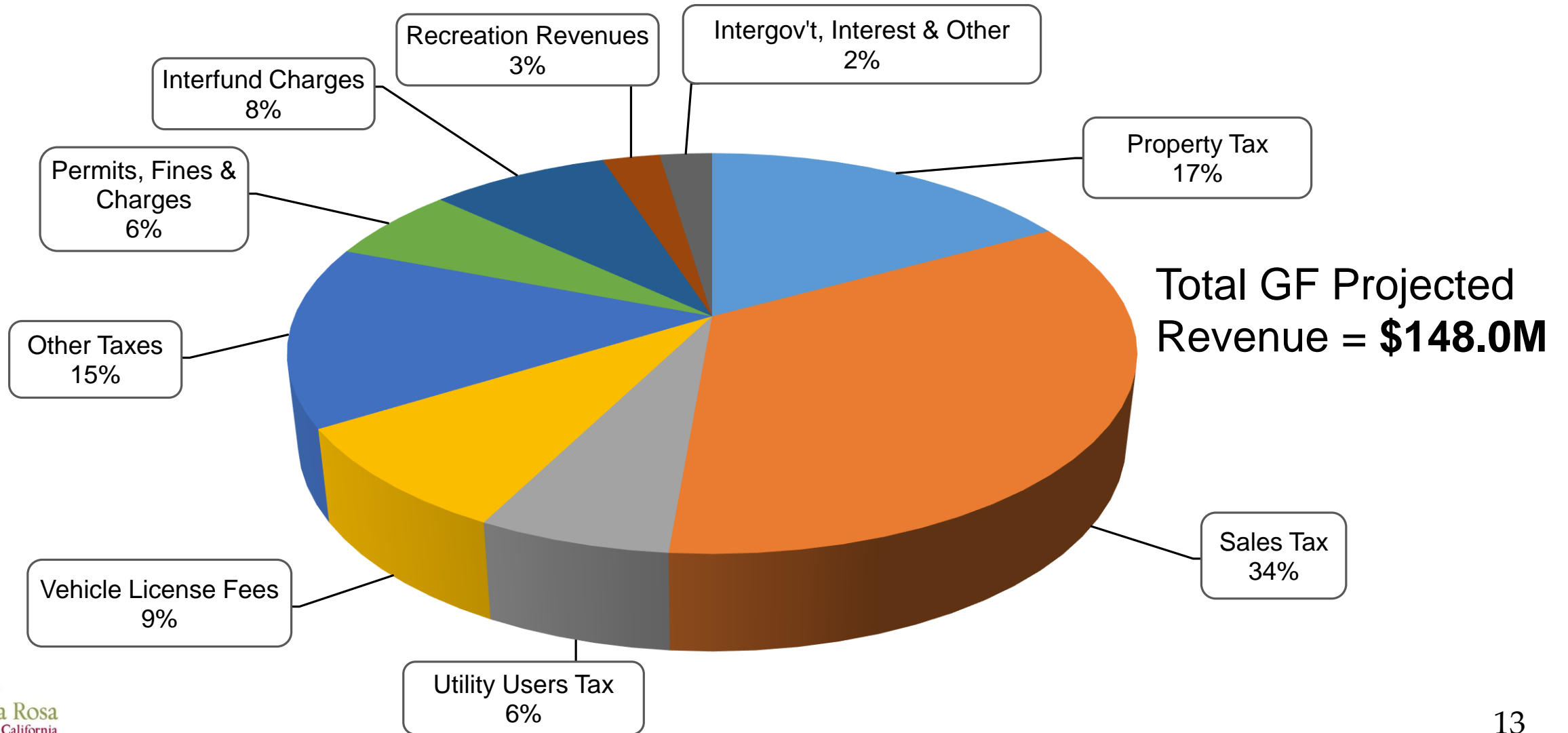
Fund Type	2015-16 Adopted Budget	2016-17 Proposed Budget	\$ Change	% Change
General Fund	\$136.7	\$145.2	\$8.5	6.2%
Enterprise (non-CIP)	126.5	124.8	-1.7	-1.3%
Enterprise (CIP)	33.2	30.6	-2.6	-7.8%
Non-Enterprise (CIP)	10.1	12.2	2.1	20.8%
Special Revenue	11.6	12.3	0.7	6.0%
Other Funds	5.3	5.2	-0.1	-1.9%
Housing Authority	27.6	29.4	1.8	6.5%
Successor Agency to RDA	5.7	3.8	-1.9	-33.3%
Total	\$356.7	\$363.5	\$6.8	1.9%
Operations (net of CIP)	\$313.4	\$320.7	\$7.3	2.3%
CIP only	43.3	42.8	-0.5	-1.2%

General Fund Proposed Budget Overview

FY 2016-17 General Fund Revenues by Category (in millions)

Category	2015-16 Adopted Budget	2016-17 Proposed Budget	\$ Change	% Change
Property Tax	\$23.8	\$25.2	\$1.4	5.9%
Sales Tax	44.7	50.8	6.1	13.6%
Utility Users Tax	9.1	9.1	-	0.0%
Vehicle License Fees	12.0	12.8	0.8	6.7%
Other Taxes	19.5	21.7	2.2	11.3%
Permits, Fines & Charges	10.0	9.0	-1.0	-10.0%
Interfund Charges	12.1	12.0	-0.1	-0.8%
Recreation Revenues	3.8	3.9	0.1	2.6%
Intergov't, Interest & Other	3.8	3.5	-0.3	-7.9%
Total	\$138.8M	\$148.0M	\$9.2M	6.6%

FY 2016-17 General Fund Revenues by Category

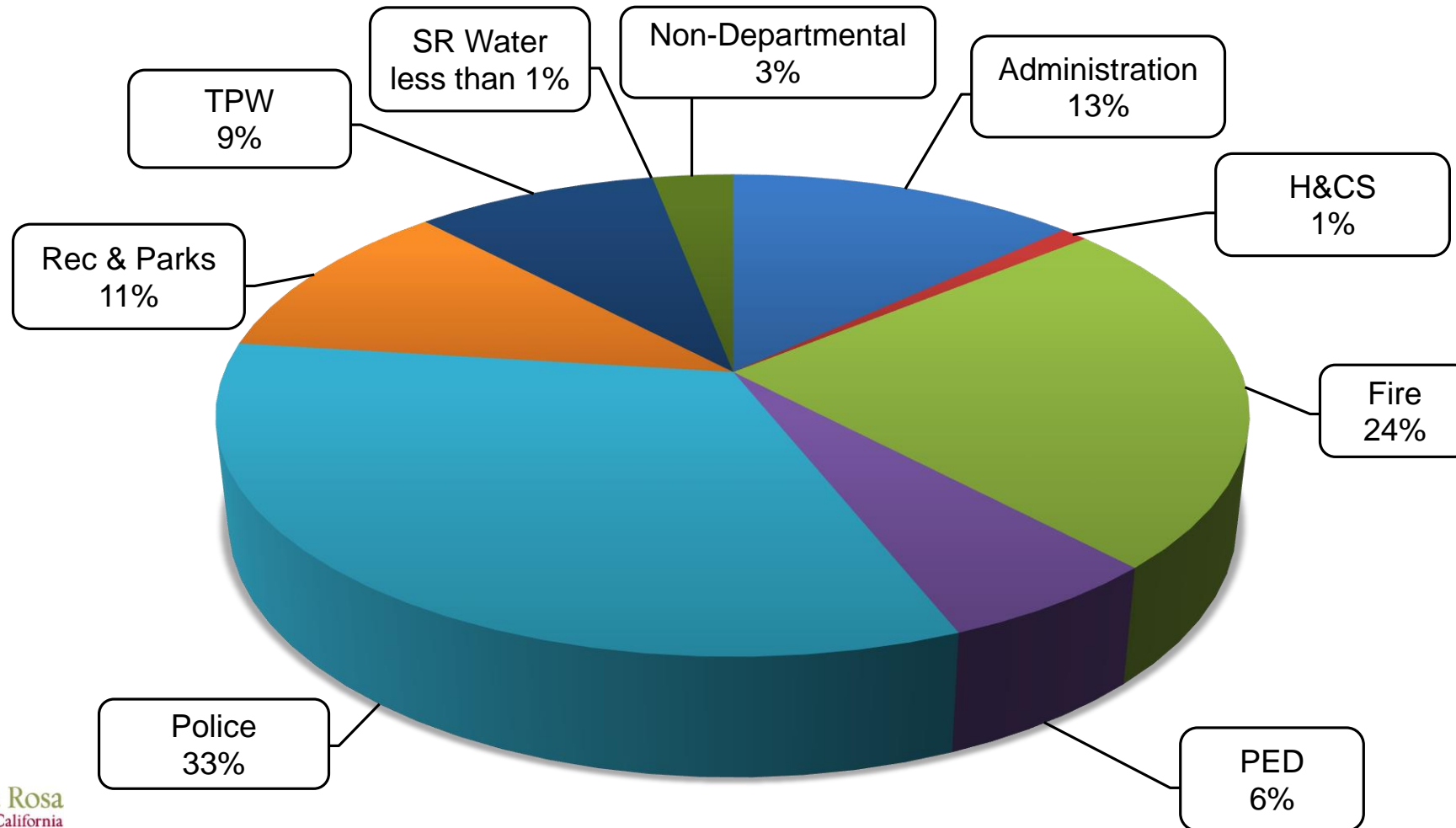


FY 2016-17 General Fund Expenditures by Department (in millions)

Department	2015-16 Adopted Budget	2016-17 Proposed Budget	\$ Change	% Change
Administration*	\$16.5	\$18.4	\$1.9	11.5%
Housing & Community Services	0.0	1.3	1.3	n/a
Fire	32.4	34.8	2.4	7.4%
Planning & Economic Develop.	5.3	8.3	3.0	56.6%
Police	46.9	47.8	0.9	1.9%
Recreation & Parks	16.8	16.6	-0.2	-1.2%
Transportation & Public Works	14.0	13.1	-0.9	-6.4%
SR Water (Storm Water GF only)	0.3	0.3	--	--
Non-Departmental	4.5	4.6	0.1	2.2%
Total	\$136.7M	\$145.2M	\$8.5M	6.2%

*Administration includes: City Council, City Manager's Office, Office of Community Engagement, City Attorney's Office, Human Resources and Finance.

FY 2016-17 General Fund Expenditures by Department



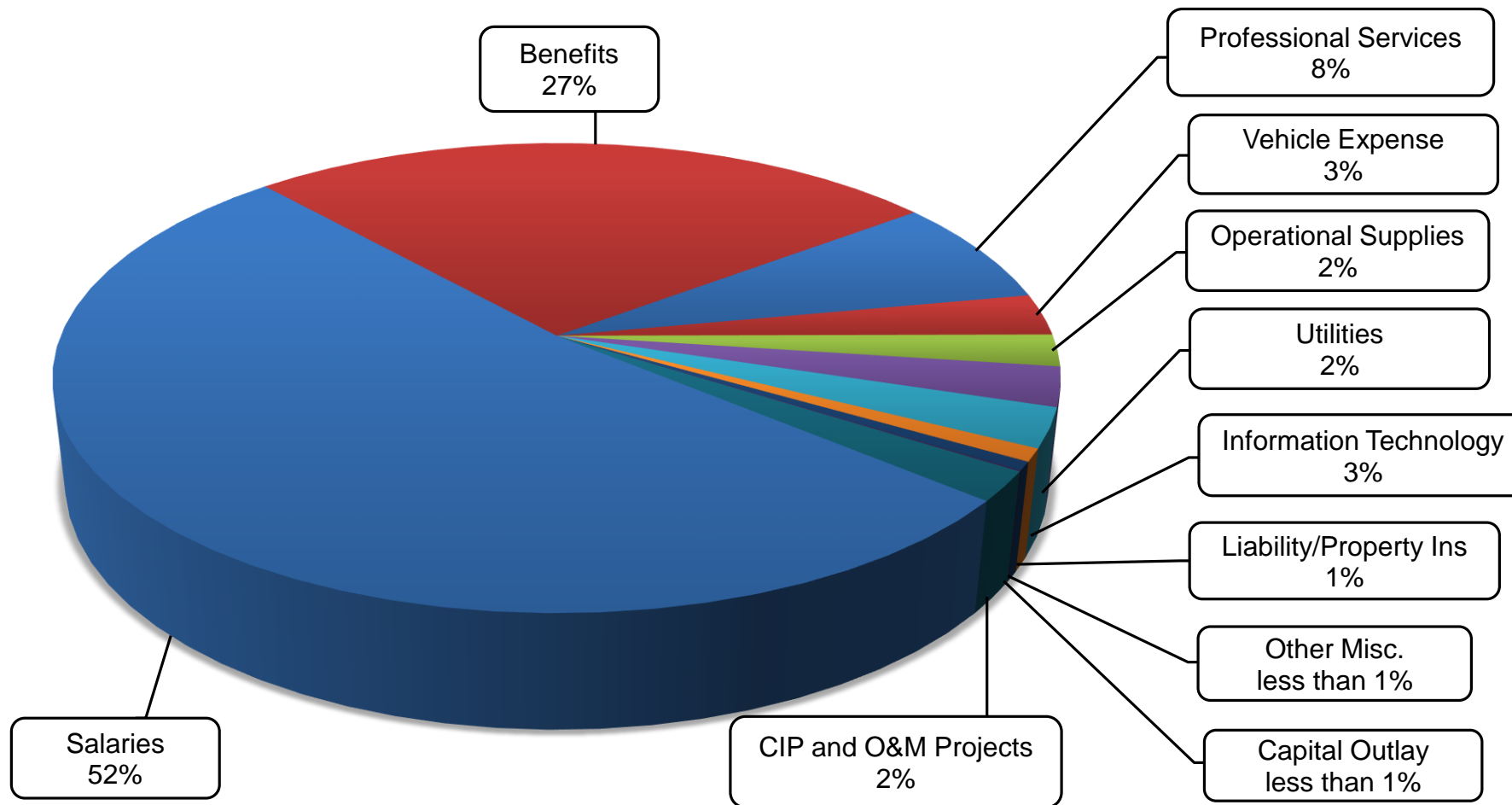
Total GF Expenditures = **\$145.2M**

FY 2016-17 General Fund Expenditures by Category (in millions)

Category	2015-16 Adopted Budget	2016-17 Proposed Budget	\$ Change	% Change
Salaries	\$71.5	\$74.9	\$3.4	4.8%
Benefits	36.0	39.9	3.9	10.8%
Professional Services	10.0	10.9	0.9	9.0%
Vehicle Expense	3.9	4.0	0.1	2.6%
Operational Supplies	3.0	3.2	0.2	6.7%
Utilities	3.7	3.4	-0.3	-8.1%
Information Technology	3.7	3.8	0.1	2.7%
Liability/Property Insurance	1.2	1.4	0.2	16.7%
Other Miscellaneous	0.8	1.2	0.4	50.0%
Capital Outlay	0.1	0.1	--	--
CIP and O&M Projects	2.8	2.4	-0.4	-14.3%
Total	\$136.7M	\$145.2M	\$8.5M	6.2%

FY 2016-17 General Fund Expenditures by Category

Total GF Expenditures = **\$145.2M**



FY 2016-17 General Fund Summary

(in millions)

Transfers IN	
Gas Tax	\$1.88M
Measure M	\$235K
Traffic Safety	\$400K
Consumer Protection Acct-Trust Fund	\$237K
Various	<\$40K
Total Transfers IN	\$2.8M

Transfers OUT	
CIP	\$1.85M
Homeless Services & Affordable Housing	\$1.59M
Parking Enforcement	\$1.00M
COPs Debt Service	\$501K
Information Technology	\$363K
Various	<\$100K
Total Transfers OUT	\$5.4M

	Proposed Budget 2016-17
Revenue	\$148.0
Transfers In	2.8
Total	\$150.8
Expenditures	145.2
Transfers Out	5.4
Total	\$150.6
Surplus / (Deficit)	\$0.2

FTE Staff Summary

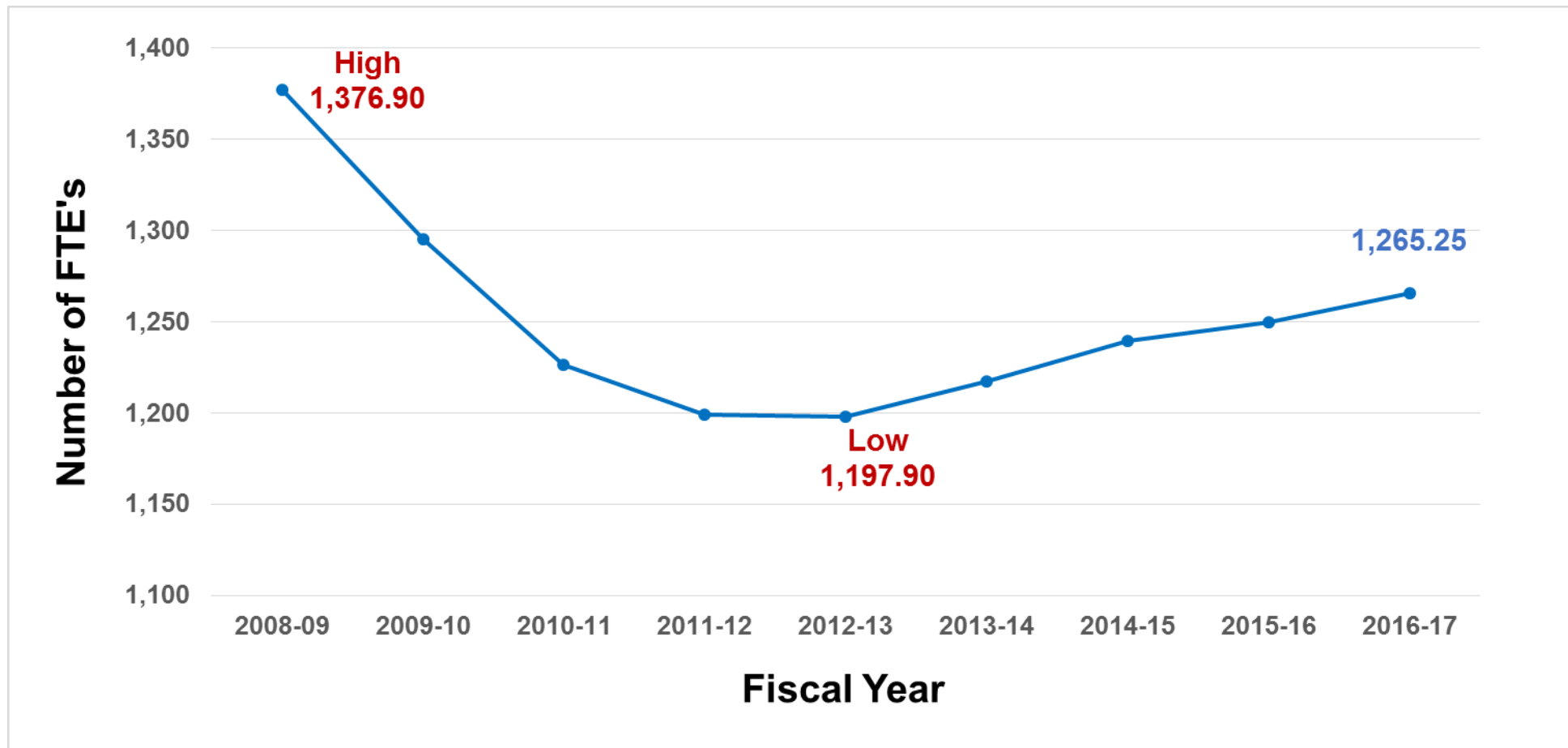
Authorized FTE Staff Summary

Dept.	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FTE Change	FY 16-17
CAO	15.80	13.50	12.70	12.70	12.90	12.90	12.90	12.90	2.00	14.90
CMO	12.00	11.50	6.00	7.50	12.00	13.00	14.00	17.00	-6.00	11.00
Comm. Engage.	-	-	-	-	-	-	-	-	7.00	7.00
Finance	75.35	69.85	68.35	62.85	63.85	62.85	62.35	64.35	33.00	97.35
Fire	143.75	142.75	134.75	136.75	137.75	143.75	147.75	147.75	-	147.75
EDH	74.00	71.00	71.00	68.00	63.50	62.50	65.00	60.00	-60.00	--
H&CS	-	-	-	-	-	-	-	-	30.75	30.75
HR	20.40	18.40	17.50	17.00	17.70	18.00	19.00	20.00	1.00	21.00

Authorized FTE Staff Summary

Dept.	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FTE Change	FY 16-17
IT	28.00	28.00	25.00	25.00	24.00	27.00	25.00	26.00	2.00	28.00
CD	49.20	39.20	27.80	27.80	27.80	28.80	34.50	37.75	-37.75	--
PED	-	-	-	-	-	-	-	-	50.00	50.00
Police	274.75	258.75	251.75	246.75	246.75	253.25	258.75	256.75	-0.25	256.50
TPW	298.05	285.75	273.50	270.00	268.00	264.00	275.50	270.50	-13.00	257.50
R&P	132.60	100.60	83.15	84.40	82.65	83.15	85.15	93.15	0.85	94.00
Water	253.00	256.00	255.00	240.00	241.00	248.00	239.50	243.50	6.00	249.50
Total FTE's	1,376.90	1,295.30	1,226.50	1,198.75	1,197.90	1,217.20	1,239.40	1,249.65	15.60	1,265.25

Citywide FTE's by Fiscal Year



Authorized FTE Staff Summary

Dept.	Adopted Budget FY 15-16	Re-Org Changes	FTE Changes	Proposed Budget FY 16-17
City Attorney's Office	12.90	--	2.00	14.90
City Manager's Office	17.00	-7.00	1.00	11.00
Office of Community Engagement	--	7.00	--	7.00
Finance	64.35	34.00	-1.00	97.35
Fire Dept.	147.75	--	--	147.75
Economic Development & Housing	60.00	-60.00	--	--
Housing & Community Services	--	28.75	2.00	30.75
Human Resources	20.00	--	1.00	21.00

Authorized FTE Staff Summary

Dept.	Adopted Budget FY 15-16	Re-Org Changes	FTE Change	Proposed Budget FY 16-17
Information Technology	26.00	--	2.00	28.00
Community Development	37.75	-37.75	--	--
Planning & Economic Development	--	46.00	4.00	50.00
Police Dept.	256.75	--	-0.25	256.50
Transportation & Public Works	270.50	-13.00	--	257.50
Recreation & Parks	93.15	--	0.85	94.00
Water	243.50	2.00	4.00	249.50
Total FTE's	1,249.65	--	15.60	1,265.25

FY 2016-17 General Fund Position Change Detail

Dept.	Position Title	FTE
Various	Approved Mid-Year 2015-16 positions	4.00
CAO	Deputy City Attorney	1.00
CAO	Senior Administrative Assistant	1.00
H&CS	Deputy Director	1.00
R&P	Reclass Recreation Coordinator to Arts Coordinator	--
R&P	Administrative Secretary	-1.00
R&P	Facilities Attendant	1.00
R&P	Recreation Specialist (2 positions from 0.5 to 0.8)	0.60
R&P	Recreation Coordinator (0.75 to 1.00)	0.25

FY 2016-17 General Fund Position Change Detail

Dept.	Position Title	FTE
PED	City Planner	1.00
PED	Administrative Service Officer	1.00
Police	Field and Evidence Technician	-1.00
Police	Marketing & Outreach Coordinator	0.50
Police	Police Technician (0.75 to 1.00)	0.25
TPW	Reclass Civil Engineering Technician III to Quality Control Associate	--
TPW	Reclass Traffic Signal Technician to Senior Traffic Signal Technician	--
Water	Natural Resource Specialist (Storm Water)	1.00
	Total General Fund FTE Changes	10.60

FY 2016-17 Non-General Fund Position Change Detail

Dept.	Position Title	FTE
IT	Technology Application Specialist (Mid-Year 2015-16)	2.00
Finance	Parking Operational Aide	-2.00
HR	Risk Management Analyst	1.00
H&CS	H&CS Technician (2 positions from 0.50 to 1.0)	1.00
Water	Senior Programmer/Analyst	1.00
Water	Supervising Engineer	1.00
Water	Environmental Compliance Officer	1.00
	Total Non-General Fund FTE Changes	5.00

Long Range Financial Plan

Long Range Financial Plan

(in millions)

	Budget FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
Revenue	\$148.0	\$146.8	\$147.8	\$143.8	\$146.6	\$149.4	\$152.4	\$155.4	\$158.5	\$161.6
Transfers In	2.8	2.8	2.8	2.7	2.6	2.6	2.6	2.6	2.6	2.6
Total	\$150.8	\$149.6	\$150.6	\$146.5	\$149.2	\$152.0	\$155.0	\$158.0	\$161.1	\$164.2
Expenditures	145.2	148.4	152.6	156.8	159.9	163.2	166.1	169.0	172.0	175.1
Transfers Out	5.4	5.2	5.3	5.3	5.4	5.4	5.5	5.5	5.6	5.6
Total	\$150.6	\$153.6	\$157.9	\$162.1	\$165.3	\$168.6	\$171.6	\$174.5	\$177.6	\$180.7
Surplus / (Deficit)	\$0.2	-\$4.0	-\$7.3	-\$15.6	-\$16.1	-\$16.6	-\$16.6	-\$16.5	-\$16.5	-\$16.5

Overview of Council Policy for Funding of Homelessness and Affordable Housing with Real Property Transfer Tax (RPTT)

Real Property Transfer Tax (RPTT)

- RPTT is a general tax on real estate transactions in Santa Rosa
- Seller pays the tax based on the value of the property
- Prior to 1990
 - Seller charged \$1.10/\$1,000 of value
 - \$0.55/\$1,000 of value to County
 - \$0.55/\$1,000 of value to City
- After 1990
 - Seller charged \$3.10/\$1,000 of value
 - \$1.10 /\$1,000 of value to County
 - \$2.00/\$1,000 of value to City

Council Policy

- February 3, 2004 Council adopts Policy 000-48
 - Establishes an annual transfer from the General Fund to the Housing Trust
 - Transfer based on RPTT revenue
 - Transfer to be used for Affordable Housing production
- January 3, 2006 Council amends Policy 000-48
 - Established a calculation for transfer from the General Fund to the Housing Trust
 - Annual transfer based on 20% of RPTT revenue
 - Funds to be used for Homeless and Affordable Housing programs

Transfer Procedure

- Department estimates RPTT revenue and calculates the 20% transfer amount
- Housing and Community Services uses the 20% calculation to develop a budget request funding various Homeless and Affordable Housing programs
- Each October, the Finance department analyzes actual RPTT receipts and transfers any additional revenue owed over the original estimate amount

RPTT Transfer

	%	\$ Amount
FY 2015-16 Adopted Budget	20%	\$490,000
FY 2016-17 Proposed Budget	20%	\$735,962
5% of RPTT Funding		\$183,991

General Fund Contributions to Homelessness and Affordable Housing NOT Included in RPTT

	Budget FY 2015-16	Proposed Budget FY 2016-17
Winter Shelter	70,000	70,000
Winter Shelter Operation Extension	25,000	
HCA Program administration (down payment, rental, and mortgage assistance)	60,000	60,000
Homeless Outreach Services Team (HOST)	415,000	415,000
Mobile bathroom & shower trailer (HOST)	87,450	
Community Homeless Assistance Pilot Program (CHAPP) administration	10,000	
Housing & Community Services staff support		242,000
Total Additional General Fund \$	\$667,450	\$787,000

Total General Fund Contributions to Homelessness and Affordable Housing

	Budget FY 2015-16	Proposed Budget FY 2016-17
Homeless Services	271,341	443,491
Fair Housing	36,000	36,000
Affordable Housing	182,659	256,471
Total RPTT Transfer of 20%	\$490,000	\$735,962
Additional General Fund Contributions	\$667,450	\$787,000
Total General Fund Contribution	\$1,157,450	\$1,522,962

Questions / Comments

Department's Proposed Budgets

Department Review Schedule

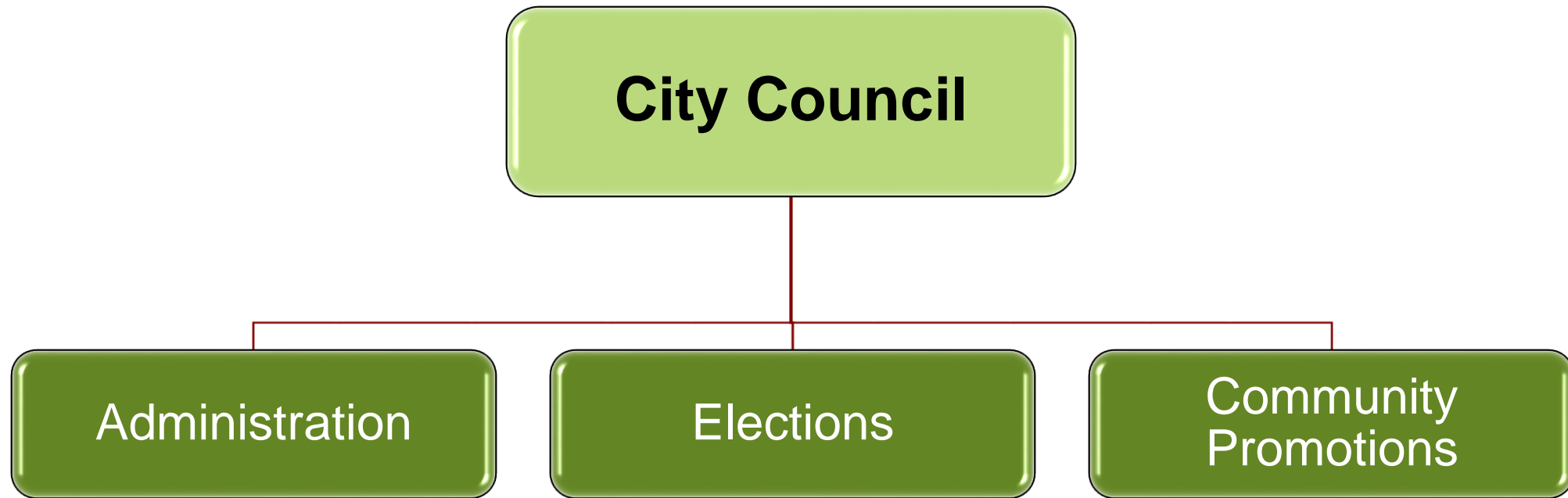
- Administrative Departments:
 - City Council
 - Community Promotions
 - City Manager's Office
 - Office of Community Engagement
 - City Attorney's Office
 - Human Resources
 - Finance / Non-Departmental
- Information Technology
- Planning & Economic Development
- Recreation & Parks

Department Review Schedule Study Session on May 17th

- Fire Department
- Police Department
- Housing & Community Services
- Transportation & Public Works
- Santa Rosa Water
- Capital Improvement Program

City Council FY 2016-17 Proposed Budget

City Council Organizational Chart



City Council Program Description

- **Administration:** The City Council is the legislative and policy-making body for the City of Santa Rosa
- **Elections:** This program is responsible for costs related to the preparation and conduct of general and special municipal elections
- **Community Promotions:** Council grants funding for a variety of local events

City Council Expenditures by Program

Expenditures by Program (All Funds)	2016-17 Budget	% of Total
Elections	485,500	41.9%
Administration	547,628	46.0%
Community Promotions	125,000	12.1%
Total	1,158,128	100.0%

City Council Expenditures by Category

Expenditures by Category (All Funds)	2015-16 Budget	2016-17 Budget	\$ Change	% Change
Council Members' Salaries	72,000	72,000	-	0.0%
Non-Council Member's Salaries	42,143	58,000	15,857	37.6%
Total Salaries	114,143	130,000	15,857	13.9%
Council Members' Benefits	122,158	153,951	31,793	26.0%
Non-Council Member's Benefits	24,396	31,714	7,318	30.0%
Total Benefits	146,554	185,665	39,111	26.7%
Professional Services	274,461	631,311	356,850	130.0%
Vehicle Expenses	1,000	1,000	0	0.0%
Utilities	5,000	5,300	300	6.0%
Operational Supplies	8,500	9,000	500	5.9%
Information Technology	37,051	41,652	4,601	12.4%
Other Miscellaneous	106,000	154,200	48,200	45.5%
Total	692,709	1,158,128	465,419	67.2%

City Council Expenditures by Fund

Expenditures by Fund	2015-16 Budget	2016-17 Budget	\$ Change	% Change
General Fund	692,709	1,158,128	465,419	67.2%
Total	692,709	1,158,128	465,419	67.2%

Budget Highlights

- Council's overall budget shows an increase of \$465K. Primarily due to the general election costs to be incurred in November of 2016.
 - Professional Services increases include:
 - \$255K for 2 possible Ballot Measures
 - \$195K for City Council Election
 - Other Misc. increase of \$30K for print services
- There were slight increases in Salaries and Benefits attributed to the cost of a Police Officer attending every Council meeting to provide needed security.

Accomplishments

- Adopted the FY 2015-16 City budget and finalized Council Goals and Priorities.

Tier 1 Priority: Underway and Receiving Highest Attention

1.1 Reduce Homelessness through a comprehensive strategy

1.2 Develop a comprehensive housing strategy – “Housing for All,” including:

Increase housing (Citywide – market rate/workforce/affordable)

Attract housing – downtown and transit-oriented

Address rent stabilization

1.3 Create a plan to address infrastructure and deferred maintenance throughout the community

1.4 Pursue current opportunities for medical marijuana, cannabis cultivation, laboratory, and employment development. Prepare for impacts of legalized marijuana

1.5 Complete Roseland annexation and move to implementation

Accomplishments

- Approved use of one-time funds for a variety of community enhancements such as bathroom and maintenance repairs at various facilities; corporation yard security; Roseland street repair; Fire Strike Team costs; and Courthouse Square Reunification Project.
- Facilitated sale of Hyatt Vineyard Creek; secured settlement of sale proceeds to reimburse the General Fund.
- Established new homeless service programs such as HOST, the shower/restroom trailer, the Wet Winter Shelter, and the Community Homeless Assistance Pilot Program; created Subcommittee on Homeless Issues.
- Created Rent Stabilization and Medical Marijuana Committees.

Accomplishments

- Made progress with the Roseland Annexation and Planning Program by working collaboratively with the County of Sonoma.
- Continued to develop and sustain nationally recognized Violence Prevention Partnership.
- Continued to implement recommendations made by the Open Government Task Force including hiring a new Community Engagement Director, supporting structure and ongoing efforts related to instituting a Sunshine Ordinance.
- Initiated Housing series to develop a Housing Action Plan.

Questions / Comments

Community Promotions FY 2016-17 Proposed Budget

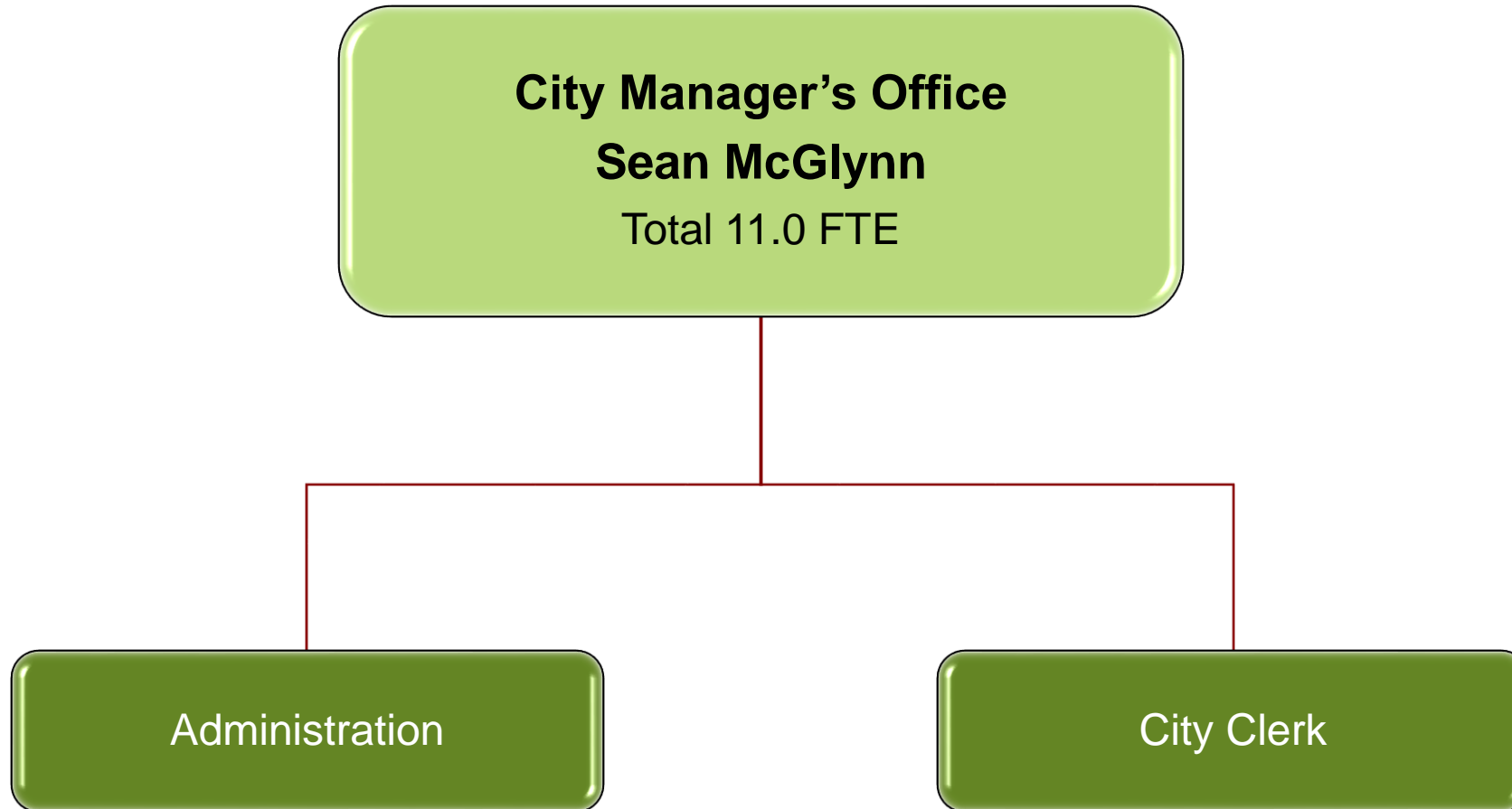
Community Promotions Funding Request

Requests	FY 2016-17 Recommended Funding		
	Cash	City Services	Total Request
Holiday Horse & Carriage Rides in RR Sq	\$2,700	\$360	\$3,060
Human Race	\$0	\$4,189	\$4,189
Jack London Festival of the Arts	\$1,856	\$0	\$1,856
Levi Leipheimers King Ridge Granfondo	\$0	\$16,075	\$16,075
Luther Burbank Rose Parade	\$2,850	\$12,650	\$15,500
Matsuri Japanese Arts Festival	\$1,000	\$3,150	\$4,150
Santa Rosa Downtown Market	\$0	\$24,000	\$24,000
Santa Rosa Red, White & BOOM!	\$0	\$20,075	\$20,075
Shakespeare in the Cannery	\$5,884	\$1,616	\$7,500
Sonoma County Art Trails	\$5,000	\$0	\$5,000
SR Symphony Downtown Performances	\$2,500	\$0	\$2,500
The Imaginists	\$7,000	\$150	\$7,150
West End Farmer's Market	\$8,400	\$0	\$8,400
Winterblast	\$3,750	\$1,795	\$5,545
TOTALS	\$40,940	\$84,060	\$125,000

Questions / Comments

City Manager's Office FY 2016-17 Proposed Budget

City Manager's Office Organizational Chart



City Manager's Office Program Description

- **Administration:** This program is responsible for the oversight of all City Departments; works closely with the City Council
- **City Clerk:** This program is responsible for administering the City's legislative process, municipal elections, and records management programs

City Manager's Office Expenditures by Program

Expenditures by Program (All Funds)	2016-17 Budget	% of Total
General Administration	1,906,514	94.5%
City Clerk	75,422	3.8%
Total General Ledger	1,981,936	98.3%
CIP and O&M Projects	35,000	1.7%
Total Job Ledger	35,000	1.7%
Total	2,016,936	100.0%

City Manager's Office Expenditures by Category

Expenditures by Category (All Funds)	2015-16 Budget	2016-17 Budget	\$ Change	% Change
Salaries	1,530,327	1,064,611	(465,716)	-30.4%
Benefits	592,861	435,502	(157,359)	-26.5%
Professional Services	870,780	237,370	(633,410)	-72.7%
Vehicle Expenses	500	500	0	0.0%
Utilities	4,600	3,744	(856)	-18.6%
Operational Supplies	77,950	39,000	(38,950)	-50.0%
Information Technology	115,512	86,287	(29,225)	-25.3%
Other Miscellaneous	107,683	114,922	7,239	6.7%
Subrecipient Funding	30,000	0	(30,000)	-100.0%
Indirect Costs	30,244	0	(30,244)	-100.0%
CIP and O&M Projects	216,315	35,000	(181,315)	-83.8%
Total	3,576,772	2,016,936	(1,559,836)	-43.6%

City Manager's Office Expenditures by Fund

Expenditures by Fund	2015-16 Budget	2016-17 Budget	\$ Change	% Change
General Fund	2,362,243	2,016,936	(345,307)	-14.6%
Measure O Funds	1,214,529	0	(1,214,529)	-100.0%
Total	3,576,772	2,016,936	(1,559,836)	-43.6%

Budget Highlights

- The Violence Prevention Partnership and Community Engagement programs moved from the City Manager's Office to a new department, reducing the CMO budget by 7.0 FTEs and \$1.9M.
- The remaining City Manager programs, Administration and City Clerk, saw minor budgetary changes in Professional Services:
 - Increase of \$72,000 for a new contract with a Police Department Auditor.
 - Decrease of \$65,000 due to high-level recruitments now being overseen Human Resources.

Progress Update on Prior Additional Funding

Received additional appropriations Mid-Year FY 2015-16:

- \$125,000 for Polling Work; currently underway
- \$75,000 for Rent Stabilization Work; recommendations went to Council on May 3

Accomplishments

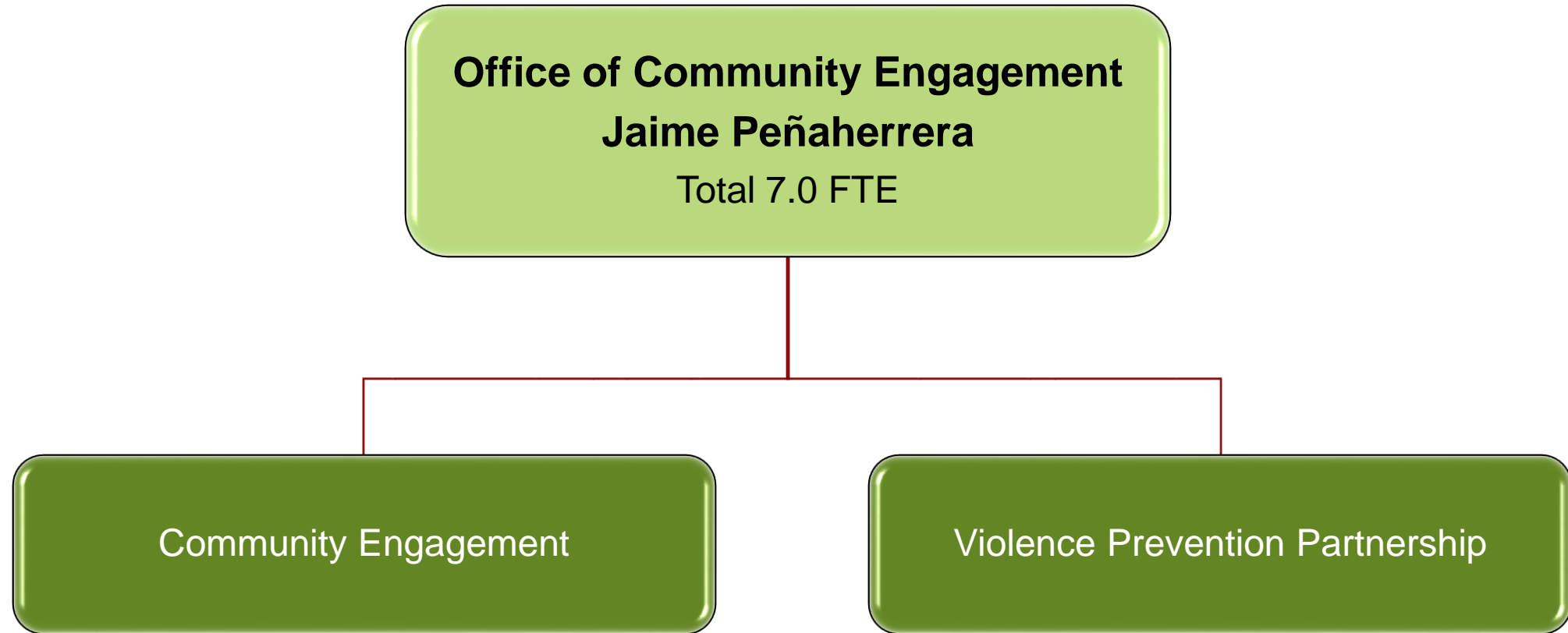
- Developed recommendations for annual City budget and long-term fiscal projects; assisted City Council with policy development and implementation of Council Goals.
- Developed Funding Report for Council for the Courthouse Square Project.
- Brought forward Sunshine Ordinance for review and approved vendor for new City website.
- Managed the preparation, distribution, posting, and minutes for 38 City Council meetings.
- Retained records preservation services to preserve Council legislative records from 1872 to 1969.
- Responded to over 170 requests for public records in compliance with the Public Records Act.

Questions / Comments

Office of Community Engagement FY 2016-17 Proposed Budget



Office of Community Engagement Organizational Chart



Office of Community Engagement Program Description

- **Community Engagement:** Responsible for maximizing the City's engagement efforts by creating an inclusive, transparent, participatory and collaborative relationship with our community. Works in partnership with the Community Advisory Board to advise on community engagement strategies in a effort to align and strengthen the City's goals and priorities.
- **Santa Rosa's Violence Prevention Partnership:** This program is responsible for administration, management, implementation and evaluation of the Partnership's Strategic Plan and Measure O CHOICE Grant Program

Office of Community Engagement Expenditures by Program

Expenditures by Program (All Funds)	2016-17 Budget	% of Total
Measure O Violence Prevention	1,331,868	70.2%
Community Engagement	381,800	20.2%
Total General Ledger	1,713,668	90.4%
CIP and O&M Projects	181,315	9.6%
Total Job Ledger	181,315	9.6%
Total	1,894,983	100.0%

Office of Community Engagement Expenditures by Category

Expenditures by Category (All Funds)	2016-17 Budget
Salaries	570,621
Benefits	236,019
Professional Services	719,539
Utilities	2,556
Operational Supplies	35,268
Information Technology	43,079
Other Miscellaneous	47,733
Subrecipient Funding	30,000
Indirect Costs	28,853
CIP and O&M Projects	181,315
Total	1,894,983

Office of Community Engagement Expenditures by Fund

Expenditures by Fund	2016-17 Budget
General Fund	563,115
Measure O Funds	1,331,868
Total	1,894,983

Budget Highlights

- Beginning in FY 2016-17 the Office of Community Engagement will be a stand-alone department overseeing the Violence Prevention Partnership, Community Advisory Boards and other city-wide engagement efforts.
- Measure O received one-time funding of \$50,000 for an updated Community Safety Scorecard, and \$25,000 for a Community Awareness/ Outreach program, and \$35,000 for a Strategic Plan for the Violence Prevention Partnership.

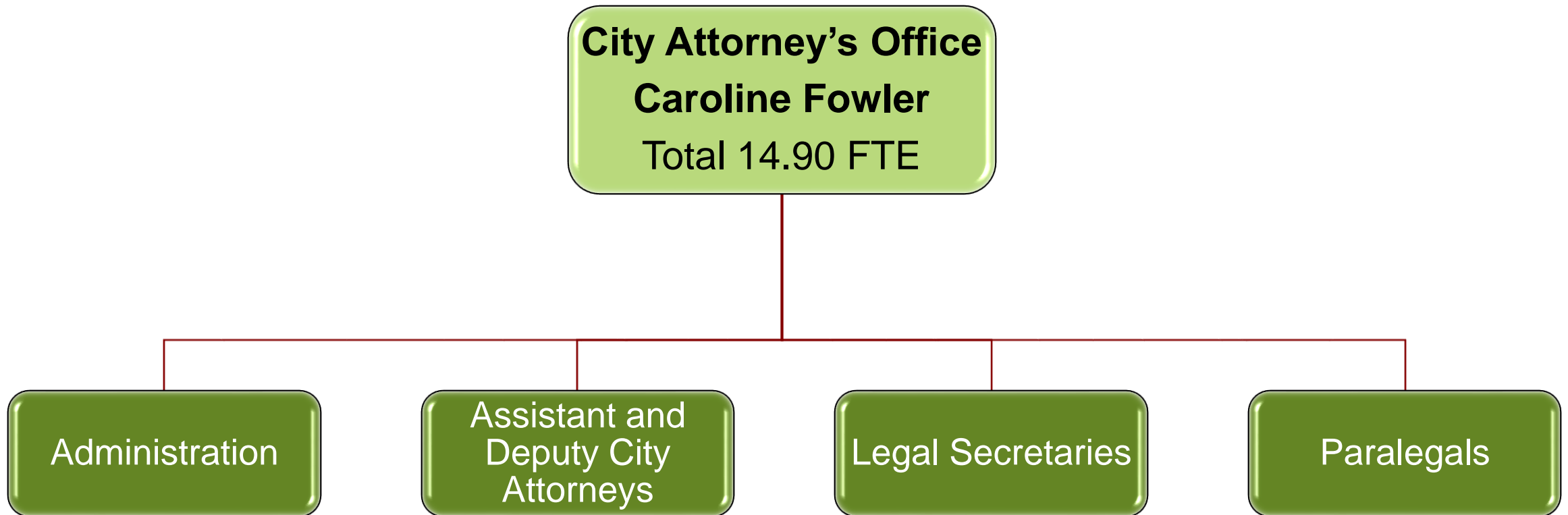
Accomplishments

- Continue to implement The Partnership's Strategic Plan; developed a Community Safety Scorecard
- Developed a revised 10-year Measure O Implementation Plan
- Brought forward 21 Community Improvement Grants from CAB
- Conducted monthly CAB meetings
- Working collaboratively to align CAB with City's strategic goals and priorities
- Conducted five community-wide meetings to obtain input for the City's CIP Process and introduce the concept of Participatory Budgeting
- Conducted five community-wide meetings to introduce the concept of Open Government and obtain input on the Open Government Ordinance (aka Sunshine Ordinance).

Questions / Comments

City Attorney's Office FY 2016-17 Proposed Budget

City Attorney's Office Organizational Chart



City Attorney's Office Program Description

Legal Services: The City Attorney's Office is responsible for providing a variety of legal services for the City.

- Reviews, evaluates and recommends disposition of all claims filed against the City
- Defends litigation filed against the City and its employees.
- Approves as to form all contracts, surety bonds, ordinances, resolutions and Council Policies
- Reviews City Council, Planning Commission and Board of Public Utilities' agenda for Brown Act compliance

City Attorney's Office Program Description

- Provides advice or written opinions to City staff
- Advises the Council and departments regarding franchise agreements, landfill issues, water supply, water quality, land use, CEQA and other infrastructure issues
- Advises on employment issues
- Prosecutes City Code violations
- Opposes release of weapons seized by police
- Represents Police Department in Pitchess Motion hearings

City Attorney's Office Expenditures by Program

Expenditures by Program (All Funds)	2016-17 Budget	% of Total
Legal Services	2,590,408	100.0%
Total General Ledger	2,590,408	100.0%

City Attorney's Office Expenditures by Category

Expenditures by Category (All Funds)	2015-16 Budget	2016-17 Budget	\$ Change	% Change
Salaries	1,549,779	1,719,811	170,032	11.0%
Benefits	592,923	704,511	111,588	18.8%
Professional Services	21,240	21,240	0	0.0%
Vehicle Expenses	1,200	400	(800)	-66.7%
Utilities	560	560	0	0.0%
Operational Supplies	14,100	17,900	3,800	27.0%
Information Technology	59,796	65,466	5,670	9.5%
Other Miscellaneous	55,793	60,520	4,727	8.5%
Total	2,295,391	2,590,408	295,017	12.9%

City Attorney's Office Expenditures by Fund

Expenditures by Fund	2015-16 Budget	2016-17 Budget	\$ Change	% Change
General Fund	2,295,391	2,590,408	295,017	12.9%
Total	2,295,391	2,590,408	295,017	12.9%

Budget Highlights

- Additional 2 FTEs funded by recovery of penalties and fees from consumer protection action
 - 1.0 Deputy City Attorney
 - 1.0 Senior Administrative Assistant

Accomplishments

- Personal injury case against the City and the Santa Rosa Junior College resulting in City being dismissed and recovery of approximately \$47K in costs.
- Settlement of 10-year litigation initiated by City resulting in payment to City of \$80K.
- Represented the CUPA to prosecute and settle multiple violations at underground tank system storing gas and diesel. The CUPA and SRFD obtained compliance, and City recovered administrative penalties of \$31,500.
- Obtained dismissal of federal unlawful seizure and excessive force 4th Amendment case brought versus two SRPD officers and the City after voluminous discovery and motion practice. Plaintiff obtained no recovery.
- Federal civil rights lawsuit alleging police use of excessive force: dismissal of all SRPD officers and City with no payment other than waiver of costs.
- Dismissal of lawsuit alleging dangerous intersection against City without payment other than waiver of costs.

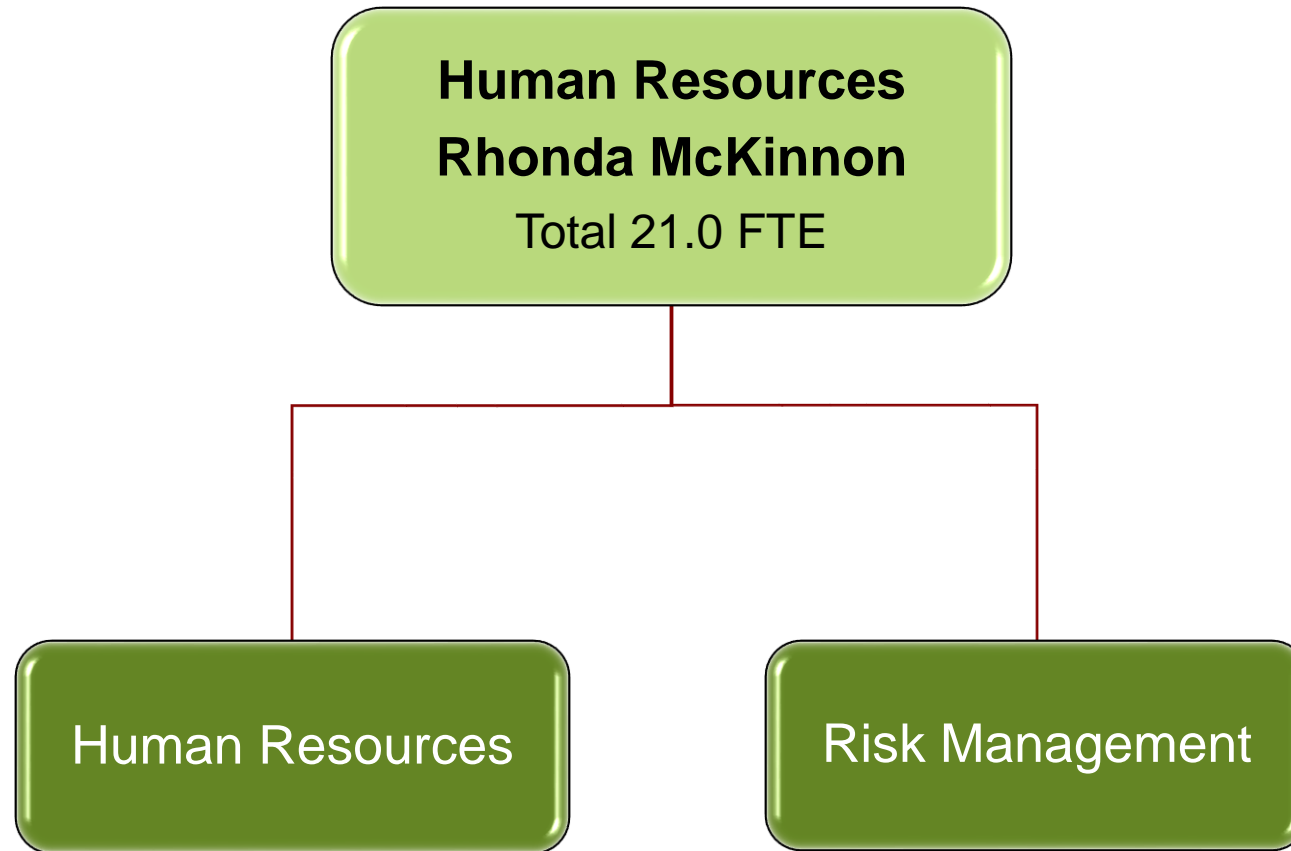
Accomplishments

- Dismissal of lawsuit alleging dangerous sidewalk against City without payment other than waiver of costs.
- Obtained settlement of wrongful death after voluminous discovery and motion practice. Plaintiff obtained \$212K recovery.
- Worked on ordinance for medical marijuana cultivation and with council subcommittee to address new state law.
- Assisted City Clerk with preparation of Sunshine Ordinance.
- Assisted with CEQA review and approval of revised Courthouse Square Reunification.
- Advised on revised Smoking Ordinance adopted in 2015 to ban smoking in multi-family residential units.
- Revised parking meter ordinance in November 2015.

Questions / Comments

Human Resources FY 2016-17 Proposed Budget

Human Resources Organizational Chart



Human Resources Program Description

- **Human Resources Program:**
 - Labor (Employee) Relations
 - Employment Services
 - Recruitment, Classification, Compensation
 - Evaluation, Performance Management
 - Policy Development and Interpretation
 - Compliance with State, Fed, City Rules & Regulations, City Code and Charter
 - Organizational Development
 - Training
 - Facilitation - Mediation

Human Resources Program Description

- **Risk Management Program:**
 - Employee Benefits
 - Health and Wellness
 - Worker's Compensation
 - Employee Safety – OSHA
 - Drug & Alcohol Testing Programs
 - Other City Insurance Programs
 - Liability, Property and Earthquake Insurance
 - Insurance Requirement in Contracts
 - Compliance with ADA Requirements

Human Resources Expenditures by Program

Expenditures by Program (All Funds)	2016-17 Budget	% of Total
General Administration	2,428,669	7.4%
Risk Management	30,431,758	92.6%
Total General Ledger	32,860,427	100.0%

Human Resources Expenditures by Category

Expenditures by Category (All Funds)	2015-16 Budget	2016-17 Budget	\$ Change	% Change
Salaries	1,691,802	1,845,023	153,221	9.1%
Benefits	703,804	801,429	97,625	13.9%
Professional Services	619,596	811,496	191,900	31.0%
Vehicle Expenses	770	0	(770)	-100.0%
Utilities	1,450	1,450	0	0.0%
Operational Supplies	23,905	26,000	2,095	8.8%
Information Technology	146,210	160,437	14,227	9.7%
Liab/Property Insurance	4,720	4,756	36	0.8%
Other Miscellaneous	75,535	90,690	15,155	20.1%
Insurance Prem/Claim	28,088,757	28,842,144	753,387	2.7%
Indirect Costs	245,010	277,002	31,992	13.1%
Total	31,601,559	32,860,427	1,258,868	4.0%

Risk Management

Insurance Premiums & Claims Detail

	2015-16 Budget	2016-17 Budget	\$ Change	% Change
City Health	11,867,392	12,606,488	739,096	6.2%
PERS Health	6,925,461	6,956,788	31,327	0.5%
Workers Compensation	3,896,200	3,775,000	(121,200)	-3.1%
Dental/Vision	2,050,645	2,109,050	58,405	2.8%
Liability	1,823,795	1,856,652	32,857	1.8%
Other EE Benefits	811,330	839,364	28,034	3.5%
Subregional Earthquake	404,022	355,202	(48,820)	-12.1%
Property/Fire Insurance	309,912	343,600	33,688	10.9%
Insurance Premiums & Claims Total	28,088,757	28,842,144	753,387	2.7%

Human Resources Expenditures by Fund

Expenditures by Fund	2015-16 Budget	2016-17 Budget	\$ Change	% Change
General Fund	2,073,549	2,428,669	355,120	17.1%
Risk Management Fund	29,528,010	30,431,758	903,748	3.1%
Total	31,601,559	32,860,427	1,258,868	4.0%

Budget Highlights

Human Resources budget increased by 17.1% including:

- \$65K additional funding in HR to administer high-level recruitments, formerly the responsibility of the City Manager's Office.
- \$60K one-time funding for a web-based Performance Evaluations System.
- \$15K additional funding in Other Misc. to meet current and future Training demands.

Risk Management budget increased by 3.1% including:

- Combined City Health Insurance rates up 6.2%
- Liability Insurance increased 1.8%
- Earthquake Insurance premium rate decreased 12.1%
- Worker's Compensation decreased 3.1%
- Added 1.0 FTE Limited Term Risk Analyst to implement a Citywide Safety and Health Program to address employee safety and Worker's Compensation.

Accomplishments

- Implemented a Citywide Miscellaneous Wellness Program.
- Risk Management implemented departmental outreach and education complemented by engaging collaborative efforts with the Worker's Compensation TPA to significantly reduce City rates.
- The Human Resources Leadership team became fully staffed and has been aligned in driving change initiatives resulting in enhanced work flow and service delivery.
- Successfully and immediately responded to the classification and position updates required as a result of the Organizational Reorganization affecting the Housing & Community Services and Planning & Economic Development Departments.

Accomplishments

Key HR Work Related to the Reorganization:

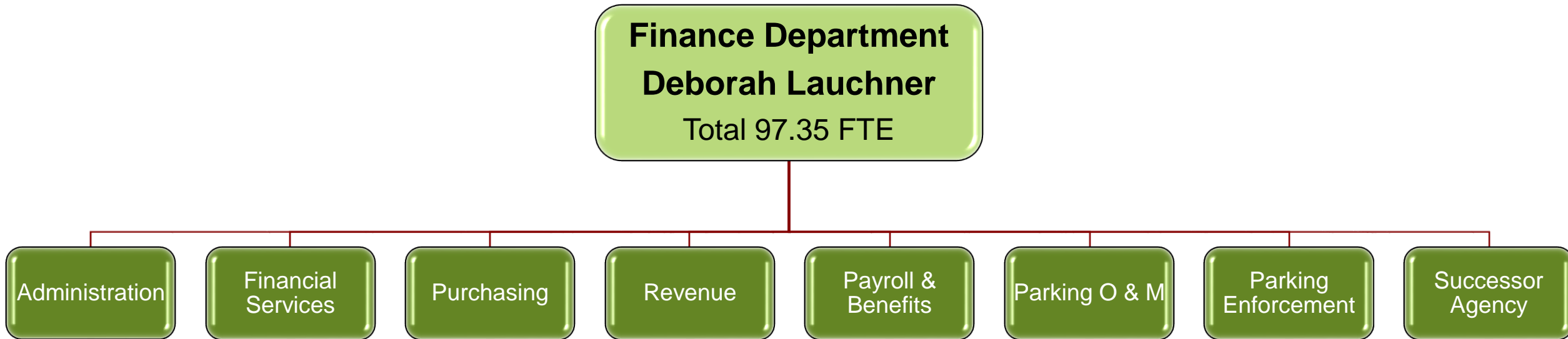
- Economic Development & Housing > Housing & Community Services
 - Establish new Organization Codes
 - Job Description Update / Retitle / Classification Analysis: 21
 - ✓ Director; EDH Managers (2); EDH Technicians (8); Program Specialist I/II (5); Senior Code Enforcement Officer; Code Enforcement Officers (4)
- Parking Division from ED&H to the Finance Dept.
 - Job Description Update / Retitle / Classification Analysis: 2
 - ✓ Parking Supervisor; Parking Enforcement Officer
- Community Development > Planning & Economic Development
 - Establish new Organization Codes
 - Job Description Update / Retitle / Classification Analysis: 9
 - ✓ Director; Deputy Director; CD Managers (2); CD Technicians (4); Supervising Planner

Questions / Comments

Finance Department FY 2016-17 Proposed Budget



Finance Department Organizational Chart



Finance Department Program Description

- **Administration:** Responsible for providing financial and support services to the City organizations, business community and general public.
- **Financial Services:** Provides accounting & fiscal management services, prepares the City's Comprehensive Annual Financial Report (CAFR), the City's Annual Operations and Maintenance Budget Report and the Annual Capital Improvement Program Budget Report.
- **Purchasing:** Includes the Warehouse, Accounts Payable and Contract Management. Provides purchasing, procurement, surplus disposal, purchasing cards, and warehousing support to the City organization.

Finance Department Program Description

- **Revenue:** Services include business tax management; utility fee revenues, and billing and collection services for City water and sewer utilities; City taxes; and miscellaneous receivables.
- **Payroll and Benefits:** Maintains City's payroll system and produces payments or employee benefits programs, manages City's deferred compensation program, provides costing and support to labor negotiations.
- **Parking O&M:** Serves an estimated two million customers per year by managing downtown public garages, surface lots and on-street spaces.

Finance Department Program Description

- **Parking Enforcement:** Monitors and regulates parking meters, time zones, and other restricted parking areas in the Downtown Central Parking District and Railroad Square Parking Meter Zone, as well as six Residential Permit zones.
- **Successor Agency:** Coordinate dissolution of former Redevelopment Agency obligations.

As a part of the FY 2015-16 City Reorganization, the Finance department acquired the Parking division and Successor Agency from the former Economic Development and Housing department.

Finance Department Expenditures by Program

Expenditures by Program (All Funds)	2016-17 Budget	% of Total
General Administration	1,474,286	7.2%
Purchasing	995,212	4.9%
Financial Services	2,457,406	12.1%
Revenue	4,299,995	21.1%
Payroll and Benefits	656,345	3.2%
Parking Services O&M	3,759,555	18.4%
Parking Enforcement	990,881	4.9%
Successor Agency	3,831,930	18.8%
Total General Ledger	18,465,610	90.6%
CIP and O&M Projects	1,916,086	9.4%
Total Job Ledger	1,916,086	9.4%
Total	20,381,696	100.0%

Finance Department Expenditures by Category

Expenditures by Category (All Funds)	2015-16 Budget	2016-17 Budget	\$ Change	% Change
Salaries	4,494,878	6,661,351	2,166,473	48.2%
Benefits	2,139,447	3,370,812	1,231,365	57.6%
Professional Services	1,419,186	2,430,985	1,011,799	71.3%
Vehicle Expenses	89,206	213,939	124,733	139.8%
Utilities	7,245	176,934	169,689	2342.2%
Operational Supplies	411,595	619,336	207,741	50.5%
Information Technology	583,845	701,525	117,680	20.2%
Debt Service	0	3,577,330	3,577,330	n/a
Liab/Property Insurance	0	107,207	107,207	n/a
Other Miscellaneous	141,718	346,125	204,407	144.2%
Indirect Costs	0	260,066	260,066	n/a
CIP and O&M Projects	25,000	1,916,086	1,891,086	7564.3%
Total	9,312,120	20,381,696	11,069,576	118.9%

Finance Department General Fund Revenue & Expenditures

General Fund	Proposed Budget FY 2016-17
Expenditures	\$9,679,244
Revenue Offset*	(\$65,975)
Net General Fund Support	\$9,613,269

*Revenue Offset includes the revenue division's administration fees.

Finance Department Expenditures by Fund

Expenditures by Fund	2015-16 Budget	2016-17 Budget	\$ Change	% Change
General Fund	9,120,120	9,679,244	559,124	6.1%
Parking District Fund	0	6,666,522	6,666,522	n/a
Pooled Investment Fund	192,000	204,000	12,000	6.3%
SA RDA Oblig Retirement Fund	0	3,831,930	3,831,930	n/a
Total	9,312,120	20,381,696	11,069,576	118.9%

Budget Highlights

Re-Organizational changes at mid-year:

- Finance took over management of the Successor Agency to the former Redevelopment Agency adding \$3.8M to the Finance Department budget.
- Parking Division joined the Finance Department adding 34.0 FTE, which increased the size of the department by 52% and added \$6.7M to the budget.
- Funding 1.0 FTE Technology Application Specialist which will reside in IT, but will help address programming issues relative to the IFAS financial and payroll system software.
- Adding 1.0 FTE Limited Term Administrative Technician funded by the Water Department to provide technical support to the new H2O program and Water Billing.

Budget Highlights

- Received \$50K in one time consultant services to complete a PCI (Payment Card Industry) compliance audit which is an assessment of the City's safe handling of cardholder information in electronic transactions. The estimated completion date of the project is September 2016.
- Efficiencies gained through new operational model resulting in elimination of 2.0 vacant FTE Parking Operations Aide positions.
- Parking - \$1.7M in Garage 9 repairs and \$465K in contributions to Courthouse Square construction, both paid from Parking Reserve funds.

Accomplishments

- Successor Agency consolidated and refunded all outstanding debt obligations into two bond issuances and settled litigation against the State Department of Finance regarding City loans as an enforceable obligation.
- Completed the Measure O 10-Year Implementation Plan.
- Produced and published the Operations and Maintenance Budget Report and the Comprehensive Annual Financial Report (CAFR).
- Redesigned the Long Range Financial Plan.

Accomplishments

- Implemented payroll system changes and procedures necessary to provide sick leave to temporary employees as required by AB1522 and participated in City policy development.
- Migrated Public Works procurements to the PlanetBids program to better manage their procurements and bid opportunities and updated City website for ease of use.
- Added Purchasing Technician to allow the team a better opportunity to focus on policy, procedure, training and outreach.

Accomplishments

- Successfully completed conversion to newest version of the utility billing software and implemented the new Help to Others assistance program to help very low income residents pay a portion of their water and sewer bill.
- Implemented a paperless, real time reporting system for the garage mobile patrol and a centralized communication center enhancing dispatch response time.
- Completed parking meter housing upgrades to include installation of secure electronic locking system and replaced 11 multi-space meters with 89 single-space credit card enabled meters in Railroad Square.
- Issued design/build RFP for solar on garage roof tops.

Questions / Comments

Non-Departmental FY 2016-17 Proposed Budget

Non-Departmental Expenditures by Program

Expenditures by Program (All Funds)	2016-17 Budget	% of Total
General Administration	302,573	3.2%
Animal Shelter	1,744,784	18.7%
Media Access Center	204,800	2.2%
Non-Program	1,963,515	21.0%
Debt Service	4,752,795	50.8%
Other	100,314	1.0%
Total General Ledger	9,068,781	96.9%
CIP and O&M Projects	287,494	3.1%
Total Job Ledger	287,494	3.1%
Total	9,356,275	100.0%

Non-Departmental Expenditures by Category

Expenditures by Category (All Funds)	2015-16 Budget	2016-17 Budget	\$ Change	% Change
Salaries	1,400,000	1,550,000	150,000	10.7%
Benefits	10,000	10,000	0	0.0%
Professional Services	3,007,852	2,707,651	(300,201)	-10.0%
Debt Service	5,028,740	4,747,615	(281,125)	-5.6%
Liability/Property Insurance	1,193,901	1,353,515	159,614	13.4%
Other Miscellaneous	(1,300,000)	(1,300,000)	0	0.0%
CIP and O&M Projects	117,000	287,494	170,494	145.7%
Total	9,457,493	9,356,275	(101,218)	-1.1%

Non-Departmental Expenditures by Fund

Expenditures by Fund	2015-16 Budget	2016-17 Budget	\$ Change	% Change
General Fund	4,423,573	4,603,480	179,907	4.1%
Debt Service Funds	5,033,920	4,752,795	(281,125)	-5.6%
Total	9,457,493	9,356,275	(101,218)	-1.1%

Budget Highlights

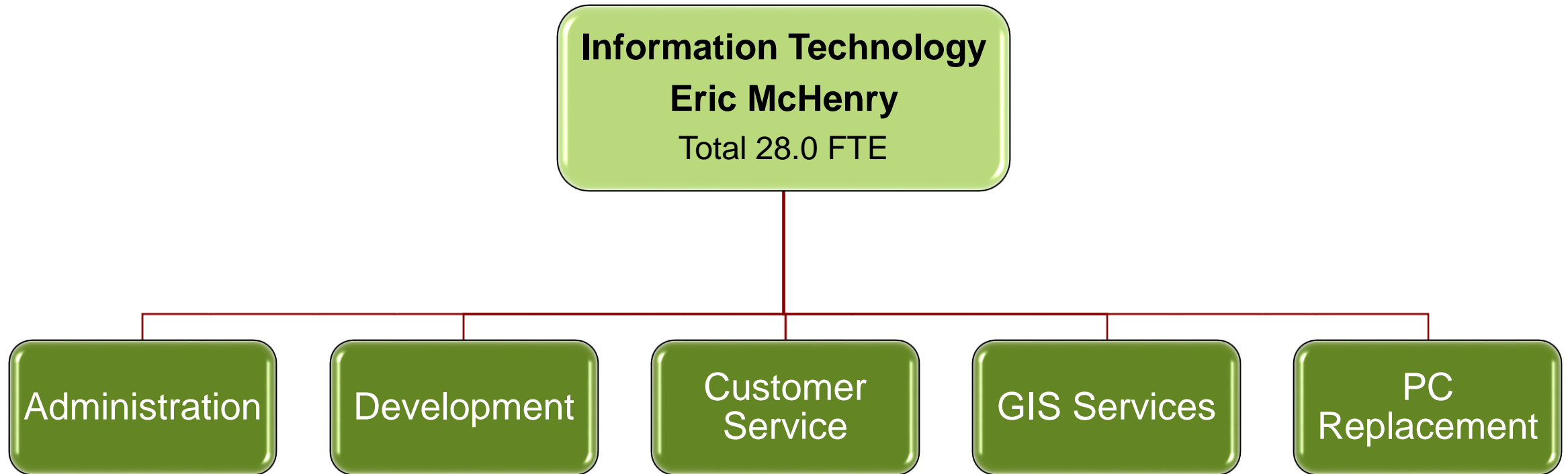
- Decrease of \$300K in Professional Services
 - \$205K decrease in Animal Shelter budget
 - \$77K contractual decrease in Media Access Center for City Council meetings
 - \$20K decrease in Sonoma County Administrative Fees
- Reduction in debt service payments of \$281K due to payoff of Capital Lease for accounting software.
- O&M Projects increased by \$170K due to Muni Services Sales Tax Audit, no additional budget appropriated in FY 2015-16.

Questions / Comments

Information Technology FY 2016-17 Proposed Budget



Information Technology Organizational Chart



Information Technology Program Description

- **Administration**
- **Software Development and Support:** More than 60 applications and software programs
- **Customer and Network Support:** PCs, Servers, Network, Storage and Security; Over 180 servers and over 2,900 connected devices; Helpdesk responds to over 5,000 Support Requests
- **Geographic Information System (GIS) Services**
- **PC Replacement:** Over 800 enrolled PCs

Information Technology Expenditures by Program

Expenditures by Program (All Funds)	2016-17 Budget	% of Total
I.T. Administration	435,380	5.9%
I.T. Development	2,755,846	37.7%
I.T. Customer Support	2,548,560	34.9%
I.T. GIS Services	319,443	4.4%
I.T. PC Replacement Program	203,150	2.8%
Total General Ledger	6,262,379	85.7%
CIP and O&M Projects	1,049,425	14.3%
Total Job Ledger	1,049,425	14.3%
Total	7,311,804	100.0%

Information Technology Expenditures by Category

Expenditures by Category (All Funds)	2015-16 Budget	2016-17 Budget	\$ Change	% Change
Salaries	2,456,832	2,574,647	117,815	4.8%
Benefits	1,071,576	1,164,967	93,391	8.7%
Professional Services	1,280,211	1,707,372	427,161	33.4%
Vehicle Expenses	13,850	16,050	2,200	15.9%
Utilities	391,280	288,420	(102,860)	-26.3%
Operational Supplies	50,400	57,200	6,800	13.5%
Information Technology	21,853	22,279	426	1.9%
Liab/Property Insurance	21,188	25,716	4,528	21.4%
Other Miscellaneous	41,609	44,709	3,100	7.5%
Indirect Costs	353,190	361,019	7,829	2.2%
CIP and O&M Projects	1,043,882	1,049,425	5,543	0.5%
Total	6,745,871	7,311,804	565,933	8.4%

Information Technology Expenditures by Fund

Expenditures by Fund	2015-16 Budget	2016-17 Budget	\$ Change	% Change
Information Technology	6,239,673	6,772,229	532,556	8.5%
Technology Replacement	506,198	539,575	33,377	6.6%
Total	6,745,871	7,311,804	565,933	8.4%

Budget Highlights

- Mid-Year 2015-16 Added 2.0 Technology Application Specialists.
 - One position to support Accela software
 - One position to support Payroll System (IFAS)
- Additional \$325K for Software Licenses and Professional Services funded by the General Fund.
 - \$200K for Smart City Initiative
 - \$125K for Digital Government Project
- The total IT budget for FY 2016-17 is \$7.3M, up \$566K or 8.4% from last year's adopted budget.

Accomplishments

- Completed implementation of 2015 portion of IT Strategic Plan.
- Continued financial, process and technology performance of centralized PC hardware and software purchasing and support.
- Developed and implemented an accelerated digitization of PED microfilm and microfiche records.
- Completed implementation of Accela Automation Permitting System upgrade, phases 1 – 2.

Accomplishments

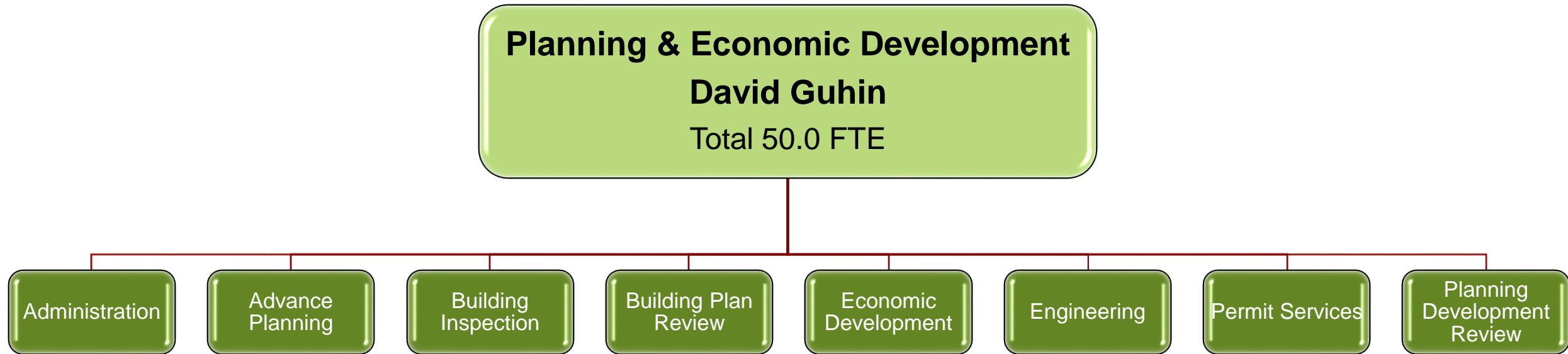
- Completed installation and testing of phase 3 of mobile device security and management, focusing on updated Wi-Fi and network-access security configuration.
- Completed vendor selection for the srcity.org website redesign project, followed by launch of the website design and implementation process.
- Completed the first phase of the Digital Government Initiative, focused on developing the underlying technology infrastructure, followed by publishing over 30 new datasets showing service delivery for internal and public use.

Questions / Comments

Planning & Economic Development FY 2016-17 Proposed Budget



Planning & Economic Development Organizational Chart



Planning & Economic Development Program Description

- **Administration:** Oversees and supports all functions of the department, providing technical and clerical support and department-wide management.
- **Advance Planning:** Provides strategic thinking and analysis of a wide variety of land use issues, including physical, social and economic conditions and trends; initiates and conducts planning efforts to establish land use and policy direction for the community.
- **Building Inspection:** Conducts building inspections to verify compliance with building codes and regulations.
- **Building Plan Review:** Reviews building permit applications for compliance with building codes and related regulations, and approves the permits for issuance.

Planning & Economic Development Program Description

- **Economic Development:** Supports the Santa Rosa Tourism Business Improvement Area (SRTBIA) with services focused on tourism to reinforce Santa Rosa as a visitor destination in Sonoma County.
- **Engineering:** Engineering and inspection services for private development and subdivision plan check and inspection, encroachment permit issuance and inspection, and requested engineering services to other City departments.
- **Planning Development Review:** Accepts and processes new entitlement applications; provides staff support to the Planning Commission, Design Review Board and Cultural Heritage Board, as well as provides information to the public regarding land use and zoning, and conducts environmental review as necessary.

Planning & Economic Development Program Description

- **Permit Services:** Assists with and processes all applications for planning and building permits while coordinating with reviewing agencies on projects; provides information and clarification to the public regarding zoning and building codes and City processes.

As part of the FY 2015-16 City Reorganization, Planning and Economic Development acquired Engineering from Transportation & Public Works and Economic Development from the former Economic Development & Housing. Code Enforcement was moved from the former Community Development into Housing & Community Services.

Planning & Economic Development Expenditures by Program

Expenditures by Program (All Funds)	2016-17 Budget	% of Total
General Administration	1,213,437	13.0%
Permit Services	683,254	7.4%
Building Plan Review	1,000,148	10.8%
Building Inspection	819,883	8.8%
Planning Development Review	1,568,046	16.9%
Advance Planning	483,345	5.2%
Engineering	1,704,692	18.4%
Economic Development	607,741	6.6%
Total General Ledger	8,080,546	87.1%
CIP and O&M Projects	1,201,500	12.9%
Total Job Ledger	1,201,500	12.9%
Total	9,282,046	100.0%

Planning & Economic Development Expenditures by Category

Expenditures by Category (All Funds)	2016-17 Budget
Salaries	4,525,915
Benefits	2,060,302
Professional Services	432,450
Vehicle Expenses	43,865
Utilities	30,024
Operational Supplies	116,502
Information Technology	556,488
Other Miscellaneous	241,749
Indirect Costs	19,251
Capital Outlay	54,000
CIP and O&M Projects	1,201,500
Total	9,282,046

Planning & Economic Development

General Fund Revenue & Expenditures

General Fund	Proposed Budget FY 2016-17
Expenditures	\$8,276,546
Revenue Offset*	(\$4,731,527)
Net General Fund Support	\$3,545,019

*Revenue Offset includes Planning fees, Building Plan Review fees and various permits/fees.

Planning & Economic Development Expenditures by Fund

Expenditures by Fund	2016-17 Budget
General Fund	8,276,546
Santa Rosa Tourism BIA	480,500
Economic Development Fund	525,000
Total	9,282,046

Budget Highlights

- Department reorganized as Planning and Economic Development
 - Code Enforcement (5.75 FTEs) moved to H&CS
 - Economic Development (3.0 FTEs) moved to PED
 - Engineering (11.0 FTEs) moved to PED
- FY 2016-17 budget includes:
 - Additional 1.0 FTE City Planner to assist with public policy, implementation of Citywide plans and Housing Initiatives
 - Additional 1.0 FTE Administrative Service Officer
 - \$145,000 for a pilot Economic Development program with the Chamber of Commerce
 - \$65,000 in overtime to expand staff capacity
 - New department outreach materials to increase citizen information
 - Two additional vehicles, one for Building Inspection and one for Planning
 - Increase in department wide services, supplies, and training

Progress Update on Prior Additional Funding

- Mid-Year Adjustment to FY 2014-15 Budget
 - \$200,000 for Development Impact Fee Study: Completed evaluation process, contract in negotiation
- FY 2015-16 Additional Needs:
 - 1.0 Building Plans Checker: Position Filled February 2016
 - 1.0 Building Inspector: Position Filled August 2015
 - 1.0 Senior Administrative Assistant: Position Filled July 2015
 - \$37,000 Support and Vehicle costs for new FTEs: Vehicle ordered and received
 - \$50,000 Consultant Funding for Plan Dev Review: Contract in place with Land Logistics for contract planning

Progress Update on Prior Additional Funding

- Mid Year Adjustment to FY 2015-16 Budget:
 - 1.0 FTE CD Technician
 - Interviewed Candidates in March; Promoted internal employee
 - 1.0 FTE Building Inspector
 - Candidates interviewed in early April
 - \$351,000 for 1.0 Limited-Term Technical Application Specialist (3 years)
 - IT working with Accela on acquiring software
 - \$500,000 for Consultant Funding for Plan Check and Inspection Services
 - Request for Proposals sent out in March
 - Council approval of CA Code Check on May 10th
 - \$100,000 for Consultant Funding for Planning Process Improvements
 - Request for Proposals out the first week of April
 - \$60,000 Queuing System
 - Request for Proposal in process, system expected to launch 2016-17

Accomplishments

- Process Improvement Action Plan was created to expand on the recommendations of the June 2015 Management Partners report. Detailed specific action steps were outlined, including a multi-year implementation plan.
- Implemented project pre-application meetings where prospective applicants can meet with representatives of multiple departments to discuss project issues prior to formal submittal.
- Implemented use of mobile devices for use by inspectors in the field, thus reducing time necessary to result and annotate inspections.
- Converted to Accela Automation Permitting system.
- Processed 99% of all time high for building permits last year.
- FY Quarters 1-3 building permit applications are up 10% over last years near record high.
- Established a formal Temporary Certificate of Occupancy (TCO) policy for substantially complete building projects.

Accomplishments

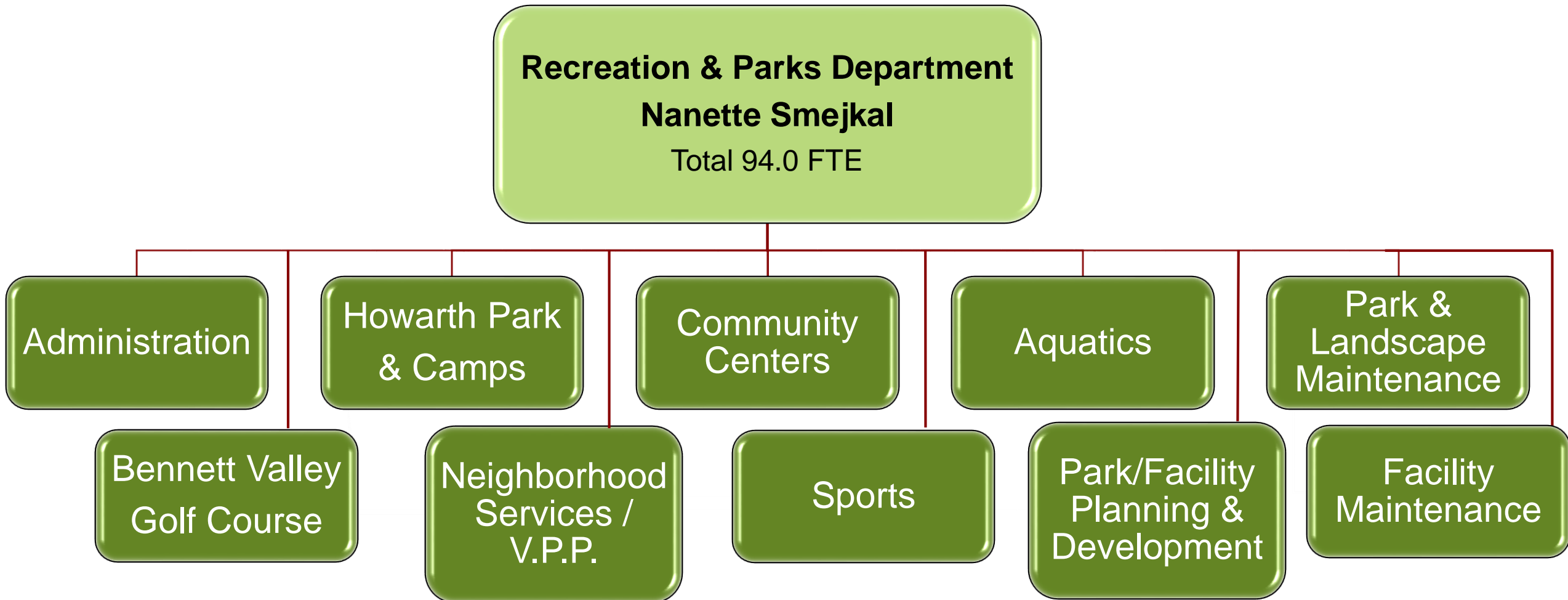
- Reorganized the Engineering inspection section in a manner that allows for a more efficient handling of inspection requests.
- Developed the Local Hazard Mitigation Plan to assist the City in addressing the risks associated with local hazards and emergency management.
- Conducted the annual review of the General Plan and submittal of reports to the CA Department of Housing and Community Development and the CA Department of Finance.
- Partnered with the Santa Rosa Chamber of Commerce to build Downtown Association, and supporting taskforces.
- Hosted Urban3 and Strong Towns Downtown value per acre analysis for downtown Santa Rosa. Provided presentations to Council and multiple community meetings.
- Produce OutThereSR SRTBIA tourism campaign.
- Began seasonal custom Shop Local banners outreach campaign.

Questions / Comments

Recreation & Parks FY 2016-17 Proposed Budget



Recreation & Parks Organizational Chart



Recreation & Parks Program Description

- **Administration:** Central management; marketing; tech support; volunteers; public art; City special event permits
- **Howarth Park & Camps:** Operations & maintenance of Howarth Park; Wa-Tam, Yu-Chi, Doyle Adventure youth camps
- **Community Centers:** Operation & rental of Finley, Steele Lane, Person, Bennett Valley, Church of One Tree, DeTurk Round Barn, Franklin, Doyle, & Rosie the Trolley
- **Aquatics:** Year-round operations & specialized maintenance of Ridgway Swim Center & Finley Aquatic Center

Recreation & Parks Program Description

- **Park & Landscape Maintenance:** Maintain 700 acres of neighborhood, community, & city-wide parks; 250 acres of open space, medians, frontages, & landscape districts; contract administration
- **Bennett Valley Golf Course:** 18-hole course, driving range, pro shop, clubhouse restaurant; contract administration
- **Neighborhood Services / VPP:** Afterschool/summer programs, social & sport activities for at-risk, low-income & homeless youth

Recreation & Parks Program Description

- **Sports:** Adult & youth leagues, classes, clinics; fields/court permits
- **Park/Facility Planning & Development:** Park, recreation & historic facility planning, acquisition, design, development; ADA/custom construction at City buildings & parks
- **Facilities Maintenance:** Maintain 115 City buildings; inspections, preventative maintenance, repairs; utilities; contract administration

Recreation & Parks Expenditures by Program

Expenditures by Program (All Funds)	2016-17 Budget	% of Total
General Administration	1,660,467	8.1%
Golf Course Administration	505,553	2.5%
Neighborhood Services	1,169,626	5.7%
Parks and Grounds Maintenance	5,149,858	25.3%
Park/Fac Planning Development	503,911	2.5%
Community Centers	2,442,518	12.0%
Facilities Maintenance	3,168,730	15.5%
Aquatics	1,481,730	7.3%
Sports	333,944	1.6%
Howarth Park & Camps	1,436,171	7.0%
Total General Ledger	17,852,508	87.5%
CIP and O&M Projects	2,538,505	12.5%
Total Job Ledger	2,538,505	12.5%
Total	20,391,013	100.0%

Recreation & Parks Expenditures by Category

Expenditures by Category (All Funds)	2015-16 Budget	2016-17 Budget	\$ Change	% Change
Salaries	7,124,912	7,374,587	249,675	3.5%
Benefits	2,734,320	2,904,839	170,519	6.2%
Professional Services	2,176,575	2,298,180	121,605	5.6%
Vehicle Expense	492,218	464,610	(27,608)	-5.6%
Utilities	2,685,285	2,403,851	(281,434)	-10.5%
Operational Supplies	912,955	857,365	(55,590)	-6.1%
Information Technology	518,810	529,931	11,121	2.1%
Debt Service	456,091	457,986	1,895	0.4%
Liability/Property Insurance	6,924	9,281	2,357	34.0%
Other Miscellaneous	486,004	485,492	(512)	-0.1%
Indirect Costs	62,475	53,386	(9,089)	-14.5%
Capital Outlay	100,000	13,000	(87,000)	-87.0%
CIP and O&M Projects	2,745,153	2,538,505	(206,648)	-7.5%
Total	20,501,722	20,391,013	(110,709)	-0.5%

Recreation & Parks

General Fund Revenue & Expenditures

General Fund	Proposed Budget FY 2016-17
Expenditures	\$16,628,147
Revenue Offset*	(\$3,895,471)
Net General Fund Support	\$12,732,676

*Revenue Offset includes Camps, Sports, Aquatics, Programs, Rentals and Events.

Recreation & Parks Expenditures by Fund

Expenditures by Fund	2015-16 Budget	2016-17 Budget	\$ Change	% Change
General Fund	16,774,730	16,628,147	(146,583)	-0.9%
Measure O Fund	653,845	684,759	30,914	4.7%
Golf Course Funds	562,988	555,553	(7,435)	-1.3%
Other Funds	192,615	175,599	(17,016)	-8.8%
Capital Improvement Fund	2,317,544	2,346,955	29,411	1.3%
Total	20,501,722	20,391,013	(110,709)	-0.5%

Budget Highlights

- Increased 0.6 FTE Recreation Specialist (2 positions 0.5 to 0.8 FTE).
- Increased 0.25 FTE Recreation Coordinator (0.75 to 1.00 FTE).
- Reclassified 1.0 FTE Recreation Coordinator to an 1.0 FTE Arts Coordinator.
- Eliminated vacant 1.0 FTE Administrative Secretary and added 1.0 FTE Facilities Attendant.
- Temporary Help increased by \$71K due to State mandated minimum wage hike.

Budget Highlights

- Consolidated Park Asset Section with Park Maintenance Section.
- Professional Services increased for proposed Zag Public Art Restoration of \$70K and a \$35K increase in the Weed Abatement contract.
- Reduced Water costs by \$297K to align with historic actuals and projected use.
- Added \$18K for Neighborhood Services after-school site at Burbank Housing – funded by Measure O.

Progress Update on Prior Additional Funding

- \$483,200 – Hired 8 new Groundskeepers to improve park maintenance service levels
- \$50,000 – Replaced 4 pool filters at Ridgway Aquatic Center
- \$30,000 – Replaced 3 pool filters at Finley Aquatic Center
- \$20,000 – Purchased new soccer goals for Galvin, Rincon Valley, and Northwest Community Parks
- \$99,750 – Purchased trash receptacles for various parks; installation progressing
- \$38,755 – Reviewing options to protect and assess Luther Burbank archives/artifacts

Progress Update on Prior Additional Funding

- \$50,000 – Replace City Council Chamber roof
 - Complete
- \$862,000 – Bayer Park & Gardens funding
 - Construction began August 2015; includes Kitchen/Restroom structures estimated park completion October 2016
- \$800,000 – Prince Gateway Park Restroom & Splash Pad
 - Designed; bids received April 13, 2016; award anticipated on May 10, 2016
- \$2,500,000 – Service Center at 655 First Street
 - Designed; bids received April 20, 2016; assessing options

Accomplishments

- Completed new group picnic areas at Doyle Park.
- Received \$40,000 PlayCore/CPRS grant, installed new playground at A Place To Play.
- Received 2015 Public Facilities Award of Excellence from California Counties Facilities Services Association (CCFSA).
- Received \$220,000 donation from Santa Rosa Parks Foundation; ordered new train engine for Howarth Park.
- Awarded \$700,900 Housing Related Parks Program grant for north portion Roseland Creek Community Park.

Accomplishments

- Installed new play feature and net climber at Howarth Park.
- Relocated dog park at A Place To Play.
- Achieved record-breaking attendance, including:
 - Howarth Park Summer Movie Nights
 - Holiday Crafts Fair vendor booths
 - Spring Egg Hunt
 - Fairytale Ball
 - Halloween at Howarth
 - Camp Wa-tam
 - Neighborhood Services basketball, futsal, and sports camps

Questions / Comments

Department Review Schedule Study Session on May 17th

- Fire Department
- Police Department
- Housing & Community Services
- Transportation & Public Works
- Santa Rosa Water
- Capital Improvement Program