



FY 2024-25 Budget Study Session

MAY 7 & 8, 2024

Opening Comments

Citywide Budget Overview

General Fund Budget Overview

Staffing Summary

Administrative Departments

Information Technology

Housing & Community Services

Fire Department

Police Department

Agenda

**Budget Study
Session – Day 1**

FY 2024-25

Planning & Economic Development

Recreation & Parks

Transportation & Public Works

Santa Rosa Water

Capital Improvement Program Budget

Agenda

**Budget Study
Session – Day 2**

FY 2024-25

City Manager's Comments

PROPOSED BUDGET FY 2024-25

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Expiring ARPA Funds – Council Direction

inRESPONSE

- ARPA Funds expended December 2024
- County Measure O funds through March 2025
- \$2.8M per year for 24-hour model

Safe Parking

- ARPA Funds expended July 1, 2025
- \$1.3M per year ongoing need

Homeless Services

- ARPA Funds expended FY 24/25
- Continue funding with RPTT & additional General Fund revenue

In-House Service Proposals

Janitorial Services

- Crew of 6.0 Custodial FTEs to clean all city facilities

Landscaping

- Existing mowing & additional roadside & civic sites

Construction Crew

- 4.0 FTEs funded 80% by CIP projects to perform internal work requests

Citywide Budget Overview

PROPOSED BUDGET FY 2024-25

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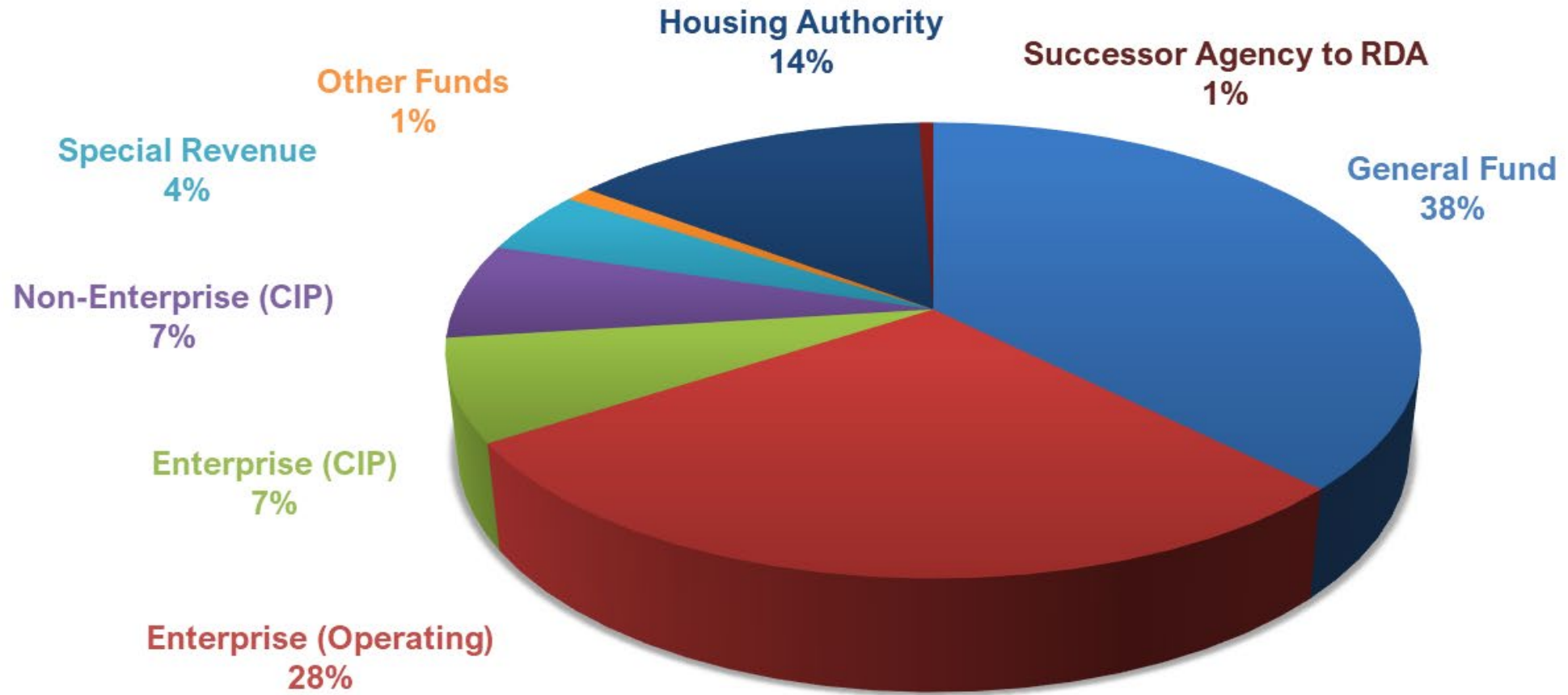
FY 2024-25 Citywide Revenues by Fund (in millions)

Fund Type	2023-24 Adopted Budget	2024-25 Proposed Budget	\$ Change	% Change
General Fund	\$201.9	\$213.0	\$11.1	5.5%
Enterprise Funds	182.0	186.8	4.8	2.7%
Special Revenue Funds	37.5	34.0	(3.5)	(9.3%)
Other Funds	5.2	5.3	0.1	1.4%
Housing Authority	69.6	49.1	(20.5)	(29.4%)
Successor Agency to RDA	3.0	3.3	0.3	8.1%
Total	\$499.2	\$491.5	\$(7.7)	(1.5%)

FY 2024-25 Citywide Expenditures by Fund Type (in millions)

Fund Type	2023-24 Adopted Budget	2024-25 Proposed Budget	\$ Change	% Change
General Fund	\$201.6	\$212.3	\$10.6	5.3%
Enterprise (Operating)	150.7	157.5	6.8	4.5%
Enterprise (CIP)	38.6	24.6	(14.0)	(36.3%)
Non-Enterprise (CIP)	36.3	26.0	(10.3)	(28.3%)
Special Revenue	25.7	19.4	(6.3)	(24.2%)
Other Funds	5.5	5.2	(0.3)	(3.5%)
Housing Authority	75.7	51.6	(24.1)	(31.9%)
Successor Agency to RDA	3.0	3.3	0.3	8.1%
Total	\$537.0	\$499.9	(\$37.1)	(6.9%)
Operations (net of CIP)	\$462.1	\$449.3	(\$12.9)	(2.8%)
CIP only	\$74.8	\$50.6	(\$24.2)	(32.4%)

FY 2024-25 Citywide Expenditures by Fund



General Fund Budget Overview

PROPOSED BUDGET FY 2024-25

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FY 2024-25 General Fund Summary

(in millions)

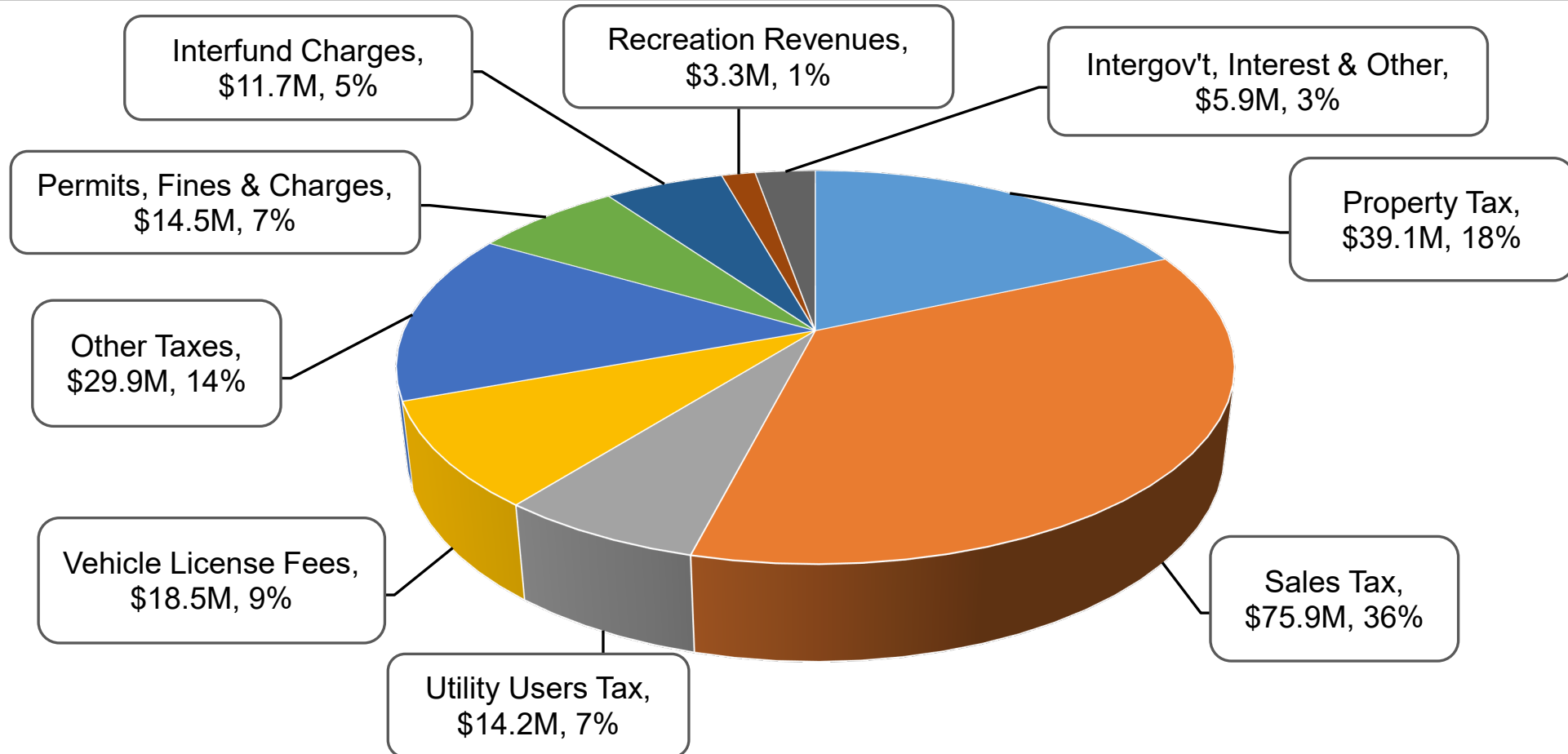
	Proposed General Fund Budget
Revenue	\$213.0
Transfers In	2.3
Total Revenues + Transfers In	215.3
Expenditures	212.3
Capital Improvement Projects	1.9
Transfers Out	6.4
Total Expenditures + Transfers Out	220.6
Use of Fiscal Stability Funds	(\$5.3M)

Fiscal Stability Reserve Funds

(in millions)

	Total
General Fund Fiscal Stability Reserves 7/1/2024	\$27.3M
FY 2023-24 Budget Deficit	(3.3)
FY 2024-25 Budget Deficit	(5.3)
Fiscal Stability Reserves Remaining	\$18.7M

General Fund Revenues by Category



FY 2024-25 General Fund Revenues by Category (in millions)

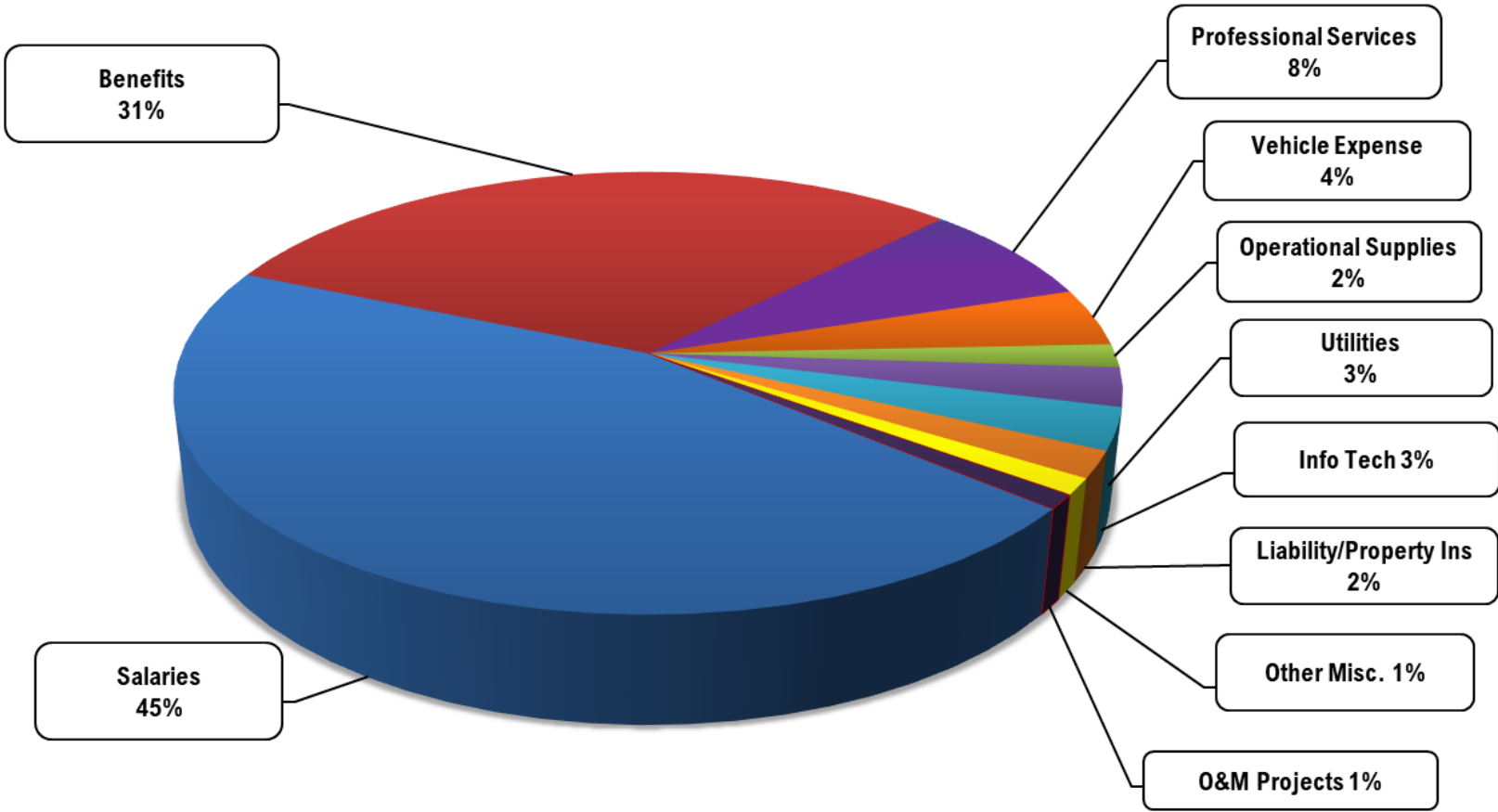
Category	2023-24 Adopted Budget	2024-25 Proposed Budget	\$ Change	% Change
Property Tax	\$36.3	\$39.1	\$2.8	7.7%
Sales Tax	75.9	75.9	-	-
Utility Users Tax	11.6	14.2	2.6	22.4%
Vehicle License Fees	17.5	18.5	1.0	5.7%
Other Taxes	27.8	29.9	2.1	7.6%
Permits, Fines & Charges	13.3	14.5	1.2	9.0%
Interfund Charges	11.0	11.7	0.7	6.4%
Recreation Revenues	3.0	3.3	0.3	10.0%
Intergov't, Interest & Other	5.5	5.9	0.4	7.3%
Total	\$201.9	\$213.0	\$11.1	5.5%

Category	2023-24 Adopted Budget	2024-25 Proposed Budget	\$ Change	% Change
Special Revenue Funds	\$2.7	\$2.1	(\$0.6)	(20.7%)
Special Assessment Funds	0.1	0.1	--	0%
Parking Fund	0.1	0.1	--	0%
Total	\$2.9	2.3	(\$0.6)	(19.3%)

General Fund Transfers In Detail

(in millions)

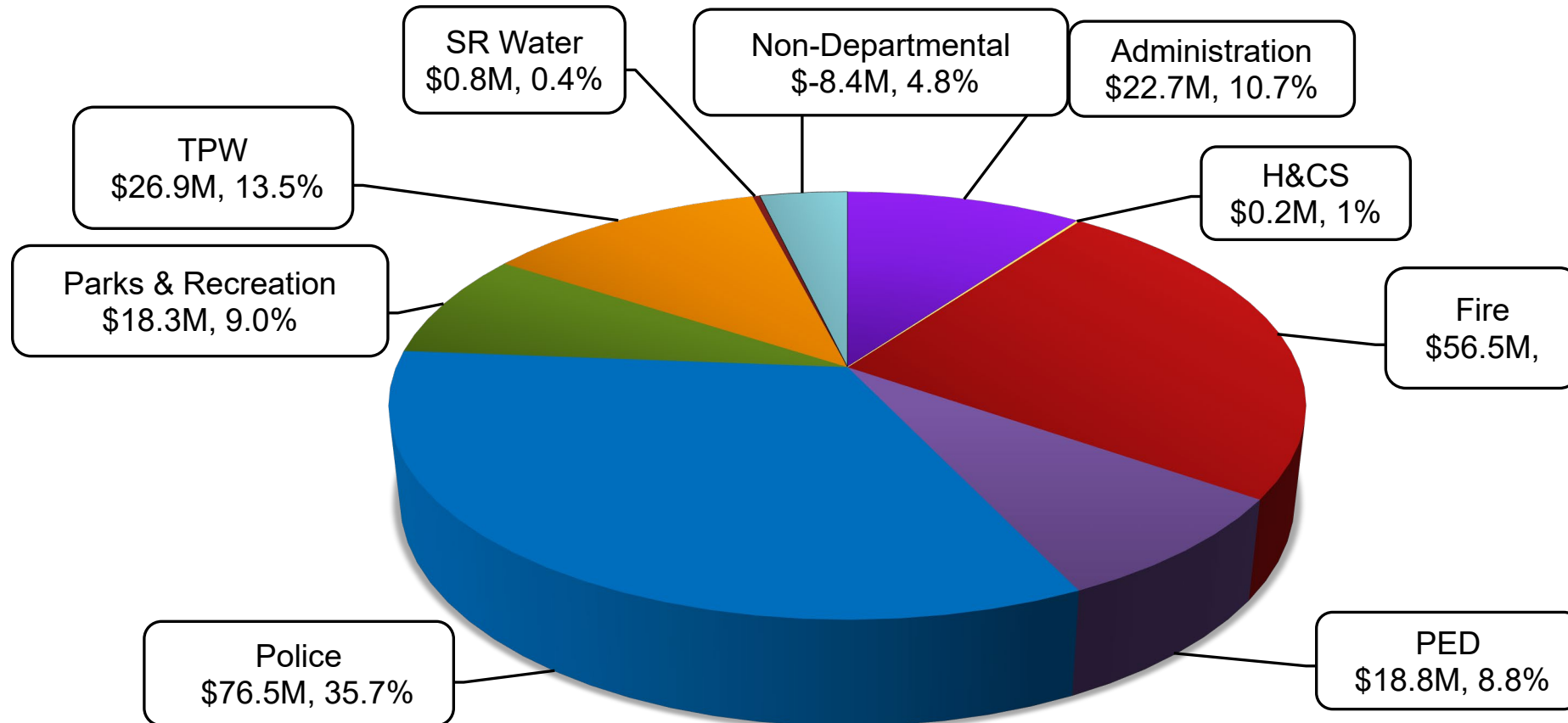
General Fund Expenditures by Category



FY 2024-25 General Fund Expenditures by Category (in millions)

Category	2023-24 Adopted Budget	2024-25 Proposed Budget	\$ Change	% Change
Salaries	\$91.1	\$92.8	\$1.7	1.9%
Benefits	62.6	67.3	4.7	7.5%
Professional Services	15.1	16.7	1.6	10.6%
Vehicle Expense	8.5	10.0	1.5	17.6%
Operational Supplies	3.4	3.4	-	-
Utilities	5.7	5.7	-	-
Information Technology	6.1	6.5	0.4	6.6%
Liability/Property Insurance	3.9	4.9	1.0	25.6%
Other Miscellaneous	2.4	2.8	0.4	16.7%
Capital Outlay	0.1	-	(0.1)	-
O&M Projects	2.7	2.2	(0.5)	(18.5%)
Total	\$201.6	\$212.3	\$10.7	5.3%

General Fund Expenditures by Department



FY 2023-24 General Fund Expenditures by Department (in millions)

Department	2023-24 Adopted Budget	2024-25 Proposed Budget	\$ Change	% Change
Administration	\$11.8	\$14.3	\$2.5	21.3%
Housing & Community Services	0.1	0.2	0.1	100%
Fire	53.4	56.5	3.1	5.8%
Planning & Economic Develop.	17.6	18.8	1.2	6.8%
Police	72.9	76.5	3.6	4.9%
Parks & Recreation	18.0	18.3	0.3	1.7%
Transportation & Public Works	27.0	26.9	(0.1)	(0.4%)
SR Water (Storm Water GF only)	0.8	0.8	(0.0)	(0%)
Total	\$201.6	\$212.3	\$10.7	5.3%

Category	2023-24 Adopted Budget	2024-25 Proposed Budget	\$ Change	% Change
Bennett Valley Golf Course	\$0.2	\$0.5	\$0.3	118%
CIP	2.0	1.9	(0.1)	(7.0)%
Parking Fund	1.3	1.6	0.3	19.5%
RPTT – Housing & Homeless Services	2.1	2.2	0.1	3.5%
Homeless Services – General Fund	-	1.5	1.5	-
Misc.	0.8	0.8	-	-
Total	\$6.4	\$8.4	\$2.0	30.4%

General Fund Transfers Out Detail

(in millions)

General Fund Baseline

Public Safety and Prevention Tax

	Police: 34.3%	Fire: 23.7%	Violence Prevention: 0.4%
General Fund Department Budget	\$76,551,892	\$56,573,189	\$886,964
Baseline Calculation	\$72,839,767	\$50,339,537	\$886,932
Over (Under) Baseline	\$3,712,125	\$6,233,652	\$32

Real Property Transfer Tax



Council Policy 000-48 requires **55%** of FY 24-25 RPTT to fund Homeless Services & Affordable Housing.



5% annual increase until reaching 100%.

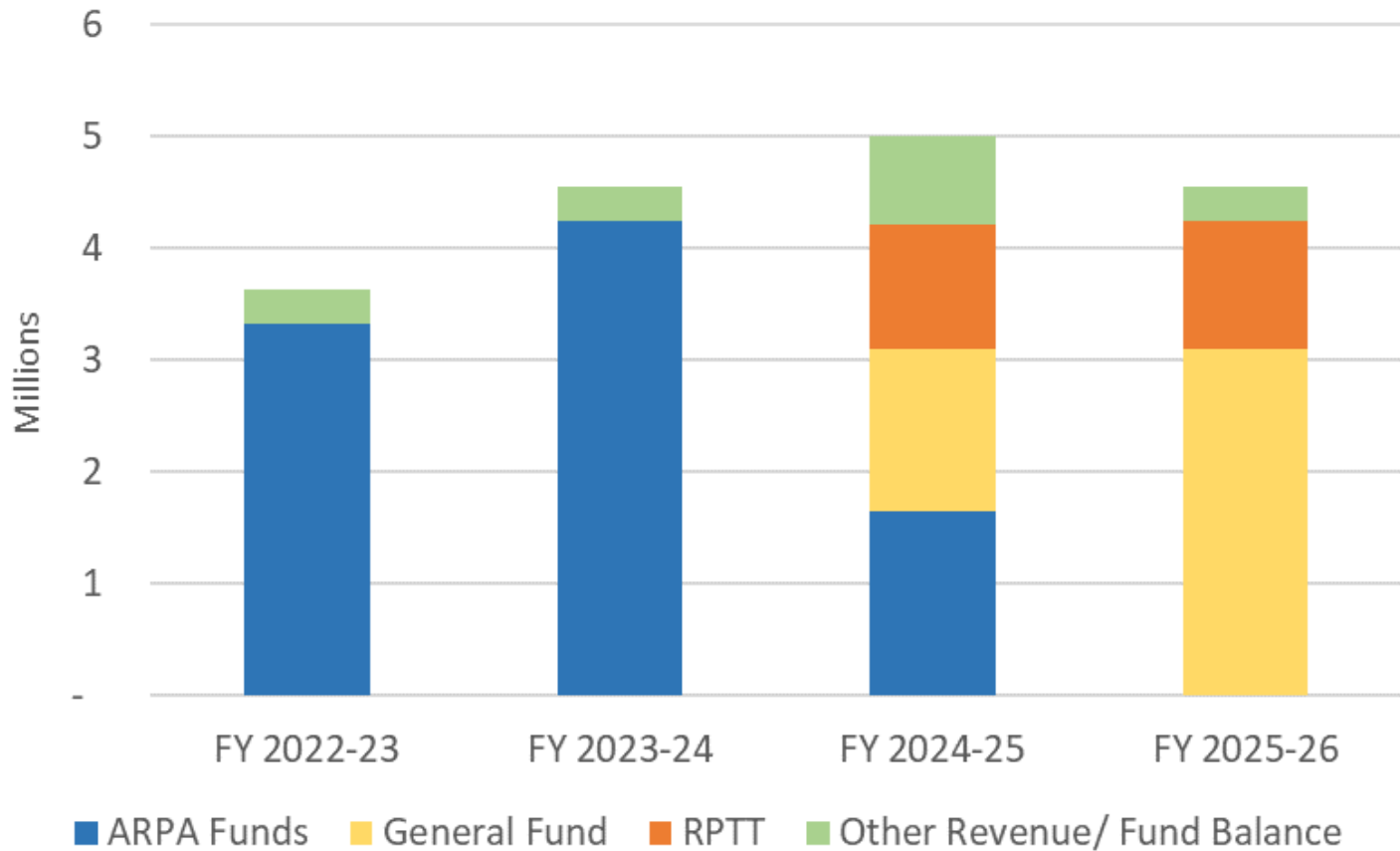


In FY 24-25 ARPA funds partially support Homeless Services, allowing more RPTT for Affordable Housing.

Real Property Transfer Tax - History

	FY 2020-21 Actuals	FY 2021-22 Actuals	FY 2022-23 Actuals	FY 2023-24 Projected	FY 2024-25 Budget
RPTT Revenue	5,082,826	5,720,489	3,433,492	3,500,000	4,000,000
Homeless/ Affordable Housing Support per Council Policy	35%	40%	45%	50%	55%
Total RPTT Required	1,778,989	2,288,196	1,545,071	1,750,000	2,200,000
Affordable Housing - RPTT	286,469	515,038	2,250,000	2,125,000	1,100,000
Homeless Services - RPTT	1,492,520	1,773,158	-	-	1,100,000
Additional General Fund Support for Homeless Services	2,257,391	1,551,147	<i>ARPA funded</i>	<i>ARPA funded</i>	1,456,563
Total General Fund & RPTT Support	4,036,380	3,839,343	2,250,000	2,125,000	3,656,563

Expiring ARPA Funds – Homeless Services



- ✓ **FY 22-23 and 23-24:** ARPA funds available
- ✓ **FY 24-25:** \$2.56M General Fund transferred to Homeless services (\$1.1M RPTT)
- ✓ **FY 25-26:** General Fund transfer increasing to approximately \$4.25M (~\$1.2M RPTT)

General Fund 5-Year Forecast

	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29
Revenues	\$213.0	\$218.4	\$225.2	\$230.6	\$235.7
Transfers In	2.3	2.4	2.4	2.5	2.6
Total Revenues & TI	\$215.3	\$220.8	\$227.6	\$233.1	\$238.2
Expenditures	212.3	215.9	224.7	233.2	242.4
Transfers Out	8.4	9.8	10.0	10.2	9.8
Total Expenditures & TO	\$220.6	\$225.7	\$234.7	\$243.4	\$252.2
Surplus (Deficit)	(\$5.3)	(\$5.0)	(\$7.0)	(\$10.3)	(\$14.0)

\$500K General Fund Subsidy to Golf Course	ARPA funds for Homeless Services expire, +\$1.7M annual Transfer Out	Election Year - additional \$600K in Professional Services	Labor Negotiations - additional \$500K in Professional Services	\$665K rev & exp for Roseland Pvmnt Maintenance from SoCo discontinued
Labor Negs (\$500K); Elections (\$600K)	No BVGC Transfer	No BVGC Transfer	No BVGC Transfer	No BVGC Transfer
	\$1.3M RedCom contract paid by			

Staffing Summary

PROPOSED BUDGET FY 2024-25

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Authorized FTE Staff Summary

Dept.	FY 23-24	FTE Change	FY 24-25
CAO	15.90	-	15.90
CMO	11.00	-	11.00
Comm's & Intergovt Rel	9.00	-	9.00
Finance	62.60	-	62.60
Fire	157.00	12.00	169.00
H&CS	27.00	-	27.00
HR	23.00	-	23.00

Authorized FTE Staff Summary

Dept.	FY 23-24	FTE Change	FY 24-25
IT	33.00	-	33.00
PED	74.00	4.50	78.50
Police	264.00	-	264.00
Rec & Parks	74.00	2.15	76.15
TPW	261.00	1.00	262.00
Water	278.00	-	278.00
Total FTEs	1,289.50	19.65	1,309.15

FY 2024-25 General Fund Organizational & Position Change Detail

Dept.	Position Title	FTE
HR	Human Resources Analyst	2.00
HR	Principal Human Resources Analyst	-1.00
	Total Change HR/Risk	1.00
Fire	Firefighter/ Paramedic (mid-year)	12.00
	Total Change Fire	12.00
PED	HCS Technician – Limited Term (mid-year)	3.00
PED	Community Outreach Specialist – Limited Term (mid-year)	0.50
PED	Code Enforcement Officer – Limited Term (mid year)	1.00
PED	Senior Planner – Limited Term	-2.00
PED	City Planner – Limited Term	-1.00

FY 2024-25 General Fund Organizational & Position Change Detail

Dept.	Position Title	FTE
PED	Senior Administrative Assistant – Limited Term, funded by PG&E	2.00
PED	Administrative Secretary	-1.00
PED	Administrative Analyst	2.00
PED	Civil Engineering Technician	-1.00
PED	Administrative Technician	1.00
	Total Change PED	4.50
Rec & Parks	Community Outreach Specialist	1.00
Rec & Parks	LT Assistant Parks Planner – funded by Measure M	1.00
Rec & Parks	LT Recreation Coordinator – funded by Measure M	0.15
	Total Change Rec & Parks	2.15

FY 2024-25 General Fund Organizational & Position Change Detail

Dept.	Position Title	FTE
TPW	Climate Action Manager	1.00
	Total Change TPW	1.00
CIRO	Deputy Director Community Engagement (mid-year)	-1.00
CIRO	Community Engagement Manager (mid-year)	1.00
	Total Change CIRO	--
	Total General Fund Position Changes	20.65

FY 2024-25 Non-General Fund Organizational & Position Change Detail

Dept.	Position Title	FTE
Risk	Human Resources Technician	-1.00
	Total Change Risk	-1.00
Rec & Parks	Senior Administrative Assistant	-1.00
Rec & Parks	Administrative Secretary	1.00
Rec & Parks	Administrative Analyst	-1.00
Rec & Parks	Research & Program Coordinator	1.00
	Total Change Rec & Parks	--
IT	Programmer Analyst	-1.00
IT	Cyber Security Manager	1.00
	Total Change IT	--

FY 2024-25 Non-General Fund Organizational & Position Change Detail

Dept.	Position Title	FTE
Water	Skilled Maintenance Worker	-1.00
Water	Reclamation Supervisor	1.00
Water	Department Technology Coordinator	-1.00
Water	Technology Application Specialist	1.00
Water	Department Application Specialist	-1.00
Water	Trucked Waste Coordinator	1.00
	Total Change Water	--
	Total Non-General Fund Position Changes	-1.00

Questions?

Department & Enterprise Funds

PROPOSED BUDGET FY 2024-25



City Council

City Manager's Office

City Attorney's Office

Communications & Intergovernmental
Relations Office

Human Resources

Finance

Non-Departmental

Department Review Schedule

Administrative Departments

Information Technology

Housing & Community Services

Fire Department

Police Department

Planning & Economic Development

Parks & Recreation

Transportation & Public Works

Santa Rosa Water

Capital Improvement Program

Department Review Schedule

continued

City Council

PROPOSED BUDGET FY 2024-25

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City Council – by Program

Expenditures by Program	2023-24 Budget	2024-25 Budget	\$ Change	% Change
Administration	\$934,174	\$957,693	\$23,519	2.5%
Elections	\$0	\$600,000	\$600,000	n/a
Total	\$934,174	\$1,557,693	\$623,519	66.7%

City Council: General Fund Changes

- Increased Professional Services by \$550K and Print Services by \$50K for Election costs in FY 2024-25.

City Manager's Office

PROPOSED BUDGET FY 2024-25

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City Manager's Office – by Program

Expenditures by Program	2023-24 Budget	2024-25 Budget	\$ Change	% Change
City Clerk	\$81,256	\$81,256	\$0	0.0%
General Administration	\$2,948,519	\$2,966,569	\$18,050	0.6%
Total	\$3,029,775	\$3,047,825	\$18,050	0.6%

CMO: General Fund Changes

- Moved \$150K of Professional Services annual appropriations to the Human Resources department. This ongoing amount will fund staff training, awards and events.

CMO: Operational Highlights – *City Clerk's Office*

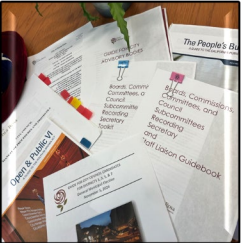


**Customer Service/Admin
Support**



Elections Official

**City Council Agenda
Management and
Procedure/Protocol Training**



**Records
Management**



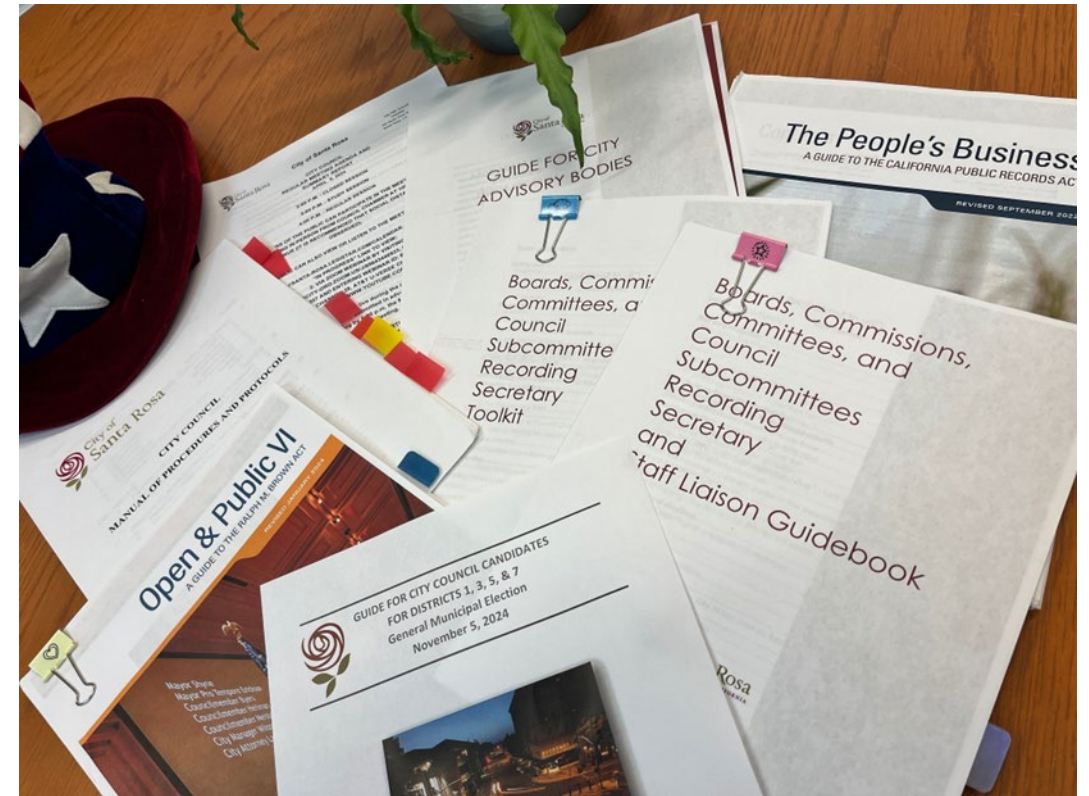
**Boards and Commissions
Recruitment**



**Public Records
Request Facilitation**

City Manager's Office: Accomplishments - *City Clerk's Office*

- Began migration of records into new Trusted System Repository
- Facilitated response to over 1,300 Public Records Requests in calendar year 2023
- Refined and developed Annual Reports for City Council
- Documentation/updates to multiple procedures and guidebooks, multiple group and 1:1 related trainings with Staff
- Installation of Public Records Request Kiosk at CMO for public access



City Attorney's Office

PROPOSED BUDGET FY 2024-25

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City Attorney's Office – by Program

Expenditures by Program	2023-24 Budget	2024-25 Budget	\$ Change	% Change
Legal Services	\$4,069,687	\$4,171,749	\$102,062	2.5%
Total	\$4,069,687	\$4,171,749	\$102,062	2.5%

CAO: Operational Highlights

- The CAO provides legal advice to City staff and officials, and represents the City in litigation, administrative proceedings and other types of proceedings.
- Review agendas, staff reports and advise during meetings of the City Council, Planning Commission, Housing Authority, Board of Public Utilities and other Brown Act bodies.

CAO: Operational Highlights

- Regularly advise on Brown Act, Public Records Act, Political Reform Act, public contracting including complex capital projects, housing and land use matters, public safety, emergency services, water quality and water supply regulations, real estate matters, environmental requirements, code enforcement, personnel matters, elections laws, governance issues, constitutional issues and other legal compliance.

CAO: Operational Highlights

- Draft and review ordinances, resolutions, policies and procedures.
- Review – and at times negotiate and draft – contracts citywide and other legal instruments.
- Represent the City in civil litigation, administrative hearings and Pitchess motions.
- Prosecute code enforcement matters, weapons confiscation petitions, and dangerous animal petitions.
- Provide trainings to City staff and officials

CAO: Accomplishments

- Nearly every initiative implementing Council's Goals and Priorities involved significant CAO contributions. Some highlights:
 - Roseland Park Master Plan
 - Drug house abatements and other code enforcement efforts
 - Implementation of SB 9, enabling lot splitting and additional ADUs
 - Various zoning amendments to promote housing and address emergency rebuild efforts
 - Adoption of Housing Element

CAO: Accomplishments

- Ordinances addressing vacant properties, hazardous vegetation management, short-term rentals, and gas station ban
- Successfully defended the City against lawsuits and claims, including those involving catastrophic injuries, civil rights and high-value contract disputes.
- Prosecuted sideshow organization and participation, weapons destruction and dangerous animal petitions
- First Responders Advance Life Support agreement with County Fire District
- New agreements with school district partners
- Greenhouse Gas Reduction Strategy

CAO: Accomplishments

- Strengthened water waste regulations
- “Our Water Future” water supply study
- Facade Grant Improvement Program
- Project Labor Agreement Program
- Progressive Design-Build delivery approach for Llano Trunk Line Project
- Agreement with Tesla for charges in City garages

Communications & Intergovernmental Relations Office

PROPOSED BUDGET FY 2024-25



CIRO – by Program

Expenditures by Program	2023 - 24 Budget	2024 - 25 Budget	\$ Change	% Change
Comms & Intergov Relations	\$1,866,762	\$1,901,472	\$34,710	1.9%
CIP and O&M Projects	\$35,000	\$35,000	\$0	0.0%
Total	\$1,901,762	\$1,936,472	\$34,710	1.8%

CIRO: Operational Highlights

- Citywide Communications
- Public Information for the Emergency Operations Center
- State and Federal Legislation
- Grants
- Community Engagement
- Citywide Event Promotion
- Manage and Facilitate the Community Advisory Board and the Open Government Task Force

CIRO: Accomplishments

- Secured over \$21 million in various state & federal grants ranging from the Department of Justice, Federal Transit Administration, Federal Emergency Management Agency, Board of State and Community Corrections, and CA Interagency Council on Homelessness.
- Secured \$898,000 in funding for the Santa Rosa Police Department to establish the Real Time Crime Center via a federal earmark with Congressman Mike Thompson.

CIRO: Accomplishments

- Send 51 City Connections newsletters to 117K subscribers annually (6M emails to the community in English and Spanish).
- Created and distributed more than 50 press releases to the media.
- Promoted and supported large citywide events: St. Patrick's 5K Earth Day, SR City Works Festival, Women in Public Safety Day, and Wildfire Ready Resource Fair, district-specific town hall meetings with the Mayor and Councilmembers.

CIRO: Accomplishments

- Fulfilled public information responses for multiple emergency incidents, including winter storms, earthquakes, freezing temperatures, school violence, and more.
- Provided departments with marketing deliverables, such as activity guides, reports, newsletters, email blasts, signage, flyers, webpages and microsites, advertisements, surveys, digital marketing assets, etc.

Human Resources

PROPOSED BUDGET FY 2024-25

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Human Resources – by Fund

Expenditures by Fund (All Funds)	2023-24 Budget	2024-25 Budget	\$ Change	% Change
General Fund	\$4,262,083	\$4,606,617	\$344,534	8.1%
Risk Management Fund	\$40,718,032	\$41,599,701	\$881,669	2.2%
Total	\$44,980,115	\$46,206,318	\$1,226,203	2.7%

HR: General Fund Changes

- \$150K increase in Other Outside Services to promote employee engagement. The City Manager's Office reduced its Professional Services by \$150K.
- \$285K increase for Flexible Spending Account; offset by revenue
- Eliminated 1.0 Principal HR Analyst in the General Fund and 1.0 HR Technician in the Risk Fund; replaced by 2.0 HR Analysts in the General Fund

Risk Management Programs

Risk Management Fund	2023-24 Budget	2024-25 Budget	\$ Change	% Change
Administrative Staff and Supplies	\$2,135,819	\$2,186,925	\$51,106	2.4%
City Health	\$15,466,458	\$14,545,426	(\$921,032)	-6.0%
PERS Health	\$7,444,623	\$8,709,043	\$1,264,420	17.0%
Workers Compensation	\$5,654,970	\$5,687,306	\$32,336	0.6%
Dental/Vision	\$2,061,395	\$2,103,348	\$41,953	2.0%
Other Employee Benefits	\$867,092	\$934,203	\$67,111	7.7%
Liability Insurance	\$5,565,000	\$5,390,617	(\$174,383)	-3.1%
Earthquake Insurance	\$562,087	\$650,699	\$88,612	15.8%
Property/Fire Insurance	\$960,588	\$1,392,134	\$431,546	44.9%
Total	\$40,718,032	\$41,599,701	\$881,669	2.2%

HR: Operational Highlights

The mission of the Human Resources Department is to deliver innovative and timely services and leadership to enable the City of Santa Rosa to provide world-class services to our diverse community.

We accomplish our mission by:

- Attracting and hiring talent
- Creating and enhancing opportunities for career growth
- Providing an inclusive workplace environment
- Offering competitive salaries and benefits

HR: Operational Highlights

The Human Resources team provides daily support across the organization:

- Facilitating All Areas of Recruitment and Selection
- Employee Onboarding, Orientation and Compliance
- Benefits Administration and Support
- Classification and Position Management
- Training and Development of Staff

HR: Operational Highlights

The Human Resources team provides daily support across the organization:

- Employee Relations and Conflict Resolution
- Policy Development and Compliance
- Diversity, Equity and Inclusion (DEI) and Equal Employment Opportunity Officer
- Managing Worker's Compensation and Prevention of Future Injuries/Illness
- Maintaining City Wide Insurance Coverage and responding to questions and claims

HR: Accomplishments

- Hired Diversity, Equity and Inclusion (DEI) and Equal Employment Opportunity Officer
- Reduced Worker's Compensation claims time away from work
- In collaboration with CMO provided a City-Wide Leadership Academy for 3 levels of staff.
- Planned and hosted two employee service awards in recognition of our employees and their service.
- Hosted annual City Benefits Fair and Employee Appreciation Lunch
- Provide daily individualized support as requested by Departments and/or staff

Finance Department

PROPOSED BUDGET FY 2024-25

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Finance – by Fund

Expenditures by Fund	2023-24 Budget	2024-25 Budget	\$ Change	% Change
General Fund	\$7,186,371	\$7,429,449	\$243,078	3.4%
Parking District Fund	\$5,578,028	\$5,670,517	\$92,489	1.7%
Pooled Investment Fund	\$330,000	\$360,000	\$30,000	9.1%
SA RDA Oblig Retirement Fund	\$3,022,314	\$3,268,453	\$246,139	8.1%
Total	\$16,116,713	\$16,728,419	\$611,706	3.8%

Finance – by Program

Expenditures by Program	2023-24 Budget	2024-25 Budget	\$ Change	% Change
General Administration	\$1,815,206	\$2,522,399	\$707,193	39.0%
Successor Agency	\$3,022,314	\$3,268,453	\$246,139	8.1%
Parking Services O&M	\$4,285,894	\$4,124,413	-\$161,481	-3.8%
Financial Services	\$2,907,023	\$3,072,414	\$165,391	5.7%
Parking Enforcement	\$1,292,134	\$1,546,104	\$253,970	19.7%
Purchasing	\$1,314,720	\$1,329,641	\$14,921	1.1%
Revenue	\$646,652	\$0	-\$646,652	-100.0%
Payroll and Benefits	\$832,770	\$864,995	\$32,225	3.9%
CIP and O&M Projects	\$0	\$0	\$0	n/a
Total	\$16,116,713	\$16,728,419	\$611,706	3.8%



The Finance Department is the
Fiscal Steward of City resources

Finance: Operational Highlights

Finance: Operational Highlights



Accounts Payable

Ensure all vendors paid in compliance with Federal and State Law
Pays Section 8 Housing Payments to Landlords



Payroll & Benefits

Compliance with CalPERS, IRS and any other regulations
Monitors compliance with MOUs and City policies to ensure proper pay



Budget

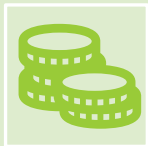
Forecasting and planning of City resources
Provide budget accountability and guard against overspending
Invest City funds to gain maximum return allowed under State law

Finance: Operational Highlights



Purchasing

Minimizes City's risk by through procurement standards and policies
Negotiates best value to City through bids and purchases
Maintains a well stocked warehouse and fuel inventory for City staff



Financial Reporting

Prepares and issues financial statements and other financial report
Ensures good credit standing, ability to apply for grants and issue debt
Also helps City avoid costly penalties and audits



Parking

Outreach to businesses, residents, and visitors to Parking District
Maintain District infrastructure, and look for innovative enhancements
Work with City departments to ensure vitalization in the downtown, and parking facility safety

Finance: Accomplishments

FY 2023-24 Council Goal 6 “Achieve Organizational Excellence”

- Purchasing implemented new “ticketing” process to increase efficiency of internal requests. To date, 376 tickets have been addressed.
- Created Section 115 trust for PEMHCA unfunded liability to address rising costs
- Increased financial forecasting detail to support future strategic planning
- Completed first phase of the City’s first Cannabis Industry Tax audit



Finance: Accomplishments (Parking)

FY 2023-24 Council Goals Met

Parking Fiscal Sustainability

- Maintenance staff responsible for janitorial and landscaping services in-house.
- Avoiding potential costs by utilizing parking maintenance staff on local Parking projects.

Parking Greenhouse Gas Reduction (GHG) Measures

- Renewed agreement for solar monitoring and tracking for the panels in city garages to ensure GHG reductions and performance.
- Plan to install 36 level 2 and DC Fast chargers in parking facilities approved and scheduled for FY24-25.

Community Vibrancy

- Developed new community art projects, increased lighting, and adding improved community maps to parking facilities



Parking Enterprise Fund Summary

	FY 2024-25 Proposed Budget
Revenue	\$3,910,881
Transfers In	1,561,010
Total	\$5,471,891
O&M Expenditures	5,670,517
CIP Expenditures	-
Transfers Out	121,338
Total	\$5,791,855
Use of Reserves	(\$319,964)

Non - Departmental

PROPOSED BUDGET FY 2024-25



Non-Departmental – by Fund

Expenditures by Fund	2023-24 Budget	2024-25 Budget	\$ Change	% Change
General Fund	-\$9,590,573	-\$8,461,454	\$1,129,119	-11.8%
2013 Pension Obligation (Refund)	\$3,735,590	\$3,731,271	-\$4,319	-0.12%
Fire Station Capital Lease	\$367,727	\$275,795	-\$91,932	-25.0%
Courthouse Square Capital Lease	\$729,150	\$728,450	-\$700	-0.1%
Total	-\$4,758,106	-\$3,725,938	\$1,032,168	-21.7%

Non Departmental – by Program

Expenditures by Program	2023-24 Budget	2024-25 Budget	\$ Change	% Change
Citywide GF Insurance	\$3,879,153	\$4,871,083	\$991,930	25.6%
Contract Services	\$385,000	\$375,000	-\$10,000	-2.6%
SonomaCo Transportation Authority	\$120,000	\$130,000	\$10,000	8.3%
Debt Service	\$4,832,467	\$4,735,516	-\$96,951	-2.0%
General Fund Admin Cost Plan	-\$15,379,726	-\$16,088,978	-\$709,252	4.6%
Animal Shelter	\$2,500,000	\$3,346,441	\$846,441	33.9%
County Admin Fee	\$380,000	\$380,000	\$0	0.0%
Non-Program	-\$1,475,000	-\$1,475,000	\$0	0.0%
Total	-\$4,758,106	-\$3,725,938	\$1,032,168	-21.7%

General Fund Changes

- \$991K increase in Citywide rates for the General Fund's portion of Liability, Fire, and Earthquake insurance. \$652K or 65% of increase is attributed to one time assessment from CJPRMA to be paid in FY 24-25.
- \$846K increase due to Sonoma County Animal Shelter contract.

Information Technology

PROPOSED BUDGET FY 2024-25



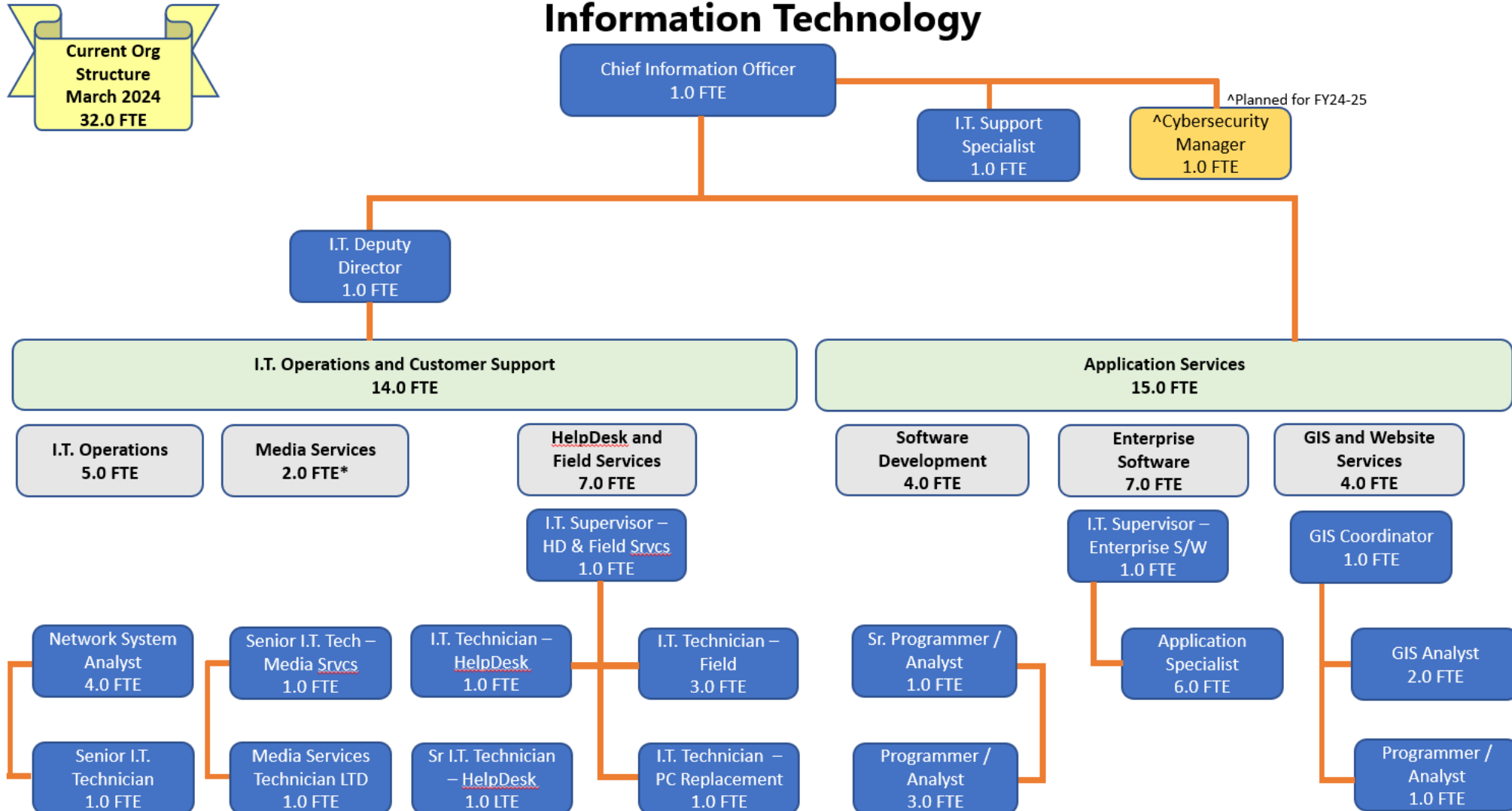
Information Technology – by Fund

Expenditures by Fund	2023-24 Budget	2024-25 Budget	\$ Change	% Change
Information Technology	\$9,967,624	\$10,035,262	\$67,638	0.7%
Technology Replacement	\$755,137	\$797,339	\$42,202	5.6%
Total	\$10,722,761	\$10,832,601	\$109,840	1.0%

Information Technology – by Program

Expenditures by Program (All Funds)	2023-24 Budget	2024-25 Budget	\$ Change	% Change
I.T. Administration	\$1,073,033	\$1,434,257	\$361,224	33.7%
I.T. Development	\$4,246,478	\$3,901,146	(\$345,332)	-8.1%
I.T. Customer Support	\$2,970,937	\$3,035,671	\$64,734	2.2%
I.T. GIS Services	\$785,964	\$794,813	\$8,849	1.1%
I.T. Media Services	\$261,212	\$264,375	\$3,163	1.2%
I.T. PC Replacement Program	\$212,308	\$213,623	\$1,315	0.6%
CIP and O&M Projects	\$1,172,829	\$1,188,716	\$15,887	1.4%
Total	\$10,722,761	\$10,832,601	\$109,840	1.0%

IT: Operational Highlights



* An additional 3 part-time Temp staff employees assist with video / audio recording and streaming of City Council and other public meetings.

IT: Operational Highlights

INFORMATION TECHNOLOGY STRATEGIC PLAN 2022-2025

Summary

City Council Goals:

- 1 Promote Citywide Economic Development
- 2 Achieve and Maintain Fiscal Stability
- 3 Create an Environment that Supports Staff & Operational Excellence
- 4 Invest in the Development and Maintenance of the City's Infrastructure
- 5 Plan For and Encourage Housing for All and Reduce Homelessness
- 6 Address Climate Change
- 7 Foster a Safe, Healthy, and Inclusive Community

Goals and Strategies

Digital Services (1-7)



Partner with internal departments and the community to deploy reliable data-driven technologies that provide efficiencies and innovation of City services

Security (3,4,7)



Optimize technology and services relating to cybersecurity, site security, and resilience against major disasters

Hybrid Services (3,6)



Improve and refine tools and processes to support the ongoing needs of a digital, hybrid workforce and community including public participation and collaboration

Support and Maintenance (2,3,4)



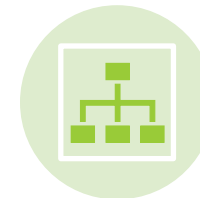
Support, maintain, update, and enhance existing systems and technologies required for daily citywide operations

People and Process (3)



Address staffing, policy, and process-related needs within the department and citywide

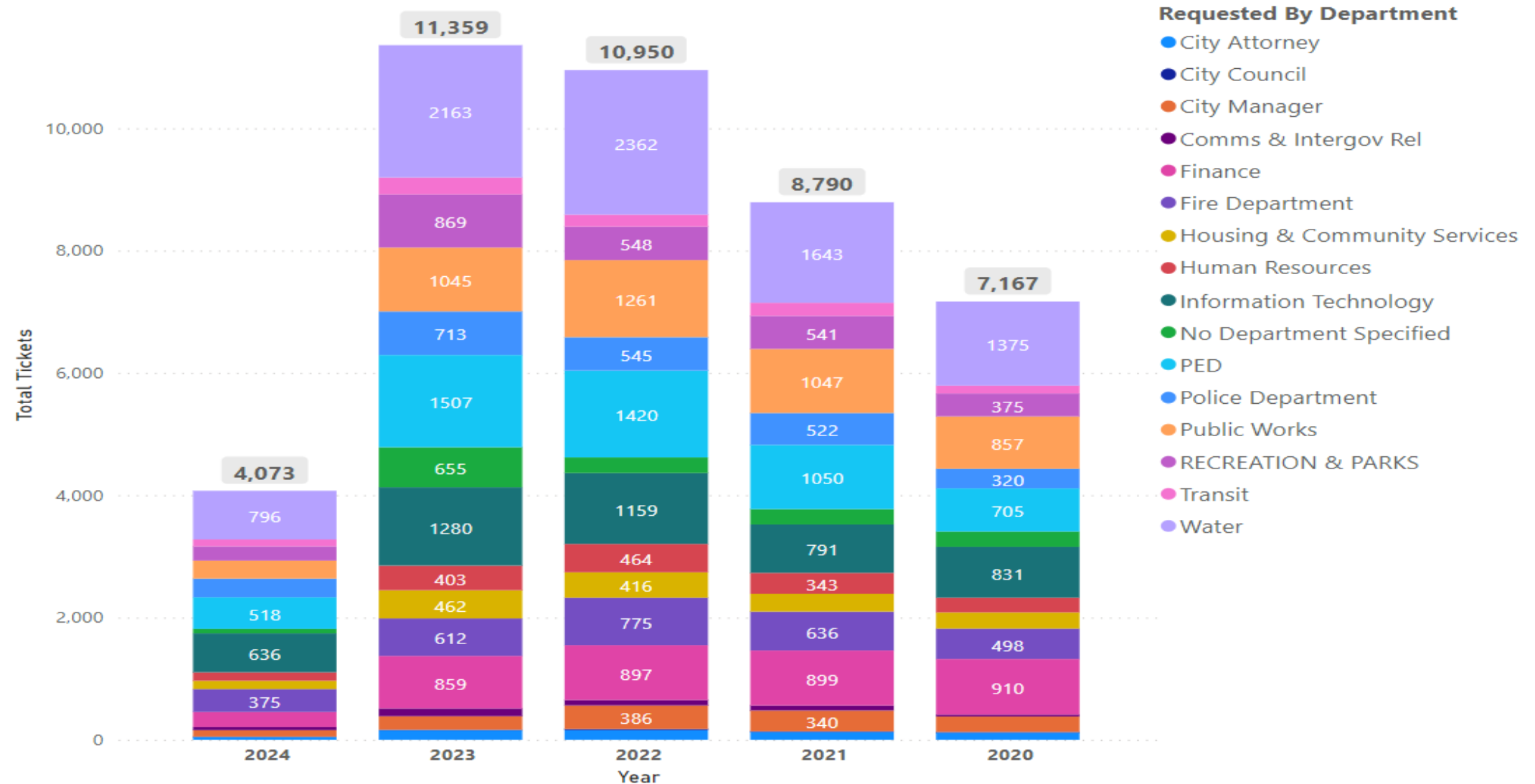
Governance and Accountability (2,3,4)



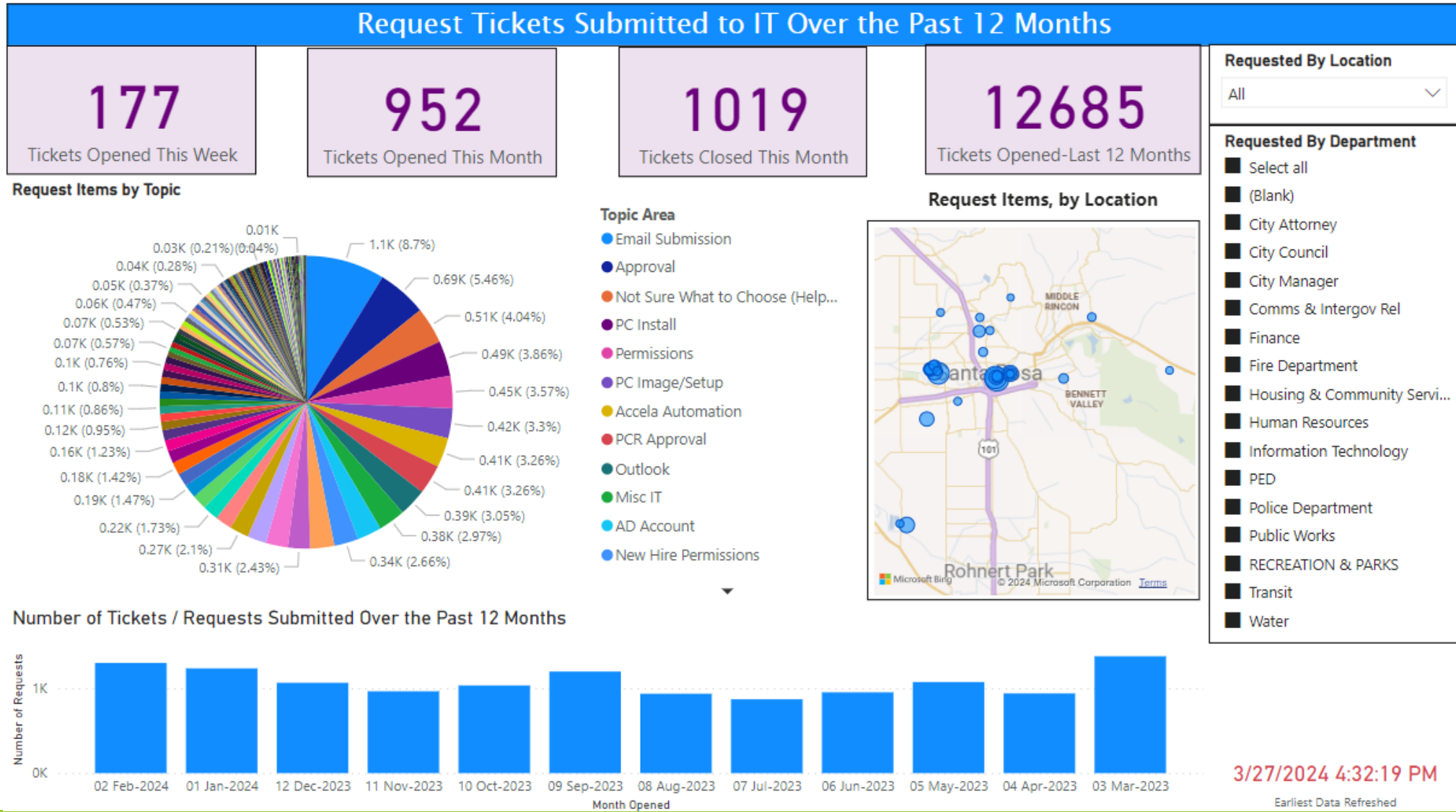
Improve the IT environment through the maturation of IT governance and accountability

IT: Operational Highlights

Total Tickets Opened by Year, by Department



IT: Operational Highlights



IT: Operational Highlights

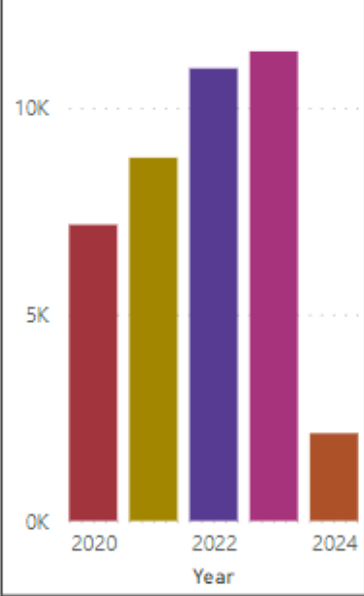
IT Projects

62

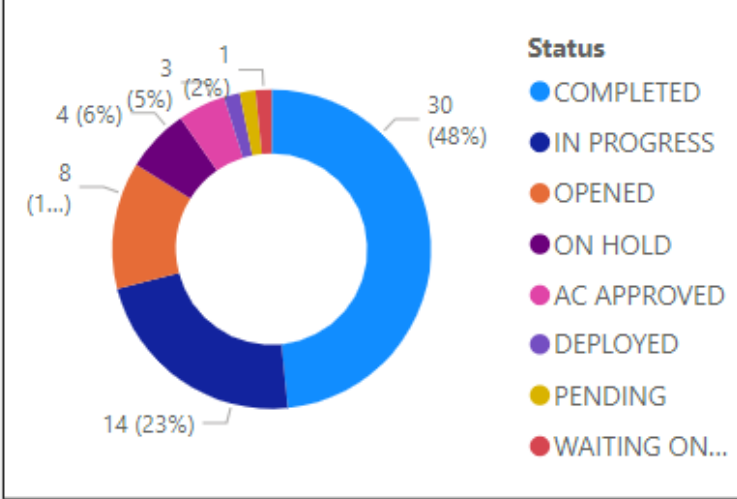
Total Projects

Active?
 Yes
 No

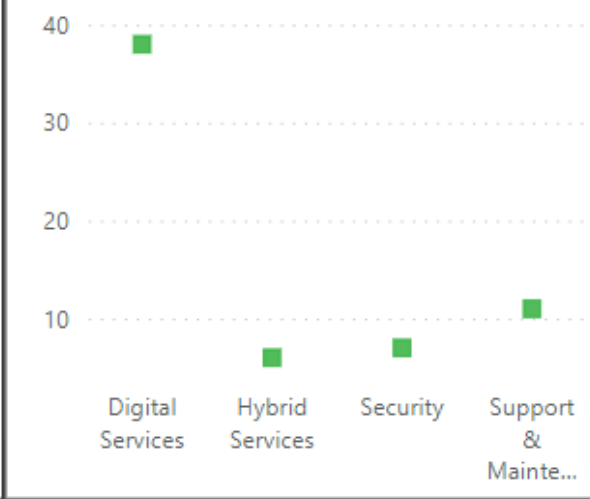
Number of Support Requests by Year



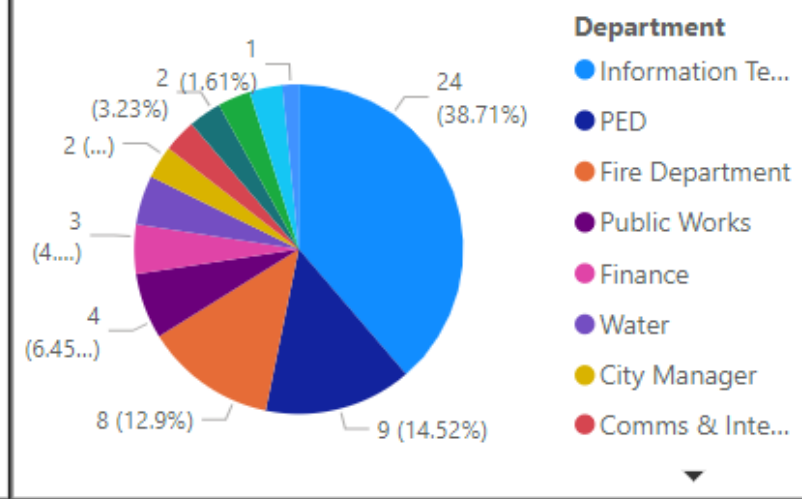
Number of Projects by Status



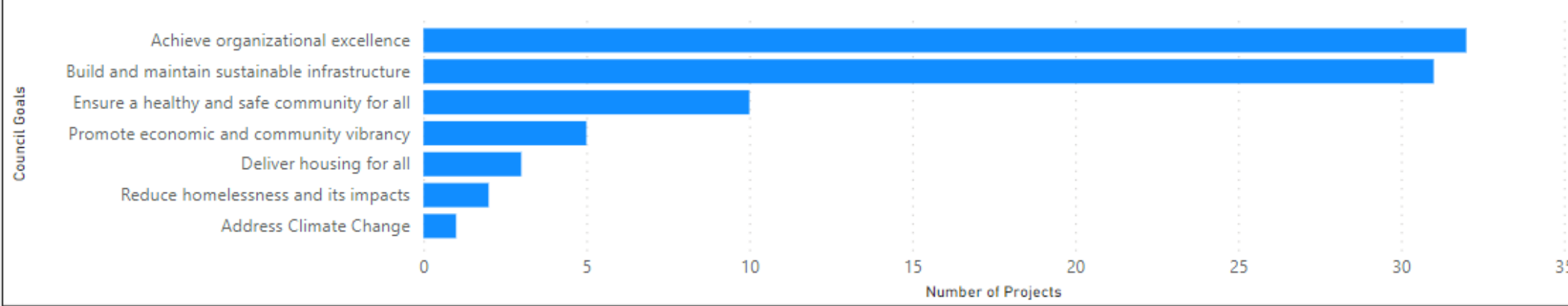
Projects by IT Strategic Plan Category



Project Requests by Department



Projects in Relation to Council Goals (note: a project may be related to more than 1 goal)



IT: Accomplishments

- Addressed Over 11,000 Internal IT Service Requests
- Updated, Replaced, and Maintained Core Citywide IT Infrastructure
- Continued to Harden Cybersecurity Measures
- Installed Phase 1 of Security Cameras at City Hall Campus

IT: Accomplishments

- Completed Implementation of Trusted System for Digital Records Storage
- Migrated 15-Year-Old Internal Collaboration Portal (iNet) to Current Technology
- Deployed Solar APP+ for Automated Solar Permit Approvals
- Completed Software for House Santa Rosa Development Feasibility Portal
- Assisted Police & Fire with IT Infrastructure for inRESPONSE office location

Housing & Community Services

PROPOSED BUDGET FY 2024-25

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HCS – by Fund

Expenditures by Fund (All Funds)	2023-24 Budget	2024-25 Budget	\$ Change	% Change
General Fund	\$101,000	\$161,000	\$60,000	59.4%
Mobile Home Rent Stabilization	\$263,982	\$265,972	\$1,990	0.8%
Homeless Service Operations	\$301,800	\$3,356,953	\$3,055,153	n/a
ARPA Federal Stimulus	\$5,758,144	\$0	-\$5,758,144	n/a
Admin Housing & Community Services	\$1,570,901	\$1,735,022	\$164,121	10.4%
Rental Assistance Programs	\$41,502,969	\$42,618,976	\$1,116,007	2.7%
Housing Trust	\$32,649,481	\$7,221,437	-\$25,428,044	-77.9%
Total	\$82,148,277	\$55,359,360	-\$26,788,917	-32.6%

HCS – by Program

Expenditures by Program	2023-24 Budget	2024-25 Budget	\$ Change	% Change
Mobile Home Rent Control Ord.	\$263,982	\$265,972	\$1,990	0.8%
Housing Trust	\$10,602,866	\$6,423,059	-\$4,179,807	-39.4%
Admin Housing & Community Services	\$1,570,901	\$1,735,022	\$164,121	10.4%
Community Services Programs	\$51,000	\$111,000	\$60,000	117.6%
Rental Assistance Programs	\$41,502,044	\$42,618,976	\$1,116,932	2.7%
ARPA Federal Stimulus	\$5,758,144	\$0	-\$5,758,144	n/a
Homeless Shelter Operations	\$301,800	\$3,346,953	\$3,045,153	n/a
CIP and O&M Projects	\$22,097,540	\$858,378	-\$21,239,162	-96.1%
Total	\$82,148,277	\$55,359,360	-\$26,788,917	-32.6%

HCS: Budget Highlights

- Homeless Service Operations is no longer being funded with ARPA revenue.
- In FY 2024-25 ARPA revenue will fund approximately \$1.7M of Sam Jones Hall Homeless Shelter operations, which will need to be covered by the General Fund starting in FY 25-26.
- Increase in Legal Aid contract for Tenant/ Landlord services contract due to one-time CDBG-CV funds available in prior year.

Housing Trust Funding

- 15 Funding Sources- Federal, State, Local
- Housing Impact Fee – market rate housing development fee
 - Funds Admin and Loans
- Real Property Transfer Tax
 - Council Policy 000-48
 - % of RPTT to housing and homeless, increases 5% annually
 - FY 24/25, total \$4M, 55% \$2.2M, divided equally between housing / homeless

HCS: Operational Highlights 1 of 4

- **General Fund**

- Secure Families Collaborative Grant

- Immigration legal support and services

- Legal Aid contract

- Assistance to renters and income qualifying landlords, education and outreach

HCS: Operational Highlights 2 of 4

Rental Assistance Division –Federal rental housing assistance to low-income households

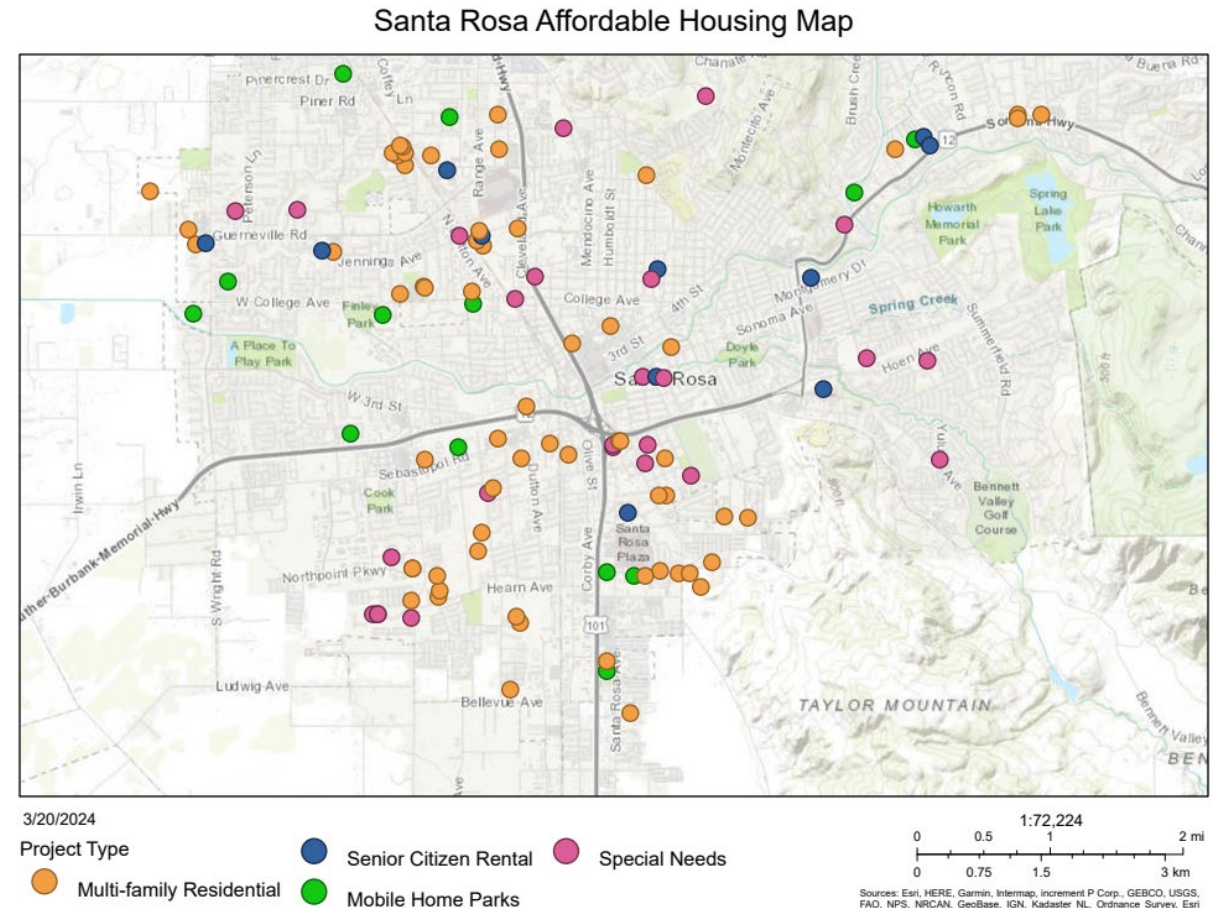
- Manage over 2,000 vouchers (HCV, VASH, Proj Based, Port-In, TBRA, EHV)
- Process \$2.7M Housing Assistance Payments to over 700 landlords / mo
- Perform 185 re-examinations (income verification, etc.) / mo
- Inspect 50+ units / mo to ensure safe and sanitary housing
- Administer Family Self Sufficiency Program – 28 families
- Submit weekly, monthly, quarterly and annual reports to HUD
- Manage waitlists – 7,200+

2023 Total Public Counter Interactions - 5,718 in person; 18,420 telephone calls

HCS: Operational Highlights 3 of 4

Housing Trust – Affordable housing loans, manage grants and public services, and compliance monitoring

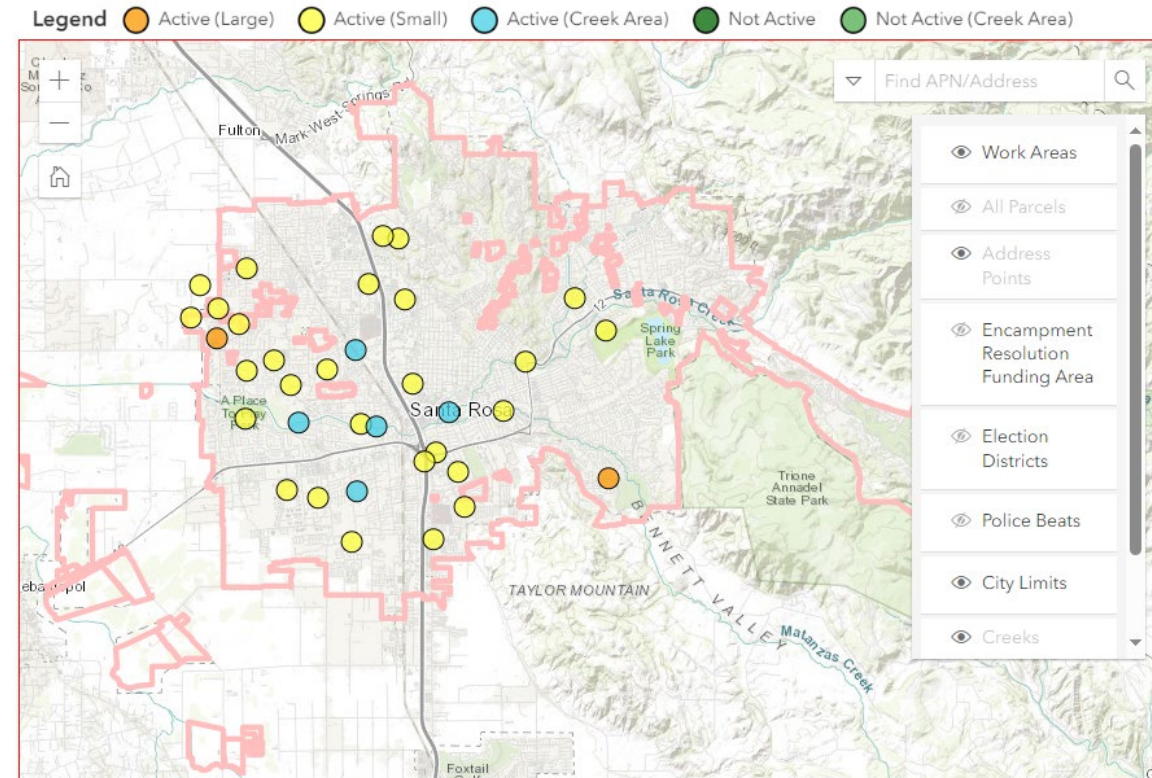
- Manage \$196M loan portfolio; 500+ loans
- Monitor over 5,400 units annually
- Manage state and federal grants
- Current Affordable Pipeline:
 - 361 recently completed; 653 under construction; 250 awaiting final funding or permits; 99 preserved / rehabilitated



HCS: Operational Highlights 4 of 4

Homeless Services- Lead effort to reduce homelessness, collaborate regionally, manage contracts and grants

- 100+ contacts monthly
- Lead encampment resolution team, 12 visits/mo, resolve 35/mo
- Manage SR Coordinated Entry, by-names list
- Manage 12 non-profit contracts
- Oversee current grants and explore funding opportunities
- Participate in regional efforts



HCS: Accomplishments 1 of 2

- Awarded and implemented \$3.8M Encampment Resolution Grant
- \$2.3M HOME-ARP committed to homeless assistance contracts
- Launched Down Payment Assistance Loan program; 86 applications; \$2M
- Awarded \$8.5M in loan funds to support 158 new units, 49 existing rehab
- Performed compliance monitoring for 5,400+ units
- Completed construction- 247 affordable units, 132 for Seniors, 81 permanent supportive housing
- Administered updated Mobilehome Rent Control Ordinance

HCS: Accomplishments 2 of 2

- Emergency Housing Vouchers 131 issued
- Project Based Vouchers
 - Caritas Village- 30 vouchers for chronically homeless families
 - Laurel at Perennial Ph I and II - 30 vouchers for seniors
- Voucher Waitlist open 6/1 – 7/14/24, 5K new households added
- Family Self Sufficiently Program graduated 8 households

Fire Department

PROPOSED BUDGET FY 2024-25

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Fire Department – by Fund

Expenditures by Fund	2023-24 Budget	2024-25 Budget	\$ Change	% Change
General Fund	\$53,450,873	\$56,573,189	\$3,122,316	5.8%
Public Safety & Prevention Tax- Fire	\$3,984,950	\$4,590,082	\$605,132	15.2%
Capital Improvement Fund	\$1,171,641	\$511,631	-\$660,010	-56.3%
Total	\$58,607,464	\$61,674,902	\$3,067,438	5.2%

Fire Department – by Program

Expenditures by Program	2023-24 Budget	2024-25 Budget	\$ Change	% Change
Fire Operations	\$43,365,406	\$45,742,188	\$2,376,782	5.5%
Public Safety Special Tax- Fire	\$3,984,950	\$4,590,082	\$605,132	15.2%
General Administration	\$6,379,390	\$6,880,665	\$501,275	7.9%
Fire Prevention	\$3,218,167	\$3,309,251	\$91,084	2.8%
CIP and O&M Projects	\$1,659,551	\$1,152,716	-\$506,835	-30.5%
Total	\$58,607,464	\$61,674,902	\$3,067,438	5.2%

Fire: General Fund Changes

- Increase of 12.0 FTE Firefighters funded by the SAFER grant.
- Additional \$300K of contract and equipment costs offset with FRALS revenue.



Fire: Operational Highlights

Operations:

- Suppression – responds to an average of 82 incidents per day (CY 2023 total – 30,035)
- Emergency Medical Services – accounts for 65% of suppression volume; FRALS contract; inResponse
- Training and Safety – trains and maintains certifications of all employees; facilitates >32,000 hours/year
- Support Services – policy management, facilities, construction, homeless services, information technology

Fire: Operational Highlights

Fire Prevention:

- Administer >4,100 inspections per year; 11,000 weed abatement inspections; 1,881 plans reviewed

Administration:

- Manages all business, finance, human resources and information technology resources for SRFD

Emergency Management:

- Manages citywide preparation, mitigation, response and recovery to natural and humanmade disasters

Fire: Accomplishments

Strategic Highlights:

- Awarded SAFER Grant for \$7.08M to hire twelve additional firefighter-paramedics to staff ALS squads in high demand services areas (Goal 3)
- Successfully negotiated and implemented new FRALS agreement (Goal 3)
- Developed Sonoma County Measure H (Goal 3)
- Completed new Strategic Planning process (Goal 3)

Fire: Accomplishments

- Implemented new technology to provide business and operational efficiencies (Goal 6)
- Implemented new Vegetation Management Ordinance (Goals 3 & 7)
- Improved efficiency of plan review turn around time (Goal 1)
- Implemented education, outreach and grant funding to residents in and around the WUI to mitigate wildfire risk. (Goals 3 & 7)



Police Department

PROPOSED BUDGET FY 2024-25

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Police Department – by Fund

Expenditures by Fund (All Funds)	2023-24 Budget	2024-25 Budget	\$ Change	% Change
General Fund	\$72,913,865	\$76,551,892	\$3,638,027	5.0%
Public Safety & Prevention Tax – Police	\$7,330,550	\$4,835,432	-\$2,495,118	-34.0%
Federal Narcotics Asset Forfeiture	\$50,000	\$50,000	\$0	0.0%
Supplemental Law Enforcement	\$515,000	\$515,000	\$0	0.0%
State Narcotics Asset Forfeiture	\$150,000	\$148,000	-\$2,000	-1.3%
Total	\$80,959,415	\$82,100,324	\$1,140,909	1.4%

Police Department – by Program

Expenditures by Program	2023-24 Budget	2024-25 Budget	\$ Change	% Change
General Administration	\$10,682,090	\$11,611,470	\$929,380	8.7%
Technical Services	\$9,674,111	\$9,960,053	\$285,942	3.0%
Support Bureau	\$1,042,260	\$1,122,127	\$79,867	7.7%
Public Safety & Prevention Tax – Police	\$7,330,550	\$4,835,432	-\$2,495,118	-34.0%
Field Services	\$40,239,101	\$41,108,630	\$869,529	2.2%
Investigative Services	\$11,016,603	\$13,070,112	\$2,053,509	18.6%
CIP and O&M Projects	\$974,700	\$392,500	-\$582,200	-59.7%
Total	\$80,959,415	\$82,100,324	\$1,140,909	1.4%

Police: General Fund Changes

- Increase in Overtime by \$400K. This is a one-time non-reoccurring increase.
- Increase in Contract Overtime by \$25,000 (offset by increased revenue projections).
- Increased fleet expenses by a total of \$385K.
 - Maintenance of the Police fleet.
 - Replacement costs for all vehicles.
 - Fuel - a total of 1.3 Million miles/year.

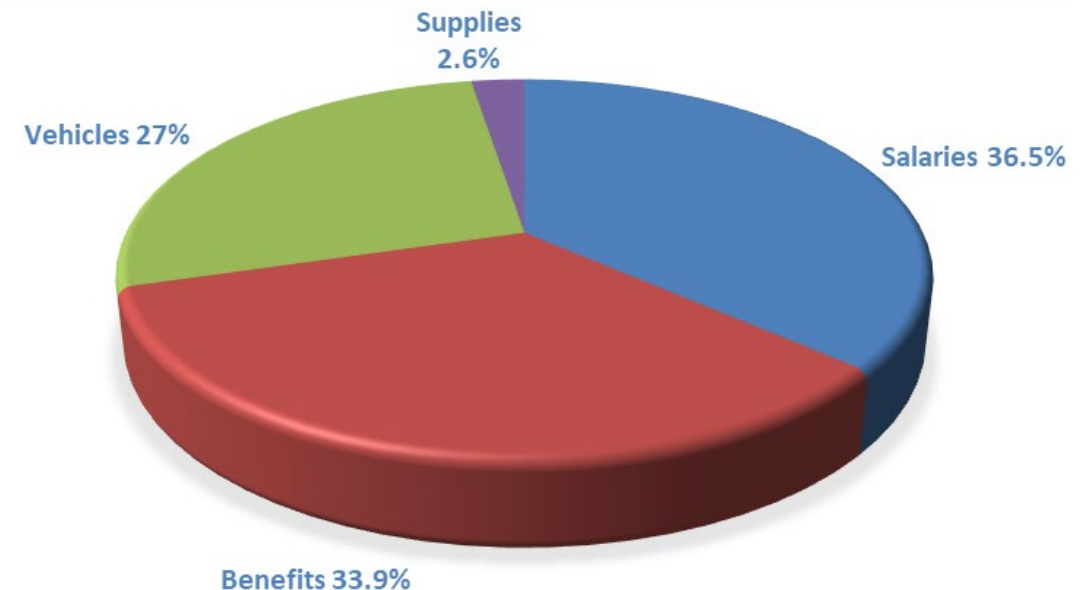
Police: School Resource Officer Cost Estimate

Estimated cost of the SRO Program:

- Initial cost - \$2.1M
- Annual ongoing cost- \$1.7M

SRO Program would include:

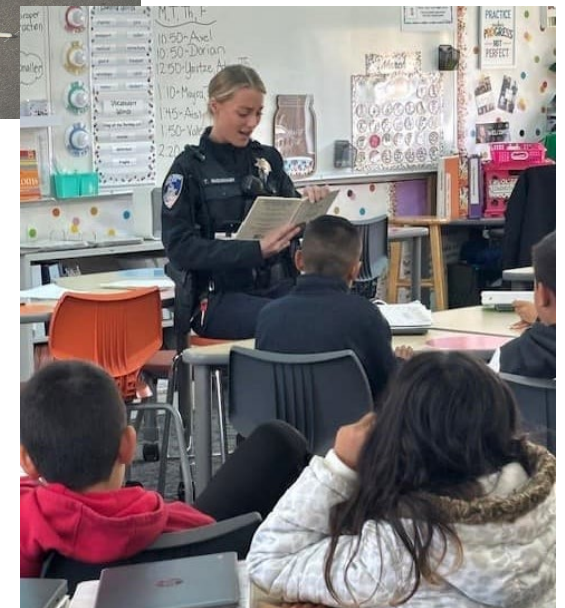
- 5.0 School Resource Officers
- 1.0 Sergeant
- 6 new vehicles for each SRO and Sergeant
- Annual supplies



Police: Operational Highlights

Operational Objectives:

- Violence Reduction
- Traffic Enforcement and Safety
- Quality of Life and Property Crimes
- Community Engagement Efforts



Police: Operational Highlights

Average Response Time		234,684 Total Calls Processed in 2023	
PRIORITY ONE CALLS	00:06:57 MINUTES	72,301 9-1-1 CALLS RECEIVED	51,755 OFFICER-INITIATED EVENT
PRIORITY TWO CALLS	00:11:57 MINUTES	72,096 NON-EMERGENCY CALLS RECEIVED	51,814 TIMES AN OFFICER RESPONDED TO A CALL FOR SERVICE
PRIORITY THREE CALLS	00:25:36 MINUTES	5,278 INRESPONSE CALLS RECEIVED	77,767 ADMINISTRATIVE AND OUTBOUND CALLS

Police: Operational Highlights

- **17% Decrease in homicides**
 - 12 homicides in 2022
 - 10 homicides in 2023
- **14% Decrease in “shooting” calls for service**
 - 420 “shooting” calls for service received in 2022
 - 361 “shooting” calls for service received in 2023
- **2% Increase in Gun Seizures**
 - 251 Guns seized in 2022
 - 255 Guns seized in 2023
- **75% Decrease in Fatal Vehicle Collisions**
 - 8 Fatal Collisions in 2022
 - 2 Fatal Collisions in 2023
- **89% Decrease in Sideshow Activity**
 - 107 days in 2021
 - 21 days in 2022
 - 1 day in 2023
- **139% Increase in Traffic Citations Issued**
 - 3,444 citations in 2022
 - 8,228 citations in 2023
- **60% Increase in Traffic Stops**
 - 13,955 traffic stops in 2022
 - 22,292 traffic stops in 2023

Police: Operational Highlights

Seized Contraband in 2022

- 38.5 pounds of Methamphetamine
- 7 pounds of Cocaine
- 8,200 Fentanyl pills
- 4 pounds of Fentanyl powder
- 14.5 pounds of Psilocybin Mushrooms



Seized Contraband in 2023

- 56 pounds of Methamphetamine
- 10 pounds of Cocaine
- 2,300 Fentanyl pills
- 7 ounces of Fentanyl powder
- 12 pounds of Psilocybin Mushrooms
- 9 ounces of LSD
- 2 pounds of Ketamine



Police: Accomplishments

- Held more than 60 community engagement events
- Installed license plate reader (ALPR) cameras with funding from BSCC Retail Theft grant and SONCATT
- Expanded Downtown Enforcement Team to 8 officers providing 7 day a week coverage
- Added 2 new Field and Evidence Technician positions
- Added a 6th Motorcycle officer to handle traffic complaints and issues throughout the City
- Reduced response time to under 7 minutes for priority one calls
- inRESPONSE Team
 - 4,759 calls handled
 - 3,568 calls diverted from law enforcement
 - 4,418 system navigation services provided
 - Leasing team building and creating public facing lobby



Police: Accomplishments

- Purchased Roseland Library for future police substation with public counter and meeting space, and leased temporary Roseland substation
- Obtained \$1,241,193 in Grant Funding in 2023
- Received \$898,000 in Federal Earmark Funding for the Real Time Crime Center
- Dedicated staff to past missing person cases and launched a social media campaign
- Reinstated the Gangs Crime Team
- Launched a new “Know Your Limit” campaign
- Installed new security fence and gate at the Public Safety Building
- Added a 5th Property Crimes Detective to deal with property related crimes
- Provided over 25,000 hours of training to staff

Police: Accomplishments

Tremendous Year of Recruitment

- Hired 37 new employees and 3 new interns
- 26 new Police Officers were hired (13 later Police Officers and 13 Police Officer Trainees)
- 11 Civilian Positions were hired
- 3 Student Interns were hired
- Maintaining nearly full staffing in contrast to most police agencies across the state
- Promoted 13 employees

Questions?