

FY 2013/14 City Council Budget Hearings

JUNE 18-20, 2013
AGENDA ITEM 15.0



FY 2013/14 Budget Hearings Schedule

Tuesday, June 18, 2013

- City Manager Comments on Proposed Budget
- Budget Overview

Wednesday, June 19, 2013

- R&P Facilities and Services Fees – Public Hearing
- Department Budget Reviews

Thursday, June 20, 2013

- Department Budget Reviews (cont.)
- CIP review
- Budget Adoption

City Manager's Comments on Proposed FY 2013/14 Budget

FY 2013/14 Budget Message

City continues to build on progress towards fiscal recovery

- Stabilize existing core services
- Target investments for aging streets, water/sewer pipelines, public facilities, and urgent repairs
- Restore reserve funds to more acceptable level
- Pursue longer-term strategies to control/reduce costs and increase revenue growth

Revenues increasing in some categories; but operating costs also increasing

City must seek ways to achieve more desirable level of budget stability and service levels that are more acceptable to the community needs and expectations

FY 2013/14 Budget Highlights

- ✓ FY 2013/14 General Fund budget is balanced
 - Maintains reserve at target level
 - Continues progress towards Council goals

- ✓ Stabilizes existing programs and core services
 - Funds some critical additional needs
 - Funds one-time salary/benefit concessions
 - Position adjustments/additions for reorganizations and succession planning
 - Equipment replacement
 - Maintenance and repairs

- ✓ Measure O baseline funding per Ordinance
 - Authorization for \$1.1-\$1.6 M under for Police staffing

FY 2013/14 Budget Highlights

- ✓ Targets investments for aging streets, water/sewer pipelines, public facilities, and urgent repairs
 - Pavement rehabilitation citywide
 - Traffic safety improvements
 - Bike/pedestrian improvements
 - Access for disabled persons
 - Park renovations Howarth and Doyle; trails; lighting
 - Street light energy efficiency
 - Re-roofing and mechanical replacements
 - Final phase Person Senior Wing
- ✓ Begins to address long term unfunded obligations
 - Public facility asset inventory for future maintenance needs
 - Evaluate fiscal impact of CalPERS rate changes
 - Evaluate and seek diversity in new revenue sources

Challenges Ahead

Five-Year G.F. Forecast shows funding gap driven by

- CalPERS pension cost increases for ramp-up beginning in FY 2015/16 thru FY 2019/20
- Measure P sales tax expiration in March 2019
- Need to restore service level to meet community needs/expectations
- Increased need to address deferred maintenance and capital needs
- Measure O baseline funding obligation for Police
- Increased funding for debt obligation of Golf Enterprise

Changes since Study Session

Changes since May Study Session – included in budget document & published notice

- Added full year of funding for Media Center
- Updated Revenue & Transfer budgets

Changes since May Study Session – NOT included in budget document or published notice

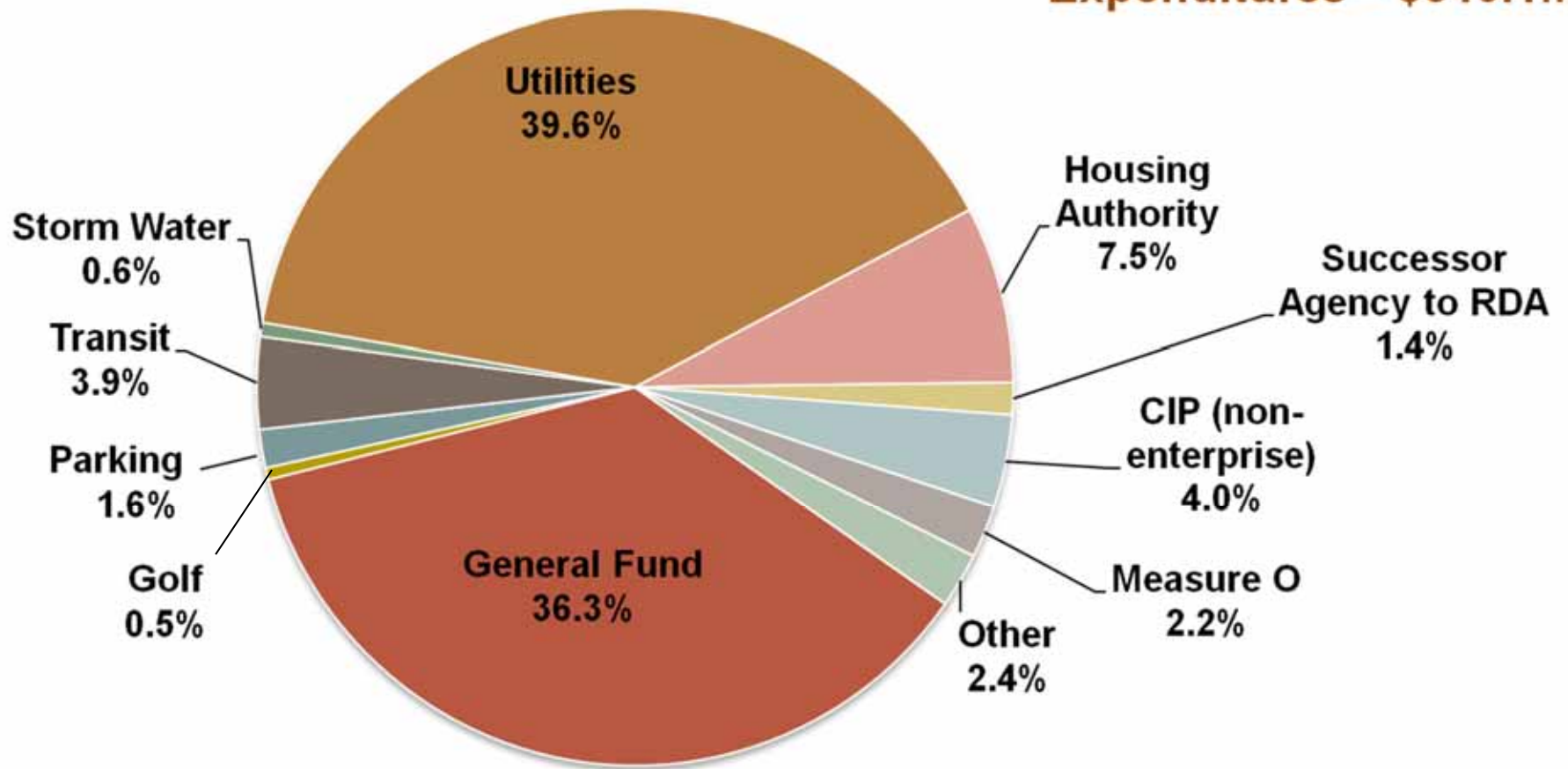
- Net addition to Housing Authority budgeted revenues & expense
 - CDBG & HOME – net increase: \$92,863
- Addition to Fire Measure O budget: FG Fire Station \$50,000
- FTE staffing count changes
 - Finance: (2.0) FTE CSR's mid-year 2013/14 reduction (business tax administration contract)
 - Community Development: (.50) FTE Sr Admin Assistant

City Budget by Fund Type

FUND TYPE	FY 2012/13 ADOPTED BUDGET	FY 2013/14 PROPOSED BUDGET	\$ INCR / (DECR)	% INCR / (DECR)
General Fund	\$116.9	\$123.6	\$6.7	6%
Enterprise (non-CIP)	116.8	121.0	4.2	4%
Enterprise – CIP	22.3	36.1	13.8	62%
Non-Enterprise – CIP	10.3	13.5	3.2	31%
Special Revenue	10.0	10.6	.6	6%
Other Funds	4.9	5.0	.1	2%
Housing Authority	24.3	25.6	1.3	5%
Successor Agency to RDA	<u>5.9</u>	<u>4.7</u>	<u>(1.2)</u>	(20)%
TOTAL	\$311.4	\$340.1	\$28.7	9%
<i>Operations (net of CIP)</i>	\$278.8	\$290.5	\$11.7	4%
<i>CIP only</i>	\$32.6	\$49.6	\$17.0	52%

FY 2013/14 Citywide Expenditure Budget by Fund

Proposed FY 13/14
Expenditures = \$340.1M





FY 2013/14 Citywide Expenditure Budget by Department (in millions \$)

Department	General Fund	Other Funds	TOTAL
Administration*	\$15.1	\$1.1	\$16.2
Community Development	4.0	.3	4.3
Economic Development & Housing	-	38.1	38.1
Fire	29.5	3.8	33.3
Police	42.3	3.2	45.5
Transportation & Public Works	12.0	24.0	36.0
Recreation and Parks	14.8	5.0	19.8
Utilities	.8	136.5	137.3
Non-Departmental	<u>5.1</u>	<u>4.5</u>	<u>9.6</u>
TOTAL	\$123.6	\$216.5	\$340.1

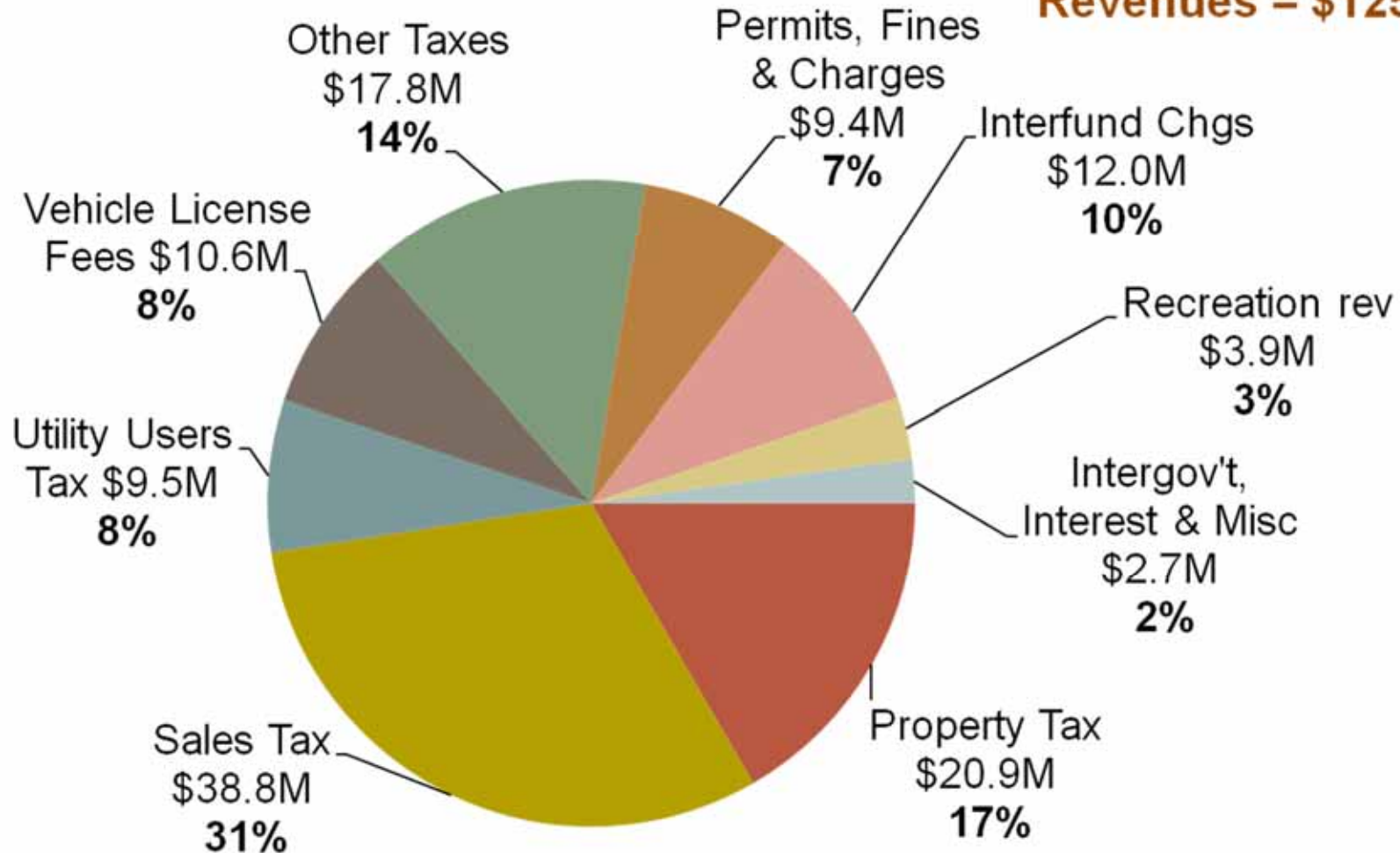
**Administration includes: City Council, City Manager's Office, City Attorney's Office, Human Resources and Finance (excludes Internal Service Funds which charge out their services to above depts)*

General Fund Budget Summary

FY 2013/14 General Fund Revenues

\$ (in millions) and % by Source

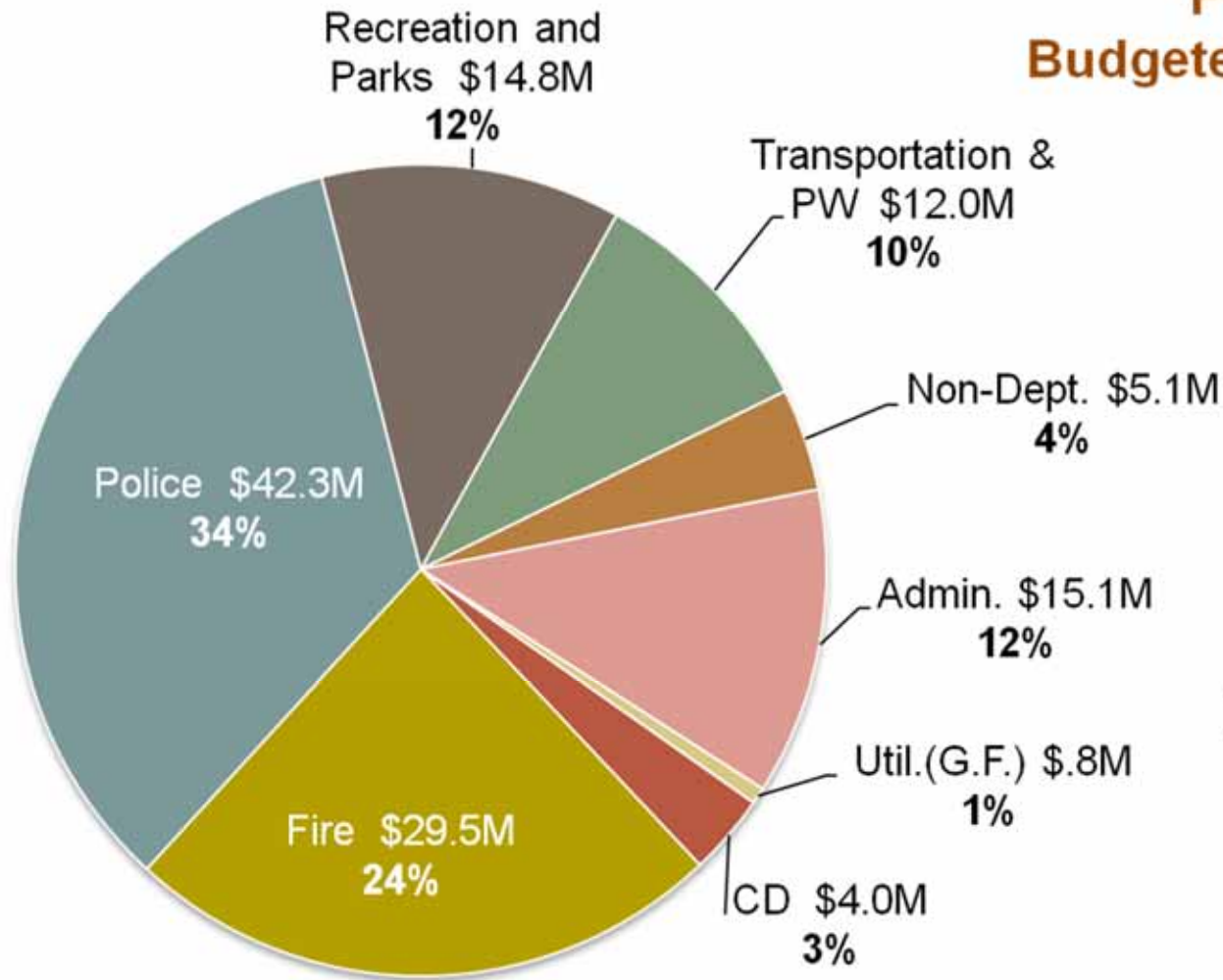
FY 13/14 Total G.F. Projected Revenues = \$125.6M



FY 2013/14 General Fund Expenditures

\$ (in millions) and % by Department

**FY 13/14 Total G.F.
Budgeted Expenditures =
\$123.6M**



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

General Fund Budget Summary (in millions \$)

Estimated Reserves @ 6/30/13 <i>(17.0% of expend.)</i>	\$20.3
Total Revenues	125.6
Transfers In (e.g.-Gas Tax; Meas M; Asset Forfeit; Traffic Safety)	3.3
Total Revenues and Transfers In	\$128.9
Total Expenditures	123.6
Transfers Out (e.g.-CIP; Parking Enf; Econ Dev; Homeless shelter)	5.3
Total Expenditures and Transfers Out	\$128.9
Surplus (Deficit)	-
Estimated Reserves @ 6/30/14 <i>(16.4% of expend.)</i>	\$20.3

General Fund Expenditure Summary

(in million \$)

General Fund – All Departments

2012/13 Adopted Budget	\$116.9	
2013/14 Proposed Budget	<u>123.6</u>	
Increase / (Decrease)	\$6.7	5.7%

See next slide for details

General Fund Expenditure Changes

(in million \$)

<u>Description</u>	<u>Amount</u>	
Existing Salary & Benefit increases	\$1.1	} \$4.4M (excl. Meas O srvcs)
Position Additions / Reclasses – Net Costs	.2	
Health insurance cost increase	.6	
One-time Employee concessions ending	1.6	
Reduction in Salary/Benefit Charge-outs	.4	
Measure O baseline funding (positions \$.5M; srvcs \$.2M)	.7	
IT Costs (including PC Replacement Prog)	.6	
Bldg Maintenance; Water/Irrigation; Utilities, janitorial increases Citywide	.8	
Redevelop. Property Tax Trust Fund Residual Distribution set-aside	.9	
Other: Business Tax contract; Fire apparatus lease; other	.5	
Decreases: election costs; property tax admin fees; leased space	<u>(.7)</u>	
Total	<u>\$6.7</u>	

General Fund Five-Year Forecast

- Includes holding place for transfers from General Fund to Golf Fund for Golf debt service while solutions are being worked through
 - beginning in FY 2014/15 - \$470K/year
- Includes preliminary estimated impact to City retirement costs based on recent PERS actions related to amortization & smoothing
 - beginning in FY 2015/16



General Fund Five Year Forecast (in millions \$)

	<u>Actual</u>	<u>F o r e c a s t</u>					
	<u>11/12</u>	<u>12/13</u>	<u>13/14</u>	<u>14/15</u>	<u>15/16</u>	<u>16/17</u>	<u>17/18</u>
Revenues	\$118.5	\$124.9	\$125.6	\$128.4	\$131.2	\$134.2	\$137.2
Net Trnsfs in/(Out)	(.1)	(1.6)	(2.0)	(2.4)	(2.3)	(2.2)	(2.3)
Expenditures	114.9	119.4	123.6	127.0	131.1	135.9	140.4
Net Results	3.5	3.9	-	(1.0)	(2.2)	(3.9)	(5.5)
<u>Solutions Needed to maintain Reserves at 15%-17%</u>				\$1.6	\$1.6 1.3	\$1.6 1.3 2.5	\$1.6 1.3 2.5 .9
<u>ENDING RESERVES</u>	16.4	20.3	20.3	20.9	21.6	23.1	23.9
<u>% of G.F. Expenditures</u>	14.3%	17.0%	16.4%	16.5%	16.5%	17.0%	17.0%

FY 2013/14 G.F. Position Changes Summary

Dept.	Position Title	FTE
CMO	Records Management Technician – <i>partial offset</i>	1.00
HR	HR Analyst – incr to fulltime permanent (from .90 ltd-term)	.10
HR	Sr Administrative Assistant – increase to fulltime – <i>partial offset</i>	.10
FIN	Financial Analyst	1.00
CD	Sr Administrative Assistant	.50
CD	Community Development Technician – ltd term	.50
FIRE	Firefighters – <i>total offset (reduction in overtime)</i>	6.00
R&P	Sr Administrative Assistant	.50
FIRE	Emergency Operations Coordinator – extend ltd term	<i>extend</i>
TPW	Supervis. Engineer – extend ltd term; move from CIP to Traffic	<i>extend</i>
FIN	(2) Customer Service Rep positions – ltd term to permanent	<u><i>chg status</i></u>
Subtotal – Position Additions G.F. (net of Police)		9.70

FY 2013/14 G.F. Position Changes Summary

Dept.	Position Title	FTE
FIN	MID-YEAR: Eliminate two Customer Service Representative positions in connection with contracting out of Business Tax administration	(2.00)
TPW	Eliminate Civil Engineering Tech position – CIP Team	(1.00)
TPW	Eliminate Administrative Technician position – CIP Team	(1.00)
all	(9) Position reclassifications – General Fund	-
Total Proposed Net Changes to FTE's – G.F. (excl. Police)		5.70

Estimated G.F. Cost of position adds/deletes/reclassifications, net of offsets = \$170K

FY 2013/14 Police Dept.

Additions Related to Measure O Baseline Funding (in thousands)

	FTE	Cost
Training	-	\$105.0
Sexual Assault Exams	-	<u>60.0</u>
<i>Subtotal – Non-position additions</i>		<u>\$165.0</u>
Police Officer – Community Policing Team	1.00	\$113.5
Sr Administrative Assistant – Special Srvcs Division	1.00	61.9
Sr Administrative Assistant – Field Srvcs Division (VIP’s)	.50	31.0
Police Officer – Background Investigator	1.00	113.5
Records Supervisor	1.00	88.3
Police Technician	1.00	67.4
Police IT Manager	1.00	118.0
Position reclass–(2) Forensic Specialists to CSO’s; other adj.	-	<u>(58.6)</u>
<i>Subtotal – position additions</i>	<u>6.50</u>	<u>\$535.0</u>
Total Proposed Measure O Additions - Police	6.50	\$700.0

FY 2013/14 Non-General Fund Depts. Position Addition Summary

Dept.	Position Title	FTE
HR	Sr Administrative Assistant – increase to full-time	.10
IT	Administrative Secretary	1.00
IT	Sr IT Technician; IT Technician	2.00
EDH	Administrative Analyst	1.00
UTIL	Lab Analyst	1.00
UTIL	Mechanical Technologist	1.00
UTIL	Senior Maintenance Worker – ltd term	1.00
UTIL	Communications Coordinator	1.00
UTIL	Programmer/Analyst	1.00
UTIL	Skilled Maintenance Worker	2.00
UTIL	Utilities Tech (ltd term) to CE Tech III (permanent)	<i>change status</i>
UTIL	R&P Coord. & Water Resources Tech – ltd term to perm	<i>change status</i>
Total Proposed FTE Additions – Non-General Fund		11.10

FY 2013/14 Non-General Fund Depts. Position Addition Summary

Dept.	Position Title	FTE
TPW	Eliminate Civil Engineering Tech position – CIP Team	(1.00)
TPW	Eliminate Supervising Engineer position – CIP Team	(1.00)
EDH	Eliminate vacant Deputy Director position	(1.00)
EDH	Eliminate Program Specialist position – Section 8	(1.00)
	(10) Position reclassifications: (4) ED&H; (1) Measure O; (5) Utilities	-
Total Proposed Net Changes to FTE's – Non-G.F.		7.10

*Estimated Cost of Non-G.F. position adds/deletes/reclassifications, net of offsets
= \$600K*

Bennett Valley Golf Course Action Plan

- ✓ Financial audit in progress; examine accounting procedures, revenues, contract compliance; expand review as necessary (final report in 45-60 days)
- ✓ Prepare for re-negotiation of contract terms
- ✓ Review current rate schedules; amend to meet financial need per market
- ✓ Evaluate General Fund support for debt obligations short term
- ✓ Evaluate best management practices for municipal golf courses in California
- ✓ Prepare plan for addressing course and play improvements identified in Operations Review
- ✓ Develop business plan for operations; maintain BVGC as valuable community asset

Questions / Discussion

*continued meeting – to reconvene at
9:00 am, Wednesday June 19*

Community Promotions Proposed FY 2013/14 Budget

Community Promotions Funding Background

- Established in 2000 to provide funding for events and activities that:
 - Generate revenue to the City
 - Have broad-based community participation and are open to the public
 - Take place within the City
- Organization/Event must be non-profit as defined by the Internal Revenue Code and proof of non-profit status must be provided
- Current funding level: \$75,000 total
 - Reduced from \$125,000 to \$100,000 total in FY 08/09
 - Further reduced from \$100,000 to \$75,000 total in 09/10
- Funding amounts are at Council's discretion

Community Promotions FY 2013/14 Applicants & Requests

Event Name	Funding Request		
	Cash	In Kind	Total
Sonoma County Human Race	-	4,189	4,189
SR Red, White & BOOM!	-	20,000	20,000
Cultural Arts Council of Sonoma County - ARTrails Open Studios	4,750	-	4,750
Luther Burbank Rose Parade & Festival	5,736	9,633	15,369
SR Symphony Downtown Performances	6,000	-	6,000
SR Downtown Market	-	29,508	29,508
Sonoma County Book Festival	2,500	1,796	4,296
Santa Rosa International Film Festival	2,000	-	2,000
Wunderkammer, featuring Handcar Races	5,500	3,450	8,950
TOTAL	26,486	68,576	95,062



Community Promotions – 13/14 Options

<u>Event Name</u>	<u>FY 12/13 Funding</u>	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>
Sonoma County Human Race	4,189	3,996	4,189	4,229
SR Red, White & BOOM!	13,762	13,129	13,762	13,894
Cultural Arts Council of Sonoma Co.	4,488	4,282	4,488	4,531
Luther Burbank Rose Parade	14,959	14,271	14,959	15,103
SR Symphony Downtown Perform.	5,086	4,852	5,086	5,135
SR Downtown Market	28,720	27,399	28,720	28,996
Sonoma County Book Festival	1,796	1,713	1,796	1,814
Santa Rosa International Film Fest.	2,000	1,908	2,000	2,019
Wunderkammer, Handcar Races	-	3,450	3,520	3,554
TOTAL	75,000	75,000	78,520	79,275

Option 1: Allots available funding to Wunderkammer (Handcar Races) at same amount received in FY 2011/12 and decreases funding proportionately to remaining applicants

Option 2: Allocates funding to applicants in same amount they received in the current Fiscal Year (2012/13) & adds Wunderkammer funding (*total funding is 4.7% above \$75K*)

Option 3: Increases available funding by same % growth as G.F. budget (5.7%) and spreads Option 2 amounts proportionately

FY 2013/14 Department Budgets

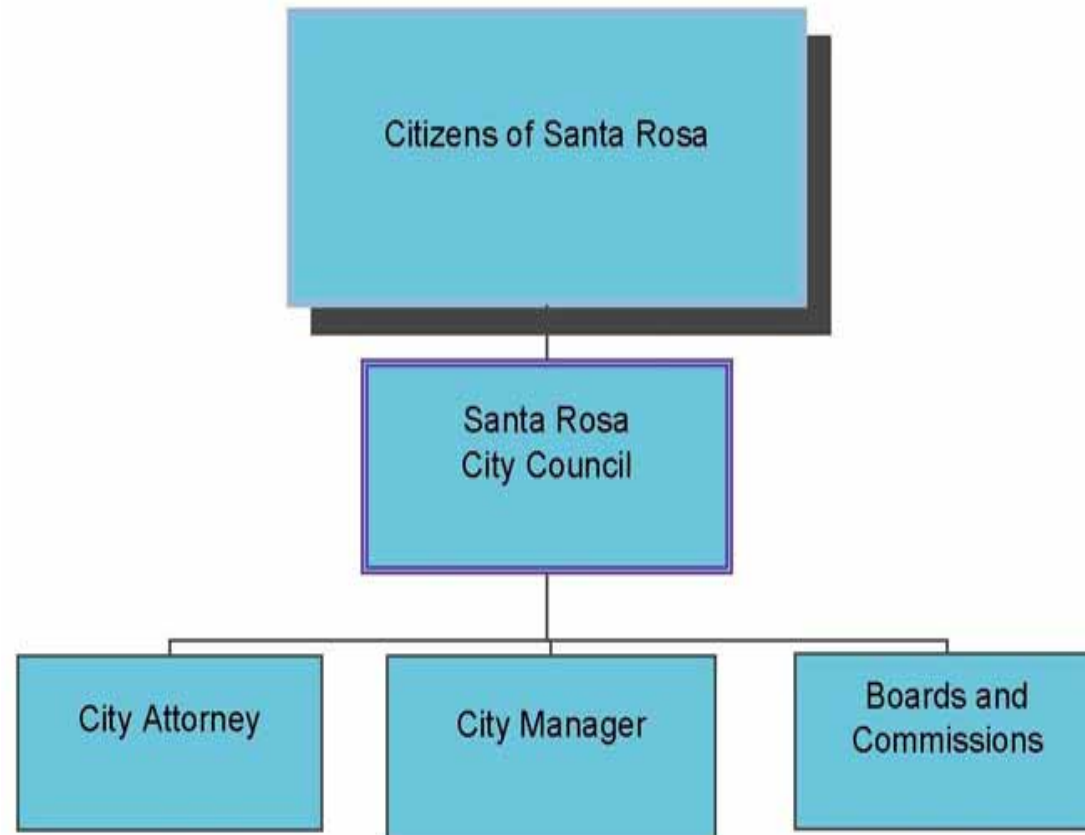
City Council Proposed FY 2013/14 Budget

City Council Budget Summary

General Fund	Current 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Salary & Benefits	\$163K	\$166K	\$3K	2%
Services & Supplies	844K	528K	(316)K	(37)%
TOTAL	\$1,007K	\$694K	\$(313)K	(31)%

- Election costs funding reduced by \$310K (non-election year)
 - \$250K remains in election budget for possible off-year ballot measure

City Council's Organization Chart



City Council's Mission Statement

It is the mission of the City Council to provide leadership and make policy decisions for the well being of our community through public participation, sound financial policies, and appointments to City Boards and Commissions.

City Council's Core Services

- The City Council is the legislative and policy-making body for the City of Santa Rosa. The Council makes the appointments of the City Manager and the City Attorney, as well as numerous Board and Commission members.
- The City Council established Goals and Strategic Objectives during their annual goal setting session in February, 2013, and they are committed to supporting the programs, projects, and services required to accomplish the Goals and Strategic Objectives.

City Council's Budget Highlights/Additional Needs

- Reduction of \$310,000 is due to a non-election year. \$250,000 remains in election budget for possible off-year ballot measure

City Manager's Office Proposed FY 2013/14 Budget

City Manager's Office Budget Summary

General Fund	Current 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Salary & Benefits	\$1.2M	\$1.3M	\$.1M	8%
Services & Supplies	.3M	.3M	-	-
Projects	.2M	.2M	-	-
TOTAL	\$1.7M	\$1.8M	\$.1M	6%

Salary & Benefits:

- Add 1.0 FTE Records Management Technician
- Convert 1.0 FTE Admin Secretary position to Deputy City Clerk position

Projects:

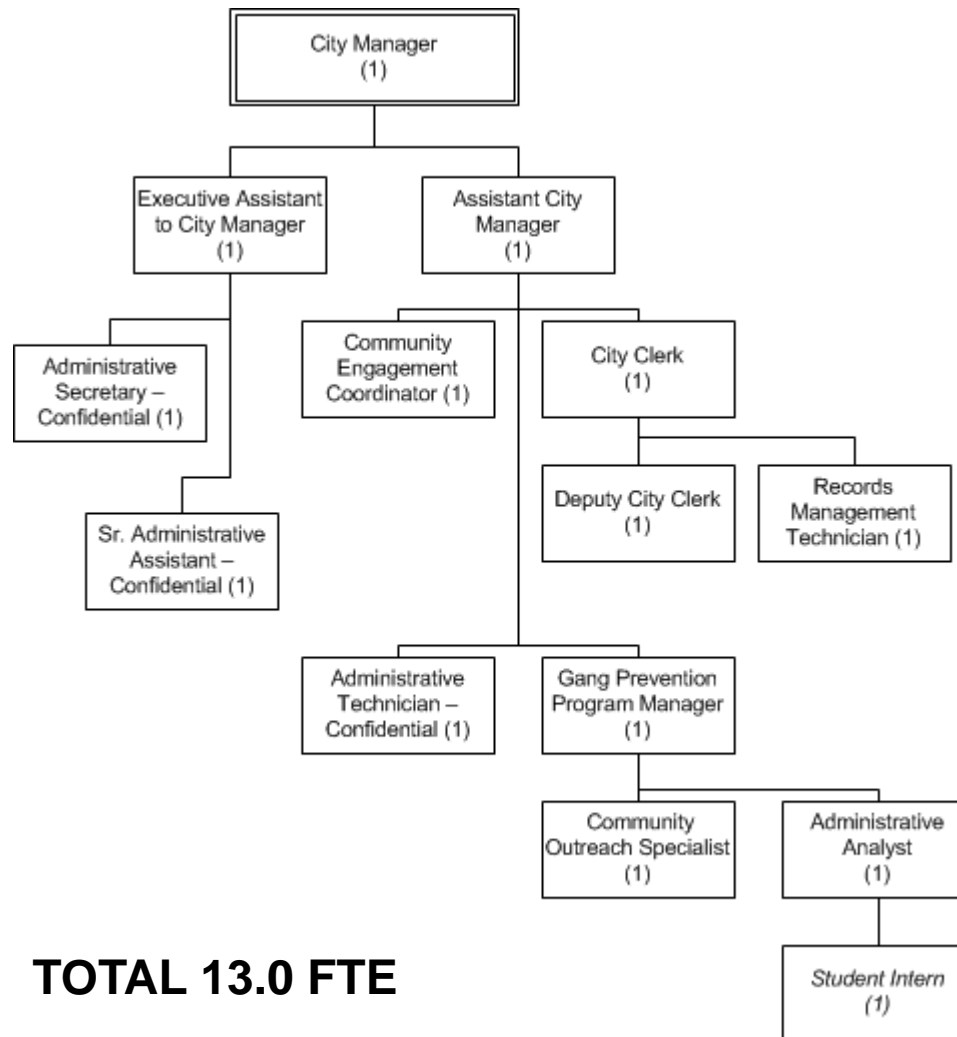
- Transferred G.F.CHOICE Grant Prog. from R&P to CM Dept
- Utilize existing Community Advisory Board (CAB) grant funding for additional year (do not add new funding of \$18K in FY 2013/14)

City Manager's Office Budget Summary

Meas O - Gang Prev / Intervent.	Current 2012/13	R&P 2013/14	CMO 2013/14	TOTAL Meas. O 2013/14	\$ Incr/ (Decr)
Salary & Bene.	\$.9M	\$.5M	\$.3M	\$.8M	\$(-.1)M
Srvcs & Supplies Indirect Costs	.2M	.1M	.2M	.3M	.1M
Grants	.4M	-	.4M	.4M	-
TOTAL	\$1.5M	\$.6M	\$.9M	\$1.5M	-

- Transferred Measure O Gang Prevention/Intervention administration from Recreation & Parks Dept to City Manager's Office
 - reclass 1.0 FTE Admin Tech position to Admin Analyst position

City Manager's Office FY 2013/14 Organization Chart



TOTAL 13.0 FTE

Position Changes	FTE
<u>Reorganizations</u>	
Administrative Secretary - Conf. to Deputy City Clerk	-
Records Management Technician from Temp to Permanent	1.0
Administrative Technician to Administrative Analyst	-

City Manager's Office Mission Statement

It is the mission of the City Manager's Office to provide responsible and ethical leadership, cost-control management, administration and direction for the City organization based on sound strategic planning, support to City Councilmembers and Boards and Commission members, and exceptional customer service to the community.

City Manager's Office – Core Services

- The CMO provides leadership, management, administration, and direction for the City organization; supports City Councilmembers and Boards and Commission members; provides exceptional customer service to the community.
- The CMO is responsible for the general oversight / administration of City departments; guides annual budget process; coordinates the City Council agenda process; provides direct support to the City Council; administers and monitors the City's franchise agreements; and supports the Community Advisory Board.

City Manager's Office – Core Services

- The City Clerk's Office produces Council agenda packets in compliance with the Brown Act and City policies; records minutes and maintains legislative history of all City Council actions; administers municipal elections and provides support and information to City Council candidates and voters; administers advisory body recruitments and appointments; serves as filing official for Statements of Economic Interest and Campaign Statements; manages the retention and retrieval of City records in compliance with the Public Records Act; and coordinates the City's Records Management Program.



City Manager's Office – Core Services

- The Community Engagement Program is a universal resource for residents with questions, concerns, and important issues. It is responsible for supporting, promoting, and organizing opportunities for civic engagement to residents of Santa Rosa and promotes events sponsored by community partners, neighborhood associations, City Departments, and civic groups.
- The Program provides links to services and provides information about volunteer opportunities available throughout the City.

City Manager's Office – Core Services

- The Gang Prevention/Intervention Program is responsible for the policy administration and management of the Mayor's Gang Prevention Task Force (MGPTF), including the implementation of the MGPTF Strategic Goals of Awareness, Prevention, Intervention, Enforcement, Re-Entry, Regionalization, and Measurements/Metrics.

CMO Budget Highlights/Additional Needs

- Requesting conversion of temp to 1.0 FTE Records Management Tech. to enhance implementation and oversight of mandated record keeping (EDMS Project) which assists all Departments. Some cost offset by interdepartmental charges. 
- In FY 2012/13, administration of Gang Prevention / Intervention Services and associated staffing and funding was transferred from Recreation and Parks budget to the City Manager's Office budget. 

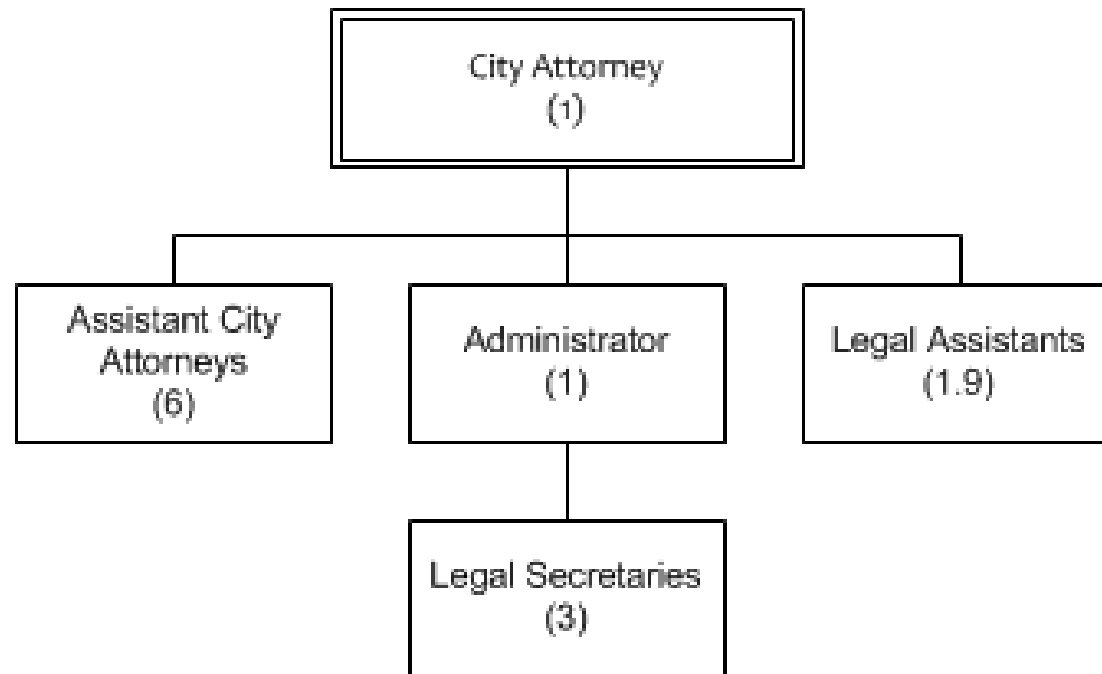
City Attorney's Office Proposed FY 2013/14 Budget

City Attorney's Office Budget Summary

General Fund	Current 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Salary & Benefits	\$2.0M	\$2.0M	-	-
Services & Supplies	.1M	.1M	-	-
TOTAL	\$2.1M	\$2.1M	-	-

- All General Fund
- No additions to base budget

City Attorney's Office FY 2013/14 Organization Chart



TOTAL 12.9 FTE

Position Changes	FTE
None	---

City Attorney's Office Mission Statement

By City Charter, the City Attorney is appointed by the City Council to serve as the chief legal advisor on legal issues affecting the City of Santa Rosa. The City Attorney's Office is committed to providing the highest-quality legal services and support for elected City officials, departments, boards and commissions, and to defend the City and its employees in litigation and claims.

City Attorney's Office Core Services

The City Attorney's Office reviews all contracts for the City (1010* in FY 2012-2013), represents the City in claims and litigation and provides legal advice to City Council, Boards, Commissions and Departments.



The City Attorney's Office provides legal counsel and support to staff and all departments in their efforts to achieve Council's goals.

* Counts through 05/31/2013

Dept Budget Highlights/Additional Needs

City Attorney's Office maintains a flat budget, with no requests for additional needs, and continues to provide high quality legal services in diverse and complex areas of the law. Most legal services for the City are provided in house, minimizing the cost of outside legal services.

Human Resources Proposed FY 2013/14 Budget

Human Resources Budget Summary

General Fund	Current 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Salary & Benefits	\$1.4M	\$1.4M	-	-
Services & Supplies	.2M	.2M	-	-
TOTAL	\$1.6M	\$1.6M	-	-

- Bring Part-time positions up to Fulltime

Human Resources Budget Summary

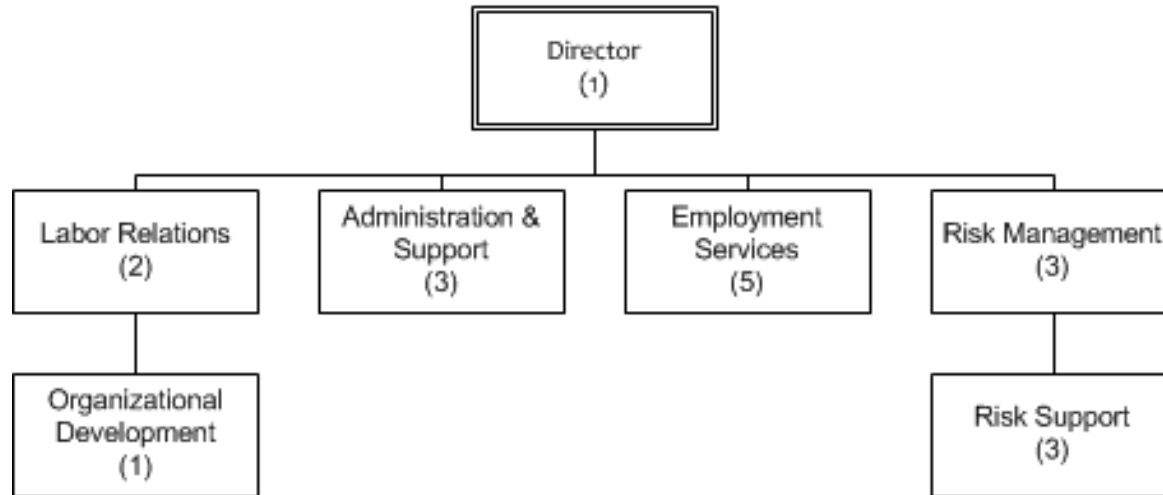
Other Funds	Current 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
<i>Risk Management</i>	\$24.6M	\$26.3M	\$1.7M	7%
<i>TOTAL</i>	\$24.6M	\$26.3M	\$1.7M	7%

- Select insurance program budgets (budgets > \$1M):
 - Health \$16.3M
 - Workers' Comp \$ 3.9M
 - Dental \$ 1.9M
 - Liability \$ 1.5M

- Major year over year changes in Risk Management budget
 - Health insurance – increase \$1.6M

Human Resources

FY 2013/14 Organization Chart



TOTAL 18.0 FTE

Position Changes	FTE
Labor Analyst – change to Regular position and increase to Full-Time	0.1
HR Sr. Admin – increase to Full-Time	0.1
Risk Sr. Admin – increase to Full-Time	0.1

Human Resources Mission Statement

The mission of Human Resources is to serve our community by attracting and retaining a highly qualified workforce and creating a work environment for them that supports their commitment to public service, reflects the diversity of the community and minimizes risk to the human and fiscal resources of the City.

HR Core Services

HR provides the following services to departments

- Recruitment
- Classification and Compensation
- Performance Management
- Policy Development
- Critical Compliance with Fed, State and City rules and regulations – including EEO and ADA
- Supervisor and Employee Development
- Labor Relations

RM Core Services

- **Benefit Administration**
 - Purchase, design, maintenance, customer service for employees
 - Health, Dental, Vision, EAP, Life and LTD
- **Employee Safety and Workers Compensation**
- **ADA coordination – Title I and II**
- **Liability Claims (successfully closed 98 claims in FY2012)**
- **Administer DOT/FTA Drug & Alcohol Testing Program**

HR Budget Highlights/Additional Needs

- Make Limited Term part-time Analyst a regular full-time position. (.9 to 1.0) Given difficulties of financial situation, this labor relations position is an on-going need
- Make part-time Sr Admin full-time (.9 to 1.0) – part time status causes problems with recruitment, retention and counter coverage
- Increases in above FTE's partially offset by reduction in overtime
- Make part-time Risk Mgt Sr Admin full time, (.9 to 1.0) part-time causes problems with recruitment, retention

RM Budget Highlights/Additional Needs

- Risk Management Administrative Costs are flat
- Risk Management Insurance Fund budget total increase is \$1.7M. The vast majority of that increase is due to Health Insurance Costs. We are projecting a 10% increase in Health Care Costs this year.
- Most other programs are projected to remain close to flat, although we are seeing increased tightening of the market and can expect increases in coming years in workers compensation, liability and property programs

Finance Department Proposed FY 2013/14 Budget

Finance Department Budget Summary

General Fund	Current 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Salary & Benefits	\$6.1M	\$6.4M	\$.3M	5%
Services & Supplies	2.1M	2.4M	\$.3M	14%
Projects	.2M	.1M	\$(-.1)M	(50)%
TOTAL	\$8.4M	\$8.9M	\$.5M	6%

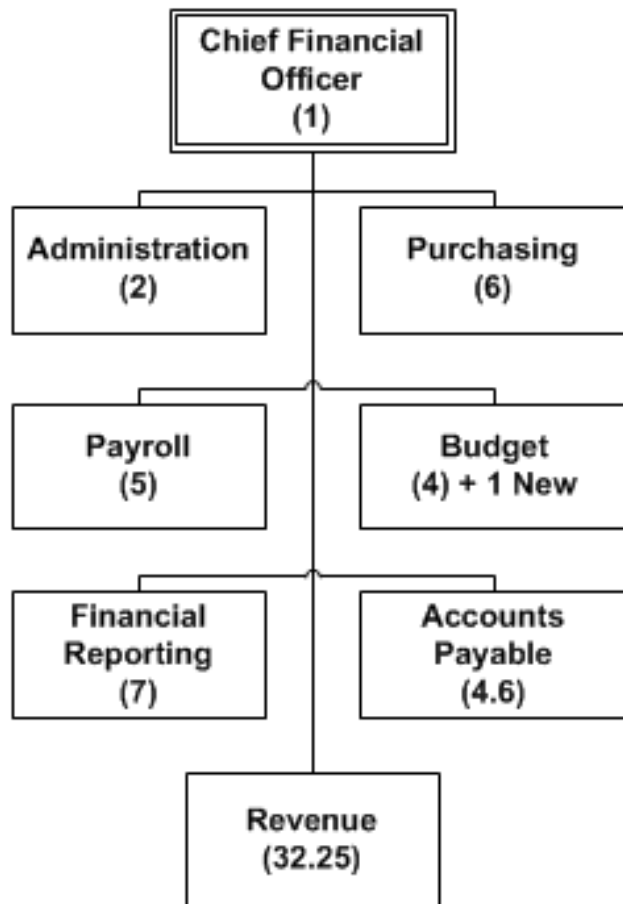
- Addition of 1.0 FTE Financial Analyst position
- Addition of \$200K for Business Tax administration contract
- Decrease in projects due to one-time Redevelopment Dissolution Project funded in FY 2012/13

Finance Department Budget Summary

Other Funds	Current 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Pooled Investment Fund	\$.2M	\$.2M	-	-
TOTAL	\$.2M	\$.2M	-	-

- Pooled Investment Fund - investment support services

Finance Department Organization Chart - FY 2013/14



Position Changes	FTE
<u>Reorganizations:</u>	
Payroll – 1 Accounting Assistant to Accounting Technician - Confidential	-
Payroll – 1 Accounting Technician to Accounting Technician - Confidential	-
Utility Billing - 1 Senior Meter Specialist to Meter Specialist Supervisor	-
<u>MID-YEAR 2013/14 Reduction</u> (2) Customer Service Representatives (Business Tax Administration contract)	(2.0)
<u>Addition:</u>	
Financial Analyst	1.0

TOTAL: 62.85 FTE

Finance Department Mission Statement

The Finance Department is committed to providing accurate and timely financial information, maintaining the highest accounting standards, safeguarding the City's assets, and providing quality service to both internal and external customers. We take pride in our work and are accountable and trusted to carry out our responsibilities with honesty and integrity.

Finance Department Core Services (1 of 4)

Budget and Financial Analysis

- Prepare annual Operations and Maintenance & CIP budgets, long range financial planning and quarterly financial updates
- Develop budget forecasting models
- Monitor revenues and expenditures
- Provide budgetary support to City Council and Departments
- Manage City's investment portfolio and activity

Finance Department Core Services (2 of 4)

Financial Reporting

- Prepare Comprehensive Annual Financial Report
- Coordinate year-end closing, interim & final audits
- Prepare cost allocation plan and other mandatory financial reports

Accounts Payable

- Review and process payment requests for contracts, purchase orders, requisitions and miscellaneous payments
- Prepare mandatory annual reports for 1099s, sales tax and EDD

Finance Department Core Services (3 of 4)

Payroll Division

- Maintain City's payroll and benefit system
- Issue payments to City employees and benefit providers
- Manage deferred compensation programs
- Provide support for labor negotiations

Revenue

- Provide revenue collection services for City taxes, franchise fees, water and wastewater utilities
- Maintain water and sewer accounts, read meters, and send out monthly bills

Finance Department Core Services (4 of 4)

Purchasing

- Process purchase requests and purchase orders for materials and services through a centralized purchasing system
- Create and maintain policy for inventory management
- Dispose of surplus goods and equipment

Finance Budget Highlights/Additional Needs

- • **Reclassify two payroll positions to Accounting Technician – Confidential**
 - Reflect changing needs in the Payroll Division
 - Allow for higher level support to labor costing and position budgeting projects
 - General Fund cost
- • **Reclassify Senior Meter Specialist to Meter Specialist Supervisor**
 - Allow for an evenly distributed management structure and workload in Revenue Division
 - Cost fully paid for by Utilities Department

Finance Budget Highlights/Additional Needs



• New Position – Financial Analyst

- Provide complex analytical support and financial advisory role for City departments
- Perform cost-benefits analyses on operating programs and explore alternative funding sources
- Coordinate short and long-range financial planning
- Provide technical support to other functional areas in Finance Department
- General Fund cost



• Business Tax administration contract

Non-Departmental Proposed FY 2013/14 Budget

Non-Departmental Budget Summary

General Fund	Current 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Programs	\$3.3M	\$5.1M	\$1.8M	55%

- Expenditures not associated with specific departments such as: *Animal Control; Media Access Center; G.F. Separation Expenses; G.F. Liability & Property insurance; CM Contingency*
- Major changes:
 - one-time concessions ending +\$1.1M incr.
 - budget for Redev Property Tax Trust Fund (RPTTF) set-aside for redevelopment dissolution impacts +\$.9M incr.
 - animal control + \$.2M incr.
 - County Property Tax Admin Fee - \$(.2)M decr.

Non-Departmental Budget Summary

Other Funds	Current 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Debt Service – POB's	\$3.2M	\$3.3M	\$.1M	3%
Debt Service – COP's	.6M	.6M	-	-
Debt Service – Capital Lease	.6M	.6M	-	-
TOTAL	\$4.4M	\$4.5M	\$.1M	2%

- Pension Obligation Bonds (POB's)
- Certificates of Participation (COP's) - 1st St building acquisitions
- Capital Lease – for software system replacement (IFAS project)

Economic Development & Housing Proposed FY 2013/14 Budget

Economic Development & Housing Budget Summary

DEPT TOTALS	Budget 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Housing Authority	\$24.3M	\$25.6M	\$1.3M	5%
Former Redevelopment Agency	5.9M	4.7M	(1.2)M	(20)%
City Funds (excluding Parking)	2.1M	2.2M	.1M	5%
Parking	5.6M	5.6M	-	-
TOTAL	\$37.9M	\$38.1M	\$.2M	1%

ED&H – Housing Authority

HOUSING	Budget 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Administration	\$.3M	\$.3M	-	-
Indirect Costs	.8M	.8M	-	-
Housing Trust; Public Srvcs; Asset Mgmnt	3.4M	3.4M	-	-
Housing Voucher / Other Rental Assistance	19.8M	21.1M	1.3M	7%
TOTAL	\$24.3M	\$25.6M	\$1.3M	5%

- Housing Voucher Program (Section 8) – additional vouchers awarded

ED&H – Former Redevelopment Agency

FORMER REDEVELOPMENT	Budget 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Administration	\$.4M	\$.2M	\$ (.2)M	(50)%
Indirect Costs	.1M	.1M	-	-
Debt Service	5.4M	4.4M	(1.0)M	(19)%
Projects	-	-	-	-
TOTAL	\$5.9M	\$4.7M	\$(1.2)M	(20)%

- Reflects adoption of Recognized Obligations Payment Schedule (ROPS)

-ROPS schedule for first six months of 13/14 has been approved by Successor Agency and Oversight Board

ED&H – other City funds (excluding Parking)

OTHER CITY FUNDS	Budget 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Homeless Shelters	\$.6M	\$.6M	-	-
Neighborhood Revitalization	.3M	.3M	-	-
Econ Development	1.1M	1.2M	.1M	9%
Mobilehome	.1M	.1M	-	-
TOTAL	\$2.1M	\$2.2M	\$.1M	5%

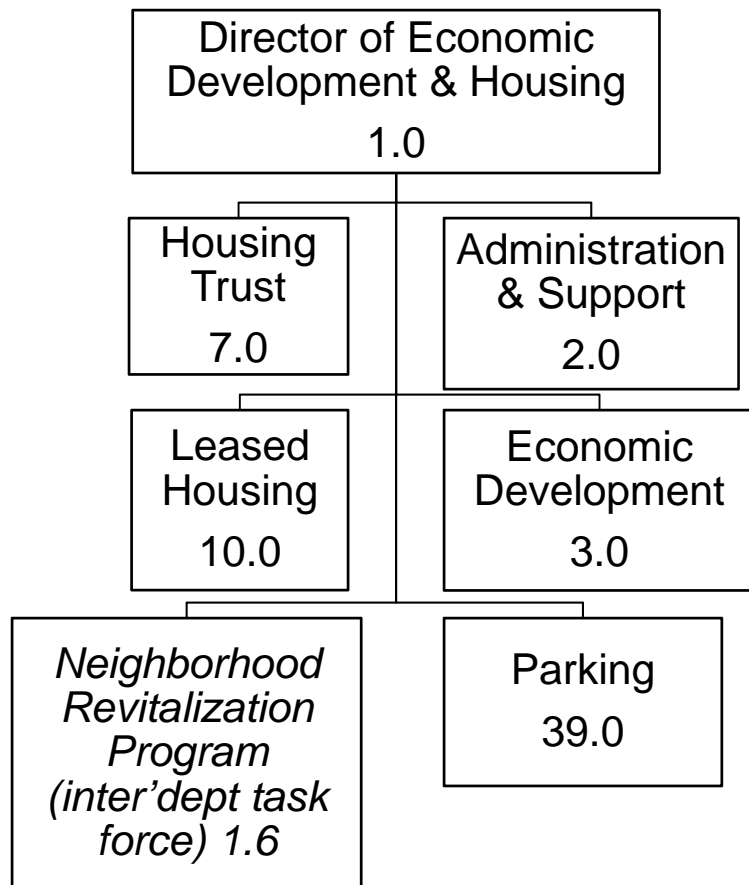
- Econ Dev - includes additional \$100K from General Fund to enhance economic development programs
 - BIA - revenue & corresponding budget: \$375K
 - 2014 Amgen Tour - revenue & budget (placeholder): \$350K

ED&H - Parking

PARKING	Budget 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Salaries & Benefits	\$3.3M	\$3.4M	\$.1M	3%
Services & Supplies	1.1M	1.3M	.2M	18%
Indirect Costs	.2M	.3M	.1M	50%
Debt Service	.5M	.5M	-	-
Projects	.5M	.1M	(.4)M	(80)%
TOTAL	\$5.6M	\$5.6M	-	-

- Evaluate contracting out parking citation administrative processing
- Projects - reduction in request for new funding for garage repair CIP projects

Economic Development & Housing FY 2013/14 Organization Chart



TOTAL 62.5 FTE

Position Changes	FTE
<u>Reorganizations</u>	
ED- Program Specialist to Marketing & Outreach Coordinator	-
ED- Sr Admin Assistant to Admin Tech	-
Parking- Parking Programs Coordinator to EDH Manager	-
Housing Trust- EDH Tech to Program Specialist	-
<u>Addition</u>	
Parking/Admin- Administrative Analyst	1.0
<u>Eliminations</u>	
Deputy Director	(1.0)
Leased Housing- Program Specialist	(1.0)

Economic Development & Housing Mission Statement

We are the leaders in providing Santa Rosa's economic development, parking, neighborhood revitalization, leased housing assistance and affordable housing development services.





Economic Development & Housing Core Services (1 of 2)

- **Economic Development-** Provide services that retain, grow and attract businesses that strengthen local industry clusters and promotes Santa Rosa's unique advantages
- **Parking-** Provide public parking services and manage assets to support local businesses, visitors, and residents




Economic Development & Housing Core Services (2 of 2)

- **Neighborhood Revitalization-** Ensure decent, safe, and sanitary housing; organize neighborhood groups; and address public safety concerns with a inter-dep't team and community stakeholders
- **Leased Housing-** Deliver HUD sponsored, award winning, rental assistance programs
- **Santa Rosa Housing Trust-** Support shelter operations; transitional and special needs housing; mobile home rent control; preserve and develop new affordable housing, and administer Housing Allocation Plan contracts

Economic Development & Housing Budget Highlights/Additional Needs (1 of 2)

- Increase Director and Manager's focus toward Economic Development; reorganize two positions post RDA (\$51K) 
- Increase programming; marketing and public relations efforts of AED Zoning Measures and grow "made in Santa Rosa" campaign (\$50K) 
- Ongoing Parking garage and operation improvements 
- Introduction of advanced technology single-space meters 

Economic Development & Housing Budget Highlights/Additional Needs (2 of 2)

- Upgrade current loan software and reorganize staff support to efficiently manage expanding portfolio 
- Increase revenue from vouchers awarded for HUDVASH and special programs 
- Maintain NRP's success in current neighborhoods; expand work in new neighborhoods 

Recreation & Parks Proposed FY 2013/14 Budget

Recreation & Parks Budget Summary

General Fund	Current 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Salary & Benefits	\$7.0M	\$7.7M	\$.7M	10%
Services & Supplies	6.0M	6.4M	.4M	7%
Projects	.6M	.7M	.1M	17%
TOTAL	\$13.6M	\$14.8M	\$1.2M	9%

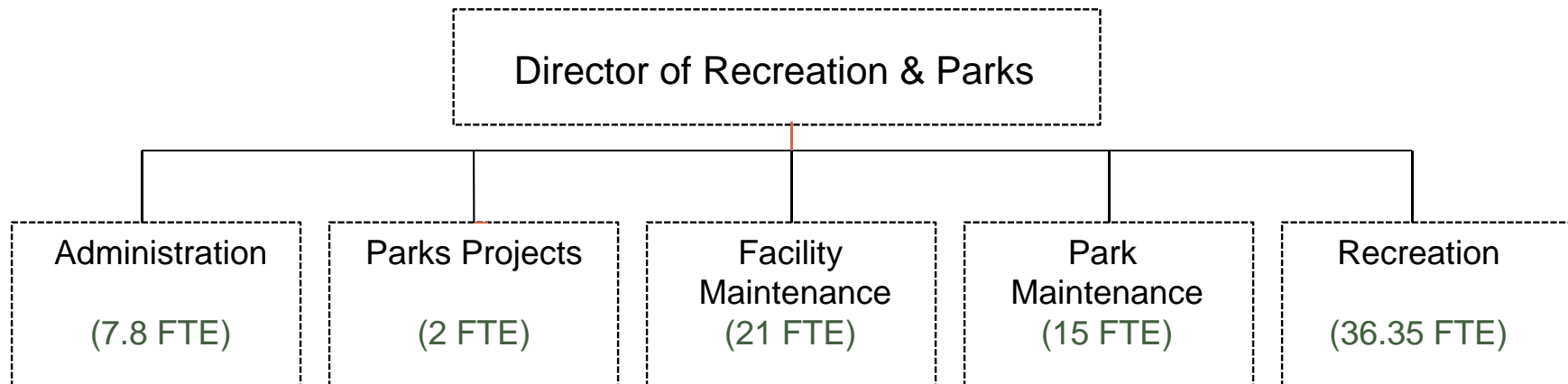
- \$240K in Reimbursement changes in existing salaries including In-House Construction Crew and Public Art/Rec Coordinator
- \$200K increase in Water/Irrigation
- \$416K for HVAC/Fire Protection for City Hall Annex, offset by Building Acquisition Fund
- \$212K for Utilities and Janitorial Increase for all City Facilities, including new expenses for Finley Senior Wing

Recreation & Parks Budget Summary

Other Funds	Current 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Measure O	\$1.5M	\$.6M	\$(-.9)M	(60)%
Golf Course	1.7M	1.7M	-	-
Art In-Lieu	.3M	.2M	(.1)M	(33)%
Misc Other	.2M	.4M	.2M	100%
Capital Improvement	1.9M	2.2M	.3M	16%
TOTAL	\$5.6M	\$5.1M	\$(-.5)M	(9)%

- **Measure O** – Gang Prevention Administration shifted to City Manager budget
- **Change for Kids** - Expending of fund balance for increase for Youth Programs Administered by Neighborhood Svcs.
- **CIP** - ADA Settlement Facilities Project increase of \$200K

Dept Organization Chart



82.65 Permanent FTE's

+ **0.5 new** – increase existing Senior Administrative Assistant from 0.5 to 1.0 FTE

+ **2 conversions** - Facility Attendant to Skilled Maintenance Worker and Recreation Specialist to Recreation Coordinator

= 83.15 Permanent FTE's

Police Department Mission Statement

Creating community through people,
parks and programs.

Recreation & Parks Core Services



Recreation

- Programs
 - 1,600
- Customers
 - 100,000
- 7% increase over prior year
- 67% cost recovery
- Proposed Budget
 - \$5.62M
- 28.35 FTE staff
- 275+ Seasonal



Parks

- Parks
 - 66
- Acres
 - 558
- Increase over prior year
 - +3 parks
- Proposed Budget
 - \$4.04M
- 15 FTE staff
 - 12 Maint.



Neighborhood Services

- Programs
 - 29
- Customers
 - 2,245
- 64% increase over prior year
- Proposed Budget
 - \$1.05M
- 7.0 FTE staff
- 50+ Seasonal

Recreation & Parks Core Services



Facilities Maintenance

- Buildings
 - 47
 - 535,052 sq ft
- Total Projects
 - 63
- Proposed Budget
 - \$3.81M
- ADA Projects
 - 68
 - \$1.28M
- 21 staff



Marketing/Events

- City Events
 - 30
- Marketing
 - 46,500
- Rental Facilities
 - 10
- Rental Income
 - \$726k
- 90+ Special Event Permits
- 4.5 staff



Bennett Valley Golf Course

- Rounds
 - 74,000
- Revenue
 - \$1.46M
- Proposed Budget
 - \$1.72M

Recreation & Parks Areas of Focus



Increase
Marketing
& Rentals

Public Art
& Public
Art Master
Plan

Research
New
Revenue
Models



Bayer
Farms
Park

Park
Maint.

Park Asset
Plan &
Standards

Grants



Bennett
Valley
Golf
Business
Strategy



Facility
Maint. &
Projects

ADA
Projects

Person
Senior
Wing
Phase III

Facility
Asset
Plan



Youth &
Family
Programs

Neighbor-
hood
Services
Programs

Promote
Healthy
Living



Luther
Burbank
Home &
Gardens

Southeast
Greenway
Campaign

Santa Rosa
Parks
Foundation

Dept Budget Highlights/Additional Needs

- Continuation of 3.0 FTE Limited Term positions for ADA project;
- Completion and programming of Person Senior Wing;
- Additional \$200,000 for park irrigation;
- Convert Facility Attendant to Skilled Maintenance Worker for Aquatic maintenance;
- Convert Recreation Specialist to Recreation Coordinator to assist with facility rentals; and
- Increase SAA in Recreation (Neighborhood Services) from 0.5 to 1.0 FTE.

Budget Study Session Areas of Interest

Overview:

- Park Irrigation
- Park Maintenance
- Prince Gateway Fountain
- Operation and Maintenance Expenses of New Facilities
- Americans with Disabilities Act



Park Irrigation

- 558 acres of parks and 250 landscape medians
- April 2010 budget reduction - \$247,000 in irrigation for neighborhood parks
- Slowly increased budget – limited due to fiscal constraints

Year	Budget	Actual
FY 2007/08	\$541,000	\$556,623
FY 2008/09	590,000	506,256
FY 2009/10	681,100	473,668
FY 2010/11	441,100	578,858
FY 2011/12	540,118	662,039
FY 2012/13	\$620,118	\$800,567*
* as of May 31, 2013		

Park Irrigation

- Challenges
 - Added acreage;
 - Weather;
 - Rate Increases (+2% July 1, 2013); and
 - Costs of Recycled Water
- Funding Overages
- Moving Forward
 - Council Strategic Objective 4.2



Park Maintenance

- 558 acres of parks and 250 landscape medians, trees, Luther Burbank home & Gardens;
- Council Strategic Objective 4.2
- Reduced budget by \$3.0M and 39 positions;
- Contracted mowing and edging;
- Restoring level of service
 - Phase 1 Staffing Plan
 - 1 Skilled Maintenance Worker
 - 5 Groundskeepers; and
 - One-time Equipment and Supplies

Prince Gateway Park

- Completed in 2008
- Fountain requires retrofit and restroom/shower
- Estimated cost \$621,000
- Identified project funding - \$275,000
- No O&M funding identified
- Insufficient funding for both construction and O&M – staff recommends postponing project until adequately funded

Operation & Maintenance of New Facilities

- O&M costs are developed during project planning phase
- R&P facilities are unique and uses/rentals are generated through marketing and outreach to the public
- Revenues for new facilities have been slow to increase
- Future planning will be aided by Asset Management Plan

Americans with Disabilities Act

- DOJ Settlement Agreement – December 2009
 - Corrections due by December 2013
- Self Audit – July 2011
 - Corrections due by July 2015
- Next round of evaluations could result in additional projects

Fire Department Proposed FY 2013/14 Budget

Fire Department Budget Summary

General Fund	Current 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Salary & Benefits	\$24.7M	\$25.8M	\$1.1M	4%
Services & Supplies	2.7M	3.0M	.3M	11%
Projects	3.2M	\$.7M	(2.5)M	(78)%
TOTAL	\$30.6M	\$29.5M	\$(1.1)M	(4)%

- Salary & Benefits -
 - 6.0 FTE Firefighters (Offset by Reduction in OT)
 - Benefit Increases over 9% due to PEMHCA and expiration of employee contribution to health
- Services & Supplies –
 - IT Cost Recovery \$92K increase in FY 2013/14
 - Fire Apparatus Lease Payments \$168K
 - REDCOM & AMR contract increases
- Projects – SAFER Grant received in FY 2012/13

Fire Department Budget Summary

Other Funds	Current 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Measure O	\$2.5M	\$3.0M	\$.5M	20%
Capital Improv.	1.2M	.8M	(.4)M	(33)%
Other	<0.1M	<0.1M	-	-
TOTAL	\$3.7M	\$3.8M	\$.1M	3%

•Measure O

- \$350K toward funding for Fire Station 5 at Fountaingrove

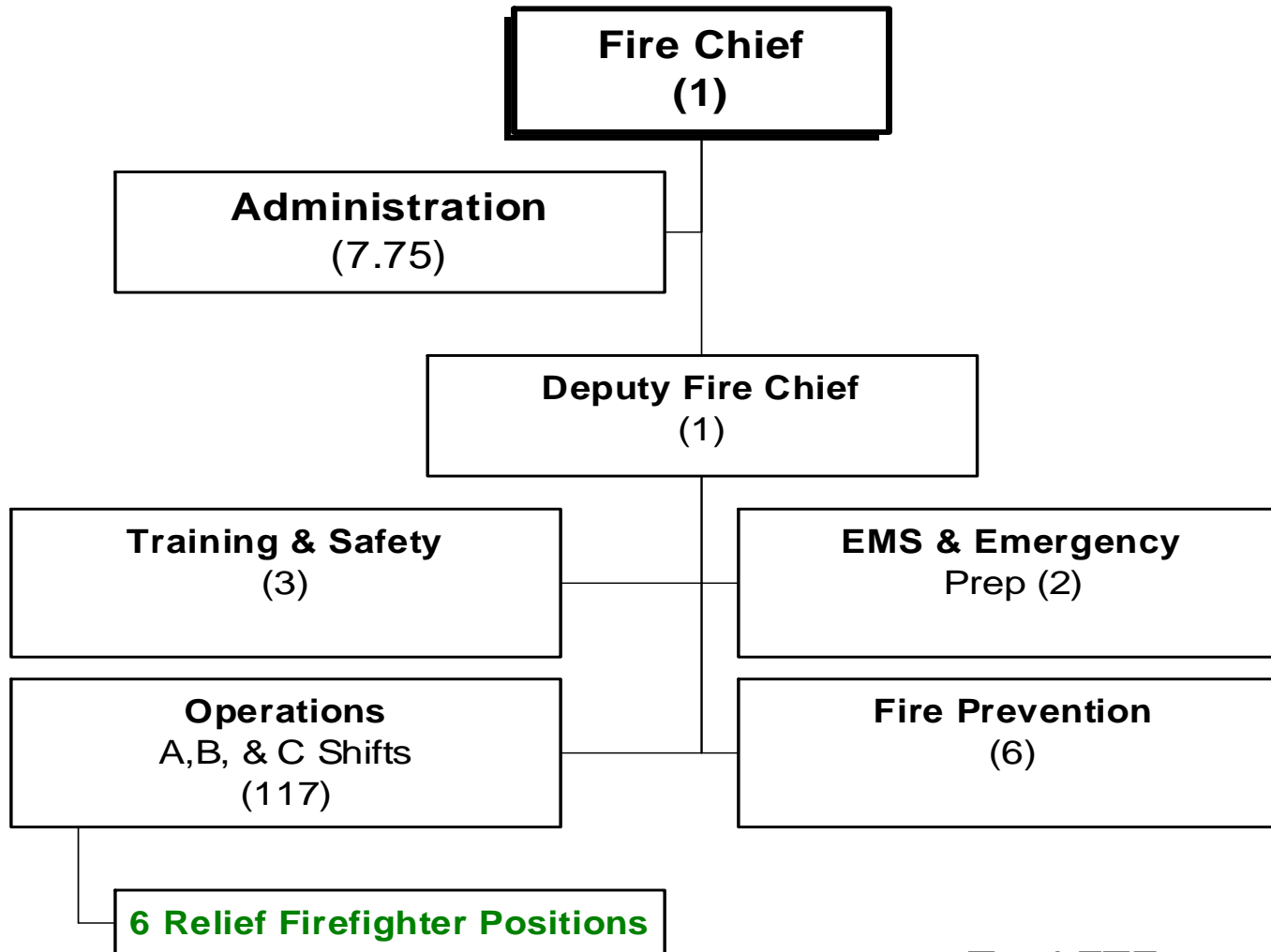
•CIP

- SW Fire Station payments; Fire Training Center Completion (SWADIF, CFF funding)
- Fire Station – SE Santa Rosa (SEADIF, Meas O funding)

•Other

- Admin Hearing Fund; Environmental Crimes Investigation - \$10K each

Fire Department Organization Chart



Total FTE: 143.75

Proposed Organizational Changes

Add Six (6) Relief Firefighters
Two (2) Per Shift

Convert Vacant Senior Fire Inspector
Position to Fire Marshal

Convert Vacant Administrative Assistant
Position to Administrative Analyst

Fire Department Mission Statement

To minimize the loss of life and damage to property and the environment resulting from fires, medical emergencies, complex rescues, and disasters through prevention, education, fire suppression, medical services, and other related emergency and non-emergency activities.

We actively participate in our community, serve as role models, and strive to effectively and efficiently utilize all of the necessary resources at our command to provide a service deemed excellent by our citizens.

Fire Department Core Services

- Emergency Response
 - Urban Search and Rescue
 - Hazardous Materials Management and Response
 - Specialized Rescue (Trench, Confined Space, Water Rescue)
 - Emergency Preparedness (EOC)
 - Training and Safety
- Emergency Medical Services
 - Fire Administration
 - Community Outreach Training
 - Vegetation Management and Weed Abatement
 - Fire Permit Plan Review and Inspection
 - Fire Investigation

Fire Department Core Services

	2010	2011	2012
Budgeted Sworn Personnel	130	128	129
Population	167,815	169,282	170,685
Number of Incidents	19,570	20,203	21,554
Fire Loss	\$2,543,220	\$2,932,810	\$3,166,321
On Scene within 5-Min Goal is 90%	76%	74%	72%
Civilian Fire Fatalities	1	1	1



Fire Department Core Services

	2010	2011	2012
Engine Company Inspections	2,671	2,677	2,533
Fire Inspector Inspections	662	618	613
CUPA Inspections	385	353	392
Construction Inspections	950	1,390	1,234
Plan Reviews	1,043	1,301	1,099
Total	5,711	6,339	5,871

Additional Needs for Core Services

- Addition of 6 Relief Firefighter positions - No increased cost due to the offset from the overtime budget.
- Apparatus replacement –\$168k
- Increase in REDCOM Dispatch costs - \$25k
- Convert vacant Administrative Assistant to Administrative Analyst - \$20k
- Convert vacant Senior Fire Inspector to Fire Marshal - \$13k
- Increase in Paramedic Budget due to increased contract revenue - \$23k

Fire Department Budget Highlights

-  • Implementation of first year of FEMA Staffing for Adequate Fire and Emergency Response (SAFER) Grant eliminating Fire Station brownout - \$1.3M.
-  • Addition of 6 relief Firefighter positions with equal reduction in Department overtime expense to maintain department stability due to anticipated retirements. Succession planning is essential to service provided.

Fire Department Budget Highlights



- Increase in Measure “O” budget for Fountain Grove Fire Station construction - \$350k



- Reorganization of the Fire Prevention Bureau to convert a vacant Senior Fire Inspector to Fire Marshal.

Police Department Proposed FY 2013/14 Budget

Police Dept Budget Summary

General Fund	Current 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Salary & Benefits	\$36.4M	\$37.5M	\$1.1M	3%
Services & Supplies	4.0M	4.5M	.5M	13%
Projects	.8M	.3M	(.5)M	(63)%
TOTAL	\$41.2M	\$42.3M	\$1.1M	3%

- **Baseline funding proposed additions – \$700K:**

- 2.0 FTE Police Officers; 1.5 FTE Sr. Admin. Assistants;
- 1.0 FTE Records Supervisor 1.0 FTE Police Technician;
- 1.0 FTE Police IT Manager
- Training; Outside Services

- **Other changes**

- Vehicle replacement funding increase

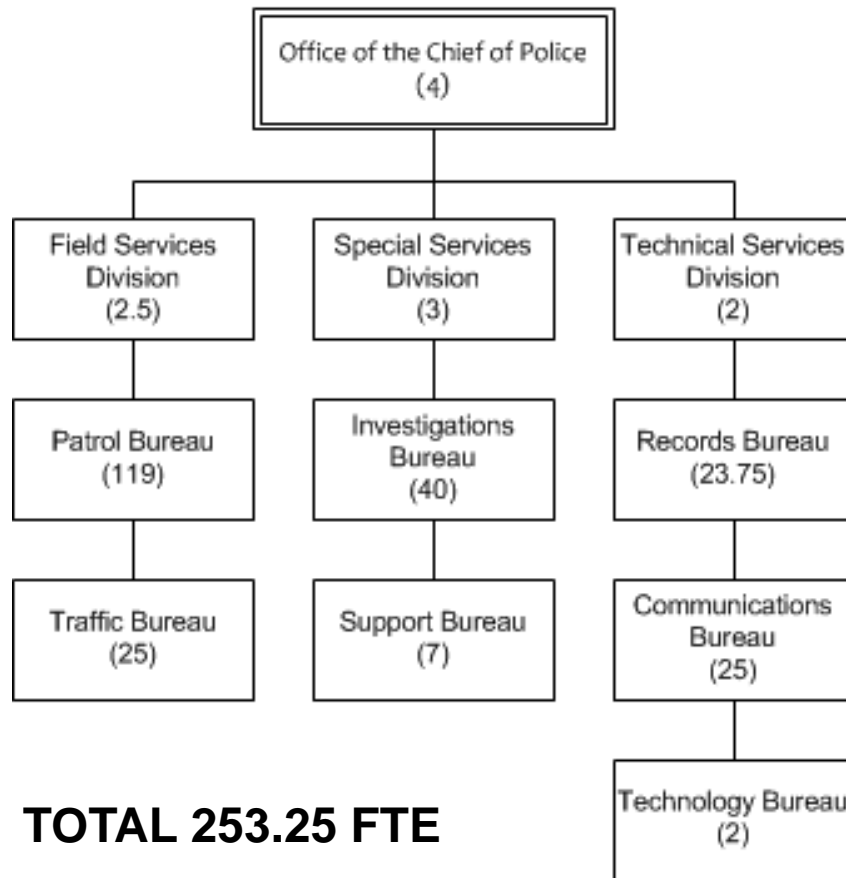
Police Dept Budget Summary

Measure O	Current 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Salary & Benefits	\$2.9M	\$3.0M	\$.1M	3%
Services & Supplies	.1M	.1M	-	-
Indirect Costs	.1M	.1M	-	-
TOTAL	\$3.1M	\$3.2M	\$.1M	3%

- Maintains basic Measure O funding and programs consistent with Measure O Implementation Plan

Police

FY 2013/14 Organization Chart



TOTAL 253.25 FTE

Position Changes	FTE
Additions:	
Police Officer (CPT)	1.0
Sr. Administrative Assistant – SSD	1.0
Sr. Administrative Assistant – FSD	0.5
Police Officer (BI)	1.0
Records Supervisor	1.0
Police Technician	1.0
Police IT Manager	1.0

Year	20007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
FTE	281.25	274.75	258.75	251.75	246.75	246.75	253.25

Police Department Mission Statement

We are committed to making Santa Rosa a
safe place to live, work and play.



Police Dept – Core Services Field Services

- Encourage voluntary compliance with the law
Primary response to emergency and routine calls for service
- Traffic Safety
The 3 E's



Police Dept – Core Services Special Services

- Investigation of major crimes
- Registration of criminal offenders
- Administrative investigations
- Recruitment/hiring of employees
- Coordinate/provide training for all employees






Police Dept – Core Services Technical Services

- Process all calls for service
- Provide information to patrol
- Process every police report
- Maintain care and custody of records/evidence
- Identify and implement technological needs of the department



Dept Budget Highlights/Additional Needs

If a portion of baseline funding is restored, our Measure O Funding priorities are as follows:

- Training 
- Sexual Assault Exams
- Police Officer (Community Policing Team) 
- Senior Administrative Assistant (Special Services Division)
- .5 Senior Administrative Assistant (Field Services Division) 

Dept Budget Highlights/Additional Needs

- Police Officer (Background Investigator)
- Records Supervisor
- Police Technician
- Police IT Manager – Department

Community Development Proposed FY 2013/14 Budget

Community Development Budget Summary

General Fund	Current 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Salary & Benefits	\$3.1M	\$3.1M	-	-
Services & Supplies	.6M	.7M	.1M	17%
Projects	.1M	.2M	.1M	100%
TOTAL	\$3.8M	\$4.0M	\$.2M	5%

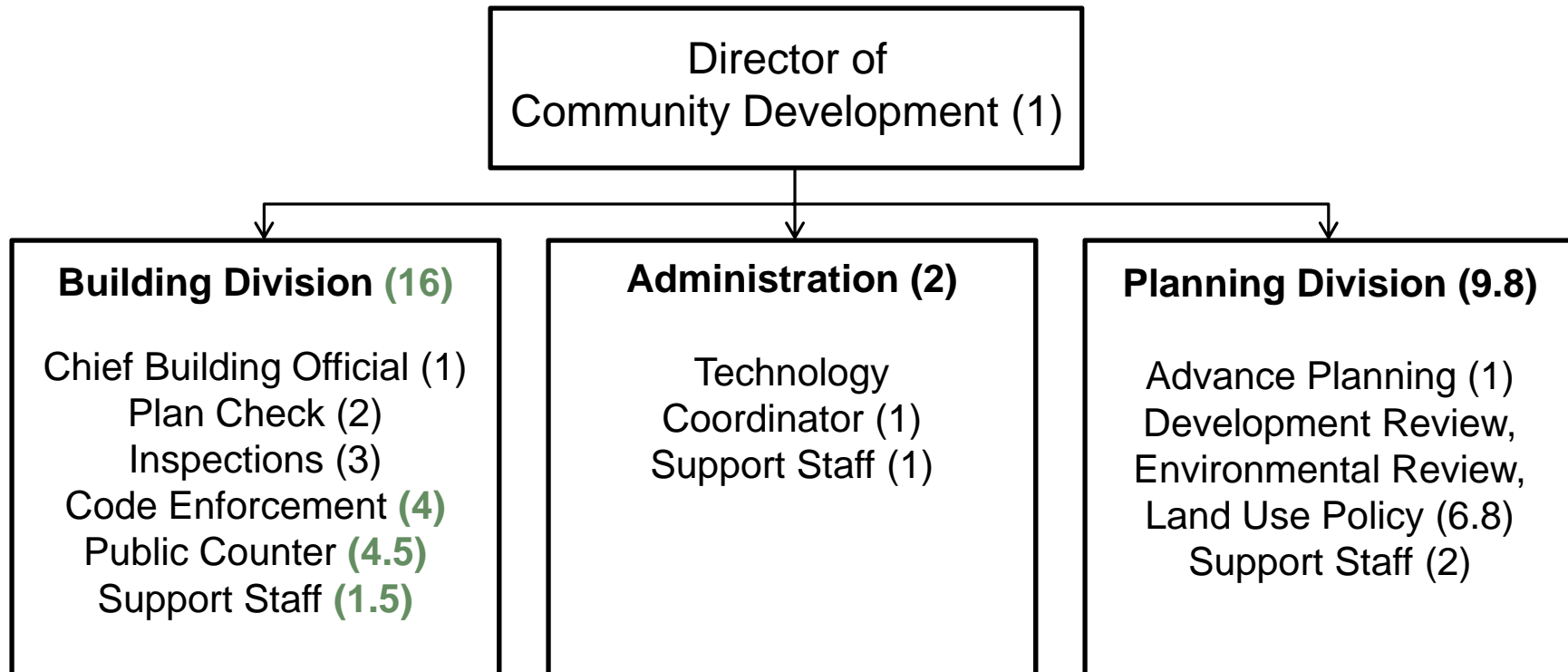
- Project Increase due to expenditures from fees collected for Advance Planning
- .5 FTE Senior Administrative Assistant – code enforcement
- Increase in IT Cost Recovery increased Services and Supplies

Community Development Budget Summary

Other Funds	Current 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Admin Hearing Fund	\$.2M	\$.3M	\$.1M	50%

- This fund collects fines and liens from Code Enforcement cases that proceed through the administrative hearing program
- Funding increases for the Abatement Fund and split charge for Senior Administrative Assistant with the General Fund

Community Development Organization Chart



Total FTE: 28.8

Community Development Mission Statement

The employees of the Community Development Department strive to insure that the City's physical development achieves the highest quality, safety, and level of improvement, while complementing and strengthening existing neighborhoods and business areas.


Community Development Core Services

- **Oversee and guide development activities in the City**
- **Initiate long-range planning efforts to assist the Council in developing land use and development policies**
- **Act as a resource on development issues for residents**

Community Development Core Services

- Provide excellent service to customers, residents and boards and commissions by:
 - Providing information and issuing permits at the public counter
 - Reviewing entitlement permits
 - Completing building plan checks within standard time frames
 - Conducting building inspections on the requested day

Budget Highlights/Key Initiatives

- Housing Element revision
 - Regional Housing Needs Allocation
 - Adequate sites
- Safety Element revision – Fire and flood hazards
- Conservation Element revision – Identify receptors for floodwater
- Prepare for 2013 Building Code update
-  • Staff support re Council goals 1, 4, 5 & 6
 - Environmental review services to City departments
 - Climate Action Plan monitoring and annual report

Budget Highlights/Additional Needs



- **Code Enforcement Abatement Fund \$50,000**
 - Funding from Administrative Hearing Fund
 - Improve neighborhoods by demolishing or improving blighted properties



- **Fund reclassified Senior Planner position \$22,264**
 - Council reclassified April 30, 2013
 - Acts as staff liaison to boards and commissions
 - Avoid out-of-class assignment issues

Budget Highlights/Additional Needs

-  • **Community Development Technician (.5 FTE) \$37,806**
 - One-time need to allow for training to replace retiring technician

-  • **Code Enforcement support (.5 FTE) \$30,964**
 - Funding from Administrative Hearing Fund
 - Acts as staff liaison to boards and commissions
 - Share support staff with NRP

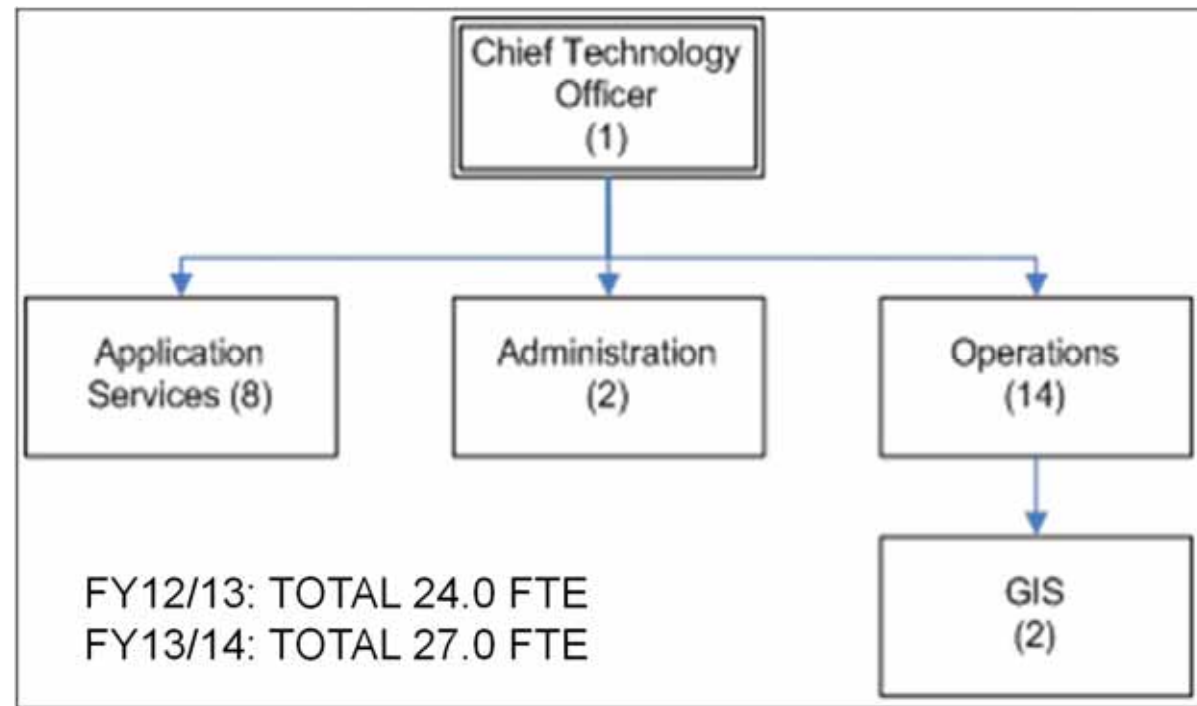
Information Technology Proposed FY 2013/14 Budget

Information Technology Budget Summary

IT Fund	Current 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
<i>Salary & Benefits</i>	\$3.1M	\$3.5M	\$.4M	13%
<i>Services & Supplies</i>	1.3M	1.4M	.1M	8%
<i>Projects (incl. CIP)</i>	.3M	.7M	.4M	133%
<i>Indirect Costs</i>	.3M	.3M	-	-
TOTAL	\$5.0M	\$5.9M	\$.9M	18%

- Position additions:
 - 1.0 FTE IT Technician – PC Replacement Program
 - 1.0 FTE Admin Secretary (previously paid for .50 FTE shared position)
 - 1.0 FTE Sr. IT Technician – customer support for Police
- Increase in data connection & telephony charges
- Projects – core network storage system upgrade
- Projects – central PC Replacement Program: PC purchases

Information Technology Organization Chart



Additions: 3.0 FTE

- (1) Sr. IT Technician for Police Department
- (1) IT Technician for PC Replacement Program Operations
- (1) Administrative Secretary
 - 50% previously shared with Finance Department
 - 25% PC Replacement Program Operations
 - 25% Other centralized ordering and S/W license management

Information Technology Mission Statement

The Mission of the Information Technology Department is to develop, leverage and implement technology to make Government more efficient, transparent and responsive to Citizens.

Information Technology Core Services

IT provides the following services to departments for roughly 1000 employees

- Desktop Services
- Network and Communications Services
- Network, Data and Physical Security Services
- Application Services
- Website Services
- GIS Services

Budget Highlights

- Launching Accela Permits+ systems upgrade
- Supporting migration of Business Tax system
- Implementation of Fleet and Grants Management applications
- Finishing migration off ADMINS mainframe system
- Ongoing data and network security improvements
- Increasing IT support to Police Department
- Implementing replacement fund for GIS Aerials
- Launching centralized PC Replacement program

Additional Needs Summary

Note: All Additional Needs have been included in Department budgets

Position Additions

- 1.0 FTE IT Technician for PC Replacement Program
- 1.0 FTE Administrative Secretary
 - 50% offset by prior budgeted sharing of Finance Admin Secretary
 - Offset by loss of budgeted sharing of Utilities ASO
 - 25% to support PC Replacement Program
- 1.0 FTE Police Senior IT Technician

City GIS Aerials project

PC Replacement Program (PCR)

Objective: Centralize PC purchasing and put in place a centralized replacement fund for all City PCs

- Roughly 1000 PCs in use by City employees
- Generally no budgeting for replacement
- Similar structure to Fleet Replacement Program
- Program budgeting
 - \$296,583 annual replacement costs
 - \$153,094 operations costs (ordering, config, returns, etc)
- All PCR costs have already been agreed to, and included in Department budgets

Questions / Discussion

*continued meeting – to reconvene at
9:00 am, Thursday June 20*

Transportation & Public Works Proposed FY 2013/14 Budget

Transportation & Public Works Budget Summary

General Fund	Current 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Salary & Benefits	\$8.3M	\$8.4M	\$.1M	1%
Services & Supplies	3.3M	3.2M	(.1)	(3)%
Projects	.4M	.4M	-	-
TOTAL	\$12.0M	\$12.0M	-	-

- Eliminate 2.0 FTE G.F. CIP Team positions (+ 2.0 FTE Utility CIP Team positions)
- Extend 1.0 FTE Ltd-Term Supervising Engineer; move to Traffic
- Reduce salary charge-outs to CIP to provide more street maintenance

Transportation & Public Works Budget Summary

Other Funds	Current 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Capital Improvement	\$7.2M	\$10.0M	\$2.8M	39%
Storm Water	.4M	.4M	-	-
<i>Utilities Admin.</i>	<i>1.8M</i>	<i>1.7M</i>	<i>(.1)M</i>	<i>(6)%</i>
<i>Equipment Repair & Replacement</i>	<i>10.0M</i>	<i>10.3M</i>	<i>.3M</i>	<i>3%</i>
TOTAL	\$19.4M	\$22.4M	\$3.0M	15%

Equipment Repair & Replacement

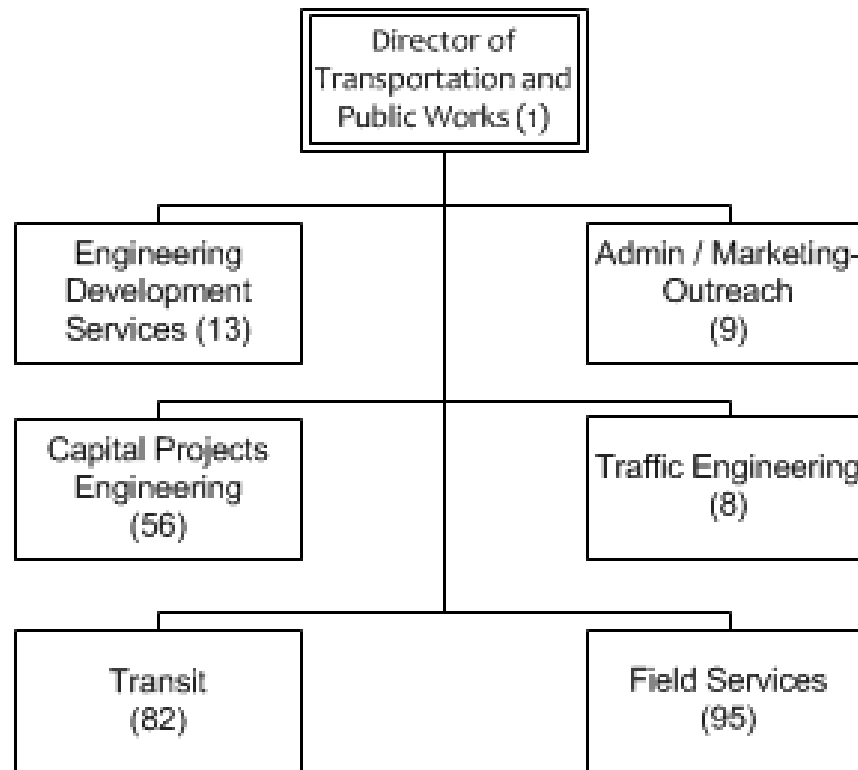
- Repair Fund – Garage software replacement project in 12/13 (\$.2M)
- Vehicle replacement – up \$.5M

Transportation & Public Works Budget Summary

Transit Funds	Current 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Salary & Benefits	\$7.1M	\$6.8M	\$(.3)M	(4)%
Services & Supplies	4.4M	4.1M	(.3)M	(7)%
Indirect Costs	.6M	.7M	.1M	17%
Projects	3.7M	1.9M	(1.8)	(49)%
TOTAL	\$15.8M	\$13.5M	\$(2.3)	(15)%

- Operating expense decreases:
 - Reduction in fixed-route service (implemented Feb 2013)
- Capital projects decrease:
 - Bus purchase funding of \$2.6M in 12/13; \$.8M in 13/14
 - Transit Mall remodel in 12/13

Transportation & Public Works FY 2013/14 Organization Chart



- + 1 position – Retain Supervising Engineer, transfer to Traffic Engineering
- 4 positions – Eliminated one limited-term team from Capital Projects Engineering

264 Permanent FTE's

Transportation & Public Works Mission Statement

To provide effective transportation options through land-use planning, design, and construction while being responsive and competent stewards of the public infrastructure and environment.

Transportation & Public Works Core Services

TRAFFIC ENGINEERING:

- Street Operations – Signals, signing, striping for vehicles, bicyclists, and pedestrians;
- Provide support to Capital Projects, Engineering Development Services, City Attorney's Office & Planning;
- Grants for transportation projects and programs;
- Transportation Permits;
- Customer Service Requests

Core Services

ENGINEERING DEVELOPMENT SERVICES:

- Evaluate development applications for conformance to local and State regulations.
- Assist in guiding development applicants through the City's entitlement procedures.
- Review construction drawings of public infrastructure to ensure longevity of the infrastructure and compliance with City Standards and State regulations.
- Provide inspection services for grading, erosion control and storm water protection ensuring compliance with the City's State issued NPDES Permit.

Transportation & Public Works

Core Services

FIELD SERVICES:

- *Fleet* - Replace and maintain vehicles and equipment.
- *Streets* - Maintain City Streets, Street Markings, and Storm Drain System.
- *Electrical* - Maintain, install, and upgrade roadway lighting and traffic signals;
 - Maintain, install, and upgrade electrical for public buildings and parks.

Transportation & Public Works

Core Services

CAPITAL PROJECTS ENGINEERING:

- Design
- Construction Management/Inspection
- Consultant Engineering Services
- Surveying

...for the City's CIP projects – water, wastewater, creeks and drainage, streets, traffic signals, pedestrian and bicycle facilities, bridges, parks, parking lots, and other City facilities.

Transportation & Public Works



Core Services

TRANSIT:

- Santa Rosa CityBus fixed-route service.
- Santa Rosa Paratransit door-to-door service.
- Downtown Transit Mall served by four transit systems.
- Staff support for the Bicycle-Pedestrian Advisory Board.
- Programs to promote commute alternatives, including a travel training program.

Transportation & Public Works

Budget Highlights/Additional Needs

- Eliminate four Limited Term positions from Capital Projects Engineering division
- Extend one Limited Term Supervising Engineer position and transfer to Traffic Engineering division to emphasize pedestrian and bicycle projects and competition for pavement funding through MTC 
- Provide more street maintenance by reducing CIP reimbursements for Streets section staff 

Transportation & Public Works Additional Needs

- Pending approval of Supervising Engineer in Traffic, move Materials Engineering from Utilities to Transportation & Public Works under Traffic Engineering.
 - Materials Engineering maintains asset management system for pavement. This work can support Traffic Engineering Division's role in seeking greater pavement funding at MTC.

Utilities Department Proposed FY 2013/14 Budget

Utilities Budget Summary

	Current 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
UTILITIES TOTALS				
Water	\$25.8M	\$30.6M	\$4.8M	19%
Wastewater	10.4M	11.2M	.8M	8%
Subregional	27.6M	28.5M	.9M	3%
Debt Service	28.5M	28.3M	(.2)M	(1)%
Storm Water	1.9M	1.6M	(.3)M	(16)%
CIP	22.2M	36.3M	14.1M	64%
General Fund	.8M	.8M	-	-
<i>Admin</i>	<i>5.5M</i>	<i>6.2M</i>	<i>.7</i>	<i>13%</i>
TOTAL	\$122.7M	\$143.5M	\$20.8M	17%
TOTAL without CIP	\$100.5M	\$107.2M	\$6.7M	7%

Utilities: Water Budget Summary

WATER FUND	Current 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Salary & Benefits	\$4.6M	\$4.8M	\$.2M	4%
Services & Supplies	17.7M	21.4M	3.7M	22%
Indirect Costs	3.4M	3.5M	.1M	3%
Capital Outlay	-	.2M	.2M	-
Projects	.1M	.7M	.6M	600%
TOTAL	\$25.8M	\$30.6M	\$4.8M	19%

- Pass-through usage rate increase of 1.9% will be effective July 1, 2013
- Purchase of water appropriation up 28% in FY 2013/14

Utilities: Wastewater Budget Summary

LOCAL WW FUND	Current 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Salary & Benefits	\$3.3M	\$3.3M	-	-
Services & Supplies	4.0M	4.3M	.3M	8%
Indirect Costs	2.6M	2.8M	.2M	8%
Capital Outlay	-	-	-	-
Projects	.5M	.8M	.3	60%
TOTAL	\$10.4M	\$11.2M	\$.8M	8%

- \$100K for Oakmont Irrigation in Services & Supplies
- \$300K increase in projects including Street Repair, Sewer Flow Meters and Server Replacements

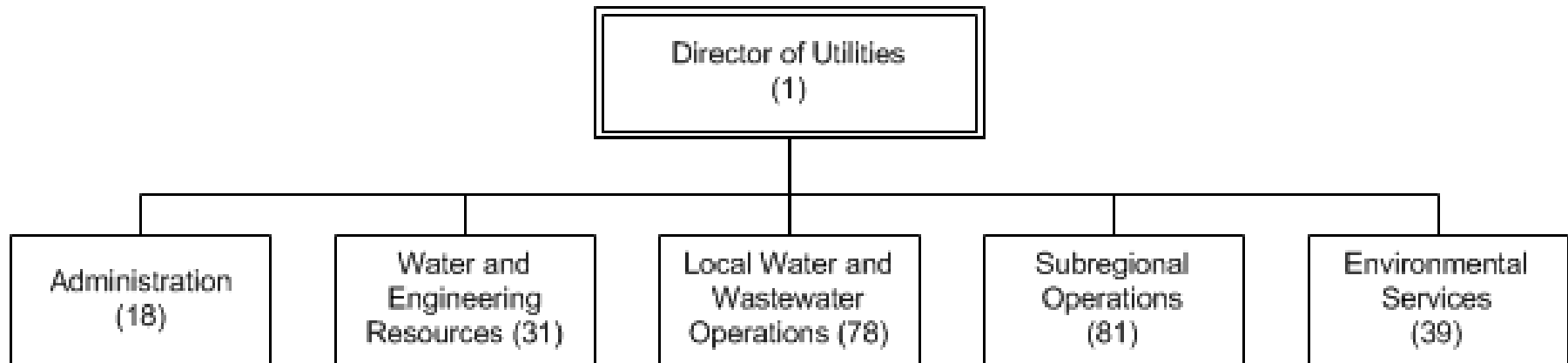
Utilities: Subregional Budget Summary

SUBREGIONAL	Current 2012/13	Proposed 2013/14	\$ Incr / (Decr)	% Incr / (Decr)
Salary & Benefits	\$12.1M	\$12.4M	\$.3M	3%
Services & Supplies	11.1M	11.2M	.1M	.1%
Indirect Costs	2.6M	2.7M	.1M	4%
Capital Outlay	-	-	-	-
Projects	1.8M	2.2M	.4M	22%
TOTAL	\$27.6M	\$28.5M	\$.9M	3%

- 4.0 FTE Increases partially offset by elimination of 2.0 temp workers
- Projects include UV Disinfection, Compost Turner Rebuilding and Geysers Maintenance

Utilities

FY 2013/14 Organization Chart



Position Changes	FTE	Position Changes	FTE
<u>Reorganizations</u>		<u>Additions</u>	
(2) Skilled Maintenance Workers from Seasonal to Full-Time (LTP)	-	Communications Coordinator	1.0
		Programmer / Analyst	1.0
		Sr. Maintenance Worker (Ltd. Term)	1.0
		Lab Analyst	1.0
		Mechanical Technologist	1.0
TOTAL 248.0 FTE			

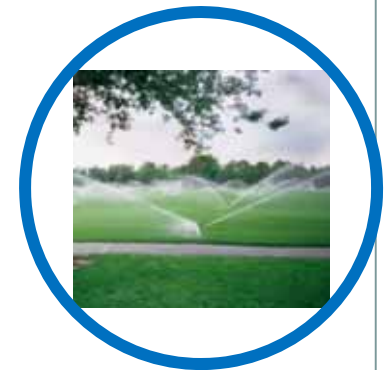
Utilities Department Position Changes

- Five new positions – Lab Analyst, Mechanical Technologist, Senior Maintenance Worker (LT), Communications Coordinator, Programmer/Analyst
- Two position changes from temporary seasonal to permanent full-time – Skilled Maintenance Worker
- Three positions changes from ‘limited term’ to regular ongoing
- Five existing position changes in scope and title
- Reduction in Limited Term CIP positions paid by Utilities





Santa Rosa Utilities Core Functions

Santa Rosa Utilities – Protecting public health by sustaining water and wastewater resources, infrastructure and the environment:
Our future in every drop.


supply → distribution → collection → treatment/reuse



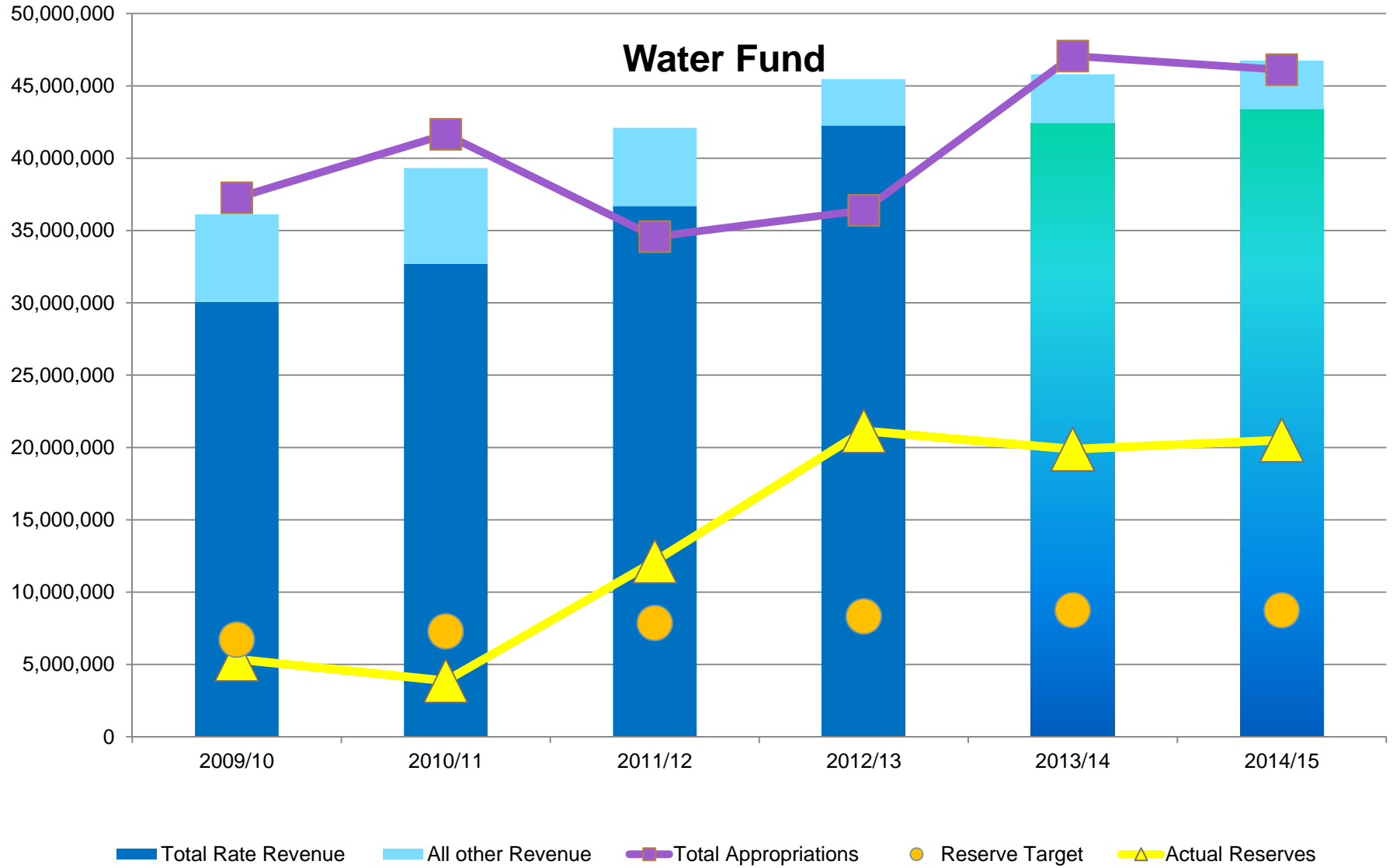
Enhancing Core Services by...

-  • Completion of 5-year strategic plans
-  • Appropriate and thoughtful staffing changes
-  • Prudent use of reserves over the target level to fund infrastructure upgrades
-  • Reservation of partial reserves over the target level as rate stabilization buffer

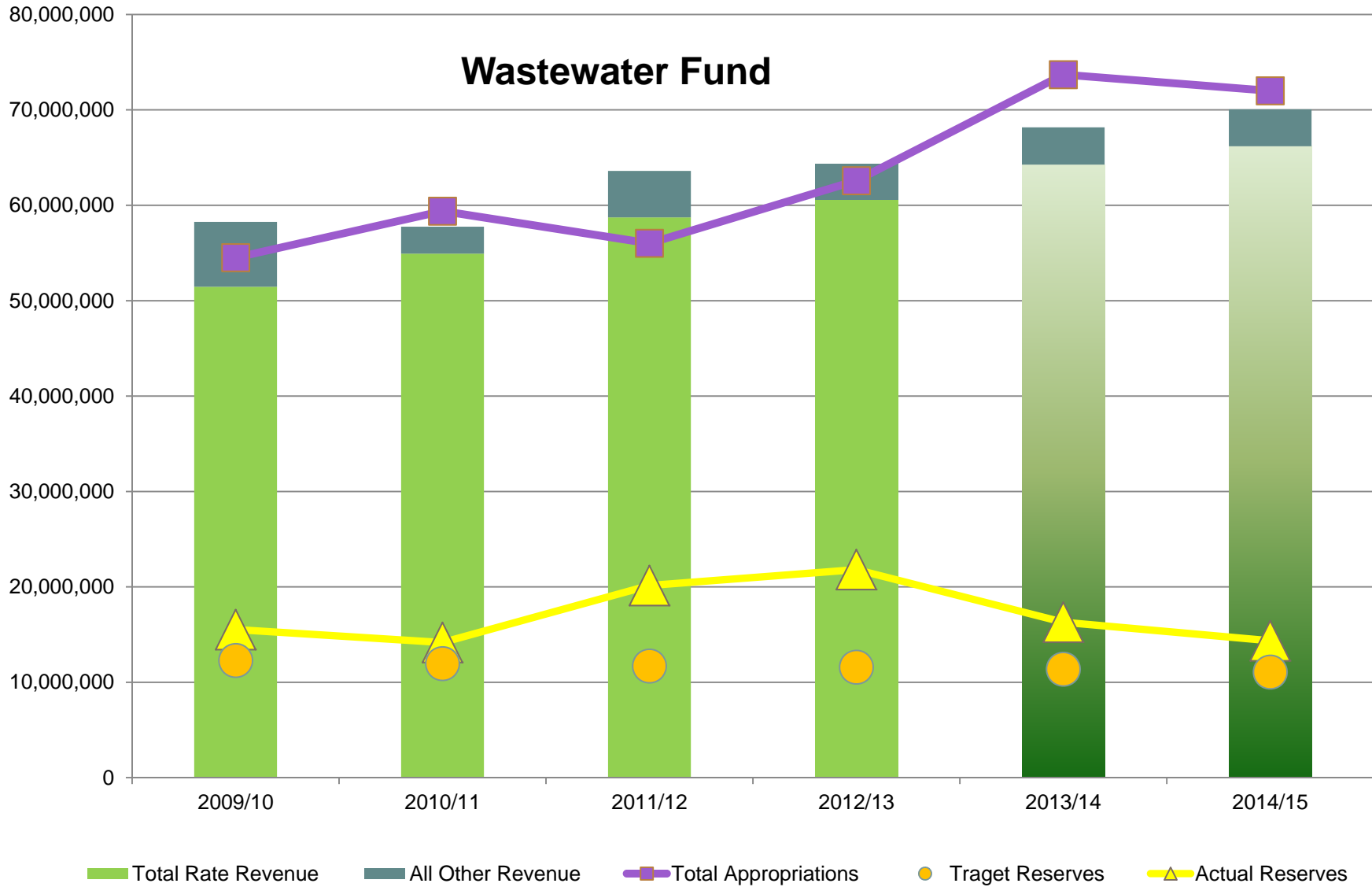
Significant Budget Appropriation Changes

- Purchase of water requested appropriation up \$3.4 million;
 - Projected higher water sales in 2013/14 budget relative to 2012/13 budget
 - Wholesale rate increase of 4.95%
 - Construction impacts to City wells may lead to as much as 10% additional purchase from SCWA
 - Any unspent appropriation returns to fund balance
-  Adding \$14 million to baseline water and wastewater Capital Improvement Program – one-time projects

Water Fund



Wastewater Fund



2013/14 Rate Assumptions

- Rate increases will be considered by City Council in fall/winter 2013
- Assume continued pass-through increases on the water usage charge due to wholesale cost
- Assume water fixed rate increases to match or exceed pass-through to keep ratio consistent
- Assume wastewater rate increases to meet normal 'cost of doing business' of approximately 3% annually
 - Greater increase likely to cover additional anticipated debt service

2013-14 Capital Improvement Program Review City Council

JUNE 19-20, 2013



Sample of City Wide Assets

Total Value \$5 Billion



200 signals
43 Pedestrian
flashers



359 Miles of Storm Drain
16,650 - Structures
90 Miles of Creeks



12,067- Sewer Manholes
588 Miles of Sewer Main
17 - Sewer Lift Stations



66 Parks (558 Acres)
Playgrounds, Train, Picnic
Tables, Grills



619 Miles of Water Main
28,349 Water Valves
24 Reservoirs



Miles of Roads
492 (Center Line Miles)
1097 (Lane Miles)



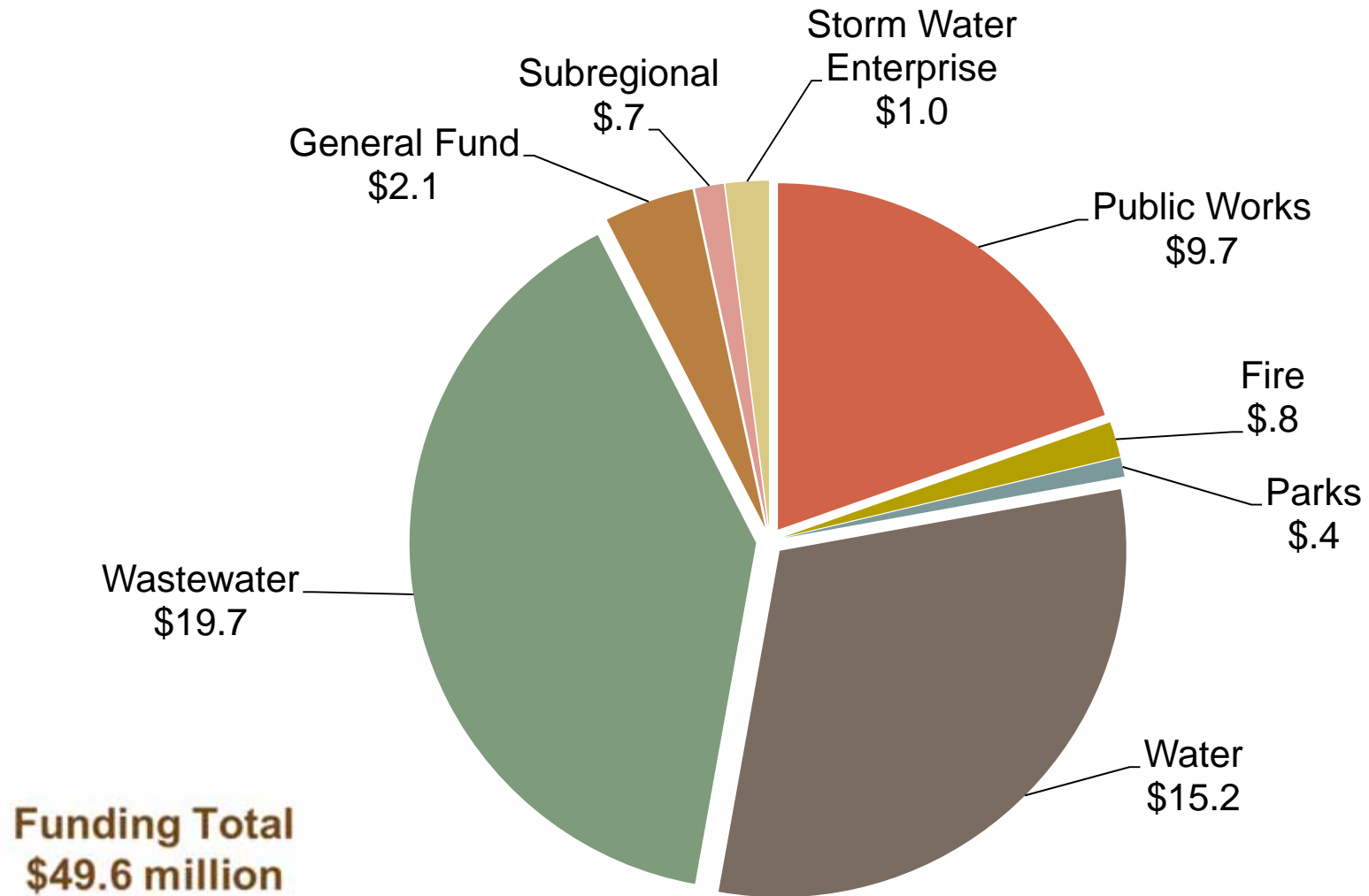
6,215 - Hydrants



Laguna Treatment Plant

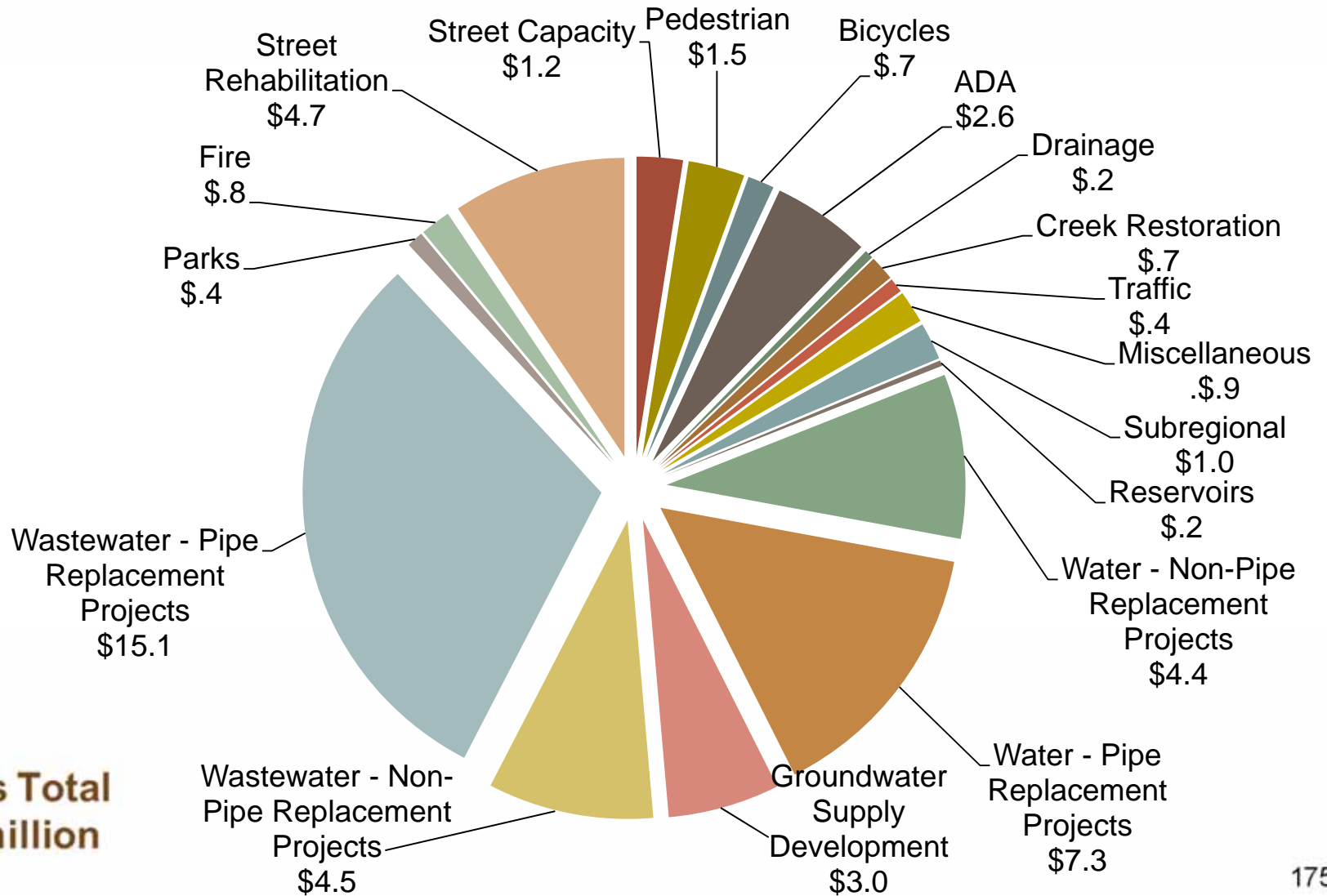
City of Santa Rosa CIP Funding 2013/14

Millions (\$)



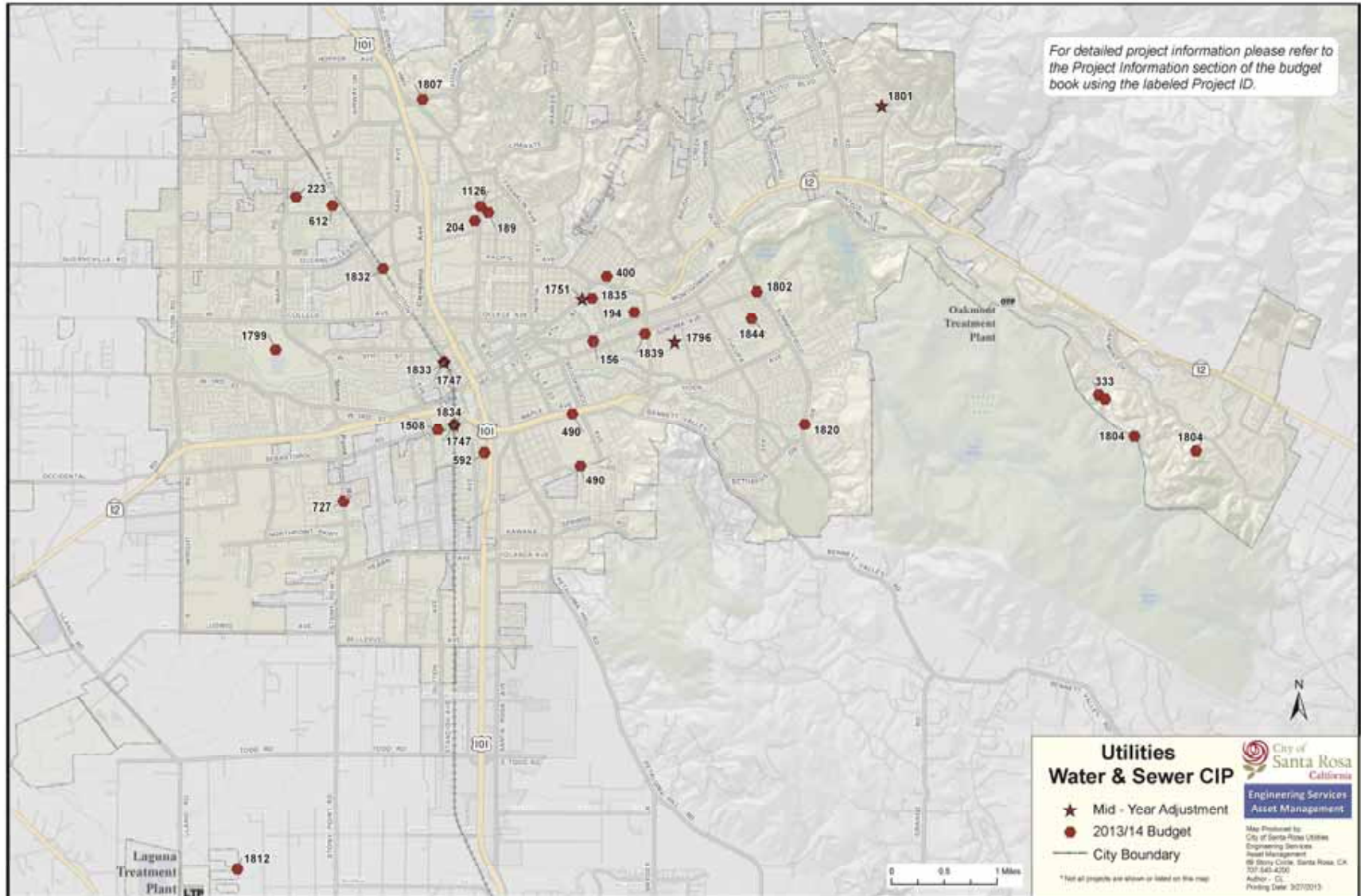
City of Santa Rosa CIP Projects 2013/14

Millions (\$)



**Projects Total
\$49.6 million**

Introduction to New CIP Format



New Project Form

Investing in our community



Silva Ave and King St Sewer and Water Replacement

Project ID 1119

Carryover

Project Description:
 This project will replace aged water main and aged and obsolete sewer main with PVC pipe in King Street from Carr Avenue to Franklin Park and in Silva Avenue from Humboldt Street and Franklin Avenue.
 Replacing aged water mains will improve fire flow and reduce maintenance costs.
 Replacing aged and obsolete clay pipe reduces inflow and infiltration and reduces maintenance costs. Street pavement will be overlaid and improvements to the storm water system will be made.



Project Contact: Norman Arndon

Estimated Construction: 2014-15

Cumulative Prior Funding: \$400,000

Estimated Funding After 2017/18: \$0

Total 5-Year Funding: \$1,765,000

Total Project Funding: \$2,165,000

General Plan Goal/Policy: Please reference the City of Santa Rosa General Plan for a description of these policy codes.
 PGF-F: Adequate wtr supply, PGF-G-2: Maintain wastewater svc.

Funding Source	Funding Request FY 13/14	Anticipated Request FY 14/15	Anticipated Request FY 15/16	Anticipated Request FY 16/17	Anticipated Request FY 17/18	Total 5-Year Funding	Future Funding
17529 Capital Facilities Fee Fund	90,000	0	0	0	0	90,000	0
55595 Water Utility Fund	300,000 ★	1,375,000	0	0	0	1,675,000	0
	\$390,000	\$1,375,000	\$0	\$0	\$0	\$1,765,000	\$0

For Council Approval

★ BPU Recommended

General Fund and Fire Department

■ General Fund

- ADA DOJ Settlement / Self Audit - \$1.2 million
- Citywide Roof Repairs and Lighting Upgrades - \$.6 million
- Tank Remediation Projects - \$.3 million

■ Fire

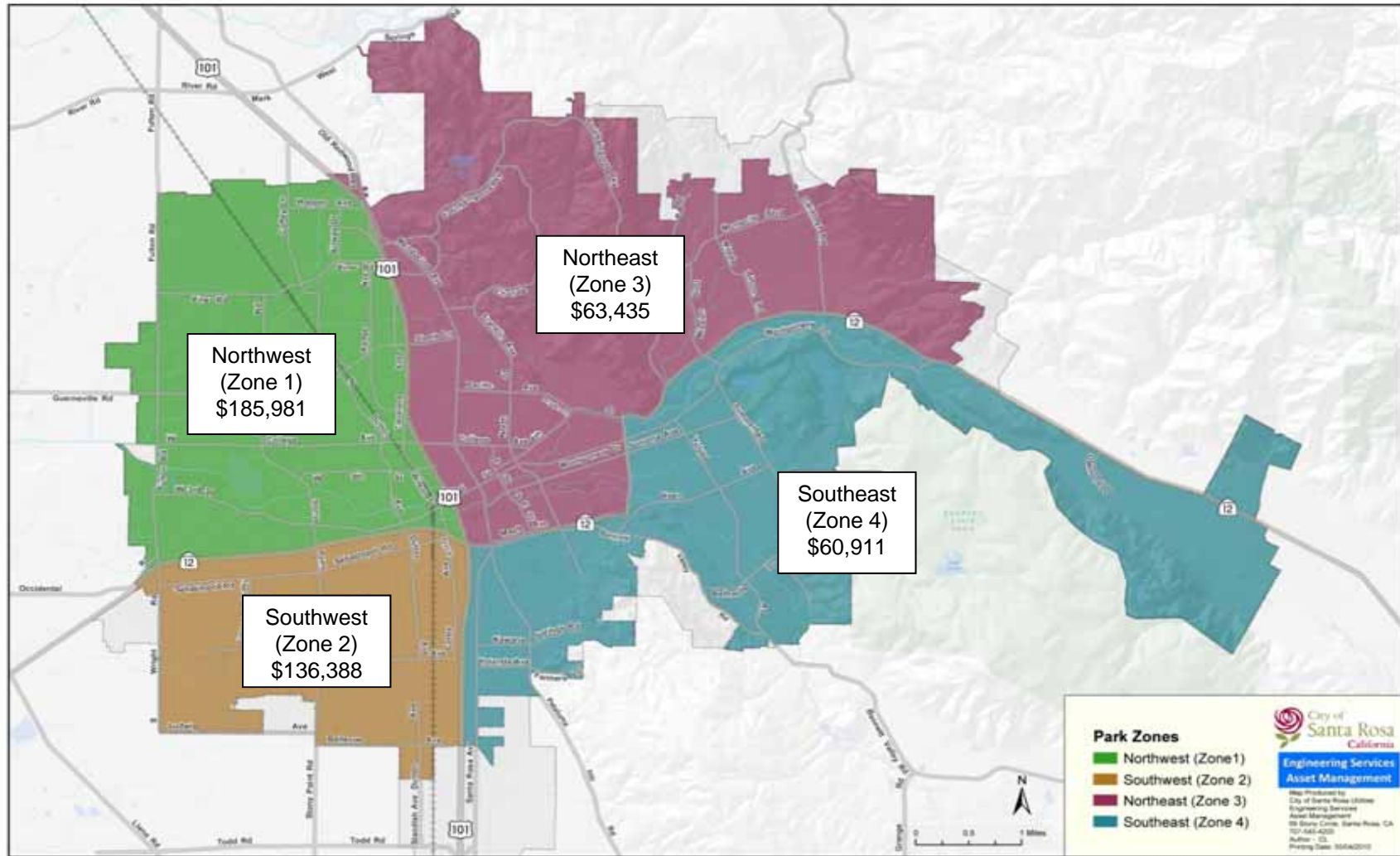
- Fire Training Center Completion - \$.2 million
 - Funding Source: Capital Facilities Fees
- New Fire Station So Santa Rosa - \$.3 million
 - Funding Source: Southeast Development Fees
- RDA Loan Repayment - \$.3 million
 - Funding Source: Southwest Development Fees



Recreation & Parks



PDF Funding by Zone



FY 13-14 Proposed Projects Summary

Project Title	Amount Budgeted
ADA Facilities Improvements (GF)	\$1,200,000
Citywide Reroofing Projects	550,000
Lighting Upgrades	38,000
Park Play Equipment	20,000
Finley Senior Wing	184,121
Doyle Park Renovation	105,000
Howarth Park Rehabilitation	37,362
Julliard Park Rehabilitation	35,604
Southwest Community Park	20,161
Tennis Court Resurfacing- Galvin/Howarth	<u>40,000</u>
Total	\$2,230,248

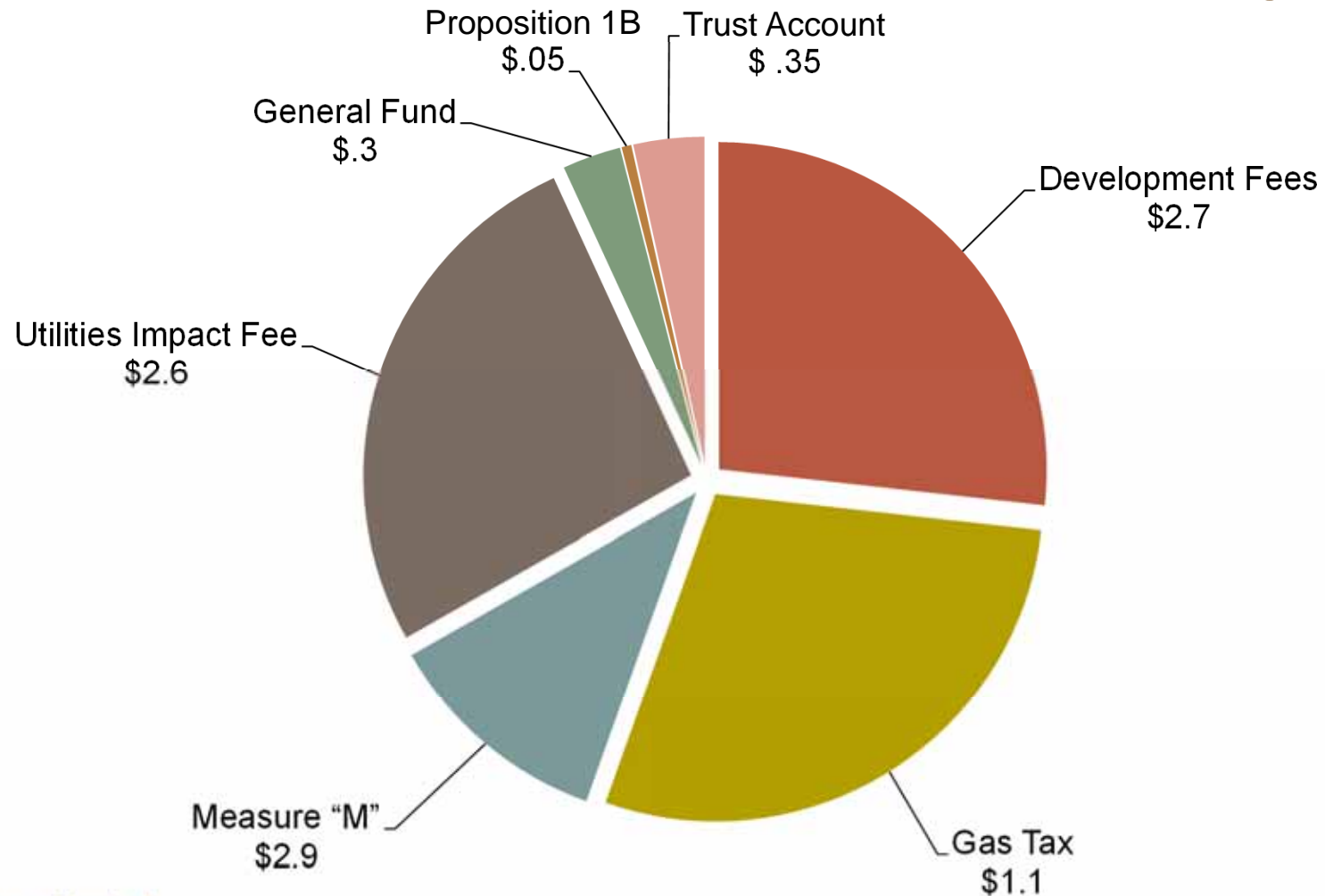


Transportation and Public Works



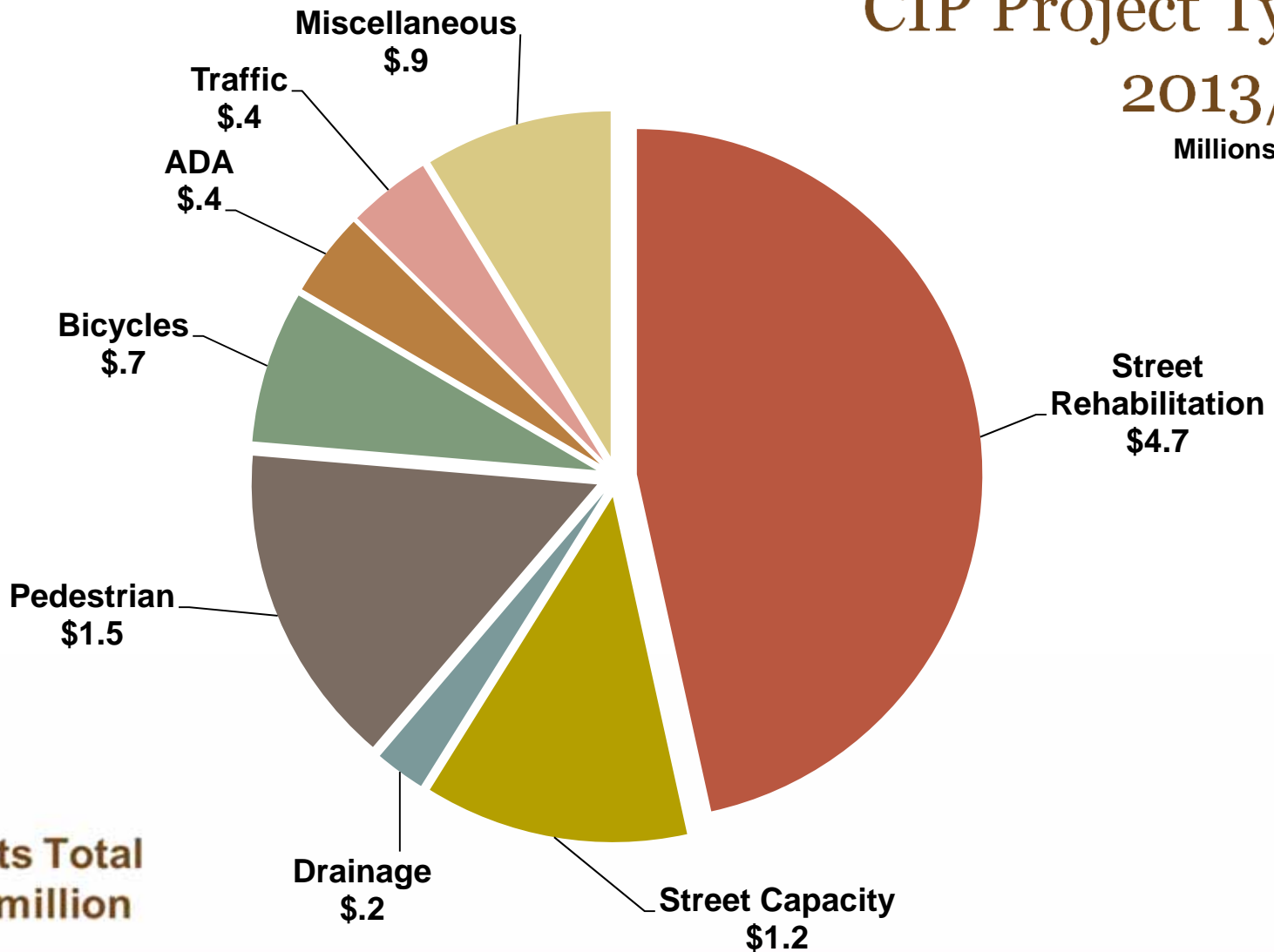
Public Works CIP Budget Funding Sources 2013/14

Millions (\$)



Funding Total
\$10.0 million

Public Works CIP Project Type 2013/14 Millions (\$)



**Projects Total
\$10.0 million**

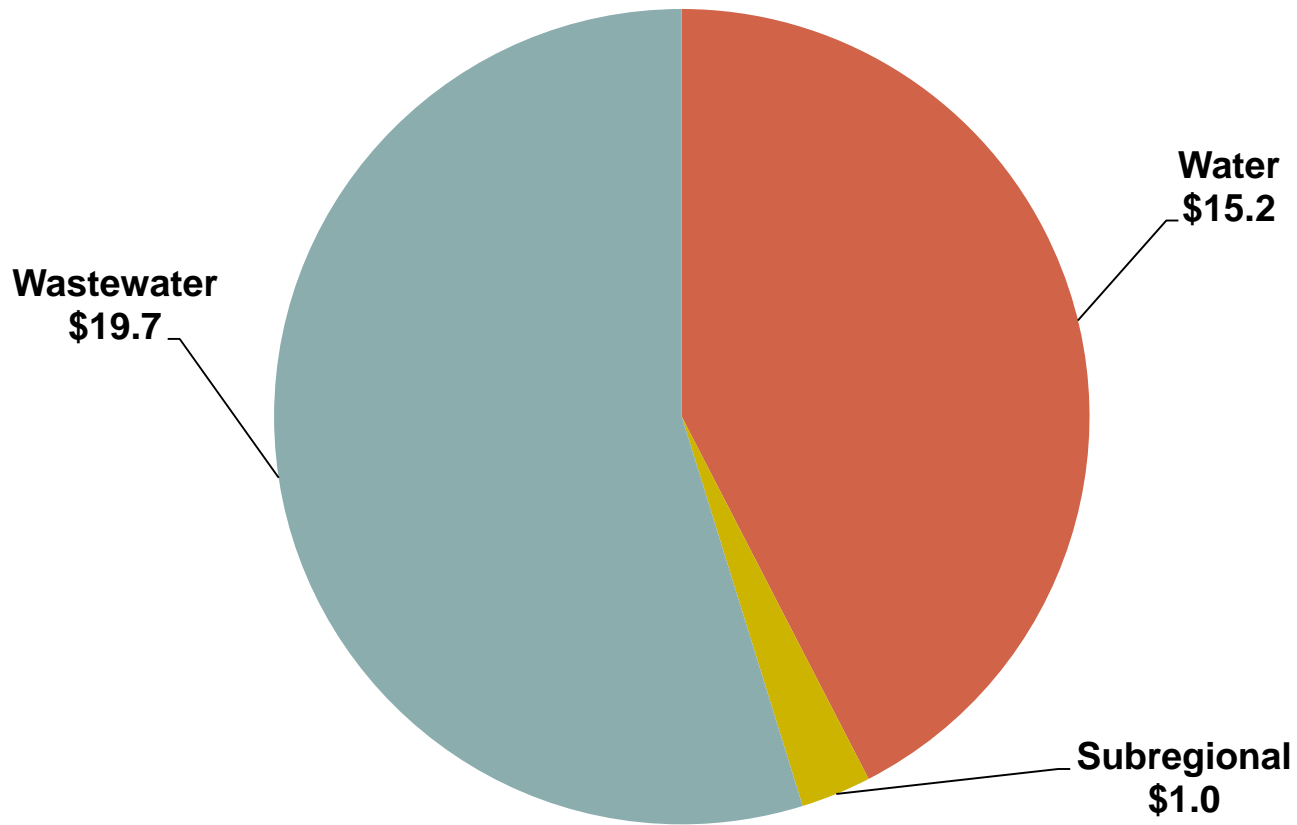


Utilities



Utilities CIP Budget Funding Sources 2013/14

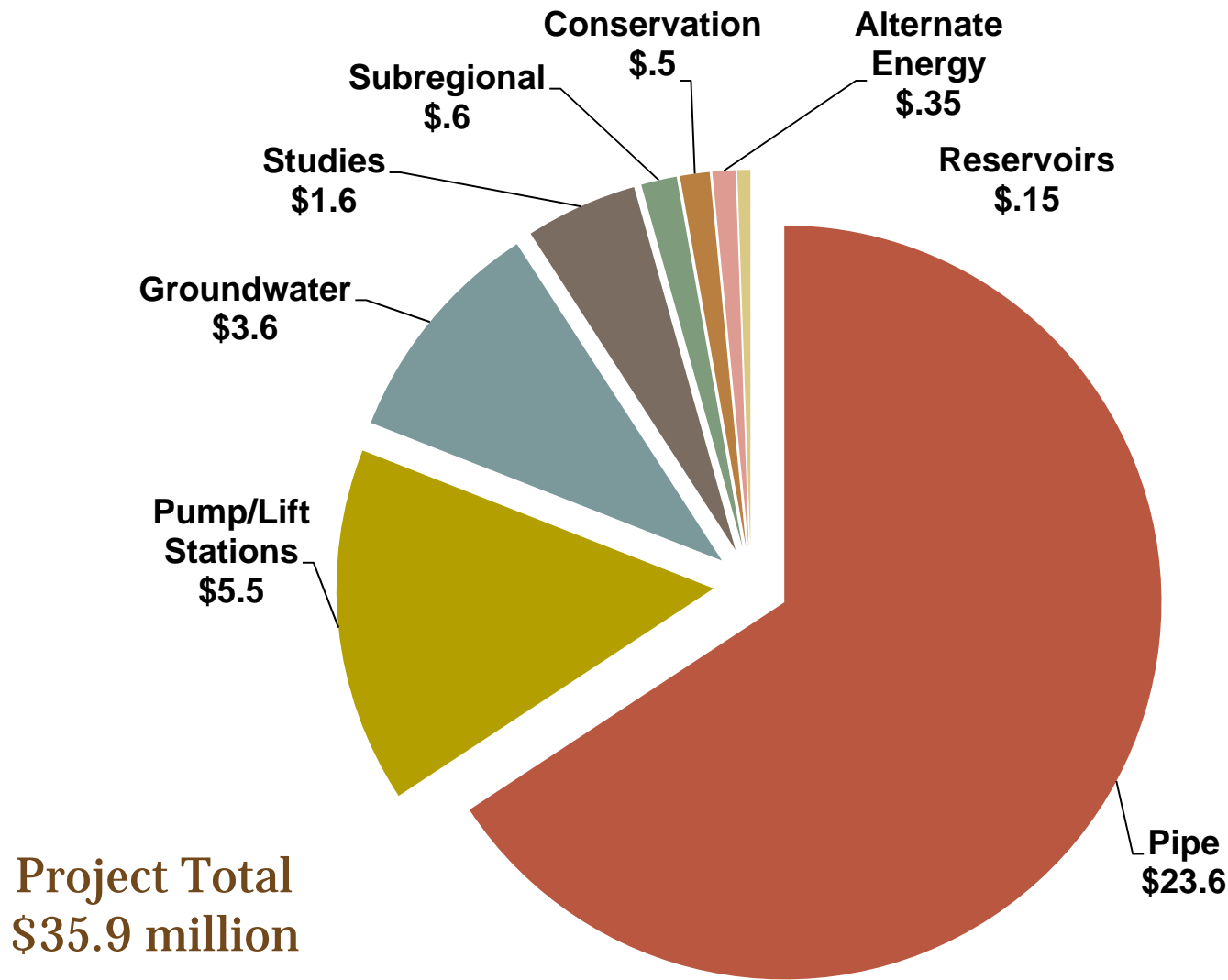
Millions (\$)



Funding Total
\$35.9 million

Utilities CIP Project Type 2013/14

Millions (\$)



2013/14 CIP - Questions



Questions / Discussion