



# **FY 2023-24 Budget Study Session**

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MAY 9 & 10, 2023

Opening Comments

Citywide Budget Overview

General Fund Budget Overview

Staffing Summary

Administrative Departments

Information Technology

Housing & Community Services

# Agenda

Budget Study  
Session – Day 1

FY 2023-24

Fire Department

Police Department

Planning & Economic Development

Parks & Recreation

Transportation & Public Works

Santa Rosa Water

Capital Improvement Program Budget

# Agenda

Budget Study  
Session – Day 2

FY 2023-24

# **City Manager's Comments**

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PROPOSED BUDGET FY 2023-24

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# Chief Financial Officer's Comments

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- Economic Overview
- FY 2023-24 General Fund Budget Deficit
- Mitigation Measures

# Citywide Budget Overview

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PROPOSED BUDGET FY 2023-24

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# FY 2023-24 Citywide Revenues by Fund (in millions)

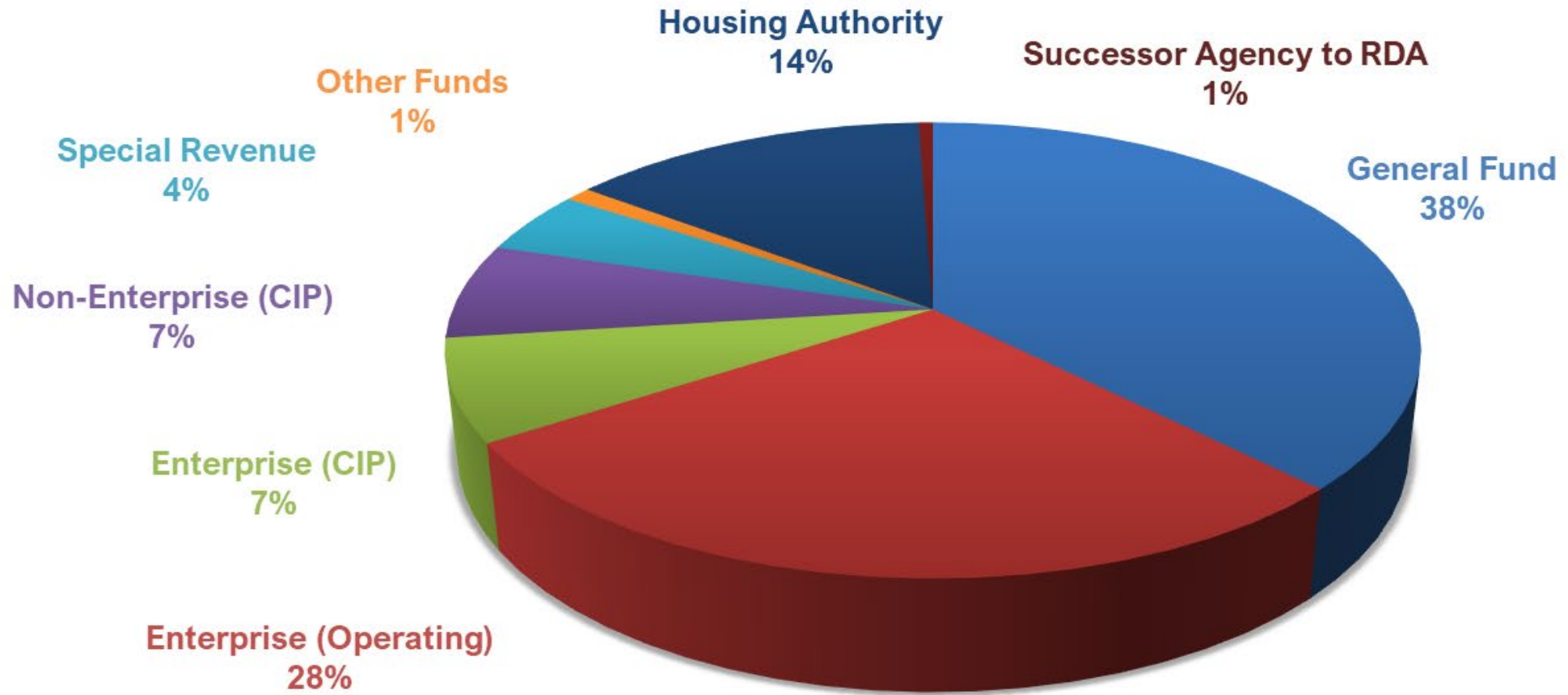
Fund Type	2022-23 Adopted Budget	2023-24 Proposed Budget	\$ Change	% Change
General Fund	\$197.5	\$201.9	\$4.4	2.2%
Enterprise Funds	174.9	182.0	7.1	4.0%
Special Revenue Funds	38.4	37.5	(0.9)	(2.3%)
Other Funds	5.0	5.2	0.2	3.7%
Housing Authority	48.5	69.5	21.0	43.2%
Successor Agency to RDA	3.0	3.0	-	-
<b>Total</b>	<b>\$467.4</b>	<b>\$503.2</b>	<b>\$35.8</b>	<b>7.7%</b>

# FY 2023-24 Citywide Expenditures by Fund Type (in millions)

Fund Type	2022-23 Adopted Budget	2023-24 Proposed Budget	\$ Change	% Change
General Fund	\$190.3	\$200.3	\$10.0	5.3%
Enterprise (Operating)	143.1	150.7	7.6	5.3%
Enterprise (CIP)	37.8	38.6	0.8	2.2%
Non-Enterprise (CIP)	30.6	36.3	5.6	18.3%
Special Revenue	16.5	24.0	7.5	45.7%
Other Funds	5.4	5.5	0.1	1.9%
Housing Authority	54.6	75.6	21.0	38.5%
Successor Agency to RDA	3.0	3.0	-	-
<b>Total</b>	<b>\$481.3</b>	<b>\$534.0</b>	<b>\$52.7</b>	<b>10.9%</b>
Operations (net of CIP)	\$412.9	\$459.1	\$46.3	11.2%
CIP only	\$68.4	\$74.9	\$6.4	9.4%



# FY 2023-24 Citywide Expenditures by Fund



# General Fund Budget Overview

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PROPOSED BUDGET FY 2023-24

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# FY 2023-24 General Fund Summary

(in millions)

	Proposed General Fund Budget
Revenue	\$201.9
Transfers In	2.3
<b>Total Revenues + Transfers In</b>	<b>\$204.2</b>
Expenditures	200.3
Capital Improvement Projects	2.0
Transfers Out	4.4
<b>Total Expenditures + Transfers Out</b>	<b>\$206.7</b>
<b>Use of Fiscal Stability Funds</b>	<b>(\$2.5)</b>

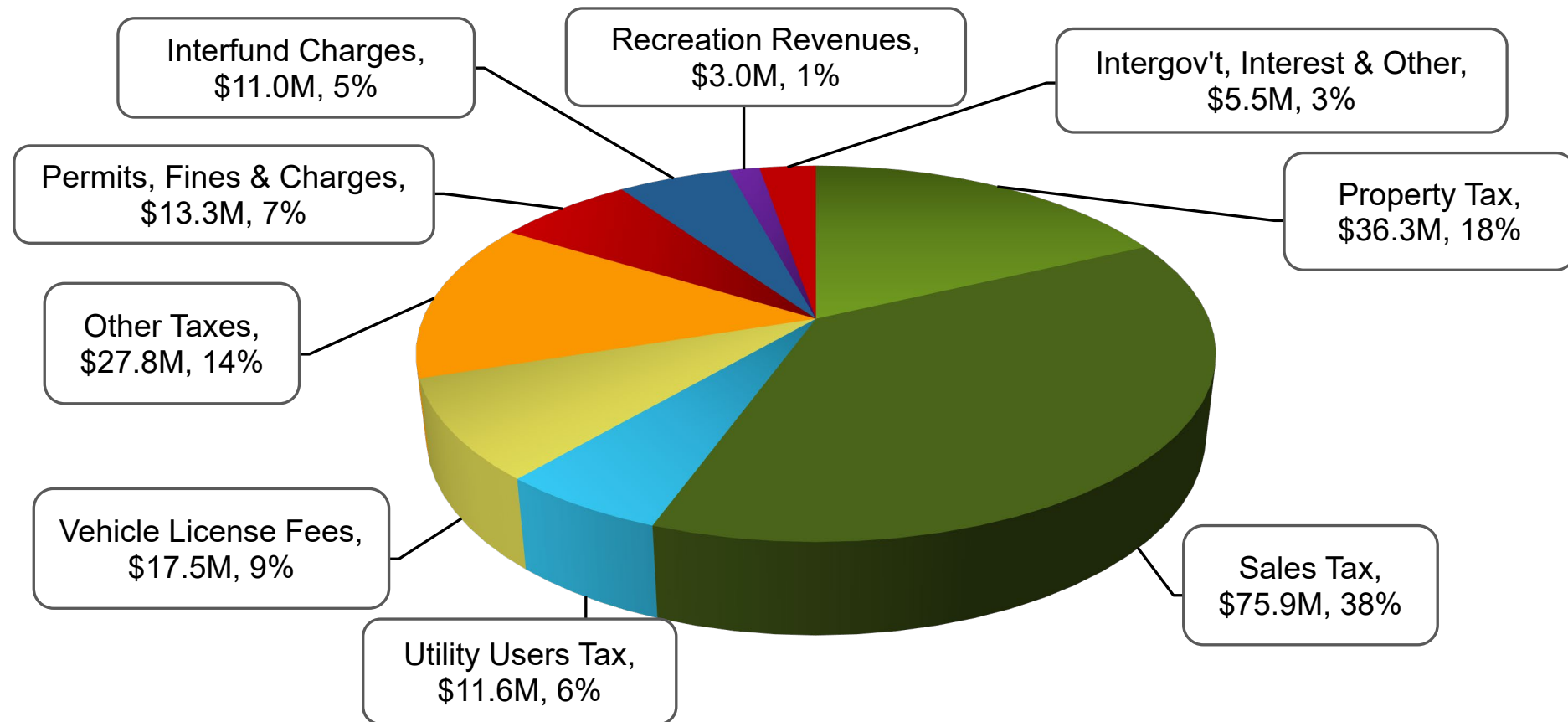
# Fiscal Stability Reserve Funds

(in millions)

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	Balance of Fiscal Stability Reserves
General Fund Fiscal Stability Reserves	\$40M
Pension Stabilization 115 Trust (FY 22-23)	(\$10)
Fire Equipment Replacement Fund (FY 22-23)	(\$2.7)
FY 2023-24 Budget Deficit	(\$2.5)
<b>Fiscal Stability Reserves Remaining</b>	<b>\$24.8M</b>

# General Fund Revenues by Category



# FY 2023-24 General Fund Revenues by Category (in millions)

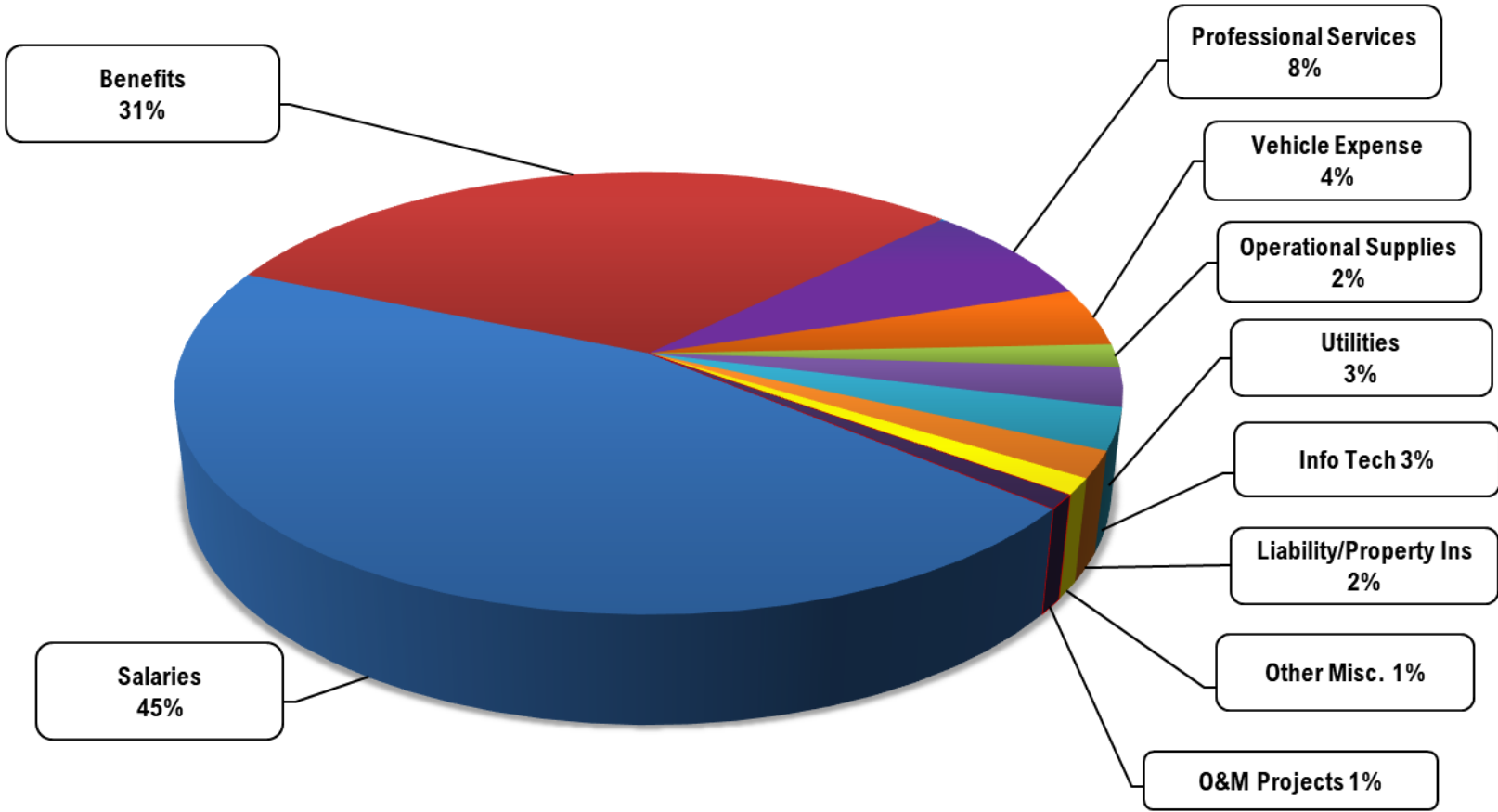
Category	2022-23 Adopted Budget	2023-24 Proposed Budget	\$ Change	% Change
Property Tax	\$34.7	\$36.3	\$1.6	4.6%
Sales Tax	74.7	75.9	1.2	1.6%
Utility Users Tax	10.7	11.6	0.9	8.4%
Vehicle License Fees	16.5	17.5	1.0	6.1%
Other Taxes	27.9	27.8	(0.1)	(0.4%)
Permits, Fines & Charges	11.8	13.3	1.5	12.7%
Interfund Charges	10.0	11.0	1.0	10.0%
Recreation Revenues	2.8	3.0	0.2	7.1%
Intergov't, Interest & Other	8.4	5.5	(2.9)	(34.5%)
<b>Total</b>	<b>\$197.5</b>	<b>\$201.9</b>	<b>\$4.4</b>	<b>2.2%</b>

Category	2022-23 Adopted Budget	2023-24 Proposed Budget	\$ Change	% Change
Special Revenue Funds	\$2.1	\$2.1	\$--	0%
Special Assessment Funds	0.1	0.1	--	0%
Parking Fund	0.1	0.1	--	0%
<b>Total</b>	<b>\$2.3</b>	<b>\$2.3</b>	<b>\$--</b>	<b>0%</b>

# General Fund Transfers In Detail

(in millions)

# General Fund Expenditures by Category

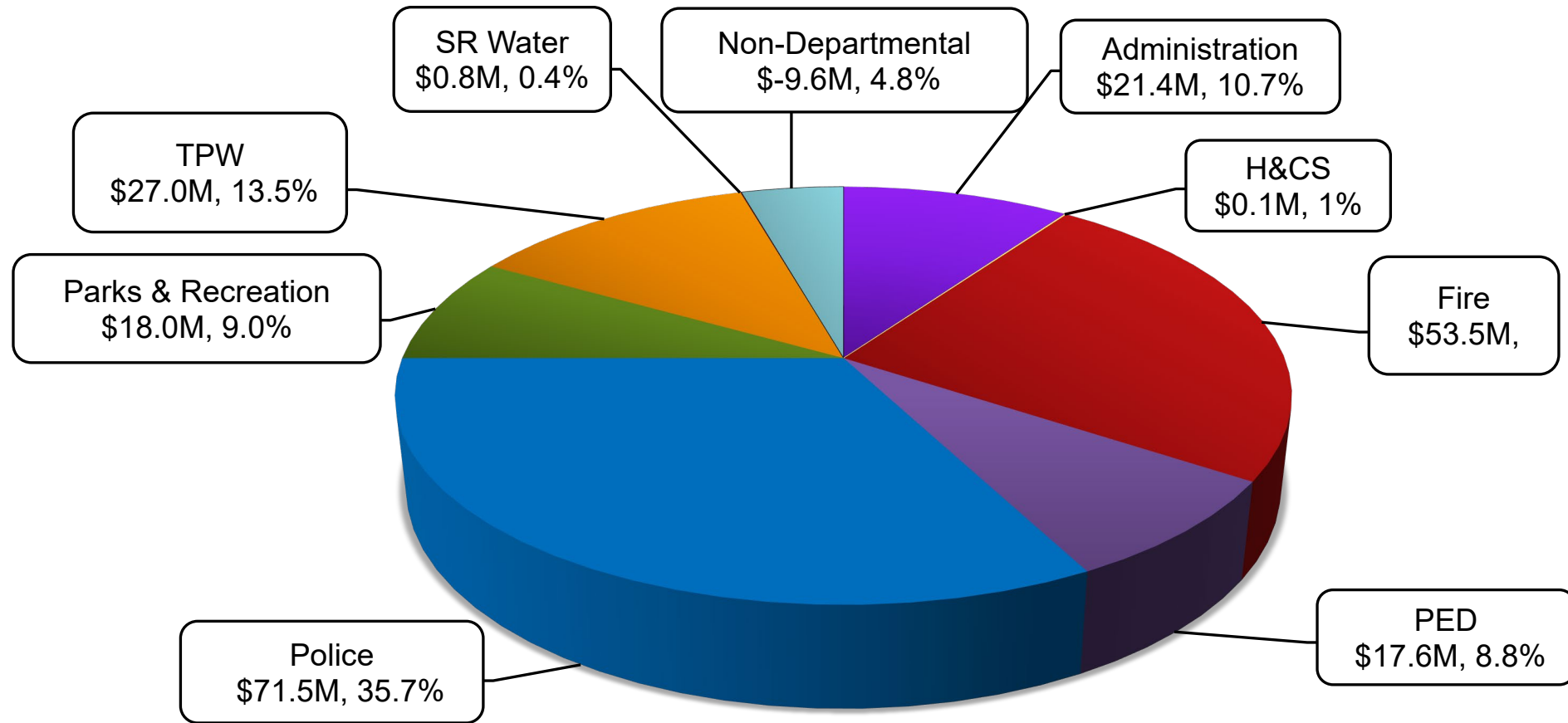




# FY 2023-24 General Fund Expenditures by Category (in millions)

Category	2022-23 Adopted Budget	2023-24 Proposed Budget	\$ Change	% Change
Salaries	\$88.4	\$90.7	\$2.3	2.6%
Benefits	59.0	62.3	3.3	5.6%
Professional Services	14.2	15.1	0.9	6.3%
Vehicle Expense	6.4	8.5	2.1	32.8%
Operational Supplies	3.4	3.4	-	-
Utilities	5.3	5.7	0.4	7.5%
Information Technology	5.8	6.1	0.3	5.2%
Liability/Property Insurance	3.3	3.9	0.6	18.2%
Other Miscellaneous	2.3	2.4	0.1	4.3%
Capital Outlay	0.1	-	(0.1)	(100%)
O&M Projects	2.1	2.2	0.1	4.8%
<b>Total</b>	<b>\$190.3</b>	<b>\$200.3</b>	<b>\$10.0</b>	<b>5.3%</b>

# General Fund Expenditures by Department



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

Department	2022-23 Adopted Budget	2023-24 Proposed Budget	\$ Change	% Change
Administration	\$20.0	\$21.4	\$1.4	7.0%
Housing & Community Services	0.2	0.1	(0.1)	(34.5%)
Fire	49.8	53.5	3.7	7.4%
Planning & Economic Develop.	17.3	17.6	0.3	1.7%
Police	68.5	71.5	3.0	4.4%
Parks & Recreation	10.1	18.0	7.9	78.2%
Transportation & Public Works	32.6	27.0	(5.6)	(17.1%)
SR Water (Storm Water GF only)	0.7	0.8	0.1	14.3%
Non-Departmental	-8.9	-9.6	(0.7)	7.9%
<b>Total</b>	<b>\$190.3M</b>	<b>\$200.3</b>	<b>\$10.0</b>	<b>5.3%</b>

Category	2022-23 Adopted Budget	2023-24 Proposed Budget	\$ Change	% Change
Bennett Valley Golf Course	\$-	\$0.2	\$0.2	n/a
CIP	5.3	2.0	(3.3)	-62.3%
Parking Fund	1.2	1.3	0.1	9.7%
RPTT - Housing	2.3	2.1	(0.2)	5.6%
Miscellaneous	0.8	0.8	-	-
<b>Total</b>	<b>\$9.53</b>	<b>\$6.4</b>	<b>(\$3.1)</b>	<b>-32.8%</b>

# General Fund Transfers Out Detail

(in millions)

# General Fund Baseline

# Public Safety Special Tax

	<b>Police: 34.3%</b>	<b>Fire: 23.7%</b>	<b>Violence Prevention: 0.4%</b>
<b>General Fund Department Budget</b>	\$71,537,162	\$53,450,873	\$842,316
<b>Baseline Calculation</b>	\$68,738,335	\$47,505,040	\$836,991
<b>Over (Under) Baseline</b>	<b>\$2,798,827</b>	<b>\$5,945,833</b>	<b>\$5,325</b>

# Real Property Transfer Tax

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Council Policy requires **50%** of FY 23-24 RPTT to fund Homeless Services & Affordable Housing.



5% annual increase until reaching 100%.



ARPA funds support Homeless services in FY 23-24, allowing ALL RPTT to go to Affordable Housing.

# Parks & Recreation Re-Organization

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Regional Parks & Bennett Valley Golf Course  
(from TPW)



Parks & Recreation  
(formerly Recreation & Community Engagement)



Community Engagement  
now included in CIRO

# General Fund 5-Year Forecast

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	<b>FY 23-24 Budget</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>FY 26-27</b>	<b>FY 27-28</b>
Revenues	\$201.9	\$206.4	\$211.3	\$216.8	\$222.4
Transfers In	2.3	2.4	2.4	2.5	2.5
<b>Total Revenues &amp; TI</b>	<b>\$204.2</b>	<b>\$208.8</b>	<b>\$213.7</b>	<b>\$219.3</b>	<b>\$224.9</b>
Expenditures	200.3	206.6	212.2	218.8	226.4
Transfers Out	6.4	6.8	9.1	9.3	9.5
<b>Total Expenditures &amp; TO</b>	<b>\$206.8</b>	<b>\$213.4</b>	<b>\$221.4</b>	<b>\$228.1</b>	<b>\$235.9</b>
<b>Surplus (Deficit)</b>	<b>(\$2.5)</b>	<b>(\$4.6)</b>	<b>(\$7.6)</b>	<b>(\$8.8)</b>	<b>(\$11.0)</b>



# Staffing Summary

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PROPOSED BUDGET FY 2023-24

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# Authorized FTE Staff Summary

Dept.	FY 22-23	FTE Change	FY 23-24
CAO	15.90	1.00	16.90
CMO	11.00	-	11.00
Comm's & Intergovt Rel	7.00	2.00	9.00
Finance	62.60	-	62.60
Fire	157.00	-	157.00
H&CS	27.00	-	27.00
HR	22.00	-	22.00

# Authorized FTE Staff Summary

Dept.	FY 22-23	FTE Change	FY 23-24
IT	31.00	2.00	33.00
PED	74.00	-	74.00
Police	259.00	1.00	260.00
Rec & Comm Engage	44.00	30.00	74.00
TPW	292.00	(31.00)	261.00
Water	276.00	2.00	278.00
<b>Total FTEs</b>	<b>1,278.50</b>	<b>7.00</b>	<b>1,285.50</b>

# FY 2023-24 General Fund Organizational & Position Change Detail

Dept.	Position Title	FTE
CMO	Senior Administrative Assistant	-1.00
CMO	Administrative Analyst	1.00
	<b>Total Change CMO</b>	<b>--</b>
CAO	Assistant City Attorney	1.00
	<b>Total Change CAO</b>	<b>1.00</b>
Finance	Accountant-Auditor	-1.00
Finance	Payroll Supervisor	1.00
	<b>Total Change Finance</b>	<b>--</b>
Fire	Limited Term Building Plans Examiner	-1.00
Fire	Limited Term Community Outreach Specialist	1.00
	<b>Total Change Fire</b>	<b>--</b>

# FY 2023-24 General Fund Organizational & Position Change Detail

Dept.	Position Title	FTE
PED	Code Enforcement Officer	1.00
PED	Limited Term Senior Planner	-1.00
PED	Senior Administrative Assistant	-1.00
PED	Administrative Analyst	1.00
	<b>Total Change PED</b>	<b>-</b>
Parks & Rec	Director of Parks & Recreation	1.00
Parks & Rec	Senior Administrative Assistant	-2.00
Parks & Rec	Recreation Specialist	1.00
Parks & Rec	Assistant Parks Planner	1.00
Parks & Rec	Parks & Rec Re-Org (to CIRO)	-2.00
Parks & Rec	Parks & Rec Re-Org (from TPW)	31.00
	<b>Total Change Parks &amp; Rec</b>	<b>30.00</b>

# FY 2023-24 General Fund Organizational & Position Change Detail

Dept.	Position Title	FTE
TPW	Parks & Rec Re-Org (to Parks & Rec)	-31.00
	<b>Total Change TPW</b>	<b>-31.00</b>
Police	Police Technician	-1.00
Police	Police Field & Evidence Technician	1.00
	<b>Total Change Police</b>	<b>--</b>
Water	Quality Control Associate	1.00
	<b>Total Change Water (General Fund)</b>	<b>1.00</b>
CIRO	Parks & Rec Re-Org	2.00
	<b>Total Change CIRO</b>	<b>2.00</b>
	<b>Total General Fund Position Changes</b>	<b>3.00</b>

# FY 2023-24 Non-General Fund Organizational & Position Change Detail

Dept.	Position Title	FTE
HR/Risk	Senior Administrative Assistant	-1.00
HR/Risk	Risk Management Analyst	-1.00
HR/Risk	Human Resources Technician	2.00
	<b>Total Change HR/Risk</b>	<b>--</b>
Finance	Parking Enforcement Officer	-0.50
Finance	Parking Operations Aide	0.50
Finance	Parking Program Coordinator	-1.00
Finance	Parking Supervisor	1.00
	<b>Total Change Finance (Parking)</b>	<b>--</b>
Water	Utility Systems Supervisor	1.00
Water	Wastewater Operations Supervisor	1.00

# FY 2023-24 Non-General Fund Organizational & Position Change Detail

Dept.	Position Title	FTE
Water	Skilled Maintenance Worker	-1.00
	<b>Total Change Water</b>	<b>1.00</b>
IT	IT Supervisor	1.00
IT	Technology Application Specialist	1.00
IT	Senior Information Technology Tech	1.00
IT	IT Section Manager	-1.00
	<b>Total Change IT</b>	<b>2.00</b>
Police	Police Sergeant (Measure O)	1.00
	<b>Total Change Police</b>	<b>1.00</b>
	<b>Total Non-General Fund Position Changes</b>	<b>4.00</b>



# Reclassifications

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## **Parks & Recreation (General Fund):**

- 1.0 Street Maintenance Superintendent to Parks Maintenance Superintendent

## **Santa Rosa Water (Enterprise Fund):**

- 1.0 Water Quality Supervisor to Water Quality Manager

## **Information Technology (Internal Service Fund):**

- 1.0 IT Section Manager to IT Deputy Director

# Department & Enterprise Funds

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PROPOSED BUDGET FY 2023-24

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City Council

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City Manager's Office

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City Attorney's Office

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Communications & Intergovernmental  
Relations Office

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Human Resources

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Finance

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Non-Departmental

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Information Technology

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Housing & Community Services

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# Department Review Schedule

May 9, 2023:  
Administrative  
Departments

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Fire Department

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Police Department

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Planning & Economic Development

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Parks & Recreation

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Transportation & Public Works

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Santa Rosa Water

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Capital Improvement Program

# Department Review Schedule

May 10, 2023

# City Council

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PROPOSED BUDGET FY 2023-24

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# City Council – by Program

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<b>Expenditures by Program</b>	<b>2022-2023 Budget</b>	<b>2023-24 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Events	\$105,000	\$0	-\$105,000	-100.0%
Administration	\$862,814	\$934,174	\$71,360	8.3%
Elections	\$612,730	\$0	-\$612,730	N/A
<b>Total</b>	<b>\$1,580,544</b>	<b>\$934,174</b>	<b>-\$646,370</b>	<b>-40.9%</b>

# General Fund Changes

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- Council Member's salaries and benefits increased \$71K due to salary increases approved by Council on December 14, 2022.
- Professional services and print materials for Elections decreased -\$613K because no elections are scheduled in FY 2023/24.
- Community Promotions' budget of \$105K is moving to the Planning & Economic Development Department

# City Manager's Office

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PROPOSED BUDGET FY 2023-24

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# City Manager's Office – by Fund

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<b>Expenditures by Fund (All Funds)</b>	<b>2022-23 Budget</b>	<b>2023-24 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
General Fund	\$2,882,370	\$3,029,775	\$147,405	5.1%
Homeless Shelter Operations	\$3,995,105	\$0	-\$3,995,105	-100.0%
<b>Total</b>	<b>\$6,877,475</b>	<b>\$3,029,775</b>	<b>-\$3,847,700</b>	<b>-55.9%</b>

# City Manager's Office – by Program

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<b>Expenditures by Program</b>	<b>2022-23 Budget</b>	<b>2023-24 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
City Clerk	\$81,256	\$81,256	\$0	0.0%
Homeless Services	\$3,645,105	\$0	-\$3,645,105	-100.0%
General Administration	\$2,801,114	\$2,948,519	\$147,405	5.3%
CIP and O&M Projects	\$350,000	\$0	-\$350,000	-100.0%
<b>Total</b>	<b>\$6,877,475</b>	<b>\$3,029,775</b>	<b>-\$3,847,700</b>	<b>-55.9%</b>

# General Fund Changes

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- Addition of 1.0 FTE Administrative Analyst, offset by the elimination of 1.0 FTE vacant Senior Administrative Assistant – Confidential
- Homeless Services moved to the Housing & Community Services department, with no impact to the General Fund.

# City Manager's Office: Accomplishments

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- Engaged with more than 100 stakeholders
- Launched Clean Santa Rosa
- Adopted Project Labor Agreement
- Employee Appreciation Awards
- Developed Round Table

# City Manager's Office: Challenges

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- Recruitment and Retention
- Long Term Budget Stability
- Continued focus on Quality of Life Issues - Make Santa Rosans' love Santa Rosa
  - Engagement
  - Efficiency
  - Excellence

# City Attorney's Office

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PROPOSED BUDGET FY 2023-24

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# City Attorney's Office – by Fund

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<b>Expenditures by Fund</b>	<b>2022-23 Budget</b>	<b>2023-24 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
General Fund	\$3,888,597	\$4,300,346	\$411,749	10.6%
<b>Total</b>	<b>\$3,888,597</b>	<b>\$4,300,346</b>	<b>\$411,749</b>	<b>10.6%</b>

# General Fund Changes

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- Addition of 1.0 FTE Assistant City Attorney totaling \$231K in salaries and benefits.



# City Attorney's Office: Accomplishments 1 of 2

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- Led Charter Review process, including working with Council, Charter Review Committee and the City Clerk toward successful ballot measures.
- Resolution of multiple matters of significant litigation at little or no cost to City.
- Support and engagement in redistricting and 2022 Council elections.

# City Attorney's Office: Accomplishments 2 of 2

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- Support and engagement in key departmental initiatives including extension of Measure H, gas station ban, short term rental ordinance, housing element, homeless support, sideshow ordinance, drought response.
- Neighborhood safety, including drug house abatements, receiverships, code enforcement, drafting and implementation of Animal Control ordinance amendments to facilitate removal of vicious animals.

# City Attorney's Office: Challenges 1 of 2

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- **Transitions:** The Office will be facing significant transitions this year with the recent retirement of the Chief Assistant City Attorney and the upcoming retirement of the City Attorney. Due to the timing of the recruitments, the Office will likely be in a period of transition well into the first half of the fiscal year.
- **Substantial litigation:** The City is currently involved in several complex matters of litigation, which will continue to require substantial commitment of time and resources, including civil rights claims, personal injury matters, public works construction disputes, and others.

# City Attorney's Office: Challenges 2 of 2

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- **Opportunity for realignment:** Legal needs for departmental programs and initiatives continues to far outstrip Office resources. If Council approves proposed additional Assistant City Attorney position, there will be an opportunity for recruitment and internal reorganization to best serve City needs, with accompanying training and on-boarding period.

# Communications & Intergovernmental Relations Office

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PROPOSED BUDGET FY 2023-24



# Communications & Intergovernmental Relations Office – by Fund

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<b>Expenditures by Fund</b>	<b>2022-23 Budget</b>	<b>2023-24 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
General Fund	\$1,444,055	\$1,924,622	\$480,567	33.3%
<b>Total</b>	<b>\$1,444,055</b>	<b>\$1,924,622</b>	<b>\$480,567</b>	<b>33.3%</b>

# General Fund Changes

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- Parks and Recreation reorganization moved Community Engagement into CIRO, resulting in:
  - \$337K salaries and benefits increase from 1.0 FTE Deputy Director Community Engagement & 1.0 FTE Community Engagement Coordinator
  - \$44K increase in services & supplies

# Communications & Intergovernmental Relations Office: Accomplishments

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- Reauthorization of City's Public Safety Special Tax.
- Secured more than \$53M in federal and state funds.
- Adopted the 2023 State and Federal Legislative Platform.
- Successfully launched the CivicReady public safety notification platform.
- Established a strategic Citywide Grants Teams to increase effectiveness.



# Communications & Intergovernmental Relations Office : Challenges

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- Redesigning the City's website to improve the public's ability to quickly find and engage with City staff 24/7/365.
- Reimagining community engagement as CIRO reorganizes and merges with the Office of Community Engagement.
- Recruitment and retention for open department positions based on the "Great Resignation", which impacts industries nationwide.

# Human Resources

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PROPOSED BUDGET FY 2023-24

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# Human Resources – by Fund

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<b>Expenditures by Fund (All Funds)</b>	<b>2022-23 Budget</b>	<b>2023-24 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
General Fund	\$3,062,482	\$4,072,732	\$1,010,250	33.0%
Risk Management Fund	\$36,979,823	\$40,718,032	\$3,738,209	10.1%
<b>Total</b>	<b>\$40,042,305</b>	<b>\$44,790,764</b>	<b>\$4,748,459</b>	<b>11.9%</b>

# General Fund Changes

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- Professional services increased by \$570K :
  - \$70K for two separate ongoing contracts for legal needs
  - \$500K in one-time funds for Labor Negotiations for all bargaining units.
- \$59K increase in meetings to manage the Awards Ceremony, Employee Service Awards, and Employee Appreciation Lunch.

# Risk Management Programs

<b>Risk Management Fund</b>	<b>2022-23 Budget</b>	<b>2023-24 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Administrative Staff and Supplies	\$1,951,559	\$2,135,819	\$184,260	9.4%
City Health	\$13,477,538	\$15,466,458	\$1,988,920	14.8%
PERS Health	\$7,039,990	\$7,444,623	\$404,633	5.7%
Workers Compensation	\$5,173,170	\$5,654,970	\$481,800	9.3%
Dental/Vision	\$2,102,895	\$2,061,395	(\$41,500)	-2.0%
Other Employee Benefits	\$795,477	\$867,092	\$71,615	9.0%
Liability Insurance	\$4,924,519	\$5,565,000	\$640,481	13.0%
Earthquake Insurance	\$562,087	\$562,087	\$0	0.0%
Property/Fire Insurance	\$952,588	\$960,588	\$8,000	0.8%
<b>Total</b>	<b>\$36,979,823</b>	<b>\$40,718,032</b>	<b>\$3,738,209</b>	<b>10.1%</b>

# Human Resources: Accomplishments 1 of 3

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- 158 New Hires and 77 Temps since July 1, 2022
- 105 recruitments since July 1, 2022
- Managing Workers Compensation claims by working closely with departments to address specific areas of concern and lower claims and associated costs.
- Completed a City-wide Supervisor training to ensure safety program goals and worker's compensation system administration. This training is held regularly and at request of the department.
- Started an annual review cycle of claims with departments to mitigate future similar claims.

# Human Resources: Accomplishments 2 of 3

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- Successfully hired two Risk Analysts to lead the Safety and Worker's Compensation efforts of the City. These positions are difficult to find qualified candidates.
- Completed a comprehensive review of our mandated DOT Commercial Driver program and enhanced our policies to ensure compliance.
- Completed comprehensive grant funded traffic control training for Water, Parks, and TPW.
- Utilized enhanced and creative recruitment techniques such as bus wraps and targeted ads/brochures to local schools and business

# Human Resources: Accomplishments 3 of 3

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- Implemented new benefits enrollment system and hosted open enrollment online; 90% of active employees enrolled using the system.
- Transitioned to new Stipend Benefit Administrator
- Largest turn out at Benefits and Health Fair, estimating 750 employees
- Training Needs Assessment completed organization-wide
- Three-year Training Plan developed
- HR Training and Organizational Development Site re-designed
- New Employee Welcome re-designed and streamlined
- Monthly Learning Aids



# Human Resources: Challenges

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- Attracting qualified candidates
- Staffing shortages impacting the ability to restore essential services
- Significant requests for coaching and training assistance throughout the organization
- Insurance challenges due to the state of the overall insurance market.

# Finance Department

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PROPOSED BUDGET FY 2023-24

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# Finance – by Fund

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<b>Expenditures by Fund</b>	<b>2022-23 Budget</b>	<b>2023-24 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
General Fund	\$7,193,577	\$7,186,371	-\$7,206	-0.1%
Parking District Fund	\$6,850,090	\$5,578,028	-\$1,272,062	-18.6%
Pooled Investment Fund	\$330,000	\$330,000	\$0	0.0%
SA RDA Oblig Retirement Fund	\$3,023,661	\$3,022,314	-\$1,347	0.0%
<b>Total</b>	<b>\$17,397,328</b>	<b>\$16,116,713</b>	<b>-\$1,280,615</b>	<b>-7.4%</b>

# Finance – by Program

<b>Expenditures by Program</b>	<b>2022-23 Budget</b>	<b>2023-24 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
General Administration	\$1,894,003	\$1,815,206	-\$78,797	-4.2%
Successor Agency	\$3,023,661	\$3,022,314	-\$1,347	0.0%
Parking Services O&M	\$4,456,228	\$4,285,894	-\$170,334	-3.8%
Financial Services	\$2,993,046	\$2,907,023	-\$86,023	-2.9%
Parking Enforcement	\$1,177,507	\$1,292,134	\$114,627	9.7%
Purchasing	\$1,267,451	\$1,314,720	\$47,269	3.7%
Revenue	\$692,495	\$646,652	-\$45,843	-6.6%
Payroll and Benefits	\$676,582	\$832,770	\$156,188	23.1%
CIP and O&M Projects	\$1,216,355	\$0	-\$1,216,355	-100.0%
<b>Total</b>	<b>\$17,397,328</b>	<b>\$16,116,713</b>	<b>-\$1,280,615</b>	<b>-7.4%</b>

# General Fund Changes

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- Overall Finance reduced their budget by \$7K
- Eliminated an Accountant position in order to add a Payroll Supervisor position to assist with the growing needs of Payroll

# Finance: Accomplishments

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- Compliance:
  - Clean audit with no findings for 2022 financial statements
  - Quarterly submission of ARPA Program Expenditure reports with US Treasury
- Developed strategy to mitigate pension cost increases utilizing the City's Section 115 Pension Stabilization funds
- Implemented electronic W2 process in payroll
- Filled 16 open positions including 8 internal promotions

# Finance: Challenges

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- FEMA and CalOES Recovery
- Grant management continuity of staff resources
- Need for automation and upskilling for process improvement

# Parking Enterprise Fund Summary

	FY 2023-24 Proposed Budget
Revenue	\$3,923,655
Transfers In	1,306,330
<b>Total</b>	<b>\$5,229,985</b>
O&M Expenditures	5,578,028
CIP Expenditures	-
Transfers Out	121,338
<b>Total</b>	<b>\$5,699,366</b>
<b>Use of Reserves</b>	<b>(\$469,381)</b>



# Parking Enterprise Fund Highlights

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- Working with the Downtown to provide clear and consistent parking rates
  - Free parking from Small Business Saturday to New Years Day
  - First hour free in all parking garages
- Deferring non-critical projects to save money and build reserves
- Reorganized supervisor structure by eliminating 1.0 FTE Parking Coordinator and adding 1.0 FTE Parking Supervisor to maximize efficiency and reduce costs.
- Eliminated 0.5 FTE vacant Parking Enforcement Officer and increased a 0.5 FTE Parking Operations Aide to be full-time at 1.0 FTE.

# Non - Departmental

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PROPOSED BUDGET FY 2023-24

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# Non Departmental – by Fund

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<b>Expenditures by Fund</b>	<b>2022-23 Budget</b>	<b>2023-24 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
General Fund	-\$8,942,425	-\$9,590,573	-\$648,148	7.2%
2013 Pension Obligation (Refund)	\$3,735,081	\$3,735,590	\$509	0.01%
Fire Station Capital Lease	\$367,727	\$367,727	\$0	0.0%
Courthouse Square Capital Lease	\$732,475	\$729,150	-\$3,325	-0.5%
<b>Total</b>	<b>-\$4,107,142</b>	<b>-\$4,758,106</b>	<b>-\$650,964</b>	<b>15.8%</b>

# Non Departmental – by Program

<b>Expenditures by Program</b>	<b>2022-23 Budget</b>	<b>2023-24 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Citywide GF Insurance	\$3,253,041	\$3,879,153	\$626,112	19.2%
Contract Services	\$460,000	\$385,000	-\$75,000	-16.3%
SonomaCo Transportation Authority	\$110,000	\$120,000	\$10,000	9.1%
Debt Service	\$4,835,283	\$4,832,467	-\$2,816	-0.1%
General Fund Admin Cost Plan	-\$14,312,466	-\$15,379,726	-\$1,067,260	7.5%
Animal Shelter	\$2,207,000	\$2,500,000	\$293,000	13.3%
County Admin Fee	\$315,000	\$380,000	\$65,000	20.6%
Non-Program	-\$975,000	-\$1,475,000	-\$500,000	51.3%
<b>Total</b>	<b>-\$4,107,142</b>	<b>-\$4,758,106</b>	<b>-\$650,964</b>	<b>15.8%</b>

# General Fund Changes

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- \$626K increase in Citywide rates for the General Fund's portion of Liability, Fire and Earthquake insurance.
- \$1.1M decrease in General Fund Administration, which distributes administrative costs within the General Fund to non-administrative departments.
- \$500K decrease in Non-Program Salaries, due to increasing the credit for Unspent Appropriations.

# Information Technology

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PROPOSED BUDGET FY 2023-24



# Information Technology – by Fund

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<b>Expenditures by Fund</b>	<b>2022-23 Budget</b>	<b>2023-24 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Information Technology	\$9,188,815	\$9,967,624	\$778,809	8.5%
Technology Replacement	\$725,025	\$755,137	\$30,112	4.2%
<b>Total</b>	<b>\$9,913,840</b>	<b>\$10,722,761</b>	<b>\$808,921</b>	<b>8.2%</b>

# Information Technology – by Program

<b>Expenditures by Program (All Funds)</b>	<b>2022-23 Budget</b>	<b>2023-24 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
I.T. Administration	\$970,938	\$1,073,033	\$102,095	10.5%
I.T. Media Services	\$252,488	\$261,212	\$8,724	3.5%
I.T. GIS Services	\$758,113	\$785,964	\$27,851	3.7%
I.T. Development	\$3,826,588	\$4,246,478	\$419,890	11.0%
I.T. Customer Support	\$2,750,688	\$2,970,937	\$220,249	8.0%
I.T. PC Replacement Program	\$205,375	\$212,308	\$6,933	3.4%
CIP and O&M Projects	\$1,149,650	\$1,172,829	\$23,179	2.0%
<b>Total</b>	<b>\$9,913,840</b>	<b>\$10,722,761</b>	<b>\$808,921</b>	<b>8.2%</b>



# Budget Highlights

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- \$456K increase in Salaries & Benefits mainly due to step increases, COLAs and Benefit increases.
- IT Department Reorganization: Eliminated 1.0 FTE vacant IT Section Manager and added 1.0 FTE Senior IT Tech and 1.0 FTE IT Supervisor, which is conditional on an internal promote.
- Added 1.0 FTE Technology Application Specialist; charged 100% to PED.
- \$226K increase in vendor software licenses, subscriptions, and support; the majority is due to Cityworks moving to the IT Cost Allocation Plan from other department's Budgets in FY 23-24.

# Information Technology: Accomplishments

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- Completed Development of 4-year IT Strategic Plan
- Deployed Enhanced Online Services for Internal Staff and the Community
- Addressed Nearly 11,000 Internal IT Service Requests
- Hardened Cybersecurity Measures and Completed Cybersecurity Assessment
- Upgraded City Council Chambers Public Meetings and Broadcast Features
- Enhanced In-house Built Service Request System for EOC Use

# Information Technology: Challenges

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- **Cybersecurity** – continue addressing cybersecurity roadmap initiatives while refining processes and technologies to eliminate vulnerabilities, reduce risks and mitigate cybersecurity threats.
- **Balancing Support and Maintenance with New IT Projects** – 32 new IT projects started this past year with the same IT staff who support and maintain existing systems and IT infrastructure (11K service requests; 2K increase from prior year).
- **Emerging Technologies and Regulations** – as technologies and regulations that impact or require technology continue to advance, the IT department must remain current on the latest technology while continuing to support existing technology.

# Housing & Community Services

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PROPOSED BUDGET FY 2023-24

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# Housing & Community Services – by Fund

<b>Expenditures by Fund (All Funds)</b>	<b>2022-23 Budget</b>	<b>2023-24 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
General Fund	\$161,000	\$101,000	-\$60,000	-37.3%
Mobile home Rent Stabilization	\$143,569	\$263,982	\$120,413	83.9%
Homeless Service Operations	\$0	\$301,800	\$301,800	n/a
ARPA Federal Stimulus	\$0	\$4,148,383	\$4,148,383	n/a
Admin Housing & Community Services	\$1,574,741	\$1,570,901	-\$3,840	-0.2%
Rental Assistance Programs	\$38,967,504	\$41,395,358	\$2,427,854	6.2%
Housing Trust	\$14,072,027	\$32,649,481	\$18,577,454	132.0%
<b>Total</b>	<b>\$54,918,841</b>	<b>\$80,430,905</b>	<b>\$25,512,064</b>	<b>46.5%</b>

# Housing & Community Services – by Program

<b>Expenditures by Program</b>	<b>2022-23 Budget</b>	<b>2023-24 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Mobile Home Rent Control Ord.	\$143,569	\$263,982	\$120,413	83.9%
Housing Trust	\$12,755,961	\$10,602,866	-\$2,153,095	-16.9%
Admin Housing & Community Services	\$1,574,741	\$1,570,901	-\$3,840	-0.2%
Community Services Programs	\$111,000	\$51,000	-\$60,000	-54.1%
Rental Assistance Programs	\$38,967,504	\$41,394,433	\$2,426,929	6.2%
ARPA Federal Stimulus	\$0	\$4,148,383	\$4,148,383	n/a
Homeless Shelter Operations	\$0	\$301,800	\$301,800	n/a
CIP and O&M Projects	\$1,366,066	\$22,097,540	\$20,731,474	1517.6%
<b>Total</b>	<b>\$54,918,841</b>	<b>\$80,430,905</b>	<b>\$25,512,064</b>	<b>46.5%</b>

# General Fund Changes

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- Secure Family Fund Grant - \$50K
- Legal Aid Grant - \$111K
  - Utilizing remaining \$60K CDBG-CV for Legal Aid contract in FY 2023/24
  - One-year reduction to General Fund

# Budget Highlights 1 of 2

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- Mobilehome Fund \$264K
  - Increased staff time to program
  - Anticipating additional fair rate of return hearings due to ordinance changes
- Homeless Services Operations \$301K
  - Funding contributions from Community Foundation and Community sources
- ARPA- \$4.1M
  - Homeless Services Programs \$3.2M
  - Administration \$915K



# Budget Highlights 2 of 2

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- Housing Administration - \$1.5M
  - Slight reduction to Citywide overhead
- Rental Assistance Programs \$41.4M
  - Increased per-unit assistance in all programs
- Housing Trust \$32.6M
  - IIG Round 8 Grant \$20M (O&M Project)
  - Loan activity reduction of \$2.1M- 22/23 was an abnormally high year
  - Staff time reallocated to Mobilehome

# Housing & Community Services: Accomplishments 1 of 2

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- Implemented City Encampment Team - a proactive approach to encampments
- Adopted Homeless Solutions Strategic Plan
- Completed the first year of the Safe Parking Program, assisting 131 people
- Successfully transitioned from paper to electronic waiting list - 7,296 applicants

# Housing & Community Services: Accomplishments 2 of 2

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- Leased 80 EHV clients; 21 have vouchers and searching for housing
- Linda Tunis Sr. Apts. - first 2017 CDBG-DR Multifamily Housing Program project completed in California
- 4 of 5 CDBG-DR projects are complete or under construction
- Bennett Valley Apartments starting construction- former Senior Center site

# Housing & Community Services: Challenges

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- Work with Housing Choice Voucher holders to identify units and improve voucher leasing rates
- Continuing to advance affordable housing projects with the expiration of one-time funds for development
- Sustaining funding for homeless services initiatives and continuing to develop proactive approaches to assist the unhoused population

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# Questions?