

# **FY 2017-18**

# **Budget Study Session**

**May 9, 2017**

# Agenda

- Council Goals and Priorities
- Citywide Proposed Budget Overview
- General Fund Proposed Budget Overview
- New Citywide Initiatives
- Measure O General Fund Baseline and Measure O Fund Proposed Budget
- FTE Staff Summary
- Department's Proposed Budgets

# City Council Goals

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

# City Council Priorities

## Tier 1: Underway and Receiving Highest Attention

1.1	Reduce Homelessness through a comprehensive strategy
1.2	Develop a comprehensive housing strategy – “Housing for All,” including: <ul style="list-style-type: none"><li>• Implement the Housing Action Plan</li><li>• Implement rental housing inspections</li><li>• Address rent stabilization, pending the June 6, 2017 election</li></ul>
1.3	Create a plan to address infrastructure and deferred maintenance throughout the community
1.4	Pursue current opportunities and prepare for impacts related to medical and legalized marijuana
1.5	Implement commitments associated with Roseland Annexation

# City Council Priorities

## Tier 2: Also underway, with attention as resources permit

2.1	Ensure long term revenue stability: <ul style="list-style-type: none"><li>• Evaluate the Council's 17% reserve policy to determine appropriate levels</li><li>• Evaluate the utility user tax and transient occupancy tax as compared with other cities to determine what level would be required to bring us to standard levels and reduce our reliance on sales taxes</li></ul>
2.2	Create a new framework for a 21 <sup>st</sup> century service delivery model that is nimble, fosters innovation and supports new technologies and opportunities
2.3	Encourage programming in the downtown
2.4	Develop and implement an emergency preparedness strategy including identifying vulnerable targets
2.5	Implement Open Government report components
2.6	Conduct a Study Session on community impacts reports

# City Council Priorities

## Tier 2: Also underway, with attention as resources permit, cont.

2.7	Support SMART train – connectivity and transit-oriented development
2.8	Plan and implement the Southeast Greenway
2.9	Attract businesses with well-paying jobs and encourage the retention and expansion of local companies
2.10	Implement participatory budgeting
2.11	Increase funding for Community Advisory Board grants and review policies for determining awards
2.12	Increase youth engagement services
2.13	Explore options for funding the Roseland Library

# City Council Priorities

## Other Opportunities for the Future

- Explore business improvement districts in neighborhood commercial centers
- Adopt living/minimum wage
- Obtain a new funding source for the transit system
- Conduct an employee survey to gauge morale
- Carry out work on the climate action plan
- Develop a strategy for producing/stimulating the production of child care facilities

# Citywide Proposed Budget Overview

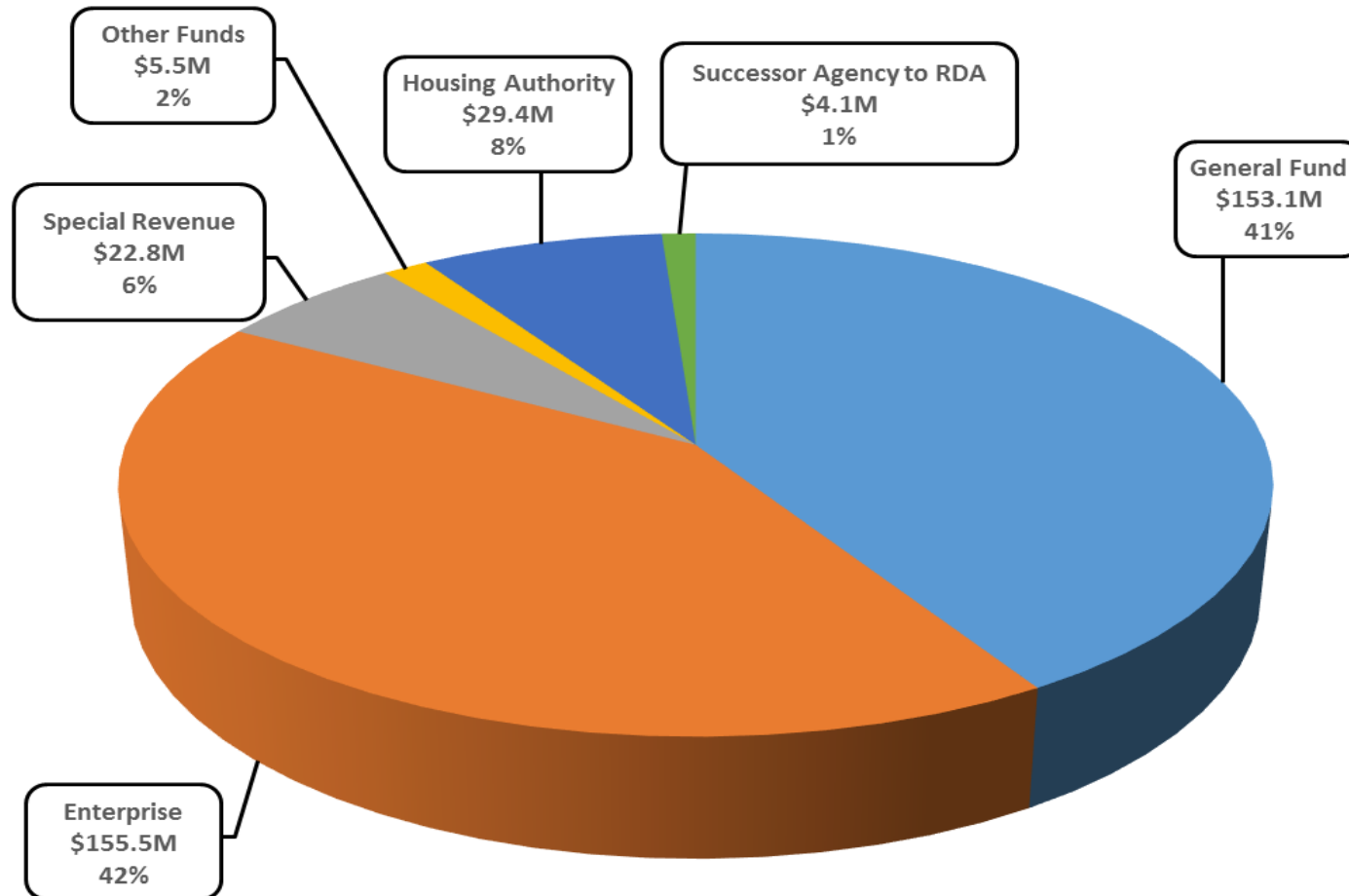


# FY 2017-18 Citywide Revenues by Fund<sub>(in millions)</sub>

Fund Type	2016-17 Adopted Revenue Budget	2017-18 Proposed Revenue Budget	\$ Change	% Change
General Fund	\$148.0	\$153.1	\$5.1	3.4%
Enterprise Funds	150.1	155.5	5.4	3.6%
Special Revenue Funds	19.2	22.8	3.6	18.8%
Other Funds	4.4	5.5	1.1	25.0%
Housing Authority	28.5	29.4	0.9	3.2%
Successor Agency to RDA	3.8	4.1	0.3	7.9%
<b>Total</b>	<b>\$354.0M</b>	<b>\$370.4M</b>	<b>\$ 16.4M</b>	<b>4.6%</b>

# FY 2017-18 Citywide Revenues by Fund

Total Citywide Revenues =  
**\$370.4M**

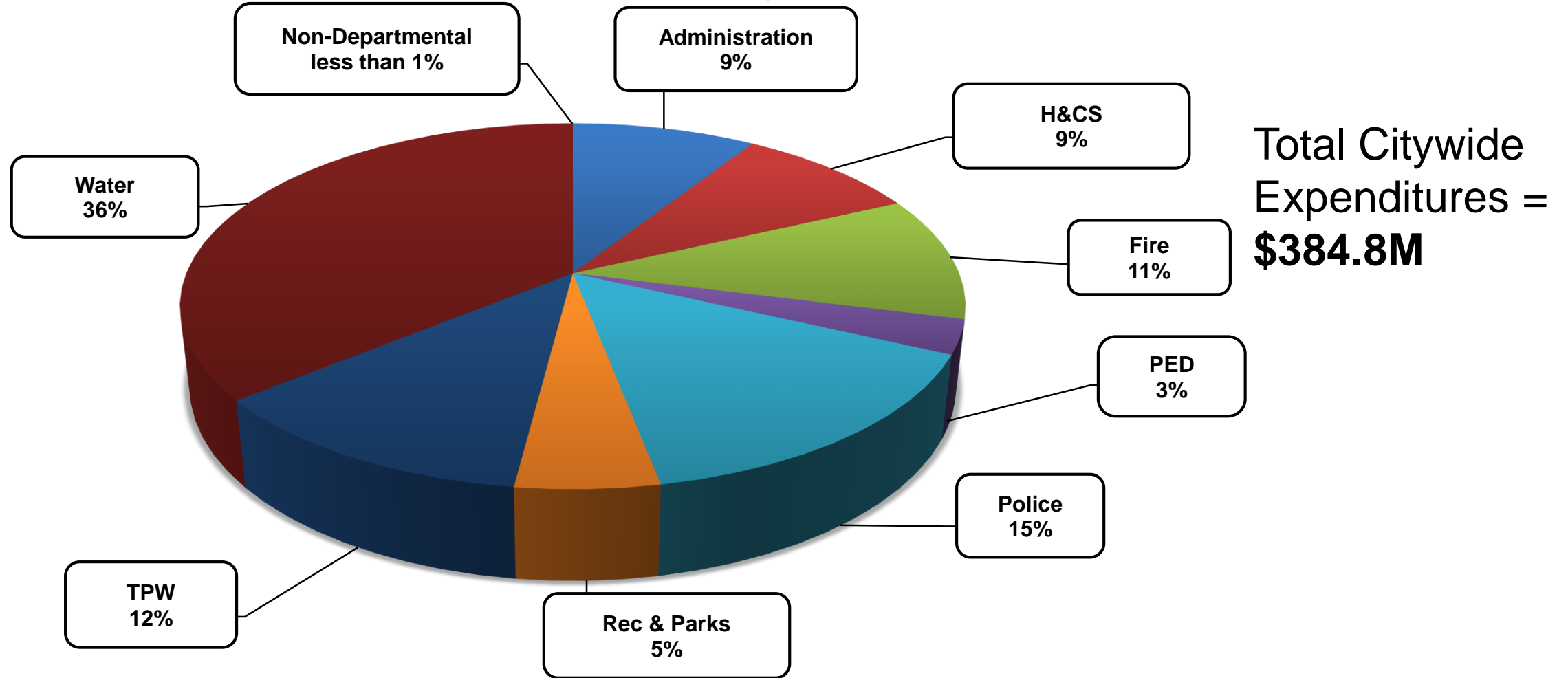


# FY 2017-18 Citywide Expenditures by Department (in millions)

Department	General Fund	Other Funds	Total
Administration*	\$19.8	\$14.3	\$34.1
Housing & Community Services	1.2	34.5	35.7
Fire	38.5	4.2	42.7
Planning & Economic Development	10.4	0.5	10.9
Police	53.9	4.6	58.5
Recreation & Parks	15.4	2.5	17.9
Transportation & Public Works	19.7	27.2	46.9
SR Water	0.3	137.9	138.2
Non-Departmental	-4.9	4.8	-0.1
<b>Total FY 2017-18 Proposed Budget</b>	<b>\$154.3</b>	<b>\$230.5</b>	<b>\$384.8</b>
Total FY 2016-17 Adopted Budget	\$145.2	\$224.4	\$369.6

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

# FY 2017-18 Citywide Expenditures by Department



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

# FY 2017-18 Citywide Expenditures by Fund Type (in millions)

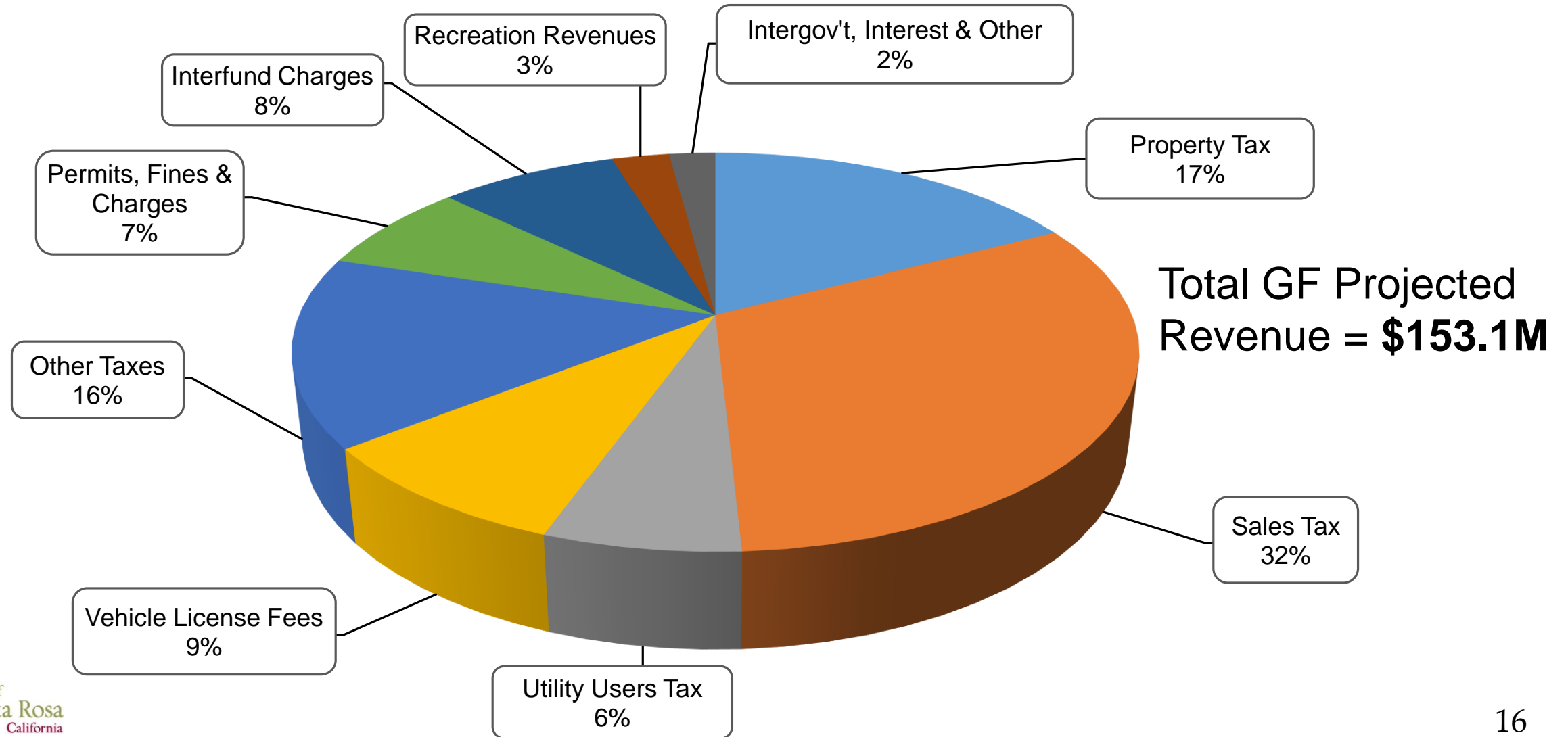
Fund Type	2016-17 Adopted Budget	2017-18 Proposed Budget	\$ Change	% Change
General Fund	\$145.2	\$154.2	\$9.0	6.2%
Enterprise (non-CIP)	124.8	129.6	4.8	3.8%
Enterprise (CIP)	30.2	31.6	1.4	4.6%
Non-Enterprise (CIP)	15.6	15.4	-0.2	-1.3%
Special Revenue	12.4	12.4	-	-
Other Funds	5.2	5.2	-	-
Housing Authority	32.4	32.3	-0.1	-0.3%
Successor Agency to RDA	3.8	4.1	0.3	7.9%
<b>Total</b>	<b>\$369.6</b>	<b>\$384.8</b>	<b>\$15.2</b>	<b>4.1%</b>
Operations (net of CIP)	\$323.8	\$337.8	\$14.0	4.3%
CIP only	45.8	47.0	1.2	2.6%

# **General Fund Proposed Budget Overview**

# FY 2017-18 General Fund Revenues by Category (in millions)

Category	2016-17 Adopted Budget	2017-18 Proposed Budget	\$ Change	% Change
Property Tax	\$25.2	\$26.5	\$1.3	5.2%
Sales Tax	50.8	48.8	-2.0	-3.9%
Utility Users Tax	9.1	9.7	0.6	6.6%
Vehicle License Fees	12.8	13.6	0.8	6.3%
Other Taxes	21.7	23.6	1.9	8.8%
Permits, Fines & Charges	9.0	11.2	2.2	24.4%
Interfund Charges	12.0	12.5	0.5	4.2%
Recreation Revenues	3.9	4.0	0.1	2.6%
Intergov't, Interest & Other	3.5	3.2	-0.3	-8.6%
<b>Total</b>	<b>\$148.0M</b>	<b>\$153.1M</b>	<b>\$5.1M</b>	<b>3.4%</b>

# FY 2017-18 General Fund Revenues by Category



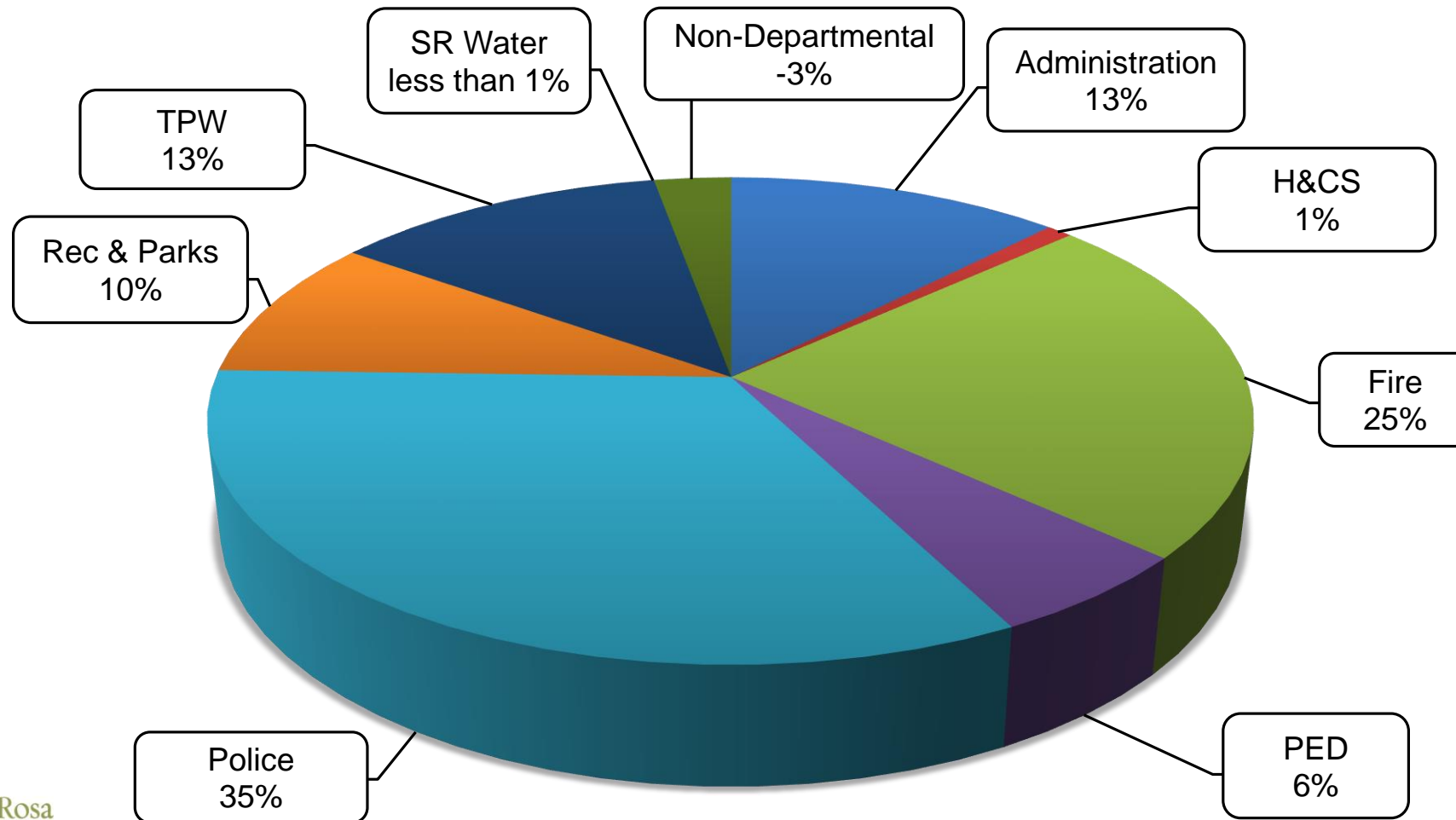


# FY 2017-18 General Fund Expenditures by Department (in millions)

Department	2016-17 Adopted Budget	2017-18 Proposed Budget	\$ Change	% Change
Administration*	\$18.4	\$19.8	\$1.4	7.6%
Housing & Community Services	1.3	1.2	-0.1	-7.7%
Fire	34.8	38.5	3.7	10.6%
Planning & Economic Develop.	8.3	10.4	2.1	25.3%
Police	47.8	53.9	6.1	12.8%
Recreation & Parks	13.2	15.4	2.2	16.7%
Transportation & Public Works	16.5	19.7	3.2	19.4%
SR Water (Storm Water GF only)	0.3	0.3	-	-
Non-Departmental	4.6	-4.9	-9.5	-206.5%
<b>Total</b>	<b>\$145.2M</b>	<b>\$154.3M</b>	<b>\$9.1M</b>	<b>6.3%</b>

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

# FY 2017-18 General Fund Expenditures by Department



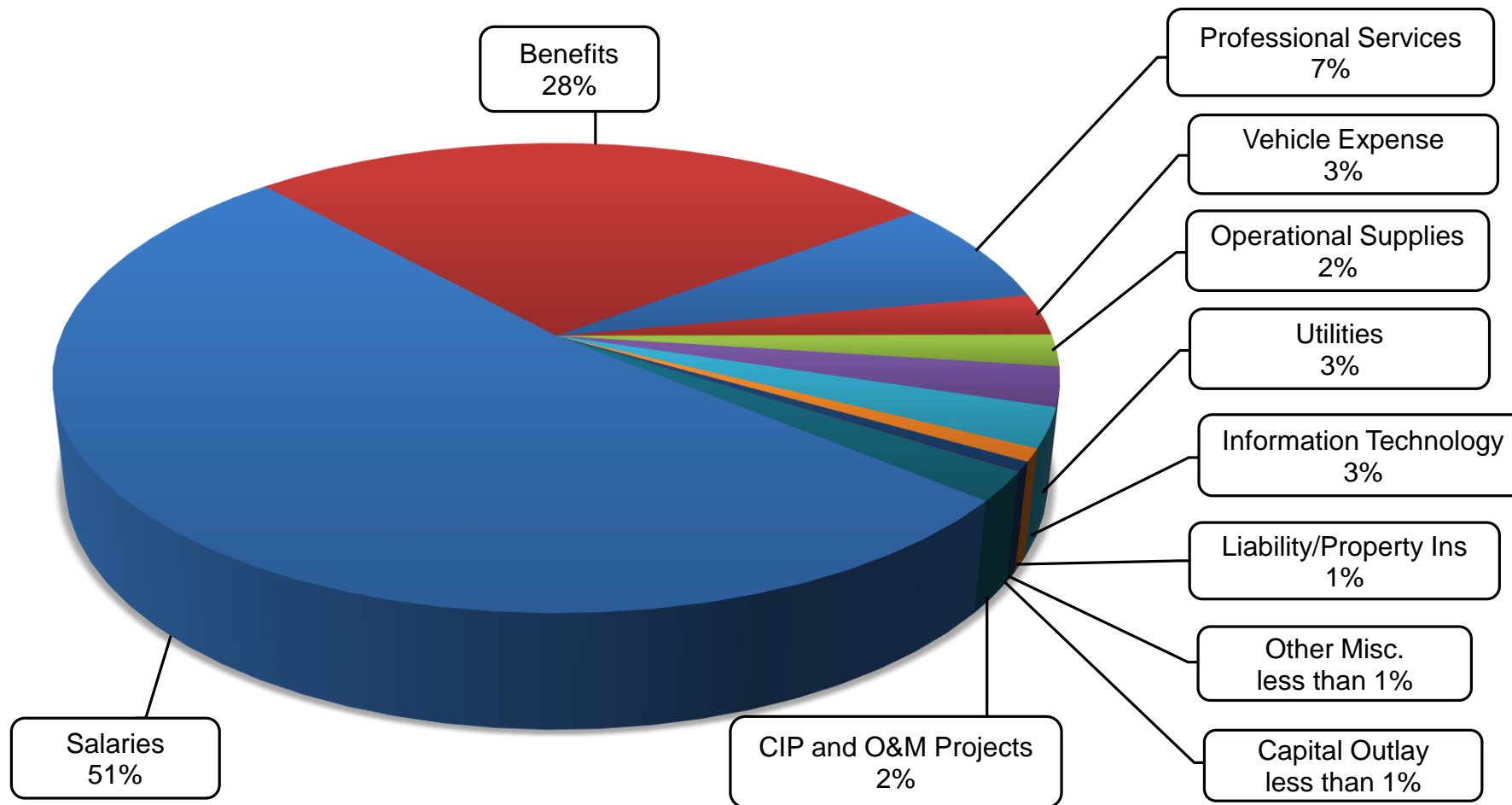
Total GF Expenditures = **\$154.3M**

# FY 2017-18 General Fund

## Expenditures by Category (in millions)

Category	2016-17 Adopted Budget	2017-18 Proposed Budget	\$ Change	% Change
Salaries	\$74.9	\$78.6	\$3.7	4.9%
Benefits	39.9	42.7	2.8	7.0%
Professional Services	10.9	11.3	0.4	3.7%
Vehicle Expense	4.0	4.4	0.4	10.0%
Operational Supplies	3.2	3.2	-	-
Utilities	3.4	4.0	0.6	17.6%
Information Technology	3.8	4.5	0.7	18.4%
Liability/Property Insurance	1.4	1.5	0.1	7.1%
Other Miscellaneous	1.2	1.0	-0.2	-16.7%
Capital Outlay	0.1	0.1	-	-
CIP and O&M Projects	2.4	3.0	0.6	25.0%
<b>Total</b>	<b>\$145.2M</b>	<b>\$154.3M</b>	<b>\$9.1M</b>	<b>6.3%</b>

# FY 2017-18 General Fund Expenditures by Category



Total GF Expenditures = **\$154.3M**

# FY 2017-18 General Fund Summary

(in millions)

Transfers IN	
Gas Tax	\$1.88M
Measure M	\$235K
Traffic Safety	\$400K
Consumer Protection Acct-Trust Fund	\$226K
Various	~\$41K
<b>Total Transfers IN</b>	<b>\$2.8M</b>
Transfers OUT	
CIP	\$1.88M
Parking Enforcement	\$1.06M
Homeless Services	\$1.1M
Real Property Transfer Tax-Homeless Svc & Aff Housing	\$1.1M
Transit Loan	\$900K
Transit Operations	\$85K
CHSQ Debt Service	\$728K
Various	~\$200K
<b>Total Transfers OUT</b>	<b>\$7.1M</b>

	Proposed Budget 2017-18
Revenue	\$153.1
Transfers In	2.8
<b>Total</b>	<b>\$155.9</b>
Expenditures	\$154.3
Transfers Out	7.1
<b>Total</b>	<b>\$161.4</b>
<b>Use of GF Fund Balance</b>	<b>-\$5.5M</b>

# Use of Unassigned General Fund Reserves

Unassigned Fund Balance	\$11.6M	Included in FY 2017-18 Budget
FY 2017-18 Operating Budget Deficit	-\$2.9M	Yes
Inter-fund loan to Transit	-\$904K	Yes
Roseland Annexation	-\$1.2M	Yes
Homeless Services	-\$466K	Yes
<b>Use of Unassigned GF Fund Balance</b>	<b>-\$5.5M</b>	
Roseland Annexation	-\$2.9M	Future
Rent Stabilization	-\$1.25M	Future
Rental Inspection	-\$700K	Future
Support of Cannabis Industry	-\$1.0M	Future

# Roseland Annexation

## Estimated General Fund Revenue

Annual Payment from County	\$500,000
Property Tax	\$215,000
Sales Tax	\$580,000
Utility Users Tax	\$370,000
Franchise Fees	\$304,000
Gas Tax	\$166,000
PED Fees	\$140,000
Business Tax	\$132,000
Other Revenue	\$168,000
<b>Estimated Total Revenue</b>	<b>\$2,575,000</b>

- Estimated Revenue not included in FY 2017-18

# Roseland Annexation

\$1.2M Expenditures included in FY 2017-18 Budget

- 1.0 FTE Fire Inspector, Salary & Benefits of \$135K
- 5.0 FTE Police Officers, Salary & Benefits of \$130K per FTE for a total of \$650K
- 2.0 FTE Dispatchers, Salary & Benefits of \$95K per FTE for a total of \$190K
- 1.0 FTE Sergeant, Salary & Benefits of \$206K



# Roseland Annexation – Future Need

- Estimated Annual Expenditures - \$2.9M

## Police Department Requests

- Field & Evidence Technician
- Police Technician
- Supplies requests (Uniforms, training, equipment, etc.)

## Transportation & Public Works Requests

- Sr. Maintenance Workers & Skilled Maintenance Workers
- Civil Engineering Technicians
- Supplies requests (Equipment, materials, energy, etc.)

## Water Requests

- Storm Drain
- Spill Response

- Advanced Funding will come from unassigned General Fund balance
- Staff will return with a comprehensive annual budget request based on the true costs of the services provided as part of the Roseland Annexation

# Homeless Services and Affordable Housing

	Proposed Budget FY 2017-18
Homeless Services	220,322
Fair Housing	36,000
Affordable Housing	845,287
<b>Total RPTT Transfer of 25%</b>	<b>\$1,101,609</b>
<b>Additional General Fund Contributions to Homeless Services</b>	<b>\$675,075</b>
<b>Use of General Fund Unassigned Reserve to Homeless Services</b>	<b>\$466,450</b>
<b>Total General Fund Contribution</b>	<b>\$2,243,134</b>

# Rent Stabilization

City would need to immediately implement the Ordinance should voters support Measure C

- Revenue: Fee based on cost to deliver service
- Estimated at \$113.00/unit
  - 11,076 units
- Estimated Revenue: \$1.250M
- Fee collection to begin January 2018
- Advanced funding to initiate program from General Fund unassigned fund balance
- Option A- In-House Service Delivery
  - Seek Ordinance Amendments to consider Capital Improvement Rent Adjustments and Just Cause Eviction Appeals on September 1, 2017 after staff recruitment, selection, and training
  - Estimated cost \$1.250M
  - Staff will return to Council with comprehensive budget request

# Rent Stabilization

City would need to immediately implement the Ordinance should voters support Measure C

- Revenue: Fee based on cost to deliver service
  - Service provider's costs + City costs to administer contract
  - Fee collection to begin January 2018
- Advanced funding to initiate program from General Fund unassigned fund balance
- Option B- Third Party Service Delivery
  - Request proposals to provide Rent Stabilization services
  - RFP released immediately and reviewed during budget deliberations

# Rental Inspection Program

- Study Session mid-July 2017
  - Program and fee options for Council consideration
  - If approved, fee collection to begin January 2018
  - Fee covers cost of program
  - Advanced funding to initiate program from General Fund unassigned fund balance
- Estimated Cost to Initiate Program: \$700,000
  - City Staff
  - Community Outreach
  - Fee Collection and Billing

# Cannabis

- Estimated Annual Revenue - \$1M
- Estimated Annual Expenditures - \$1M
- Multiple departments affected, including Housing & Community Services, Planning & Economic Development, City Attorney's Office, Finance, Water, Fire and Police.
- If the measure passes, the immediate resources demanded will be funded by the General Fund.
- If the measure passes, staff from the affected departments will develop a comprehensive program budget for Council's consideration.

# Long Range Financial Forecast

(in millions)

	Budget FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Revenue*	\$153.1	\$156.2	\$159.3	\$162.6	\$165.9	\$169.3	\$172.8	\$176.4	\$180.0	\$183.8
Transfers In	2.8	2.8	2.7	2.6	2.6	2.6	2.6	2.6	2.6	2.6
<b>Total</b>	<b>\$155.9</b>	<b>\$159.0</b>	<b>\$162.0</b>	<b>\$165.2</b>	<b>\$168.5</b>	<b>\$171.9</b>	<b>\$175.4</b>	<b>\$179.0</b>	<b>\$182.6</b>	<b>\$186.4</b>
Expenditures	154.3	161.3	167.2	173.2	177.2	180.6	183.4	186.3	189.4	192.5
Transfers Out	7.1	5.5	5.6	5.6	5.7	5.7	5.8	5.8	\$5.9	5.9
<b>Total</b>	<b>\$161.4</b>	<b>\$166.8</b>	<b>\$172.8</b>	<b>\$178.8</b>	<b>\$182.9</b>	<b>\$186.3</b>	<b>\$189.2</b>	<b>\$192.1</b>	<b>\$195.3</b>	<b>\$198.4</b>
<b>Surplus / (Deficit)</b>	<b>-\$5.5</b>	<b>-\$7.8</b>	<b>-\$10.8</b>	<b>-\$13.6</b>	<b>-\$14.4</b>	<b>-\$14.4</b>	<b>-\$13.8</b>	<b>-\$13.1</b>	<b>-\$12.7</b>	<b>-\$12.0</b>

\*Revenue does not include any forecasted amounts for future initiatives;  
Roseland Annexation, Cannabis, Rent Stabilization or Rental Inspections

# **Measure O General Fund Baseline and Measure O Fund Proposed Budget**



# General Fund Baseline Calculation

	FY 2017-18	% of Total GF Expenditures
<b>Total General Fund Expenditures</b>	<b>\$154.3M</b>	
<b>POLICE</b>		
Baseline	\$52.9M	34.3%
Adopted Budget	\$53.9M	
<b>Over/(Under) Baseline</b>	<b>\$1.0M</b>	
<b>FIRE</b>		
Baseline	\$36.6M	23.7%
Adopted Budget	\$38.5M	
<b>Over/(Under) Baseline</b>	<b>\$1.9M</b>	
<b>VIOLENCE PREVENTION</b>		
Baseline	\$644K	0.4%
Adopted Budget	\$693K	
<b>Over/(Under) Baseline</b>	<b>\$49K</b>	

# Measure O Fund

## Proposed FY 2017-18 Budget

			Violence Prevention		
			Community	Recreation	
	<u>Police</u>	<u>Fire</u>	<u>Engagement</u>	<u>&amp; Parks</u>	<u>Combined</u>
<b><u>Revenues</u></b>					
Sales Tax - Measure O	3,765,305	3,765,305	1,882,653		<b>9,413,263</b>
Contributions			9,000		<b>9,000</b>
Cost Reimbursement (Burbank)				12,000	<b>12,000</b>
Interest	<u>5,127</u>	<u>10,497</u>	<u>4,435</u>		<b><u>20,059</u></b>
<b>Total Revenues</b>	<b>3,770,432</b>	<b>3,775,802</b>	<b>1,896,088</b>	<b>12,000</b>	<b>9,454,322</b>
<b><u>Expenditures</u></b>					
Salaries	(2,167,664)	(1,609,719)	(384,895)	(492,066)	<b>(4,654,344)</b>
Benefits	(1,296,564)	(993,416)	(168,076)	(129,775)	<b>(2,587,831)</b>
Service & Supplies	(187,318)	(70,705)	(61,180)	(90,755)	<b>(409,958)</b>
CHOICE Grant Program			(643,870)		<b>(643,870)</b>
Administration	(104,550)	(104,550)	(26,138)	(26,138)	<b>(261,376)</b>
O&M /Capital Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<b><u>0</u></b>
<b>Total Expenditures</b>	<b>(3,756,096)</b>	<b>(2,778,390)</b>	<b>(1,284,159)</b>	<b>(738,734)</b>	<b>(8,557,379)</b>
<b>Transfer out for Fire Station Capital Lease</b>		<u>(367,727)</u>			<b><u>(367,727)</u></b>
<b>Revenue Over Expense</b>	<b><u>14,336</u></b>	<b><u>629,685</u></b>		<b><u>(114,805)</u></b>	<b><u>529,216</u></b>

# FTE Staff Summary

# Authorized FTE Staff Summary

Dept.	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FTE Change	FY 17-18
CMO	12.00	11.50	6.00	7.50	12.00	13.00	14.00	17.00	11.00	2.00	13.00
CAO	15.80	13.50	12.70	12.70	12.90	12.90	12.90	12.90	14.90	1.00	15.90
Comm Engage	-	-	-	-	-	-	-	-	7.00	--	7.00
Finance	75.35	69.85	68.35	62.85	63.85	62.85	62.35	64.35	97.35	0.50	97.85
Fire	143.75	142.75	134.75	136.75	137.75	143.75	147.75	147.75	147.75	1.00	148.75
EDH	74.00	71.00	71.00	68.00	63.50	62.50	65.00	60.00	--	--	--
H&CS	-	-	-	-	-	-	-	-	30.75	2.25	33.00
HR	20.40	18.40	17.50	17.00	17.70	18.00	19.00	20.00	21.00	--	21.00

# Authorized FTE Staff Summary

Dept.	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FTE Change	FY 17-18
IT	28.00	28.00	25.00	25.00	24.00	27.00	25.00	26.00	28.00	1.00	29.00
CD	49.20	39.20	27.80	27.80	27.80	28.80	34.50	37.75	--	--	--
PED	-	-	-	-	-	-	-	-	50.00	1.00	51.00
Police	274.75	258.75	251.75	246.75	246.75	253.25	258.75	256.75	256.50	8.00	264.50
TPW	298.05	285.75	273.50	270.00	268.00	264.00	275.50	270.50	277.50	-3.00	274.50
R&P	132.60	100.60	83.15	84.40	82.65	83.15	85.15	93.15	74.00	--	74.00
Water	253.00	256.00	255.00	240.00	241.00	248.00	239.50	243.50	249.50	4.00	253.50
<b>Total FTE's</b>	<b>1,376.90</b>	<b>1,295.30</b>	<b>1,226.50</b>	<b>1,198.75</b>	<b>1,197.90</b>	<b>1,217.20</b>	<b>1,239.40</b>	<b>1,249.65</b>	<b>1,265.25</b>	<b>17.75</b>	<b>1,283.00</b>

# FY 2017-18 General Fund Position Change Detail

Dept.	Position Title	FTE
HCS	Approved Mid-Year 2016-17 positions	1.25
Multiple	Various Reclassifications	--
CMO	Communications & Intergovernmental Relations Officer	1.00
CMO	Administrative Analyst	1.00
CAO	Chief Assistant City Attorney	1.00
Finance	Payroll Specialist	1.00
HCS	HCS Technician Limited term to Permanent	--
Fire	Fire Inspector I (Roseland Annex.)	1.00
Police	Communication Dispatcher (Roseland Annex.)	2.00
Police	Police Officers (Roseland Annex.)	5.00
Police	Police Sergeant (Roseland Annex.)	1.00
	<b>Total General Fund FTE Changes</b>	<b>14.25</b>

# FY 2017-18 Non-General Fund Position Change Detail

Dept.	Position Title	FTE
IT	Sr. IT Technician (Mid-Year 2016-17)	1.00
Finance	Parking Operational Aide	-1.50
Finance	Sr. Administrative Assistant	1.00
PED	Program Specialist	1.00
HCS	Administrative Secretary	1.00
TPW	Administrative Service Officer	-1.00
TPW	Sr. Administrative Assistant	-1.00
TPW	Skilled Maintenance Worker	-1.00

# FY 2017-18 Non-General Fund Position Change Detail

Dept.	Position Title	FTE
Water	Associate Right-of-Way Agent	1.00
Water	Community Outreach Specialist	1.00
Water	Sr. Administrative Assistant	1.00
Water	Electrical Technician	1.00
Multiple	Various Reclassifications	--
	<b>Total Non-General Fund FTE Changes</b>	<b>3.50</b>



# Questions / Comments

# Department's Proposed Budgets

# Department Review Schedule

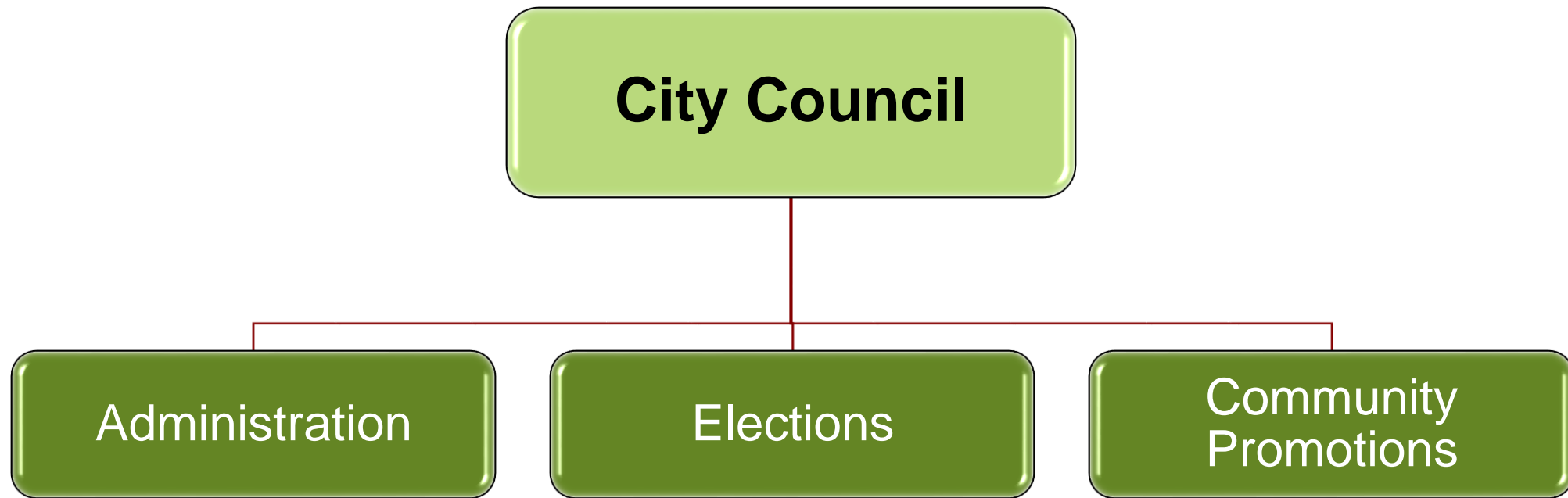
- Administrative Departments:
  - City Council
  - Community Promotions
  - City Manager's Office
  - City Attorney's Office
  - Office of Community Engagement
  - Finance / Non-Departmental
- Information Technology
- Planning & Economic Development

# Department Review Schedule Study Session on May 16th

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

# **City Council FY 2017-18 Proposed Budget**

# City Council Organizational Chart



# City Council Program Description

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

# City Council Expenditures by Program

<b>Expenditures by Program (All Funds)</b>	<b>2017-18 Budget</b>	<b>% of Total</b>
Elections	125,000	11.0%
Administration	890,021	78.0%
Community Promotions	125,000	11.0%
<b>Total</b>	<b>1,140,021</b>	<b>100.0%</b>



# City Council

## Expenditures by Category

Expenditures by Category (All Funds)	2016-17 Budget	2017-18 Budget	\$ Change	% Change
Council Members' Salaries	72,000	72,000	0	0.0%
Non-Council Member's Salaries	58,000	63,100	5,100	8.8%
<b>Total Salaries</b>	<b>130,000</b>	<b>135,100</b>	<b>5,100</b>	<b>3.9%</b>
Council Members' Benefits	153,951	157,660	3,709	2.4%
Non-Council Member's Benefits	31,714	35,802	4,088	12.9%
<b>Total Benefits</b>	<b>185,665</b>	<b>193,462</b>	<b>7,797</b>	<b>4.2%</b>
Professional Services	631,311	567,603	(63,708)	-10.1%
Vehicle Expenses	1,000	0	(1,000)	-100.0%
Utilities	5,300	5,300	0	0.0%
Operational Supplies	9,000	9,700	700	7.8%
Information Technology	41,652	93,656	52,004	124.9%
Other Miscellaneous	154,200	135,200	(19,000)	-12.3%
<b>Total</b>	<b>1,158,128</b>	<b>1,140,021</b>	<b>(18,107)</b>	<b>-1.6%</b>

# City Council Expenditures by Fund

<b>Expenditures by Fund</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
General Fund	1,158,128	1,140,021	(18,107)	-1.6%
<b>Total</b>	<b>1,158,128</b>	<b>1,140,021</b>	<b>(18,107)</b>	<b>-1.6%</b>

# Proposed GF Additional Needs

Additional Need	Net Cost	Cumm. Addl Need	On-Going or One-Time
Council training and meetings	\$16,000	\$16,000	On-Going
Polling, Education and Strategy for a possible November 2018 Bond Issuance	\$125,000	\$141,000	One-Time

# Budget Highlights

- Budget decrease mainly due to off election year
  - \$450K decrease in Professional Services
  - \$35K decrease in Other Miscellaneous for Print Services
- \$80K in Professional Services for City's 150<sup>th</sup> Birthday Celebration
- \$92K increase in Professional Services for SCTA Climate Agreements

# Accomplishments

- City Attorney Hired
- Passed Measures O & N in November
- Support Medical Cannabis and Rent Stabilization ballot measures
- Courthouse Square unified
- Developed “Housing First” Strategy
- Formally proclaimed a Local Homeless Emergency
- Adopted Medical Cannabis ordinance
- Completed Roseland Annexation Agreement with the County
- Completed RFP for new Solid Waste Hauler

# Community Promotions Funding Request

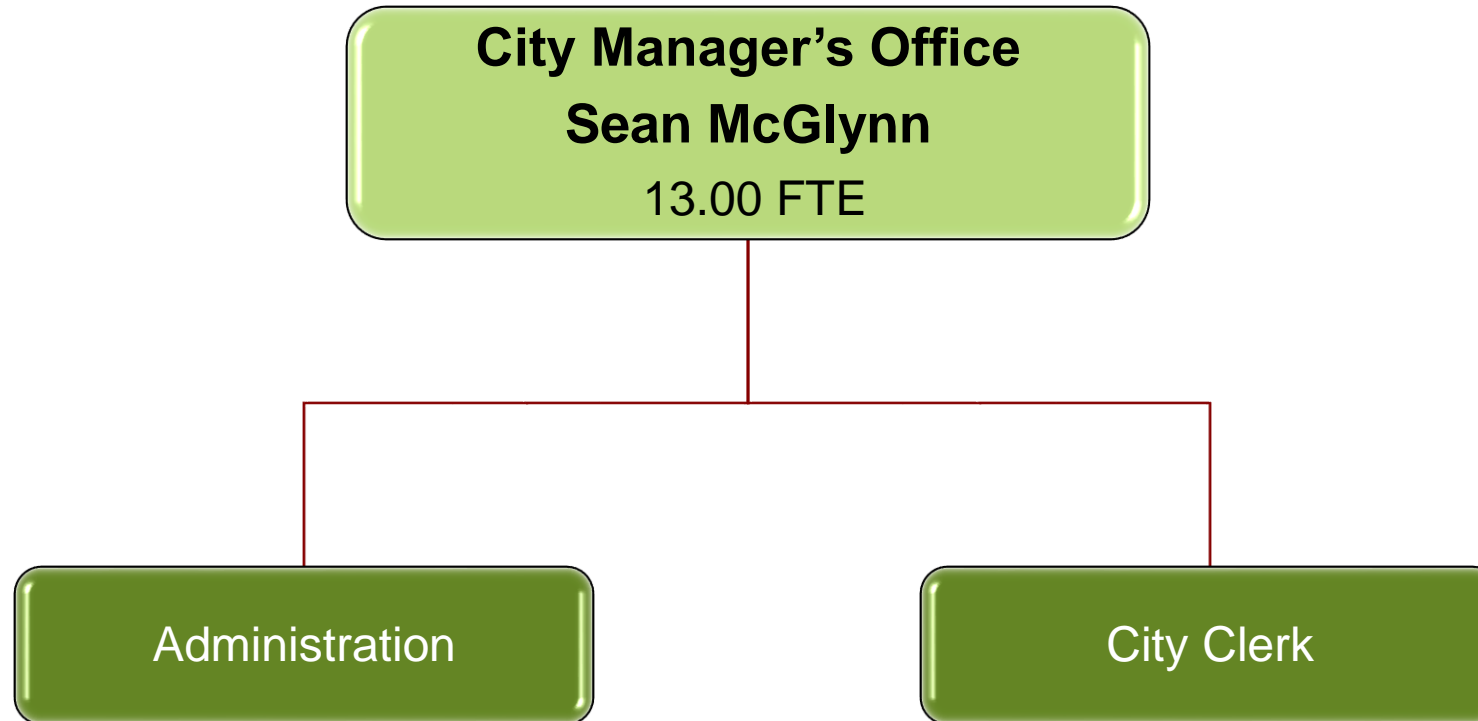
Requests	FY 2017/18 Requested			Recommended Funding		
	Cash	City Services	Total Request	Cash	City Services	Total Request
Art is Medicine Show	\$7,000	\$150	\$7,150	\$7,000	\$150	\$7,150
Symphony Performances	\$3,000	\$0	\$3,000	\$3,000	\$0	\$3,000
Holiday Horse & Carriage Rides	\$3,000	\$200	\$3,200	\$3,000	\$200	\$3,200
Levi's Granfondo	\$26,600	\$22,000	\$48,600	\$0	\$21,950	\$21,950
Matsuri Japanese Festival	\$3,000	\$2,950	\$5,950	\$3,000	\$2,950	\$5,950
Wednesday Night Market	\$0	\$28,500	\$28,500	\$0	\$23,000	\$23,000
Red, White and Boom	\$0	\$20,000	\$20,000	\$0	\$18,500	\$18,500
Rose Parade	\$5,750	\$12,650	\$18,400	\$4,000	\$12,650	\$16,650
Shakespeare in the Cannery	\$7,500	\$0	\$7,500	\$7,500	\$0	\$7,500
Sonoma County Human Race	\$8,500	\$0	\$8,500	\$0	\$4,189	\$4,189
West End Farmer's Market	\$9,500	\$0	\$9,500	\$5,000	\$100	\$5,100
Winterblast	\$4,500	\$1,600	\$6,100	\$4,500	\$1,600	\$6,100
6th Street Playhouse "Charlie Brown"	\$5,500	\$0	\$5,500	\$2,711	\$0	\$2,711
<b>TOTALS</b>	<b>\$83,850</b>	<b>\$88,050</b>	<b>\$171,900</b>	<b>\$39,711</b>	<b>\$85,289</b>	<b>\$125,000</b>

# Questions / Comments

# **City Manager's Office FY 2017-18 Proposed Budget**



# City Manager's Office Organizational Chart



# City Manager's Office Program Description

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

# City Manager's Office Expenditures by Program

<b>Expenditures by Program (All Funds)</b>	<b>2017-18 Budget</b>	<b>% of Total</b>
General Administration	2,241,727	88.6%
City Clerk	77,038	3.0%
<b>Total General Ledger</b>	<b>2,318,765</b>	<b>91.6%</b>
CIP and O&M Projects	212,000	8.4%
<b>Total Job Ledger</b>	<b>212,000</b>	<b>8.4%</b>
<b>Total</b>	<b>2,530,765</b>	<b>100.0%</b>

# City Manager's Office

## Expenditures by Category

<b>Expenditures by Category (All Funds)</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Salaries	1,064,611	1,245,841	181,230	17.0%
Benefits	438,499	532,994	94,495	21.5%
Professional Services	237,370	237,370	0	0.0%
Vehicle Expenses	500	500	0	0.0%
Utilities	3,744	5,360	1,616	43.2%
Operational Supplies	39,000	25,500	(13,500)	-34.6%
Information Technology	86,287	145,278	58,991	68.4%
Other Miscellaneous	114,922	125,922	11,000	9.6%
CIP and O&M Projects	35,000	212,000	177,000	505.7%
<b>Total</b>	<b>2,019,933</b>	<b>2,530,765</b>	<b>510,832</b>	<b>25.3%</b>

# City Manager's Office Expenditures by Fund

<b>Expenditures by Fund</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
General Fund	2,019,933	2,530,765	510,832	25.3%
<b>Total</b>	<b>2,019,933</b>	<b>2,530,765</b>	<b>510,832</b>	<b>25.3%</b>

# Proposed GF Additional Needs

Additional Need	Net Cost	Cumm. Addl Need	On-Going or One-Time
City Council	\$141,000	\$141,000	
1.0 Communications & Intergovernmental Relations Officer	\$0	\$141,000	On-Going
1.0 Administrative Analyst	\$0	\$141,000	On-Going

# Budget Highlights

- Reduced CM Contingency to fund 1.0 FTE Communications & Intergovernmental Relations Officer Salary/Benefits
- Additional 1.0 FTE Administrative Analyst offset by Garbage contract revenue
- \$11K increase in Other Miscellaneous is due to increases in Conferences and Training
- \$177K increase in O&M Projects include:
  - \$147K for Garbage Franchise Analysis, offset by revenue
  - \$20K for PACE Analysis
  - \$10K for Strategic Planning

# Accomplishments

- Hired Director of Community Engagement and Director of Water
- Completed Council elections in November 2016 and Cannabis and Rent Stabilization Measures in June 2017
- Developed recommendations for annual fiscal accountability
- Implemented City Council goals
- Managed and prepared agenda/minutes postings for 49 Council meetings
- Responded to over 220 Public Records Act requests



# Key Performance Measures

## City Manager's Office

### Council Requests

4.2

days to respond



measuring

Detail >

### Public Record Requests

6.6

Average Days to Respond



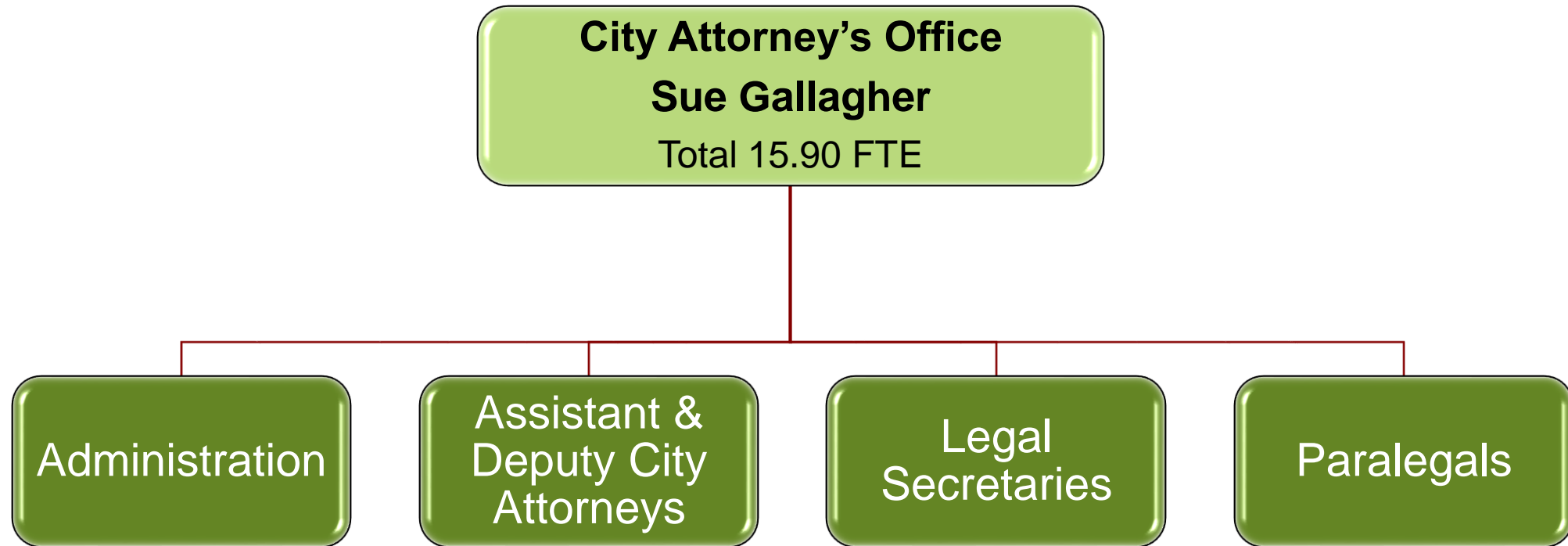
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# Questions / Comments

# **City Attorney's Office FY 2017-18 Proposed Budget**

# City Attorney's Office Organizational Chart



# City Attorney's Office Program Description

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

- Reviews, evaluates and recommends disposition of claims filed against the City.
- Defends litigation filed against the City and its employees.
- Approves as to form all contracts, surety bonds, ordinances, resolutions and City Council policies.
- Provide legal advice to City Council, Planning Commission and Board of Public Utilities during their meetings, and review of all agendas for legal and Brown Act compliance.

# City Attorney's Office Program Description

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

# City Attorney's Office Expenditures by Program

<b>Expenditures by Program (All Funds)</b>	<b>2017-18 Budget</b>	<b>% of Total</b>
Legal Services	3,052,461	99.5%
CIP and O&M Projects	15,000	0.5%
<b>Total</b>	<b>3,067,461</b>	<b>100%</b>

# City Attorney's Office Expenditures by Category

Expenditures by Category (All Funds)	2016-17 Budget	2017-18 Budget	\$ Change	% Change
Salaries	1,719,811	1,967,671	247,860	14.4%
Benefits	704,511	782,154	77,643	11.0%
Professional Services	21,240	134,300	113,060	532.3%
Vehicle Expenses	400	400	0	0.0%
Utilities	560	1,000	440	78.6%
Operational Supplies	17,900	19,800	1,900	10.6%
Information Technology	65,466	73,681	8,215	12.5%
Other Miscellaneous	60,520	73,455	12,935	21.4%
CIP and O&M Projects	-	15,000	15,000	n/a
<b>Total</b>	<b>2,590,408</b>	<b>3,067,461</b>	<b>477,053</b>	<b>18.4%</b>



# City Attorney's Office Expenditures by Fund

<b>Expenditures by Fund</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
General Fund	2,590,408	3,067,461	477,053	18.4%
<b>Total</b>	<b>2,590,408</b>	<b>3,067,461</b>	<b>477,053</b>	<b>18.4%</b>

# Proposed GF Additional Needs

Additional Need	Net Cost	Cumm. Addl Need	On-Going or One-Time
City Council	\$141,000	\$141,000	
City Manager's Office	\$0	\$141,000	
1.0 Chief Assistant City Attorney	\$0	\$141,000	On-Going
Professional Services	\$25,000	\$166,000	On-Going
Case Management Software	\$15,000	\$181,000	On-Going

# Budget Highlights

- \$83K increase in Professional Services for Labor Issues transferred from Human Resources budget
- Increase in Other Miscellaneous include:
  - \$2K increase in Subscriptions for Legal software
  - \$2K increase in Training for new measures (cannabis, rent control, etc.)
  - \$1K increase in Copier Service costs

# Accomplishments

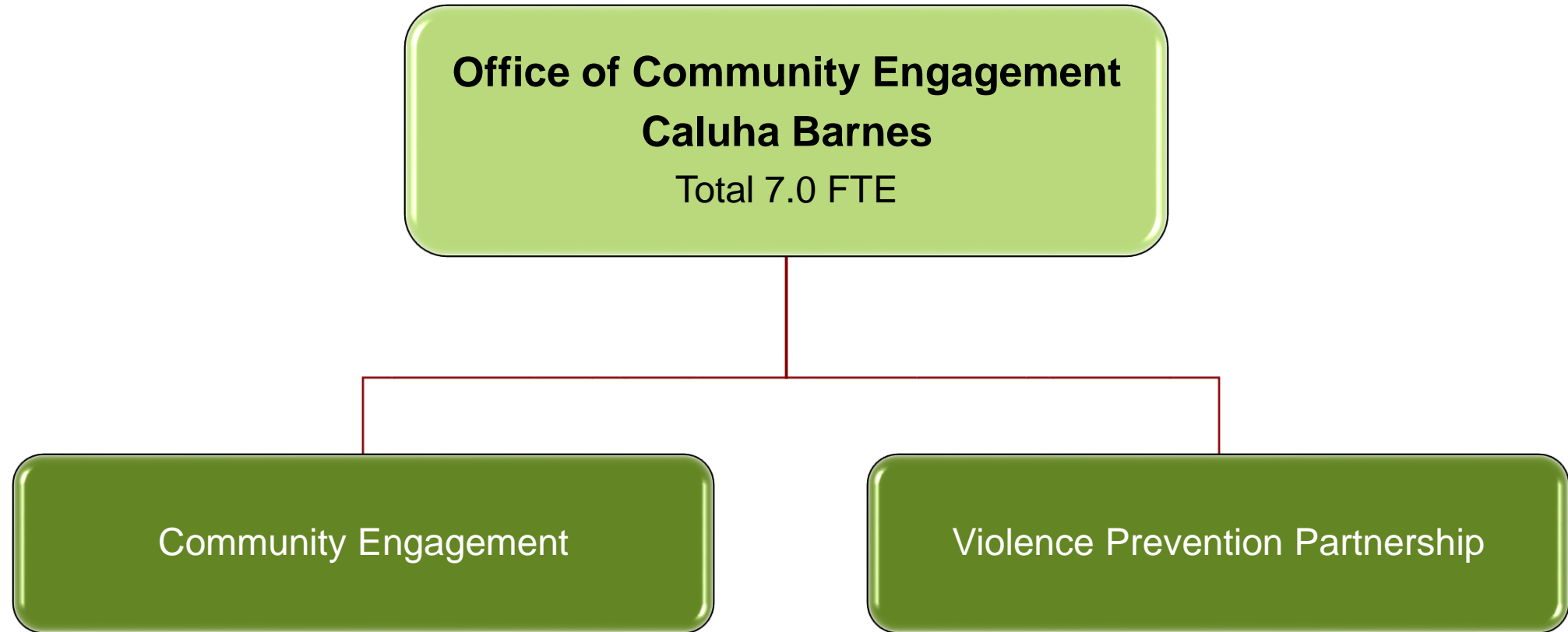
- Deputy City Attorney (Position filled 4/10/2017)
  - Has begun legal support for Code Enforcement backlog
  - Litigation support
- Senior Administrative Assistant (Position filled 9/19/2016)
  - Provided long needed support to Department with limited administrative support.

# Questions / Comments

# Office of Community Engagement FY 2017-18 Proposed Budget



# Office of Community Engagement Organizational Chart



# Office of Community Engagement

## Program Description

- **Community Engagement:** Responsible for implementing the recommendations in the Open Government Task Force report by maximizing the City's engagement efforts of creating an inclusive, transparent, participatory and collaborative relationship with our community. Works in partnership with the Community Advisory Board to gather community feedback about concerns and budget priorities for the Capital Improvement Program, and to facilitate neighborhood improvements through the Community Improvement Grant Program.
- **Santa Rosa Violence Prevention Partnership:** Responsible for the implementation and evaluation of the Measure O CHOICE Grant Program, the Community Safety Scorecard (Scorecard), and the Santa Rosa Violence Prevention Partnership (The Partnership) 2017-2022 Strategic Plan. The Partnership is a collaborative effort of over 50 organizations – including government, local law enforcement, business community, schools, and faith and community-based organizations – focused on reducing violence through creating safe and healthy neighborhoods through collective impact, integrated youth development programs, and community partnership efforts.



# Office of Community Engagement Expenditures by Program

<b>Expenditures by Program (All Funds)</b>	<b>2017-18 Budget</b>	<b>% of Total</b>
Community Engagement	454,663	23.5%
Violence Prevention	1,284,159	66.5%
<b>Total General Ledger</b>	<b>1,738,822</b>	<b>90.0%</b>
CIP and O&M Projects	193,079	10.0%
<b>Total Job Ledger</b>	<b>193,079</b>	<b>10.0%</b>
<b>Total</b>	<b>1,931,901</b>	<b>100.0%</b>

# Office of Community Engagement

## Expenditures by Category

Expenditures by Category (All Funds)	2016-17 Budget	2017-18 Budget	\$ Change	% Change
Salaries	570,621	662,814	92,193	16.2%
Benefits	233,021	273,911	40,890	17.5%
Professional Services	719,539	629,596	(89,943)	-12.5%
Utilities	2,556	2,100	(456)	-17.8%
Operational Supplies	35,268	28,904	(6,364)	-18.0%
Information Technology	43,080	45,684	2,604	6.0%
Other Miscellaneous	47,733	24,675	(23,058)	-48.3%
Subrecipient Funding	35,000	45,000	10,000	28.6%
Indirect Costs	28,853	26,138	(2,715)	-9.4%
CIP and O&M Projects	176,315	193,079	16,764	9.5%
<b>Total</b>	<b>1,891,986</b>	<b>1,931,901</b>	<b>39,915</b>	<b>2.1%</b>

# Office of Community Engagement

## Expenditures by Fund

	2016-17	2017-18	\$	%
Expenditures by Fund	Budget	Budget	Change	Change
General Fund	560,118	647,742	87,624	15.6%
Measure O Funds	1,331,868	1,284,159	(47,709)	-3.6%
<b>Total</b>	<b>1,891,986</b>	<b>1,931,901</b>	<b>39,915</b>	<b>2.1%</b>

# Proposed GF Additional Needs

Additional Need	Net Cost	Cumm. Addl Need	On-Going or One-Time
City Council	\$141,000	\$141,000	
City Manager's Office	\$0	\$141,000	
City Attorney's Office	\$40,000	\$181,000	
GF Support of additional Salary/Benefit charges	\$55,000	\$236,000	On-Going

# Budget Highlights

- Funding for the 1.0 LTE Community Outreach Specialist will end on December 31, 2017 with the conclusion of the Board of State and Community Correction's California Gang Reduction, Intervention, and Prevention (CalGRIP) grant program. Staff is proposing to amend the Measure O Implementation Plan to extend the position through June 30, 2018

# Accomplishments

- Hired Community Engagement Director, Program Manager, Community Outreach Specialist, and Senior Administrative Assistant
- Community Advisory Board (CAB) approved 14 Community Improvement Grants totaling \$12,852
- Worked collaboratively with IT and marketing staff from other departments to develop and launch new City website
- Conducted eight community meetings to obtain input for the City's Capital Improvement Projects budget priorities
- Co-led six community meetings and developed eight educational commercials with Planning and Economic Development regarding the annexation of Roseland
- CHOICE Grants: \$603,900 to 9 agencies and Mini CHOICE Grants: \$30,000 to 8 Projects
- City Council accepted the finalized Community Safety Scorecard
- Developing 2017-2022 Strategic Plan for The Partnership

# Key Performance Measures

## Community Advisory Board and Violence Prevention Partnership (Measure O)

### Measuring Total Community Grants in dollars through June 2017

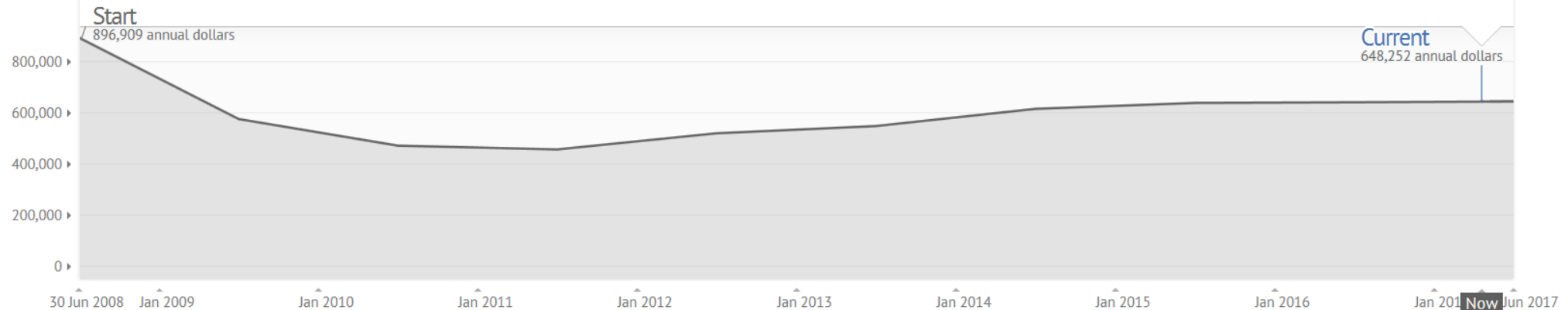


This goal is measured by tracking Community Grants in annual dollars. [Explore the data](#)

**648,252** annual dollars  
Current as of Jun 2017

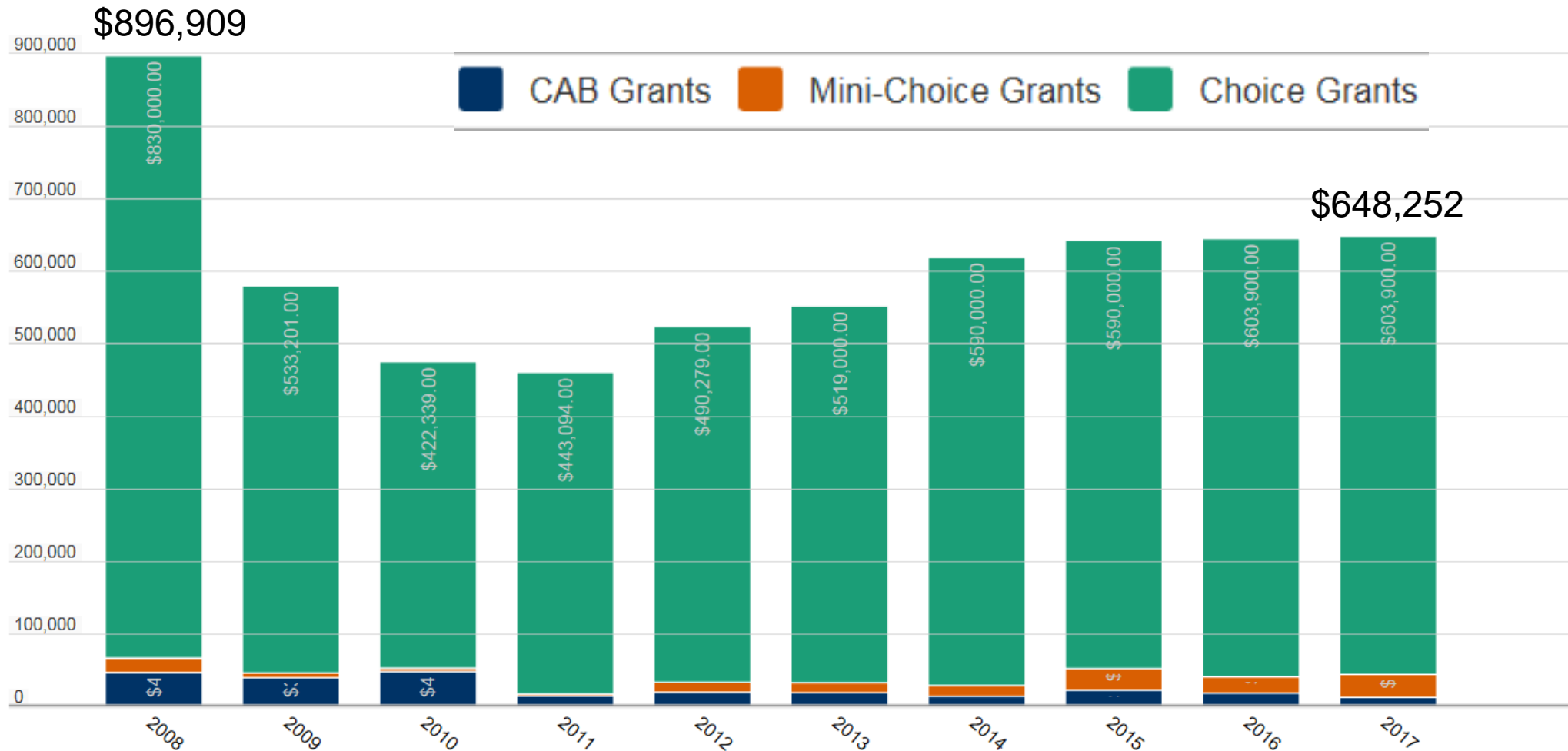


Measuring



# Key Performance Measures

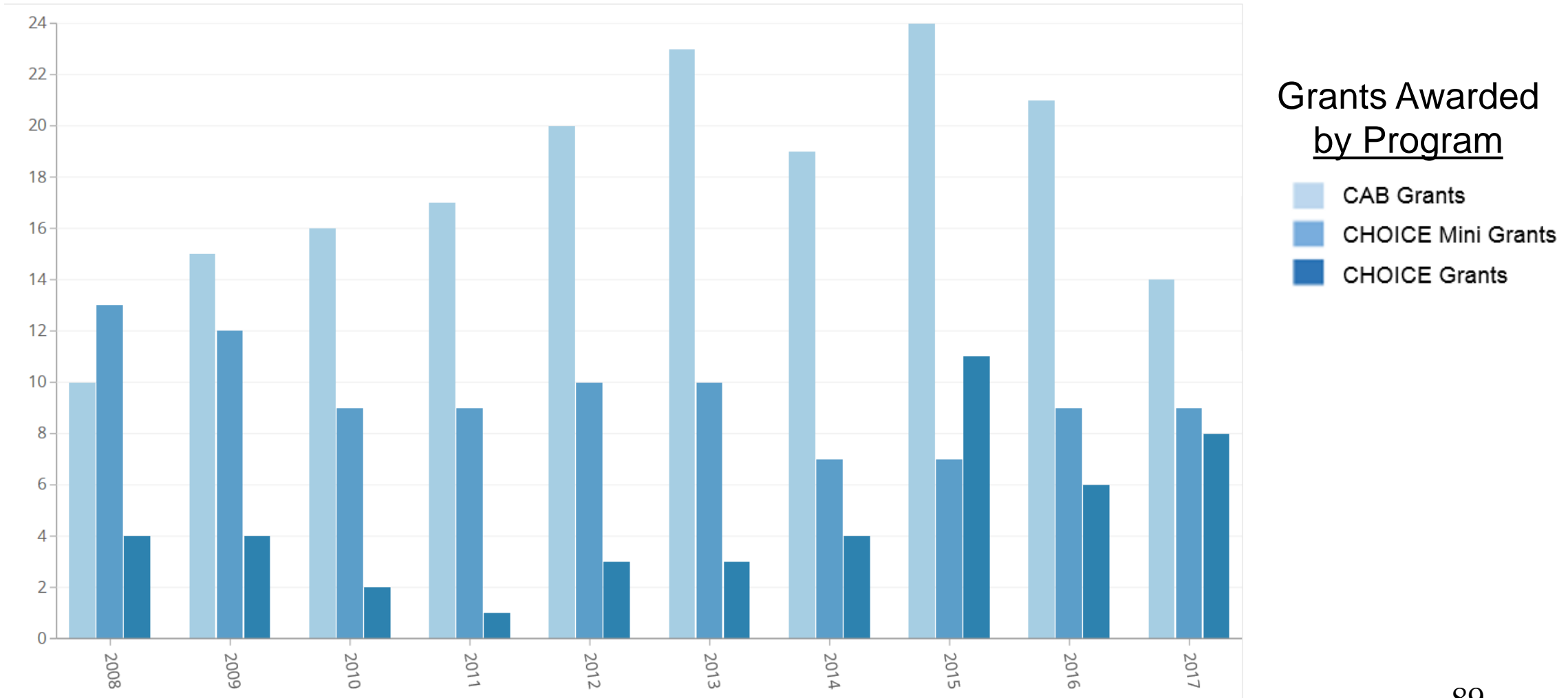
Community Advisory Board and Violence Prevention Partnership (Measure O)





# Key Performance Measures

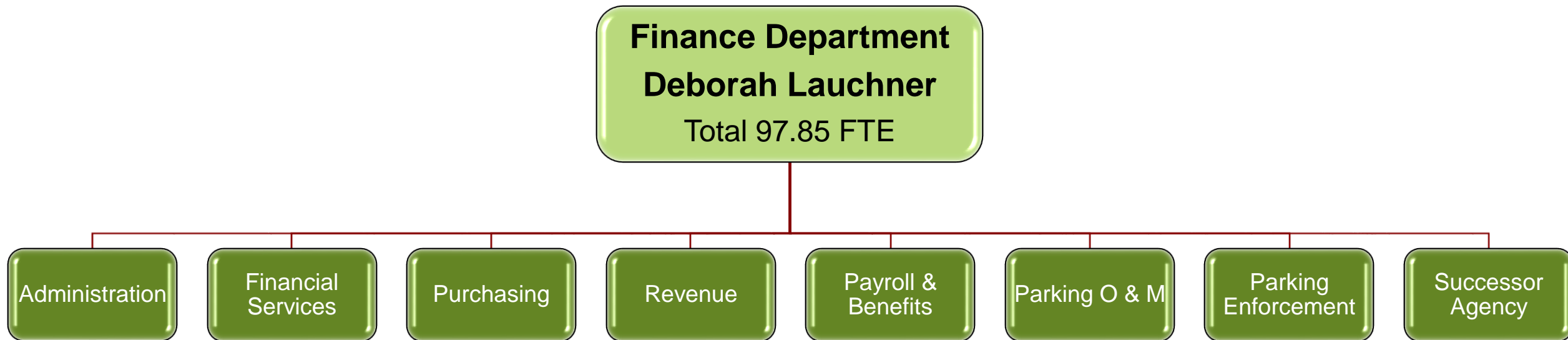
## Community Advisory Board and Violence Prevention Partnership (Measure O)



# Questions / Comments

# **Finance Department FY 2017-18 Proposed Budget**

# Finance Department Organizational Chart



# Finance Department Program Description

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

# Finance Department Program Description

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

# Finance Department Program Description

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

# Finance Department Expenditures by Program

Expenditures by Program (All Funds)	2017-18 Budget	% of Total
General Administration	1,682,549	7.2%
Purchasing	1,024,637	4.4%
Financial Services	2,534,687	11.0%
Revenue	4,471,313	19.3%
Payroll and Benefits	660,682	2.9%
Parking Services O&M	4,248,799	18.3%
Parking Enforcement	1,053,344	4.5%
Successor Agency	4,088,901	17.6%
<b>Total General Ledger</b>	<b>19,764,912</b>	<b>85.2%</b>
CIP and O&M Projects	3,426,250	14.8%
<b>Total Job Ledger</b>	<b>3,426,250</b>	<b>14.8%</b>
<b>Total</b>	<b>23,191,162</b>	<b>100.0%</b>



# Finance Department

## Expenditures by Category

Expenditures by Category (All Funds)	2016-17 Budget	2017-18 Budget	\$ Change	% Change
Salaries	6,661,351	6,795,631	134,280	2.0%
Benefits	3,370,812	3,563,623	192,811	5.7%
Professional Services	2,430,985	2,690,796	259,811	10.7%
Vehicle Expenses	213,939	214,545	606	0.3%
Utilities	176,934	92,637	(84,297)	-47.6%
Operational Supplies	619,336	610,233	(9,103)	-1.5%
Information Technology	701,525	869,447	167,922	23.9%
Debt Service	3,577,330	3,834,301	256,971	7.2%
Liab/Property Insurance	107,207	94,882	(12,325)	-11.5%
Other Miscellaneous	346,125	350,605	4,480	1.3%
Indirect Costs	260,066	625,712	365,646	140.6%
Capital Outlay	0	22,500	22,500	n/a
CIP and O&M Projects	1,916,086	3,426,250	1,510,164	78.8%
<b>Total</b>	<b>20,381,696</b>	<b>23,191,162</b>	<b>2,809,466</b>	<b>13.8%</b>

# Finance Department

## Expenditures by Fund

<b>Expenditures by Fund</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
General Fund	9,679,244	10,158,868	479,624	5.0%
Parking District Fund	6,666,522	8,728,393	2,061,871	30.9%
Pooled Investment Fund	204,000	215,000	11,000	5.4%
SA RDA Oblig Retirement Fund	3,831,930	4,088,901	256,971	6.7%
<b>Total</b>	<b>20,381,696</b>	<b>23,191,162</b>	<b>2,809,466</b>	<b>13.8%</b>

# Proposed GF Additional Needs

Additional Need	Net Cost	Cumm. Addl Need	On-Going or One-Time
City Council	\$141,000	\$141,000	
City Manager's Office	\$0	\$141,000	
City Attorney's Office	\$40,000	\$181,000	
Office of Community Engagement	\$55,000	\$236,000	
1.0 Payroll Specialist	\$80,000	\$316,000	On-Going
Reclassify Accounting Technician to Payroll Accounting Services Supervisor	\$22,000	\$338,000	On-Going

# Budget Highlights

- Reclassified 1.0 FTE vacant Storekeeper position to Stores Specialist to more equally distribute the work load and efficiently run the warehouse without increasing staff.
- Added 1.0 FTE Senior Administrative Assistant in Parking to provide back up to front counter, telephone, and additional support staff duties related to managing increased parking data. Position is offset by eliminating 1.5 FTE vacant Parking Operations Aide positions.

# Accomplishments

- Hired 1.0 FTE Technology Application Specialist in FY 2016/17 has increased productivity by developing improved audit reports, providing a quick turnaround on data extracts and creating documentation of business processes.
- Additional Limited Term 1.0 FTE Administrative Technician has developed the new Help 2 Others program and integrated the software associated with the Meter Upgrade Project ensuring a smooth transition to both new programs.

# Accomplishments

- Produced and published the Operations and Maintenance Budget Report and the Comprehensive Annual Financial Report (CAFR).
- Established an Internal Audit Group and completed three audits: Petty Cash and Change Funds; Procurement Cards; and an external performance audit of the Santa Rosa Community Media Access Center.
- Created the Surplus in Place program, which minimizes the staff time and costs associated with the movement and auction of surplus property.
- Made improvements to the payroll and timekeeping systems to increase ease of use and create efficiencies.

# Accomplishments

- Improved processes for a more efficient Business Tax Certificate renewal and collection process as well as exploring opportunities for future improvements.
- Completed energy efficiency lighting retrofits at parking lots 6, 10, and 11.
- Completed rollout of Passport mobile payment application to all parking meters citywide.

# Questions / Comments



# **Non Departmental FY 2017-18 Proposed Budget**

# Non-departmental Expenditures by Program

<b>Expenditures by Program (All Funds)</b>	<b>2017-18 Budget</b>
Animal Shelter	1,712,409
County Admin Fee	294,608
Citywide GF Insurance	1,480,114
Sonoma Co. Trans. Authority	103,572
General Fund Administration	(9,017,456)
Non-Program	313,000
Debt Service	4,830,714
<b>Total General Ledger</b>	<b>(283,039)</b>
CIP and O&M Projects	142,600
<b>Total Job Ledger</b>	<b>142,600</b>
<b>Total</b>	<b>(140,439)</b>

# Non-departmental Expenditures by Category

<b>Expenditures by Category (All Funds)</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Salaries	1,550,000	1,550,000	0	0.0%
Benefits	10,000	10,000	0	0.0%
Professional Services	2,707,651	2,167,099	(540,552)	-20.0%
Debt Service	4,747,615	4,827,204	79,589	1.7%
Liability/Property Insurance	1,353,515	1,480,114	126,599	9.4%
Other Miscellaneous	(1,300,000)	(1,300,000)	0	0.0%
General Fund Administration	0	(9,017,456)	(9,017,456)	n/a
CIP and O&M Projects	287,494	142,600	(144,894)	-50.4%
<b>Total</b>	<b>9,356,275</b>	<b>(140,439)</b>	<b>(9,496,714)</b>	<b>-101.5%</b>

# Non-departmental Expenditures by Fund

<b>Expenditures by Fund</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
General Fund	4,603,480	(4,971,153)	(9,574,633)	-208.0%
2013 Pension Obligation Refund	3,737,095	3,734,837	(2,258)	-0.1%
2007 COP's Building Acquisition	647,973	0	(647,973)	-100.0%
Fire Station Capital Lease	367,727	367,727	0	0.0%
Courthouse Square Capital Lease	0	728,150	728,150	n/a
<b>Total</b>	<b>9,356,275</b>	<b>(140,439)</b>	<b>(9,496,714)</b>	<b>-101.5%</b>

# Budget Highlights

City Manager Contingency budget appropriated in:

- \$53K in Non-Dept. CM Contingency
- \$147K to fund Communications and Intergovernmental Relations Officer in CMO
- \$75K to Transit Integration and Efficiency Study for Sonoma County
- \$75K to IT department for Emergency Operations Software

# Budget Highlights

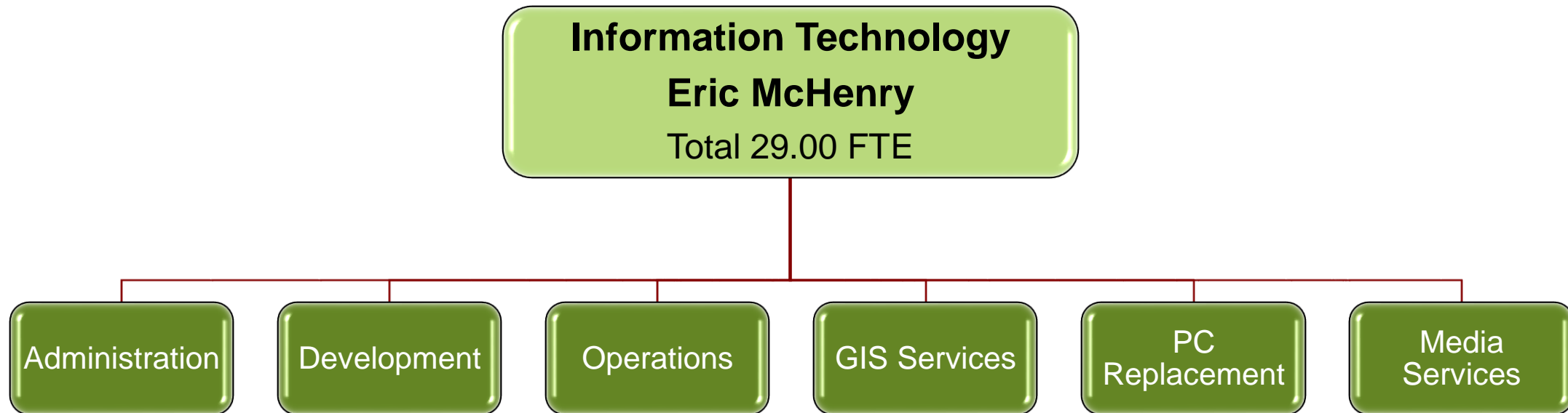
- \$205K decrease from Media Access Center expenditures moved to IT budget
- \$32K decrease in Animal Shelter budget
- \$80K increase in debt service payments for new Courthouse Square Capital Lease
- \$9M Credit in GF Administration for the overhead reimbursements for PED, Police, Fire, TPW and R& P
- O&M Projects include a decrease of \$171K Revenue Audit Services, as we continue to spend down balance of project and \$26K increase in LAFCO Annual Payment

# Questions / Comments

# **Information Technology FY 2017-18 Proposed Budget**



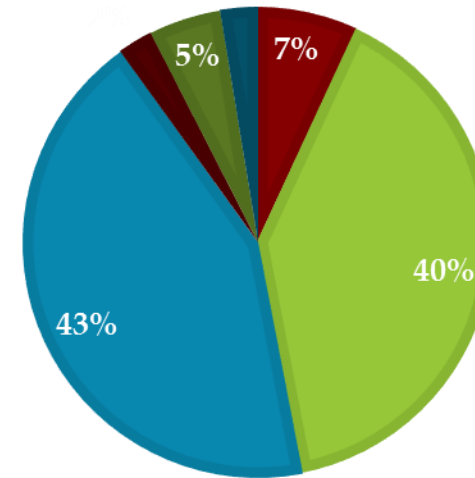
# Information Technology



# Information Technology Program Areas

- Administration
- Development
- Operations
- GIS Services
- PC Replacement
- Media Services

INFORMATION TECHNOLOGY  
PROGRAMS AREAS  
(% OF BUDGET)



■ Administration ■ Operations ■ Development  
■ PC Replacement ■ GIS Services ■ Media Services

# Information Technology Program Description

- **Administration:** Provides the overall strategy and administration for the Department. Leadership of early-stage initiatives:
  - Network and Data Security
  - Smart City / Public WiFi
  - Performance Measures ([srcity.org/Performance](http://srcity.org/Performance))
  - [srcity.org](http://srcity.org) Website Redesign
  - Media Services
- **Development:** Provides strategy, leadership, analysis, and hands-on services for building new software systems and implementing large-scale City-wide software migration programs, while providing software application development, project management, and application support services.
  - IFAS
  - Accela
  - Approximately 70 in-house developed solutions

# Information Technology Program Description

**Operations:** Provides the strategy and operations management of the core City data, storage, telecommunication systems and IT infrastructure.

- Network and Data Security
- Help Desk
- GIS Services
- Media Services
- PC Replacement
- Networking and WiFi

**Media Services:** Provides Public, Education and Government (PEG) services

- Government-related broadcast and playback
- Partnership with Sonoma County Library for media labs
- Proposed re-opening of Media Studio

# Information Technology Expenditures by Program

<b>Expenditures by Program (All Funds)</b>	<b>2017-18 Budget</b>	<b>% of Total</b>
Administration	458,801	5.6%
Development	2,967,366	36.4%
Customer Support	2,670,483	32.8%
GIS Services	327,522	4.0%
Media Services	170,132	2.1%
PC Replacement Program	161,996	2.0%
<b>Total General Ledger</b>	<b>6,756,300</b>	<b>82.9%</b>
CIP and O&M Projects	1,393,567	17.1%
<b>Total Job Ledger</b>	<b>1,393,567</b>	<b>17.1%</b>
<b>Total</b>	<b>8,149,867</b>	<b>100.0%</b>

# Information Technology Expenditures by Category

<b>Expenditures by Category (All Funds)</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Salaries	2,574,647	2,824,679	250,032	9.7%
Benefits	1,164,967	1,277,004	112,037	9.6%
Professional Services	1,507,372	1,804,709	297,337	19.7%
Vehicle Expenses	16,050	14,850	(1,200)	-7.5%
Utilities	288,420	308,515	20,095	7.0%
Operational Supplies	57,200	74,700	17,500	30.6%
Information Technology	22,279	27,589	5,310	23.8%
Liab/Property Insurance	25,716	28,021	2,305	9.0%
Other Miscellaneous	44,709	63,644	18,935	42.4%
Indirect Costs	361,019	332,589	(28,430)	-7.9%
CIP and O&M Projects	1,249,425	1,393,567	144,142	11.5%
<b>Total</b>	<b>7,311,804</b>	<b>8,149,867</b>	<b>838,063</b>	<b>11.5%</b>

# Information Technology Expenditures by Fund

<b>Expenditures by Fund</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Information Technology	6,772,229	7,602,304	830,075	12.3%
Technology Replacement	539,575	547,563	7,988	1.5%
<b>Total</b>	<b>7,311,804</b>	<b>8,149,867</b>	<b>838,063</b>	<b>11.5%</b>

# Proposed GF Additional Needs

Additional Need	Net Cost	Cumm. Addl Need	On-Going or One-Time
City Council	\$141,000	\$141,000	
City Manager's Office	\$0	\$141,000	
City Attorney's Office	\$40,000	\$181,000	
Office of Community Engagement	\$55,000	\$236,000	
Finance	\$102,000	\$338,000	
Socrata Licensing	\$43,420	\$381,420	On-Going
Socrata GIS Expansion	\$50,000	\$431,420	On-Going
GIS Core Upgrade	\$20,000	\$451,420	One-time
Emergency Operations Center Software	\$0	\$451,420	One-time



# Budget Highlights

- Incorporated Media Services responsibility. Previously funded out of Non-Departmental, now included in Media Services budget
  - Library partnership for Media Labs (PEG capital funds)
  - Government-related broadcast and playback (previously budgeted in Non-Departmental)
  - Recommending development and staffing of full-time Media Studio
    - PEG Capital funds + general fund, augmented by Measure O services
- Software licenses and external software services continue to grow
  - Expansion of digital government and addition of new city users

# Accomplishments

- Successful launch of Digital Government Initiative
  - Launch of Performance Measures ([srcity.org/Performance](http://srcity.org/Performance))
  - Continued investment into Open Data Platform ([data.srcity.org](http://data.srcity.org))
- Successful launch of redesigned [srcity.org](http://srcity.org) website
  - \$250,000 budget
  - On schedule and within budget
- Successful launch of Smart City (Phase 1: WiFi)
  - \$200,000 seed funding granted in FY15/16
  - Courthouse Square and Railroad Square
  - Internet services, WiFi hardware and management software
  - Designed for coverage AND capacity

# Key Performance Measures

Click chart for interactive view

## Maintain Internet Uptime above 99 % through December 2017



This goal is measured by tracking Internet Uptime in %. [Explore the data >](#)

99.9 %

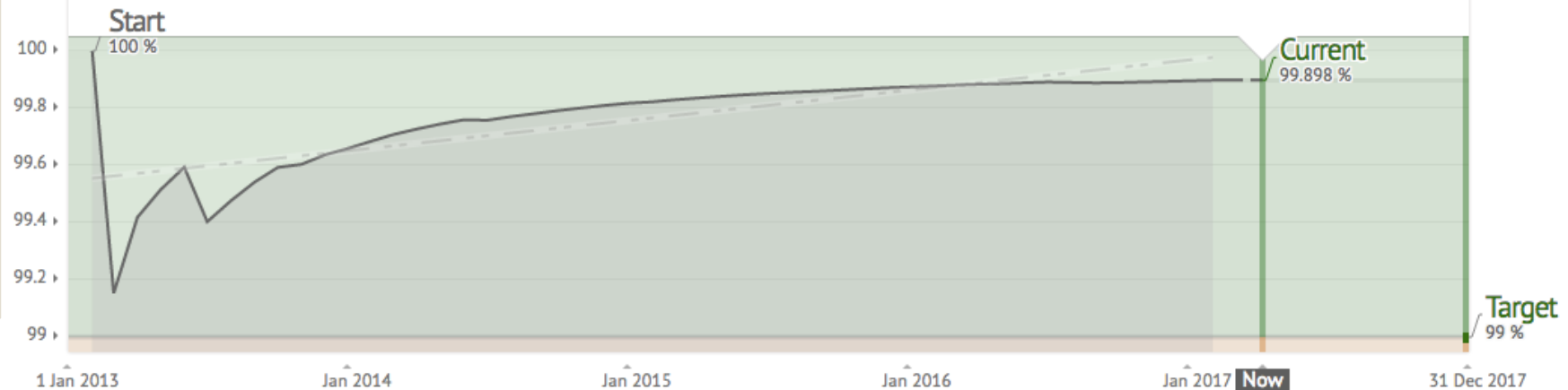
Current as of Feb 2017

99 %

Dec 2017 Target



On Track



# Key Performance Measures

([srcity.org/Performance](http://srcity.org/Performance))

Click chart for interactive view

## Measuring Online & IVR Payments in Transactions (Monthly) through December 2017

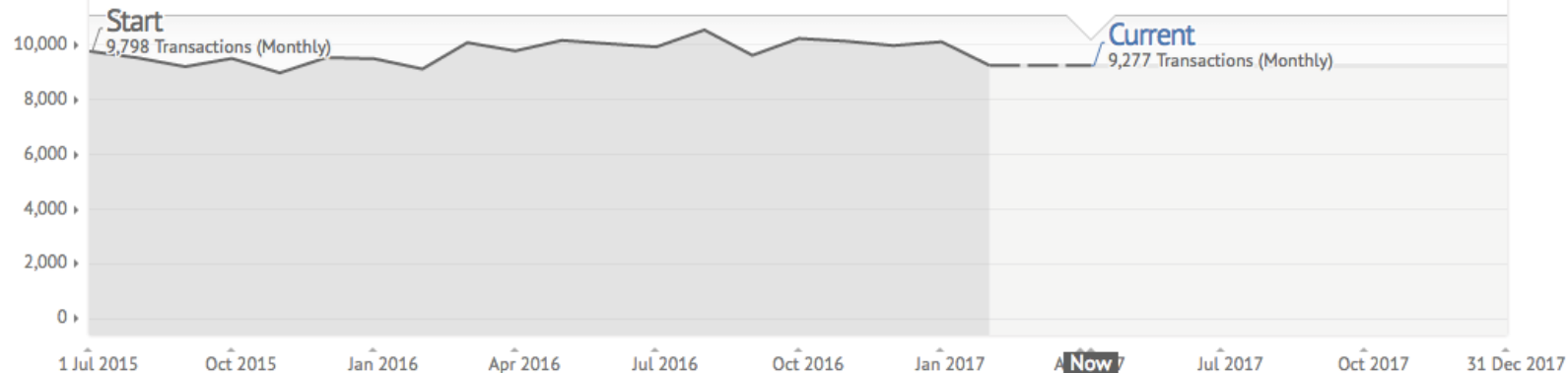


This goal is measured by tracking Online & IVR Payments in Transactions (Monthly). [Explore the data](#)

**9,277** Transactions (Monthly)  
Current as of Feb 2017

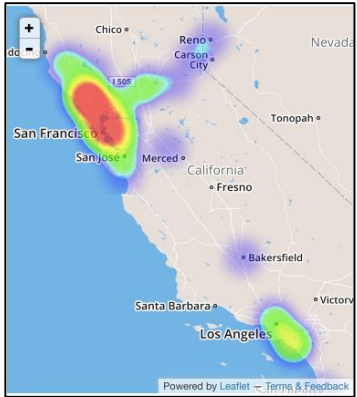


Measuring



# Key Performance Measures

[Click chart for interactive view](#)



## Measuring Average Government Meeting Streaming Viewers



This goal is measured by tracking the Average number of Government Meeting Streaming Viewers (per meeting) [Explore the data](#)

**68.33** Average Viewers (per meeting)  
Current as of Mar 2017



# Key Performance Measures

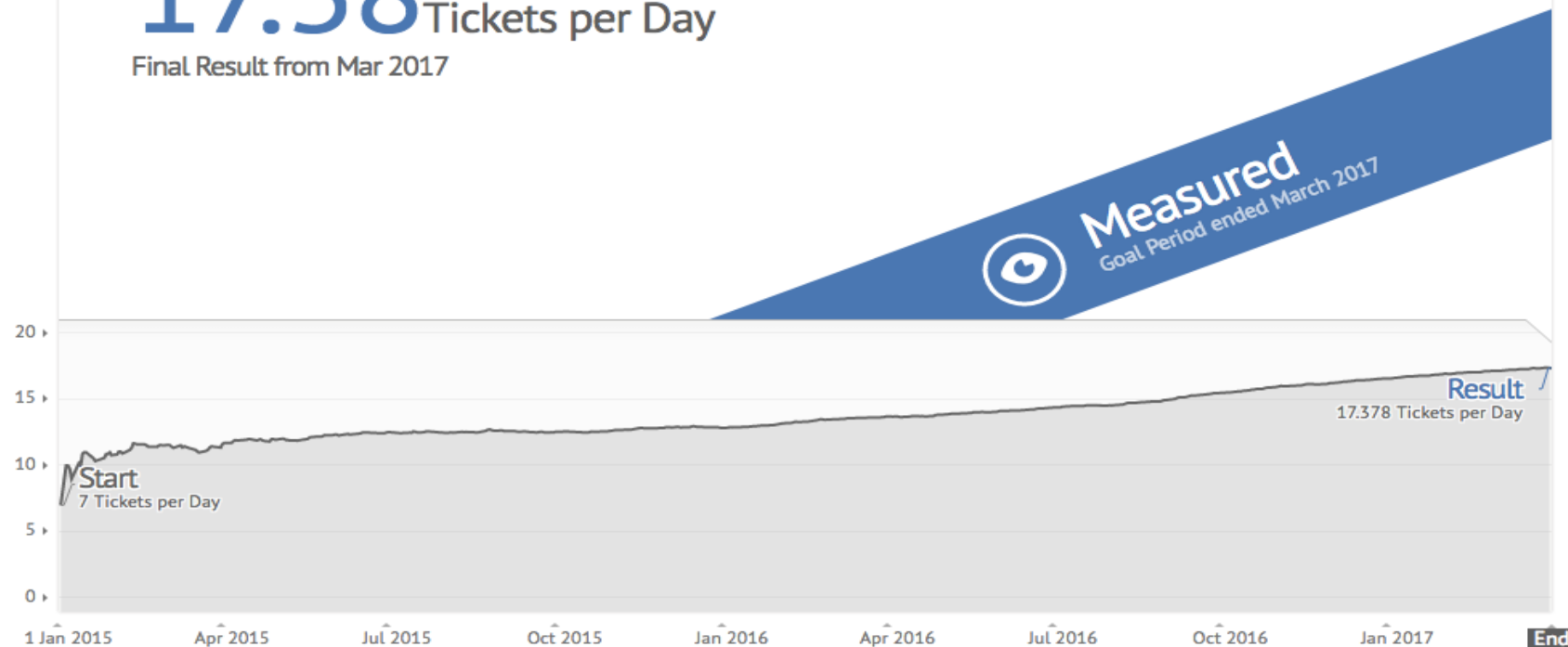
[Click chart for interactive view](#)

## Average Service Request Tickets per Day through March 2017



This goal is measured by tracking Service Requests in Tickets per Day. [Explore the data](#)

**17.38** Tickets per Day  
Final Result from Mar 2017

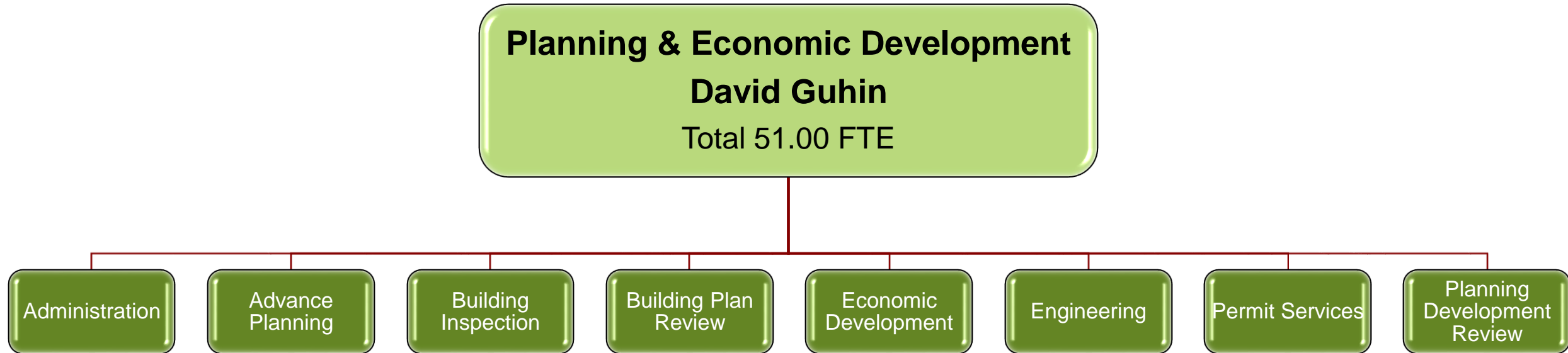


# Questions / Comments

# **Planning & Economic Development FY 2017-18 Proposed Budget**



# Planning & Economic Development Organizational Chart



# Planning & Economic Development

## Program Description

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

# Planning & Economic Development Program Description

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

# Planning & Economic Development Program Description

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

# Planning & Economic Development Expenditures by Program

Expenditures by Program (All Funds)	2017-18 Budget	% of Total
General Administration	2,466,722	22.6%
Permit Services	810,687	7.4%
Building Plan Review	1,320,800	12.1%
Building Inspection	810,849	7.4%
Planning Development Review	1,731,248	15.9%
Advance Planning	491,714	4.5%
Engineering	2,230,321	20.5%
Economic Development	387,785	3.6%
<b>Total General Ledger</b>	<b>10,250,126</b>	<b>94.0%</b>
CIP and O&M Projects	653,564	6.0%
<b>Total Job Ledger</b>	<b>653,564</b>	<b>6.0%</b>
<b>Total</b>	<b>10,903,690</b>	<b>100.0%</b>

# Planning & Economic Development

## Expenditures by Category

Expenditures by Category (All Funds)	2016-17 Budget	2017-18 Budget	\$ Change	% Change
Salaries	4,525,915	4,747,969	222,054	4.9%
Benefits	2,060,302	2,192,851	132,549	6.4%
Professional Services	432,450	1,074,450	642,000	148.5%
Vehicle Expenses	43,865	61,450	17,585	40.1%
Utilities	30,024	28,052	(1,972)	-6.6%
Operational Supplies	116,502	120,122	3,620	3.1%
Information Technology	556,488	680,122	123,634	22.2%
Other Miscellaneous	241,749	246,359	4,610	1.9%
Indirect Costs	19,251	0	(19,251)	-100.0%
General Fund Administration	0	1,098,751	1,098,751	n/a
Capital Outlay	54,000	0	(54,000)	-100.0%
CIP and O&M Projects	1,201,500	653,564	(547,936)	-45.6%
<b>Total</b>	<b>9,282,046</b>	<b>10,903,690</b>	<b>1,621,644</b>	<b>17.5%</b>

# Planning & Economic Development

## General Fund Revenue & Expenditures

General Fund	Proposed Budget FY 2017-18
Expenditures	\$10,399,190
Revenue Offset*	(\$6,779,436)
<b>Net General Fund Support</b>	<b>\$3,619,754</b>

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

# Planning & Economic Development Expenditures by Fund

<b>Expenditures by Fund</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
General Fund	8,276,546	10,399,190	2,122,644	25.6%
Santa Rosa Tourism BIA	480,500	504,500	24,000	5.0%
Economic Development Fund	525,000	0	(525,000)	-100.0%
<b>Total</b>	<b>9,282,046</b>	<b>10,903,690</b>	<b>1,621,644</b>	<b>17.5%</b>



# Proposed GF Additional Needs

Additional Need	Net Cost	Cumm. Addl Need	On-Going or One-Time
City Council	\$141,000	\$141,000	
City Manager's Office	\$0	\$141,000	
City Attorney's Office	\$40,000	\$181,000	
Office of Community Engagement	\$55,000	\$236,000	
Finance	\$102,000	\$338,000	
Information Technology	\$113,420	\$451,420	
Engineering Consultant Services	\$375,000	\$826,420	One-Time
Building Consultant Services	\$350,000	\$1,176,420	One-Time
Planning Consultant Services	\$100,000	\$1,276,420	One-Time

# Budget Highlights

- Additional 1.00 FTE Program Specialist for Economic Development funded by the SR Tourism BIA Special Revenue fund
- Increase in vehicle costs due to rising gas and garage labor rates, newer vehicles with higher replacement costs, and additional vehicles added to department fleet.
- Eliminated “Indirect Costs” when Economic Development transitioned from the former Economic Development & Housing and into Planning & Economic Development.

# Accomplishments

- New positions: Recruited and hired 2.0 FTEs approved in the FY 2016-17 budget:
  - 1.0 FTE City Planner
  - 1.0 FTE Administrative Services Officer
- Purchased a vehicle for Planning Development Review.
- Shipped all Building Division retention files to offsite storage.
- Entered Professional Services Agreement with Ranch 7 Creative for outreach materials.
- Expanded staff capacity and resources with increased overtime, training, and supplies.

# Accomplishments

- Permitted 662 housing units, with an additional 1,431 currently in review.
- Worked with Finance and the City Attorney's Office to draft a comprehensive Cannabis Business Tax Ordinance.
- Processed 25 medical cannabis land use applications.
- Adopted a Specific Plan and submitted the application for the Roseland Annexation.
- Expanded front counter service to be open 5 days a week for longer hours, and implemented Permit Santa Rosa and online permit applications.
- Completed the City's Housing Action Plan in collaboration with the Housing and Community Services Department, including:
  - Permit Streamlining
  - Accessory Dwelling Units
  - Design Review Process Reform

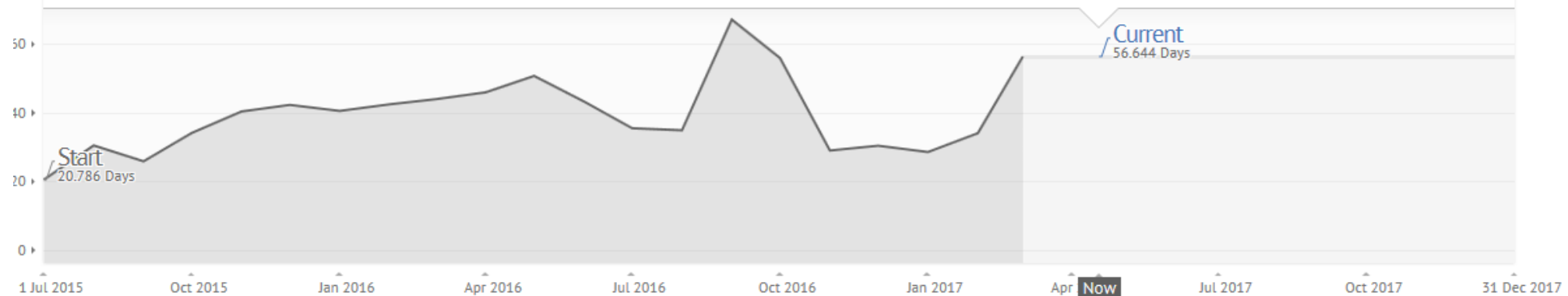
# Key Performance Measures

## Measuring Average Days to Complete Initial Building Plan Review in Days



This goal is measured by tracking Average Days to Complete Initial Building Plan Review in Days. [Explore the data >](#)

**56.64** Days  
Current as of Mar 2017



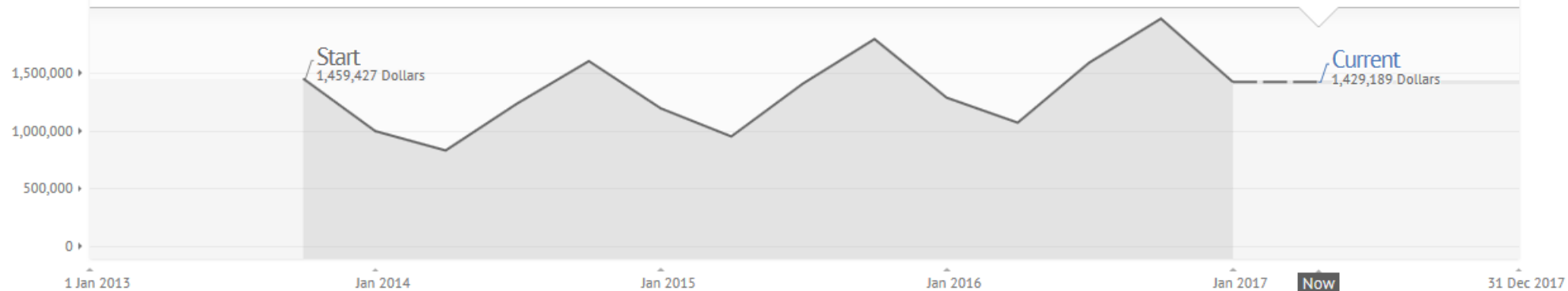
# Key Performance Measures

## Measuring Transient Occupancy Tax (TOT) in Dollars through December 2017



This goal is measured by tracking Transient Occupancy Tax (TOT) in Dollars. [Explore the data](#)

**1,429,189** Dollars  
Current as of Dec 2016



# Questions / Comments