

CIRO

Fiscal Year End 2024-25

LONG TERM FINANCIAL POLICY
AUDIT SUBCOMMITTEE

FEBRUARY 12, 2026

MISTI D. WOOD,
COMMUNICATIONS & INTERGOVERNMENTAL
RELATIONS OFFICER

CIRO FY 2024-25 Spending

Category	2024-25 Budget	2024-25 Actuals	(Over) Under Budget
Salaries & Benefits	\$1,406,329	\$1,116,545	\$289,785
Services & Supplies	375,438	269,166	106,272
Total	\$1,781,767	\$1,385,710	\$396,057

CIRO Services & Supplies Detail

Expenditure	2024-25 Actuals
IT Cost Recovery & Replacement	81,248
Print Services - Advantage Printing	44,075
Advertising (Wine Country Radio, Sonoma Media)	42,169
Office Supplies	7,150
Subscriptions - Hootsuite & Dropbox	6,628
Conferences and Training – Metro Chamber	4,295
Office Operational Supplies	3,887
Telephone	2,955
Copier Services	2,476
Total	269,166

CIRO Organizational Chart

Chief Communications & Intergovernmental Relations Officer

Intergovernmental
Relations & Legislative
Officer

Community Engagement
Manager

Communications
Coordinators
2 FTEs

Admin. Secretary

Community Outreach
Specialist

CIRO FY 2025-26 FTE Count

JOB TITLE	FTE COUNT
Communications & Intergovernmental Relations Officer	1.00
Community Engagement Manager	1.00
Communications Coordinator	2.00
Intergovernmental Relations & Legislative Officer	1.00
Community Outreach Specialist	1.00
Administrative Secretary	1.00
Total Positions	7.00

Communications

External
Social media – except Police and Fire
City Connections newsletter – bilingual, biweekly to approx. 103K subscribers
News releases and news flashes
Website – content and design
Media response
Recreation classes & events promotions – Activity Guides, website, social media, advertising
Talking points
Ribbon-cuttings and groundbreakings
Collateral - flyers, fact sheets, bill inserts
Crisis communications

Internal
INET
Support City Manager internal messaging

Communications Strategy

Community Engagement

Community Advisory Board (CAB) staff support – 6 annual meetings, Community Improvement Grants, 4 to 5 annual district-based community meetings

AmeriCorps members – neighborhood-level organizing and empowerment

Event attendance and tabling – 16 events in 2025

Community and neighborhood meetings – 20 meetings in 2025

Serve as strategic advisor to other City departments – initiatives, projects, programs, policies

Establish standards for meetings and tabling

Multicultural Roots Project

Maintain relationships with community groups

Share public feedback with departments and decision-makers, as appropriate

Legislative Affairs

Federal and State Legislative Platforms

Bill and issue positioning

Legislation tracking

Federal earmark funding

DC and Sacramento legislative advocacy trips

Grant opportunities and support

Maintain relationships with Federal and State representatives

Questions?