

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: ALAN ALTON, CHIEF FINANCIAL OFFICER,  
FINANCE DEPARTMENT  
SUBJECT: PUBLIC HEARING ON ADOPTION OF THE CITY OF SANTA  
ROSA FY 2023-24 OPERATIONS & MAINTENANCE BUDGET  
AND CAPITAL IMPROVEMENT PROGRAM BUDGET

AGENDA ACTION: RESOLUTIONS

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RECOMMENDATION

It is recommended by the City Manager and the Finance Department that the Council:  
1) hold a Public Hearing to consider the Fiscal Year (FY) 2023-24 Operations and Maintenance Budget and the FY 2023-24 Capital Improvement Program (CIP) Budget;  
2) by eight separate resolutions, adopt the City (FY) 2023-24 Operations and Maintenance Budget and FY 2023-24 Capital Improvement Program Budget; and 3) by resolution, amend the Police, Fire and Violence Prevention Partnership Measure O Transaction and Use Tax Implementation Plan to adjust for Fiscal Year 2023-24 budget and forecasted budget amounts for all Measure O programs.

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EXECUTIVE SUMMARY

The City Council will hold a public hearing to consider the FY 2023-24 Operations and Maintenance Budget and the FY 2023-24 Capital Improvement Program (CIP) Budget. Staff will provide an overview of the Operations and Maintenance Budget and the CIP Budget with information on any changes that have been included since the Study Session in May.

BACKGROUND

The City Charter specifies numerous actions to take place leading up to the City Council adopting a budget prior to the last day of June each fiscal year. City staff published a summary of the current year budget (FY 2022-23) on December 5, 2022; held a budget priorities public hearing on January 10, 2023; held a budget study session on May 9-10, 2023; published a budget summary and public hearing notice on June 5, 2023; and, made copies of the proposed budget available to the public on the City's website at [www.srcity.org](http://www.srcity.org) on June 5, 2023.

PUBLIC HEARING ON ADOPTION OF THE CITY OF SANTA ROSA FY 2023-24  
OPERATIONS & MAINTENANCE BUDGET AND CAPITAL IMPROVEMENT  
PROGRAM BUDGET  
PAGE 2 OF 6

PRIOR CITY COUNCIL REVIEW

The City Council received study session presentations on the proposed Operations and Maintenance Budget and the proposed CIP Budget on May 9-10, 2023, including a summary of the Measure O annual budget. The Council has amended the Measure O Implementation Plan multiple times since the initial plan was adopted in 2004.

ANALYSIS

At the study sessions, City staff presented an overview of the City's financial condition and an overview of the City's proposed Operations and Maintenance budget including information on each department's requests and the proposed CIP budget.

At the budget public hearing, the City Council will consider the City's proposed FY 2023-24 Operations and Maintenance Budget and proposed FY 2023-24 Capital Improvement Budget. Staff will present an overview of any changes from the Budget presented in the prior study session.

The Measure O program budgets for Police, Fire, and Violence Presentation are contained within the FY 2023-24 Operations and Maintenance budget. The Implementation Plan for these programs outlines expenditures, including salaries, benefits, operational costs, and specific program line items. These costs are reflective of the Fiscal Year 2023-24 budget and are forecasted through Fiscal Year 2027-28. On April 20, 2023, staff presented the Implementation Plan to the Measure O Citizen Oversight Committee. The Committee reviewed and approved the proposed budget for all programs and recommended the Implementation Plan be forwarded to the City Council for approval with a vote of 7-0-0.

While there are no substantive program changes to the Implementation Plan, the Plan changes each year to align with that year's operational budget. Pursuant to Santa Rosa City Code section 3-26.120(F), any changes to the Implementation Plan must be approved by the City Council, with passage requiring a minimum of six affirmative votes.

POSITION CHANGES

Human Resources has studied positions on behalf of departments as a part of reclassification requests, new classification studies, and salary studies. The summary below is included in the proposed FY 2023-24 Operations and Maintenance Budget.

**Information Technology**

**Reclassify 1.0 FTE Information Technology Section Manager to Deputy Director Information Technology**

PUBLIC HEARING ON ADOPTION OF THE CITY OF SANTA ROSA FY 2023-24  
OPERATIONS & MAINTENANCE BUDGET AND CAPITAL IMPROVEMENT  
PROGRAM BUDGET  
PAGE 3 OF 6

Since the appointment of the City's Chief Information Officer in April 2022, the Department has updated its strategic plan and through this budget process is realigning its staffing structure to better meet the Department's current goals and strategic objectives. One of these changes involves a recommended reclassification.

There are currently 2 budgeted IT Section Manager positions. One IT Section Manager was left vacant upon the incumbent's promotion to Chief Information Officer and is being eliminated and replaced with a second IT Supervisor to provide appropriate first-line supervision and equalize span of control.

The second, filled IT Section Manager position was studied to determine whether it was classified appropriately. An IT Section Manager plans, coordinates and supervises major City-wide computer systems and network programs and the computer systems operations staff and activities; and provides highly responsible professional, technical, and strategic technology expertise to the operational Departments. Upon review, it was determined the position also serves the Department as a senior manager focused not only on coordinating and supervising assigned division and IT functions, but also serves the City at a higher level providing senior management support to the CIO, including on the broader City-wide goals related to Cybersecurity protocols and emergency preparedness. A more appropriate Deputy Director classification would allow for the senior management level duties currently being performed by the incumbent and provide additional leadership and oversight for continuity of operations, cybersecurity, and emergency operations.

It is recommended to reclassify 1.0 IT Section Manager, Unit 18 Miscellaneous Mid Management to a new classification of Deputy Director Information Technology in Unit 18 Miscellaneous Mid Management with an annual salary range of \$123,497 - \$159,740.

### **Parks and Recreation**

#### **Create the new classification of Assistant Parks Planner and add 1.0 FTE**

The Parks and Recreation Department plans, acquires, designs, and implements projects and programs for accessible and sustainable community parks and facilities throughout the City. As the community has grown and the City infrastructure has aged, there has been an increasing and ongoing need for planning, acquisition, design, and redesign of Park lands and facilities. The Department has one allocation of Park Planner to complete this work and has been utilizing two part-time temporary positions to assist the Park Planner. The addition of 1.0 FTE Assistant Parks Planner will replace the two part-time positions and provide the ongoing support needed to perform the work.

It is recommended to create the classification of and add 1.0 FTE Assistant Parks Planner in Unit 6 Professional with an annual salary range of \$72,148 - \$96,479.

**Reclassify 1.0 FTE Streets Maintenance Superintendent to Parks Maintenance Superintendent**

In 2021, it was proposed to combine the Streets Maintenance Superintendent and Parks Maintenance Superintendent classifications as they were both aligned under the Transportation & Public Works Department at the time. The combining of position classifications was never made official, resulting in future hires being allocated to the Streets Maintenance Superintendent class. As a result of the reorganization moving the parks division from Transportation and Public Works Department to the Parks and Recreation Department, an assessment of this position concluded that the scope of work is fully encompassed within the job duties of the Parks Maintenance Superintendent, with no work defined solely within the Streets Maintenance Superintendent class specification.

It is recommended to reclassify 1.0 FTE Streets Maintenance Superintendent with an annual salary range of \$94,560 - \$122,683 in Unit 18 Miscellaneous Mid Management to Parks Maintenance Superintendent with an annual salary range of \$94,560 - \$122,683 in Unit 18 Miscellaneous Mid Management.

**Water**

**Reclassify 1.0 FTE Water Quality Supervisor to Water Quality Manager and add 1.0 FTE Water Quality Supervisor**

Additional staffing resources are needed due to Cross-Connection Control Program revisions, increases in mandates for lead testing and requirements for a Lead Service Line Inventory, and recognition for increases in service needs, including a 32% increase in complaints or concerns related to water pressure or water quality resulting in a need for increased field inspections from 2018 to 2021, a 41% increase in the number of installed backflow devices since 2017, and a 27% increase in the necessity of field inspections by staff. Additionally, the Water Department's cross-connection control commits the Santa Rosa Water Department to perform "spot checks" on 5% of the backflow devices being tested or installed by third party certified testers and plumbers every year. The growing number of devices means more devices must be "spot checked" annually to ensure adequate protection of the system. The "spot check" must be performed by staff with an American Water Works Association (AWWA) backflow prevention assembly tester certification. Reclassification of the existing Water Quality Supervisor position to the new classification of Water Quality Manager recognizes the

PUBLIC HEARING ON ADOPTION OF THE CITY OF SANTA ROSA FY 2023-24  
OPERATIONS & MAINTENANCE BUDGET AND CAPITAL IMPROVEMENT  
PROGRAM BUDGET  
PAGE 5 OF 6

increasing responsibility and allows for oversight and direction for this and future new work and regulatory environment

Today, the existing Water Quality Supervisor materially participates in field work for a significant amount of weekly work time. This field work includes customer response, addressing complex water quality issues, and unique backflow device compliance issues. In light of the increases in service demands and the increases in regulatory and legislative requirements for inspection, oversight, and reporting. There is a need to continue to have a dedicated supervisor level position to administer and oversee the backflow and cross connection programs. The addition of 1.0 FTE Water Quality Supervisor to the unit will allow for adequate supervision and direction in the field and across the regulated programs and enable the City to have sufficient qualified designated specialists respond to regulatory agencies as is now required.

It is recommended to reclassify 1.0 FTE Water Quality Supervisor, in Unit 18 Miscellaneous Mid-Management, to a new classification Water Quality Manager with an annual salary range of \$105,155 - \$126,203 in Unit 18 Miscellaneous Mid-Management and add 1.0 FTE Water Quality Supervisor in Unit 18 Miscellaneous Mid-Management with an annual salary range of \$97,366 - \$116,855.

### **Various Departments**

Additional additions and deletions are set forth in the budget documents and in the resolution.

### **FISCAL IMPACT**

Adoption of the Operations and Maintenance Budget and the Capital Improvement Budget provides the funding for City operations and CIP for FY 2023-24.

The Measure O Implementation Plan details revenues and expenditures from the special tax and has no fiscal impact to the General Fund. All adjustments required to reflect Fiscal Year 2023-24 budget have been included in the proposed Fiscal Year 2023-24 Operations and Maintenance budget, and future year forecasts are for informational purposes.

### **ENVIRONMENTAL IMPACT**

The Council finds that the proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) under section 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and that no further environmental review is required.

### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

The proposed changes to the Measure O Implementation Plan were reviewed by the Measure O Citizen Oversight Committee on April 20, 2023. The Measure O Citizen Oversight Committee recommends the Council by Resolution amend the Implementation Plan.

### NOTIFICATION

Not applicable.

### ATTACHMENTS

- Attachment 1 - Proposed FY 2022-23 Operations and Maintenance Budget
- Attachment 2 - Proposed FY 2022-23 Capital Improvement Program Budget
- Resolutions (8) – Budget Adoption:
  - Resolution – Primary
  - Exhibit A – to Primary Resolution Master Professional Services Agreement
  - Resolution – Full-Time Equivalent Staffing Changes
  - Resolution – Full-Time Equivalent Staffing Parks & Recreation Changes (Recusal: MacDonald)
  - Resolution – Storm Water Assessment
  - Resolution – Parks and Recreation Department budget (Recusal: MacDonald)
  - Resolution – CIP Projects 2264 and 2456 (Recusal: N. Rogers)
  - Resolution – CIP Project 2424 (Recusal: Fleming, C. Rogers, N. Rogers)
  - Resolution – CIP Project 2269 (Recusal: Alvarez)
- Resolution – Measure O Implementation Plan
- Exhibit A – to Resolution Measure O Implementation
- Public Hearing Notice

### PRESENTERS

Alan Alton, Chief Financial Officer  
Veronica Conner, Budget and Financial Analysis Manager