

# City Administration

## DEPARTMENT PURPOSE

The City Administrator provides overall management, administration, and direction for the entire City organization, reporting to the full City Council. For budget purposes, the Administrative Services Department incorporates four key programs: City Council and Clerk, City Administration, Non-Departmental; and, Medical Self-Insurance.

The Administrative Services Department, including the City Attorney, identifies community issues and needs requiring legislative policy decisions and provides alternative solutions for Council consideration; assures that the Council's policies, programs, and priorities are effectively and efficiently implemented; prepares the City's budget with recommendations on the appropriate resources for Council action; provides research and information necessary for responsible decision making; fosters public awareness of municipal programs, services, and goals; responds to resident and other constituent inquiries by explaining City services and functions; and investigates problems and provides information and specialized assistance on more complex City issues. The Department is also directly responsible for oversight of legal services, human resources, finance, budgeting, purchasing, labor relations, management information systems, employee and retiree medical insurance, workers' compensation, safety programs, liability and property insurance, records management, customer service management, and other administrative support.

## BUDGET OVERVIEW

The FY 2017/18 Administrative Services Department revenue incorporates general fund revenues and reflects increases in Property Tax, Transient Occupancy Tax, and Sales Tax, all indicative of an improving economy.

The FY 2017/18 Administrative Services Department expenditure budget reflects obligated expenditure enhancements, including increases in benefit rates such as PERS as well as previously negotiated salary COLA increases.

During, FY 2016/17 the City reclassified the City Attorney position to that of an employee, however, during the year the City issued a Request For Proposal for City Attorney services and hired a law firm to provide these services. Therefore, for FY 2017/18 the City Attorney is a contractual arrangement and fees are included in operating expenditures rather than employee salaries and benefits.

☪ CITY ADMINISTRATION ☪

FY 2016/17 ACCOMPLISHMENTS

Goals	Accomplishments
Purchase of Corner Gast Station	Lead and completed negotiations to purchase the corner gas station at Greenley and Mono Way intersection.
Compensation and Classification Study	Issued a Request For Proposal for Professoinal services to provide a citywide compensation and classification study per perviously agreed to terms and conditoinis between the Town's Associations and City Council. Coordinated an employee working committee to review proposals and work with the consultant. Coordinated two all-employee meetings with staff and consultant, scheduled consulant - staff interviewes and reported to the Personnel Committee and Council consultant selection and study results.
Hired Interim Police Chief	Coordinated a successful effort to fill vacant Police Chief positoin on an interim basis to provide an analysis of the department, structure, organization and staff.
Public Works and City Hall Computer Upgrade	Coordintaed computer upgrade at City Hall and Public Works, including upgrading wiring to category six, computer network system to allow for shared drives which has lead to increased efficiencies and built in redundancy for back-up.
City Attorney Services	Issued a Request For Proposal for City Attorney services. Completed an agreement for services with Chruchwell White for City Attorney services for up to five years.
Negotiated Health Plan Options	Coordinated and worked with City Employee Group to evaluate health coverage plans. Reach agreement with each association to change health care plans. This change resulted in stablized rates and costs for the City.
Established a Compensated Absences Reserve Fund	Using bond indenture funds, the City Council approved establishment of a Compensated Absences Reserve Fund to be established in FY 2017/18 and funded on an annual basis thereafter at the annual accrual amount.
Adopted a Budget Transfer Policy	City Council adopted a Budget Transfer policy providng authority to Department Heads and the City Administrator to transfer budget between line-items as long as no additoinal expenditure authority is required.

☪ CITY ADMINISTRATION ☪

DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES

	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
<b>REVENUES</b>						
<i>Property Tax</i>	\$ 706,294	\$ 733,917	\$ 766,380	\$ 763,175	\$ 790,718	\$ 818,827
<i>VLF Backfill Property Tax</i>	335,404	343,438	359,583	371,800	374,832	386,076
<i>Sales &amp; Use Tax</i>	2,376,770	2,312,217	2,539,835	2,590,324	2,605,043	2,648,888
<i>Franchise Fees</i>	\$ 122,676	\$ 139,294	\$ 137,567	\$ 153,700	\$ 131,476	\$ 129,401
<i>Business License</i>	\$ 110,269	\$ 108,596	\$ 112,580	\$ 110,150	\$ 118,789	\$ 110,150
<i>Other Sources</i>	77,947	73,858	71,616	74,375	53,963	78,875
<i>Transient Occupancy Tax</i>	307,056	297,363	392,487	350,000	400,000	400,000
<i>Licenses &amp; Permits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Intergovernmental Revenues</i>	22,848	109,450	44,854	34,660	21,129	23,380
<i>Lease Payments</i>	-	-	-	-	-	-
<i>Charges for Services</i>	\$ 188	\$ 463	\$ 180	\$ 309	\$ 559	\$ 310
<i>Fines &amp; Forfeitures</i>	-	-	-	-	-	-
<i>Interest</i>	\$ 3,579	\$ 5,223	\$ 5,066	\$ 5,150	\$ 6,800	\$ 5,500
<i>Transfers</i>	170,225	103,056	379,000	378,500	594,000	358,019
<b>TOTAL REVENUES</b>	<b>\$ 4,233,256</b>	<b>\$ 4,226,875</b>	<b>\$ 4,809,148</b>	<b>\$ 4,832,143</b>	<b>\$ 5,097,309</b>	<b>\$ 4,959,426</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 470,937	\$ 442,277	\$ 547,583	\$ 681,994	\$ 701,486	\$ 769,025
<i>Operating Expenditures</i>	353,554	420,697	458,571	267,054	368,425	347,291
<i>Fixed Assets</i>						
<i>Internal Service Charges</i>	363,914	393,720	456,439	142,352	206,032	-
<i>Transfers</i>	94,600	26,551	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,283,005</b>	<b>\$ 1,283,245</b>	<b>\$ 1,462,593</b>	<b>\$ 1,091,399</b>	<b>\$ 1,275,943</b>	<b>\$ 1,116,316</b>
	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
<b>PROGRAM</b>						
<i>Council &amp; Clerk</i>	\$ 48,327	\$ 26,162	\$ 54,199	\$ 38,386	\$ 41,378	\$ 38,429
<i>City Administration</i>	550,852	608,336	702,937	732,310	829,875	798,965
<i>Non-Departmental</i>	683,826	648,747	705,457	320,703	404,690	278,922
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,283,005</b>	<b>\$ 1,283,245</b>	<b>\$ 1,462,593</b>	<b>\$ 1,091,399</b>	<b>\$ 1,275,943</b>	<b>\$ 1,116,316</b>

**☞ CITY ADMINISTRATION ☞**  
**KEY PROGRAM GOALS**

<b>KEY PROGRAM GOALS FOR FY 2017-18</b>	
Employee Association Memorandum of Understanding Negotiations	Complete negotiations with the City's four employee associations.
Fiscal Sustainability Plan	Work in collaboration with the Finance Committee to develop a long-range fiscal sustainability plan.
Mono-Greenley Intersection Project	Work with the Engineering staff to complete the Greenley-Mono Intersection Project
Finalize Management Staffing	Complete recruitments/staffing within the management classification, specifically the Police Chief and Police Lieutenant positions.
City Engineer	Issue a Request for Proposal for City Engineer services, evaluate proposals and enter into an agreement for Professional services.
Sale of Surplus City Property	Continue to examine the sale of surplus City owned property, including the Fairview Lane houses.
Lease of City Property	Enter into new lease agreements for the School Street Lot and former Visitor's Bureau property.
Marijuana Task Force	Continue to Coordinate the Marijuana Task Force and City Council discussions on Marijuana regulations.

☪ CITY ADMINISTRATION ☪

Summary of FTEs

	2013/14	2014/15	2015/16	2016/17	2017/18
	Funded	Funded	Funded	Funded	Funded
<b><i>City Administration</i></b>					
Elected Official - City Council	5.0	5.0	5.0	5.0	5.0
Elected Official - City Clerk	1.0	1.0	1.0	1.0	1.0
City Administrator	1.0	1.0	1.0	1.0	1.0
City Attorney	0.0	0.0	0.0	0.2	0.0
Admin Serv Dir/Finance Dir	1.0	1.0	1.0	1.0	1.0
Administrative Analyst	0.0	0.0	0.0	1.0	1.0
Admin/Finance Assistant	1.5	1.0	2.0	1.0	1.0
<b>Total Department FTEs</b>	<b>9.5</b>	<b>9.0</b>	<b>10.0</b>	<b>10.2</b>	<b>10.0</b>

<b><i>Temporary Staff Hours</i></b>					
Office Assistant - Accounting Tech	845	1690		1040	1040
Administrative Analyst	960	960	999	0	0
<b>Total Annual Hours</b>	<b>1805</b>	<b>2650</b>	<b>999</b>	<b>1040</b>	<b>1040</b>

**☪ CITY ADMINISTRATION ☪**  
**PERFORMANCE INDICATORS AND MEASURES**

<b>Activity and Workload Highlights</b>	<b>2015/16 Actual</b>	<b>2016/17 Estimated</b>	<b>2017/18 Budget</b>
Number of City Council Agenda Reports Processed	New Measure for FY 17/18		
Number of Community/Customer Referrals	New Measure for FY 17/18		
Number of full-time, part-time and temporary employees			
Number of recruitments conducted	N/A	18	11
Number of employment applications processed	New Measure for FY 17/18		
Number of Workers Compensatoin Claims filed	6	7	8
Number of sick leave hours used per benefitted employee	46	69	58
Number of Fair Political Practices Commission (FPPC) Form 700	24	27	27
Percentage of State Controller's annual financial reports completed and filed by deadlines	100%	100%	100%
Annual number of invoices entered into accounts payable system	New Measure for FY 17/18		
Average number of accounts payable checks issued bi-weekly	New Measure for FY 17/18		
Average number of regular and temporary employee payrolls checks issued bi-weekly	54	56	56
Number of business licenses issued annually	997	1013	1000

# **CITY ADMINISTRATION**

## **CITY COUNCIL AND CLERK FUND 201**

### **PROGRAM PURPOSE**

The City Council is the elected legislative body that represents the residents and provides policy direction for the delivery of services and capital improvements for the City of Sonora. The City Council is comprised of five Council members, with the Mayor and Mayor Pro Tem appointed every two years by the Council. The City operates under a Council/Manager form of government that combines the policy leadership of elected officials with the managerial responsibility of an appointed City Administrator and appointed City Attorney reporting to the Council. With the professional support of City staff, the Mayor and City Council identify and adopt appropriate policy, program, and budget priorities for the City.

As an elected legislature, the Council's priorities reflect, through its regulatory and budgetary enactments, the aspirations of the residents of Sonora. These priorities are implicit in the programs adopted and set forth in the annual operating budget for the City of Sonora.

The City Clerk is also an elected position that serves the public by providing information and assistance related to City records, Council actions, Committees, and Commissions, public meetings, and elections.

### **BUDGET OVERVIEW**

The FY 2017/18 budget for the City Council and City Clerk has remained stable for both personnel and operational costs with a slight decrease in overall expenditures resulting from the City's change in health care providers.

∞ CITY ADMINISTRATION ∞  
City Council and Clerk

SUMMARY OF REVENUES AND EXPENDITURES

	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 21,263	\$ 14,065	\$ 17,494	\$ 14,258	\$ 14,600	\$ 20,329
<i>Operating Expenditures</i>	27,064	12,097	36,705	13,100	15,750	18,100
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	11,028	11,028	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 48,327</b>	<b>\$ 26,162</b>	<b>\$ 54,199</b>	<b>\$ 38,386</b>	<b>\$ 41,378</b>	<b>\$ 38,429</b>



# City Administration

## CITY ADMINISTRATION FUND 207

### PROGRAM PURPOSE

City Administration ensures that all City programs and services are provided effectively and efficiently. City Administration provides core services related to human resources, finance, administrative direction and leadership for all City Departments, programs, and services to ensure the community receives high quality services; oversee the City Council agenda process to provide comprehensive information and analysis to the City Council; provide support to all Council standing Committees, and facilitate associated projects and services; foster public awareness of, equitable access to, and engagement in municipal programs, services, and goals; and provide timely and accurate responses to constituent inquiries, concerns, and requests. Other key duties include providing direct staff assistance to the Mayor and City Council on special projects and day-to-day activities, and initiating new or special projects under the direction of the Council that enhance City government and community.

City Administration provides both finance and human resource services for the City. Finance services assure fiscal accountability to the Council and to the public by providing financial oversight and administering accounting functions for all of the City's funds and accounts; prepare the City's Annual Operating Budgets for fiscal and service accountability; coordinate the annual financial audit to verify that proper fiscal practices are maintained; administer the City's Business License, Accounts Payable, and Accounts Receivable functions; and overseeing the City's Purchasing to ensure proper practices are in place, and that fiscal and operational responsibility is upheld.

The Human Resource function manages recruitments and employee relations to attract, develop, and retain a quality workforce to provide high quality City services. This is accomplished by proving effective and efficient employee recruitment and retention, professional development, training, organizational development, compensation and classification administration, employee relations support, safety and workers' compensation administration, benefit administration, and policy and procedure development and administration. Employee relations activities emphasize proactive and preventive informal resolution of employee and management concerns. Staff is responsible for the development of Memoranda of Understanding (MOUs) with the City's four bargaining units, subject to Council direction and approval as well as administering payroll services.

∞ CITY ADMINISTRATION ∞  
City Administration

**BUDGET OVERVIEW**

The FY 2017/18 City Administration budget reflects Council action to hire a law firm to provide City Attorney Services, thereby eliminating the classification of City Attorney as an employee. Overall, the Administration budget is a reduction from the prior year due to one-time operating expenditures during FY 2016/17 including the computer upgrade at City Hall, Classification and Compensation Study, one-time leave cash-outs and increased higher than expected health coverage utilization.

**SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2016/17</b>	<b>2017/18</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Proposed</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 415,422	\$ 386,482	\$ 488,736	\$ 622,375	\$ 641,525	\$ 701,465
<i>Operating Expenditures</i>	135,430	221,854	214,201	66,100	144,514	97,500
<i>Internal Service Charges</i>	-	-	-	43,836	43,836	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 550,852</b>	<b>\$ 608,336</b>	<b>\$ 702,937</b>	<b>\$ 732,310</b>	<b>\$ 829,875</b>	<b>\$ 798,965</b>

# City Administration

## **NON-DEPARTMENTAL FUND 209 AND GENERAL FUND REVENUES**

### **PROGRAM PURPOSE**

Appropriated funds are provided in Non-Departmental to account for a variety of City services and activities not specifically attributable to individual Departments. Tax revenues, license and permit fees, and intergovernmental revenues are generated as a result of overall government operations. Non-Departmental retiree expenditures, City-wide organizational costs, City memberships, and joint-agency service agreements benefiting the entire City are also contained in Non-Departmental.

### **BUDGET OVERVIEW**

The majority of the City's general revenues are accounted for in the Non-Departmental Program. Current trends in some tax revenues indicate that the local economy is continuing to improve. The FY 2017/18 proposed General Fund budget assumes growth trends in economically sensitive revenue sources such as Property Tax, Transient Occupancy Tax, Franchise Fees, and Sales Tax. However, the City will continue to examine and align organizational services with projected revenue streams to improve and enhance efficiencies.

Overall, the expenditure budget has decreased due to the City's change in health care providers.

☞ CITY ADMINISTRATION ☜  
Non-Departmental

SUMMARY OF REVENUES AND EXPENDITURES

	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
<b>REVENUES</b>						
<i>Property Tax</i>	\$ 706,294	\$ 733,917	\$ 766,380	\$ 763,175	\$ 790,718	\$ 818,827
<i>VLF Backfill Property Tax</i>	335,404	343,438	359,583	371,800	374,832	386,076
<i>Sales &amp; Use Tax</i>	2,376,770	2,312,217	2,539,835	2,590,324	2,605,043	2,648,888
<i>Franchise Fees</i>	122,676	139,294	137,567	153,700	131,476	129,401
<i>Business License</i>	110,269	108,596	112,580	110,150	118,789	110,150
<i>Transient Occupancy Tax</i>	307,056	297,363	392,487	350,000	400,000	400,000
<i>Licenses &amp; Permits</i>	-	-	-	-	-	-
<i>Intergovernmental Revenues</i>	22,848	109,450	44,854	34,660	21,129	23,380
<i>Lease Payments</i>	-	-	-	-	-	-
<i>Charges for Services</i>	188	463	180	309	559	310
<i>Fines &amp; Forfeitures</i>	-	-	-	-	-	-
<i>Interest</i>	3,579	5,223	5,066	5,150	6,800	5,500
<i>Other Sources</i>	77,947	73,858	71,616	74,375	53,963	78,875
<b>TOTAL REVENUES</b>	<b>\$ 4,063,031</b>	<b>\$ 4,123,819</b>	<b>\$ 4,430,148</b>	<b>\$ 4,453,643</b>	<b>\$ 4,503,309</b>	<b>\$ 4,601,407</b>
<b>TRANSFERS IN</b>						
<i>Deferred Revenue</i>	\$ -	\$ -	\$ 215,000	\$ 193,500	\$ 100,000	\$ 141,000
<i>Transfer From Gas Tax</i>	98,146	103,056	-	75,000	94,000	94,000
<i>Final Principal Pmt from Bond Indenture</i>	-	-	-	-	-	48,019
<i>Economic Development</i>	-	-	55,000	10,000	-	15,000
<i>Cost Recovery Tuolumne County</i>	72,079	-	-	10,000	-	-
<i>General Fund Reserves</i>	-	-	109,000	90,000	400,000	60,000
<b>TOTAL TRANSFERS IN</b>	<b>\$ 170,225</b>	<b>\$ 103,056</b>	<b>\$ 379,000</b>	<b>\$ 378,500</b>	<b>\$ 594,000</b>	<b>\$ 358,019</b>
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>\$ 4,233,256</b>	<b>\$ 4,226,875</b>	<b>\$ 4,809,148</b>	<b>\$ 4,832,143</b>	<b>\$ 5,097,309</b>	<b>\$ 4,959,426</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 34,252	\$ 41,730	\$ 41,353	\$ 45,361	\$ 45,361	\$ 47,231
<i>Operating Expenditures</i>	191,060	186,746	207,665	187,854	208,161	231,691
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Services</i>	363,914	393,720	456,439	87,488	151,168	-
<i>Transfers Out</i>	94,600	26,551	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 683,826</b>	<b>\$ 648,747</b>	<b>\$ 705,457</b>	<b>\$ 320,703</b>	<b>\$ 404,690</b>	<b>\$ 278,922</b>

# City Administration

## MEDICAL SELF-INSURANCE FUND

### Fund 502

#### FUND PURPOSE

The City contracts with Winton Ireland Strom & Green Insurance Agency to administer the City’s health coverage. During FY 2016/17 the City, meet with the employee associations to discuss a change in health care providers. In agreement with the associations, the City has agreed to provide two health care options to employees and retirees. Both options will be Anthem Blue Cross plans, one being a PPO option and the other being an HMO based medical plan option.

#### **BUDGET OVERVIEW**

The FY 2017/18 budget no longer includes a self-insurance component of medical costs due to the change in health care plans. While it is anticipated that only minimal savings will be achieved by transitioning to this new plan, the new plan coverage will provide more stability for the City in budgeting and planning for medical expenditures. The costs for medical insurance is reflected in each department’s salary and benefits budget and therefore there is no budget in this program for FY 2017/18

#### SUMMARY OF REVENUES AND EXPENDITURES

	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
Revenues						
<i>Transfers In</i>	471,804	466,107	568,540	550,570	650,570	-
<b>TOTAL REVENUES</b>	<b>471,804</b>	<b>466,107</b>	<b>568,540</b>	<b>550,570</b>	<b>650,570</b>	-
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 415,594	\$ 572,972	\$ 513,195	\$ 550,570	\$ 650,570	-
<i>Operating Expenditures</i>	-	-	-	-	-	-
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 415,594</b>	<b>\$ 572,972</b>	<b>\$ 513,195</b>	<b>\$ 550,570</b>	<b>\$ 650,570</b>	-

PROPOSED

