City of Sonora
"Queen of the Southern Mines"
94 North Washington Street
Sonora, California 95370

Area Code 209
Administrator 532-6115
Administration 532-4541
Finance 532-4541
Building/Planning . . 532-3508
Police 532-8143
Fire 532-7432
Public Works 532-2922
Cemetery 532-4492
Opera Hall 532-7725
Special Programs . . 532-7725
Redevelopment 532-7725
www.sonoraca.com

TO: Honorable Mayor and Council Members

FROM: Timothy A. Miller, City Administrator

DATE: June 18, 2018

RE: FY 2019 Budget

Discussion
Monday night staff will present the General Fund and Measure I operating expenditure budgets for the Administration, Community Development, Police, Fire and Public Works Departments. In addition to the expenditure summaries, the information includes a department summary, current year accomplishments, fiscal year goals, staffing and performance metrics, where applicable. The respective funds for each department are summarized below:

City Administration
- 201 – City Council and City Clerk
- 207 – City Administration
- 209 – Non Departmental

Community Development
- 205 – Building and Planning
- 202 – Successor Agency
- 208 – Opera Hall

Police Department
- 211 – General Fund
- 403 – Measure I

Fire Department
- 212 – General Fund
- 404 – Measure I

Public Works
216 – General Fund
405 – Measure I

City staff will follow up with the Special Revenue and Capital Project Funds and overall revenue and expenditure projections at a future meeting.

Recommendation
Following comments and/or questions from the Council and the public and any direction from the Council, City staff is requesting that the City Council continue their discussion and decision to a continued meeting. Staff is suggesting Monday, June 25th at 5:00 PM

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 three key programs: City Council and Clerk, City Administration, and Non-Departmental.

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 2018/19 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 2018/19 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 2018/19 the City Attorney will continue under a contractual arrangement and fees are included in operating expenditures rather than employee salaries and benefits.

CITY ADMINISTRATION

FY 2017/18 ACCOMPLISHMENTS

Goals	Accomplishments
Purchase of Corner Gas Station	Completed the purchase the corner gas station at Greenley and Mono Way intersection.
Compensation and Classification Study	Completed a citywide compensation and classification study, implemented salary adjustments, updated position descriptions and title changes.
Recruitment	After evaluation of Interim Police Chief, recommended to City Council appointment as permanent Police Chief. Coordinated effort to fill vacant Administrative Services Director position. Hired a Part-Time Office Assistant/Accounting Technician. Created a procedure for remote interviews.
Committees	Served as staff for two new council initiated committees including the Homeless Task Force and the Marijuana working group.
Election	One incumbent Council Member re-elected and one new Council Member elected.

CITY ADMINISTRATION
KEY PROGRAM GOALS

KEY PROGRAM GOALS FOR FY 2018-19	
Employee Association Memorandum of Understanding Negotiations	Complete negotaitions with the City's Management Employee Association. Continue negotiations with Sonora Fire Fighters Association and the Sonora Police Officers Association.
Fiscal Sustainability Plan	Work in collaboration with the Finance Committee to develop a long-range fiscal sustainability plan.
Finalize Management Staffing	Complete recruitments/staffing within the management classificaition, specifically the Administrative Services Director and Police Lieutenant positions.
City Engineer	Issue a Request for Proposal for City Engineer services, evaluate proposals and enter into an agreeement for Professinal 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.
Cannabis	Continue to coordinate with the City Attorney on the implementation of the commercial cannabis ordiance and pilot program.

CITY ADMINISTRATION

Summary of FTEs

	2014/15 Funded	2015/16 Funded	2016/17 Funded	2017/18 Funded	2018/19 Funded
City Administration					
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	0.2	0.0	0.0
Admin Serv Dir/Finance Dir	1.0	1.0	1.0	1.0	1.0
Administrative Analyst	0.0	0.0	1.0	1.0	1.0
Finance Assistant	1.0	2.0	1.0	1.0	1.0
Total Department FTEs	**9.0**	**10.0**	**10.2**	**10.0**	**10.0**
Temporary Staff Hours					
Office Assistant - Accounting Tech	1690		1040	1040	1040
Administrative Analyst	960	999	0	0	0
Total Annual Hours	**2650**	**999**	**1040**	**1040**	**1040**

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 2018/19 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

	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed	2018/19 Proposed
EXPENDITURES						
Salaries and Benefits	$ 14,065	$ 17,494	$ 14,258	$ 14,600	$ 20,329	$ 15,881
Operating Expenditures	12,097	36,705	13,100	15,750	18,100	$ 13,544
Fixed Assets	-	-	-	-	-	$ -
Internal Service Charges	-	-	11,028	11,028	-	$ 606
TOTAL EXPENDITURES	**$ 26,162**	**$ 54,199**	**$ 38,386**	**$ 41,378**	**$ 38,429**	**$ 30,031**

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 2018/19 City Administration budget reflects a slight increase, overall, from the prior year due to implementation of the Classification and Compensation Study, one-time leave cash-outs and cost of living increases.

SUMMARY OF REVENUES AND EXPENDITURES

	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed	2018/19 Proposed
EXPENDITURES						
Salaries and Benefits	$ 386,482	$ 488,736	$ 622,375	$ 641,525	$ 701,465	$ 719,688
Operating Expenditures	221,854	214,201	66,100	144,514	97,500	$ 96,400
Internal Service Charges	-	-	43,836	43,836	-	$ 2,410
TOTAL EXPENDITURES	**$ 608,336**	**$ 702,937**	**$ 732,310**	**$ 829,875**	**$ 798,965**	**$ 818,498**

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 reflects a slight decrease over the prior year.

CITY ADMINISTRATION
Non-Departmental

SUMMARY OF REVENUES AND EXPENDITURES

	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed	2018/19 Proposed
REVENUES						
Property Tax	$ 733,917	$ 766,380	$ 763,175	$ 790,718	$ 818,827	$ -
VLF Backfill Property Tax	343,438	359,583	371,800	374,832	386,076	-
Sales & Use Tax	2,312,217	2,539,835	2,590,324	2,605,043	2,648,888	-
Franchise Fees	139,294	137,567	153,700	131,476	129,401	-
Business License	108,596	112,580	110,150	118,789	110,150	-
Transient Occupancy Tax	297,363	392,487	350,000	400,000	400,000	-
Licenses & Permits	-	-				
Intergovernmental Revenues	109,450	44,854	34,660	21,129	23,380	-
Lease Payments						
Charges for Services	463	180	309	559	310	-
Fines & Forfeitures	-	-				
Interest	5,223	5,066	5,150	6,800	5,500	-
Other Sources	73,858	71,616	74,375	53,963	78,875	-
TOTAL REVENUES	**$ 4,123,819**	**$ 4,430,148**	**$ 4,453,643**	**$ 4,503,309**	**$ 4,601,407**	**$ -**
TRANSFERS IN						
Deferred Revenue	$ -	$ 215,000	$ 193,500	$ 100,000	$ 141,000	$ -
Transfer From Gas Tax	103,056	-	75,000	94,000	94,000	-
Final Principal Pmt from Bond Indenture					48,019	
Economic Development	-	55,000	10,000	-	15,000	-
Cost Recovery Tuolumne County	-	-	10,000	-	-	-
General Fund Reserves		109,000	90,000	400,000	60,000	-
TOTAL TRANSFERS IN	$ 103,056	$ 379,000	$ 378,500	$ 594,000	$ 358,019	$ -
TOTAL REVENUES & TRANSFERS	**$ 4,226,875**	**$ 4,809,148**	**$ 4,832,143**	**$ 5,097,309**	**$ 4,959,426**	**$ -**
EXPENDITURES						
Salaries and Benefits	$ 41,730	$ 41,353	$ 45,361	$ 45,361	$ 47,231	$ 47,457
Operating Expenditures	186,746	207,665	187,854	208,161	231,691	221,016
Fixed Assets	-	-	-	-	-	-
Internal Services	393,720	456,439	87,488	151,168	-	-
Transfers Out	26,551	-			-	2,425
TOTAL EXPENDITURES	**$ 648,747**	**$ 705,457**	**$ 320,703**	**$ 404,690**	**$ 278,922**	**$ 270,898**

Community Development Department

DEPARTMENT PURPOSE

The Community Development Department (CDD) works with elected and appointed officials, other Departments, and the community to guide the physical growth, development, and preservation of the City. Community development encompasses many aspects of the City and as such the Department oversees several programs and projects designed to benefit its residents and businesses. Department functions include planning, building, economic development, grants, and special programs.

BUDGET OVERVIEW

The Department is supported by a combination of general fund revenue along with generated fees and grant funding. As grant funding decreases personnel costs will need to be absorbed by the general fund if current service levels are to be maintained. As new grants are obtained staff time for the implementation of grant programs and projects will be allocated to these grants as allowed under each funding source. The Department's operating costs remain status quo with the exception of the anticipated PERS increases.

The Department is currently working on two Vision Sonora projects, both in the design phase, with construction anticipated for FY 2019/20.

COMMUNITY DEVELOPMENT DEPARTMENT
FY 2017/18 ACCOMPLISHMENTS

Activities	Accomplishments
General Plan Revision	On October 16, 2017 the City Council approved the General Plan - 2017 Comprehensive Amendment.
Zoning Ordinance Updates	Adopted Zoning Ordinances included - #846/Site Plan; #845/Wireless Telecommunication Facilities; #844/Non-conforming Uses - Use Permit Procedure; #843/Home Occupation; #840/Electric Vehicle Charging Stations - Expedited Permitting.
Code Enforcement Ordinances	Code Enforcement Ordinances have been drafted and reviewed by the City Attorney. To be updated and adopted in FY 2018/19.
City Facilities Projects	Completed the Education Center reroof project.
Dragoon Gulch Trail Projects	Completed the Dragoon Gulch Trail Expansion Project - Phase I.
New City Website	Launched the new City website.
Washington/Stockton Project	Request for Proposal issued for engineering services to complete the PS&E phase. Received one proposal from Kimley-Horn and Associates, Inc. Staff completed the A&E Procurement requirements and the contract will be considered for award at the June 18, 2018 City Council Meeting.
Red Church Pedestrian and Circulation Improvement Project	City applied for, and received, funding for the project under the ATP Augmentation funding allocation. The City prepared the Mitigated Negative Declaration for the project that was adopted by the City Council on October 30th.
Building and Planning Applications	During FY 2017/18 the Sonora Regional Medical Center's Outpatient Pavilion was completed, the Front Porch building renovation was completed and the Beer Garden was still under construction. Numerous residential and commercial permits were issued for renovations or tenant improvements. In addition to the zoning ordinances, several design review applications were approved by the Planning Commission.
Events & Other Activities	City sponsored events and activities for the year included Magic of the Night, Spring Festival, Christmas Parade, Trick or Treat Street and Sonora Certified Farmers' Market. Co-sponsored events included the 4th Grade Walking Tours, 5K Run and Business Expo.

☙ COMMUNITY DEVELOPMENT DEPARTMENT ☙
KEY PROGRAM GOALS

Activities	Key Projects
Zoning Ordinance Updates	Complete the minor revisions to the City's Title 17 Zoning Ordinance needed to finalize consistency with the amended 2020 General Plan. Complete revisions to the Zoning Ordinance related Accessory Dweling Units and Design Review.
Code Enforcement Ordinances	Finalize Code Enforcement Ordinances updates for adoption.
Sign Ordinance	Update for adoption the City's Sign Ordinance
Encroachment Permit	Revise fees and evaluate current permit process for the City Encroachment Permits.
Planning Fees	Complete the fee study for the City's planning fees and recommend revisions to the City Council.
Stewart Street Restroom Project	Finalize renovation plans, bid the project, and complete construction.
Stockton/Washington Project	Complete the engineering, environmental review and final design phase of the project. Receive Caltrans' authorization for construction.
City facilities Projects	Complete repainting of the former Visitor's Bureau building.
Special Event & Activities	Evaluate and implement ways to obtain/increase revenue during City events and activities.
Opera Hall Rental Fees	Evaluate currental rental fees to determine feasibility of increasing fees.
Homebuyers' Loan Program	Fund a minimum of three loans through the Program.
Red Church Pedestrian & Circulation Improvement Project.	Complete the engineering and final design phase of the project. Receive Caltrans' authorization for construction.
Housing Element	Prepare, adopt and receive HCD approval for the City's 1019 Housing Element.
2020 Census Local Update	Complete the Census Local Update of Census Addresses Operation for the City.
New May Special Event	Plan a new event that will coordinate with the opening of the Farmers Market and will replace the Spring Festival.

☙ COMMUNITY DEVELOPMENT DEPARTMENT ☙
Departmental Summary of FTEs

	2014/15	2015/16	2016/17	2017/18	2018/19
	Funded	Funded	Funded	Funded	Funded
City Administration					
Community Development Director	1.0	1.0	1.0	1.0	1.0
Community Development Specialist	1.0	1.0	1.0	1.0	1.0
Special Programs Coordinator	1.0	1.0	1.0	1.0	1.0
Building Inspector	1.0	0.0	0.0	0.0	0.0
Total Department FTEs	**4.0**	**3.0**	**3.0**	**3.0**	**3.0**

Outpatient Pavilion Project

☙ COMMUNITY DEVELOPMENT DEPARTMENT ☙
PERFORMANCE INDICATORS AND MEASURES

Activity and Workload Highlights	2015/16 Actual	2016/17 Actual	2017/18 Estimated	2018/19 Budget
Building Permits Issued - New Single Family	5	1	3	2
Building Permits Issued - Residential Addition/Alterations	47	67	39	40
Building Permits Issued - New Commercial	2	0	0	1
Building Permits Issued - Commercial Addition/Alteration	31	55	52	50
Building Permits Issued - Multi-Family	0	1	0	0
Building Permits Issued - Miscellaneous	94	118	125	100
Number of building plan checks completed	52	97	78	80
Number of inspections conducted	534	686	700	723
Number of code complaints responded to	2	5	4	5
Number of Encroachment Permits issued	40	23	36	40
Number of Rezoning Applications	2	4	1	1
Number of General Plan Amendments	1	1	1	1
Number of Design Review Applications	5	6	8	8
Number of Sign Design Review Applications	6	10	8	8
Number of Conditional Use Permit Applications	1	0	1	1
Number ov Variance Applications	1	0	0	0
Number of Site Plan Review Applications	1	0	1	1
Number of Landscape Plan Applications	1	1	0	1
Number of Land Division Applications		1	1	1
Number of CDD Ordinances Adopted (excluding rezones)	2	0	5	8
Number of Miscellaneous Planning Applications	4	2	7	4
Number of Farmers Market Booth Spaces Rented	936	815	939	940
Number of Opera Hall days reserved	103	100	102	102
Number of Banner Applications	39	47	34	40

Community Development Department

Building and Planning
Fund 303 205

PROGRAM PURPOSE

The Community Development Department reviews plans, issues permits and inspects projects covering a variety of construction activities throughout the City. The Department also oversees all projects requiring planning and environmental review. The Sonora Planning Commission considers all applications for use permits, design review applications, development projects, land division maps, and site plans. All reviews and inspections are conducted based upon the California Building Codes, Sonora General Plan, Sonora Municipal Code and applicable State Laws. The Department also manages updates and revisions to the City's General Plan and Zoning Ordinance.

BUDGET OVERVIEW

Building activity during Fiscal Year 2018/19 will include the completion of the Sonora Beer Garden project on Green Street. Building activity is expected to be strong in Fiscal Year 2018/19; however, the size of the projects will be smaller resulting in less permit revenue. Planning activity is anticipated to be the same as in Fiscal Year 2018/19; however, staff will be proposing a fee increase for planning permits which, if approved, will help to address the shortfall between project related revenue and expenses. The part-time Building Official/Inspector and Planner will continue to be contracted positions in the proposed budget.

SUMMARY OF REVENUES AND EXPENDITURES

	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed	2018/19 Proposed
REVENUES						
Licenses & Permits	$ 86,647	$ 157,214	$ 92,575	$ 101,700	$ 77,000	$ -
Service Charges	8,105	3,295	3,500	4,120	4,000	-
TOTAL REVENUES	**$ 94,752**	**$ 160,509**	**$ 96,075**	**$ 105,820**	**$ 81,000**	**$ -**
EXPENDITURES						
Salaries and Benefits	$ 115,031	$ 58,114	$ 64,565	$ 76,679	$ 167,024	$ 202,795
Operating Expenditures	$ 95,529	$ 140,689	$ 161,600	$ 164,400	$ 134,100	$ 125,864
Grants	$ 641	$ -	$ -	$ -	$ -	$ -
Fixed Assets						
Internal Service Charges	$ -	$ -	$ 5,514	$ 5,514	$ -	$ 818
TOTAL EXPENDITURES	**$ 211,201**	**$ 198,803**	**$ 231,679**	**$ 246,593**	**$ 301,124**	**$ 329,477**

Community Development Department

Successor Agency to the former Sonora Redevelopment Agency Fund 303 202

PROGRAM PURPOSE

On December 29, 2011, the Supreme Court issued its final decision on the redevelopment dissolution litigation, upholding AB 1X 26, invalidating AB 1X 27, and essentially dissolving all redevelopment agencies throughout the State effective February 1, 2012. AB 1X 26 provides that successor agencies be designated as successor entities to the former redevelopment agencies, to oversee the wind down activities of the former redevelopment agencies. The City of Sonora elected to serve as the Successor Agency for the former Sonora Redevelopment Agency. City staff is responsible for all wind down activities including preparation of required documents and reports under the direction of the Successor Agency's Oversight Board and State Department of Finance.

BUDGET OVERVIEW

The wind down of the former Sonora Redevelopment Agency will continue during Fiscal Year 2018/19. As the wind down continues less staff time will be allocated to this Fund which will need to be absorbed by the General Fund or other sources of City revenue.

COMMUNITY DEVELOPMENT DEPARTMENT
Successor Agency

SUMMARY OF REVENUES AND EXPENDITURES

	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed	2018/19 Proposed
REVENUES						
Transfer From Successor Agency	139,953	43,092	22,500	22,500	14,300	-
TOTAL REVENUES	**$ 139,953**	**$ 43,092**	**$ 22,500**	**$ 22,500**	**$ 14,300**	**$ -**
EXPENDITURES						
Salaries and Benefits	$ 94,833	$ 44,521	$ 16,519	$ 21,585	$ 19,339	$ 19,386
Operating Expenditures	31,203	13,523	4,550	1,506	4,550	$ 1,950
Grants	-	-	-	-	-	-
Fixed Assets	-	-	-	-	-	-
Internal Service Charges			1,379	1,379	-	-
TOTAL EXPENDITURES	**$ 126,036**	**$ 58,044**	**$ 22,448**	**$ 24,470**	**$ 23,889**	**$ 21,336**

Community Development Department

OPERA HALL
FUND 303 208

PROGRAM PURPOSE

The Sonora Opera Hall was originally constructed as a flour mill in 1879 but the mill burned down in 1885. It was subsequently reconstructed as the Sonora Opera Hall hosting balls, events, meetings, etc. However in 1896 the Opera Hall was closed and the building was converted to a carpenter shop. The building was eventually converted to automobile repair garage. In 1986 the City of Sonora acquired the building and rehabilitated it as a community center and rental facility. The Community Development Department oversees the Sonora Opera Hall facility.

BUDGET OVERVIEW

The operating costs for the Sonora Opera Hall will be status quo for Fiscal Year 2018 except for the PERS increases. There are no capital improvements planned for FY 2018/19.

COMMUNITY DEVELOPMENT DEPARTMENT
Opera Hall

SUMMARY OF REVENUES AND EXPENDITURES

	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed	2018/19 Proposed
REVENUES						
Licenses & Permits	$ -	$ -	$ -	$ -	$ -	$ -
Service Charges						
Fines & Forfeitures	-	-	-	-	-	-
Other Revenues	21,820	38,217	23,000	23,510	23,000	-
TOTAL REVENUES	**$ 21,820**	**$ 38,217**	**$ 23,000**	**$ 23,510**	**$ 23,000**	**$ -**
EXPENDITURES						
Salaries and Benefits	$ 24,781	$ 28,724	$ 25,627	$ 41,815	$ 33,522	$ 42,522
Operating Expenditures	15,440	32,412	17,800	19,205	18,000	$ 28,353
Grants	-	-	-	-	-	-
Fixed Assets	-	-	-	-	-	-
Internal Service Charges			3,860	3,860	-	212
TOTAL EXPENDITURES	**$ 40,221**	**$ 61,136**	**$ 47,287**	**$ 64,880**	**$ 51,522**	**$ 71,087**

Police Department

DEPARTMENT PURPOSE

The Sonora Police Department provides police services to the City of Sonora. Through innovative thinking and goal setting, the Department is committed to delivering unparalleled service to the community. The Police Department will continue to strengthen community relationships and public trust while striving for excellence through employee development, self-discipline, and strong leadership.

The core services provided by the Police Department include responding to emergency and non-emergency calls for service; identification of criminal activity; dispatch services; investigation and prosecution of crimes; recruiting, hiring, and training of personnel; crime prevention and community outreach; traffic safety; maintenance of records, property, and evidence; and community problem solving.

The Police Department continues to build upon a strong police/community partnership through innovative Department and community programs, including the development of programs such as the Community Engagement Team, the Police Explorer program and Community Service Volunteers.

The Police Department is focused on community problem-solving. Individual officers and patrol teams are responsible for identifying problems and creating and implementing solutions to those problems. In furtherance of this effort, the Department continues to develop relationships with specific segments of our community such as the public and private schools, neighborhood watch groups, and local businesses. All field staff are trained in effective community based policing tactics and strategies to de-escalate and respond appropriately to field situations. All Police Department personnel are committed to these ideals and continue to make significant strides toward eradicating criminal activity and any conditions that have a detrimental impact on public safety.

BUDGET OVERVIEW

This budget overview discusses the Police Department's focus for FY 2018/19, as well as its revenue and expenditure outlook.

The proposed FY 2018/19 departmental budget reflects a change in operating expenditures over the prior years adopted budget, which include reductions to staff vacancies; two of which are being filled by entry-level, Public Employee Pension Reform Act (PEPRA), employees. These savings will offset increased costs associated with Classic PERS contributions.

☙ POLICE DEPARTMENT ❧

Department Reorganization

School Resource Officer (SRO) position has been eliminated as the BSCC Police Grant Funding source was not made available to city-level police agencies for FY 2018/19.

The FY 2018/19 budget includes funding for ten officers to be filled first with two Recruit-level Police Officers to fill vacant Officer positions. These recruit positions will offset increased overtime experienced during FY 2018/19, however, the City will incur one-time expenditures related to the academy and field training costs. Over the long-term, both of the recruit position are second tier PERS members under the Public Employee Pension Reform Act (PEPRA) which results in significant cost savings for the City. Two additional vacant Officer positions will be funded either at the entry level, tier two PERS rate, or first tier PERS with a higher pay step, depending on the applicants work experience and negotiated job offer.

The Police Department budget consists of the following programs: General Fund Operating Expenditures, Measure I, Vehicle Abatement, AB 11 Grant Funds, and CHP Grant Funding.

☙ POLICE DEPARTMENT ❧
FY 2017/2018 ACCOMPLISHMENTS

Goals	Accomplishments
Social Media Expansion	Implemented steps to develop our Social Media program increasing community outreach, crime prevention and interaction with residents and community members. Our website now offers more information and resources; our Facebook has become more informative and interactive, and we have begun using Twitter for Public Service Announcements.
Increase Accountability by filling vacant Management and Supervisor Positions	The proactive approach to filling one Police Sergeant Position as soon as it was vacated ensured consistency in leadership and accountability within the department, as well as a consistency of delivering police services to the Sonora community.
Department Reorganization	A comprehensive reorganization of the department's organizational structure started with rebuilding our Code of Ethics, Mission Statement and Vision Finalized the reorganization of departmental leadership and accountability model which identified the staffing resources necessary to manage all programs and functions.
Continue Building Security Upgrade	With phase 2 of a 5 phase security upgrade completed, efforts are being focussed on phase 3, which include bullet-proof glass in the Police Department Lobby and a modification to the customer service counter for ADA accommodations.
Enhance ALICE Program	With some movement in the department's staffing, a need to train new instructors was recognized to maintain consistency in this program which delivers valuable training to community schools and other groups. In February, the Police Department hosted a train-the-trainer event which expanded the programs reach and afforded certifications for two additional Police Department Trainers.
Crime Prevention and National Night Out	Another successful National Night Out event was held in August; this time focussing on community interaction and legitimizing our agency as a part of the community. Many of our activities this year were focussed on developing relations with local youth.
Red Ribbon and ALICE Presentations	Several members of our department participated in Red Ribbon week at Sonora Elementary School; providing students with information about dangerous drugs, cyber-bullying and stranger safety. Our designated ALICE instructor team partnered with outside agencies and provided instruction on safety measures for "active-shooter" and violent intruder situations.
Explorer Post and Community Service Volunteers	Our volunteer program continues to engage in many functions. They provide extra patrol services, assist sworn and support personnel in their duties, they put out and take down flags in downtown Sonora, provide parking for local events, assist with the Mother Lode Round-Up Parade and the Christmas Parade, assisted with providing crossing guard duties during the Mother Lode Fair, and help out with multiple school-related events. A reorganization of the volunteer group was initiated to develop leadership and accountability skills among the group.
Field Training Program	This Year year the Sonora Police Department's Field Training Program successfully trained four new employees. Officer A. Brandow, Officer (now Sergeant) C. Hankins, Officer L. Durham, and Sergeant T. Wertz. The training staff included Lieutenant (Now Chief) T. VanderWiel, Sgt. C. Rogers, Officer John Bowly and Officer B. Norris.
Upgrade Electronic File Storage	With an ever-increasing need for electronic file storage relating to audio-video recordings from body-worn cameras, our department entered into a contract with a secure cloud storage provider. The contract also allowed for equipment and tech-support upgrades for our cameras. This upgrade will save the city several thousand dollars in equipment costs alone over the years to come.
Fill Vacant Positions	The Police Department has continued to actively recruit to fill four full-time officer positions. We have adopted a more proactive approach to recruitment which included updated outreach methods, and technology-enhanced interview and testing options.
Paperless Transition	The Police Department has been exploring many ways to minimize the use of paper products, as well as minimizing the costs associated with paper and printing support needs. Many of our files that were traditionally maintained in "hard-copy" form is now being stored as electronic files. We are working with the District Attorney and the Probation Department to identify a way to share criminal reporting in an electronic format as well.
Public Information Expansion	Several members of the department have been identified to release information via our social media sites and to address press related inquiries from news reporting entities. This expansion improves our response time for press related questions and increases our legitimacy with the community by sharing information in a timely manner.

☙ POLICE DEPARTMENT ❧

KEY PROGRAM GOALS

KEY PROGRAM GOALS FOR FY 2018-19	
Research Police K-9 Program	Research costs, funding, and needs for a Police K-9. Emphasis will be placed on enhancement of the department's mission to improve public safety services to the community while identifying and weighing potential liabilities to the City of Sonora.
Fleet Replacement Program	Continue to explore options for the funding of new patrol vehicles to begin replacing an aging and worn fleet, over 50% of which is in excess of fourteen years old. We are currently pursuing a grant opportunity to begin this process. Other options such as a Capitol Budget Account for vehicle replacement is also being explored.
Continue Building Security Upgrade	Implement phase three of the building security upgrade to the customer service counter. Explore resources and design options for phase 4 of the project, which includes reinforcement to building-front windows.
School Resource Officer Services	SROs are sworn law enforcement officers responsible for providing security and crime prevention services in schools. Through education and informal counseling, SRO's prevent crime by reshaping the perception of local youth. The department will explore new revenue opportunities to fund a School Resource position. The fluctuating AB109 money recently used to fund this position has not been made available for FY 2018/19. Opportunities may exist through grants, school partnerships and our reserve program.
Paperless Transition	The department will continue to work toward a full transition to paperless filing. We will explore opportunities to encourage outside agency cooperation as well as identify useful resources to aid in the transition.

☙ POLICE DEPARTMENT ❧

Summary of Department FTEs

	2014/15 Funded	2015/16 Funded	2016/17 Funded	2017/18 Funded	2018/19 Funded
Police Department					
Chief of Police	1.0	1.0	1.0	1.0	1.0
Police Lieutenant	0.0	0.0	1.0	1.0	1.0
Police Sergeant	2.0	2.0	2.0	2.0	2.0
Police Officer	10.0	10.0	10.0	10.0	10.0
Communications Dispatcher	5.0	5.0	5.0	5.0	5.0
Police Records Technician	1.0	1.0	1.0	1.0	1.0
Total Department FTEs	**19.0**	**19.0**	**20.0**	**20.0**	**20.0**
Temporary Staff Hours					
Administrative Assistant	600	600	0	0	0
Reserve Police Officer	0	1200	400	400	400
Background	180	270	180	180	180
IT	0	400	400	400	400
Fire Investigator	120	90	30	30	30
Firearms Instructor	0	200	192	192	192
School Resource Officer	0	0	768	768	768
Communications Dispatcher	1960	1960	1990	1990	1990
Community Service Officer	2040	3812	3320	3320	3320
Total Annual Hours	**4900**	**8532**	**7280**	**7280**	**7280**

☙ POLICE DEPARTMENT ❧

PERFORMANCE INDICATORS AND MEASURES

Activity and Workload Highlights	2017/18 Actual	2018/19 Estimated	2018/19 Budget
Hours of Professional Training for Sworn Personnel	1,646	1,800	1,800
Hours of Professional Training for Non-Sworn Personnel	192	500	500
Total Number of Volunteer Hours	3,312	3,312	3,312
Calls for Serivce	14,514	20,000	20,000
Total Phone Calls Received?	27,211	33,000	33,000
Total Arrests	690	800	800
Total number of reports written by CSO Officer?	177	200	200
Percentage of reported Traffic Collisions involving drugs or Alcohol	11.40%	15.00%	15.00%
Number of traffic citations issued (excluding courtesy citations)	288	500	500
Vehicle Code Warnings Issued	535	500	500
DUI Arrests	62	90	90
Traffic collision reports	131	200	200
Injury collisions	40	75	75
Criminal complaints sent to the DA for prosecution	527	527	527
Percentage of arrest reports declined by the DA	6%	6%	6%
Number of cases investigated	1,620	1,800	1,800
Number of Parking Citations Issued	767	1,000	1,000
Number of abandoned vehicles removed from public streets	157	150	150
Revenue received on parking citatins issued	$13,086	$23,123	$23,123

Police Department

POLICE GENERAL FUND OPERATING
FUND 303

PURPOSE

The general fund provides the largest amount of unrestricted funds for the Departments operational needs. This fund supports the majority of the operational costs associated with community service at the law enforcement level. This budget has been established from the criteria for the programs and services the Department provides. These funds support the needs associated with salaries and benefit costs; training for sworn and non-sworn personnel; equipment purchasing and maintenance, and facility maintenance and repair.

BUDGET OVERVIEW

The Department is currently recruiting for one vacant FT Officer position which will be supported under Fund 303. The Department is also exploring a USDA grant opportunity for the purchase of two new patrol vehicles. If awarded, there would be a need for a 25% contribution from the City to fulfill the grant obligation. The Department continues to have a need for increased training mandates and educational benefits; as well as a necessity to repair and upgrade computer and technology needs.

☙ POLICE DEPARTMENT ❧

General Fund Operating

SUMMARY OF REVENUES AND EXPENDITURES

	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed	2018/19 Proposed
REVENUES						
Intergovernmental Revenue	11,298	5,932	14,360	1,500	6,000	-
Service Charges	41,445	47,163	41,921	30,000	32,500	-
Licenses & Permits	360	610	515	310	530	-
Fines & Forfeitures	67,763	74,280	70,770	51,370	64,380	-
Other Sources	9,284	8,483	-	6,558	-	-
TOTAL REVENUES	**$ 130,150**	**$ 136,468**	**$ 127,566**	**$ 89,738**	**$ 103,410**	**$ -**
EXPENDITURES						
Salaries and Benefits	$ 1,376,240	$ 1,515,502	$ 1,517,045	$ 1,626,009	$ 1,706,599	$ 1,762,665
Operating Expenditures	$ 186,394	$ 215,672	$ 234,100	$ 274,620	$ 234,300	$ 263,152
Grants						
Fixed Assets						
Internal Service Charges	$ -	$ -	$ 186,646	$ 186,646	$ -	$ -
TOTAL EXPENDITURES	**$ 1,562,634**	**$ 1,731,174**	**$ 1,937,791**	**$ 2,087,275**	**$ 1,940,899**	**$ 2,025,817**

Police Department

MEASURE I

FUND 403

PROGRAM PURPOSE

The Police Departments Measure I fund was established as a result of a sales tax increase which took effect January 1, 2005. In 2004 voters passed a special tax initiative for a ½% increase to sales tax within the city limits. The purpose of this initiative was to improve city services for residents, businesses, and visitors to the City of Sonora. The Police Department receives 60% of this revenue for the purpose of hiring additional law enforcement and support personnel; updating safety equipment, providing educational funding; replacing expired vehicles; and expanding Police facilities allowing for departmental growth.

BUDGET OVERVIEW

The FY 2018/19 Measure I budget includes a transfer of money to the CHP Grant program to continue funding for the City's COPS to Vets Officer. Measure I also funds a 1.0 FTE Sergeant position, an additional 1.0 FTE Officer, one 0.5 FTE CSO positions and 1.0 FTE Dispatch position. Further, Measure I shares funding for all benefit costs to the Department's employees, both sworn and civilian.

☙ POLICE DEPARTMENT ❧

Measure I

SUMMARY OF REVENUES AND EXPENDITURES

	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed	2018/19 Proposed
SOURCES OF FUNDS						
Beginning Fund Balance	$ 329,473	$ 391,850	$ 210,013	$ 210,013	$ 109,950	$ 17,084
REVENUES						
Sales & Use Tax	$ 960,373	$ 969,979	$ 991,918	$ 1,031,047	$ 1,024,706	$ 1,049,400
Intergovernmental	$ 8,743	$ 8,120	$ -	$ 2,378	$ -	$ -
Interest	$ 1,003	$ 1,010	$ 515	$ 725	$ 650	$ -
Other Revenues	$ 752	$ 4,381	$ -	$ 2,164	$ -	$ -
Transfer In	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL REVENUES	$ 970,871	$ 983,490	$ 992,433	$ 1,036,314	$ 1,025,356	$ 1,049,400
EXPENDITURES						
Salaries and Benefits	$ 736,237	$ 832,577	$ 1,040,204	$ 952,514	$ 888,853	$ 914,373
Operating Expenditures	$ 150,956	$ 260,268	$ 131,600	$ 135,779	$ 158,885	$ 164,279
Fixed Assets	$ -	$ -	$ -	$ -	$ -	$ -
Internal Service Charges	$ 21,301	$ 24,072	$ 33,084	$ 48,084	$ -	$ 1,213
Transfers		$ 48,410			$ 70,484	$ -
TOTAL EXPENDITURES	$ 908,494	$ 1,165,327	$ 1,204,888	$ 1,136,377	$ 1,118,222	$ 1,079,865
Transfer Out						
Ending Fund Balance	391,850	210,013	(2,442)	109,950	17,084	(13,381)

Fire Department

DEPARTMENT PURPOSE

The City of Sonora's Fire Department provides all-risk emergency services as well as fire prevention, public education, non-emergency public services and cooperative services with other emergency and non-emergency agencies throughout Tuolumne County. Utilizing 1 engine, 1 aerial fire apparatus, 1 command vehicle, 1 utility vehicle, 2 reserve engines and one fire prevention vehicle, the fire department responds to over 1,800 emergency calls for service each year. It is the mission of the Sonora City Fire Department to serve and protect the community through public education, training, fire prevention, fire suppression, emergency rescue, disaster preparedness, mutual aid support, advances in modern technology and other services in order to minimize the loss of life and property, damage to the environment, and adverse economic impacts due to natural or man-made emergencies or events, while still preserving the City's historic character and charm.

BUDGET OVERVIEW

During FY 2018/19, the Fire Department will continue to provide excellent customer service and make the best use of available resources. The department reduced its operating budget last year to assist with balancing the budget. The 2018/19 Budget will remain as close to the previous year with only a few minor changes. The Fire Department expects an increase in revenue to offset the costs of fire inspections, hazardous materials operating permits, burn permits, EOC rentals and miscellaneous other services.

☙ FIRE DEPARTMENT ❧
FY 2017/18 ACCOMPLISHMENTS

Goals	Accomplishments
Training	Set and met training standards and required courses for department and developed annual training plan; Met all State and Federal mandated training requirements; Succession training for all department staff; Hosted Multi-agency training with Columbia College and surrounding Fire Districts.
Prevention	Implemented new commercial business inspection program, conducted over 100 fire inspections of commercial bldgs.; Completed 200 defensible space inspections.
Operations	Sent resources to the Wall, Detwiler, Jacksonville, Twist, Railroad, Point, Lilac and Thomas Fires; Participated in Emergency Preparedness Meeting for Multi-County exercise planned for 2016; Completed Captain's test; Hired 1 qualified candidate;
Logistics	Completed Volunteer Firefighter testing; 2 potential candidates; Automatic Aid Agreement for Tuolumne County working good for closest resource concept; Hired one Intern Firefighters; Region IV meeting in Grass Valley – selected as Region IV 1st Alternate coordinator.
Finance	Applied for SAFER grant for Fire Engineer position; Awarded Volunteer Firefighter Assistance (VFA) grant for equipment; Filed AFG Regional Grant for Self Contained Breathing Apparatus; Filed AFG for new Fire Engineer.
Special Events/Historical Companies	Increased historical companies membership by 50%; Participated in Columbia Fire Department Muster with historical companies; Participated in Ladies Night; sold pink t-shirts partnering with SRMC; Hosted 157th Annual Firefighter Ball at the Oprah Hall; Participated in the Annual Christmas Parade; Presentation to the Sonora High Leadership Class; Participated in Spring Festival; Participated in Motherlode Round up Parade; Held Annual Department Christmas Party.

FIRE DEPARTMENT

KEY PROGRAM GOALS

Key Program Goals for FY 2018-19	
Training	Complete Annual State and Federal required training; Ensure all members obtain on-going State Fire Marshal Training classes; Participate in Sonora High School "Every 15 minutes" program; Complete training for Fire Inspector II through State Fire Marshal Office; Host multi-company and jurisdictional training; Host State Fire Marshal classes Level 1 & 2.
Prevention	With award and acceptance fot he AFG Prevention Grant the department hopes to complete 120 Annual commerical business inspections; Complete 300 defensible space inspections; Without the AFG Prevention Grant, the department will still conduct Commercial Business and Defensible Space inspections but the numbers will be reduced due to the reduction in personnel. Conduct and approve 40 Burn Permit inspections; Give school safety presentations to Elementary Schools; Hold Open House in September for Fire Prevention week.
Operations	Contract with Lexipol for Department policies and updates; Successfully obtain New Fire Engine through grants or other funding sources; Purchase new SCBA bottles to replace existing ones that expire in 2020.
Finance	Research and apply for grants to aid in purchasing a new Fire Engine; Research and apply for prevention grant to fill vacant prevention officer position to assist with business and defensible space inspections; Research and apply for equipment grants to replace and update aging equipment.

FIRE DEPARTMENT

Summary of Department FTEs

	2014/15	2015/16	2016/17	2017/18	2018/19
	Funded	**Funded**	**Funded**	**Funded**	**Funded**
Fire Department					
Fire Chief	1.0	1.0	1.0	1.0	1.0
Fire Captain	3.0	3.0	3.0	3.0	3.0
Fire Engineer	3.0	3.0	3.0	3.0	3.0
Total Department FTEs	**7.0**	**7.0**	**7.0**	**7.0**	**7.0**
Temporary Staff Hours					
Office Assistant	862	832	1248	1248	1248
Relief Captain	340	352	260	0	0
Fire Prevention Officer	24	240	700	0	0
Plan Check	480	0	0	0	0
Background	80	80	100	80	80
Relief Engineer	390	390	660	660	660
Volunteer Interns	0	0	772	772	772
Total Annual Hours	**2176**	**1894**	**3740**	**2760**	**2760**

General Fund
FUND 303 212

PROGRAM PURPOSE

The City of Sonora's Fire Department provides all-risk emergency services as well as fire prevention, public education, non-emergency public services and cooperative services with other emergency and non-emergency agencies throughout Tuolumne County. The Department strives to work cooperatively with the community and surrounding fire agencies to address areas of needed improvement. The General Fund provides funding for 1 Fire Chief, 3 Fire Captains, and 1 part-time Office Assistant. The General Fund also provides the Fire Department's operating budget that oversees facility and equipment maintenance, mandated training costs, and general expenditures.

BUDGET OVERVIEW

During FY 2018/19, the Fire Department will continue to provide excellent customer service and make the best use of available resources. The department's budget is essentially status quo, with operating expenditures and part-time hours being reduced to offset regular salary and benefit increases. Reductions include the position freeze of the part-time Fire Prevention Officer, reduction in training funds for full-time staff and incremental reductions in operating expenditures. The Fire Department expects an increase in revenue to off-set the costs to provide and issue fire inspections, hazardous materials operating permits, burn permits, EOC rentals and miscellaneous other services.

FIRE DEPARTMENT
General Fund

SUMMARY OF REVENUES AND EXPENDITURES

	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed	2018/19 Proposed
REVENUES						
Service Charges	2,849	6,149	8,400	6,000	8,650	-
Other Revenues	1,502	38	-	(38)	-	-
TOTAL REVENUES	**$ 4,351**	**$ 6,187**	**$ 8,400**	**$ 5,962**	**$ 8,650**	**$ -**
EXPENDITURES						
Salaries and Benefits	$ 436,736	$ 482,297	$ 490,219	$ 508,866	$ 563,344	$ 584,022
Operating Expenditures	125,439	133,143	149,201	136,868	141,247	156,200
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	-	-	44,112	44,112	-	2,425
Transfers				19,500	-	-
TOTAL EXPENDITURES	**$ 562,175**	**$ 615,440**	**$ 683,532**	**$ 709,346**	**$ 704,591**	**$ 742,647**

Fire Department

MEASURE I
FUND 404

PROGRAM PURPOSE

The City of Sonora's Fire Department provides all-risk emergency services as well as fire prevention, public education, non-emergency public services and cooperative services with other emergency and non-emergency agencies throughout Tuolumne County. The Department strives to work cooperatively with the community and surrounding fire agencies to address areas of needed improvement. The Measure I Fund currently provides funding for 2 Full-time Fire Engineers, 9 Volunteer Firefighter positions (of which four are filled), increased stipends for Intern Firefighters and benefit increases for full-time employees. The SAFER grant ended in October 2017, which funded the third Fire Engineer position. The Department has reapplied for another SAFER grant to fund the position, but is looking at other funding options available. It is the goal of the Department to fund all three Fire Engineer positions as Full time.

BUDGET OVERVIEW

During FY 2018/19, it is the goal of the department to maintain three Full-time Fire Engineer positions, and update safety equipment and supplies within the Measure I fund. This goal is in line with the expenditure plan for Measure I. The FY 2018/19 budget remains status quo with some transfers between accounts to assist with funding the third Fire Engineer position with part-time staffing.

FIRE DEPARTMENT
Measure I

SUMMARY OF REVENUES AND EXPENDITURES

	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed	2018/19 Proposed
SOURCES OF FUNDS						
Beginning Fund Balance	**$ 94,378**	**$ 216,278**	**$ 216,079**	**$ 216,079**	**$ 204,993**	**$ 122,711**
REVENUES						
Sales & Use Tax	$ 400,156	$ 404,158	$ 413,299	$ 429,603	$ 426,961	$ 437,250
Intergovernmental Revenue	$ 184	$ 484	$ -	$ -	$ -	$ -
Interest	$ 367	$ 807	$ 258	$ 825	$ 800	$ -
TOTAL REVENUES	**$ 400,707**	**$ 405,449**	**$ 413,557**	**$ 430,428**	**$ 427,761**	**$ 437,250**
EXPENDITURES						
Salaries and Benefits	$ 253,843	$ 356,030	$ 389,643	$ 385,234	$ 471,143	$ 474,319
Operating Expenditures	22,305	25,546	44,300	34,224	38,900	18,400
Fixed Assets						
Internal Service Charges	$ 2,657	$ 24,072	$ 22,056	$ 22,056	$ -	$ 1,213
TOTAL EXPENDITURES	**$ 278,805**	**$ 405,648**	**$ 455,999**	**$ 441,514**	**$ 510,043**	**$ 493,932**
Ending Fund Balance	**$ 216,280**	**$ 216,079**	**$ 173,637**	**$ 204,993**	**$ 122,711**	**$ 66,029**

Public Works Department

DEPARTMENT PURPOSE

The Public Works Department is responsible for maintaining the City's infrastructure and facilities including streets, storm drains, buildings, parks, parking lots and cemetery. In addition, this Department includes the budget for the City Engineer. The Department's goal is to provide the highest level of service with the staff and resources available. The Department strives to continually provide the level of service and safety deserved by the City, its residents and visitors and work with the community to identify and address areas of needed improvement.

BUDGET OVERVIEW

The general fund provides the largest amount of unrestricted funds for the Departments operational needs. This fund supports the majority of the operational costs associated with the Department services. The balance of the Department's budget is from Measure I with the exception of direct charges to Sunrise Hills or other dedicated funds. This budget has been established based on the personnel, equipment and supply needs to deliver the services the Department provides.

The FY 2018/19 budget includes a limited duration, one-year Public Works Assistant Position. The Department currently in need of relief assistance to cover a staffing vacancy that exists due to an employee being out for an extended duration. This limited duration position will be a full-time, benefited position that is committed for a twelve-month duration. The Measure I fund has sufficient fund balance available to offset this cost so there is no budgeted general fund impact.

PUBLIC WORKS DEPARTMENT
FY 2018/19 ACCOMPLISHMENTS

Goals	Accomplishments
Community Enhnacements	Continued installing additional downtown garbage and recycle cans and benches. Installed seasonal decorative banners downtown.
City Events	Supported City sponsored events including the Motherlode Round-up, Christmas parade, Farmer's Market, Magic of the Night, Spring Festival and other scheduled events at City facilities, streets and parks.
Public Infrastructure	Repaired pot holes and related street failures. Removed downed trees. Cleared and/or stabilized mud slides.
Public Facilities	Repaired leaks at the Education Center. Miscellaneous fixtures, equipment and building repairs at City Hall, Fire, and Police Stations.
Public Parks	Assisted with landscaping at the Fountain lot. Completed improvements to Grigsby Park as requested by the Vison Sonora committee. Assisted with improvements to the expansion trail at Dragoon Gulch.

PUBLIC WORKS DEPARTMENT
KEY PROGRAM GOALS FOR FY 2018/19

KEY GOALS FOR FY 2018-19	
Streets	Continue street repairs including pot holes and road failures. Contract for centerline striping of major streets as needed. Replace cross walk and stop bars striping as needed. Coordinate the installation of the second phase of the decorative street lights downtown with P G and E. Utilize SB1 Funds for street overlay project.
Parks	Add ADA access at Coffill Park.
Parking Lots	Assist with Grigsby Park and City Hall landscape improvements.
Cemetery	Evaluate options for maintenance and improvements at the Mount Shadow Cemetery.
Facilities	Repaint the Visitors Bureau building. Improve the drainage west of the building and repair the hallway flooring at the Fire Museum.
Vision Sonora	Complete the installation of the new trash cans and benches. Install new parking lot directional signage.

PUBLIC WORKS DEPARTMENT
Summary of Department FTEs

	2014/15	2015/16	2016/17	2017/18	2018/19
	Funded	**Funded**	**Funded**	**Funded**	**Funded**
Public Works					
Public Works Supervisor	1.0	1.0	1.0	1.0	1.0
Public Works Specialist	4.0	4.0	4.0	3.0	3.0
Public Works Assistant*	1.0	1.0	1.0	3.0	3.0
Supervising Mechanic	1.0	1.0	1.0	1.0	1.0
Equipment Mechanic	1.0	1.0	1.0	1.0	1.0
Public Works/Building Inspector	0.0	0.0	0.0	0.0	0.0
Total Department FTEs	**8.0**	**8.0**	**8.0**	**9.0**	**9.0**

* Includes a one-year limited duration position

Temporary Staff Hours					
Public Works Specialist	0	0	0	0	0
Public Works Assistant	0	0	0	0	0
Total Annual Hours	**0**	**0**	**0**	**0**	**0**

Public Works Department

General Fund: Public Works
FUND 303 216

PROGRAM PURPOSE

The Public Works Department is responsible for maintaining the City's infrastructure and facilities. Costs associated with buildings, parks, parking lots and the cemetery are in their respective programs. The purpose of this portion of the Public Works budget is to provide the funding the majority of the Departments personnel and operational costs. The remainder of these costs is allocated to Measure I or the specific Department programs.

BUDGET OVERVIEW

The FY 2018/19 budget remains consistent with prior years staffing and cost allocations. The budgeted staffing includes a public works supervisor and supervising mechanic, three public works specialists and one public works assistant. There is a slight increase in salary and benefits due to a cost of living adjustment and higher PERS and health benefit rates. Overall, the Departments budget is slightly less than the prior fiscal year due to staffing transitions and reduced health benefits costs.

SUMMARY OF REVENUES AND EXPENDITURES

	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed	2018/19 Proposed
REVENUES						
Licenses and Permits	2,775	3,125	2,060	3,000	2,120	-
Service Charges	9,839	9,439	8,120	8,220	10,500	-
Other Revenues	-	-	-	-	-	-
TOTAL REVENUES	**$ 12,614**	**$ 12,564**	**$ 10,180**	**$ 11,220**	**$ 12,620**	**$ -**
EXPENDITURES						
Salaries and Benefits	$ 501,261	$ 520,099	$ 532,966	$ 545,494	$ 578,255	$ 562,848
Operating Expenditures	149,948	152,032	155,200	156,503	163,305	189,361
Fixed Assets						
Internal Service Charges	-	-	66,168	66,168	-	4,244
TOTAL EXPENDITURES	**$ 651,209**	**$ 672,131**	**$ 754,334**	**$ 768,165**	**$ 741,560**	**$ 756,453**

Public Works Department

MEASURE I
FUND 405

PROGRAM PURPOSE

The Public Works Department's Measure I fund was established as a result of a sales tax increase which took effect January 1, 2005. In 2004 voters passed a special tax initiative for a ½% increase to sales tax within the City limits. The purpose of this initiative was to improve city services for residents, businesses, and visitors to the City of Sonora. The Public Works Department receives 15% of this revenue for the purpose of hiring additional personnel; equipment and facility enhancements and infrastructure improvements.

BUDGET OVERVIEW

The Measure I operating budget remains consistent with prior year's allocations although exhibits a slight reduction. However, the budgeted staffing, which typically includes an equipment mechanic and public works specialist, also includes a public works assistant position. The public works assistant position is a limited-duration, full-time position that is committed for a twelve-month period. The position is needed due to an extended employee absence. There is sufficient fund balance available to cover the cost of this one-year position.

PUBLIC WORKS DEPARTMENT
Measure I

SUMMARY OF REVENUES AND EXPENDITURES

	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed	2018/19 Proposed
SOURCES OF FUNDS						
Beginning Fund Balance	**$ 151,188**	**$ 257,657**	**$ 296,423**	**$ 296,423**	**$ 343,841**	**$ 304,596**
REVENUES						
Sales & Use Tax	$ 240,093	$ 242,495	$ 247,980	$ 257,762	$ 256,177	$ 262,350
Intergovernmental	$ -	$ -	$ -	$ -	$ -	$ -
Interest	587	1,036	412	2,000	800	-
TOTAL REVENUES	**$ 240,680**	**$ 243,531**	**$ 248,392**	**$ 259,762**	**$ 256,977**	**$ 262,350**
EXPENDITURES						
Salaries and Benefits	$ 94,850	$ 159,422	$ 156,897	$ 167,858	$ 271,222	$ 251,562
Operating Expenditures	18,060	21,271	24,000	22,430	25,000	25,000
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	21,301	24,072	22,056	22,056	-	1,213
TOTAL EXPENDITURES	**$ 134,211**	**$ 204,765**	**$ 202,953**	**$ 212,344**	**$ 296,222**	**$ 277,775**
Ending Fund Balance	**$ 257,657**	**$ 296,423**	**$ 341,862**	**$ 343,841**	**$ 304,596**	**$ 289,171**