



CITY OF HEALDSBURG PARKS AND RECREATION COMMISSION REGULAR MEETING – AGENDA

Virtual Meeting – See Information Below

Meeting Date: March 10, 2021

Time: **6:30 P.M.**

Phone: 707-431-3301

Date Posted: March 5, 2021

CORONAVIRUS (COVID-19) ADVISORY NOTICE

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California and the Sonoma County Health Official Orders No. C19- 03 and C19-05 the City of Healdsburg Parks and Recreation Commission meeting will not be physically open to the public and all Commission Members will be teleconferencing into the meeting via Zoom Webinar.

To Watch the Meeting:

To maximize public safety while maintaining transparency and public access, the Healdsburg Parks and Recreation Commission will be using Zoom Webinar service to allow remote participation. Members of the public who only wish to watch the meeting live or recorded can do so by using the link <http://healdsburgca.iqm2.com/Citizens/default.aspx> or watching it live on the City's Facebook Page www.facebook.com/cityofhealdsburg.

To Participate in the Meeting and Submit Public Comment as Part of the Zoom Webinar:

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1. Go to <https://zoom.us/join> and type in the Webinar ID: 851 7675 5481 or follow this link: <https://us02web.zoom.us/j/85176755481> (Pre-registration for the meeting is not required.)
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1. Dial 669-900-9128 or 253-215-8782 or 346-248-7799.
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To Submit Public Comment

By computer, tablet, or mobile device:

1. In the bottom center of the screen is a hand icon, click on “Raise Hand”. The hand icon will place you in line to speak.
2. When it is your turn to comment, the meeting moderator will call upon you to comment. State your first name, last name, address, and comment.
3. When you are done commenting, please remember to lower hand.

SB 343 - DOCUMENTS RELATED TO OPEN SESSION AGENDAS: Any writings or documents provided to a majority of the City Parks and Recreation Commission regarding any item on this agenda after the posting of this agenda and not otherwise exempt from disclosure, will be made available for public review in the Parks and Recreation Office located at 1557 Healdsburg Avenue during normal business hours. If supplemental materials are made available to the members of the Commission at the meeting, a copy will be available for public review at the Parks and Recreation Office located at 1557 Healdsburg Avenue, Healdsburg, CA 95448. These writings will be made available in appropriate alternative formats upon request by a person with a disability, as required by the Americans with Disabilities Act.

By phone:

1. Press *9 to raise your hand.
2. When it is your turn to comment, the meeting moderator will call the last four digits of your phone number. Press *6 to speak at that time. State your first name, last name, address, and comment. You will have three minutes to make your comment.
3. At the conclusion of your comments or when three minutes has passed, the meeting host will remove your ability to talk.

If you have any questions, please email communityservices@cityofhealdsburg.org.

Americans with Disabilities Act Accommodations

American with Disabilities Act Accommodations

Any member of the public who needs accommodations should email Community Services at communityservices@cityofhealdsburg.org or call 707-431-3301. Staff will use their best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety in accordance with the city procedure for resolving reasonable accommodation requests. All reasonable accommodations offered will be listed on the city website at <https://www.ci.healdsburg.ca.us/406/ada---public-accessibility>.

1. CALL TO ORDER
 - a) Roll Call and Welcome New Commissioners Michiko Conklin and Steven Maduro
 - b) Pledge of Allegiance
 - c) Changes (Deletions) from Agenda
 - d) Approval of Minutes (January 2021)
2. ANNOUNCEMENTS AND PRESENTATIONS
 - a) Recognition of Outgoing Commissioner Jay Tripathi
 - b) Welcome City Manager Jeff Kay
3. CITY COUNCIL LIAISON REPORT
City Council Liaison Osvaldo "Ozzy" Jimenez
4. PUBLIC COMMENT ON NON AGENDA ITEMS
This time is set aside to receive comments from the public regarding matters of general interest not on the agenda, but related to Commission business. Pursuant to the Brown Act, however, the Commission cannot consider any issues or act on any requests during this comment period.
5. OLD BUSINESS
 - a) Community Services Budget Update
Receive Q2 update on Community Services' FY20-21 budget
6. NEW BUSINESS
 - a) 2021 Committee Assignments
Make committee assignments for 2021

7. INFORMATION AND REPORT OF COMMUNITY SERVICES ACTIVITIES (*Staff, Information Only*)
8. COMMISSION REPORTS ON MATTERS OF INTEREST OCCURRING SINCE PREVIOUS REGULAR MEETING
9. FUTURE AGENDA ITEMS
10. ADJOURNMENT

Commission Members

Jackson Boaz, Youth Representative (Term expires 12/31/21)

Michiko Conklin (Term Expires 12/31/2023)

Ron Doble (Term Expires 12/31/2022)

Marcy Flores, Vice Chair (Term Expires 12/31/2021)

Chris Herrod (Term Expires 12/31/2021)

John Lambert (Term Expires 12/31/2022)

Steven Maduro (Term Expires 12/31/2023)

Lacey Scott, Chair (Term Expires 12/31/2022)

**CITY OF HEALDSBURG
PARKS AND RECREATION COMMISSION
REGULAR MEETING MINUTES
VIA TELECONFERENCE**

**January 13, 2021
City Hall Council Chambers
401 Grove Street, Healdsburg, CA 95448**

The Parks and Recreation Commission met in regular session at 6:02 P.M.

1. CALL TO ORDER

1.a. Roll Call

Present Commissioners: Boaz, Birdsong, Doble, Flores, Herrod, Lambert, Scott and Tripathi

Absent Commissioners: None

Staff Present: Active Adult and Senior Services Grant, Community Services Director Themig, Facilities and Special Events Supervisor Milde, Office Assistant Salas, Recreation Manager Jahns, Recreation Supervisor Perdigo, Superintendent Licea

1.b. Pledge of Allegiance

1.c. Changes (Deletions) from Agenda

The agenda was revised to move Item 6, Future Farmers Country Fair Use of Recreation Park to follow the Approval of Agenda. Staff noted that the General Public Comment was not original on the agenda and requested it follow the City Council Liaison Report.

On a motion by Commissioner Doble, seconded Commissioner Boaz approved the January 13, 2021 meeting agenda as amended. Motion made on a voice vote. (Ayes – 8, Noes – 0, Absent – None)

2. NEW BUSINESS

2.a Healdsburg Future Farmers Country Fair Use of Recreation Park

Discuss Previous in meeting.

Superintendent Licea provided background information on the annual Healdsburg Future Farmers Country Fair (HFFCF) event which has been held for 65 years. The event brings the community together and it includes a parade, fair and livestock auction. The fair allows local youth the opportunity to showcase their animals and talents. Angel Nunez, Tom Reud and Susie Garcia are long-standing board members of the organization and were in attendance.

Dobley asked if he had to recuse himself since he lives near the park, he stated he had no financial interest but needed clarity. Themig shared that if there was a financial gain, he would need to recuse otherwise he was fine to stay. Licea continued with the presentation.

Over the years City Staff and the organization's members have created a good relationship. Staff and the HFFCF board members met to discuss terms for the new agreement, the current agreement terminates in 2021. The parties addressed concerns and responsibilities for the proposed 20-year term; a ten-year term and two five-year renewable options. The City would provide long-term maintenance for the picnic shelter and HFFCF would be responsible for planning, funding, set-up, break-down, operations and clean-up of the park. City Council will need to consider financial components that include \$9K for fair operational expenses and waiving the use fees for the event. Staff recommends that Parks and Recreation Commission (PRC) review the proposed contract and make a recommendation to City Council for approval of the agreement.

Commissioners discussed insurance coverage amounts, alcohol waiver for the auction and the \$9K operational expenses for the fair.

Angel Nuñez thanked the City staff and the community for their support. The event brings business to town and he spoke about contributions made back to the community. He expressed he is proud of the organization and thanked the Commission.

Commissioner Tripathi seconded by Commissioner Scott made a motion to recommend the approval of the renegotiation of the HFFCF agreement as presented to City Council and include the waiver to allow alcohol consumption during the auction at the annual event. Motion made on a voice vote. (Ayes – 8, Noes – 0, Absent – 0)

3. ELECTION OF CHAIR AND VICE CHAIR FOR 2021

Elect a Chair and Vice Chair for 2021

Commissioner Lambert thanked the group for allowing him to serve as Chair. Commissioners made nominations, Scott as Chair and Flores as Vice Chair; both accepted the roles.

Commissioner Lambert seconded by Commissioner Herrod made a motion to approve the nominations for Scott to serve as Chair and Flores as Vice Chair on the Commission for 2021. Motion made on a voice vote. (Ayes – 8, Noes – 0, Absent – None)

4. ANNOUNCEMENTS AND PRESENTATIONS

Recognition of Outgoing Commissioner Kathy Birdsong

Commissioner Birdsong was recognized for her 23 years of service on the PRC. Themig expressed she has represented the community with passion, dignity and has been a great advocate for the community. She concurrently serves as Chair for the Healdsburg Center for the Arts. Commissioners were invited to join the City Council meeting on Tuesday where she will be recognized for her service.

Birdsong has seen many people come and go but has enjoyed the journey, one of her first projects was Badger Park. Tripathi mentioned it is a bittersweet moment and he appreciates the friendship they created and has enjoyed working with her. Commissioners thanked her for her contributions, historical knowledge and expressed they would miss her. Birdsong thanked the Community Services staff for their work.

5. CITY COUNCIL LIAISON REPORT

City Council Liaison Osvaldo "Ozzy" Jimenez

Councilmember Jimenez provided a brief report on several matters brought before City Council at the last meeting.

- A third amendment for the Montage Development will be reviewed at the next meeting. It will consist of development contributions related to the park and other entitlements that the community had agreed upon.
- The Curative testing site results may lead to false negatives. Council is concerned and they suggest people go to Alliance Medical Center or find alternative sites.
- Councilmembers Palacios and Jimenez completed the interviews for the vacant PRC positions they will provide a report to City Council.
- An issue arose with the Rainbow Trail, Temporary Art Installation regarding the property. Staff is in conversations with the property owner, the possibility to extend the installation is being discussed.

6. PUBLIC COMMENT

None

7. OLD BUSINESS

7.a Report on Community Services in COVID – 19 (Presentation)

Receive an update on Community Services' response during COVID-19

Jahns thanked Birdsong for her service and appreciates the support she provided; he looks forward to working with her in the future.

The Camp HBG 2.0 Distance Learning Care Program continues to operate. The program consists of forty part-timed staff members and requires continuous coordination with partners and the Healdsburg Unified School District staff. Fundraising for the program is ongoing, donations can be made through Corazon Healdsburg. Staff will be introducing additional outdoor programming with contracted instructors as allowed by the health orders.

Facilities and Events staff continue outreach to the local businesses. The Marketspace program is limited by the current Stay-at-Home Order and the Open Streets Program is set to expire by the end of the month; staff will seek guidance from City Council.

Essential services through the Senior Center carry on for the older adult population and staff is looking at the possibility of creating fun events to help uplift the community's spirit during this time. Staff is seeking a second round of volunteers to provide some relief to those who have been volunteering for several months. An Age-Friendly Community Action plan will be moving forward in the coming months.

Corazon Healdsburg and Redwood Empire Food Bank continue to be the food source for the community, they saw an increase during the holiday season. The Villa Chanticleer is hosting monthly blood drives through Vitalant Blood. Jahns thanked the administrative, maintenance, and parks staff for their work with the community.

7.b Arts and Culture Master Planning Process (Presentation)

Receive an update on the Arts and Culture Master Planning Process, including the preliminary findings and preliminary plan goals

The Arts and Culture Master Planning Process has faced many changes and delays due to wildfires and COVID-19. Staff met and received feedback from stakeholders, focus groups, and community members. He reviewed guiding themes that address strengths and challenges that will help guide the plan and provide artistic opportunities for the community.

Five preliminary goals for the plan are:

- Building the Structural Foundation for Arts and Culture
- Enrich Cultural Experiences for our Community and Visitors
- Foster and Grow an Inclusive Creative Economy
- Advance Art in the Public Realm
- Advance Development of Arts and Culture Spaces

Next steps include continuing with community engagement via virtual townhalls, a community-wide survey, engaging the youth and interactive website page. A presentation revealing the final plan is slated for March/April timeframe. Staff continues to work with the community to engage and bring artistic elements to town.

Birdsong shared that the staff has been incredible to work with and encouraged others to show their support. Tripathi expressed that the funding component needs to be identified and asked staff to make recommendations of how the plan can be supported by the PRC. Jahns reported that the plan will come back to the PRC in March and they can provide feedback then. Staff met with the Cultural Planning Group and funding mechanisms were identified to help with the initiatives.

7.c Park, River Access, and Connectivity Master Planning Process (Presentation)

Receive an update on the Park, River Access, and Connectivity Master Planning Process, including conceptual design direction for the park sites

Themig updated the group on the Parks, River Access and Connectivity Master Plan which started in 2019. Similarly, to the Arts and Culture plan this process was pushed back due to fires and COVID-19. Stakeholder, focus, and user group meetings took place, and the group conducted a bikeabout. Due to deadlines related to the Parks Planning Process the Montage and Badger Park plans had to be separated for those to continue to move forward. The conceptual design is being finalized and will move into design elements. Themig briefly went over illustrations of both parks, conceptual designs and park uses.

Next steps include finalizing the conceptual design direction for Badger Park, identifying specific design elements, finalizing proposed master plans, regulatory discussion with agencies, and engaging the public and PRC and City Council review.

Herrod is pleased on how the concept designs are being developed. Kemp shared the group has been very flexible and easy to work with. Tripathi expressed excitement regarding the process which for the most part has been done virtually, both Fletcher and the Community Services team have been doing an amazing job.

7.d 2021 Commission Goals

Review and adopt the Commission's 2021 Goals

The 2020 Goals were not able to be adopted and were affected greatly due to the pandemic. Themig explained that usually goals carry over from one year to the next and they focus on policies, projects, and long-term visions.

The following goals that will require work from the Commission are:

- Completion of the Arts and Culture Planning Process (PRC review – March)
- Completion of the Park, River Access, and Connectivity Master Planning Process (PRC review – April)
- Move the 3 North Street Farmers' Market Community Pavilion Project to Construction (Final Design PRC Review – June)
- Develop a Naming Plan for the New Public Park for Montage Development (May)
- Explore Sustainable Funding Options, Including the Creation of Non-Profit Foundation (Q2 Budget Update – March, Sustainable Funding Options - April)
- Assist City Council with Evaluating the Future of Downtown Street Closures (TBD)
- Develop a Plan for Post – COVID Service Delivery (TBD)

Herrod inquired about funding and completion of the Fitch Mountain Park Plan. Construction for the site will start after July due to the seasonal creek, funding has been set aside for the project. Commissioners discussed funding as one of the top priorities for the Commission in 2021.

Commissioner Herrod, seconded by Commissioner Lambert made a motion to adopt the 2021 Goals for the Parks and Recreation Commission as presented. Motion made on a voice vote. (Ayes –8, Noes – 0, Absent – None)

8. INFORMATION AND REPORT OF COMMUNITY SERVICES ACTIVITIES
(Staff, Information Only)

None

9. COMMISSION REPORTS ON MATTERS OF INTEREST OCCURRING SINCE PREVIOUS REGULAR MEETING

None

10. FUTURE AGENDA ITEMS (Tentative)

None

11. ADJOURNMENT

Themig congratulated Scott and Flores for their new appointments and everyone's involvement with the Commission. He asked for a round of applause for Birdsong's 23 years of service.

There being no further business to discuss Commissioner Doble, seconded by Commissioner Herrod made a motion to adjourn the regular meeting at 8:00 P.M.

The next regular meeting is scheduled for February 10, 2021 at the City Hall Council Chambers (unless otherwise established), 401 Grove Street, Healdsburg CA.

APPROVED:

ATTEST:

Lacey Scott,
Chairperson

Mark Themig,
Community Services Director



HEALDSBURG PARKS AND RECREATION COMMISSION

AGENDA ITEM: 5.a. Community Services Q2 Budget Update

MEETING DATE: March 10, 2021

PREPARED BY: Mark Themig, Community Services Director

REQUESTED ACTION: *Receive an update on Community Services' Q2 Fiscal Year 2020-21 budget*

BACKGROUND:

The COVID-19 pandemic continues to have a major impact on the City's budget, and there are many unknowns as to how quickly we will fully recover from these impacts. City Council adopted the Fiscal Year 20-22 budget with the requirement that staff provide City Council a quarterly update on the budget status so additional actions could be considered.

Administrative Services Director Heather Ippoliti will provide an update on the Q2 FY2020-21 Community Services budget. The complete February 16, 2021 City Council budget update is attached for your review. At that meeting City Council adopted a number of recommended budget amendments that help address continued shortfalls in TOT that negatively impacts the Community Services budget and other City budgets.

ATTACHMENTS:

February 16, 2021 City Council Budget Update Report



**CITY OF HEALDSBURG
CITY COUNCIL AGENDA STAFF REPORT**

MEETING DATE: February 16, 2021

SUBJECT: 2020-21 Mid-Year Budget Review as of December 31, 2020

PREPARED BY: Heather Ippoliti, Administrative Services Director

STRATEGIC INITIATIVE(S):

Fiscal Responsibility

Provide Effective Governance

RECOMMENDED ACTION(S):

1. Adopt a resolution amending the fiscal year 2020-21 budget, and
2. Adopt a resolution amending the fiscal year 2021-22 budget.

COMMUNITY ENGAGEMENT/OUTREACH:

Not applicable.

BACKGROUND:

On Monday, March 16, 2020, the City Council declared a state of emergency in response to the global health crisis and pandemic brought on by COVID-19 (Coronavirus). During these difficult times and to slow the spread of the disease, the County of Sonoma gave a “shelter in place” directive for non-essential services and activities. Additionally, Governor Newsom issued Executive Order N-33-20 ordering everyone living in the State of California to stay home except as needed to maintain continuity of operations of critical infrastructure sectors. The impact of the global pandemic and the resulting response to slow the spread of the disease has impacted business and tourism activities in the City.

On Monday, June 29, 2020, the City Council adopted a biennial budget covering the two-year period ending June 30, 2022 amid a pandemic brought on by COVID-19 and the related uncertain economic time. The City employed multiple budget reduction strategies - elimination of vacant positions, expenditure reductions, and the use of reserves to maintain services.

In October, staff presented the fiscal year end 2019-20 actual figures, as well as, fiscal numbers as of August 31, 2020 for the General Fund, Community Services Fund and Measure V Fund. At that presentation, staff informed Council the next mid-year update would be in February, when actuals would be known for the six-month period ended December 31, 2020.

DISCUSSION/ANALYSIS:

The scope of this report will be limited to the City funds most impacted by the shelter in place order - General Fund, Community Services Fund and Measure V.

General Fund. A General Fund Summary for fiscal year 2020-21 as of December 31, 2020 is attached as Attachment A. With 50% of the fiscal year elapsed, the General Fund revenues are at 52% of estimates and expenditures are at 50% of budget.

Revenue. The City received 52% of the estimated revenue, 13% more than last fiscal year for the same time period.

- **Sales Tax.** The City received 43% of the budget, and 5% less than the same period last fiscal year. The City has only received five of 12 payments. Staff met with the City's HDL sales tax consultants last month and received revised sales tax revenue estimates, and staff is proposing a corresponding budget amendment.

There is some uncertainty with this revenue source as it relates to the revenue allocated to the City from internet sources. Unfortunately, as of this writing, the details are not known.

- **Property Tax.** The first major apportionment for fiscal year 2020-21 property taxes was received in late December. The City received 62% of the budget, and 11% more than last fiscal year. The annual projection from the County was overall in line with the City's budget estimates.
- **Property Tax In-Lieu of VLF.** In 2004, the then Governor Schwarzenegger proposed a swap of city and county vehicle license fee revenues for an additional property tax share as part of a state-local budget agreement. Growth is tied to the assessed valuation of real property. The first payment for fiscal year 2020-21 was received in late December - 52% of the budget, and 6% more than last fiscal year. The City will receive the exact same amount in June for a total of \$1,570,322.

A budget amendment increasing this estimate is included in the proposed fiscal year 2020-21 budget amendment.

- **Development Related Permits.** The City received 74% of the budget, 65% more than the same period last fiscal year. A couple of the larger projects include Eden Housing, Oaks at Foss Creek, Saggio, North Village and Mill District.

No increase in the revenue estimate is proposed at this time.

- **RDA Residual Receipts.** The first of two payments was received in late December - 49% of the budget, and 25% less than the same period last fiscal year. The amount received fluctuates based on the expenses recorded on the annual Required Obligation Payment Schedule (ROPS). The second payment of the year is expected to make up the difference.

A little history - in 2012, based on state legislation the City's Redevelopment Agency was dissolved. The formed Successor Agency is tasked with liquidating the assets of the former Healdsburg Redevelopment Agency; the paying off the Agency's debts; and generally winding down the affairs of the former Redevelopment Agency. Annually the Successor Agency prepares and submits the ROPS for approval by the County Oversight Board. The expenditures listed on the ROPS include debt service, fiscal agent fees, and allowed administration. As the expenses vary, the residual amount available for distribution varies.

- **Charges for Services.** Certified Unified Program Agency (CUPA) fees related to regulation of potentially hazardous materials account for 19% of this budget. It is billed in March. Fire Protection agreements for Dry Creek and Fitch account for another 16% of this budget. Strike team reimbursements account for 26% of the budget. Successor Agency Administration revenue and Fire prevention and inspection fees account for the remainder of the revenue in this account.

Overall, the City has received 76% of the budget, and 117% more than the same period last fiscal year. The increase over last fiscal year is due to increased fire activity and the resulting strike team reimbursements - \$363,566. During last fiscal year, the City received \$121,383 in strike team reimbursements during the entire 12-month period.

No increase in the revenue estimate is proposed at this time.

- **Transient Occupancy Tax (TOT).** The City received 34% of the budget, 48% less than the same period last year fiscal year. Current fiscal year revenues projections assumed receipts totaling 78% of 2018-19 actuals, with Montage opening in February. Even with Montage opening in mid-December, the six months of tax revenue came in at 53% of 2018-19.

Included in the proposed budget amendment for fiscal year 2020-21, is a reduction in TOT revenue estimates. The revised estimate assumes continued progress coming out of the pandemic with no additional stay in place orders. The detail by month is listed below:

- January – same as December
 - February - 75% of November
 - March – same as June 2020
 - April – 75% of budget
 - May – budget
 - June – budget
- **Franchise Fees.** We receive the garbage franchise revenue monthly, Comcast semi-annually and an annual payment from PG&E in April. Revenues year to date are down 3% from last fiscal year for the same time period, with 31% of the budget received.
 - **Interest Earned & Rents Received.** The interest revenue has three parts - unrestricted, restricted (amounts related to the Pension Stabilization Fund), and GASB 31. GASB 31 is a required year end book to market adjustment. In the past these amounts have been combined into one line item in the mid-year reports. In the spirit of increased transparency, staff is has begun to break these out - restricted and unrestricted.

Cell tower rent is received in January.

- **Business License Tax.** The City received 122% of the budget and 57% more than last fiscal year for the same time period. The increase was anticipated because the City did not send out FY 2020-21 bills until July 1; in previous years, the bills were sent out in June, and many businesses paid the tax before July 1.
- **Intergovernmental.** The City received Coronavirus Relief Fund monies totaling \$149,264. Other items included in this line are the SLESF Cops grant and POST training reimbursements.
- **Fines and Collections.** Revenues year to date are down 64% from the same period last fiscal year, with only 10% of the budget received. This line includes parking citations and other vehicle fines. Parking citation revenue is received from a third party, and vehicle fine revenue is received from the County. Only three of six months of parking citation revenue receipts have been received to date and only four of six months of vehicle fines revenue receipts have been received.

Of note, the parking enforcement program was discontinued from July 2020 thru December 2020, resumed in January 2021.

- **Transfer Tax.** The City receives this revenue when title to property is transferred from one entity to another. Revenues year to date are up 81% from last fiscal year, with 86% of the budget received. Six months of revenue has been received – 155 transactions this year vs 98 last year.

No increase in revenue estimate is proposed at this time.

- **Miscellaneous.** This line includes code enforcement recovery, copies, prior year expense refunds, council candidate statement costs, and other administration fees.
- **Transfers-In.** This line includes the funds transferred to the General Fund from Measure V to cover four public safety positions, from Measure V to supplant General Fund reserves, and from the Electric fund for the PILOT (Payment in lieu of Taxes).

The current fiscal year budget includes a transfer of \$500,000 from Measure V to supplant General Fund reserves. As proposed the transfer would be reduced to \$125,000 from \$500,000, with the difference going to the Community Services Fund.

Expenditures. As of December 31, 2020, the City expended 50% of the General Fund appropriated budget, 6% less than last fiscal year. One reporting component reported fiscal year to date expenditures higher than 50% – Fire.

- **Fire.** By December 31, the Fire Department had already spent 78% of the reserve wage budget, incurred \$52,143 in strike team costs, and spent 95% of the overtime budget. While

some of the expense is related to the pandemic, much of these expenses correlate directly to the strike team reimbursed revenue.

Included in the proposed budget amendment for the current fiscal year are reductions related to the Assistant City Manager, Police Officer, the Police Social Services Team Member. The assumed starting dates for the Assistant City Manager and Police Officer have been moved out to July 1, 2021, and Police Social Services Team Member to May 1, 2021.

Also, included in the budget amendment for the current fiscal year are reductions in the training budgets to account for the lack of travel costs related to the pandemic. While staff are still participating in trainings, the costs are significantly reduced.

General Fund Summary. After proposed adjustments to the General Fund budget, the estimated June 30, 2022 fund balance is \$7,207,376 with a 20.3% reserve. Of the \$7 million fund balance, over \$4 million is reserved in the Pension Stabilization Fund.

Attachment A provides a General Fund fund summary as of December 31, 2020, and Attachment B provides a summary with proposed amendments.

Community Services Fund. The Community Services department has faced significant reductions in programming and services following the “shelter in place” order. In response to the pandemic, a number of Community Services programs and services were cut entirely, including the operation of the Swim Center, the arts and culture programs, and special events, including Tuesdays in the Plaza. Other programs and services were also reduced: recreation and sports programs, senior and active adult programs, Community Center operations, park maintenance activities, and the expansion of the holiday décor.

Community Services has played a vital role in helping the community navigate “shelter in place” concerns since the COVID-19 orders were released. One program includes the Camp HBG 2.0. Camp HBG 2.0 is a distance-learning care program that helps students in grades TK-5 to complete their virtual learning in a supervised environment. Up to now, the program has been supported with donations from the community via Corazon.

Transient Occupancy Tax (TOT). The Community Services Fund’s biggest funding source is transient occupancy tax revenue. While the percentages are the same as the General Fund with 34% of the budget received as of December 31 and 48% less received than the same period last fiscal year, the impact of the downturn in this revenue has five times the impact. The dollar difference between this year and the same period last year is a loss in revenue of \$976,543.

Community Services Fund Summary. For the six month period ending December 31, 41% of the estimated revenue was received, 22% less than last fiscal year, and 50% of the budgeted expenditures were spent, 26% less than last fiscal year. The unrestricted cash balance in the Community Services Fund as of the writing of this report is a negative \$556,091.

A number of measures are proposed to remedy the shortfall. These measures are recommended, in lieu of more drastic expenditure reductions, because staff believes that the Community

Services functions that continue during the pandemic are particularly valuable to the community at this time and should be preserved if at all possible.

1. This year the Economic Development Fund has been used to fund the open streets program and the Villa lease. Staff is proposing to appropriate \$55,391 from the Economic Development Fund to continue support of the Open Streets program, with the remaining balance in the fund of \$210,000 be transferred to the Community Services Fund.
2. In October the Council approved a loan from Measure V in the amount of \$250,000. Staff is proposing to increase the loan to the Community Services Fund by \$375,000 to \$625,000, reducing the Measure V support to the General Fund by \$375,000.
3. Currently planned for in fiscal year 2022-23 is the use of \$343,630 of bond proceeds for Badger Park. The Foss Creek Pathway project, currently funded with Measure V funds, is also an appropriate use of bond proceeds. Staff is proposing to appropriate \$320,000 in bond proceeds to the Foss Creek Pathway project, freeing up an equivalent amount of Measure V funds for additional subsidy to the Community Services Fund. Sufficient bonds proceeds remain to continue with the current Badger Park project planning work that is already underway.

In addition to the increased transfers, a number of other budget amendments are proposed:

1. Decreased transient occupancy tax (TOT) revenue estimate
2. Increased program support revenue estimate
3. Increased part-time wages supporting Camp HBG 2.0
4. Decreased ASES grant revenue estimate
5. Reduced printing expenses
6. Reduced training expenses
7. Increased Villa lease expense
8. Increased Fitch Mountain fire fuel reduction expenses
9. Reduced full-time wages - Volunteer Coordinator-Senior Center – delay hiring to July 1, 2021.

After proposed adjustments to the Community Services budget, the estimated June 30, 2021 fund balance is \$501,880 with a 2.1% reserve. Of the half million fund balance, \$401,507 is restricted in the Pension Stabilization Fund. As currently budgeted, the estimated June 30, 2022 reserve increases to 14%.

Attachment C provides a summary as of December 31, 2020, and Attachment D provides a summary with proposed amendments.

Measure V/T - Transaction Tax. As proposed, the estimated Measure V Fund ending fund balance at June 30, 2021 is \$102,258. The Measure V survey results for Council's consideration will be presented on March 1, 2021. A Measure V fund summary is attached as Attachment E.

Proposed Budget Amendments. A detailed listing of the proposed budget amendments is attached as Attachment F.

ENVIRONMENTAL STEWARDSHIP:

Not applicable.

ALTERNATIVES:

The Council may choose to not approve the resolutions. Additional direction from Council would be requested as Staff will need to find alternate methods to reduce the impact of COVID-19 on the City budget.

FISCAL IMPACT:

The proposed budget amendments have the following two-year fiscal impacts by fund:

- General Fund - increases fund balance by \$100,450
- Measure V Fund - increases fund balance by \$96,105
- Measure S Fund – decreases fund balance by \$166,805
- Economic Development Fund - decreases fund balance by \$265,391
- Gas Tax Funds – decreases fund balance by \$26,826
- Bond Proceeds Fund – decreases fund balance by \$320,000
- Electric Funds – increases fund balance by \$16,451
- Community Services Fund - decreases fund balance by \$116,536
- Vehicle Service Fund - increases fund balance by \$1,821
- Information Services Fund - increases fund balance by \$4,540
- Building Maintenance Fund – increases fund balance by \$500

ENVIRONMENTAL ANALYSIS:

The adoption of these Resolutions is exempt from environmental review under the California Environmental Quality Act as this action is not considered a “project” as defined in Title 14, California Code of Regulations, Section 15378(a), as it has no reasonably foreseeable direct or indirect physical change on the environment, and is further specifically excluded under Section 15378(b)(4), as a government funding mechanism or fiscal activity that does not involve a commitment to any specific project.

ATTACHMENT(S):

Attachment A - General Fund as of December 31, 2020

Attachment B - General Fund - Proposed

Attachment C - Community Services Fund as of December 31, 2020

Attachment D - Community Services Fund - Proposed

Attachment E - Measure V - Proposed

Attachment F - Budget Amendment Detail

Resolution - Budget Amendment 20-21

Exhibit A - Budget Amendment 20-21

Resolution - Budget Amendment 21-22

Exhibit A - Budget Amendment 21-22

Attachment A

GENERAL FUND - As of December 31, 2020

	FY 19-20 as of 12/31/19	FY 20-21 Budget	FY 20-21 as of 12/31/20	% Budget	% change PY vs CY
Beginning Fund Balance	\$ 8,959,927	\$ 8,173,957	\$ 8,173,957		
REVENUE					
Sales Tax	2,074,325	4,637,635	1,978,020	43%	-5%
Development Related Permits	393,053	879,000	647,932	74%	65%
Property Tax	830,278	1,472,145	919,584	62%	11%
Property Tax In-Lieu of VLF	737,506	1,504,512	785,161	52%	6%
RDA Residual Receipts	796,229	1,217,571	598,278	49%	-25%
Charges for Services	301,992	861,276	655,482	76%	117%
Transient Occupancy Tax	410,739	629,834	215,185	34%	-48%
Franchise Fees	201,477	628,716	196,350	31%	-3%
Rents Received	-	26,450	-	0%	0%
Interest Earned	3,110	107,579	4,988	5%	60%
Interest Earned (restricted)	82,649	-	192,012	0%	132%
Business License	155,494	200,000	244,806	122%	57%
Intergovernmental	26,984	275,264	149,301	54%	453%
Fines & Collections	33,087	121,000	11,751	10%	-64%
Transfer Tax	59,323	125,000	107,292	86%	81%
Miscellaneous	25,732	85,000	13,229	16%	-49%
Transfers-in - Measure V - 4 positions	203,027	448,820	224,410	50%	11%
Transfers-in - Measure V - GF	-	500,000	250,000	50%	0%
Transfer-in - Electric - PILOT	65,459	137,459	68,730	50%	5%
Total Revenue	\$ 6,400,462	\$ 13,857,261	\$ 7,262,509	52%	13%
EXPENDITURE BY DEPARTMENT					
City Council	86,468	172,966	81,035	47%	-6%
City Attorney	113,206	275,000	123,720	45%	9%
City Manager's Office	958,257	1,993,007	816,971	41%	-15%
Finance	980,891	2,054,260	1,028,604	50%	5%
Planning and Building	965,938	1,922,517	908,324	47%	-6%
Police	3,088,840	6,231,418	2,850,049	46%	-8%
Fire	1,952,905	3,467,475	2,130,913	61%	9%
Insurance	288,587	466,041	232,566	50%	-19%
Transfers-out - Capital Replacement	-	86,264	86,264	100%	0%
Transfers-out - Tree Mitigation	-	20,000	20,000	100%	0%
Transfers-out - Debt Service	376,573	242,371	121,186	50%	-68%
Transfers-out - Streets Fund	65,459	137,459	68,730	50%	5%
Transfers-out - Community Services	-	60,000	60,000	100%	0%
G&A Allocation	(1,483,496)	(3,182,308)	(1,591,154)	50%	7%
Total Expenditure	\$ 7,393,628	\$ 13,946,470	\$ 6,937,206	50%	-6%
Estimated Ending Fund Balance	\$ 7,966,762	\$ 8,084,748	\$ 8,499,259		
Change in Ending Fund Balance	\$ (993,165)	\$ (89,209)	\$ 325,302		

Attachment: Attachment A - General Fund as of December 31, 2020 (3011 : 2020-21 Mid-Year Budget Review - as of December 31, 2020)

Attachment B

GENERAL FUND - Proposed Budget

	FY 19-20	FY 20-21	FY 20-21	FY 21-22	FY 21-22
	Actual	Budget	Proposed	Budget	Proposed
Beginning Fund Balance	\$ 8,959,927	\$ 8,173,957	\$ 8,173,957	\$ 8,084,748	\$ 8,016,532
REVENUE					
Sales Tax	4,714,735	4,637,635	4,735,108	4,978,100	5,146,766
Development Related Permits	787,411	879,000	879,000	1,187,333	1,187,333
Property Tax	1,426,795	1,689,716	1,689,716	1,743,510	1,743,510
Property Tax In-Lieu of VLF	1,475,012	1,504,512	1,570,322	1,534,602	1,534,602
RDA Residual Receipts	1,247,205	1,000,000	1,000,000	1,000,000	1,000,000
Charges for Services	832,023	861,276	861,276	870,029	870,029
Transient Occupancy Tax	543,829	629,834	470,203	851,274	851,274
Franchise Fees	557,757	628,716	628,716	705,627	705,627
Rents Received	26,450	26,450	26,450	26,450	26,450
Interest Earned	161,962	107,579	107,579	80,684	80,684
Interest Earned (restricted)	133,721	-	-	-	-
Business License	177,086	200,000	200,000	200,000	200,000
Intergovernmental	139,490	275,264	275,264	194,000	194,000
Fines & Collections	85,922	121,000	121,000	121,000	121,000
Transfer Tax	92,448	125,000	125,000	125,000	125,000
Miscellaneous	90,391	85,000	85,000	85,000	85,000
Transfers-in - Measure V - Corazon	35,000	-	-	-	-
Transfers-in - Measure V - 4 positions	406,053	448,820	448,820	448,820	448,820
Transfers-in - Measure V - GF	450,000	500,000	125,000	100,000	100,000
Transfers-in - Electric - PILOT	130,917	137,459	137,459	137,459	137,459
Total Revenue	\$ 13,514,207	\$ 13,857,261	\$ 13,485,913	\$ 14,388,888	\$ 14,557,554
EXPENDITURE BY DEPARTMENT					
City Council	157,350	172,966	167,663	178,202	178,202
City Attorney	309,993	275,000	275,000	275,000	275,000
City Manager's Office	1,931,853	1,993,007	1,862,594	2,180,790	2,180,790
Finance	1,916,778	2,054,260	2,052,672	2,085,594	2,085,594
Planning and Building	1,947,492	1,922,517	1,906,886	2,217,420	2,217,420
Police	6,149,265	6,231,418	6,089,660	6,689,524	6,689,524
Fire	3,681,787	3,467,475	3,459,035	3,603,115	3,603,115
Insurance	288,587	466,041	466,041	583,340	583,340
Transfers-out - Capital Replacement	-	86,264	86,264	-	-
Transfers-out - Tree Mitigation	-	20,000	20,000	-	-
Transfers-out - Debt Service	753,145	242,371	242,371	250,241	250,241
Transfers-out - Streets Fund	130,917	137,459	137,459	137,459	137,459
Transfers-out - Community Services	-	60,000	60,000	-	-
Transfers-out - Vehicle Service Fund	-	-	-	348,333	348,333
G&A Allocation	(2,966,991)	(3,182,308)	(3,182,308)	(3,182,308)	(3,182,308)
Total Expenditure	\$ 14,300,177	\$ 13,946,470	\$ 13,643,337	\$ 15,366,710	\$ 15,366,710
Estimated Ending Fund Balance	\$ 8,173,957	\$ 8,084,748	\$ 8,016,532	\$ 7,106,926	\$ 7,207,376
Change in Ending Fund Balance	\$ (785,970)	\$ (89,209)	\$ (157,424)	\$ (977,822)	\$ (809,156)
Components of Fund Balance					
Reserve Policy	\$ 4,290,053	\$ 4,183,941	\$ 4,093,001	\$ 4,610,013	\$ 4,610,013
Pension Stabilization	4,091,462	4,091,462	4,091,462	4,091,462	4,091,462
Unrestricted, Unreserved	(207,558)	(190,655)	(167,931)	(1,594,549)	(1,494,099)
Total	\$ 8,173,957	\$ 8,084,748	\$ 8,016,532	\$ 7,106,926	\$ 7,207,376
Reserve (% of annual expenditures)	28.5%	28.6%	28.8%	19.6%	20.3%

* Council adopted reserve policy - 30% of annual expenditures

Attachment: Attachment B - General Fund - Proposed (3011 : 2020-21 Mid-Year Budget Review - as of December 31, 2020)

Attachment C

COMMUNITY SERVICES FUND - As of December 31, 2020

	FY 19-20 as of 12/31/19	FY 20-21 BUDGET	FY 20-21 as of 12/31/20	% Budget	% change PY vs CY
Beginning Fund Balance	\$ 1,766,943	\$ 566,333	\$ 566,333		
Revenue					
Transient Occupancy Tax	2,052,468	3,149,169	1,075,925	34%	-48%
Program Revenue	144,861	220,000	240	0%	-100%
Grant Proceeds	50,557	323,350	88,742	27%	76%
Facility and Field Rents	52,989	124,665	15,941	13%	-70%
School District Field Maintenance	21,301	59,000	23,743	40%	11%
Special Events	22,227	1,500	138	9%	-99%
Program Sponsorships	15,256	10,000	-	0%	-100%
Admission and Passes	19,512	2,000	1,260	63%	-94%
Miscellaneous - Advertising/Fees&Charges	1,074	2,000	6,396	320%	496%
Other Services Revenue	-	325,000	305,748	94%	0%
Interest Income	5,508	6,318	942	15%	-83%
Interest Income - restricted	8,107	-	18,843	0%	132%
Donations	2,538	2,500	2,170	87%	-14%
Loan from Measure V	-	250,000	250,000	100%	0%
Transfer-in - Measure V - Open Streets	-	-	1,153	0%	0%
Transfer-in - General Fund - CRF Funding	-	60,000	60,000	100%	0%
Transfer-in - Economic Development - Villa	-	24,503	24,503	100%	0%
Transfer-in - Economic Development - Open Streets	-	-	1,466	0%	0%
Total Revenue	\$ 2,396,397	\$ 4,560,005	\$ 1,877,209	41%	-22%
Expenditure					
General Administration	148,497	849,845	387,328	46%	161%
Recreation Programs	469,308	469,151	225,780	48%	-52%
ASES After School Program	103,189	533,042	320,499	60%	211%
Community Center	292,650	373,035	171,770	46%	-41%
Senior Services	325,608	415,062	172,504	42%	-47%
Parks and Trails	790,771	1,062,146	477,683	45%	-40%
Open Space	122,055	136,360	67,258	49%	-45%
School Facility Maintenance	66,150	116,138	55,046	47%	-17%
Swim Center	113,767	101,570	49,996	49%	-56%
Arts and Culture	206,774	174,124	83,241	48%	-60%
Contracted Facility Operations	25,351	-	31,418	0%	24%
Special Events	32,495	67,562	35,831	53%	10%
Transfers-out - POB	73,190	102,108	51,054	50%	-30%
Transfers-out - HUSD	160,147	-	-	0%	-100%
Transfers-out - RDA Loan	107,778	107,778	107,778	100%	0%
Total Expenditure	\$ 3,037,732	\$ 4,507,921	\$ 2,237,185	50%	-26%
Estimated Ending Fund Balance	\$ 1,125,608	\$ 618,417	\$ 206,356		
Change in Ending Fund Balance	\$ (641,335)	\$ 52,084	\$ (359,976)		

current unrestricted cash (unreconciled)

(556,091)

Attachment: Attachment C - Community Services Fund as of December 31, 2020 (3011 : 2020-21 Mid-Year Budget Review - as of December 31,

Attachment D

COMMUNITY SERVICES FUND - Proposed

	2019-20 ACTUAL	2020-21 BUDGET	2020-21 PROPOSED	2021-22 BUDGET	2021-22 PROPOSED
Beginning Fund Balance	\$ 1,766,943	\$ 566,333	\$ 566,333	\$ 618,417	\$ 501,880
Revenue					
Transient Occupancy Tax	2,721,479	3,149,169	2,351,013	4,256,371	4,256,371
Program Revenue	175,098	220,000	220,000	290,000	290,000
Grant Proceeds	250,058	323,350	312,000	130,000	130,000
Facility and Field Rents	181,295	124,665	124,665	199,165	199,165
School District Field Maintenance	58,206	59,000	59,000	64,000	64,000
Special Events	29,436	1,500	1,500	10,000	10,000
Program Sponsorships	17,506	10,000	10,000	15,000	15,000
Admission and Passes	23,525	2,000	2,000	30,500	30,500
Miscellaneous - Advertising/Fees&Charges	4,113	2,000	2,000	5,000	5,000
Other Service Revenue	-	325,000	339,000	-	-
Interest Income	25,539	6,318	6,318	-	-
Interest Income - restricted	13,119	-	-	-	-
Donations	60,429	2,500	2,500	5,000	5,000
Loan from Measure V	-	250,000	625,000	150,000	150,000
Transfer-in - Measure V	-	-	320,000	-	-
Transfer-in - Economic Development Fund	-	-	191,623	-	-
Transfer-in - General Fund - CRF Funding	-	60,000	60,000	-	-
Transfer-in - Economic Development - Villa	-	24,503	42,880	-	-
Transfer-in - Measure M	148,847	-	-	-	-
Transfer-in - Capital	268,688	-	-	-	-
Total Revenue	\$ 3,977,337	\$ 4,560,005	\$ 4,669,499	\$ 5,155,036	\$ 5,155,036
Expenditure					
Operating	4,787,509	4,298,035	4,524,065	4,231,677	4,231,677
Transfer-out - Debt Service	390,439	209,886	209,886	379,373	379,373
Total Expenditure	\$ 5,177,948	\$ 4,507,921	\$ 4,733,951	\$ 4,611,050	\$ 4,611,050
Ending Fund Balance	\$ 566,333	\$ 618,417	\$ 501,880	\$ 1,162,403	\$ 1,045,867
Change in Fund Balance	\$ (1,200,610)	\$ 52,084	\$ (64,452)	\$ 543,986	\$ 543,986
Components of Fund Balance					
Reserve Policy	\$ 1,553,384	\$ 1,352,376	\$ 1,420,185	\$ 1,383,315	\$ 1,383,315
Pension Stabilization	401,507	401,507	401,507	401,507	401,507
Unrestricted, Unreserved	(1,388,559)	(1,135,466)	(1,319,812)	(622,419)	(738,956)
	\$ 566,333	\$ 618,417	\$ 501,880	\$ 1,162,403	\$ 1,045,867
Reserve (% of annual expenditures)	3.2%	4.8%	2.1%	16.5%	14.0%

* Council adopted reserve policy - 30% of annual expenditures

Attachment E
Measure V

	2019-20	2020-21	2020-21	2021-22	2021-22
	Actual	Budget	Proposed	Budget	Proposed
Beginning Fund Balance	\$ 2,326,899	\$ 647,301	\$ 647,301	\$ 54,635	\$ 102,258
Revenue:					
Transaction Tax Revenue	2,029,978	1,960,147	2,007,770	2,105,530	2,154,012
Interest	18,631	1,016	1,016	5	5
Total Revenue	\$ 2,048,610	\$ 1,961,163	\$ 2,008,786	\$ 2,105,535	\$ 2,154,017
Expenditure:					
General Fund Reserve	450,000	500,000	125,000	100,000	100,000
Loan to Community Services	-	250,000	625,000	150,000	150,000
Community Services Subsidy	-	-	320,000	-	-
Misc. Sidewalk and Pedestrian Projects	-	68,165	68,165	-	-
Misc. Bike Projects	-	25,000	25,000	-	-
Pavement Preventative Maintenance	952,966	-	-	-	-
Trip Hazard Mitigation/Sidewalk Repair	295,032	-	-	-	-
Foss Creek Pathway	-	645,236	325,236	-	-
Dry Creek/US 101	211,208	-	-	-	-
Hbg Ave. Crosswalk at Memorial Beach	-	50,000	50,000	-	-
Wayfinding & Bicycle Parking Study	46,490	-	-	-	-
Ped Ramp Replacement - CDBG Match	-	44,000	44,000	-	-
Firefighter Funding (2)	204,422	215,184	215,184	215,184	215,184
Facility Improvements	235,050	110,000	110,000	-	-
Police Officer Funding	114,257	136,309	136,309	136,309	136,309
Police Vehicle Replacement	171,000	130,000	130,000	-	-
Chamber of Commerce Agreement	150,000	100,000	100,000	-	-
Dispatcher Funding	87,373	97,327	97,327	97,327	97,327
Fire Equipment	-	50,000	50,000	-	-
Low Income Utility Discounts	42,280	51,211	51,211	-	-
Latino Outreach and Support	35,000	40,000	40,000	-	-
Open Streets	-	41,397	41,397	-	-
Small Business Loan	558,603	-	-	-	-
Security & Keyless Access Systems	71,969	-	-	-	-
Police Radio Replacement Set Aside	39,557	-	-	-	-
FS Ring-down & Alternating System	35,000	-	-	-	-
Survey	28,000	-	-	-	-
Total Expenditure	\$ 3,728,208	\$ 2,553,829	\$ 2,553,829	\$ 698,820	\$ 698,820
Estimated Ending Fund Balance	\$ 647,301	\$ 54,635	\$ 102,258	\$ 1,461,350	\$ 1,557,455

Attachment: Attachment E - Measure V - Proposed (3011 : 2020-21 Mid-Year Budget Review - as of December 31, 2020)

Attachment F

Proposed Budget Amendments - Detail

Fund	Description	Fiscal Year	increase/ (decrease)
General Fund	Property Tax In-Lieu of VLF - revised revenue estimate	2020-21	65,809
General Fund	Sales Tax Revenue - revised revenue estimate	2020-21	99,178
General Fund	Reduce Transfers-in to General Fund from Measure V	2020-21	(375,000)
General Fund	Transient Occupancy Tax - revised revenue estimate	2020-21	(159,631)
General Fund	Sales Tax - PSAF - revised revenue estimates	2020-21	(1,705)
General Fund	Reduce Training budget - covid related	2020-21	(5,303)
General Fund	Wages - Assistant City Manager - assume start 7/1	2020-21	(96,786)
General Fund	Fringe Benefits - Assistant City Manager - assume start 7/1	2021-22	(26,163)
General Fund	Reduce Training budget - reduction - covid related	2020-21	(36,596)
General Fund	Employee Benefits - Planning Division - savings related to Interim	2020-21	(10,701)
General Fund	Wages - Police Social Services Team Member - assume start 5/1	2020-21	(31,648)
General Fund	Wages - Police Officer - assume start 7/1	2020-21	(53,686)
General Fund	Fringe Benefits - Police Social Services Team Member - assume start 5	2020-21	(12,680)
General Fund	Fringe Benefits - Police Officer - assume start 7/1	2020-21	(29,570)
Measure V/T Fund	Transaction Tax Revenue 20/21 - revised revenue estimate	2020-21	47,623
Measure V/T Fund	Loan from Measure V to Community Services fund	2020-21	695,000
Measure V/T Fund	Reduce Transfers-out from Measure V - Foss Creek Pathway	2020-21	(320,000)
Measure V/T Fund	Reduce Transfers-out from Measure V to General Fund	2020-21	(375,000)
Measure S Fund	Transient Occupancy Tax - revised revenue estimate	2020-21	(166,805)
Economic Development Fund	Increase Transfers-out from ED Fund to Community Services	2020-21	210,000
Economic Development Fund	Increase funding for Open Streets program	2020-21	55,391
Gas Tax Fund	Gas Tax 2103 - revised revenue estimate	2020-21	(8,882)
Gas Tax Fund	Gas Tax 2105 - revised revenue estimate	2020-21	418
Gas Tax Fund	Gas Tax 2106 - revised revenue estimate	2020-21	(1,632)
Gas Tax Fund	Gas Tax 2107 - revised revenue estimate	2020-21	4,925
Gas Tax Fund - SB1	State SB1 Road Maintenance - revised revenue estimate	2020-21	(15,011)
Bond Proceeds Fund	Increase Transfers-out from Bond proceeds - Foss Creek Pathway	2020-21	320,000
Streets Capital Projects Fund	Increase Transfers-in from Bond proceeds - Foss Creek Pathway	2020-21	320,000
Streets Capital Projects Fund	Reduce Transfers-in from Measure V - Foss Creek Pathway	2020-21	(320,000)
Electric Fund	Reduce Training budget - covid related	2020-21	(15,199)
Electric Public Benefits Fund	Reduce Training budget - covid related	2020-21	(1,252)
Community Services Fund	Eliminate contracted classed for Seniors	2020-21	(11,200)
Community Services Fund	Increase fire fuel reduction on Fitch	2020-21	20,000
Community Services Fund	Increase loan from Measure V to Community Services fund	2020-21	695,000
Community Services Fund	Increase Part Time Wages - Camp HBG	2020-21	240,000
Community Services Fund	Reduce printing budget - no brochure expected	2020-21	(5,500)
Community Services Fund	ASES grant - revised revenue estimate	2020-21	(11,350)
Community Services Fund	Program support - revised revenue estimate	2020-21	14,000
Community Services Fund	Increase support for Tayman Park Group, Inc. - Villa - Jan - March	2020-21	18,377
Community Services Fund	Reduce Training budget - covid related	2020-21	(2,147)
Community Services Fund	Transfer In - from Economic Development Fund	2020-21	210,000
Community Services Fund	Transient Occupancy Tax - revised revenue estimates	2020-21	(798,156)
Community Services Fund	Volunteer Coordinator - Senior Center - assume start 7/1	2020-21	(33,500)
Vehicle Maintenance Fund	Reduce Training budget - covid related	2020-21	(1,821)
Information Services Fund	Reduce Training budget - covid related	2020-21	(4,540)
Building Maintenance Fund	Reduce Training budget - covid related	2020-21	(500)
General Fund	Sales Tax Revenue - revised revenue estimate	2021-22	167,436
General Fund	Sales Tax - PSAF - revised revenue estimate	2021-22	1,230
Measure V Fund	Transaction Tax Revenue - Measure V - revised revenue estimate	2021-22	48,482
Gas Tax Fund	Gas Tax 2103 - revised revenue estimate	2021-22	2,268
Gas Tax Fund	Gas Tax 2105 - revised revenue estimate	2021-22	(900)
Gas Tax Fund	Gas Tax 2106 - revised revenue estimate	2021-22	(378)
Gas Tax Fund	Gas Tax 2107 - revised revenue estimate	2021-22	(2,429)
Gas Tax Fund - SB1	State SB1 Road Maintenance - revised revenue estimate	2021-22	(5,205)

Attachment: Attachment F - Budget Amendment Detail (3011 : 2020-21 Mid-Year Budget Review - as of December 31, 2020)

CITY OF HEALDSBURG

RESOLUTION NO. - 2021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG AMENDING THE FISCAL YEAR 2020-21 BUDGET

WHEREAS, on June 29, 2020, the City Council adopted the 2020-22 biennial budget; and

WHEREAS, on February 16, 2021, the City Council received information as to details of the financial picture of the City with proposed revenue and expenditure changes; and

WHEREAS, it is appropriate to revise revenue estimates, and adjust expenditures according.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Healdsburg does hereby approves amending the fiscal year 2020-21 budget as depicted in the attached Exhibit A.

PASSED, APPROVED AND ADOPTED this 16th day of February 2021, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAINING: Councilmembers:

SO ORDERED:

ATTEST:

Evelyn L. Mitchell, Mayor

Raina Allan, City Clerk

Attachment: Resolution - Budget Amendment 20-21 (3011 : 2020-21 Mid-Year Budget Review - as of December 31, 2020)

EXHIBIT A - BUDGET AMENDMENT 2020-21

Section I – Change in Appropriations:

ACCOUNT NUMBER	INCREASE AMOUNT	DECREASE AMOUNT	DESCRIPTION
101-1000-31120-00000	65,809		Property Tax In-Lieu of VLF
101-1000-32100-00000	99,178		Sales Tax Revenue - revised revenue estimates
101-1000-32100-00000		375,000	Reduce Transfers-in from Measure V
101-1000-32107-00000		159,631	Transient Occupancy Tax - revised revenue estimates
101-1000-32155-00000		1,705	Sales Tax - PSAF - revised revenue estimates
101-1201-43209-00000		5,303	Training budget - reduction - covid related
101-2001-41101-00000		96,786	Wages - Assistant City Manager - assume start 7/1
101-2001-41200-00000		26,163	Fringe Benefits - Assistant City Manager - assume start 7/1
101-2001-43209-00000		5,499	Training budget - reduction - covid related
101-2021-43209-00000		1,965	Training budget - reduction - covid related
101-2525-43209-00000		1,588	Training budget - reduction - covid related
101-5051-41200-00000		10,701	Employee Benefits - Planning Division
101-5051-43209-00000		2,942	Training budget - reduction - covid related
101-5052-43209-00000		1,988	Training budget - reduction - covid related
101-5301-41101-00000		31,648	Wages - Police Social Services Team Member - assume start 5/1
101-5301-41101-00000		53,686	Wages - Police Officer - assume start 7/1
101-5301-41200-00000		12,680	Fringe Benefits - Police Social Services Team Member - assume start 5/1
101-5301-41200-00000		29,570	Fringe Benefits - Police Officer - assume start 7/1
101-5301-43209-00000		14,174	Training budget - reduction - covid related
101-5501-43209-00000		8,440	Training budget - reduction - covid related
105-1000-32100-00000	47,623		Transaction Tax Revenue 20/21 - Measure V
105-8080-42301-00000	320,000		Loan from Measure V to Community Services fund
105-8080-42301-00000	375,000		Loan from Measure V to Community Services fund
105-8080-42301-00000		320,000	Transfer Out - Foss Creek Pathway
105-8080-42301-00000		375,000	Reduce Transfers-out to General Fund
106-1000-32107-00000		166,805	Transient Occupancy Tax - revised revenue estimates
150-8080-42301-00000	210,000		Transfer Out - to Community Services
150-8080-43201-00000	55,391		Open Streets
201-1000-34080-00000		8,882	Gas Tax 2103 - revised projection
201-1000-34082-00000	418		Gas Tax 2105 - revised projection
201-1000-34084-00000		1,632	Gas Tax 2106 - revised projection
201-1000-34086-00000	4,925		Gas Tax 2107 - revised projection
202-1000-34200-00000		15,011	State SB1 Road Maintenance - revised projection
212-8080-42301-00000	320,000		Transfer Out - Bond proceeds - Foss Creek Pathway
512-1000-39001-00000	320,000		Transfer In - Bond proceeds - Foss Creek Pathway
512-1000-39001-00000		320,000	Transfer In - Measure V - Foss Creek Pathway
540-1201-43209-00000		901	Training budget - reduction - covid related
540-7501-43209-00000		4,309	Training budget - reduction - covid related
540-7572-43209-00000		5,862	Training budget - reduction - covid related
540-7573-43209-00000		4,127	Training budget - reduction - covid related
546-7501-43209-00000		1,252	Training budget - reduction - covid related
585-1000-39001-00000	320,000		Loan from Measure V to Community Services fund
585-1000-39001-00000	375,000		Loan from Measure V to Community Services fund
585-3001-32107-00000		798,156	Transient Occupancy Tax - revised revenue estimates
585-3001-39001-00000	210,000		Transfer In - from Economic Development Fund
585-3001-43209-00000		1,064	Training budget - reduction - covid related
585-3030-43209-00000		250	Training budget - reduction - covid related
585-3030-43211-00000		5,500	Printing - no brochure
585-3031-34103-00000		11,350	revised revenue projection - ASES grant
585-3031-37701-00000	14,000		revised revenue projection - program support
585-3031-41105-00000	240,000		Part Time Wages - Camp HBG

EXHIBIT A - BUDGET AMENDMENT 2020-21

585-3032-43209-00000		250	Training budget - reduction - covid related
585-3033-41101-00000		33,500	Volunteer Coordinator - Senior Center - assume start 7/1
585-3033-43205-00000		11,200	Eliminate contracted class for Seniors
585-3033-43209-00000		250	Training budget - reduction - covid related
585-3034-43209-00000		333	Training budget - reduction - covid related
585-3035-43205-00000	20,000		Increased fire fuel reduction on Fitch
585-3039-44501-00000	18,377		Tayman Park Group, Inc. support - Jan - March
602-8081-43209-00000		1,821	Training budget - reduction - covid related
603-8080-43209-00000		4,540	Training budget - reduction - covid related
604-8080-43209-00000		500	Training budget - reduction - covid related

Purpose: To increase/decrease appropriations.

Section II – Source of Funding - Increase/(Reduce) Fund Balance or Net Assets

General Fund	(68,216)
Measure V Fund	47,623
Measure S Fund	(166,805)
Economic Development Fund	(265,391)
Gas Tax Funds	(20,182)
Bond Proceeds Fund	(320,000)
Electric Funds	16,451
Community Services Fund	(116,536)
Vehicle Service Fund	1,821
Information Services Fund	4,540
Building Maintenance Fund	500

Attachment: Exhibit A - Budget Amendment 20-21 (3011 : 2020-21 Mid-Year Budget Review - as of December 31, 2020)

CITY OF HEALDSBURG

RESOLUTION NO. - 2021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG AMENDING THE FISCAL YEAR 2021-22 BUDGET

WHEREAS, on June 29, 2020, the City Council adopted of the 2020-22 biennial budget; and

WHEREAS, on February 16, 2021, the City Council was provided information as to details of the financial picture of the City with proposed revenue and expenditure changes; and

WHEREAS, it is appropriate to revise revenue estimates, and adjust expenses according.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Healdsburg does hereby approves amending the fiscal year 2021-22 budget as depicted in the attached Exhibit A.

PASSED, APPROVED AND ADOPTED this 16th day of February 2021, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAINING: Councilmembers:

SO ORDERED:

ATTEST:

Evelyn L. Mitchell, Mayor

Raina Allan, City Clerk

Attachment: Resolution - Budget Amendment 21-22 (3011 : 2020-21 Mid-Year Budget Review - as of December 31, 2020)

EXHIBIT A - BUDGET AMENDMENT 2021-22

Section I – Change in Appropriations:

ACCOUNT NUMBER	INCREASE AMOUNT	DECREASE AMOUNT	DESCRIPTION
101-1000-32100-00000	167,436		Sales Tax Revenue - revised revenue estimates
101-1000-32155-00000	1,230		Sales Tax - PSAF - revised revenue estimates
105-1000-32100-00000	48,482		Transaction Tax Revenue - Measure V
201-1000-34080-00000	2,268		Gas Tax 2103 - revised projection
201-1000-34082-00000		900	Gas Tax 2105 - revised projection
201-1000-34084-00000		378	Gas Tax 2106 - revised projection
201-1000-34086-00000		2,429	Gas Tax 2107 - revised projection
202-1000-34200-00000		5,205	State SB1 Road Maintenance - revised projection

Purpose: To increase/decrease appropriations.

Section II – Source of Funding - Increase/(Reduce) Fund Balance or Net Assets

General Fund	168,666
Measure V Fund	48,482
Gas Tax Funds	(6,644)



HEALDSBURG PARKS AND RECREATION COMMISSION

AGENDA ITEM: 6.a. 2021 Committee Assignments

MEETING DATE: March 10, 2021

PREPARED BY: Mark Themig, Community Services Director

REQUESTED ACTION: *Make committee assignments for 2021*

BACKGROUND AND DISCUSSION:

In January, the Commission adopted a set of goals and strategies that will guide the Commission’s work in the upcoming year (attached). These goals tend to be concepts that typically focus on policies, projects, or long-term vision. As a result, it is not uncommon for the Commission’s existing goals to continue into the subsequent year.

In addition, the Commission has typically established work groups (committees) to work on specific initiatives. The committee membership has been limited to no more than four members so as not to create Brown Act issues. If the Commission desires to create committees again this year, staff would suggest the following committees that align with your goals as a starting point and you can add, delete, or modify as desired:

1. Arts and Culture
Current members: Doble, Lambert, (Birdsong)
2. Parks, River Access, and Connectivity
Current members: Boaz, Herrod, Scott, (Tripathi)
3. 3 North Street Project
Current members: none
4. Montage Development Park Naming
Current members: none
5. Sustainable Funding Options
Current members: Herrod, Lambert, Scott
6. Future of Downtown Street Closures
Current members: none
7. Plan for Post-COVID Service Delivery
Current “Services and Program Enhancements Committee” members: Boaz, Lambert, Scott, (Tripathi)

ATTACHMENTS:

2021 Commission Goals (Timeline updated 3.5.21)



HEALDSBURG PARKS AND RECREATION COMMISSION 2021 Goals

Goals

1. Complete the Arts and Culture Planning Process

January: Finalize Plan Document

February: Public Engagement Review

March: Commission Review (Anticipated for April)

April: City Council Review and Adoption (Anticipated for May)

Future: Implementation

2. Complete the Park, River Access, and Connectivity Master Planning Process

Montage and Badger Parks Master Plans

February: Finalize Master Plan Concepts

March: Public Engagement Review of Master Plan Concepts

April: Commission Review (Anticipated for June)

May: City Council Review and Adoption

Future: Construction Documents/Construction

Connectivity, River Access, and Mill District Connectivity Master Plans

June – December: TBD

3. Move the 3 North Street Farmers' Market-Community Pavilion Project to Construction

February: City Council Approves Naming Rights Agreement and Design Contract (Anticipated for April)

May: Finalize Design (Anticipated for July)

June: Commission and City Council Review of Final Design (Anticipated for Aug/Sept)

October: Planning Design Review

Future: Construction Documents/Construction

4. Develop a Naming Plan for the New Public Park in the Montage Development

May: Commission Review Sample Naming Policies/Processes and Discuss Options, Develop Recommendation for City Council

June: City Council Consideration of Naming Process

Future: Implement Naming Process

5. Explore Sustainable Funding Options, Including the Creation of a Non-Profit Foundation

March: Commission Receive Q2 Budget Update

April: Commission Consider Sustainable Funding Options, Including Creating a Non-Profit Foundation

Future: Implementation

6. Assist City Council with Evaluating the Future of Downtown Street Closures

TBD: Pending City Council Discussion on February 1

7. Develop a Plan for Post-COVID Service Delivery

TBD: Pending COVID Status Updates and Predictions

(Adopted 1.13.21, r Timeline 3.5.21)