

City of Healdsburg

California



Biennial Budget Fiscal Years 2020-21 & 2021-22



www.cityofhealdsburg.org

Front cover photo by Kim Carroll.

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City of Healdsburg

INTRODUCTION

To the City of Healdsburg Mayor, Councilmembers, and Citizens of Healdsburg:

I am pleased to present to you the budgets for fiscal years 2020-21 and 2021-22, and the 5-year Capital Improvement Program for the City of Healdsburg. This budget is the result of departmental teamwork and the prioritization of services and capital projects based on the City Council's Strategic Plan and subsequent budget workshops.

Regretfully, it looks very different than what we anticipated when we started the budgeting process which was before the coronavirus had spread throughout our community, as the impacts of the COVID-19 (Coronavirus) pandemic were not anticipated in the initial financial projections. With extensive thought, much debate, and measured changes, this budget contains reductions to revenues and expenditures to help mitigate the financial impacts of the pandemic while still maintaining the high level of service expected from our citizens.

Public engagement was important throughout the budget process and kicked off with our annual Measure V Survey in February 2020. We received close to 1,000 survey responses. The public budget process continued with no less than six additional study sessions, providing our residents with multiple opportunities to offer input.

The total adopted budget (operating and capital) is \$87 million and \$82 million for fiscal years 2020-21 and 2021-22, respectively. This represents a 9 percent decrease from the FY 2019-20 budget. The total operating budget is decreasing by less than 1 percent, and the total capital budget is decreasing by 31 percent. Total General Fund represents 15.5 percent and 17.6 percent, or \$13.5 million and \$14.4 million of the City's total budget.

The General Fund percentage to the City's total budget represents a 4.2 percent decrease over the prior year, primarily due to the elimination of five full-time vacant positions – two in the City Manager's Office, two in the Police Department and one in the Planning & Building Department. Other measures taken to preserve reserves in the General Fund include: unfunding street improvement projects, which allow for an annual transfer to the General Fund from Measure V; placing the funding of the Pension Stabilization Fund on hold for the biennium; and using the Pension Stabilization Fund to fund \$500,000 of pension costs in FY 2021-22.

Challenging Times

Initial economic indicators in early 2020 showed the local economy continuing to grow at a steady pace, but the COVID-19 pandemic, which emerged in March 2020, changed that. The economy is now facing a considerable downturn caused by the pandemic.

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. 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 an executive order ordering everyone living in the State of California to stay home except to maintain continuity of operations of critical infrastructure sectors.

Healdsburg is a community whose resources rely in part upon travelers to our city for recreation, celebrations, and business. The Shelter in Place order was and is vital to our safety, but it clearly impacts business and tourism activities in the city.

At the same time, maintaining service levels and quality infrastructure for our residents and businesses in the most cost-effective way remains vital, especially in an environment of so much fiscal and practical uncertainty. It is still too early to anticipate the total financial impact brought on by COVID-19, nor are we sure that the spending reductions enacted within this budget will be sufficient.

This year also included diligent monitoring of legislative bills that could impact our ongoing revenues, as well as a focused review of expenditure impacts that are causing, or potentially could cause, higher costs if not contained. This includes our CalPERS rates and CalPERS unfunded liability, workers' compensation self-insurance claims, insurance liability costs, fleet sustainability, aging infrastructure, and our ability to fund various capital needs under a higher construction cost environment.

As with previous budgets, we have taken measures to ensure that the City is able to maintain substantial reserves, though we are not meeting Council's adopted policy at this time of 30 percent of financial reserves (something we have been clear about in the past weeks). To ensure continued fiscal strength and to manage expenditure growth as the pandemic continues, City staff and the Council remain committed to fiscal transparency via frequent reports to the community (via Council meetings) and with continuous monitoring of revenues and expenses.

Acknowledgements

I would like to thank the City Council for their guidance and support throughout the development of this budget. The challenges have been substantial, and as we issue this budget, the fiscal future with a pandemic we all thought would be behind us by now remains murky.

As always, this budget was a collaborative effort which involved employees at all levels of the organization. I would especially like to thank the efforts of former City Manager David Mickaelian, Administrative Services Director Heather Ippoliti, and the department directors who assisted them both in preparing a very tough budget. Their staffs and all the dedicated employees of the City of Healdsburg have done their best to be innovative, thoughtful, compassionate, and flexible during this hopefully unique and abnormally difficult budget process.

I wish the City and the community well as we work together to stay strong, to protect our families, friends, neighbors and city government, and to move forward diligently into 2020, 2021, and a better future for all.

Respectfully,



David A. Kiff
Interim City Manager

City of Healdsburg 2020-2025 Strategic Plan: Quality of Life

Building on its 2014-2019 Strategic Plan, the Council identified seven new Strategic Initiatives and a set of Goals for each. All seven Strategic Initiatives contribute to City's overall Quality of Life.

Strategic Initiative - 01: Establish Proactive Policies and Programs to Continue to Promote Economic Diversity and Sustainable Growth

- Goal 1.1 – Complete South Area Entry Plan
- Goal 1.2 – Zoning and Density Study of Downtown
- Goal 1.3 – Review Policies for Consistency
- Goal 1.4 – Promote Economic Diversity

Strategic Initiative - 02: Pursue Initiatives that Promote Environmental Stewardship

- Goal 2.1 – Develop City Policies to Promote City Fleet Electrification
- Goal 2.2 – Exceed SB 100's Timeline for Providing Carbon Free and Renewable Energy Sources
- Goal 2.3 – Prepare and Design a City Electric System for Transportation Electrification
- Goal 2.4 – Increase Landfill Diversion and Implement Zero Waste Initiatives as Part of City Operations
- Goal 2.5 – Continue to Develop Programs to Prepare for Climate Change
- Goal 2.6 – Review City's Circulation and Connectivity Policies

Strategic Initiative - 03: Expand Affordable Housing Opportunities

- Goal 3.1 – Implement Housing Action Plan
- Goal 3.2 – Identify Funding Mechanisms
- Goal 3.3 – Preserve Existing Rental Units
- Goal 3.4 – Evaluate Options to Amend the GMO
- Goal 3.5 – Implement the Strategies of the Regional Strategic Plan Designed to Address Homelessness in Northern Sonoma County

Strategic Initiative - 04: Maintain and Improve Infrastructure and Facilities

- Goal 4.1 – Implement Capital Improvement Program
- Goal 4.2 – Develop a Long-Term Capital Replacement Plan for Public Facilities
- Goal 4.3 – Address Deferred Maintenance of City Infrastructure/Facilities
- Goal 4.4 – Maximize Efficiency of Utility Systems
- Goal 4.5 – Improve Local Streets and Roads

City of Healdsburg 2020-2025 Strategic Plan: Quality of Life (continued)

Strategic Initiative - 05: Provide Effective Governance

- Goal 5.1 – Attract and Retain an Appropriately Sized and Skilled Workforce
- Goal 5.2 – Maintain Proactive Communication with Residents and Businesses
- Goal 5.3 – Conduct Community Survey to Gauge Support for Extending Measure V
- Goal 5.4 – Maintain Transparent Reporting and Budgeting Process and Review Reserve Policy
- Goal 5.5 – Develop Staff Wellness Program
- Goal 5.6 – Develop Staff Succession Plan

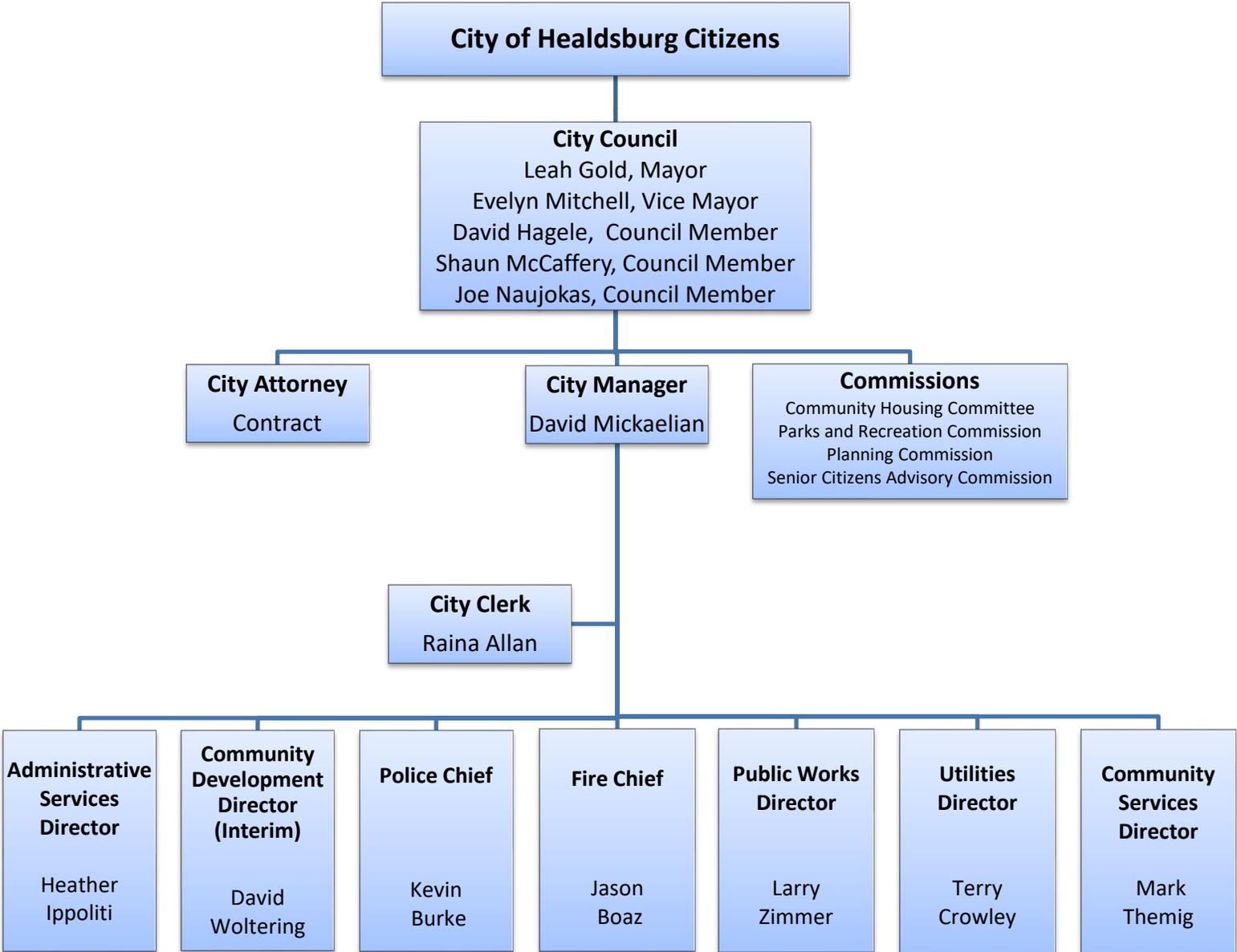
Strategic Initiative - 06: Maintain and Enhance Public Health and Safety

- Goal 6.1 – Maintain Excellent Police Services
- Goal 6.2 – Ensure Emergency Preparedness
- Goal 6.3 – Explore Technological Enhancements
- Goal 6.4 – Maintain Excellent Fire Services
- Goal 6.5 – Invest in Appropriate Resources

Strategic Initiative - 07: Provide Resident-Driven Community Services

- Goal 7.1 – Complete Design and Construction of the Park at Montage Resort
- Goal 7.2 – Complete Badger Park Redevelopment, and Access Improvements for Fitch Mountain Park and Open Space Preserve
- Goal 7.3 – Improve Access to the Russian River that reinforces it as a Community Asset
- Goal 7.4 – Support the Outcomes of the Arts and Culture Master Planning Process to Enhance the Role of Arts in the Community
- Goal 7.5 – Continue to Develop and Enhance Community-Based Multi-generational Recreation Programs, Services, & Special Events

CITY ORGANIZATIONAL CHART



About the City of Healdsburg

History

Envision a town with the best qualities of turn-of-the century America, yet with the ambiance of a European countryside. Tucked between three lush valleys and surrounded by over 60 wineries, Healdsburg is nestled in the heart of the wine country. The City is only 65 miles north of San Francisco on Highway 101.

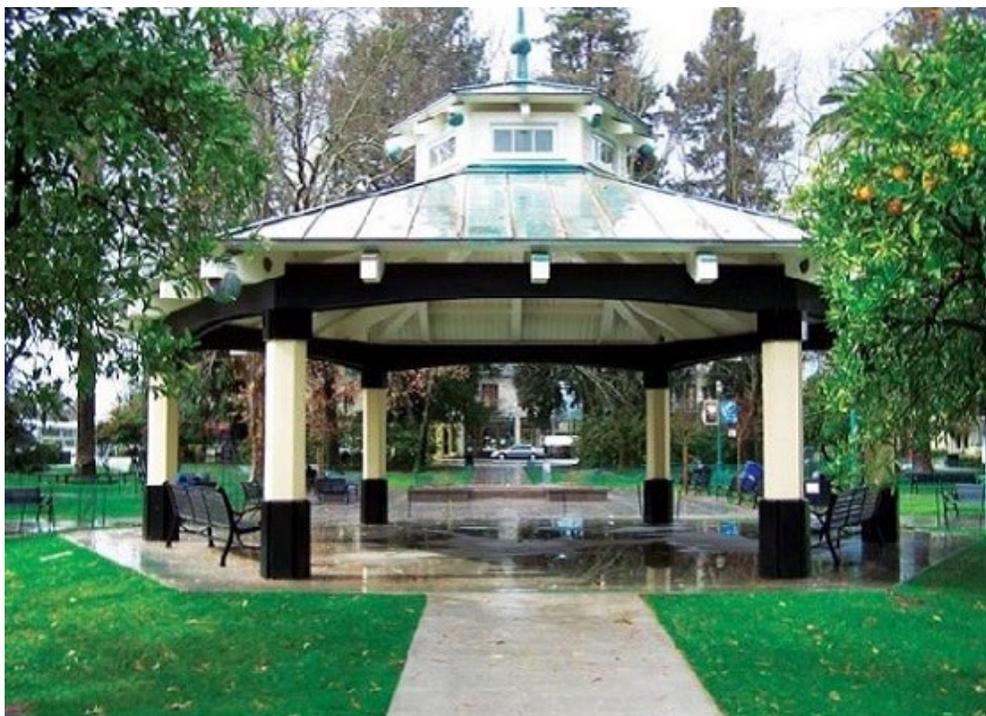
Settling the Area

The City's early residents, the Pomo Indians, built their villages in these open fertile valleys along the Russian River. The wild 1800s and California Gold Rush brought new settlers to the generous farming land to Healdsburg. One early entrepreneur, Harmon Heald, envisioned a grand plan for the village that would be his namesake. In 1857, he constructed a store and post office, sold lots downtown, and plotted a town complete with a Spanish-style Plaza. Healdsburg was officially incorporated 10 years later. The extension of the Northwestern Pacific Railroad in 1871 brought visitors and increased commerce to the booming town.

Modern Healdsburg

The City of Healdsburg continues to flourish. The City is a full-service city, providing electrical, water, and sewer services to residents. Healdsburg's safety is ensured by modern and well-equipped police and fire departments.

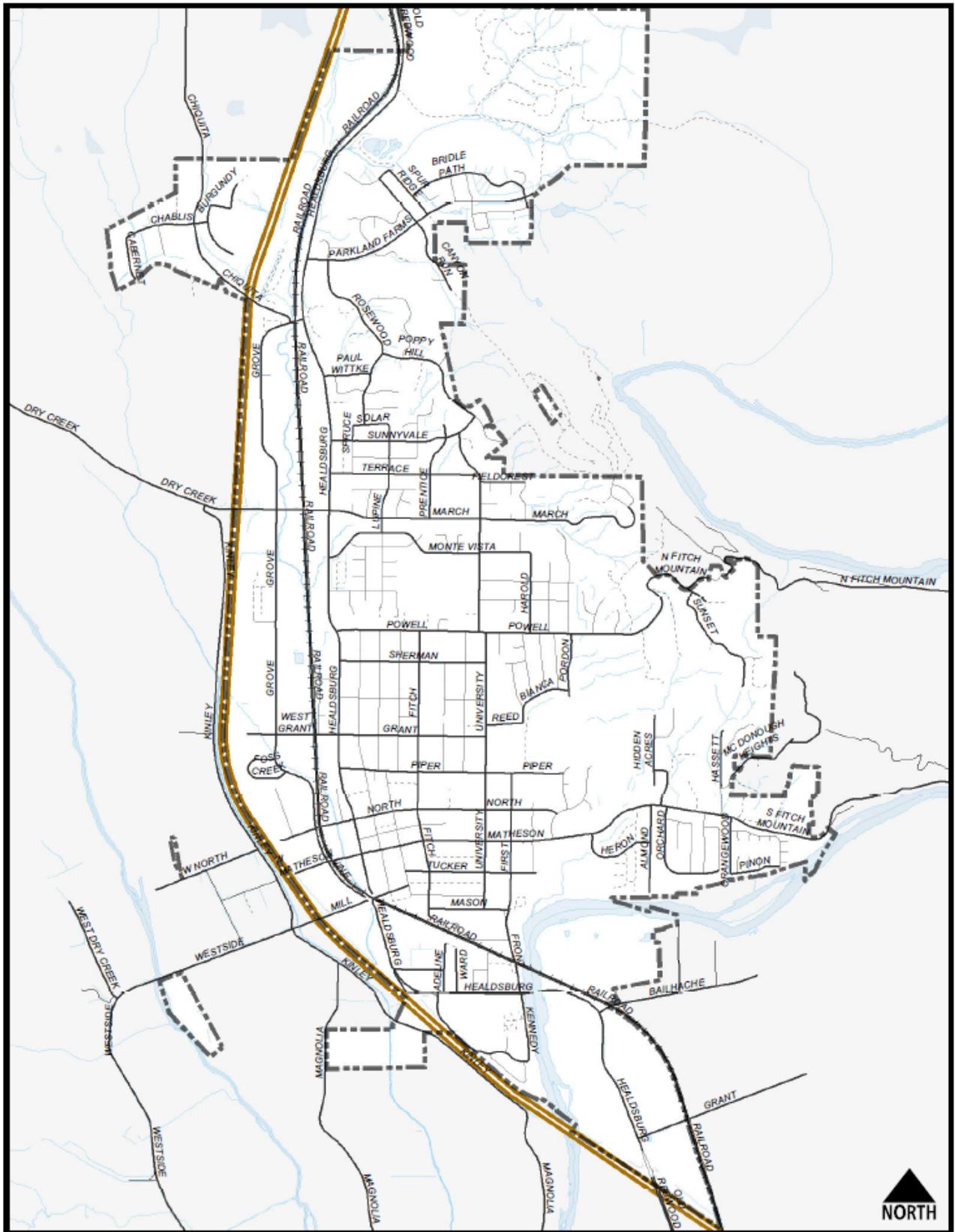
Healdsburg has evolved from an unpretentious farm town to a Wine Country destination with its Plaza, many fine restaurants, wine tasting rooms, art galleries and boutiques, drawing both residents and visitors. Despite its growth in population (12,104 estimated in 2018) and popularity, Healdsburg cherishes its small town character, community spirit, architectural charm and vibrant history.



Read more about Healdsburg's rich history on the [Healdsburg Museum and Historical Society page](#).

City of Healdsburg Maps

City of Healdsburg incorporated



City of Healdsburg Maps, continued

Sonoma County



State of California



Budget Calendar for 2020-21 and 2021-22

January

Measure V Survey Questions reviewed

February

Measure V Survey posted & mailed

March

Measure V Survey results revealed

Goal Setting

April

Budget Update

May

Study Sessions

June

Budget Adoption (June 29)

Basis of Budgeting

The City's budget is developed on a modified accrual basis for governmental fund types (e.g. general fund, special revenue funds, debt service funds, and capital project funds), adjusted for encumbrance accounting. Appropriations for encumbrances are included; however, appropriations for expenditures against prior year encumbrances are excluded.

Accrual: is an accounting method that records revenues and expenses when they are incurred, regardless of when cash is exchanged.

Encumbrance: in government accounting, are commitments related to unfilled contracts for goods and services including purchase orders. The purpose of encumbrance accounting is to prevent further expenditure of funds in light of commitments already made. At year-end, encumbrances still open are not accounted for as expenditures and liabilities but, rather, as reservations of fund balance.

Modified accrual: is when revenues are recognized when they become available and measurable and with a few exceptions, expenditures are recognized when they are incurred.

Proprietary fund types (e.g. enterprise funds such as airport and utilities, and internal service funds such as Vehicle Services and Building Maintenance) are budgeted on the full accrual basis where not only are expenses recognized when incurred but revenues are also recognized when they are incurred or owed to the City.

For business-type activities, such as internal service funds, enterprise funds and capital replacement funds, the City follows GASB Statement No. 20, Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Property Fund Accounting, to apply applicable GASB pronouncements as well as any applicable pronouncements of the Financial Accounting Standards Board, the Accounting Principles Board or any Accounting Research Bulletins issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements.

The City's audited Governmental Fund financial statements are reported using the current financial resources measurement focus and depending on the type of financial statement, either modified or full accrual basis of accounting. Government wide financial statements are reported at full accrual while government funds financial statements are reported on the modified accrual basis.

HEALDSBURG AT A GLANCE

INCORPORATION:

February 20, 1867

GOVERNMENT:

Healdsburg is a general law city operating under the Council-Manager form of government

POPULATION:

Approx. 12,104

AREA:

4.464 square miles

CREDIT RATING:

AA

PUBLIC SAFETY:

Number of Police Calls for Service: 16,431

Number of Fire Calls for Service: 1,597

Police Vehicles: 13

Fire Stations: 1

Fire Vehicles: 8

INFRASTRUCTURE AND UTILITIES:

Streets: 47 miles

Water Mains: 60 miles

Water Delivered to Customers: 578 million gallons per year

Wastewater Mains: 54 miles

Wastewater Treated: 289 million gallons per year

Energy Sold: 73,969 MWh

PARKS, RECREATION, & COMMUNITY CENTERS:

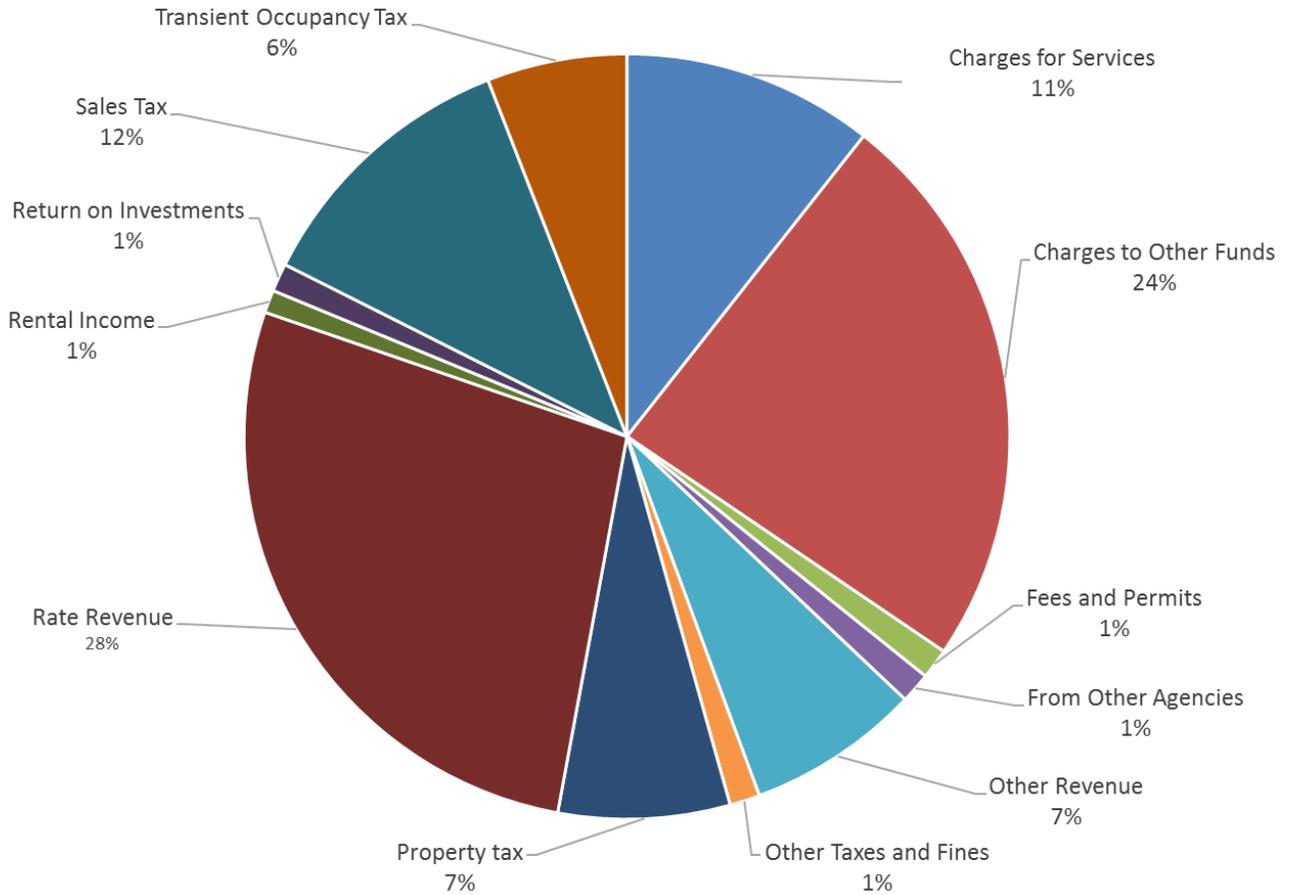
Open Space: 328 acres

Parks: 11

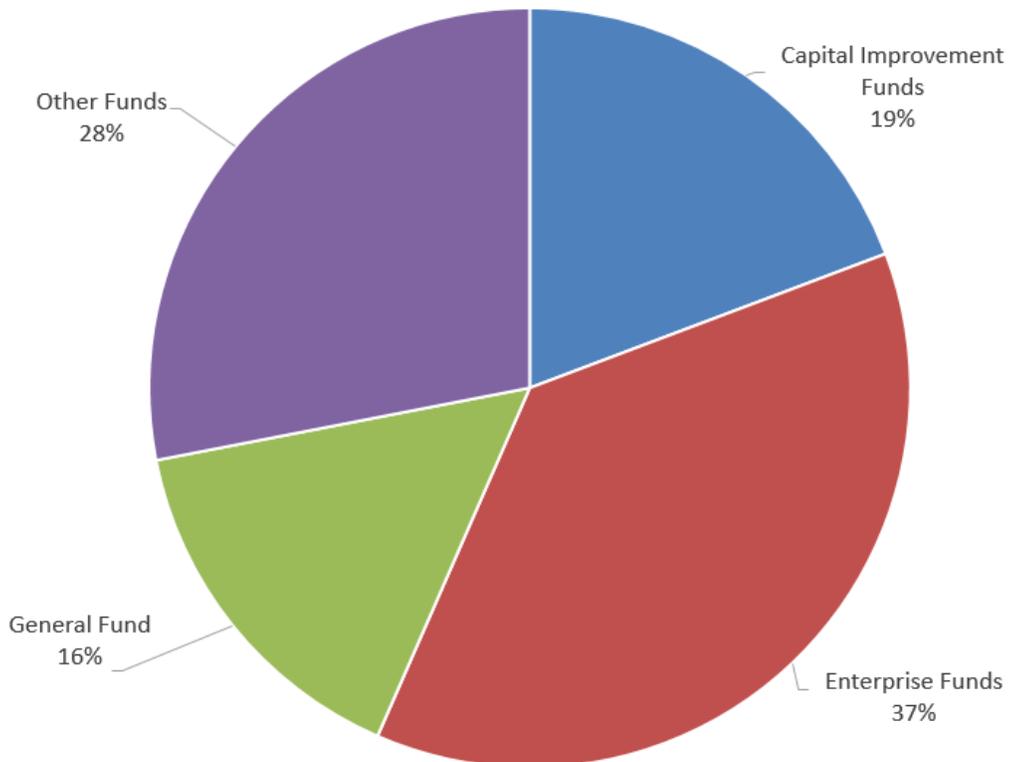
Community and Senior Centers: 2

Dog Parks: 2

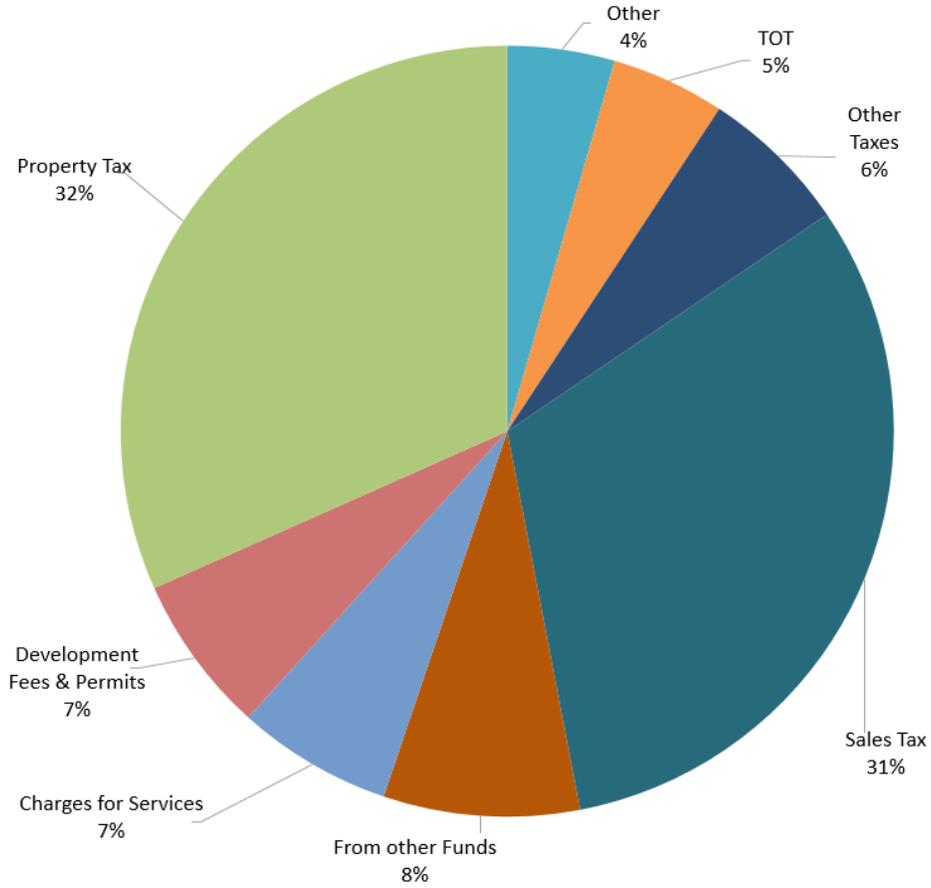
FY 2020-21 City-wide Revenue



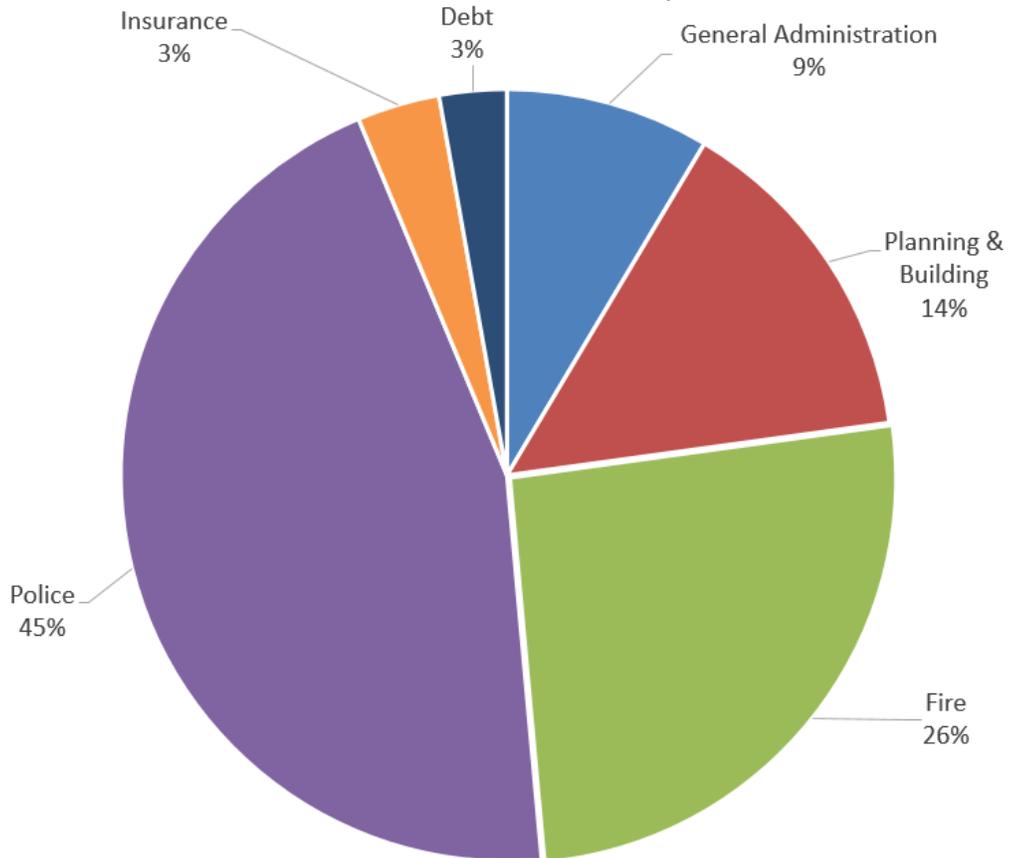
FY 2020-21 City-wide Expense



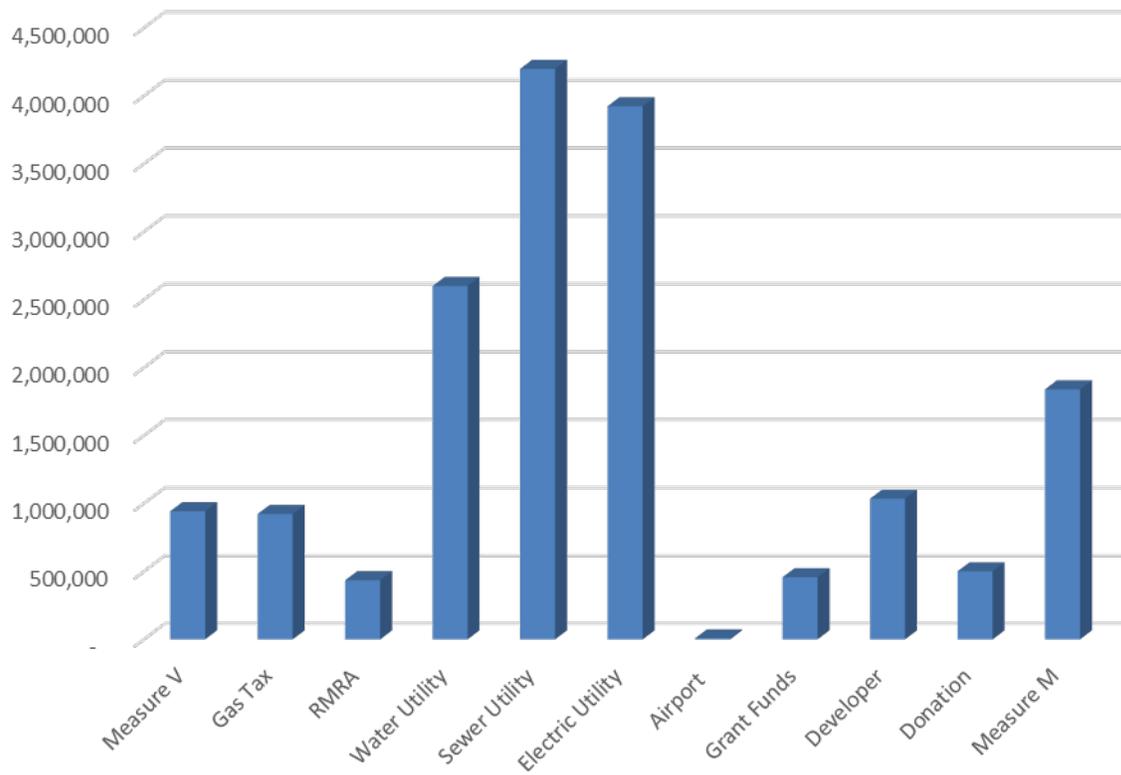
FY 2020-21 General Fund Revenue



FY 2020-21 General Fund Expense



FY 2020-21 CIP Funding Sources



FY 2020-21 Position Funding by Department

Department	FY 2019-20	FT Positions Added	FT Positions Eliminated	Net Change	FY 2020-21
City Council	5	0	0	0	5
City Manager's Office	6	0	2	-2	4
Administrative Services	20	0	0	0	20
Planning & Building	10	0	1	-1	9
Police	26	0	2	-2	24
Fire	13	0	0	0	13
Community Services	16	0	1	-1	15
Public Works	21	0	1	-1	20
Utilities	31	0	1	-1	30
Total	148	0	8	-8	140

City of Healdsburg

GENERAL FUND

GENERAL FUND
FY 20-21 & FY 21-22 Biennial Budget

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 7,847,633	\$ 8,959,928	\$ 8,959,928	\$ 7,456,957	\$ 7,214,203
<u>REVENUES</u>					
Sales Tax	\$ 5,076,138	\$ 4,946,877	\$ 4,224,488	\$ 4,168,287	\$ 4,386,702
Property Tax	3,903,501	4,111,988	4,111,988	4,194,228	4,278,112
Charges for Services	991,857	924,075	840,571	861,276	870,029
Development Related Permits & Fees	1,569,635	942,500	690,941	879,000	839,000
Transient Occupancy Tax	735,857	781,223	504,777	629,834	851,274
Franchise Fees	514,011	585,552	549,060	628,716	705,627
Business License Tax	304,137	265,000	200,000	200,000	200,000
Intergovernmental	209,047	144,065	131,747	129,000	194,000
Transfer Tax	117,740	125,000	120,458	125,000	125,000
Fines & Collections	130,467	147,500	71,935	121,000	121,000
Interest Earned & Rents Received	426,688	106,256	169,889	134,029	107,134
Transfers in - Measure V	416,990	896,053	891,053	948,820	948,820
Transfers in - Electric Fund	130,918	130,917	130,917	137,459	137,459
Miscellaneous	46,760	99,700	85,000	85,000	85,000
Total Revenues	\$ 14,573,746	\$ 14,206,706	\$ 12,722,824	\$ 13,241,649	\$ 13,849,157
<u>EXPENDITURES BY DEPARTMENT</u>					
City Council	\$ 161,131	\$ 184,146	\$ 173,431	\$ 172,966	\$ 178,202
Legal	314,440	309,235	250,000	275,000	275,000
City Manager's Office	1,936,554	2,076,943	2,066,107	1,846,952	1,889,155
Finance	1,863,872	1,964,131	1,885,186	2,054,260	2,085,594
Planning and Building	1,901,273	2,020,239	1,884,884	1,922,517	2,217,419
Police	5,603,230	5,999,368	6,079,806	6,081,670	6,386,921
Fire	3,496,453	3,334,171	3,680,723	3,467,475	3,603,115
Non-Departmental	(1,815,501)	(1,806,088)	(1,794,342)	(2,336,437)	(2,211,268)
Total Expenditures	\$ 13,461,451	\$ 14,082,145	\$ 14,225,795	\$ 13,484,403	\$ 14,424,138
Ending Fund Balance	\$ 8,959,928	\$ 9,084,488	\$ 7,456,957	\$ 7,214,203	\$ 6,639,222
Change in Fund Balance	\$ 1,112,295	\$ 124,561	\$ (1,502,971)	\$ (242,754)	\$ (574,981)
<u>Components of Ending Fund Balance</u>					
Reserve - 30% of annual expenditures	\$ 4,038,435	\$ 4,224,644	\$ 4,267,739	\$ 4,045,321	\$ 4,327,241
Pension Stabilization Contribution	4,258,673	4,067,843	4,067,843	4,067,843	3,567,843
Unrestricted, Unreserved	662,819	792,002	(878,625)	(898,961)	(1,255,863)
Total	\$ 8,959,928	\$ 9,084,488	\$ 7,456,957	\$ 7,214,203	\$ 6,639,222

Reserve Policy:
Resolution No. 56-2016
30% of annual operating expenditures

CITY ADMINISTRATION

The legislative and administrative functions of the City are coordinated by the City Manager's Office, including the City Council, City Manager, City Attorney, City Clerk's Office and Human Resources.

City Council

The City Council is the governing body of the City. There are five Council members, elected at large by the voters of Healdsburg to serve four-year terms. Each year the Mayor is elected by a majority vote of the City Council. It is the responsibility of the City Council to set policy for the City and to adopt an annual budget. The City Council also makes appointments to the positions of City Manager, City Attorney and City Clerk.

City Manager

The City Manager is responsible for the overall management of City operations and implementation of City Council policies. This includes direct coordination with the City Council, supervision of City departments, intergovernmental relations, strategic planning, community development and public information.

City Attorney

The City Attorney is the primary legal advisor to the City Council, its Commissions and City departments. Major activities include providing accurate legal advice and direction to ensure that the City's operations conform to all federal, state, and City laws, as well as representing the City in legal proceedings. These services are provided on a contract basis by an outside legal firm.

City Clerk's Office

The primary function of the City Clerk's office is the maintenance and management of all official City records. This includes legislative history, preparation of City Council agendas, noticing public hearings for the City Council and the coordination of City elections.

Human Resources

The Human Resources Division is responsible for administering the City's human resources management system, including labor relations, benefits administration, and staff development, and for providing Human Resources support services to all city departments. Responsibilities of the division include recruitment, applications review, and testing of all candidates for city employment. In addition, the administration of compensation and benefits for all current employees, as well as labor relations and contract negotiations and the maintenance of personnel records, are major responsibilities.

CITY ADMINISTRATION

MAJOR DEPARTMENTAL TASKS COMPLETED FOR FY 2018-19 and 2019-20

- ☑ Maintained a strong public outreach process, which includes distributing information regarding the City finances in a printed brochure, by email, electronically via the Financial Data Transparency Portal on the City's website and using other social media
- ☑ Amended the Growth Management Ordinance
- ☑ Updated the five-year Strategic Plan

MAJOR DEPARTMENTAL GOALS FOR FY 2020-21 and 2021-22

- ◆ Update the Healdsburg Municipal Code as required to streamline operations
- ◆ Establish and implement an electronic records retention policy
- ◆ Update the Personnel Rules and Regulations
- ◆ Implement new recruitment software
- ◆ Negotiate and present to Council for adoption Memorandum of Understandings between the City and the employee groups

**General Fund
City Council**

	FY 19-20				FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
	FY 18-19 Actual	Amended Budget	Estimated Year End			
<u>EXPENDITURES</u>						
Wages	\$ 9,069	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	
Fringe Benefits	104,027	108,830	104,625	105,694	110,930	
Support of Outside Organizations	17,000	17,000	17,000	17,000	17,000	
Contracted Services	6,800	10,000	10,000	8,000	8,000	
Utility Services	3	-	-	-	-	
Government Fees	26	9,412	9,412	9,412	9,412	
Telecommunication & Data Services	166	360	360	360	360	
Advertising and Publication	-	-	-	-	-	
Printing and Binding	1,709	-	-	-	-	
Supplies	2,339	1,000	1,000	1,000	1,000	
Meetings, Travel, & Training	10,331	18,544	12,000	12,000	12,000	
Membership and Dues	9,661	10,000	10,034	10,500	10,500	
Total Expenditures	\$ 161,131	\$ 184,146	\$ 173,431	\$ 172,966	\$ 178,202	

**General Fund
Legal**

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
<u>EXPENDITURES</u>					
Contracted Services	\$ 314,440	\$ 309,235	\$ 250,000	\$ 275,000	\$ 275,000
Total Expenditures	\$ 314,440	\$ 309,235	\$ 250,000	\$ 275,000	\$ 275,000

**General Fund
City Manager's Office**

FY 19-20

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
EXPENDITURES					
Wages	\$ 820,599	\$ 954,966	\$ 834,905	\$ 753,381	\$ 767,951
Overtime	32	100	125	-	-
Fringe Benefits	581,349	511,527	617,653	475,209	515,625
Other Employee Related Expenses	50,730	59,897	34,285	55,075	55,075
Contracted Services	184,240	222,573	273,418	241,000	241,000
Utility Services	5,920	11,090	10,100	10,100	10,100
Election Expense	10,104	-	-	25,000	-
Government Fees	533	18,035	19,910	20,550	20,550
Internal Service & Replacement Fees	204,943	217,107	217,107	189,722	201,939
Telecommunication & Data Services	8,023	7,433	7,389	7,600	7,600
Noticing	11,043	10,000	7,500	9,000	9,000
Printing	11,610	7,500	4,000	7,500	7,500
Maintenance & Supplies	5,424.50	2,000.00	2,000.00	2,000.00	2,000.00
Other Operating Expense	14,520	31,500	17,000	30,500	30,500
Meetings, Travel, & Training	24,710	21,300	15,000	15,000	15,000
Membership and Dues	2,772	1,915	5,715	5,315	5,315
Total Expenditures	\$ 1,936,554	\$ 2,076,943	\$ 2,066,107	\$ 1,846,952	\$ 1,889,155

FINANCE

The Finance Department is responsible for the following:

Finance

The Finance division provides the following services:

- Citywide accounts payable processing
- Revenue and collections, including the collection of revenues such as business license fees, transient occupancy taxes, and miscellaneous receivables
- Treasury management, including investment of funds, cash management and debt management
- Budget and capital improvement program preparation and administration
- Financial reporting, coordination of annual audits, and filing of required statutory report
- Providing operational information to the City Council and City Residents

Utility Billing

The Utility Billing division is responsible for utility billing services for water, wastewater, drainage and electric utilities; and the management of 6,392 resident and business utility customer accounts. The division bills customers monthly, collects payments and provides customer service.

MAJOR DEPARTMENTAL TASKS COMPLETED FY 2018-19 and 2019-20

- Updated the master fee schedule
- Issued an RFP for a new independent auditing firm

MAJOR DEPARTMENTAL GOALS FOR FY 2020-21 and 2021-22

- ◆ Establish a long-term fiscal stability policy
- ◆ Review and consider updating the Citywide impact fees
- ◆ Automate the process of applying for and renewing a business license and the related fees
- ◆ Update ordinance related to utility billing policy and present to Council for adoption
- ◆ Facilitate a utility rate study and present proposed rate adjustments to the City Council for adoption

**General Fund
Finance Department**

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
<u>EXPENDITURES</u>					
Wages	\$ 759,602	\$ 965,667	\$ 778,361	\$ 967,209	\$ 939,045
Overtime	368	1,900	900	1,000	1,000
Fringe Benefits	623,877	467,874	624,596	538,139	573,473
Other Employee Related Expenses	103	-	239	-	-
Contracted Services	124,908	95,342	126,007	94,553	100,975
Property Services	12,166	18,408	13,905	14,183	14,466
Bank Fees	65,646	126,425	58,000	59,160	59,160
Bad Debt Expense	500	-	-	-	-
Service Fees	237,090	251,501	251,501	344,361	361,820
Telecommunication & Data Services	2,417	5,000	2,902	3,100	3,100
Noticing	439	-	500	500	500
Supplies	20,383	19,000	20,100	20,100	20,100
Meetings, Travel, & Training	13,796	11,000	5,000	8,000	8,000
Memberships and Dues	1,775	1,714	1,945	1,455	1,455
Miscellaneous	803	300	1,230	2,500	2,500
Total Expenditures	\$ 1,863,872	\$ 1,964,131	\$ 1,885,186	\$ 2,054,260	\$ 2,085,594

PLANNING AND BUILDING

The Planning and Building Department is responsible for providing services related to planning, land use, development standards, building safety, and protection of the City's natural and cultural resources in accordance with City regulations and state and federal laws. Primary services and activities include the following:

Development Standards and Review

The Department provides information and assistance related to land use, subdivision, design, and environmental review. The Department coordinates and facilitates review of development applications, prepares and delivers reports on land use, design review, conditional use permit, variance and subdivision applications to the Planning Commission and City Council.

Advance Planning

The Department prepares and amends the City's General Plan, Land Use Code, and area plans that establish the goals, policies, and regulations that guide future development activities and protect the City's natural and cultural resources. Advance planning work helps the City identify existing needs and anticipate future service needs for the community.

Regional Planning

The Department works with state, regional, and county agencies regarding issues of city, county and region-wide importance, on topics such as, land use, housing, transportation, climate change and other issues. The Department participates in county and region-wide technical and planning advisory committees, evaluates and provides comments regarding projects proposed outside the city limits regarding their potential effects on the City.

Plan Check and Building Inspection Services

The Department is responsible for protecting public safety by conducting plan review and inspection services related to buildings and structures in the City. Services include providing building safety and code information to assist the public in project development, facilitating the development and construction permit process, reviewing building permit applications to ensure compliance with State and local building and fire codes, energy efficient standards, and reviewing projects for compliance with the Americans with Disabilities Act. Additionally, the Department investigates and works with the City's code enforcement officer to facilitate compliance with requirements.

Environmental Review

The Department conducts environmental review for proposed public and private projects in accordance with the requirements of the California Environmental Quality Act guidelines and the City's environmental procedures; and, when applicable, the National Environmental Protection Act. The Department reviews and prepares required environmental documents and provides oversight for professional environmental consulting service contracts for specific projects.

PLANNING AND BUILDING

Code Enforcement

The Department works with the City's Code Enforcement Officer to maintain compliance with the City's Municipal Code and Building Code. Code compliance supports the City's goal of maintaining a safe and attractive community. In cooperation with the Police Department, the Planning and Building Department investigates alleged code violations and works with residents, property and business owners to facilitate compliance with code requirements.

MAJOR DEPARTMENT TASKS COMPLETED FY 2018-19 and 2019-20

- ☑ Facilitated Department review, plan check, and inspection services for development projects including residential subdivisions, new commercial and residential projects and expansions of existing local businesses
- ☑ Adopted an Urgency Ordinance updating Accessory Dwelling Unit regulations to address changes in State law
- ☑ Adopted updated Inclusionary Housing Ordinance and Housing In-Lieu Fee
- ☑ Adopted Hotel Ordinance to limit hotels to the number of rooms existing in the Plaza Retail District and no more than five rooms per block face in the Downtown Commercial District
- ☑ Completed the North Entry Area Plan
- ☑ Completed required annual report regarding General Plan Housing Element compliance
- ☑ Completed initial entitlements and development agreements for the Mill District and North Village projects
- ☑ Completed required annual development agreement reports for Montage (Saggio Hills), Mill District, and North Village projects
- ☑ Participated in county and region-wide technical and planning advisory committees
- ☑ Implemented online permit issuance for what are typically over the counter permits
- ☑ Implemented online inspection requests
- ☑ Contracted with an additional outside plan review company to provide a selection for applicants when there is a preference
- ☑ Maintained inspection service and permit issuance during the COVID-19 Shelter-In-Place Order

MAJOR DEPARTMENTAL GOALS FOR FY 2020-21 and 2021-22

- ◆ Complete the review and update of citywide municipal parking requirements
- ◆ Complete the Development Review Manual to assist property owners and developers with the land entitlement process
- ◆ Undertake Housing Element Update
- ◆ Complete and implement an updated procedure for assuring compliance with the California Environmental Quality Act
- ◆ Participate with the Sonoma County Transportation Authority/Regional Climate Protection Agency and other Sonoma County jurisdictions on Regional coordination
- ◆ Implement electronic plan submittal, plan review, and permit issuance
- ◆ Institute a dedicated 24-hr inspection request phone message line

PLANNING AND BUILDING

FUTURE OBJECTIVES

- Continue to facilitate implementation of adopted area plans such as the Central Healdsburg Avenue Plan and North Entry Area Plan
- Initiate and complete the South Entry Area Specific Plan
- Digitize paper property file records and make available online
- Digitize paper building permit plans and make available online

STATISTICS

Process	2017	2018	2019
Appeal	1	0	2
Building Envelope Modification	2	0	1
Conditional Use Permit	12	7	9
Design Review	19	17	24
Development Agreement	0	0	1
Heritage Tree	4	2	1
Lot Line Adjustment	4	5	3
Land Use Code Amendment	5	5	3
Miscellaneous	1	5	1
Sign Permit	27	19	19
Tentative Map	5	3	4
Variance	1	5	2
Total	81	68	70

Building Activity

Process	2017	2018	2019
Total Number of Permits	640	644	724
Valuation	\$ 57,392,251	\$ 55,478,935	\$ 30,772,821
Inspections	2,242	3,353	2,502

Housing Units

Year	ADU	Multi Family	Single Family	Total
2010	1	0	3	4
2011	2	0	1	3
2012	2	0	9	11
2013	0	2	27	29
2014	1	1	7	9
2015	6	0	46	52
2016	4	0	23	27
2017	12	62	3	77
2018	12	0	37	49
2019	17	0	14	31

**General Fund
Planning & Building Department**

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
<u>EXPENDITURES</u>					
Wages	\$ 935,324	\$ 1,118,996	\$ 948,154	\$ 951,740	\$ 1,053,852
Fringe Benefits	594,422	541,311	622,261	543,927	603,449
Other Employee Related Expenses	1,695	1,500	900	1,200	1,200
Overtime	3,683	3,700	2,650	3,100	3,100
Contracted Services	172,185	154,000	125,000	150,000	270,000
Property Services	9,491	2,990	8,300	8,500	8,500
Personal Protective Equipment	541	550	-	600	600
Pre Employment Expenses	17	-	-	-	-
Service Fees	128,512	136,692	136,692	224,230	234,498
Replacement Fees	4,500	4,500	4,500	-	-
Telecommunication & Data Services	8,082	9,460	7,002	7,500	7,500
Advertising and Publication	6,288	8,000	6,000	7,000	7,000
Printing and Binding	205	5,000	-	1,500	1,500
Maintenance & Supplies	16,385	12,870	11,200	9,750	9,750
Meetings, Travel, & Training	18,156	17,610	10,300	11,850	14,850
Memberships and Dues	1,787	3,060	1,925	1,620	1,620
Total Expenditures	\$ 1,901,273	\$ 2,020,239	\$ 1,884,884	\$ 1,922,517	\$ 2,217,419

POLICE

The Healdsburg Police Department is responsible for the protection of life and property, the maintenance of order, the control and prevention of crime, and the enforcement of motor vehicle laws and regulations. Activities related to these responsibilities include law enforcement; criminal investigations; apprehension of criminals; and the use of problem-solving strategies involving all stakeholders in the community to enhance the quality of life for residents and visitors.

Patrol Services

The Patrol Division provides public safety services 24-hours a day, seven days a week. Patrol responds to calls for service, provides general law enforcement activities, including traffic enforcement, crime scene investigation, disaster assessment, community policing strategies and preventive patrol. Patrol officers also participate in numerous community outreach efforts such as Adopt A Cop, department tours, school presentations, and community events.

Investigations

The responsibilities of Investigations are to investigate major crime scenes and collect evidence. They analyze fingerprints and other physical evidence; maintain court evidence; process and destroy contraband evidence; monitor activities of individuals on probation and parole; and conduct major investigations with crimes requiring out-of-town follow-up. Additionally, this division maintains gang tracking and intelligence gathering.

Communications

The responsibilities of this division are to maintain/operate a full 911 dispatch center for Police. All 911 calls from land line and wireless phone providers are answered in the 911 center. This includes requests for fire and medical services. Dispatchers are the critical link between citizens in need of service and law enforcement officers. Dispatchers receive and process all calls for service, maintain communications with officers in the field and monitor the status of police units and field personnel. Dispatchers conduct inquiries for police officers such as warrant checks, criminal histories, and vehicle registration information. They also process records and work with the Records Officer in obtaining important data and the dissemination of information.

Administration

This division manages the administrative functions of the department and prepares the operational budget, monitors employee recruitments and promotions, applies for and manages grant programs, reviews all employee evaluations, and maintains professional standards through training and policy review. All citizen complaints are reviewed and assigned for investigation through this division. The division also analyzes crime statistics and staffing needs.

Support Services

This division includes records, parking enforcement, code enforcement, and property and evidence. Additional duties include public presentations, child seat installations, city licensing and support tasks for operations.

POLICE

MAJOR DEPARTMENTAL TASKS COMPLETED FY 2018-19 and 2019-20

- ☑ Implemented an ALPR system for parking enforcement
- ☑ Implemented a dedicated traffic officer position
- ☑ Expanded our in-house training program with quarterly trainings & POST Perishable Skills in-house trainings
- ☑ Added iRIMS system to further Officer efficiency in the field
- ☑ Implemented IA Pro & Blue Team Software
- ☑ Implemented Narcan program
- ☑ Upgraded our department firearms with the latest RMR technology
- ☑ Upgraded Interview Room cameras
- ☑ Started and implemented a Therapy Dog Program
- ☑ Recruited and hired one full-time Officer
- ☑ Recruited and hired two full-time Dispatchers
- ☑ Completed 50 community engagement events during the two fiscal years

MAJOR DEPARTMENTAL GOALS FOR FY 2020-21 & FY 2021-22

- ◆ Explore drone technology to enhance public safety and enhance all City departments
- ◆ Recruit and retain police officer and police dispatcher positions
- ◆ Enhance the Police Department’s social media presence
- ◆ Continue to explore technology to increase department effectiveness
- ◆ Implement Next-Generation 911 technology to include text-to-911 capabilities
- ◆ Establish a community equity team

FUTURE OBJECTIVES

The Healdsburg Police Department will continue to build on a solid foundation of public trust and engage the community in public safety efforts. The Department is dedicated to providing the highest level of customer service through partnerships and problem solving in a professional, ethical, and timely manner.

STATISTICS

	2018-19	2019-20
Employees (full time)		
Sworn	17	16
Civilian	8	7
Employees (part time)	4	4
Total Calls for Service	18,334	16,431
Total Arrests	662	542
Traffic Citation	333	223
Traffic Collisions	74	76
Response Time (Priority 1 calls)	4:15	3:40

**General Fund
Police Department**

	FY 19-20			FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
	FY 18-19 Actual	Amended Budget	Estimated Year End		
<u>EXPENDITURES</u>					
Wages	\$ 2,298,672	\$ 2,645,436	\$ 2,332,709	\$ 2,552,652	\$ 2,623,127
Fringe Benefits	1,859,669	1,905,248	2,115,227	1,904,010	2,032,878
Overtime	314,851	285,000	426,000	385,000	385,000
Contracted Services	409,277	415,700	437,755	439,840	439,840
Property Services	39,293	41,375	40,877	42,104	43,367
Pre Employment Expense	1,798	-	64	-	-
Personal Protective Equipment	44,403	33,752	27,500	18,000	26,600
Service Fees	496,269	526,315	526,315	612,072	661,613
Government Fees	66	-	69	72	76
Replacement Fees	25,000	25,000	25,000	-	45,000
Land, Building, Vehicles and Equipment	11,427	-	-	-	-
Telecommunication & Data Services	14,051	13,792	24,890	22,120	22,120
Printing	461	1,800	2,100	2,000	2,000
Maintenance & Supplies	46,328	62,550	86,500	61,000	62,500
Meetings, Travel, & Training	39,320	41,600	33,000	41,000	41,000
Memberships and Dues	2,345	1,800	1,800	1,800	1,800
Total Expenditures	\$ 5,603,230	\$ 5,999,368	\$ 6,079,806	\$ 6,081,670	\$ 6,386,921

FIRE

The Fire Department is responsible for protecting life, environment, and property of the citizens of Healdsburg and surrounding community from the dangers of fire, hazardous materials incidents, and for providing emergency first aid response to medical emergencies and public service requests.

The department provides a variety of programs including fire code enforcement, community education, weed abatement, CPR classes and Certified Unified Program Agency. The Fire Department also provides direct services to the community by attending City and community events and assisting with development of disaster preparedness programs with various community groups. The Fire Department has five primary functions as outlined below.

Fire Suppression

The basic organization and orientation of the Department is directed to fire suppression, rescue, and emergency service delivery. While the Fire Department places an emphasis on fire prevention, public education, risk reduction and hazard abatement programs, the ability to respond and control fires is an overriding operational priority. In addition to serving the City, the Department also provides contracted emergency services to 65 square miles of the unincorporated Sonoma County including Fitch Mountain, the lower Dry Creek Valley and the Westside Road and Mill Creek area.

Fire Prevention

The Fire Prevention division is administered by the Fire Marshal and promotes a safer community through hazard mitigation, fire code enforcement, fire investigation, community education and management of hazardous materials regulations, and the management of fire risk, especially in the wildland/urban interface. Major activities include project reviews, conducting plan checks and inspection of new construction and fire protection systems, conducting Fire Safety Education programs and inspection of target hazards.

Emergency Medical Services

The Department performs rescue work and provides emergency medical services to ill and injured persons. Staff is dispatched to all life-threatening emergencies and maintains certification as Emergency Medical Technician I. Enhanced services include Early Defibrillators on all apparatus and Pulse Oximeters.

Hazardous Materials/CUPA

The department has been authorized as a Certified Unified Program Agency (CUPA) by the State Secretary for Environmental Protection to regulate six hazardous materials and waste programs within the Cities of Healdsburg and Sebastopol through a Joint Powers Agreement. These programs are administered by the Division Chief/Fire Marshal.

Disaster Planning

The Fire Department is responsible for developing comprehensive disaster response plans for the City and for providing coordination of all public and private services responding to emergency situations. The Fire Department is also working with numerous community groups to assist in developing Citizens Organized to Prepare for Emergencies and other community preparedness programs.

FIRE

MAJOR DEPARTMENTAL TASKS COMPLETED FISCAL YEAR 2018-19 and 2019-20

- ☑ Implemented new EMT expanded scope for all staff
- ☑ Implemented Naloxone program in coordination with Coastal Valley EMS
- ☑ Created the City of Healdsburg Emergency Preparedness Brochure
- ☑ Moved to adoption the Local Hazard Mitigation Plan by the City Council
- ☑ Conducted thousands of hours of reserve and full-time staff training
- ☑ Hosted seven blood drives at the Fire Station for Vitalant
- ☑ Recruited and trained eight new Reserve Firefighters
- ☑ Implemented the Lexipol policies and procedures manual
- ☑ Worked with Landpaths and CalFire to clear Fitch Mountain access roads
- ☑ Developed PPE replacement schedule
- ☑ Started new Peer Support/Wellness program for firefighters
- ☑ Completed prescribed burn on the Healdsburg Ridge
- ☑ Worked with Cal-Fire on vegetation management on Fitch Mountain

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2020-21 and 2021-22

- ◆ Continue working on design and construction of Fire Substation
- ◆ Update City of Healdsburg Emergency Operations Plan
- ◆ Continue shared Battalion 6 coverage with Geyserville and Cloverdale
- ◆ Continue integration of Region 6 agencies: Training, Ops and Prevention
- ◆ Continue to improve department exercise and fitness program/peer support development
- ◆ Train more Hazardous Material Technicians, prevention specialists and rescue technicians
- ◆ Working with Human Resources, develop a written succession plan for staff
- ◆ Explore grant writing options
- ◆ Increase overall training hours for fire suppression personnel with an emphasis on personnel safety and operational readiness
- ◆ Continue to work closely with other Sonoma County fire agencies to pursue shared service opportunities
- ◆ Continue to work with Santa Rosa Junior College Fire Technology internship program
- ◆ Continue to assist with Santa Rosa Junior College Fire Academy

FUTURE OBJECTIVES

Staff will continue to work on career development and succession planning. This includes training for all Firefighters to have the ability to fill in as Engineers and all Engineers trained to fill in as Captain. In addition, Captains will continue to work on Chief Officer certification. Eight new Reserve Firefighters are completing their initial training and will be integrated into the department. Healdsburg Fire Department will continue to explore shared services opportunities with Northern Sonoma County Fire and Sonoma County Fire District. Lastly, with the community focused on fire protection and fuels management, the department will continue to aggressively work on weed abatement, vegetation management on the Ridge and Fitch Mountain and search for grant opportunities for funding.

FIRE

STATISTICS

	FY 2017-18	FY 2018-19	FY 2019-20
Stations	1	1	1
Employees (full-time)	12	13	13
Employees (reserves)	21	17	22
Mutual aid neighboring agencies	179	186	149
Mutual aid to State of California for major wildland fires with Healdsburg resources	6	10	5
Sotoyome and Fitch Mountain fire services contract area calls	251	293	321
Overlapping incidents	241	222	137
Fire inspections	460	338	315
Fire code and hazardous materials inspections	109 CUPA 268 Fire Code	97 CUPA 275 Fire Code	31 CUPA 159 Fire Code
Public education hours	Over 250	Over 250	Over 250
CPR classes taught	12	12	12

Fire Incidents

	FY 2017-18	FY 2018-19	FY 2019-20
Structure/Vehicle Fires	39	29	36
Vegetation/Debris fires	48	35	29
Medical Aid & Rescue	818	801	810
Hazardous Materials/Conditions	99	126	73
Public assists/Service Calls	189	132	157
Good intent calls	20	10	7
Illegal burns	5	12	12
Fire alarms	138	163	142
Smoke Investigations	89	79	57
Other/Misc. Calls	274	268	274
Total Fire Incidents	1,719	1,655	1,597

**General Fund
Fire Department**

	FY 19-20			FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
	FY 18-19 Actual	Amended Budget	Estimated Year End		
<u>EXPENDITURES</u>					
Wages	\$ 1,415,835	\$ 1,406,972	\$ 1,318,602	\$ 1,451,387	\$ 1,460,490
Fringe Benefits	1,049,004	988,999	1,330,908	1,044,411	1,116,328
Reserves	139,995	111,000	111,000	111,000	111,000
Overtime	246,892	150,000	250,000	160,000	160,000
Other Employee Related Expenses	9,598	10,200	8,165	6,700	6,700
Pre Employment Expenses	63	-	1,972	-	-
Contracted Services	74,540	89,935	83,666	89,935	89,935
Property Services	17,298	18,500	20,117	18,500	18,500
Personal Protective Equipment	46,418	38,000	38,000	38,000	38,000
Equipment Rental	-	800	-	-	-
Government Fees	26	-	28	30	30
Service Fees	333,565	351,472	351,472	443,600	488,220
Replacement Fees	50,000	50,000	50,000	-	-
Telecommunication & Data Services	9,175	14,000	8,000	9,000	9,000
Printing and Binding	1,148	1,000	1,148	1,000	1,000
Supplies	56,215	65,668	64,785	64,000	64,000
Meetings, Travel, & Training	33,904	30,500	29,065	20,500	30,500
Memberships and Dues	12,776	7,125	12,350	9,412	9,412
Bad Debt Expense	-	-	1,445	-	-
Total Expenditures	\$ 3,496,453	\$ 3,334,171	\$ 3,680,723	\$ 3,467,475	\$ 3,603,115

**General Fund
Non-departmental**

FY 19-20

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
EXPENDITURES					
Transfers out - Measure S	\$ 10,000	\$ -	\$ -	\$ -	\$ -
Transfers out - General Debt Service Fund	731,227	753,145	753,145	248,913	256,783
Transfers out - Streets Fund	130,918	130,917	130,917	130,917	130,917
Insurance	276,084	288,587	288,587	466,041	583,340
Overhead Allocation	(2,963,730)	(2,978,737)	(2,966,991)	(3,182,308)	(3,182,308)
Total Expenditures	\$ (1,815,501)	\$ (1,806,088)	\$ (1,794,342)	\$ (2,336,437)	\$ (2,211,268)

City of Healdsburg

PUBLIC WORKS

PUBLIC WORKS

The Public Works Department is comprised of engineering services and maintenance services. Engineering services reviews entitlements and plans for new development projects, develops and manages capital improvement and replacement infrastructure projects, provides inspection services for private and public construction projects, oversees consultant contracts, and provides engineering guidance to maintenance services and other City departments. Engineering is also responsible for the oversight of the municipal airport and the garbage franchise agreement.

Maintenance services performs the maintenance of the City's water distribution system, wastewater collection system, storm drainage system, traffic signals, traffic striping, sidewalks and streets with in-house forces and third-party contracts.

The operational budget for each of the funds: Streets, Water, Wastewater, Drainage and Airport, support the basic day-to-day business functions as well as provide for near and long-term capital reconstruction and replacement projects.

DISTRIBUTION AND COLLECTION

Public Works maintains approximately 60 miles of water pipelines and approximately 54 miles of sewer pipelines. The average age of these systems is in excess of 60 years.

Staff inspects and maintains the sewer collection system on a frequent basis as a preventative measure. This includes routine flushing of sewer lines, non-intrusive inspection through use of the City's camera van, repairs to failed piping and associated underground facilities, and emergency response to sanitary sewer overflows.

Water system work functions include maintaining system water quality by way of flushing, servicing of fire hydrants for emergency readiness, replacement of aging water meters, repair and/or replacement of water services and emergency response and repair of water leaks and breaks.

STREETS

The City's approximate 47 miles of streets are swept at least weekly by Recology through the City's garbage collection franchise agreement.

Major maintenance of street pavements is done annually. Prior to Measure V approximately 5% of the overall system was treated each year. With Measure V funding, this amount has increased which resulted in a gradual improvement of the City's pavement system. Minor pavement repairs are accomplished through an annual maintenance contract. Repairs to sidewalks are done through an annual maintenance contract and ADA ramp improvements are done annually through the capital improvement program.

PUBLIC WORKS

STORM DRAINS AND FLOOD CONTROL

The City's storm drain and flood control system consists of approximately 32 miles of pipelines and 15 miles of creeks and open ditches. The Municipal Separate Storm Sewer System (MS4) permit requires Public Works to maintain catch basins, storm drain inlets, as well as open channels, detention basins, and other conveyance structures on a regular basis to remove larger pollutants such as trash, debris and sediment on a regular basis. The City's storm drain inlets are labeled/stenciled with a "No Dumping" message, and damaged labels/stencils are replaced. Other requirements of the MS4 Permit include inspections, monitoring, and implementation of best management practices for construction and other activities within the City; public outreach; and training of City staff involved with municipal operations and maintenance to protect storm water quality.

MAJOR DEPARTMENT TASKS COMPLETED FOR FY 2018-19 and FY 2019-20

- ☑ Completed construction of the Tayman Park/Pordon Lane Drainage Improvements Project
- ☑ Completed the Airport Perimeter Fencing and Gates Project
- ☑ Completed the Airport Runway Lighting Rehabilitation Project
- ☑ Completed the US-101 and Dry Creek Road Interim Improvement Project
- ☑ Completed the Burgundy Road Storm Drain Repair Project
- ☑ Completed the 2018-19 Measure V Pavement Rehabilitation Project
- ☑ Awarded \$80,000 grant funding to complete local roadway safety plan
- ☑ Completed update of public works standard details
- ☑ Reviewed and received approval of Mill District Development Final Map and Subdivision Improvement Plans
- ☑ Completed oversight and public works inspection for majority of Farmstand Subdivision and Saggio Hills Subdivision/Montage Resort

MAJOR DEPARTMENTAL GOALS FOR FY 2020-21 and FY 2021-22

- ◆ Continue annual pavement maintenance as funding permits
- ◆ Continue to make ADA compliant pedestrian improvements
- ◆ Complete the update of the Public Works Standard Specifications and Details
- ◆ Continued implementation the MS4 permit requirements
- ◆ Complete construction of Foss Creek Pathway Phase 7 (Segments 7 and 8)
- ◆ Design and construct the Airport Taxi and Apron Pavement Rehabilitation project
- ◆ Complete the design of the Brown Street Sewer and Water Main Replacement Project
- ◆ Complete the design of the McDonough Water Transmission Main Replacement Project
- ◆ Construct the Highland Circle to Scenic Lane Waterline Extension Project
- ◆ Construct the College Street Sewer and Water Main Replacement Project
- ◆ Construct the Healdsburg Avenue Sewer Replacement Project
- ◆ Complete the update of the Public Works Standard Specifications and Engineering Design Standards
- ◆ Complete local roadway safety plan
- ◆ Construct pedestrian safety improvements on Healdsburg Avenue at Memorial Beach

GAS TAX FUND
FY 20-21 & FY 21-22 Biennial Budget

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 1,090,178	\$ 1,233,629	\$ 1,233,629	\$ 1,002,180	\$ 258,452
<u>REVENUES</u>					
Gas Tax	\$ 240,220	\$ 308,578	\$ 309,856	\$ 320,238	\$ 320,456
Interest Income	41,659	5,000	19,159	8,574	2,585
Total Revenues	\$ 281,879	\$ 313,578	\$ 329,015	\$ 328,812	\$ 323,041
<u>EXPENDITURES</u>					
Contracted Services	\$ 1,424	\$ 1,500	\$ -	\$ -	\$ -
Transfers out - Streets Fund	66,137	-	-	500,000	500,000
Transfers out - Streets Capital Projects Fund	70,867	151,392	560,464	-	-
Transfers out - Water Capital Replacement Fund	-	-	-	572,540	-
Total Expenditures	\$ 138,428	\$ 152,892	\$ 560,464	\$ 1,072,540	\$ 500,000
Ending Fund Balance	\$ 1,233,629	\$ 1,394,315	\$ 1,002,180	\$ 258,452	\$ 81,493
Change in Fund Balance	\$ 143,451	\$ 160,686	\$ (231,449)	\$ (743,728)	\$ (176,959)

**ROAD REPAIR AND ACCOUNTABILITY FUND
FY 20-21 & FY 21-22 Biennial Budget**

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 68,907	\$ 290,975	\$ 290,975	\$ 330,801	\$ 137,903
REVENUES					
State SB1 Road Maintenance and Repairs	\$ 221,177	\$ 198,221	\$ 230,307	\$ 238,104	\$ 249,533
Interest Income	891	2,000	5,470	4,102	3,077
Total Revenues	\$ 222,068	\$ 200,221	\$ 235,777	\$ 242,206	\$ 252,610
EXPENDITURES					
Transfers out - Streets Capital Projects Fund	\$ -	\$ 195,951	\$ 195,951	\$ 435,104	\$ 236,104
Total Expenditures	\$ -	\$ 195,951	\$ 195,951	\$ 435,104	\$ 236,104
Ending Fund Balance	\$ 290,975	\$ 295,245	\$ 330,801	\$ 137,903	\$ 154,409
Change in Fund Balance	\$ 222,068	\$ 4,270	\$ 39,826	\$ (192,898)	\$ 16,506

TRAFFIC CONGESTION RELIEF FUND
FY 20-21 & FY 21-22 Biennial Budget

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 13,247	\$ 27,069	\$ 27,069	\$ 41,620	\$ 41,993
REVENUES					
State Grants	\$ 13,601	\$ 13,601	\$ 14,054	\$ -	\$ -
Interest Income	221	-	497	373	280
Total Revenues	\$ 13,822	\$ 13,601	\$ 14,551	\$ 373	\$ 280
EXPENDITURES					
Operational Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 27,069	\$ 40,670	\$ 41,620	\$ 41,993	\$ 42,273
Change in Fund Balance	\$ 13,822	\$ 13,601	\$ 14,551	\$ 373	\$ 280

STREETS FUND
FY 20-21 & FY 21-22 Biennial Budget

	FY 19-20			FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
	FY 18-19 Actual	Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 375,938	\$ (82,814)	\$ (82,814)	\$ (1,177,583)	\$ (1,487,440)
REVENUES					
Measure M	\$ 103,056	\$ 120,000	\$ 111,995	\$ 110,698	\$ 113,465
Grant Proceeds	671,223	-	-	-	-
Interest Income	22,349	-	5,000	3,750	2,813
Other Revenues	293,452	136,130	26,381	148,246	148,246
Engineering & Inspection Fees	265,067	250,000	269,875	250,000	250,000
Transfers in - Measure V	104,318	-	-	-	-
Transfers in - Drainage Development Fees	116,570	-	-	-	-
Transfers in - Gas Tax	70,868	-	-	500,000	500,000
Transfers in - General Fund	130,918	130,917	130,917	137,459	137,459
Total Revenues	\$ 1,777,821	\$ 637,047	\$ 544,168	\$ 1,150,153	\$ 1,151,983
EXPENDITURES					
Wages	\$ 369,655	\$ 353,836	\$ 415,802	\$ 356,235	\$ 356,388
Overtime & Standby Pay	12,237	9,200	20,000	9,700	9,700
Fringe Benefits	200,672	186,654	245,662	185,077	200,838
Other Employee Related Expenses	1,902	1,320	3,330	1,200	1,200
Personal Protective Equipment	2,111	3,784	2,268	2,700	2,700
Information Services Service Fee	63,816	77,994	77,994	77,994	84,531
Building Maintenance Service Fee	31,007	32,557	32,557	23,559	23,521
Vehicle Service Fee	56,192	60,125	60,125	70,214	71,785
Vehicle Replacement Fee	50,000	50,000	50,000	50,000	50,000
Insurance	41,831	43,725	43,725	70,612	88,384
Telecommunication & Data Services	4,934	7,000	5,000	5,000	5,000
Land, Building, Vehicles and Equipment	-	-	21,733	-	-
Utility Services	22,926	15,000	24,240	24,000	24,000
Contracted Services	213,192	222,260	50,000	150,000	150,000
Legal	18,098	-	75,000	-	-
Meeting, Travel, and Training	4,328	3,500	4,480	4,700	4,700
Repairs and Maintenance	137,001	115,000	130,000	100,000	100,000
License, Dues & Memberships	710	13,400	4,038	5,000	5,000
Rentals and Leases	2,224	-	2,627	6,800	6,800
Construction Services	370,558	-	73,303	-	-
Office Supplies	3,077	1,200	1,200	1,200	1,200
Noticing	1,505	1,200	600	1,100	1,100
Government Fees	8,043	9,000	9,000	15,750	15,750
Operational Expense	61,788	71,000	71,708	80,000	82,000
Overhead Allocation	177,888	178,112	178,112	191,038	191,038
Transfers out - General Debt Service Fund	35,189	36,433	36,433	28,131	29,044
Transfers out - Streets Capital Projects Fund	345,689	-	-	-	-
Total Expenditures	\$ 2,236,573	\$ 1,492,300	\$ 1,638,937	\$ 1,460,010	\$ 1,504,679
Ending Fund Balance	\$ (82,814)	\$ (938,068)	\$ (1,177,583)	\$ (1,487,440)	\$ (1,840,136)
Change in Fund Balance	\$ (458,752)	\$ (855,253)	\$ (1,094,769)	\$ (309,857)	\$ (352,696)

**STREETS CAPITAL PROJECTS FUND
FY 20-21 & FY 21-22 Biennial Budget**

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ -	\$ 345,689	\$ 345,689	\$ 399,178	\$ 49,178
REVENUES					
Sales Tax-Measure M	\$ -	\$ 500,000	\$ -	\$ 1,840,000	\$ -
Developer Deposit	-	-	144,763	-	-
State Grant	-	-	-	-	600,000
County Grant	-	-	160,000	240,000	-
Transfers in - Measure V	-	1,834,167	1,505,696	767,401	-
Transfers in - Streets Fund	345,689	234,878	-	-	-
Transfers in - Gas Tax	-	-	560,464	-	-
Transfers in - RMRA	-	195,951	195,951	435,104	236,104
Transfers in - Drainage Development	-	-	770,827	-	-
Total Revenues	\$ 345,689	\$ 2,764,996	\$ 3,337,701	\$ 3,282,505	\$ 836,104
EXPENDITURES					
CDBG - Curb Ramp Improvements	\$ -	\$ 44,000	\$ -	\$ 284,000	\$ -
College Street Sewer & Water Improvements	-	47,023	47,023	-	-
Citywide Bike and Pedestrian Improvements	-	46,490	46,527	25,000	-
Five-way Roundabout	-	1,450,682	775,927	-	-
Foss Creek Pathway Phase 7 and 8	-	2,273,962	95,204	2,423,466	-
Healdsburg Avenue Improvement Study	-	400,005	400,005	-	600,000
Healdsburg Ave. at Memorial Beach Crosswalk	-	50,000	-	50,000	-
Pavement Preventive Maintenance	-	1,186,828	1,101,894	750,039	236,104
Sidewalk Repair and Gap Closure	-	295,032	295,032	100,000	-
US 101 & Dry Creek Intersection Interim Improvements	-	522,600	522,600	-	-
Total Expenditures	\$ -	\$ 6,316,622	\$ 3,284,212	\$ 3,632,505	\$ 836,104
Ending Fund Balance	\$ 345,689	\$ (3,205,937)	\$ 399,178	\$ 49,178	\$ 49,178
Change in Fund Balance	\$ 345,689	\$ (3,551,626)	\$ 53,489	\$ (350,000)	\$ -

DRAINAGE FUND
FY 20-21 & FY 21-22 Biennial Budget

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	(1,403,580)	\$ (984,135)	\$ (984,135)	\$ (1,147,278)	\$ (1,200,216)
REVENUES					
Utility Service Charges	\$ 725,406	\$ 700,000	\$ 725,000	\$ 725,000	\$ 725,000
Interest Income	8,601	-	-	-	-
Other Revenues	38,700	1,000	5,306	1,000	1,000
Transfers in - Drainage Development Impact Fees	349,318	-	-	-	-
Total Revenues	\$ 1,122,025	\$ 701,000	\$ 730,306	\$ 726,000	\$ 726,000
EXPENSES					
Wages	\$ 208,263	\$ 311,891	\$ 260,374	\$ 271,763	\$ 271,916
Part-time Wages	-	-	3,203	-	-
Overtime & Standby Pay	10,245	7,900	15,032	9,700	9,700
Fringe Benefits	144,086	166,936	186,321	137,439	230,510
Other Employee Related Expenses	1,343	1,000	2,203	1,300	1,300
Personal Protective Equipment	2,996	4,000	1,748	2,900	2,900
Information Services Service Fee	36,630	38,828	38,828	38,828	42,083
Insurance	6,588	6,887	6,887	11,122	13,922
Telecommunication & Data Services	740	1,000	780	800	800
Utility Services	815	950	865	950	950
Contracted Services	86,780	65,000	159,284	66,000	66,000
Meetings, Travel, & Training	1,042	1,600	3,415	3,600	3,600
Repairs and Maintenance	41,355	40,800	46,291	49,000	49,000
License, Dues & Memberships	14,622	18,000	16,000	17,000	17,000
Rentals and Leases	4,329	20,000	3,010	13,000	13,000
Office Supplies	288	400	200	3,000	3,000
Noticing	114	-	-	-	-
Government Fees	17,090	14,500	15,500	12,900	12,900
Operational Expense	9,761	20,000	16,957	17,000	17,000
Debt Service	24,466	25,331	25,331	24,796	25,601
Overhead Allocation	91,027	91,220	91,220	97,840	97,840
Total Expenses	\$ 702,580	\$ 836,243	\$ 893,449	\$ 778,938	\$ 879,022
Ending Working Capital	\$ (984,135)	\$ (1,119,378)	\$ (1,147,278)	\$ (1,200,216)	\$ (1,353,238)
Change in Working Capital	\$ 419,445	\$ (135,243)	\$ (163,143)	\$ (52,938)	\$ (153,022)

AIRPORT FUND
FY 20-21 & FY 21-22 Biennial Budget

	FY 19-20			FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
	FY 18-19 Actual	Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 197,868	\$ 320,621	\$ 320,621	\$ 201,692	\$ 145,370
REVENUES					
Federal Grant - FAA	\$ 328,973	\$ -	\$ 30,000	\$ -	\$ -
State Grants	-	-	50,000	10,000	10,000
Fuel Sales	115,459	140,000	95,576	120,000	140,000
Airport Hanger Leases	89,863	91,992	96,093	95,000	95,000
Aircraft Tiedowns	882	685	55	-	-
Airport Building Concessions	45,649	47,471	47,482	47,500	47,500
Airport Ground Leases	40,662	42,427	42,296	42,500	42,500
Charges for Services	2,556	-	1,262	-	-
Interest Income	6,333	2,000	2,700	512	384
Other Revenues	260	1,000	20	100	100
Fees & Charges	25	-	120	-	-
Total Revenues	\$ 630,662	\$ 325,576	\$ 365,604	\$ 315,612	\$ 335,484
EXPENSES					
Wages	\$ 9,924	\$ 13,774	\$ 5,726	\$ 18,774	\$ 18,774
Fringe Benefits	6,845	9,281	7,315	10,499	11,355
Building Maintenance Service Fee	3,675	3,859	3,859	9,892	9,800
Insurance	5,607	5,607	4,498	5,000	5,500
Telecommunication & Data Services	1,662	3,000	1,750	2,100	2,100
Utility Services	9,688	8,000	5,500	6,600	6,600
Contracted Services	224,678	100,384	120,000	100,000	100,000
Repairs and Maintenance	10,777	12,500	17,000	17,000	17,000
Rentals and Leases	3,915	3,500	-	2,500	2,500
Office Supplies	145	500	-	500	500
Government Fees	4,453	4,500	1,250	1,500	1,575
Operational Expense	132,086	170,000	110,000	115,000	120,000
Overhead Allocation	68,969	68,969	68,969	73,974	73,974
Transfers out - Airport Capital Replacement Fund	23,000	-	136,093	7,500	72,000
Transfers out - Debt Service Fund	2,485	2,573	2,573	1,095	1,131
Total Expenses	\$ 507,909	\$ 406,447	\$ 484,533	\$ 371,934	\$ 442,809
Ending Working Capital	\$ 320,621	\$ 239,750	\$ 201,692	\$ 145,370	\$ 38,045
Change in Working Capital	\$ 122,753	\$ (80,872)	\$ (118,929)	\$ (56,322)	\$ (107,325)

AIRPORT CAPITAL REPLACEMENT FUND
FY 20-21 & FY 21-22 Biennial Budget

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	\$ -	\$ (161,167)	\$ (161,167)	\$ 61	\$ 61
REVENUES					
Federal Grant - FAA	\$ -	\$ -	\$ 240,925	\$ 67,500	\$ 648,000
Transfers in - Airport Fund	23,000	-	136,093	7,500	72,000
Total Revenues	\$ 23,000	\$ -	\$ 377,018	\$ 75,000	\$ 720,000
EXPENSES					
Airport Fencing Design and Installation	\$ 12,460	\$ 179,399	\$ 202,476	\$ -	\$ -
Airport Runway Lighting Rehabilitation	171,707	15,134	13,314	-	-
Airport Taxi and Apron Pavement Rehabilitation	-	50,000	-	75,000	720,000
Total Expenses	\$ 184,167	\$ 244,533	\$ 215,790	\$ 75,000	\$ 720,000
Ending Working Capital	\$ (161,167)	\$ (405,700)	\$ 61	\$ 61	\$ 61
Change in Working Capital	\$ (161,167)	\$ (244,533)	\$ 161,228	\$ -	\$ -

City of Healdsburg

UTILITIES

UTILITY DEPARTMENT

The City's Municipal Utility Department oversees the maintenance and operation of the City's Electric, Water and Wastewater systems. Oversight includes the design, construction, and maintenance of the electric distribution system; drinking water production and treatment; wastewater treatment, discharge, and recycled water reuse; review of new developments and entitlements, planning of capital and replacement projects. Utility Department staff additionally support the City's water and energy conservation programs, as well as all regulatory programs that include; compliance with the State's Water Resources Control Board regulations related to the production, distribution, collection, and treatment of water, wastewater, and recycled water; the State's Cap & Trade program; State's Renewable Energy Standards, and other regulatory requirements.

The operational budget for each of the funds, Water, Wastewater, and Electric, support basic day-to-day business functions, as well as provide for near- and long-term capital reconstruction projects. Present focus is on regulatory compliance and continual re-investment and planning for the reconstruction of infrastructure. The City's Utility Department is currently maintaining system reliability with staff focused on current and future utility service needs of the Healdsburg community.

WATER

The water division produces, treats, and delivers potable water throughout the City including providing a master service to residents of Fitch Mountain. To do so, utility staff maintain three well sites, a filtration plant, storage tanks, and booster pumps throughout the City to deliver water to our customers. For FY 2020-21 and 2021-22, the water department is planning to continue its focus on preventive capital replacements of water system infrastructure. This includes a focus on maintaining the City's drinking water wells and maintaining water treatment in compliance with state regulations. Staff will continue to promote citywide water conservation as conservation builds drought resilience for our community.

WASTEWATER

The wastewater division is responsible for the water reclamation (treatment), discharge of the City's wastewater, and promoting beneficial reuse of the City's recycled water. City staff inspect and maintain the sewer system on a frequent basis as a preventative measure. The City continues to plan and construct expansions of the recycled water distribution system as well as reconstruction of sewer lift stations located throughout the City.

UTILITY DEPARTMENT

ELECTRIC

The City's electric division provides electric services to the City through a network of high voltage lines. To keep these lines in working order requires routine inspections, reconstruction of deteriorated facilities, and system upgrades to meet the City's increasing usage. For FY 2020-21 and 2021-22, the focus will continue to be on routine maintenance inspection and planned facility replacements and the further leveraging of data provided by the advanced metering system. Additionally, the Electric division will focus on wildfire mitigation work that lessens the risk of wildfires.

MAJOR DEPARTMENT TASKS COMPLETED FOR FY 2018-19 and 2019-20

- ☑ Completed further expansion of the recycled water system allowing the City to provide a larger area with recycled water
- ☑ Completed several capital projects including rehabilitation of water production wells, replacement of the force mains leaving the Magnolia pump station
- ☑ Expanded the City's Public Electric Vehicle Charging stations
- ☑ Completed several energy efficiency and water conservation projects related primarily to lighting, cooling, and lawn conversions
- ☑ Gained environmental clearance to expand the City's Recycled Water Program increasing the area served as well as expanding the allowed uses
- ☑ Rehabilitated two ponds at the Water Reclamation Facility increasing storage for the City's recycled water
- ☑ Finalized a power purchase agreement for a 3.0MW floating solar project
- ☑ Completed the sunset tank replacement expanding water storage and service reliability for this area
- ☑ Established electric service to the Montage Resort area and various other residential and commercial development projects

MAJOR DEPARTMENTAL GOALS FOR FY 2020-21 and 2021-22

- ◆ Further the implementation of the City's recycled water implementation plan with the goal of zero discharge
- ◆ Complete the Underground Utility District along Healdsburg Ave and Mill Street
- ◆ Complete the replacement of several capital improvement projects including the Gauntlet roof repair
- ◆ Implementation of the City's updated Sewer System Management Plans (SSMP)
- ◆ Continue the review, development, and implement of City design and construction standards
- ◆ Continue the City's efforts on utility related GHG emissions reductions, energy efficiency, and water conservation programs
- ◆ Complete the 2020 Urban Water Management Plan
- ◆ Facilitate the construction of a floating solar array at the water reclamation facility to mitigate algae growth and provide a clean energy source for the facility

UTILITY DEPARTMENT

FUTURE OBJECTIVES

- Continue to demonstrate leadership in regulatory compliance and the meeting of community service expectation
- Continue to identify and complete viable and economic capital improvement projects
- Continue to promotion economical recycled water reuse to minimize the need for source and ground water pumping
- Continue to leverage the City's energy efficiency and water conservation programs to reduce the community's greenhouse gas emissions
- Expand and promote water and energy conservation programs consistent with the goals of reducing the City's greenhouse gas production

STATISTICS

Water Utility

	FY 2017-18	FY 2018-19
Service Connections	4,479	4,510
Water Sold (MG)	589	578

Wastewater Utility

	FY 2017-18	FY 2018-19
Service Connections	4,795	4,819
Wastewater Collected (MG)	273	289

Electric Utility

	FY 2017-18	FY 2018-19
Service Connections	5,908	5,981
Energy Sold (MWh)	75,182	73,969

WATER FUND
FY 20-21 & FY 21-22 Biennial Budget

FY 19-20

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 2,727,276	\$ 2,840,656	\$ 2,840,656	\$ 3,232,773	\$ 2,842,539
REVENUES					
Utility Usage	\$ 5,516,406	\$ 5,773,300	\$ 5,793,968	\$ 6,055,300	\$ 6,236,959
Development Fees	5,307	-	4,111	-	-
Other Revenues	102,225	34,000	43,592	16,500	16,500
Interest Income	75,231	11,300	34,779	26,084	19,563
Fees & Charges	2,195	-	-	-	-
Miscellaneous	888	-	1,500	-	-
Total Revenues	\$ 5,702,252	\$ 5,818,600	\$ 5,877,950	\$ 6,097,884	\$ 6,273,022
EXPENSES					
Wages	\$ 1,002,816	\$ 1,370,160	\$ 1,092,831	\$ 1,535,354	\$ 1,538,492
Overtime & Standby Pay	58,910	63,500	85,213	82,340	83,208
Fringe Benefits	1,260,476	758,031	836,404	835,042	903,640
Other Employee Related Expenses	5,786	4,500	6,830	4,300	4,300
Personal Protective Equip	15,944	13,410	12,152	16,400	16,400
Information Services Service Fee	157,860	167,331	167,331	167,331	181,356
Building Maintenance Service Fee	50,060	52,175	52,175	50,950	51,075
Vehicle Service Fee	73,339	78,473	78,473	98,743	117,637
Vehicle Replacement Fee	100,000	100,000	100,000	100,000	100,000
Insurance	61,701	64,494	64,495	104,152	130,367
Telecommunication & Data Services	15,621	16,000	16,442	22,252	22,470
Bank Fees	33,615	-	42,314	35,000	35,000
Utility Services	248,573	242,000	276,618	280,000	280,000
Property Tax	-	1,100	-	1,000	1,000
Contracted Services	71,425	127,500	173,108	170,000	113,000
Legal	73,746	6,180	-	-	-
Meeting, Travel, & Training	14,516	6,260	9,493	12,100	12,100
Printing	6,144	5,150	5,150	6,500	6,500
Repairs and Maintenance	105,498	171,740	178,677	130,200	130,461
License, Dues & Memberships	19,170	7,063	7,262	4,750	4,750
Rentals and Leases	5,919	5,200	1,695	5,300	5,300
Equipment Purchases	5,657	171,024	172,213	-	-
Office Supplies	6,556	5,496	5,296	7,200	7,200
Noticing	1,910	-	-	300	300
Government Fees	26,808	35,720	35,720	28,700	28,700
Operational Expense	339,729	350,700	358,483	386,770	372,140
Conservation & Energy Rebates	18,640	50,000	40,000	30,000	30,000
Debt Service	520	1,035,723	1,035,723	1,051,706	1,058,279
Overhead Allocation	407,935	408,734	408,734	438,396	438,396
Transfers out - General Capital Replacement Fund	-	-	-	83,333	-
Transfers out - Water Capital Replacement Fund	1,400,000	100,000	223,000	799,999	500,000
Total Expense	\$ 5,588,872	\$ 5,417,665	\$ 5,485,832	\$ 6,488,118	\$ 6,172,071
Ending Working Capital	\$ 2,840,656	\$ 3,241,591	\$ 3,232,773	\$ 2,842,539	\$ 2,943,490
Reserve Policy	1,379,102	1,443,325	1,448,492	1,513,825	1,559,240
Remaining Working Capital	<u>\$ 1,461,554</u>	<u>\$ 1,798,266</u>	<u>\$ 1,784,281</u>	<u>\$ 1,328,714</u>	<u>\$ 1,384,251</u>
Change in Working Capital	\$ 113,380	\$ 400,935	\$ 392,118	\$ (390,234)	\$ 100,951

Reserve Policy:
Resolution 139-2000
25% of rate revenues

**WATER CAPITAL REPLACEMENT FUND
FY 20-21 & FY 21-22 Biennial Budget**

	FY 19-20			FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
	FY 18-19 Actual	Amended Budget	Estimated Year End		
Beginning Working Capital	1,907,243	\$ 2,935,104	\$ 2,935,104	\$ 2,011,567	\$ 334,753
REVENUES					
Interest Income	\$ 91,422	\$ 1,300	\$ 31,909	\$ 40,231	\$ 5
Transfers in - Water Development Impact Fees Fund	55,167	-	583	-	-
Transfers in - Water Fund	1,400,000	100,000	223,000	799,999	-
Transfers in - Wasterwater Fund	-	-	-	633,774	-
Transfers in - Wastewater Capital Replacement Fund	-	-	65,046	-	-
Transfers in - Gas Tax Fund	-	-	-	572,540	618,200
Total Revenues	\$ 1,546,589	\$ 101,300	\$ 320,538	\$ 2,046,544	\$ 618,205
EXPENSES					
Abandonment and Sale of Old Dry Creek Well Field	\$ -	\$ 100,000	\$ 3,000	\$ -	\$ -
Brown Street Sewer and Water Replacement	-	-	-	-	176,400
College Street Water Main Replacement	26,299	682,555	130,093	2,057,175	-
Dry Creek Water Treatment Plant Well Leak Repair	-	52,000	-	52,000	352,000
Fitch St Sewer and Water Replacement	-	47,000	-	-	-
Flood 2019 - Repair & Replacement	50,607	-	-	-	-
Gauntlett/Iverson Reservoir Roof Repair/Replacement	44,551	889,413	80,000	982,000	-
McDonough Water Transmission Main Replacement	-	-	-	-	150,000
Montage Lift Station	1,097	-	-	-	-
Redwood Tank Replacements	301,772	686,007	620,000	-	-
Replacement Chlorine Generators at DC & WTP	-	-	-	50,000	-
Scenic Lane Water Main Replacement	24,107	275,884	40,000	324,765	-
UV Treatment of Cryptosporidium at Dry Creek	-	-	-	20,000	154,500
UV Treatment of Cryptosporidium at Fitch	-	-	-	150,000	-
Water Meter Replacements	62,444	319,726	304,117	-	-
Well G-1 Inspection and Rehabilitation	7,851	203,901	66,865	87,418	90,041
Total Expenses	\$ 518,728	\$ 3,256,486	\$ 1,244,075	\$ 3,723,358	\$ 922,941
Ending Working Capital	\$ 2,935,104	\$ (220,082)	\$ 2,011,567	\$ 334,753	\$ 30,017
Change in Working Capital	\$ 1,027,861	\$ (3,155,186)	\$ (923,537)	\$ (1,676,814)	\$ (304,736)

WASTEWATER FUND
FY 20-21 & FY 21-22 Biennial Budget

	FY 19-20			FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
	FY 18-19 Actual	Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 9,797,765	\$ 7,059,920	\$ 7,059,920	\$ 5,778,522	\$ 3,254,605
REVENUES					
Utility Usage	\$ 6,962,792	\$ 6,854,000	\$ 6,854,000	\$ 6,972,000	\$ 7,111,440
Interest Income	245,417	80,000	58,802	34,137	25,603
Other Revenue	45,564	22,000	45,000	22,000	22,000
Sale of Materials	480	-	8	-	-
Transfers in - Wastewater Development Impact Fees Fund	1,030,704	-	-	-	-
Transfers in - Drainage Fund	24,466	25,331	75,331	324,796	325,601
Total Revenues	\$ 8,309,423	\$ 6,981,331	\$ 7,033,141	\$ 7,352,933	\$ 7,484,644
EXPENSES					
Wages	\$ 1,217,359	\$ 1,642,657	\$ 1,375,727	\$ 1,742,034	\$ 1,746,281
Overtime & Standby Pay	98,206	78,090	128,148	53,874	55,462
Fringe Benefits	1,422,157	882,242	1,001,034	932,456	1,007,740
Other Employee Related Expenses	9,241	4,554	12,749	-	-
Principal Retirement	1,054,715	1,093,026	1,093,026	1,153,233	1,204,127
Personal Protective Equip	20,345	15,140	14,900	13,800	13,800
Information Services Service Fee	209,950	255,697	255,697	255,697	277,129
Building Maintenance Service Fee	48,580	51,009	133,833	76,352	76,660
Vehicle Service Fee	110,525	118,262	118,262	136,428	135,293
Vehicle Replacement Fee	100,000	100,000	100,000	100,000	100,000
Insurance	52,289	54,657	54,657	88,265	110,481
Telecommunication & Data Services	13,706	18,236	13,236	13,652	13,672
Land, Building, Vehicles and Equipment	59,419	120,127	106,850	76,000	76,000
Utility Services	481,375	260,000	400,667	400,000	410,000
Bank Fees	36,236	3,000	35,000	35,000	35,000
Contracted Services	126,847	526,533	315,000	165,000	135,000
Legal	11,893	32,960	160,000	-	-
Meeting, Travel, & Training	12,337	9,120	12,756	13,300	13,300
Repairs and Maintenance	160,220	114,100	205,000	98,860	99,034
License, Dues & Memberships	22,197	15,560	14,851	13,860	13,860
Rentals and Leases	6,395	18,540	9,816	13,800	13,800
Office Supplies	7,598	6,900	6,120	6,700	6,700
Noticing	528	550	1,027	1,550	1,550
Government Fees	17,218	25,760	23,093	22,000	22,000
Bad Debt	79	-	-	-	-
Operational Expense	295,400	416,000	360,000	452,986	479,666
Debt Service	889,768	834,404	834,404	797,610	750,358
Overhead Allocation	462,685	463,639	463,639	497,286	497,286
Transfers out - General Capital Replacement Fund	-	-	-	83,333	-
Transfers out - Water Capital Replacement Fund	-	-	-	633,774	118,200
Transfers out - Wastewater Capital Replacement Fund	4,100,000	1,500,000	1,065,046	2,000,000	500,000
Total Expense	\$ 11,047,268	\$ 8,660,763	\$ 8,314,538	\$ 9,876,850	\$ 7,912,399
Ending Working Capital	\$ 7,059,920	\$ 5,380,489	\$ 5,778,522	\$ 3,254,605	\$ 2,826,851
Contingency Reserve	1,740,698	1,713,500	1,713,500	1,743,000	1,777,860
Remaining Working Capital	5,319,222	3,666,989	4,065,022	1,511,605	1,048,991
Change in Working Capital	\$ (2,737,845)	\$ (1,679,432)	\$ (1,281,397)	\$ (2,523,917)	\$ (427,755)

Reserve Policy:
Resolution 139-2000
25% of rate revenues

**WASTEWATER AND DRAINAGE CAPITAL REPLACEMENT FUND
FY 20-21 & FY 21-22 Biennial Budget**

	FY 19-20			FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
	FY 18-19 Actual	Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 4,984,709	\$ 6,057,631	\$ 6,057,631	\$ 1,531,449	\$ 199,566
REVENUES					
Interest Income	\$ 233,245	\$ 40,000	\$ 65,787	\$ 35,766	\$ 33,015
Insurance Proceeds	-	-	711,077	-	-
Other Revenue	-	-	113,313	113,313	113,313
Transfers in - Wastewater Fund	4,100,000	1,500,000	1,000,000	2,000,000	500,000
Total Revenues	\$ 4,333,245	\$ 1,540,000	\$ 1,890,177	\$ 2,149,079	\$ 646,328
EXPENSES					
Coarse Screen Replacement	\$ -	\$ 21,000	\$ -	\$ -	\$ -
College Street Sewer and Water Replacement	20,323	989,254	-	-	-
Corporation Yard Vactor Station and Pump Station	-	-	-	-	187,500
Fitch Street Sewer and Water Replacement	-	47,000	-	-	-
Five-way Roundabout	568	-	-	-	-
Flood 2019 - Repair & Replacement	1,088,736	-	275,345	-	-
Grove Street Sewer Main Replacement	-	-	-	-	-
Healdsburg Ave Sewer Main Replacement	60,185	803,152	207,745	1,000,000	-
Heron Lift Station	-	-	-	-	130,000
Orchard Lift Station	-	-	-	350,000	-
Pordon Lane/Tayman Park Drainage	91,495	-	-	-	-
Rebuild Twin Force Mains from Magnolia Lift Station	1,339,789	3,524,130	3,905,811	-	-
Recycled Water System Expansion	184,631	2,517,678	310,000	1,900,000	-
Redwood Tank Replacements	112	-	-	-	-
Reroof Pump Shop	-	40,000	-	40,000	-
Tank 5 Membrane Replacement	125,458	125,542	125,458	-	-
Trash Capture Implementation Phase 1	-	-	-	-	100,000
Water Reclamation Facility Biosolids Modifications	-	-	-	-	200,000
Water Reclamation Facility Membranes & Accessories	-	185,000	-	190,962	196,690
Water Reclamation Facility Pond Lining	349,026	2,336,029	1,592,000	-	-
Total Expenses	\$ 3,260,323	\$ 10,588,785	\$ 6,416,359	\$ 3,480,962	\$ 814,190
Ending Working Capital	\$ 6,057,631	\$ (2,991,154)	\$ 1,531,449	\$ 199,566	\$ 31,704
Change in Working Capital	\$ 1,072,922	\$ (9,048,785)	\$ (4,526,182)	\$ (1,331,883)	\$ (167,862)

ELECTRIC FUND
FY 20-21 & FY 21-22 Biennial Budget

	FY 19-20			FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
	FY 18-19 Actual	Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 12,904,091	\$ 14,292,133	\$ 14,292,133	\$ 14,403,982	\$ 12,505,628
REVENUES					
Utility Service Charges	\$ 11,978,592	\$ 12,076,589	\$ 12,333,822	\$ 12,580,498	\$ 12,832,108
Development Fees	352,000	-	1,908	-	-
Pole Contacts	95,581	92,000	101,688	102,000	102,000
Utility Service Discounts	56,170	69,000	117,886	120,000	130,000
Interest Income	644,573	175,000	256,174	192,131	144,098
Fees & Charges	36,891	26,000	29,041	-	-
Other Utility Customer Fees	13,969	12,000	13,794	12,000	12,000
Other Revenues	512,142	25,000	33,622	25,000	25,000
Sales of Materials	3,829	-	-	-	-
Transfers in - Electric Public Benefit Fund	3,225	3,339	3,339	5,343	5,517
Total Revenues	\$ 13,696,972	\$ 12,478,928	\$ 12,891,274	\$ 13,036,972	\$ 13,250,723
EXPENSES					
Wages	\$ 1,047,065	\$ 1,640,336	\$ 1,286,683	\$ 1,690,463	\$ 1,691,382
Overtime & Standby Pay	63,228	146,800	90,538	144,300	144,300
Fringe Benefits	1,565,104	920,743	1,052,680	984,652	1,055,082
Other Employee Related Expenses	2,096	2,300	10,083	-	-
Principal Retirement	269,458	238,028	238,028	239,163	248,976
Pre Employment Expenses	-	-	7,500	-	-
Personal Protective Equipment	16,487	18,000	25,283	72,700	36,500
Electric Power Purchase	7,131,281	6,848,470	7,099,982	7,312,491	7,629,456
Underground General Capital	24,320	165,000	33,881	196,000	140,000
Contracted Services	229,211	1,155,049	628,061	620,000	505,000
Legal	1,702	-	-	-	-
Information Services Service Fee	222,423	277,168	277,168	277,168	300,400
Vehicle Replacement Fee	150,000	150,000	150,000	150,000	150,000
Repairs and Maintenance	8,565	151,000	7,938	36,000	40,000
Overhead General Capital	99,942	184,000	100,000	147,140	110,000
Operational Expense	122,598	69,800	320,301	90,000	90,000
Meters	107,305	60,000	93,071	77,900	80,000
Meeting, Travel, & Training	17,257	36,600	16,718	31,800	31,800
Printing	924	2,400	1,935	4,000	4,000
Vehicle Service Fee	72,873	77,974	77,974	118,141	119,962
Insurance	42,740	44,675	53,967	86,291	108,128
Building Maintenance Service Fee	39,962	41,960	124,784	72,691	73,133
Utility Services	17,409	23,800	18,530	21,000	21,000
Solar Rebates	20,932	32,960	63,000	65,000	66,950
License, Dues & Memberships	16,499	15,000	11,459	15,000	15,000
Rentals and Leases	7,092	8,400	7,000	8,000	9,000
Telecommunication & Data Services	12,704	21,800	12,898	16,200	17,200
Land, Building, Vehicles and Equipment	-	-	22,184	-	-
Office Supplies	5,591	3,200	7,803	6,000	6,000
Government Fees	1,752	2,500	2,500	3,500	3,500
Bank Fees	33,011	-	42,347	45,000	45,000
Debt Service	35,729	19,195	19,195	19,508	14,102
Bad Debt Expense	26,107	-	-	-	-
Over/Short	(25,201)	-	(1,302)	-	-
Overhead Allocation	692,879	693,319	693,319	743,634	743,634
Transfers out - General Fund	130,918	130,917	130,917	137,459	137,459
Transfers out - General Capital Replacement Fund	-	-	-	83,333	-
Transfers out - Electric Capital Replacement Fund	50,000	53,000	53,000	600,000	175,000
Transfers out - Electric Public Benefit Fund	-	-	-	-	-
Transfers out - Vehicle Replacement Fund	48,966	-	-	820,792	-
Total Expense	\$ 12,308,930	\$ 13,234,394	\$ 12,779,425	\$ 14,935,326	\$ 13,811,964
Ending Working Capital	\$ 14,292,133	\$ 13,536,667	\$ 14,403,982	\$ 12,505,628	\$ 11,944,387
Reserve Policy	10,154,465	10,617,197	10,617,917	11,467,663	10,905,982
Remaining Working Capital	\$ 4,137,669	\$ 2,919,470	\$ 3,786,065	\$ 1,037,965	\$ 1,038,405
Change in Working Capital	\$ 1,388,042	\$ (755,467)	\$ 111,849	\$ (1,898,354)	\$ (561,241)

Reserve Policy:

Resolution 2019-112, 50% of the Electric Fund's approved operating budget plus \$4 million to cover the contingencies of major equipment failures and natural disasters

**ELECTRIC CAPITAL REPLACEMENT FUND
FY 20-21 & FY 21-22 Biennial Budget**

	FY 19-20			FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
	FY 18-19 Actual	Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 1,913,175	\$ 1,726,229	\$ 1,726,229	\$ 1,001,697	\$ 1,150,776
REVENUES					
Interest Income	\$ -	\$ 1,000	\$ 29,411	\$ 35,766	\$ 33,015
Other Revenues	-	250,000	113,313	113,313	113,313
Developer Proceeds	-	-	-	960,000	720,000
NCPA	-	-	-	2,280,000	-
Transfers in - Development	54,886	-	232,744	720,000	-
Transfers in - Electric Fund	50,000	53,000	53,000	600,000	175,000
Transfers in - Measure V	-	-	-	175,000	-
Transfers in - Electric Public Benefit Fund	320,000	180,000	-	240,000	180,000
Total Revenues	\$ 424,886	\$ 484,000	\$ 428,468	\$ 5,124,079	\$ 1,221,328
EXPENSES					
Annual Pole Replacements	\$ -	\$ 53,000	\$ 53,000	\$ -	\$ -
Badger Substation	52,625	318,879	90,000	3,000,000	-
Guantlett Tower Replacement	-	-	-	175,000	-
Healdsburg Ave/Mill District Underground	29,932	1,068,244	800,000	560,000	-
Install Backtie for South Healdsburg	-	310,000	-	-	40,000
Meter Replacements	5,285	-	-	-	-
Mill District Development	-	-	20,000	480,000	360,000
Montage Healdsburg Development	-	978,970	150,000	480,000	360,000
Overhead General Capital	7,376	-	-	-	-
Public Electric Vehicle Charging Stations	-	420,000	-	240,000	180,000
Reconductor Grove Street North of Dry Creek	-	80,000	-	-	135,000
Replace #6 Copper - Wildfire Mitigation	-	40,000	40,000	40,000	-
Underground General Capital	516,614	-	-	-	-
Total Expenses	\$ 611,832	\$ 3,269,093	\$ 1,153,000	\$ 4,975,000	\$ 1,075,000
Ending Working Capital	\$ 1,726,229	\$ (1,058,864)	\$ 1,001,697	\$ 1,150,776	\$ 1,297,104
Change in Working Capital	\$ (186,946)	\$ (2,785,093)	\$ (724,532)	\$ 149,079	\$ 146,328

**ELECTRIC PUBLIC BENEFIT FUND
FY 20-21 & FY 21-22 Biennial Budget**

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 1,625,867	\$ 1,757,157	\$ 1,757,157	\$ 2,100,231	\$ 2,023,044
REVENUES					
Utility Service Charges	\$ 339,403	\$ -	\$ 349,209	\$ 350,000	\$ 350,000
2% Public Benefit (AB1890)	-	344,183	-	-	-
Interest Income	60,377	5,300	25,000	2,022	1,517
Cap & Trade Proceeds	501,693	350,000	561,323	590,000	320,000
Total Revenues	\$ 901,473	\$ 699,483	\$ 935,532	\$ 942,022	\$ 671,517
EXPENSE					
Wages	\$ 59,533	\$ 67,209	\$ 65,469	\$ 76,899	\$ 76,899
Overtime & Standby Pay	1,455	-	1,200	2,000	2,100
Fringe Benefits	38,439	43,192	43,984	38,367	42,137
Other Employee Related Expenses	305	3,000	600	600	600
Utility Services	60	32,000	-	-	-
Low Income Assistance	56,170	55,000	117,886	120,000	130,000
Contracted Services	30,854	125,929	55,000	85,500	73,200
Meeting, Travel, & Training	1,003	5,000	2,500	2,500	2,500
Land, Building, Vehicles and Equipment	-	-	27,780	-	-
Printing	1,069	-	2,700	12,000	36,000
Operational Expense	11,011	180,000	12,000	3,000	5,000
Conservation Rebates	211,541	160,000	200,000	60,000	96,000
GHG Reduction Measures	35,518	131,572	60,000	373,000	332,000
Transfers out - Electric Fund	3,225	3,339	3,339	5,343	5,517
Transfers out - Electric Capital Replacement Fund	320,000	180,000	-	240,000	180,000
Total Expense	\$ 770,183	\$ 986,241	\$ 592,458	\$ 1,019,209	\$ 981,953
Ending Working Capital	\$ 1,757,157	\$ 1,470,398	\$ 2,100,231	\$ 2,023,044	\$ 1,712,608
Change in Working Capital	\$ 131,290	\$ (286,759)	\$ 343,074	\$ (77,187)	\$ (310,436)

City of Healdsburg

COMMUNITY SERVICES

COMMUNITY SERVICES

The Community Services Department is responsible for providing the following services:

Administration

Support the work of the department, City leadership, City Council, Parks and Recreation Commission, Senior Advisory Commission, and other special committees and local organizations.

Recreation Programming

Plan and provide recreation comprehensive programming for City residents of all ages, including youth and adult sports, collaboration with our communities' sports organizations, early childcare programs, summer camps and activities, and leisure/educational programs. Programs are provided by the City directly and in partnership with contracted instructors and other community-based organizations.

After School Education and Safety Program

In collaboration with Healdsburg Unified School District, plan and deliver after school childcare through the State of California's After School Education and Safety (ASES) grant program along with a fee-based program. After school programming includes homework help, activities, snacks, and general childcare.

Healdsburg Community Center

Operate the Healdsburg Community Center including recreation classes, after school programs, rental space to community groups and businesses, a demonstration garden, leased facility space, and general maintenance and upkeep.

Active Adult and Senior Services

Provide lifelong learning, recreational activities, special events, social programs, and referral and nutritional services for active adults and seniors in the community. Operate the Healdsburg Senior Center as a gathering place for older adults as well as providing a central location to coordinate activities. Plan, develop, and deliver a volunteer program including a volunteer driver program.

Parks and Trails

Maintain and operate the City's parks, the Plaza and downtown streetscapes, landscape and lighting districts, and open space and public facilities. Maintenance levels and services are based on providing safe and healthy areas at the best possible level to make them enjoyable to the community and safe to use. Schedule and plan park facilities for city programs, sports associations, other user groups, and the general public.

Open Space

In collaboration with LandPaths, develop, operate, and manage Healdsburg Ridge Open Space Preserve and Fitch Mountain Park and Open Space Preserve including trail maintenance, administering a volunteer program, and monitoring use.

COMMUNITY SERVICES

School Facility Maintenance

Under a facility agreement with Healdsburg Unified School District, oversee the maintenance and care of School District athletic facilities and select landscaping areas performed by a landscaping contractor and specific staff work.

Healdsburg Swim Center

In partnership with Healdsburg Unified School District, operate the Swim Center including swim lessons, recreational and lap swimming, youth swim team, lifeguard training, and facility rentals.

Arts and Culture

Plan and deliver arts and culture programs, services, and events including the Tuesdays in the Plaza concert series, Art After Dark and Arts Festival events, public art displays, temporary art installations, arts education, etc. Conduct a community-based effort to develop an arts and culture plan.

Contracted Facility Maintenance

Provide maintenance funding for facilities that are operated under contracts for the City, including the Villa Chanticleer and Villa Chanticleer Annex, the Museum, and the Library.

Special Events

Work with external organizations and agencies to schedule, plan, and permit special events that are held in or pass through Healdsburg. Types of events include festivals, runs, bike rides, displays/demonstrations, etc.

Park Planning and Capital Improvements

Develop the capital improvement program and the coordinate each project including public input, design, bidding, construction and operational use.

MAJOR DEPARTMENTAL TASKS COMPLETED FY 2018-19 and 2019-20

- ☑ Launched the Arts and Culture Master Planning process
- ☑ Supported the City's emergency response to the 2018 February Floods and 2019 Kincade Fire by providing emergency sheltering and logistical support
- ☑ Expanded youth soccer from approximately 260 participants to 479 participants
- ☑ Launched the Park Planning, River Access, and Connectivity master planning process
- ☑ Secured a \$7 million funding pledge from the Foley Family Foundation for construction of the 3 North Street Farmers' Market – Community Pavilion project
- ☑ Completed the Parks and Recreation Facility Assessment
- ☑ Became the first community in Sonoma County to be designated an Age-Friendly Community by the World Health Organization

COMMUNITY SERVICES

MAJOR DEPARTMENT GOALS FOR FY 2020-21 and 2021-22

- ◆ Provide COVID-19 support to the community including:
 - Ensuring Seniors are connected and have the resources they need
 - Childcare, both summer and school year
 - Facilities repurposed: Community Center, Senior Center
 - Reduced park maintenance and open space management – basic level of service
 - Restarting programs as orders allow in a different format (e.g. small groups)
 - Support business community through coordinating use of public spaces
 - Continued work with volunteers
- ◆ Complete construction of the Fitch Mountain Access Improvements
- ◆ Complete design and begin construction for the 3 North Street Farmers’ Market-Community Pavilion project
- ◆ Complete the master plan and initial design plans for the park at the Montage development and Badger Park
- ◆ Complete master planning and design for the Mill District Connectivity Project

STATISTICS

- Managed and maintained 11 parks and four School District athletic fields
- Managed and maintained 328 acres of open space
- Provided a comprehensive recreation program offering in the area of sports, education, and learning that included:
 - 370 participants in ASES Afterschool Program
 - 1181 participants in Summer Camp Program
 - 943 participants in Youth Soccer
 - 1,066 in Learn-To-Swim Program

COMMUNITY SERVICES

Listing of the City of Healdsburg parks, fields, facilities, and open space and regional park facilities.

Parks

Badger Park	750 Heron Drive
Barbieri Brothers Park	325 Bridle Path
Byron Gibbs Park	1529 Prentice Drive
Carson Warner Skate Park	1100 Grove Street
Giorgi Park	600 University Street
Plaza Park	105 Matheson Street
Railroad Park	22 Front Street
Recreation Park	525 Piper Street
Tilly Grove Open Space	547 Tucker Street
Villa Chanticleer Playground	902 Chanticleer Way
West Plaza Park	10 North Street

Fields

Fitch Mountain School	520 Monte Vista Avenue
Healdsburg Community Center	1557 Healdsburg Avenue
Healdsburg Elementary School	400 First Street
Healdsburg High School	1024 Prince Street
Healdsburg Junior High School	315 Grant Street
Recreation Park	525 Piper Street

Facilities

Badger Dog Park	750 Heron Drive
Foss Creek Pathway	Healdsburg Avenue to Grove Street
Giorgi Park Tennis	600 University Street
Healdsburg Community Center	1557 Healdsburg Avenue
Healdsburg High School	1024 Prince Street
Healdsburg Senior Center	133 Matheson Street
Healdsburg Swim Center	360 Monte Vista Avenue
Tayman Park Golf Course	927 S. Fitch Mountain Road
Villa Chanticleer	900 Chanticleer Way
Villa Chanticleer Annex	860 Chanticleer Way
Villa Dog Park	902 Chanticleer Way

Open Space and Regional Park Facilities

Fitch Mountain Park and Open Space Preserve	902 Chanticleer Way
Healdsburg Ridge Open Space Preserve	Bridle Path & Arabian Way

**COMMUNITY SERVICES FUND
FY 20-21 & FY 21-22 Biennial Budget**

FY 19-20

	FY 18-19 Actual	Amended Budget	Estimated Year End	FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
Beginning Fund Balance	\$ 1,975,740	\$ 1,766,943	\$ 1,766,943	\$ 482,608	\$ 269,193
REVENUES					
Transient Occupancy Tax	\$ 3,659,541	\$ 3,906,115	\$ 2,523,885	\$ 3,149,169	\$ 4,256,371
Program Revenue	445,227	438,000	234,283	220,000	290,000
Grant Proceeds	216,213	166,000	166,497	323,350	130,000
Facility and Field Rents	219,095	197,775	180,738	124,665	199,165
School District Field Maintenance	63,281	100,000	53,563	59,000	64,000
Special Events	30,981	20,000	27,751	-	10,000
Event Permits	6,941	12,440	1,890	1,500	3,000
Programs Sponsorships	47,579	80,000	18,006	10,000	15,000
Admission and Passes	29,773	37,000	22,162	2,000	30,500
Advertising	525	500	525	500	500
Interest Income	105,713	25,000	25,000	6,318	-
Donations	5,159	5,000	72,741	107,500	5,000
Fees & Charges	4,855	2,500	216	1,500	1,500
Other Revenues	11,919	5,000	3,366	60,000	-
Transfers in - Sonoma County Parks Improvement Fund	-	-	160,967	-	-
Transfers in - Community Services Capital Projects Fund	-	195,000	268,688	-	-
Total Revenues	\$ 4,846,802	\$ 5,190,330	\$ 3,760,278	\$ 4,065,502	\$ 5,005,036
EXPENDITURES					
Wages	\$ 951,324	\$ 1,284,345	\$ 1,155,714	\$ 1,154,786	\$ 1,163,670
Part-time Wages	639,484	579,450	571,894	335,500	222,500
Overtime & Standby Pay	10,113	20,812	11,727	7,850	10,725
Fringe Benefits	727,854	696,439	793,251	661,727	725,474
Other Employee Related Expenses	1,936	1,370	2,457	2,210	2,360
Pre-Employment Expenses	2,535	1,213	1,216	-	-
Personal Protective Equipment	10,922	16,000	2,728	2,000	3,000
Information Services Service Fee	298,394	267,669	267,669	321,399	348,338
Building Maintenance Service Fee	79,254	91,714	91,714	110,353	111,745
Vehicle Service Fee	19,006	20,337	20,337	51,220	54,503
Vehicle Replacement Fee	30,768	-	-	-	-
Insurance	54,380	56,842	56,842	91,794	114,899
Telecommunication & Data Services	10,485	19,850	12,764	12,300	13,500
Land, Building, Vehicles and Equipment	8,920	-	7,924	-	-
Utility Services	193,691	183,358	192,222	181,775	189,800
Support of Local Organizations	59,922	40,000	66,168	40,000	40,000
Contracted Services	604,525	646,264	553,903	351,200	457,000
Meeting, Travel, & Training	19,957	29,100	9,746	5,000	10,500
Printing	32,012	27,325	9,706	9,500	21,550
Repairs and Maintenance	47,555	49,500	40,601	28,600	29,000
License, Dues, Memberships	4,110	2,650	2,585	2,555	3,600
Rentals and Leases	-	400	-	-	-
Office Supplies	15,726	16,500	8,136	7,050	10,100
Government Fees	3,484	265	571	-	-
Operational Expense	286,735	311,300	270,827	99,300	106,500
Over/Short	8,185	-	-	-	-
Overhead Allocation	552,183	552,796	552,796	592,913	592,913
Transfers out - Debt Fund - HUSD Bond	157,325	160,147	160,147	-	166,172
Transfers out - Debt Fund - Pension Obligation Bond	70,692	73,190	73,190	102,108	105,423
Transfers out - Debt Fund - RDA Loan	107,778	107,778	107,778	107,778	107,778
Transfers out - Vehicle Replacement Fund	12,883	-	-	-	-
Transfers out - Community Services Capital Projects Fund	33,460	-	-	-	-
Total Expenditures	\$ 5,055,599	\$ 5,256,614	\$ 5,044,613	\$ 4,278,918	\$ 4,611,050
Ending Fund Balance	\$ 1,766,943	\$ 1,700,660	\$ 482,608	\$ 269,193	\$ 663,179
Change in Fund Balance	\$ (208,797)	\$ (66,284)	\$ (1,284,335)	\$ (213,416)	\$ 393,986
Reserve per policy	1,402,038	1,474,650	1,411,049	1,220,710	1,269,503
Pension Stabilization	417,920	398,060	398,060	398,060	398,060
Unrestricted, Unreserved	(53,015)	(172,050)	(1,326,501)	(1,349,577)	(1,004,384)
Ending Fund Balance	\$ 1,766,943	\$ 1,700,660	\$ 482,608	\$ 269,193	\$ 663,179

Reserve Policy:

Resolution No. 55-2016, 30% of annual operating expenditures

COMMUNITY SERVICES CAPITAL PROJECTS FUND
FY 20-21 & FY 21-22 Biennial Budget

	FY 19-20			FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
	FY 18-19 Actual	Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 650,478	\$ 296,858	\$ 296,858	\$ 276	\$ 276
REVENUES					
Grant Proceeds	\$ -	\$ -	\$ -	\$ 150,000	\$ 250,000
Developer Funding	-	257,369	95,400	75,000	1,575,000
Insurance Proceeds	-	-	36,276	-	-
Donation	-	-	-	500,000	6,500,000
Bond Proceeds	-	257,369	95,400	-	250,000
Transfers in - Development Impact Fees Fund	-	-	-	-	520,000
Transfers in - Building Maintenance Fund	-	-	4,000	-	-
Transfers in - Community Services Fund	33,460	-	-	-	-
Total Revenues	\$ 33,460	\$ 514,738	\$ 231,076	\$ 725,000	\$ 9,095,000
EXPENDITURES					
Badger Park Redevelopment	\$ 1,461	\$ 257,369	\$ 95,400	\$ -	\$ 250,000
Community Center Upgrades	41,332	7,000	6,390	-	-
Fitch Mountain Park/Open Space Preserve	149,091	61,385	12,310	150,000	770,000
Mill District Connectivity Project	-	-	-	75,000	1,325,000
Montage Park Development	261	257,369	95,400	-	250,000
Parks & Recreation Facilities Assessment	111,242	-	-	-	-
Pavilion at 3 North Street	-	317	12,900	500,000	6,500,000
Villa Chanticleer Maintenance	42,296	33,430	30,111	-	-
Flood 2019 - Repair and Replacement	41,397	-	6,459	-	-
Transfers out - Community Services Fund	-	195,000	268,688	-	-
Total Expenditures	\$ 387,080	\$ 811,870	\$ 527,658	\$ 725,000	\$ 9,095,000
Ending Fund Balance	\$ 296,858	\$ (274)	\$ 276	\$ 276	\$ 276
Change in Fund Balance	\$ (263,398)	\$ 515,012	\$ 230,800	\$ 724,724	\$ 9,094,724

**SONOMA COUNTY PARKS IMPROVEMENT FUND (COUNTY MEASURE M)
FY 20-21 & FY 21-22 Biennial Budget**

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ -	\$ 5,514	\$ 5,514	\$ 86	\$ 140,931
REVENUES					
Sales Tax - Measure M	\$ 5,514	\$ -	\$ 138,039	\$ 135,845	\$ 150,000
Interest Income	-	-	17,500	5,000	5,000
Total Revenues	\$ 5,514	\$ -	\$ 155,539	\$ 140,845	\$ 155,000
EXPENDITURES					
Transfers out - Community Services Fund	\$ -	\$ -	\$ 160,967	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ 160,967	\$ -	\$ -
Ending Fund Balance	\$ 5,514	\$ 5,514	\$ 86	\$ 140,931	\$ 295,931
Change in Fund Balance	\$ -	\$ (5,514)	\$ 155,453	\$ (86)	\$ (140,931)

PARK DEDICATION FUND
FY 20-21 & FY 21-22 Biennial Budget

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ -	\$ 14,310	\$ 14,310	\$ 38,799	\$ 90,699
<u>REVENUES</u>					
Miscellaneous Development Fees	\$ 14,310	\$ -	\$ 24,489	\$ 51,900	\$ 51,901
Total Revenues	\$ 14,310	\$ -	\$ 24,489	\$ 51,900	\$ 51,901
<u>EXPENDITURES</u>					
Operational Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 14,310	\$ 14,310	\$ 38,799	\$ 90,699	\$ 142,600
Change in Fund Balance	\$ 14,310	\$ -	\$ 24,489	\$ 51,900	\$ 51,901

LIGHTING AND LANDSCAPING ASSESSMENT DISTRICTS
FY 20-21 & FY 21-22 Biennial Budget

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 253,062	\$ 277,712	\$ 277,712	\$ 241,953	\$ 197,356
<u>REVENUES</u>					
Special Assessment	\$ 202,868	\$ 217,626	\$ 204,827	\$ 192,609	\$ 192,609
Interest Income	9,078	1,195	2,685	1,620	1,620
Total Revenues	\$ 211,946	\$ 218,821	\$ 207,512	\$ 194,229	\$ 194,229
<u>EXPENDITURES</u>					
Wages	\$ 15,650	\$ 17,886	\$ 16,036	\$ 25,218	\$ 25,920
Overtime	344	331	376	276	417
Fringe Benefits	9,233	13,930	11,878	14,702	16,361
Other Employee Related Expenses	26	88	42	27	45
Contracted Services	80,471	80,502	120,000	94,757	95,800
Utility Services	32,355	41,309	42,990	44,300	44,800
Insurance	16,388	17,131	17,130	27,665	34,627
Repairs & Maintenance	4,213	3,500	4,200	4,500	4,500
Operational Expense	-	1,780	1,771	1,772	1,774
Government Fees	20	20	21	22	24
Overhead Allocation	22,514	22,529	22,529	24,164	24,164
Transfers out - General Debt Service Fund	6,082	6,298	6,298	1,423	1,470
Total Expenditures	\$ 187,296	\$ 205,304	\$ 243,271	\$ 238,826	\$ 249,902
Ending Fund Balance	\$ 277,712	\$ 291,228	\$ 241,953	\$ 197,356	\$ 141,683
Change in Fund Balance	\$ 24,650	\$ 13,517	\$ (35,759)	\$ (44,597)	\$ (55,673)

City of Healdsburg

SPECIAL REVENUE FUNDS

SPECIAL REVENUE FUNDS

Special revenue funds are a group of accounts established by a government for restricted use to ensure that certain revenue sources are used or earmarked only for their specific purpose. This special revenue fund type may be used to account for the proceeds of specific revenue sources that are legally restricted or restricted by City Council policy for a specific purpose. The City has ten Special Revenue Funds that have budgeted revenues and expenses.

General Capital Replacement Fund

This fund is used to account for the acquisition and construction of miscellaneous major capital projects throughout the City.

Transaction and Use Tax Fund (Measure V)

Measure V is a ½ cent sales tax used to fund vital city services and programs. All 100 percent of the revenue is spent locally for the benefit of Healdsburg residents. Voters approved the measure 2012.

Transient Occupancy Tax (TOT) – Affordable Housing (Measure S)

Measure S is a room tax paid by guests in local hotels and bed-and-breakfast inns of 2% for a specific purpose of promoting affordable housing.

Economic Development Fund

The Economic Development Fund is used to account for funds intended for economic development purposes.

Benjamin Maintenance District Fund

Benjamin Maintenance District Fund is used to track the revenue and expenditures for the repair and limited maintenance of Benjamin Way.

Public Safety Fund

This fund is mainly used to account for grant revenue and expenditures used for equipment and training specific to police and fire.

Other Special Revenue Fund

The Other Special Revenue Fund is used to document the unspent bond proceeds from the former redevelopment agency.

Strong Motion Education and Data Fund

This fund accounts for building permit fees and related expenditures charged in accordance with the California Department of Conservation for strong motion instrumentation and seismic hazard mapping act.

SPECIAL REVENUE FUNDS

Media Center Fund

The Media Center Fund accounts for monies for the Public Education and Government access (PEG) grant funding received by the City to support public, educational and government transparency by broadcasting public meetings.

General Debt Service Fund

The City records and disburses monies used to repay annual principal, interest and administrative fees on City issued debt through a General Debt Service Fund.

**GENERAL CAPITAL REPLACEMENT FUND
FY 20-21 & FY 21-22 Biennial Budget**

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 695,970	\$ 199,158	\$ 199,158	\$ 3,108	\$ 5,480
REVENUES					
Interest Income	\$ 21,949	\$ 1,000	\$ 496	\$ 372	\$ 279
Rent Received	103,388	103,388	103,388	260,158	253,656
Transfers in - Building Maintenance Fund	15,090	-	-	-	-
Transfers in - Media Center Fund	40,000	40,000	37,803	40,000	40,000
Transfers in - Water Fund	-	-	-	83,333	-
Transfers in - Wastewater Center Fund	-	-	-	83,333	-
Transfers in - Electric Fund	-	-	-	83,333	-
Total Revenues	\$ 180,427	\$ 144,388	\$ 141,687	\$ 550,529	\$ 293,935
EXPENSES					
Video Conferencing Equipment	\$ 40,229	\$ -	\$ -	\$ -	\$ -
Land, Building, Vehicles and Equipment	637,010	-	-	-	-
Loan Payment - City Hall	-	-	226,626	298,158	259,722
CMMS Software for Linear Assets	-	-	-	249,999	-
Operational Expense	-	-	111,111	-	-
	\$ 677,239	\$ -	\$ 337,737	\$ 548,157	\$ 259,722
Change in Working Capital	\$ (496,812)	\$ 144,388	\$ (196,050)	\$ 2,372	\$ 34,213
Ending Working Capital	\$ 199,158	\$ 343,546	\$ 3,108	\$ 5,480	\$ 39,693

**TRANSACTION AND USE TAX FUND (MEASURE V)
FY 20-21 & FY 21-22 Biennial Budget**

	FY 19-20			FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
	FY 18-19 Actual	Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 980,068	\$ 2,326,900	\$ 2,326,900	\$ 412,557	\$ 39,852
REVENUES					
Transaction Tax Revenue	\$ 2,136,068	\$ 2,102,652	\$ 1,845,000	\$ 1,883,000	\$ 1,998,000
Interest Income	45,453	3,000	15,972	1,016	5
Total Revenues	\$ 2,181,522	\$ 2,105,652	\$ 1,860,972	\$ 1,884,016	\$ 1,998,005
EXPENDITURES					
Pavement Preventative Maintenance	\$ 38,182	\$ 1,027,457	\$ 952,965	\$ 314,935	\$ -
Misc. Sidewalk and Pedestrian Projects	-	295,032	295,032	100,000	-
Misc. Bike Projects	-	46,490	46,490	25,000	-
Hbg Ave Crosswalk at Memorial Beach	-	50,000	-	50,000	-
Foss Creek pathway	-	233,466	-	233,466	-
Curb & Ramp Improvements	-	44,000	-	44,000	-
Measure V Survey	-	28,000	28,000	-	-
Fire Equipment	-	-	-	50,000	-
General Fund - Supporting Public Safety	-	450,000	450,000	500,000	500,000
Public Safety Position Funding (4)	392,700	406,052	406,053	448,820	448,820
Police Vehicle Replacement	-	171,000	171,000	130,000	-
Police Radio Replacement Set Aside	100,000	50,000	39,557	-	-
Rental Rehabilitation	-	15,000	-	-	-
Chamber of Commerce Agreement	100,000	150,000	150,000	100,000	-
Facility Improvements	-	270,050	270,050	175,000	-
Security & Keyless Access Systems	28,031	71,969	71,969	-	-
Small Business Grants	-	600,000	600,000	-	-
US 101 & Dry Creek Intersection Interim Improvements	-	211,208	211,208	-	-
Automated License Plate Reader	111,100	-	-	-	-
Low Income Utility Discounts	40,387	47,991	47,991	45,500	-
Latino Outreach and Support	24,290	35,000	35,000	40,000	-
Total Expenditures	\$ 834,690	\$ 4,202,715	\$ 3,775,315	\$ 2,256,721	\$ 948,820
Ending Fund Balance	\$ 2,326,900	\$ 229,837	\$ 412,557	\$ 39,852	\$ 1,089,037
Change in Fund Balance	\$ 1,346,832	\$ (2,097,063)	\$ (1,914,343)	\$ (372,705)	\$ 1,049,185

**TRANSIENT OCCUPANCY TAX - AFFORDABLE HOUSING (MEASURE S)
FY 20-21 & FY 21-22 Biennial Budget**

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 453,769	\$ 140,217	\$ 140,217	\$ 141,796	\$ 302,860
REVENUES					
Transient Occupancy Tax	\$ 732,566	\$ 931,223	\$ 504,777	\$ 629,834	\$ 851,274
Other Revenues	29,772	19,834	19,377	25,000	25,000
Interest	8	30	11	8	6
Transfers in - General Fund	10,000	-	-	-	-
Total Revenues	\$ 772,346	\$ 951,087	\$ 524,165	\$ 654,842	\$ 876,280
EXPENDITURES					
Wages	\$ 95,631	\$ 181,732	\$ 143,443	\$ 126,541	\$ 132,868
Part-time Wages	48,157	-	20,000	29,390	29,390
Fringe Benefits	45,579	68,922	95,271	54,425	59,115
Contracted Services	82,461	131,000	131,000	141,000	141,000
Legal	-	-	23,050	-	-
Inclusionary Housing Ordinance	8,256	32,357	32,357	-	-
Strategic Plan	-	1,000	-	-	-
Rent Unit Rehabilitation	20,027	15,000	-	-	-
Additional Housing Programs	-	-	-	45,000	45,000
Operational Expense	491	3,300	2,249	2,300	2,300
Utility Services	1,564	-	-	-	-
Overhead Allocation	75,216	75,216	75,216	80,674	80,674
Transfers out - Housing Agency Fund	708,516	-	-	14,448	14,917
Total Expenditures	\$ 1,085,898	\$ 508,527	\$ 522,586	\$ 493,778	\$ 505,264
Ending Fund Balance	\$ 140,217	\$ 582,777	\$ 141,796	\$ 302,860	\$ 673,876
Change in Fund Balance	\$ (313,552)	\$ 442,560	\$ 1,579	\$ 161,064	\$ 371,016

**ECONOMIC DEVELOPMENT FUND
FY 20-21 & FY 21-22 Biennial Budget**

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ 372,649	\$ 385,980	\$ 385,980	\$ 391,493	\$ 395,627
<u>REVENUES</u>					
Interest Income	\$ 13,331	\$ 1,000	\$ 5,513	\$ 4,134	\$ 3,101
Total Revenues	\$ 13,331	\$ 1,000	\$ 5,513	\$ 4,134	\$ 3,101
<u>EXPENDITURES</u>					
Grants	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 385,980	\$ 386,980	\$ 391,493	\$ 395,627	\$ 398,728
Change in Fund Balance	\$ 13,331	\$ 1,000	\$ 5,513	\$ 4,134	\$ 3,101

**BENJAMIN MAINTENANCE DISTRICT FUND
FY 20-21 & FY 21-22 Biennial Budget**

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 7,374	\$ 7,638	\$ 7,638	\$ 7,747	\$ 7,829
REVENUES					
Interest Income	\$ 264	\$ -	\$ 109	\$ 82	\$ 61
Total Revenues	\$ 264	\$ -	\$ 109	\$ 82	\$ 61
EXPENDITURES					
Operational Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 7,638	\$ 7,638	\$ 7,747	\$ 7,829	\$ 7,890
Change in Fund Balance	\$ 264	\$ -	\$ 109	\$ 82	\$ 61

PUBLIC SAFETY FUND
FY 20-21 & FY 21-22 Biennial Budget

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 101,325	\$ 69,301	\$ 69,301	\$ 150,808	\$ 150,808
REVENUES					
County Grants	\$ 3,202	\$ -	\$ -	\$ -	\$ -
CUPA Certified Unified Program	4,200	-	6,950	-	-
Asset Forfeiture	11,510	-	-	-	-
Transfers in - Measure V	211,100	85,000	74,557	50,000	-
Total Revenues	\$ 230,012	\$ 85,000	\$ 81,507	\$ 50,000	\$ -
EXPENDITURES					
Land, Building, Vehicles and Equipment	\$ 176,649	\$ -	\$ -	\$ 50,000	\$ -
License, Dues & Memberships	60	-	-	-	-
Meeting, Travel, and Training	13,259	-	-	-	-
Operational Expense	43,597	-	-	-	-
Transfers out - Vehicle Services Fund	28,470	35,000	-	-	-
Total Expenditures	\$ 262,036	\$ 35,000	\$ -	\$ 50,000	\$ -
Ending Fund Balance	\$ 69,301	\$ 119,301	\$ 150,808	\$ 150,808	\$ 150,808
Change in Fund Balance	\$ (32,024)	\$ 50,000	\$ 81,507	\$ -	\$ -

**OTHER SPECIAL REVENUE FUND
FY 20-21 & FY 21-22 Biennial Budget**

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 1,273,296	\$ 924,682	\$ 924,682	\$ 492,753	\$ 502,856
REVENUES					
Interest Income	\$ 28,597	\$ -	\$ 13,471	\$ 10,103	\$ 7,577
Total Revenues	\$ 28,597	\$ -	\$ 13,471	\$ 10,103	\$ 7,577
EXPENDITURES					
Transfers out - Housing Agency Fund	\$ 377,211	\$ -	\$ 350,000	\$ -	\$ -
Transfers out - Community Services Capital Projects Fund	-	257,369	95,400	-	250,000
Total Expenditures	\$ 377,211	\$ 257,369	\$ 445,400	\$ -	\$ 250,000
Ending Fund Balance	\$ 924,682	\$ 667,313	\$ 492,753	\$ 502,856	\$ 260,433
Change in Fund Balance	\$ (348,614)	\$ (257,369)	\$ (431,929)	\$ 10,103	\$ (242,423)

STRONG MOTION EDUCATION AND DATA FUND
FY 20-21 & FY 21-22 Biennial Budget

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 3,120	\$ 3,823	\$ 3,823	\$ 4,028	\$ 4,270
REVENUES					
Interest Income	\$ 121	\$ 10	\$ 55	\$ 42	\$ 31
Other Revenues	583	400	150	200	200
Total Revenues	\$ 703	\$ 410	\$ 205	\$ 242	\$ 231
EXPENDITURES					
Operational Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 3,823	\$ 4,233	\$ 4,028	\$ 4,270	\$ 4,501
Change in Fund Balance	\$ 703	\$ 410	\$ 205	\$ 242	\$ 231

MEDIA CENTER FUND
FY 20-21 & FY 21-22 Biennial Budget

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 9,800	\$ (803)	\$ (803)	\$ -	\$ -
<u>REVENUES</u>					
PEG Access Fees	\$ 39,196	\$ 40,000	\$ 38,606	\$ 40,000	\$ 40,000
Total Revenues	\$ 39,196	\$ 40,000	\$ 38,606	\$ 40,000	\$ 40,000
<u>EXPENDITURES</u>					
Contracted Services	\$ 9,800	\$ -	\$ -	\$ -	\$ -
Transfers out - General Capital Replacement Fund	\$ 40,000	\$ 40,000	\$ 37,803	\$ 40,000	\$ 40,000
Total Expenditures	\$ 49,800	\$ 40,000	\$ 37,803	\$ 40,000	\$ 40,000
Ending Fund Balance	\$ (803)	\$ (803)	\$ -	\$ -	\$ -
Change in Fund Balance	\$ (10,604)	\$ -	\$ 803	\$ -	\$ -

**GENERAL DEBT SERVICE FUND
FY 20-21 & FY 21-22 Biennial Budget**

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 176,330	\$ 268,444	\$ 268,444	\$ 368,394	\$ 280,325
REVENUES					
Property Tax	\$ 347	\$ -	\$ -	\$ -	\$ -
Interest Income	80	-	99,949	74,962	56,221
Transfers in - General Fund	731,227	753,145	753,145	242,371	250,241
Transfers in - Measure S	-	-	-	14,448	14,917
Transfers in - Lighting and Landscaping Assessment District	6,082	6,298	6,298	1,423	1,468
Transfers in - Streets Fund	35,189	36,433	36,433	28,131	29,044
Transfers in - Airport Fund	2,485	2,573	2,573	1,095	1,131
Transfers in - Community Services Fund	335,795	341,115	341,115	209,886	379,373
Transfers in - Vehicle Services Fund	13,311	13,782	13,782	20,850	21,527
Transfers in - Information Services Fund	24,198	25,054	25,054	33,513	34,602
Transfers in - Building Maintenance Fund	11,440	11,844	11,844	11,782	12,164
Total Revenues	\$ 1,160,154	\$ 1,190,244	\$ 1,290,193	\$ 638,461	\$ 800,687
EXPENDITURES					
Principal	\$ 902,672	\$ 1,051,219	\$ 1,051,219	\$ 639,317	\$ 677,828
Interest	161,068	139,024	139,024	87,213	66,639
Bank Fees	4,300	1,500	-	-	-
Total Expenditures	\$ 1,068,040	\$ 1,191,743	\$ 1,190,243	\$ 726,530	\$ 744,467
Ending Fund Balance	\$ 268,444	\$ 266,945	\$ 368,394	\$ 280,325	\$ 336,545
Change in Fund Balance	\$ 92,114	\$ (1,499)	\$ 99,950	\$ (88,069)	\$ 56,220

HOUSING AGENCY FUND
FY 20-21 & FY 21-22 Biennial Budget

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	\$ (7,522)	\$ (228,716)	\$ (228,716)	\$ 22,976	\$ 11,620
REVENUES					
Interest Income	\$ 163,156	\$ -	\$ -	\$ -	\$ -
Other Revenue	389,470	500,000	49,150	-	-
Excess Cash Distribution	-	32,000	-	-	-
Transfers in - Measure S	708,516	-	-	-	-
Transfers in - Other Special Revenue Fund	377,211	-	350,000	-	-
Total Revenues	\$ 1,638,353	\$ 532,000	\$ 399,150	\$ -	\$ -
EXPENSES					
Contracted Services	\$ -	\$ 500,000	\$ 49,500	\$ -	\$ -
Legal	52,498	10,000	10,000	10,000	10,000
Utility Services	1,000	-	-	-	-
Loss on Disposal of Assets	870	-	-	-	-
Operational Expense	13,138	-	-	-	-
Government Fees	889	-	109	120	120
Bad Debt Expense	1,790,000	-	-	-	-
Overhead Allocation	1,152	1,152	1,152	1,236	1,236
Land, Building, Vehicles and Equipment	-	90,847	86,697	-	-
Total Expenses	\$ 1,859,547	\$ 601,999	\$ 147,458	\$ 11,356	\$ 11,356
Ending Working Capital	\$ (228,716)	\$ (298,715)	\$ 22,976	\$ 11,620	\$ 264
Change in Working Capital	\$ (221,194)	\$ (69,999)	\$ 251,692	\$ (11,356)	\$ (11,356)

City of Healdsburg

SUCCESSOR AGENCY FUNDS

SUCCESSOR AGENCY FUNDS

On June 29, 2011, the Governor signed ABx1 26 (the Redevelopment Agency Dissolution Bill) into law. As a result, effective February 1, 2012, all redevelopment agencies (RDAs) were dissolved, and the successor agencies, as defined by law, were required to be appointed to oversee the distribution of tax proceeds that would have been paid to the RDAs. As provided for under the new law, each former redevelopment agency is to be governed by a “Successor Agency” and an “Oversight Board”.

The City of Healdsburg has elected to become successor to the Redevelopment Agency. The primary role of the Successor Agency is to dispose of the former RDA’s assets or properties expeditiously and in a manner aimed at maximizing values, pay all debts and fulfill all obligations of the former RDA, and to wind down redevelopment affairs. To accomplish its responsibilities, the Successor Agency will manage redevelopment projects currently underway, make payments identified on the Recognized Obligation Payments Schedule (ROPS) and dispose of redevelopment assets and properties as directed by the Oversight Board.

The Successor Agency is responsible for drafting and submission for approval an annual reconciliation report, and a Recognized Obligation Payments Schedule (ROPS) every two years.

**POST RDA SUCCESSOR AGENCY FUND
FY 20-21 & FY 21-22 Biennial Budget**

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 2,996,906	\$ 4,230,089	\$ 4,230,089	\$ 4,076,838	\$ 2,311,489
<u>REVENUES</u>					
Property Tax	\$ 3,597,444	\$ 3,904,064	\$ 3,363,130	\$ 889,620	\$ 1,158,714
Interest Income	134,981	-	98,116	8,481	7,925
Other Revenues	-	-	337,276	230,696	230,696
Sale of Land	1,186,925	-	-	-	-
Total Revenues	\$ 4,919,350	\$ 3,904,064	\$ 3,798,522	\$ 1,128,797	\$ 1,397,335
<u>EXPENSES</u>					
Bond Costs	\$ 20,696	\$ -	\$ -	\$ -	\$ -
Contracted Services	242,944	245,000	250,000	250,000	250,000
Bank Fees	10,635	-	8,750	8,750	8,750
Bad Debt Expense	11,892	-	11,892	-	-
Transfers out - Post RDA Debt Retirement Fund	3,400,000	3,681,131	3,681,131	2,635,396	3,449,448
Total Expenses	\$ 3,686,167	\$ 3,926,131	\$ 3,951,773	\$ 2,894,146	\$ 3,708,198
Ending Working Capital	\$ 4,230,089	\$ 4,208,022	\$ 4,076,838	\$ 2,311,489	\$ 626
Change in Working Capital	\$ 1,233,183	\$ (22,067)	\$ (153,251)	\$ (1,765,349)	\$ (2,310,863)

**POST RDA DEBT RETIREMENT FUND
FY 20-21 & FY 21-22 Biennial Budget**

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 939,307	\$ 1,032,483	\$ 1,032,483	\$ 1,171,127	\$ 219,213
REVENUES					
Interest Income	\$ 24,016	\$ -	\$ 19,304	\$ 14,478	\$ 10,859
Lease Revenue	129,285	119,340	119,340	119,340	119,340
Transfers in - Post RDA Successor Agency Fund	3,400,000	3,681,131	3,681,131	2,635,396	3,449,448
Total Revenues	\$ 3,553,301	\$ 3,800,471	\$ 3,819,775	\$ 2,769,214	\$ 3,579,647
EXPENSES					
Principal	\$ 1,900,200	\$ 2,006,300	\$ 2,006,300	\$ 2,120,900	\$ 2,222,800
Interest	1,559,925	1,674,831	1,674,831	1,600,228	1,518,531
Total Expenses	\$ 3,460,125	\$ 3,681,131	\$ 3,681,131	\$ 3,721,128	\$ 3,741,331
Ending Working Capital	\$ 1,032,483	\$ 1,151,823	\$ 1,171,127	\$ 219,213	\$ 57,529
Change in Working Capital	\$ 93,176	\$ 119,340	\$ 138,644	\$ (951,914)	\$ (161,684)

City of Healdsburg

INTERNAL SERVICE FUNDS

INTERNAL SERVICE FUNDS

Internal service funds predominantly provide services to other City departments. They operate as cost-reimbursement mechanisms and as such are expected to recover the full cost of providing a given service over time.

Schedules for the Insurance and Benefits Internal Service Fund, Vehicle Services Internal Service Fund, Information Services Internal Service Fund and Building Maintenance Internal Service Fund outline the operating plan of the internal service funds, including anticipated income, expenses and net change in working capital.

Internal service funds receive their revenue from the other departments based on the service provided to the other department. The revenue for the internal service fund is in Charges for Services. The internal service funds also owe the other funds for expenses incurred on the fund's behalf, such as payroll processing costs, these expenses are shown in Overhead Allocation.

INSURANCE AND BENEFITS FUND

The Insurance and Benefits Fund provides for centralized administration of the City's various types of insurance for all the departments within the City, including liability, health insurance and workers' compensation insurance.

The City is a member of Redwood Empire Municipal Insurance Fund (REMIF), which is a self-insured joint powers authority (governmental entity) established in 1976 to handle the insurance claims, benefit programs, and risk management needs of fifteen (15) member cities. By participating in REMIF, the City is able to provide quality, cost-effective benefits to eligible recipients.

**INSURANCE AND BENEFITS FUND
FY 20-21 & FY 21-22 Biennial Budget**

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 291,594	\$ 291,594	\$ 291,594	\$ 274,970	\$ 276,828
<u>REVENUES</u>					
Charges for Services	\$ -	\$ 577,000	\$ 586,291	\$ 947,802	\$ 1,186,008
Total Revenues	\$ -	\$ 577,000	\$ 586,291	\$ 947,802	\$ 1,186,008
<u>EXPENSES</u>					
Insurance	\$ -	\$ 577,000	\$ 602,915	\$ 945,944	\$ 1,184,149
Total Expense	\$ -	\$ 577,000	\$ 602,915	\$ 945,944	\$ 1,184,149
Ending Working Capital	\$ 291,594	\$ 291,594	\$ 274,970	\$ 276,828	\$ 278,687
Change in Working Capital	\$ -	\$ -	\$ (16,624)	\$ 1,858	\$ 1,859

VEHICLE SERVICES FUND

This is a City established fund to provide an ongoing funding source for scheduled replacement and ongoing maintenance of the City vehicles and equipment. It is funded from billings to other government wide funds based on their usage of vehicles and a set vehicle replacement schedule.

MAJOR DIVISIONAL TASKS COMPLETED FY 2018-19 and 2019-20

- Purchased an Altec bucket truck; three Interceptor Police vehicles; a Responder Police truck; a Freightliner truck with Ditchwitch attachment; two Escape Hybrid SUV's; six GMC Canyon pickups for various departments; a GMC Colorado pickup; a telehandler; a Gapvax sewer truck; two Ford Explorer SUVs; and a Parks service truck.
- Sold twenty-one pieces of equipment and/or vehicles at surplus for a total of \$150,000 in revenue to the vehicle fund.
- Completed over 500 vehicle repairs and/or maintenance tickets
- Hired a Fleet Mechanic

MAJOR DIVISIONAL GOALS FOR FY 2020-21 and 2021-22

- ◆ Develop City-wide vehicle use policy with replacement schedule
- ◆ Install a charging station at the City Corporation Yard
- ◆ Research fleet information management software
- ◆ Research grants available for the purchase of green vehicles
- ◆ Execute purchases and surplus vehicles as warranted per approved budget plan

VEHICLE SERVICES FUND
FY 20-21 & FY 21-22 Biennial Budget

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 2,140,053	\$ 1,633,851	\$ 1,633,851	\$ 890,913	\$ 916,223
REVENUES					
Charges for Services	\$ 1,083,705	\$ 1,213,532	\$ 1,093,078	\$ 1,299,589	\$ 1,418,685
Miscellaneous Revenues	177	-	1,520	-	-
Interest income	67,078	10,000	22,800	16,520	12,390
Sales of Surplus Property	123,027	-	28,070	-	-
Transfers in - Public Safety Fund	28,470	-	-	-	-
Transfers in - Measure V	-	171,000	171,000	130,000	-
Transfers in - Community Services Fund	12,883	-	-	-	-
Transfers in - Information Services Fund	11,437	-	-	-	-
Transfers in - Building Maintenance Fund	-	-	4,810	-	-
Transfers in - Electric Fund	48,966	-	-	130,000	-
Total Revenues	\$ 1,375,743	\$ 1,394,532	\$ 1,321,278	\$ 1,576,109	\$ 1,431,075
EXPENSES					
Wages	\$ 179,515	\$ 262,254	\$ 203,764	\$ 266,337	\$ 266,337
Overtime & Standby Pay	62	-	-	-	-
Fringe Benefits	138,758	134,742	156,973	147,006	158,637
Contracted Services	117,254	86,477	84,424	84,186	86,365
Government Fees	-	2,623	2,623	2,700	2,700
Utility Services	9,020	10,650	9,500	10,000	10,000
Personal Protective Equipment	2,090	2,487	3,000	3,000	3,000
Telecommunication & Data Services	1,401	1,548	1,430	1,473	1,517
Land, Building, Vehicles and Equipment	960,389	1,122,653	1,148,378	633,000	384,000
Supplies	330,189	161,430	311,148	244,987	252,324
Tool Allowance	475	950	950	-	-
Meeting, Travel, & Training	4,554	4,000	4,000	4,000	4,000
Repairs & Maintenance	322	-	-	-	-
License, Dues & Memberships	275	-	-	-	-
Overhead Allocation	124,330	124,244	124,244	133,260	133,260
Transfers out - Debt Service Fund	13,311	13,782	13,782	20,850	21,527
Total Expense	\$ 1,881,945	\$ 1,927,840	\$ 2,064,216	\$ 1,550,799	\$ 1,323,667
Ending Working Capital	\$ 1,633,851	\$ 1,100,544	\$ 890,913	\$ 916,223	\$ 1,023,631
Change in Working Capital	\$ (506,202)	\$ (533,308)	\$ (742,938)	\$ 25,310	\$ 107,408

INFORMATION SERVICES FUND

The information technology (IT) division is responsible for ensuring that all city technology, internet and phone connections, software, audio video systems, and geographic information system (GIS) data can be utilized affectively by City staff and where applicable by the general public. Additionally, the IT division is responsible for technology policy guidance, city wide technology project and infrastructure management, securing the City's technology systems and data, ensuring connectivity between City facilities, data backup and disaster recovery, and 24/7/365 end user helpdesk and support.

Critical IT Division Functions

- IT Functional, Vendor, and Project Management
- Network and Communications Systems
- Server and Storage Systems
- Application Management (Server)
- Application Management (Client)
- Device Management and Inventory (Client)
- GIS Data Management and Support
- End User Support and Training

MAJOR DIVISIONAL TASKS COMPLETED FY 2018-19 and 2019-20

- Enhanced the City's Web Mapping capability, including:
 - Field worker based data collection directly into the GIS system
 - Dashboards and Storyboards
 - Improved data editing processes
 - New aerial photos
 - Increased security of cloud GIS systems
 - Added redundant on-site GIS server
- Upgraded GIS mapping integration with the City's cloud based Sewer Inspection software – allowing sewer inspectors to select sewer assets via the GIS map and have the assets automatically populated into the inspection software
- Produced high resolution aerial photos of the City
- Implemented separate GIS SQL server
- Continued cleanup, upgrades and enhancements to City GIS Databases
- Implemented VoIP phone System for Community Service facilities (approximately 20 phones)
- Implemented remote (off site) VoIP capability within VoIP system
- Optimized expenses for phone and internet connections
 - Negotiated upgraded City Hall internet connection from 200Mb to 1000Mb without price increase
 - Negotiated upgraded Police Department internet connection from 200Mb to 1000Mb without price increase
- Optimized expenses for copiers
- Implemented Office 2016 across all City computers
- Implemented new network monitoring and security tools

INFORMATION SERVICES FUND

MAJOR DIVISIONAL TASKS COMPLETED FY 2018-19 and 2019-20 (continued)

- ☑ Created continuous improvement monitoring of City's existing Network Environment
- ☑ Created continuous improvement monitoring of City's existing Server and Storage Environment
- ☑ Implemented comprehensive plans for both network and server and storage environments
- ☑ Implemented comprehensive plans for city's network security
- ☑ Implemented Cisco Meraki Network Upgrade at all City facilities
- ☑ Implemented Cisco Meraki Wireless Network Upgrade at City facilities
- ☑ Implemented new more user-friendly, manageable, and secure, staff Virtual Private Network (VPN)
- ☑ Implemented Mobile Device Policies and procedures including
 - Implement Mobile Device Management software
 - Implement FirstNet Cell Service to all City staff saving the City 40% on monthly bill while increasing services
 - Migrate cellphones to iPhone platform
- ☑ Enhanced redundant internet connection and failover between two internet connections at City Hall and one connection at Police Station
- ☑ Enhanced data a Disaster recovery plan with multi-backup multi-site redundancy
 - Implemented new Server, Storage and Backup environment at City Hall
 - Implemented new Server, Storage and Backup environment at Police Station
 - Implemented new Server and Backup failover between City Hall and Police Station
 - Installed 2nd internet connection at Police Station
- ☑ Upgraded 1/5th of staff computers per year using new computer standards and department-based needs assessments
- ☑ Implemented additional network security systems including new Anti-Virus, Anti-Malware, Anti-SPAM, and Anti-Phishing system upgrades
- ☑ Implemented new Virtual Systems and Server monitoring platforms
- ☑ Optimized citywide battery backup management
- ☑ Completed website refresh
- ☑ Reduced dependency on day to day outside vendor support by 98%

MAJOR DIVISIONAL GOALS FOR FY 2020-21 and 2021-22

- ◆ Upgrade network cabling at city facilities
- ◆ Deploy City VoIP system to remaining staff and sites
- ◆ Implement new IT Service Desk, Asset Management, and issue tracking system to enhance automation and employee self-service
- ◆ Implement new Employee Self-Service Portal, employee lifecycle automation, privileged access request and tracking, application auto-provisioning
- ◆ Upgrade HR applicant tracking system to NEOGov
- ◆ Replace Camera System at Corporation Yard
- ◆ Upgrade network cabling at Police Station

INFORMATION SERVICES FUND

MAJOR DIVISIONAL GOALS FOR FY 2020-21 and 2021-22 (continued)

- ◆ Upgrade network cabling at Corporation Yard
- ◆ Upgrade network cabling at Fire Station
- ◆ Redesign site to site network connections to increase speeds and reliability, but maintain costs
- ◆ Review and increase remote access capabilities of the City
- ◆ Deploy Cisco Identity Services Engine for enhanced network security
- ◆ Migrate Office 365 from the consumer cloud to the Government Cloud
- ◆ Move user based storage to Office 365 OneDrive for better access from all devices and locations and reduced on site server resources
- ◆ Review anti-virus platform for replacement
- ◆ Upgrade 1/5th of staff computers per year using new computer standards and department-based needs assessments
- ◆ Implement and integrate InformaCast employee alert and notification system
- ◆ Upgrade Corp Yard conference room technology
- ◆ Assist with City asset management RFP and implementation
- ◆ Upgrade City's wireless point to point connections
- ◆ Consolidate and true-up Microsoft Server Licensing
- ◆ Review and Implement critical cloud backup options for core City and Police data
- ◆ Implement Access Control at Fire Station and Community Center
- ◆ Further integrate network security tools
- ◆ Develop business process automations

INFORMATION SERVICES FUND

IT Statistics 2019-20

Major IT Statistics			
Total City Devices Managed	1,972	GIS Maps Managed	600
Ratio Devices/IT Staff (3)	657 to 1	Unique Weekly Client Devices	2,815
Applications Managed	134	Monitored Security Events per Week	11,192
IT Staff		Applications Managed	
Manager	1	Server Applications	41
Technical Staff	2	Client Applications	65
GIS	1	Cloud Applications	19
		GIS Applications	9
City		Support	
Accounts Managed	191	Solved Tickets Per Year	1,018
Desktops	111	Ratio Devices/IT Staff (3)	657 to 1
Laptops	68		
Printers, Monitors, Accessories	442	Servers Managed	
Phone Systems	2	Virtual Servers	54
Total City Devices Managed	1,972	Physical Servers	3
		Data Storage	35TB
Networks and Network Devices Managed		GIS Data Managed	
Internet Connections	4	Maps Managed	600
Network on Demand Circuits	5	Total Map Layers Managed	417
Network Switches and Routers	40	Addresses Managed	5,497
Wireless Access Points	50	Sewer Mains Monitored (miles)	53
Network Switch Ports	1,316	Water Mains Monitored (miles)	71
Unique Weekly Client Devices	4,496	Migrated/Consolidated Layers	30
Avg Usage Per Client per Week	13.4 GB	Audited Map Layers	26
Daily Passersby Average	4,580	GIS Data point updates (17/18)	4,496

**INFORMATION SERVICES FUND
FY 20-21 & FY 21-22 Biennial Budget**

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 803,725	\$ 5,732	\$ 5,732	\$ 219,470	\$ 133,467
REVENUES					
Charges for Services	\$ 1,962,246	\$ 2,171,357	\$ 2,117,627	\$ 2,171,357	\$ 2,353,355
Other Revenues	7,026	-	445	-	-
Interest Income	29,031	8,000	12,200	8,795	6,596
Total Revenues	\$ 1,998,303	\$ 2,179,357	\$ 2,130,272	\$ 2,180,152	\$ 2,359,951
EXPENSES					
Wages	\$ 281,462	\$ 421,543	\$ 330,641	\$ 421,507	\$ 426,066
Overtime & Standby Pay	48,666	19,500	13,000	57,000	57,000
Fringe Benefits	196,246	202,300	231,965	219,159	238,178
Other Employee Related Expenses	844	-	800	750	750
Pre Employment Expenses	160	-	-	-	-
Personal Protective Equipment	169	-	300	300	300
Contracted Services	934,556	630,223	668,857	855,979	954,166
Rentals & Leases	127,667	116,630	112,425	99,909	99,909
Telecommunication & Data Services	132,487	176,300	137,031	189,815	194,015
Supplies	287,090	297,975	220,919	128,160	139,160
Memberships & Dues	520	1,500	520	1,500	1,500
Meeting, Travel, & Training	8,278	10,000	9,999	20,500	20,500
Land, Building, Vehicles and Equipment	582,223	220,732	6,000	67,500	140,000
Loss on Disposal of Asset	1,520	-	-	-	-
Overhead Allocation	158,773	159,023	159,023	170,563	170,563
Transfers out - Vehicle Service Fund	11,437	-	-	-	-
Transfers out - Debt Service Fund	24,198	25,054	25,054	33,513	34,602
Total Expense	\$ 2,796,297	\$ 2,280,780	\$ 1,916,534	\$ 2,266,155	\$ 2,476,709
Ending Working Capital	\$ 5,732	\$ (95,692)	\$ 219,470	\$ 133,467	\$ 16,709
Change in Working Capital	\$ (797,994)	\$ (101,423)	\$ 213,738	\$ (86,003)	\$ (116,758)

BUILDING MAINTENANCE FUND

The Building Maintenance Fund supports the maintenance projects associated with the City's buildings, parks and other facilities.

MAJOR DEPARTMENTAL TASKS COMPLETED FY 2018-19 and 2019-20

- ☑ Transitioned the responsibility for the Building Maintenance function from Administrative Services Department to Community Services Department
- ☑ Completed landscaping at City Hall
- ☑ Completed maintenance projects at City buildings including replacement of the Police Department generator, Villa Beam repair, and others
- ☑ Developed and implemented COVID-19 protocols for City buildings

MAJOR DEPARTMENTAL GOALS FOR FY 2020-21 and 2021-22

- ◆ Fully integrate City building maintenance function into the Community Services department
- ◆ Respond to maintenance tickets in a timely manner
- ◆ Complete the Multi-Facility project

BUILDING MAINTENANCE FUND
FY 20-21 & FY 21-22 Biennial Budget

	FY 19-20			FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
	FY 18-19 Actual	Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 814,196	\$ 683,790	\$ 683,790	\$ 254,304	\$ 180,135
REVENUES					
Charges for Services	\$ 990,347	\$ 465,014	\$ 630,662	\$ 699,999	\$ 700,001
Interest Income	21,335	5,000	2,445	1,833	1,375
Rental Income	272,108	260,000	253,546	243,449	243,449
Other Revenues	6,998	-	827	-	-
Transfers in - Measure V	28,031	307,019	307,019	-	-
Fees and Charges	-	-	2,017	-	-
Total Revenues	\$ 1,318,819	\$ 1,037,033	\$ 1,196,516	\$ 945,281	\$ 944,825
EXPENSES					
Wages	\$ 151,162	\$ 148,195	\$ 130,109	\$ 192,897	\$ 192,897
Overtime & Standby Pay	1,361	1,000	-	-	-
Fringe Benefits	123,184	111,007	124,761	134,292	144,543
Other Employee Related Expenses	116	-	-	-	-
Contracted Services	240,686	134,194	213,002	206,400	209,400
Insurance	495,969	-	1,860	1,860	1,860
Utility Services	13,803	11,715	10,160	25,321	25,625
Personal Protective Equipment	743	1,278	1,000	1,000	1,000
Property Rents	117,145	103,388	103,388	260,158	253,656
Telecommunication & Data Services	4,005	9,103	4,799	5,007	5,258
Government Fees	10,906	2,221	7,307	7,403	7,544
Land, Building, Vehicles and Equipment	97,465	675,667	841,315	-	-
Supplies	34,986	33,776	25,944	31,000	31,300
Meeting, Travel, & Training	272	1,000	200	1,000	1,000
Repairs and Maintenance	2,713	-	13,465	4,000	5,000
Overhead Allocation	128,179	128,038	128,038	137,330	137,330
Transfers out - General Capital Replacement Fund	15,090	-	-	-	-
Transfers out - Debt Service Fund	11,440	11,844	20,654	11,782	12,164
Total Expense	\$ 1,449,225	\$ 1,372,426	\$ 1,626,002	\$ 1,019,450	\$ 1,028,577
Ending Working Capital	\$ 683,790	\$ 348,397	\$ 254,304	\$ 180,135	\$ 96,383
Change in Working Capital	\$ (130,406)	\$ (335,393)	\$ (429,486)	\$ (74,169)	\$ (83,752)

City of Healdsburg

TRUST FUNDS

TRUST FUNDS

Trust funds are used to account for assets held by the City as trustee or agent for other governmental units, private organizations or individuals. The financial activities of these funds are excluded from the City-wide financial statements, but are presented in separate Fiduciary financial statements. Currently the City has two Trust funds with budgeted accounts, Community Benefit Grant Trust Fund and Plaza Flowers Veterans Trust Funds.

Community Benefit Grant Trust Fund

The City Council established a Community Benefit Grant Program funded with the proceeds from the sale of the former city hall facility. This program was created to provide funding to local non-profit organizations with programs or projects designed to meet and/or enhance community needs.

The Council is interested in projects that benefit a large cross section of residents, offer a sustainable benefit to Healdsburg and support community participation. Of particular interest are programs and projects that have a direct correlation to resident services and enhancement in the areas of recreation, support services and the environment. A total of \$50,000 was available for the 2020 program year. Individual grant awards typically range from \$2,000 to \$10,000.

Plaza Flowers Veterans Trust Fund

A fund used to account for and administer funds for purchasing flowers for the Plaza to honor veterans funded with donations from the Velluntini family. A wreath is placed in the Plaza on Memorial and Veterans holidays, as well as other important dates.

**COMMUNITY BENEFIT GRANT TRUST FUND
FY 20-21 & FY 21-22 Biennial Budget**

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 121,685	\$ 78,827	\$ 78,827	\$ 20,027	\$ -
<u>REVENUES</u>					
Interest Income	\$ 3,654	\$ -	\$ 800	\$ -	\$ -
Total Revenues	\$ 3,654	\$ -	\$ 800	\$ -	\$ -
<u>EXPENDITURES</u>					
Support of Local Organizations	\$ 46,512	\$ 55,000	\$ 59,600	\$ 20,027	\$ -
Total Expenditures	\$ 46,512	\$ 55,000	\$ 59,600	\$ 20,027	\$ -
Ending Fund Balance	\$ 78,827	\$ 23,827	\$ 20,027	\$ -	\$ -
Change in Fund Balance	\$ (42,858)	\$ (55,000)	\$ (58,800)	\$ (20,027)	\$ -

**PLAZA FLOWERS VETERANS TRUST FUND
FY 20-21 & FY 21-22 Biennial Budget**

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 7,536	\$ 7,224	\$ 7,224	\$ 7,116	\$ 6,741
<u>REVENUES</u>					
Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
<u>EXPENDITURES</u>					
Repairs and Maintenance	\$ 312	\$ 375	\$ 108	\$ 375	\$ 375
Total Expenditures	\$ 312	\$ 375	\$ 108	\$ 375	\$ 375
Ending Fund Balance	\$ 7,224	\$ 6,849	\$ 7,116	\$ 6,741	\$ 6,366
Change in Fund Balance	(312)	(375)	(108)	(375)	(375)

City of Healdsburg

DEVELOPMENT IMPACT FEES FUNDS

DEVELOPMENT IMPACT FEES FUNDS

Development impact fees are used only for the construction and the expansion of infrastructure to accommodate growth, not for operating or maintenance costs.

Fire Facilities Development Impact fees are used to fund the replacement cost of the aerial ladder truck. An aerial ladder truck generally has a service life of 25 years, and it is anticipated that the City will need to replace the truck in 2025.

Parking Development Impact fees are used to fund parking improvements and alternative transportation, including bicycle and pedestrian, improvements designed to reduce parking requirements for which the fees are charged.

Streets Development Impact fees are used to fund the design and construction of streets, bridges and traffic signal infrastructure improvements required to mitigate the impact of new development.

Water Development Impact fees are used to fund the design and construction of water supply, water treatment and distribution system infrastructure improvements required to mitigate the impact of new development.

Wastewater Development Impact fees are used to fund the design and construction of wastewater treatment and collection infrastructure improvements required to mitigate the impact of new development.

Drainage Development Impact fees are used to fund the design and construction of drainage infrastructure improvements required to mitigate the impact of new development.

Electric Development Impact fees are used to fund the design and construction of electric infrastructure improvements required to mitigate the impact of new development.

Park Development Impact fees are used to fund the design and construction of park and park improvements required to mitigate the impact of new development.

**FIRE FACILITIES DEVELOPMENT IMPACT FEES FUND
FY 20-21 & FY 21-22 Biennial Budget**

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 210,075	\$ 240,491	\$ 240,491	\$ 248,755	\$ 248,755
REVENUES					
Development Fees	\$ 22,536	\$ -	\$ 4,784	\$ -	\$ -
Interest Income	7,880	6,200	3,480	-	-
Total Revenues	\$ 30,416	\$ 6,200	\$ 8,264	\$ -	\$ -
EXPENDITURES					
Operational Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 240,491	\$ 246,691	\$ 248,755	\$ 248,755	\$ 248,755
Change in Fund Balance	\$ 30,416	\$ 6,200	\$ 8,264	\$ -	\$ -

PARKING DEVELOPMENT IMPACT FEES FUND
FY 20-21 & FY 21-22 Biennial Budget

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ -	\$ 74,805	\$ 74,805	\$ 75,481	\$ 75,481
REVENUES					
Development Fees	\$ 74,805	\$ -	\$ -	\$ -	\$ -
Interest Income	-	-	676	-	-
Total Revenues	\$ 74,805	\$ -	\$ 676	\$ -	\$ -
EXPENDITURES					
Operational Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 74,805	\$ 74,805	\$ 75,481	\$ 75,481	\$ 75,481
Change in Fund Balance	\$ 74,805	\$ -	\$ 676	\$ -	\$ -

STREETS DEVELOPMENT IMPACT FEES FUND
FY 20-21 & FY 21-22 Biennial Budget

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 3,977	\$ 171,529	\$ 171,529	\$ 176,215	\$ 176,215
REVENUES					
Development Fees	\$ 163,977	\$ -	\$ 21,486	\$ -	\$ -
Interest Income	3,575	-	3,200	-	-
Total Revenues	<u>\$ 167,552</u>	<u>\$ -</u>	<u>\$ 24,686</u>	<u>\$ -</u>	<u>\$ -</u>
EXPENDITURES					
Operational Expense	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ -
Total Expenditures	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ -</u>	<u>\$ -</u>
Ending Fund Balance	<u>\$ 171,529</u>	<u>\$ 151,529</u>	<u>\$ 176,215</u>	<u>\$ 176,215</u>	<u>\$ 176,215</u>
Change in Fund Balance	\$ 167,552	\$ (20,000)	\$ 4,686	\$ -	\$ -

WATER DEVELOPMENT IMPACT FEES FUND
FY 20-21 & FY 21-22 Biennial Budget

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 891,283	\$ 1,428,376	\$ 1,428,376	\$ 1,520,432	\$ 1,490,432
<u>REVENUES</u>					
Development Fees	\$ 550,539	\$ -	\$ 71,481	\$ -	\$ -
Interest Income	41,721	-	21,158	-	-
Total Revenues	\$ 592,260	\$ -	\$ 92,639	\$ -	\$ -
<u>EXPENDITURES</u>					
Operational Expense	\$ -	\$ -	\$ -	\$ 30,000	\$ -
Transfers out - Water Capital Replacement Fund	55,167	-	583	-	-
Total Expenditures	\$ 55,167	\$ -	\$ 583	\$ 30,000	\$ -
Ending Fund Balance	\$ 1,428,376	\$ 1,428,376	\$ 1,520,432	\$ 1,490,432	\$ 1,490,432
Change in Fund Balance	\$ 537,093	\$ -	\$ 92,056	\$ (30,000)	\$ -

**WASTEWATER DEVELOPMENT IMPACT FEES FUND
FY 18-19 & FY 19-20 Biennial Budget**

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 3,178,344	\$ 3,135,341	\$ 3,135,341	\$ 3,237,094	\$ 2,907,094
REVENUES					
Development Fees	\$ 865,310	\$ -	\$ 105,792	\$ -	\$ -
Interest Income	122,391	-	45,961	-	-
Total Revenues	\$ 987,701	\$ -	\$ 151,753	\$ -	\$ -
EXPENDITURES					
Transfers out - Wastewater Fund	\$ 1,030,704	\$ -	\$ 50,000	\$ 300,000	\$ 300,000
Operational Expense	-	-	-	30,000	-
Total Expenditures	\$ 1,030,704	\$ -	\$ 50,000	\$ 330,000	\$ 300,000
Ending Fund Balance	\$ 3,135,341	\$ 3,135,341	\$ 3,237,094	\$ 2,907,094	\$ 2,607,094
Change in Fund Balance	\$ (43,003)	\$ -	\$ 101,753	\$ (330,000)	\$ (300,000)

DRAINAGE DEVELOPMENT IMPACT FEES FUND
FY 20-21 & FY 21-22 Biennial Budget

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 2,853,064	\$ 2,523,545	\$ 2,523,545	\$ 1,807,110	\$ 1,807,110
REVENUES					
Development Fees	\$ 39,066	\$ -	\$ 43,392	\$ -	\$ -
Interest Income	97,303	-	31,000	-	-
Total Revenues	\$ 136,369	\$ -	\$ 74,392	\$ -	\$ -
EXPENDITURES					
Operational Expense	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ -
Transfers out - Drainage Fund	349,318	-	-	-	-
Transfers out - Streets Capital Project Fund	116,570	-	770,827	-	-
Total Expenditures	\$ 465,888	\$ 20,000	\$ 790,827	\$ -	\$ -
Ending Fund Balance	\$ 2,523,545	\$ 2,503,545	\$ 1,807,110	\$ 1,807,110	\$ 1,807,110
Change in Fund Balance	\$ (329,519)	\$ (20,000)	\$ (716,435)	\$ -	\$ -

ELECTRIC DEVELOPMENT IMPACT FEES FUND
FY 20-21 & FY 21-22 Biennial Budget

	FY 18-19 Actual	FY 19-20		FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 988,334	\$ 935,943	\$ 935,943	\$ 725,427	\$ 5,427
<u>REVENUES</u>					
Development Fees	\$ 24,083	\$ -	\$ 8,493	\$ -	\$ -
Interest Income	34,431	-	13,735	-	-
Total Revenues	\$ 58,514	\$ -	\$ 22,228	\$ -	\$ -
<u>EXPENDITURES</u>					
Transfers out - Electric Capital Replacement Fund	\$ 54,886	\$ -	\$ 232,744	\$ 720,000	\$ -
Refund of Fees	56,019	-	-	-	-
Total Expenditures	\$ 110,905	\$ -	\$ 232,744	\$ 720,000	\$ -
Ending Fund Balance	\$ 935,943	\$ 935,943	\$ 725,427	\$ 5,427	\$ 5,427
Change in Fund Balance	\$ (52,391)	\$ -	\$ (210,516)	\$ (720,000)	\$ -

PARK DEVELOPMENT IMPACT FEES FUND
FY 20-21 & FY 21-22 Biennial Budget

	<u>FY 19-20</u>			<u>FY 20-21 Adopted Budget</u>	<u>FY 21-22 Adopted Budget</u>
	<u>FY 18-19 Actual</u>	<u>Amended Budget</u>	<u>Estimated Year End</u>		
Beginning Fund Balance	\$ 452,353	\$ 522,693	\$ 522,693	\$ 526,167	\$ 526,167
<u>REVENUES</u>					
Development Fees	\$ 53,223	\$ -	\$ 14,085	\$ -	\$ -
Development Royalties	227	-	189	-	-
Interest Income	16,890	-	9,200	-	-
Total Revenues	<u>\$ 70,340</u>	<u>\$ -</u>	<u>\$ 23,474</u>	<u>\$ -</u>	<u>\$ -</u>
<u>EXPENDITURES</u>					
Operational Expense	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ -
Transfers out - Community Services Capital Projects Fund	-	-	-	-	520,000
Total Expenditures	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ -</u>	<u>\$ 520,000</u>
Ending Fund Balance	<u>\$ 522,693</u>	<u>\$ 502,693</u>	<u>\$ 526,167</u>	<u>\$ 526,167</u>	<u>\$ 6,167</u>
Change in Fund Balance	\$ 70,340	\$ (20,000)	\$ 3,474	\$ -	\$ (520,000)

City of Healdsburg

CAPITAL IMPROVEMENT PROGRAM

CAPITAL IMPROVEMENT PROGRAM

It is essential for the long-term health of our city that infrastructure needs are addressed, as they substantially affect the livability, economic vitality and quality of services in the community. As previous investments are now reaching the end of their useful lives, there is a growing need to replace, expand, and modernize facilities. Building on the efforts of the last several years and guided by the adopted Council goals, the Capital Improvement Program (CIP) continues targeted investments to maintain, rehabilitate, and rejuvenate a wide array of public infrastructure to improve system reliability and resiliency, enhance recreational experiences, advance public safety and ensure that the City's facilities are in good order for generations to come.

The CIP budget is funded by a variety of sources, including Gas Tax, Federal and State Grant Funds, Development Impact Fees, and Enterprise Funds.

2020-25 FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM SUMMARY

Projects by Project Type

PROJECT	2020-21	2021-22	2022-23	2023-24	2024-25	Total
Citywide Projects						
Airport Runway Pavement Rehabilitation						
Airport Taxi and Apron Pavement Rehabilitation						
CMMS Software for Linear Assets						
AP1504	\$ -	\$ -	\$ -	\$ 230,000	\$ 1,500,000	\$ 1,730,000
AP1503	75,000	720,000	-	-	-	795,000
PWS940	249,999	-	-	-	-	249,999
Subtotal	\$ 324,999	\$ 720,000	\$ -	\$ 230,000	\$ 1,500,000	\$ 2,774,999
Community Services Projects						
Badger Park Redevelopment						
Fitch Mountain Park and Open Space Preserve						
Mill District Connectivity Project						
Montage Healdsburg Park Development						
Pavilion at 3 North Street						
CS1014	-	250,000	1,923,630	-	-	2,173,630
CS1011	150,000	770,000	-	-	-	920,000
CS1021	75,000	1,325,000	-	-	-	1,400,000
CS1017	-	250,000	2,450,500	-	-	2,700,500
CW1019	500,000	6,500,000	-	-	-	7,000,000
Subtotal	\$ 725,000	\$ 9,095,000	\$ 4,374,130	\$ -	\$ -	\$ 14,194,130
Electric Projects						
Badger Substation 60kV and 12kV Bus Reconstruction						
Badger Substation Bank Replacement						
Guantlett Tower Replacement						
Healdsburg and Mill Underground Utility District						
Install Backtie for South Healdsburg						
Mill District Development						
Montage Healdsburg Development						
Public Electric Vehicle Charging Stations						
Reconductor Grove Street North of Dry Creek						
Replace #6 Copper and Wildfire Mitigation						
EL1008	3,000,000	-	-	-	-	3,000,000
EL1015	-	-	50,000	200,000	8,000,000	8,250,000
EL1016	175,000	-	-	-	-	175,000
EL1010	560,000	-	-	-	-	560,000
EL1013	-	40,000	250,000	-	-	290,000
ELR292	480,000	360,000	-	-	-	840,000
ELR185	480,000	360,000	-	-	-	840,000
EL1011	240,000	180,000	-	-	-	420,000
EL1014	-	135,000	-	-	-	135,000
EL1012	40,000	-	-	-	-	40,000
Subtotal	\$ 4,975,000	\$ 1,075,000	\$ 300,000	\$ 200,000	\$ 8,000,000	\$ 14,550,000
Wastewater Projects						
Corporation Yard Force Main - Westside Rd Gravity Sewer						
- Hendricks Lift Station						
Corporation Yard Vactor Station and Pump Station						
Healdsburg Avenue Sewer Replacement						
Heron Lift Station Relocation						
Orchard Lift Station Reconstruction						
Recycled Water System Expansion						
Reroof Pump Shop						
Trash Capture Implementation Phase 1						
Water Reclamation Facility Membranes and Accessories						
Water Reclamation Facility Dewatered Biosolids Modifications						
PWS931	-	-	50,160	334,400	-	384,560
PWS932	-	187,500	1,250,000	-	-	1,437,500
PWS924	1,000,000	-	-	-	-	1,000,000
PWS930	-	130,000	850,000	-	-	980,000
PWS929	350,000	-	-	-	-	350,000
PWS936	1,900,000	-	-	250,000	250,000	2,400,000
PWS934	40,000	-	-	-	-	40,000
PWD112	-	100,000	4,000	4,000	4,000	112,000
PWS938	190,962	196,690	-	-	-	387,652
PWS941	-	200,000	-	-	-	200,000
Subtotal	\$ 3,480,962	\$ 814,190	\$ 2,154,160	\$ 588,400	\$ 254,000	\$ 7,291,712

2020-25 FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM SUMMARY

Projects by Project Type

PROJECT	2020-21	2021-22	2022-23	2023-24	2024-25	Total
Street Projects						
CDBG - Curb Ramp Improvements	\$ 284,000	\$ -	\$ -	\$ -	\$ -	\$ 284,000
Citywide Bike and Pedestrian Improvements	25,000	-	-	-	-	25,000
Foss Creek Pathway Phase 7 and 8	2,423,466	-	-	-	-	2,423,466
Healdsburg Avenue Improvement Study	-	600,000	-	-	-	600,000
Healdsburg Avenue at Memorial Beach Crosswalk	50,000	-	-	-	-	50,000
North Fitch Mountain Road Slide Repair	-	-	625,000	-	-	625,000
Pavement Preventive Maintenance	750,039	236,104	236,104	236,104	236,104	1,694,455
Sidewalk Repair and Gap Closure	100,000	-	-	-	-	100,000
Subtotal	\$ 3,632,505	\$ 836,104	\$ 861,104	\$ 236,104	\$ 236,104	\$ 5,801,921
Water Projects						
Abandonment and Sale of Old Dry Creek Well Field	-	-	60,000	-	-	60,000
Brown Street Sewer and Water Replacement	-	176,400	1,764,000	-	-	1,940,400
College Street Sewer and Water Main Replacement	2,057,175	-	-	-	-	2,057,175
Dry Creek Water Treatment Plant Clear Well Leak Repair	52,000	352,000	-	-	-	404,000
Filtration for Fitch Well Field	-	-	-	-	500,000	500,000
Fitch Water Treatment Building Modernization	-	-	260,625	-	-	260,625
Gauntlett WTP Membranes Replacement	-	-	-	-	450,000	450,000
Gauntlett/Iverson Roof Repair and Replacement	982,000	-	-	-	-	982,000
McDonough Water Transmission Main Replacement	-	150,000	1,500,000	-	-	1,650,000
Reed Court and Bianca Lane Sewer and Water Replacement	-	-	-	193,750	1,743,750	1,937,500
Replacement Chlorine Generators at Dry Creek and WTP	50,000	-	50,000	-	-	100,000
Scenic Lane Water Main Replacement	324,765	-	-	-	-	324,765
University Street Sewer and Water Replacement	-	-	196,000	1,764,000	-	1,960,000
UV Treatment of Cryptosporidium at Dry Creek	20,000	154,500	-	-	-	174,500
UV Treatment of Cryptosporidium at Fitch	150,000	-	-	-	-	150,000
Well Rehabilitation Program	87,418	90,041	92,742	95,524	98,390	464,115
Subtotal	\$ 3,723,358	\$ 922,941	\$ 3,923,367	\$ 2,053,274	\$ 2,792,140	\$ 13,415,080
Total	\$ 16,861,824	\$ 13,463,235	\$ 11,612,761	\$ 3,307,778	\$ 12,782,244	\$ 58,027,842

**City of Healdsburg
Five Year Capital Improvement Program
Project Detail**

Project Name:
Airport Taxi and Apron Pavement Rehabilitation

Project Number: AP1503

Project Description:
This project will rehabilitate the taxiway and apron pavements to extend their service life. Design is likely to be done in FY 2020-21 and construction scheduled for FY 2021-22.



Department: Public Works

General Plan Consistency:

Goal T-F Continued maintenance of the Healdsburg Municipal Airport.
Policy T-F-3 The policies and capital improvement projects contained in the Airport Master Plan shall be pursued as funding allows.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail	Budget	Est. Expend FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Projected Five Year Total
	FY 2019-20		2020-21	2021-22	2022-23	2023-24	2024-25	
Project Costs:	\$ -	\$ -	\$ 75,000	\$ 720,000	\$ -	\$ -	\$ -	\$ 795,000
Funding Sources:								
Fund 570 Airport Fund	\$ -	\$ -	\$ 7,500	\$ 72,000	\$ -	\$ -	\$ -	\$ 79,500
Fund 570 Airport Fund (FAA Grant)	\$ -	\$ -	\$ 67,500	\$ 648,000	\$ -	\$ -	\$ -	\$ 715,500
Total	\$ -	\$ -	\$ 75,000	\$ 720,000	\$ -	\$ -	\$ -	\$ 795,000

Project Name:
 CMMS Software for Linear Assets

Project Number: PWS940

Project Description:

The linear assets need a management system to document maintenance activities and to generate work order. Such a CMMS system can be used by multiple City departments including water, wastewater, electric, parks, and facilities.

Department: Utility

General Plan Consistency:

Goal PS-A An adequate level of service in the City's water system to meet the needs of existing and projected development.
 Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)



Capital Improvement Program Detail	Budget FY 2019-20	Est. Expend FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ 249,999	\$ -	\$ -	\$ -	\$ -	\$ 249,999
Funding Sources:								
Fund 520 Water Fund	\$ -	\$ -	\$ 83,333	\$ -	\$ -	\$ -	\$ -	\$ 83,333
Fund 530 Wastewater Fund	\$ -	\$ -	\$ 83,333	\$ -	\$ -	\$ -	\$ -	\$ 83,333
Fund 540 Electric Fund	\$ -	\$ -	\$ 83,333	\$ -	\$ -	\$ -	\$ -	\$ 83,333
Total	\$ -	\$ -	\$ 249,999	\$ -	\$ -	\$ -	\$ -	\$ 249,999

**City of Healdsburg
Five Year Capital Improvement Program
Project Detail**

Project Name:
Mill District Connectivity Project

Project Number: CS1021

Project Description:
Enhances connectivity at Front Street through Railroad Park and to the east on Healdsburg Avenue.

Mill District Connectivity Plan



Department: Community Services

General Plan Consistency:

Guiding Principal 6.B. Maximize opportunities for active and passive recreation.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (X)

Capital Improvement Program Detail	Budget	Est. Expend	2020-21					2021-22					2022-23					2023-24					2024-25					Projected Five
	FY 2019-20	FY 2019-20																						Year Total				
Project Costs:	\$ -	\$ -	\$ 75,000	\$ 1,325,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,400,000				
Funding Sources:																												
Mill District Connectivity Fee	\$ -	\$ -	\$ 75,000	\$ 1,325,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,400,000				
Total	\$ -	\$ -	\$ 75,000	\$ 1,325,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,400,000				

**City of Healdsburg
Five Year Capital Improvement Program
Project Detail**

Project Name:

Pavilion at 3 North Street

Project Number: CW1019

Project Description:

Design review, CEQA, construction plans, and construction of redevelopment of the former Purity building. Site has been identified for home of the Farmers Market, community event facility, and parking facilities. Funding through the Foley Family Foundation.



CSERRA VUE ARCHITECTS
PROJECT

Department: Community Services

General Plan Consistency:

Guiding Principal 1.F. Protect and enhance the downtown and its plaza.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail		2020-21	2021-22	2022-23	2023-24	2024-25	Projected Five Year Total
Project Costs:	Budget FY 2019-20	\$ 500,000	\$ 6,500,000	\$ -	\$ -	\$ -	\$ 7,000,000
	Est. Expend FY 2019-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Sources:							
Donation		\$ 500,000	\$ 6,500,000	\$ -	\$ -	\$ -	\$ 7,000,000
Total		\$ 500,000	\$ 6,500,000	\$ -	\$ -	\$ -	\$ 7,000,000

**City of Healdsburg
Five Year Capital Improvement Program
Project Detail**

Project Name:

Badger Substation 60kV and 12kV Bus Reconstruction

Project Number: EL1008

Project Description:

As exists, Badger Substation's 60kV bussing is a single permanent feed with a temporary second feed. To finalize construction of the second feed, requires the installation of one steel dead-end structure capable of 60kV metering. The second 60kV feed minimizes the need for Citywide outages due to maintenance. Additionally, the 12kV breakers are 40 years old and beyond their useful life. Replacing these breakers requires the reconstruction of the 12kV bus to meet current industry standards. This project will also correct liquefaction concerns.

Department: Utility

General Plan Consistency:

Goal PS-C. An adequate level of service in the City's electrical system that meets the needs of the existing and projected development. Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate electrical service to existing and planned development.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)



Capital Improvement Program Detail	Budget	Est. Expend	2020-21					2021-22					2022-23					2023-24					2024-25					Projected Five
	FY 2019-20	FY 2019-20	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	Year Total					
Project Costs:	\$ 370,000	\$ 60,000	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 3,000,000					
Funding Sources:																												
Fund 540 Electric Fund	\$ -	\$ -	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 2,280,000					
Fund 940 Electric Capacity Fee	\$ 370,000	\$ 60,000	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 720,000					
Total	\$ 370,000	\$ 60,000	\$	\$ 3,000,000																								

**City of Healdsburg
Five Year Capital Improvement Program
Project Detail**

Project Name:
Badger Substation Bank Replacement

Project Number: EL1015

Project Description:

The existing power transformers of Badger Substation were manufactured and installed in the late 1970's. Expected life for this style of transformer is 50 years. The end of life for these transformers now falls within the current 5-year CIP window. Engineering and advanced material purchases will be required well ahead of the actual replacement date.



Department: Utility

General Plan Consistency:

Goal PS-C. An adequate level of service in the City's electrical system that meets the needs of the existing and projected development. Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate electrical service to existing and planned development.

Appropriations beyond the 5 year program period are needed to complete the project: Yes (x) No ()

Capital Improvement Program Detail	Budget	Est. Expend						Projected Five
	FY 2019-20	FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Year Total
Project Costs:	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 200,000	\$ 8,000,000	\$ 8,250,000
Funding Sources:								
Fund 540 Electric Fund	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 200,000	\$ 8,000,000	\$ 8,250,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 200,000	\$ 8,000,000	\$ 8,250,000

**City of Healdsburg
Five Year Capital Improvement Program
Project Detail**

Project Name:

Gauntlett Tower Replacement

Project Number: EL1016

Project Description:

Near the Gauntlett water reservoir is a communication tower used by all City departments but specifically, Police, Fire, and the Utility Department. This tower is at the end of it's life and needs to be replaced. This project will design and construct a replacement tower such that communications for the City's public safety and public health will remain reliable.



Department: Utility

General Plan Consistency:

Goal PS-C. An adequate level of service in the City's electrical system that meets the needs of the existing and projected development.
Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate electrical service to existing and planned development.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail	Budget FY 2019-20	Est. Expend FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000
Funding Sources:								
Fund 105 Measure V	\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000
Total	\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000

**City of Healdsburg
Five Year Capital Improvement Program
Project Detail**

Project Name:
Healdsburg and Mill Underground Utility District

Project Number: EL1010

Project Description:
This project will relocate all overhead utilities into underground substructures in conjunction with the 5-way. The project runs the length of Mills street from HWY 101 to Center Street and Healdsburg Ave from the 5-way to Exchange Ave. This project requires financial participation of Comcast and AT&T.



Department: Utility

General Plan Consistency:

Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate electrical service to existing and planned development.
Policy CD-14 Develop a plan for undergrounding utilities in Healdsburg to enhance the aesthetic character of its downtown and other commercial areas, neighborhoods and entryways.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail	Budget	Est. Expend						Projected Five
	FY 2019-20	FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Year Total
Project Costs:	\$ 1,200,000	\$ 700,000	\$ 560,000	\$ -	\$ -	\$ -	\$ -	\$ 560,000
Funding Sources:								
Fund 540 Electric Fund	\$ 1,200,000	\$ 700,000	\$ 560,000	\$ -	\$ -	\$ -	\$ -	\$ 560,000
Total	\$ 1,200,000	\$ 700,000	\$ 560,000	\$ -	\$ -	\$ -	\$ -	\$ 560,000

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
 Montage Healdsburg Development

Project Number: EL185

Project Description:

Formally known as the Saggio Development, the Montage Healdsburg Development will require a significant amount of new infrastructure. As planned, the developer funded project, will extend City electric service from Healdsburg Ave near the north detention pond to Passalacqua Road and throughout the development as needed. City staff are working with the developer to finalize the design and schedule the phasing of the work.



Department: Utility

General Plan Consistency:

Goal PS-C: An adequate level of service in the City's electrical system that meets the needs of the existing and projected development.
 Policy PS-C-1: The City will plan, construct, and maintain facilities to provide adequate electrical service to existing and planned development.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail	Budget	Est. Expend	2020-21					2021-22					2022-23					2023-24					2024-25					Projected Five
	FY 2019-20	FY 2019-20	FY 2019-20					Year Total																				
Project Costs:	\$ 250,000	\$ 250,000	\$ 250,000					\$ 250,000					\$ 250,000					\$ 250,000					\$ 250,000					\$ 840,000
Funding Sources:																												
Fund 540 Developer Reimbursed	\$ 250,000	\$ 250,000	\$ 250,000					\$ 250,000					\$ 250,000					\$ 250,000					\$ 250,000					\$ 840,000
Total	\$ 250,000	\$ 250,000	\$ 250,000					\$ 250,000					\$ 250,000					\$ 250,000					\$ 250,000					\$ 840,000

**City of Healdsburg
Five Year Capital Improvement Program
Project Detail**

Project Name:
Public Electric Vehicle Charging Stations

Project Number: EL1011

Project Description:
In support of Healdsburg's goals of reducing GHG emission this project would install several public electric vehicle charging stations throughout Healdsburg. Pending a feasibility study the project would install charging stations at the following locations; Healdsburg Ave Public Parking (Maher Lot), Senior Center, Healdsburg Memorial Hospital, Giorgi Park, Community Center, Badger Park, Villa Chanticleer.



Department: Utility

General Plan Consistency:

Goal NR-E Reduce greenhouse gas emissions and increase energy efficiency communitywide.
Policy NR-E-1 The City will reduce greenhouse gas emissions produced communitywide.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail	Budget	Est. Expend						Projected Five Year Total	
	FY 2019-20	FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25		
Project Costs:	\$ 180,000	\$ -	\$ 240,000	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ 420,000
Funding Sources:									
Fund 546 GHG Reduction Funds	\$ 180,000	\$ -	\$ 240,000	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ 420,000
Total	\$ 180,000	\$ -	\$ 240,000	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ 420,000

**City of Healdsburg
Five Year Capital Improvement Program
Project Detail**

Project Name:

Replace #6 Copper and Wildfire Mitigation

Project Number: EL1012

Project Description:

This project would replace roughly 6,000 feet of #6 copper wire along North Fitch Mountain, Sunset Drive, and Benjamin Way. The #6 copper wire will be replaced with a stronger steel reinforced aluminum wire. In conjunction with the wire replacement, transformers and fuse cutouts will be replaced with equipment designed to mitigate the risk of wildfires.

Department: Utility

General Plan Consistency:

Goal PS-C An adequate level of service in the City's electrical system that meets the needs of the existing and projected development. Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate electrical service to existing and planned development.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)



Capital Improvement Program Detail	Budget	Est. Expend	2020-21					2021-22					2022-23					2023-24					2024-25					Projected Five
	FY 2019-20	FY 2019-20	2020-21					2021-22					2022-23					2023-24					2024-25					Year Total
Project Costs:	\$ 80,000	\$ 20,000	\$ 40,000					\$ -					\$ -					\$ -					\$ -					\$ 40,000
Funding Sources:																												
Fund 540 Electric Fund	\$ 80,000	\$ 20,000	\$ 40,000					\$ -					\$ -					\$ -					\$ -					\$ 40,000
Total	\$ 80,000	\$ 20,000	\$ 40,000					\$ -					\$ 40,000															

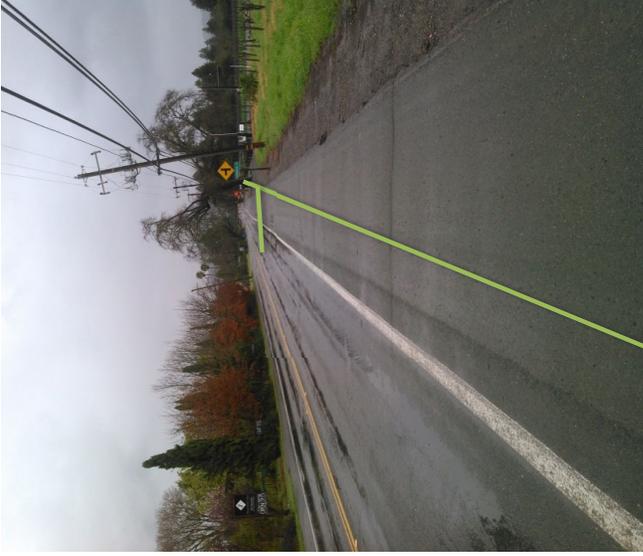
Project Name:

Corp Yard Force Main - Westside Rd Gravity Sewer
 - Hendricks Lift Station

Project Number: PWS931

Project Description:

The force main from the corporation yard extends to Kinley Lift Station requiring a pump station at Hendricks Road for that area to enter the system. Replacing the force main with a gravity sewer would increase reliability, reduce pumping costs, and allow for the abandonment of the Hendricks Lift Station, which is on private property and is a difficult to maintain facility.



Department: Utility

General Plan Consistency:

GOAL PS-B An adequate level of service in the City's sewage collection and disposal system that meets the needs of existing and projected development.

Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail	Budget FY 2019-20	Est. Expend FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ -	\$ -	\$ 50,160	\$ 334,400	\$ -	\$ 384,560
Funding Sources:								
Fund 530 Wastewater Fund	\$ -	\$ -	\$ -	\$ -	\$ 50,160	\$ 334,400	\$ -	\$ 384,560
Total	\$ -	\$ -	\$ -	\$ -	\$ 50,160	\$ 334,400	\$ -	\$ 384,560

Project Name:
 Corporation Yard Vactor Station and Pump Station

Project Number: PWS932

Project Description:

The vactor station at the wastewater plant is small and distant from the City. A larger vactor station at the corporation yard would save staff time and vehicle wear. It would also provide a location for vactor truck excavation unloading and transfer for soil disposal. Because the vactor station will need to be handle wastewater as a component of the vactor truck loads, the pumping systems at the corporation yard will need to be upgraded as well.



Department: Utility

General Plan Consistency:

GOAL PS-B An adequate level of service in the City's sewage collection and disposal system that meets the needs of existing and projected development.

Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail	Budget FY 2019-20	Est. Expend FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ -	\$ 187,500	\$ 1,250,000	\$ -	\$ -	\$ 1,437,500
Funding Sources:								
Fund 530 Wastewater Fund	\$ -	\$ -	\$ -	\$ 187,500	\$ 1,250,000	\$ -	\$ -	\$ 1,437,500
Total	\$ -	\$ -	\$ -	\$ 187,500	\$ 1,250,000	\$ -	\$ -	\$ 1,437,500

**City of Healdsburg
Five Year Capital Improvement Program
Project Detail**

Project Name:
Healdsburg Avenue Sewer Replacement

Project Number: PWS924

Project Description:

This project will replace approximately 2300 feet of aged and failing sewer main along Healdsburg Avenue between Powell Avenue and Grant Street. This section of sewer main has been prone to failures and requires ongoing maintenance. Replacement of this pipe will reduce annual maintenance and the risk of sanitary sewer overflows.



Department: Utility

General Plan Consistency:

Goal PS-B An adequate level of service in the City's sewage collection and disposal system that meets the needs of existing and projected development.

Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail	Budget	Est. Expend	2020-21					2021-22					2022-23					2023-24					2024-25					Projected Five Year Total				
	FY 2019-20	FY 2019-20	FY 2019-20					FY 2019-20					FY 2019-20					FY 2019-20					FY 2019-20					FY 2019-20				
Project Costs:	\$ 719,000	\$ 207,745	\$ 1,000,000					\$ -					\$ -					\$ -					\$ -					\$ 1,000,000				
Funding Sources:																																
Fund 530 Wastewater Fund	\$ 719,000	\$ 207,745	\$ 1,000,000					\$ -					\$ -					\$ -					\$ -					\$ 1,000,000				
Total	\$ 719,000	\$ 207,745	\$ 1,000,000					\$ -					\$ 1,000,000																			

Project Name:
 Heron Lift Station Relocation

Project Number: PWS930

Project Description:

The Heron Lift Station is located in a roadside planter area in front of a townhouse community. The lift station has a history of operation problems because the inlet pipe enter the station very low, allowing grease to build up on the inlet line. The maintenance to keep the inlet line clear is significant. Additionally, because of its location in a greenbelt area, rood have found their way into the station. the lift station should be moved to a more suitable location further down slope in the Badger Park area.



Department: Utility

General Plan Consistency:

GOAL PS-B An adequate level of service in the City's sewage collection and disposal system that meets the needs of existing and projected development.

Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail	Budget FY 2019-20	Est. Expend FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ -	\$ 130,000	\$ 850,000	\$ -	\$ -	\$ 980,000
Funding Sources:								
Fund 532 Wastewater Fund	\$ -	\$ -	\$ -	\$ 130,000	\$ 850,000	\$ -	\$ -	\$ 980,000
Total	\$ -	\$ -	\$ -	\$ 130,000	\$ 850,000	\$ -	\$ -	\$ 980,000

Project Name:
 Recycled Water System Expansion

Project Number: PWS936

Project Description:

The City is under a Cease and Deist Order to comply with seasonal discharge prohibition from its wastewater plant. This project expands the agricultural beneficial reuse program so that treated effluent can be sent to farms for irrigation rather than be discharged. This project modifies the permit to allow additional agricultural uses and expands the geographic area of service to the west side of Westside Road. These changes will allow water to be delivered for beneficial reuse during the discharge prohibition period and aid in the City reaching compliance with the requirements of its wastewater permit.

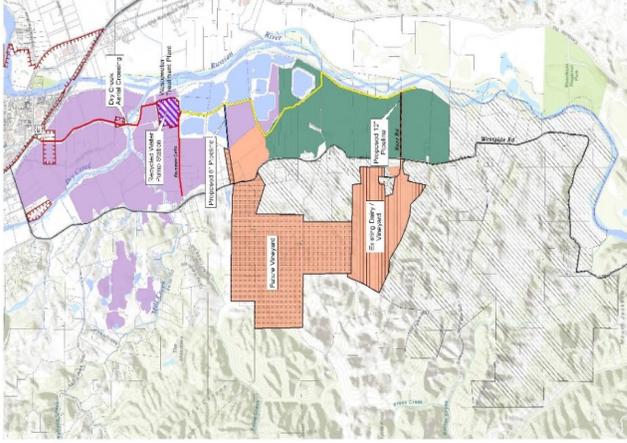
Department: Utility

General Plan Consistency:

GOAL PS-B An adequate level of service in the City's sewage collection and disposal system that meets the needs of existing and projected development.

Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)



Capital Improvement Program Detail	Budget	Est. Expend						Projected Five
	FY 2019-20	FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Year Total
Project Costs:	\$ 2,517,678	\$ 310,000	\$ 1,900,000	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 2,400,000
Funding Sources:								
Fund 530 Wastewater Fund	\$ 2,517,678	\$ 310,000	\$ 1,900,000	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 2,400,000
Total	\$ 2,517,678	\$ 310,000	\$ 1,900,000	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 2,400,000

Project Name:
 Water Reclamation Facility Membranes and Accessories

Project Number: PWS938

Project Description:

The Water Reclamation Facility (WRF) was commissioned in 2008. The facilities are in use 24 hours per day 7 days per week. This project allocates budget for improvements, not currently defined, to replace capital items that are reaching the end of their useful lives. Items to be included consist of membranes, membrane control valves and membrane feed pumps for two tanks in successive years.



Department: Utility

General Plan Consistency:

GOAL PS-B An adequate level of service in the City's sewage collection and disposal system that meets the needs of existing and projected development.

Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail	Budget FY 2019-20	Est. Expend FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ 190,962	\$ 196,690	\$ -	\$ -	\$ -	\$ 387,652
Funding Sources:								
Fund 530 Wastewater Fund	\$ -	\$ -	\$ 190,962	\$ 196,690	\$ -	\$ -	\$ -	\$ 387,652
Total	\$ -	\$ -	\$ 190,962	\$ 196,690	\$ -	\$ -	\$ -	\$ 387,652

Project Name:
 Water Reclamation Facility Dewatered Biosolids
 Modifications
Project Number: PWS941

Project Description:
 The City's solid waste contract changed in 2020 and hauling and disposal of biosolids generated at the wastewater treatment plant are now a direct expense to the wastewater fund. To better manage the biosolids handling for trucking, modifications to the biosolids conveyor are required to fill a larger truck to reduce truck trips and to install a scale so that the truck is not overloaded.



Department: Utility

General Plan Consistency:

GOAL PS-B An adequate level of service in the City's sewage collection and disposal system that meets the needs of existing and projected development.
 Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail		Budget FY 2019-20	Est. Expend FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Projected Five Year Total
Project Costs:		\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
Funding Sources:									
Fund 530 Wastewater Fund		\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
Total		\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
Community Development Block Grant - Curb Ramp Improvements

Project Number: PWT113

Project Description:
This project will construct new code compliant curb ramps at various locations.



Department: Public Works

General Plan Consistency:

Goal T-A A circulation system that is correlated with existing and proposed land use and provides for the efficient movement of people, goods, and services within and through Healdsburg.

Policy H-26 Continue street, sidewalk, and other infrastructure improvements and maintenance in low and moderate income neighborhoods.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail	Budget FY 2019-20	Est. Expend FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ 284,000	\$ -	\$ -	\$ -	\$ -	\$ 284,000
Funding Sources:								
Community Development Block Grant	\$ -	\$ -	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ 240,000
Fund 105 Measure V	\$ -	\$ -	\$ 44,000	\$ -	\$ -	\$ -	\$ -	\$ 44,000
Total	\$ -	\$ -	\$ 284,000	\$ -	\$ -	\$ -	\$ -	\$ 284,000

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
Citywide Bike and Pedestrian Improvements

Project Number: PWT113

Project Description:
This project will perform improvements for bicyclists and pedestrians throughout the City at select locations.



Department: Public Works

General Plan Consistency:

Goal T-A A circulation system that is correlated with existing and proposed land use and provides for the efficient movement of people, goods, and services within and through Healdsburg.
Policy H-26 Continue street, sidewalk, and other infrastructure improvements and maintenance in low and moderate income neighborhoods.

Policy T-7 Seek new funding sources for repair and maintenance of existing streets.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail	Budget FY 2019-20	Est. Expend FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Projected Five Year Total
			\$	\$	\$	\$	\$	
Project Costs:	\$ 203,000	\$ 46,527	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Funding Sources:								
Fund 105 Measure V	\$ 203,000	\$ 46,527	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Total	\$ 203,000	\$ 46,527	\$ -	\$ 25,000				

**City of Healdsburg
Five Year Capital Improvement Program
Project Detail**

Project Name:
Foss Creek Pathway Phase 7 & 8

Project Number: PWT909

Project Description:

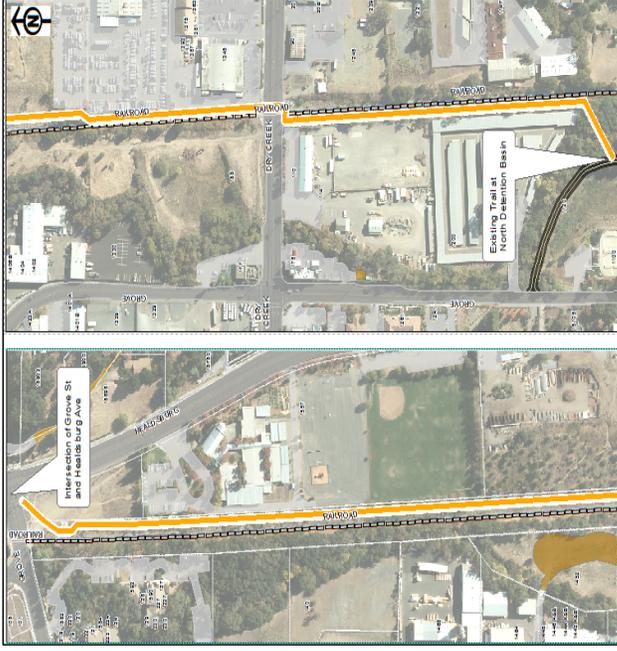
This project will extend the Foss Creek Pathway from the City Detention Basin berm adjacent to Carson Memorial Skate Park then along railroad right of way to the intersection of Grove Street and Healdsburg Avenue just north of the Community Center. It will provide a Class 1 paved pathway for pedestrian and bicycle use.

Department: Public Works

General Plan Consistency:

Goal T-D Bicycle and pedestrian routes and facilities that provide safe and convenient access and alternative to the use of motor vehicles. Policy Goal T-D-3 The City shall develop a citywide system of safe and convenient designated bikeways that serves both experienced and casual bicyclists, and which maximizes bicycle use for commuting, recreation and local transportation.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)



Capital Improvement Program Detail	Budget	Est. Expend	Projected Five					
	FY 2019-20	FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Year Total
Project Costs:	\$ 1,840,000	\$ 2,509,603	\$ 2,423,466	\$ -	\$ -	\$ -	\$ -	\$ 2,423,466
Funding Sources:								
Fund 581 Measure M	\$ 1,840,000	\$ 1,840,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,840,000
Fund 105 Measure V	-	583,466	233,466	-	-	-	-	233,466
Fund 201 Gas Tax Fund	-	86,137	350,000	-	-	-	-	350,000
	\$ 1,840,000	\$ 2,509,603	\$ 2,423,466	\$ -	\$ -	\$ -	\$ -	\$ 2,423,466

**City of Healdsburg
Five Year Capital Improvement Program
Project Detail**

Project Name:
Healdsburg Avenue Improvement Study

Project Number: PWT928

Project Description:

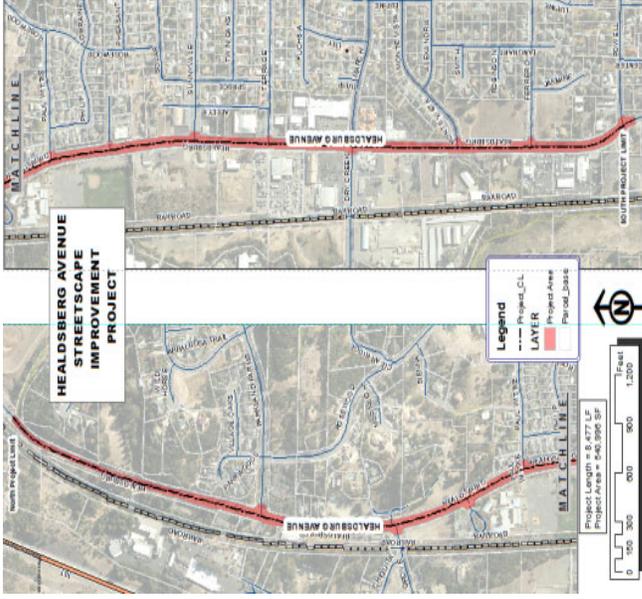
This project includes soliciting and hiring a consultant to provide design alternatives and preliminary plans for the improvement of Healdsburg Avenue between Powell Ave and the Foss Creek Bridge near the City's north detention basin. In future, the final design and construction will be completed for a portion of the study area to coincide with the One Bay Area Grant allocation in FY 2020-21.

Department: Public Works

General Plan Consistency:

Goal T-A A circulation system that is correlated with existing and proposed land use and provides for the efficient movement of people, goods and services within and through Healdsburg.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)



Capital Improvement Program Detail	Budget FY 2019-20	Est. Expend FY 2019-20	2020-21					2021-22					2022-23					2023-24					2024-25					Projected Five Year Total
			\$	-	-	\$	600,000	\$	-	-	\$	600,000	\$	-	-	\$	-	-	\$	-	-	\$	600,000					
Project Costs:	\$	-	\$	600,000	\$	-	-	\$	600,000	\$	-	-	\$	-	-	\$	-	-	\$	-	-	\$	600,000					
Funding Sources:	\$	-	\$	-	\$	600,000	\$	-	-	\$	-	-	\$	-	-	\$	-	-	\$	-	-	\$	600,000					
Fund 510 Streets (OBAG Grant)	\$	-	\$	-	\$	600,000	\$	-	-	\$	-	-	\$	-	-	\$	-	-	\$	-	-	\$	600,000					
	\$	-	\$	-	\$	600,000	\$	-	-	\$	-	-	\$	-	-	\$	-	-	\$	-	-	\$	600,000					

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
North Fitch Mountain Road Slide Repair

Project Number: PWT922

Project Description:
Design and construction of an isolation wall, reconstruction of the road surface, and installation of storm drainage improvements.



Department: Public Works

General Plan Consistency:

Goal T-A A circulation system that is correlated with existing and proposed land use and provides for the efficient movement of people, goods, and services within and through Healdsburg.
Policy T-7 Seek new funding sources for repair and maintenance of existing streets.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail	Budget FY 2019-20	Est. Expend FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ -	\$ -	\$ 625,000	\$ -	\$ -	\$ 625,000
Funding Sources:								
Fund 201 Gas Tax Fund	\$ -	\$ -	\$ -	\$ -	\$ 625,000	\$ -	\$ -	\$ 625,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 625,000	\$ -	\$ -	\$ 625,000

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
Pavement Preventative Maintenance

Project Number: PWT115

Project Description:
Pavement preservation of existing City streets including, but not limited to, crack sealing, pavement repairs, micro surfacing, slurry seals, and cape seals. This project may also include upgrade of pedestrian ramps.



Department: Public Works

General Plan Consistency:

- Goal T-A A circulation system that is correlated with existing and proposed land use and provides for the efficient movement of people, goods, and services within and through Healdsburg.
- Policy H-26 Continue street, sidewalk, and other infrastructure improvements and maintenance in low and moderate income neighborhoods.
- Policy T-7 Seek new funding sources for repair and maintenance of existing streets.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail	Budget	Est. Expend							Projected Five
	FY 2019-20	FY 2019-20	FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Year Total
Project Costs:	\$ 1,046,597	\$ 583,466		\$ 750,039	\$ 236,104	\$ 236,104	\$ 236,104	\$ 236,104	\$ 1,694,455
Funding Sources:									
Fund 105 Measure V	\$ 847,597	\$ 583,466		\$ 314,935	\$ -	\$ -	\$ -	\$ -	\$ 314,935
Fund 202 Road Repair and Accountability Act (SB1)	199,000	-		435,104	236,104	236,104	236,104	236,104	1,379,520
Total	\$ 1,046,597	\$ 583,466		\$ 750,039	\$ 236,104	\$ 236,104	\$ 236,104	\$ 236,104	\$ 1,694,455

**City of Healdsburg
Five Year Capital Improvement Program
Project Detail**

Project Name:
Sidewalk Repair and Gap Closure

Project Number: PWT113

Project Description:

This project will perform sidewalk repairs throughout the City and install new sidewalk at select locations. Improvements at the northeast corner of Matheson Street and Center Street and along the east side of Center Street between Matheson Street and the Police Department where tree roots have uplifted sidewalk are anticipated along with other locations throughout the City.



Department: Public Works

General Plan Consistency:

Goal T-A A circulation system that is correlated with existing and proposed land use and provides for the efficient movement of people, goods, and services within and through Healdsburg.
 Policy H-26 Continue street, sidewalk, and other infrastructure improvements and maintenance in low and moderate income neighborhoods.
 Policy T-7 Seek new funding sources for repair and maintenance of existing streets.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail	Budget FY 2019-20	Est. Expend FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Projected Five Year Total
Project Costs:	\$ 500,000	\$ 368,314	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Funding Sources:								
Fund 105 Measure V	\$ 500,000	\$ 368,314	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Total	\$ 500,000	\$ 368,314	\$ -	\$ 100,000				

Project Name:
 Abandonment and Sale of Old Dry Creek Well Field

Project Number: PWW127

Project Description:

The Dry Creek Water rights diversion point has been moved downstream from the well field located on West North Street to the City's Corporation Yard. The wells at West North Street are no longer needed by the City. The wells could be abandoned/destroyed or remain in place as part of the property as best serves the interests of the City. This project will identify and implement requirements necessary to prepare the property for sale.



Department: Utility

General Plan Consistency:

Goal PS-A An adequate level of service in the City's water system to meet the needs of existing and projected development.

Policy PS-A-4 New private water wells, expansion of existing private wells or repair of failed private wells shall be allowed only where the City determines that it cannot feasibly provide public water service, and such systems shall only be used until such time as City water service becomes available.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail		Budget FY 2019-20	Est. Expend FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Projected Five Year Total
Project Costs:		\$ 100,000	\$ 3,000	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ 60,000
Funding Sources:									
	Fund 520 Water Fund	\$ 100,000	\$ 3,000	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ 60,000
	Total	\$ 100,000	\$ 3,000	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ 60,000

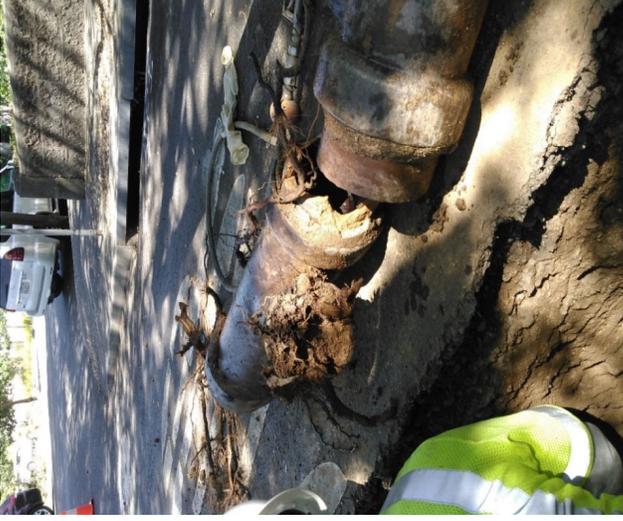
City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
Brown Street Sewer and Water Replacement

Project Number: PWW931

Project Description:

This project will replace approximately 2300 feet of severely deteriorated sewer and water main along Brown Street between Piper Street and Lincoln Street, Piper Street between College Street and Brown Street, and Lincoln Street between College Street and Brown Street. The existing pipes will be replaced as well as water services, water meters and sewer laterals. In addition to improving reliability, it will also maintain capacity and reduce the frequency of repairs.



Department: Utility Department

General Plan Consistency:

Goal PS-A An adequate level of service in the City's water system to meet the needs of existing and projected development.
Policy PS-A-1 The City will ensure the availability of water sources as necessary to serve planned development.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail	Budget	Est. Expend	2020-21					2021-22	2022-23	2023-24	2024-25	Projected Five
	FY 2019-20	FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Year Total				
Project Costs:	\$ -	\$ -	\$ -	\$ 176,400	\$ 1,764,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,940,400	
Funding Sources:												
Fund 520 Water Fund	\$ -	\$ -	\$ -	\$ 88,200	\$ 882,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 970,200	
Fund 530 Wastewater Fund	\$ -	\$ -	\$ -	\$ 88,200	\$ 882,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 970,200	
Total	\$ -	\$ -	\$ -	\$ 176,400	\$ 1,764,000	\$ -	\$ 1,940,400					

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
College Street Sewer and Water Main Replacement

Project Number: PWW905

Project Description:

This project will replace approximately 1800 feet of severely deterioration, 1930 era cast iron water main installed along College Street between Sherman Street and Piper Street. The existing pipe will be replaced with 8 inch plastic pipe, as well as replace associated aging water services, water meters and sewer laterals. Additional capacity and reliability will be achieved. Additionally the project will replace the sewer in Fitch Street from North Street to Piper Street and in Piper Street from Fitch Street to College Street.



Department: Utility

General Plan Consistency:

Goal PS-A An adequate level of service in the City's water system to meet the needs of existing and projected development.
Policy PS-A-1 The City will ensure the availability of water sources as necessary to serve planned development.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail	Budget	Est. Expend	2020-21					Projected Five				
	FY 2019-20	FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Year Total				
Project Costs:	\$ 1,705,054	\$ 2,187,267	\$	\$	\$	\$	\$	\$ 2,057,175				
Funding Sources:												
Fund 520 Water Fund	\$ 715,800	\$ 915,907	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 850,861
Fund 530 Wastewater Fund	989,254	698,820	633,774	-	-	-	-	-	-	-	-	633,774
Fund 201 Gas Tax Fund	-	572,540	572,540	-	-	-	-	-	-	-	-	572,540
Total	\$ 1,705,054	\$ 1,614,727	\$ 2,057,175	\$	\$	\$	\$	\$	\$	\$	\$	\$ 2,057,175

Project Name:
 Dry Creek Water Treatment Plant Clear Well Leak Repair

Project Number: PWW128

Project Description:

The clear well at Dry Creek water treatment plant provides storage and contact time for disinfection. The tank, originally constructed in the 1960s had developed leaks that allow some of the treated water to escape. This project would repair the leaks and improve the storage efficiency of the water distribution system.



Department: Utility

General Plan Consistency:

Goal PS-A An adequate level of service in the City's water system to meet the needs of existing and projected development.

Policy PS-A-7 The City will continuously monitor water flows through the City's water system to identify areas of potential water loss and cases of under billings for water service and shall make improvements in the systems as necessary.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail		Budget FY 2019-20	Est. Expend FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Projected Five Year Total
Project Costs:		\$ -	\$ -	\$ 52,000	\$ 352,000	\$ -	\$ -	\$ -	\$ 404,000
Funding Sources:									
Fund 520 Water Fund		\$ -	\$ -	\$ 52,000	\$ 352,000	\$ -	\$ -	\$ -	\$ 404,000
Total		\$ -	\$ -	\$ 52,000	\$ 352,000	\$ -	\$ -	\$ -	\$ 404,000

Project Name:
 Filtration for Fitch Well Field

Project Number: PWW131

Project Description:

The water right at the Fitch well field is a year-round water right. However, poor water quality during wetter months prevents the City from full exercising this water right. The addition of filtration to the Fitch well field water will allow for this water to be used throughout the year, enhancing reliability of water supply for the City.



Department: Utility

General Plan Consistency:

Goal PS-A An adequate level of service in the City's water system to meet the needs of existing and projected development.
 Policy PS-A-1 The City will ensure the availability of water sources as necessary to serve planned development.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail		Budget FY 2019-20	Est. Expend FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Projected Five Year Total
Project Costs:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000
Funding Sources:									
Fund 520 Water Fund		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000

Project Name:
 Fitch Water Treatment Building Modernization

Project Number: PWW126

Project Description:

The treatment building at the Fitch well field houses electrical gear, controls and treatment equipment. The building was originally constructed in the 1970s has had increases in the equipment and chemicals it needs to store. Additionally, the service life of the building is nearly exhausted. Under this project the building will be rehabilitated and expanded, or replaced with a larger building appropriate for the service required.



Department: Utility

General Plan Consistency:

Goal PS-A An adequate level of service in the City's water system to meet the needs of existing and projected development.
 Policy PS-A-1 The City will ensure the availability of water sources as necessary to serve planned development.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail		Budget FY 2019-20	Est. Expend FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Projected Five Year Total
Project Costs:		\$ -	\$ -	\$ -	\$ -	\$ 260,625	\$ -	\$ -	\$ 260,625
Funding Sources:									
Fund 520 Water Fund		\$ -	\$ -	\$ -	\$ -	\$ 260,625	\$ -	\$ -	\$ 260,625
Total		\$ -	\$ -	\$ -	\$ -	\$ 260,625	\$ -	\$ -	\$ 260,625

Project Name:
 Gauntlett WTP Membranes Replacement

Project Number: PWW132

Project Description:

The existing water treatment plant (WTP) was constructed in approximately 2004. The WTP uses membranes to filter particulates, bacteria and viruses from the raw water. The membranes have a useful life of approximately 15 to 20 years, at which time the membranes should be replaced.



Department: Utility

General Plan Consistency:

Goal PS-A An adequate level of service in the City's water system to meet the needs of existing and projected development.
 Policy PS-A-1 The City will ensure the availability of water sources as necessary to serve planned development.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail		Budget FY 2019-20	Est. Expend FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Projected Five Year Total
Project Costs:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450,000	\$ 450,000
Funding Sources:									
	Fund 520 Water Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450,000	\$ 450,000
	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450,000	\$ 450,000

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:

Reed Court and Bianca Lane Sewer and Water Replacement

Project Number: PWW932

Project Description:

This project will replace approximately 1700 feet of severely deteriorated sewer and water main along Reed Ct between University Street and First Street, along White Gates Avenue and Bianca Lane and along Bianca Lane between Whites Gates Avenue and Pordon Lane. The existing pipes will be replaced as well as water services, water meters and sewer laterals. The project will maintain capacity and increase system reliability. Additional drainage improvements would be constructed to reduce flooding and maintenance at the southern end of Pordon Lane. Additionally, the project would extend the water main to the Tayman Reservoir.

Department: Utility

General Plan Consistency:

Goal PS-A An adequate level of service in the City's water system to meet the needs of existing and projected development.
Policy PS-A-1 The City will ensure the availability of water sources as necessary to serve planned development.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)



Capital Improvement Program Detail	Budget	Est. Expend FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Projected Five Year Total
	FY 2019-20		\$	\$	\$	\$	\$	\$
Project Costs:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 193,750	\$ 1,743,750	\$ 1,937,500
Funding Sources:								
Fund 520 Water Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 103,000	\$ 927,000	\$ 1,030,000
Fund 530 Wastewater Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68,000	\$ 612,000	\$ 680,000
Fund 531 Drainage Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,750	\$ 204,750	\$ 227,500
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 193,750	\$ 1,743,750	\$ 1,937,500

Project Name:
 Replacement Chlorine Generators at Dry Creek and WTP

Project Number: PWW133

Project Description:

The City must add chlorine to the drinking water as a disinfection against water-borne pathogens. The chlorine generators have been in service since the mid 2000s having reaching the end of their useful lives, are no longer supported by the manufacturer. While maintenance has kept these units in service, they are essential to the water system operation and should be replaced prior to failure.



Department: Utility

General Plan Consistency:

Goal PS-A An adequate level of service in the City's water system to meet the needs of existing and projected development.
 Policy PS-A-1 The City will ensure the availability of water sources as necessary to serve planned development.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail	Budget FY 2019-20	Est. Expend FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ 100,000
Funding Sources:								
Fund 520 Water Fund	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ 100,000
Total	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ 100,000

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name: Scenic Lane Water Main Replacement

Project Number: PWW904

Project Description:

Currently Scenic Drive is served by two undersized, steel water mains. Both of the mains have had numerous repairs and are too deteriorated to remain in service. This project would install water main from Highland Circle to Scenic Lane within existing and a new utility easement. This project will reduce water waste due to the condition of the existing pipeline and increase water flows available for fire protection.



Department: Utility

General Plan Consistency:

Goal PS-A An adequate level of service in the City's water system to meet the needs of existing and projected development.
Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail		Budget FY 2019-20	Est. Expend FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Projected Five Year Total
Project Costs:		\$ 300,000	\$ 40,000	\$ 324,765	\$ -	\$ -	\$ -	\$ -	\$ 324,765
Funding Sources:									
Fund 520 Water Fund		\$ 300,000	\$ 40,000	\$ 324,765	\$ -	\$ -	\$ -	\$ -	\$ 324,765
Total		\$ 300,000	\$ 40,000	\$ 324,765	\$ -	\$ -	\$ -	\$ -	\$ 324,765

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
University Street Sewer and Water Replacement

Project Number: PWW933

Project Description:

This project will replace approximately 2450 feet of severely deteriorated sewer and water main along University Street between North Street and approximately 300 feet north of Lincoln Street and along Lincoln Street between College Street and University Street. The existing pipes will be replaced as well as water services, water meters and sewer laterals. In addition to improving reliability, it will also maintain capacity and reduce the frequency of repairs.

Department: Utility

General Plan Consistency:

Goal PS-A An adequate level of service in the City's water system to meet the needs of existing and projected development.
Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)



Capital Improvement Program Detail	Budget	Est. Expend FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Projected Five Year Total
	FY 2019-20		\$	\$	\$	\$	\$	\$
Project Costs:	\$ -	\$ -	\$ -	\$ -	\$ 196,000	\$ 1,764,000	\$ -	\$ 1,960,000
Funding Sources:								
Fund 520 Water Fund	\$ -	\$ -	\$ -	\$ -	\$ 98,000	\$ 882,000	\$ -	\$ 980,000
Fund 530 Wastewater Fund	\$ -	\$ -	\$ -	\$ -	\$ 98,000	\$ 882,000	\$ -	\$ 980,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 196,000	\$ 1,764,000	\$ -	\$ 1,960,000

Project Name:
 UV treatment of Cryptosporidium at Dry Creek

Project Number: PWW134

Project Description:

The State Enhanced Surface Water treatment rule requires that two levels of treatment be provided for wells that tested positive for Cryptosporidium. Because the Cryptosporidium level at the Dry Creek well field are relatively small, the City may use a combination of chlorine treatment along with ultraviolet light to provide treatment for Cyroptosporidium at this location, provided the City demonstrates that the formations around the wells provide adequate filtration.



Department: Utility

General Plan Consistency:

Goal PS-A An adequate level of service in the City's water system to meet the needs of existing and projected development.
 Policy PS-A-1 The City will ensure the availability of water sources as necessary to serve planned development.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail		Budget FY 2019-20	Est. Expend FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Projected Five Year Total
Project Costs:		\$ -	\$ -	\$ 20,000	\$ 154,500	\$ -	\$ -	\$ -	\$ 174,500
Funding Sources:									
	Fund 520 Water Fund	\$ -	\$ -	\$ 20,000	\$ 154,500	\$ -	\$ -	\$ -	\$ 174,500
	Total	\$ -	\$ -	\$ 20,000	\$ 154,500	\$ -	\$ -	\$ -	\$ 174,500

Project Name:
 UV treatment of Cryptosporidium at Fitch

Project Number: PWW135

Project Description:

The State Enhanced Surface Water treatment rule requires that two levels of treatment be provided for wells that tested positive for Cryptosporidium. Because the Cryptosporidium level at the Fitch well field are relatively small, the City can use a combination of chlorine treatment along with ultraviolet light to provide treatment for Cryptosporidium at this location.



Department: Utility

General Plan Consistency:

Goal PS-A An adequate level of service in the City's water system to meet the needs of existing and projected development.
 Policy PS-A-1 The City will ensure the availability of water sources as necessary to serve planned development.

Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (x)

Capital Improvement Program Detail		Budget FY 2019-20	Est. Expend FY 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Projected Five Year Total
Project Costs:		\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Funding Sources:									
	Fund 520 Water Fund	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
	Total	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Project Name:
 Well Rehabilitation Program

Project Number: PWW923

Project Description:

The City owns and operates 13 wells, 10 of which are equipped for water production. The wells and equipment are inspected on a regular interval to identify and correct deficiencies in order to maintain efficient operation and consistent water supply for the City.



Department: Utility

General Plan Consistency:

Goal PS-A An adequate level of service in the City's water system to meet the needs of existing and projected development.
 Policy PS-A-1 The City will ensure the availability of water sources as necessary to serve planned development.

Appropriations beyond the 5 year program period are needed to complete the project: Yes (x) No ()

Capital Improvement Program Detail	Budget FY 2019-20	Est. Expend FY 2019-20						Projected Five Year Total
			2020-21	2021-22	2022-23	2023-24	2024-25	
Project Costs:	\$ 206,901	\$ 66,865	\$ 87,418	\$ 90,041	\$ 92,742	\$ 95,524	\$ 98,390	\$ 464,115
Funding Sources:								
Fund 520 Water Fund	\$ 206,901	\$ 66,865	\$ 87,418	\$ 90,041	\$ 92,742	\$ 95,524	\$ 98,390	\$ 464,115
Total	\$ 206,901	\$ 66,865	\$ 87,418	\$ 90,041	\$ 92,742	\$ 95,524	\$ 98,390	\$ 464,115

City of Healdsburg

BUDGET REFERENCE INFORMATION

GLOSSARY OF FINANCIAL AND BUDGET TERMS

Accrual

Accrual is an accounting method that records revenues and expenses when they are incurred, regardless of when cash is exchanged.

Adopted Budget

Appropriations adopted by the City Council.

Adoption

Formal action by the City Council, which sets the spending path for the fiscal year.

Appropriation

An authorization made by the Council, which permits the City to incur obligations and to make expenditures of resources. The authorization lapses at fiscal year end.

Appropriation Limitation

Imposed by Propositions 4 and 111, creates a restriction on the amount of revenue which can be appropriated in any fiscal year. The Limit is based on actual appropriations during the 1978-79 fiscal year, and is increased each year using the growth of population and inflation. Not all revenues are restricted by the limit; only those which are referred to as “proceeds of taxes.” Some examples of proceeds of taxes are sales tax, property tax, and business license tax.

Assessed Valuation

A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, the County for the secured and unsecured property tax rolls establishes assessed value; the utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. Proposition 13 also modified the value of real taxable property for fiscal year 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations and is subject to annual reappraisal. Property taxes for general purposes cannot exceed 1% of assessed value.

Asset

Resources owned or held by the City that have monetary value.

Audit

Prepared by an independent certified public accountant (CPA), the primary objective of an audit is to determine if the City’s financial statements present fairly the City’s financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with their performance of an audit, it is customary for an independent auditor to issue a Management Letter stating the adequacy of the City’s internal controls as well as recommending improvements to the City’s financial management practices.

GLOSSARY OF FINANCIAL AND BUDGET TERMS

Balance Sheet

A statement presenting the financial position of an entity by disclosing its assets, liabilities and fund equities as of a specific date.

Bond

A form of borrowing (debt financing) which reflects a written promise from the City to repay a sum of money on a specific date at a specified interest rate. Bonds are used to finance large capital projects such as buildings, streets, utility infrastructure, and bridges.

Budget

A financial plan for a specified period of time that matches planned revenues and expenditures to municipal services, goals and objectives. Biennially the City of Healdsburg City Council adopts two individual one year budgets, with budget appropriations made for the appropriate fiscal year.

Budget Amendment

The City Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption by majority vote. The City Manager has the authority to approve administrative adjustments to the budget as long as those changes are to transfer appropriations from one line item to another within a departmental/activity budget.

Budget Calendar

The schedule of budget preparations, hearings and adoption of annual budget.

Budget Policies

General and specific guidelines that govern financial plan preparation and administration.

Budgetary Basis

This refers to the form of accounting used throughout the budget process. These generally take one of three forms: GAAP, cash, modified accrual, or some type of statutory form.

California Environmental Quality Act (CEQA)

A state law mandating environmental review of most public and private projects.

Capital Assets

Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure and all other tangible and intangible assets that are used in operations and have useful lives extending beyond a single reporting period. Capital assets are not physically consumed by their use, though their economic usefulness typically declines over time.

GLOSSARY OF FINANCIAL AND BUDGET TERMS

Capital Expenditures

Expenditures resulting in the acquisition of or addition to the government's general capital assets.

Capital Improvements

Expenditures related to the acquisition, expansion, or rehabilitation of an element of the City's physical assets, sometimes referred to as infrastructure.

Capital Improvement Plan (CIP)

A five-year plan providing for maintaining or replacing existing public facilities and assets and for building or acquiring new ones.

Capital Projects Fund

A fund created to account for the capital improvement projects planned by the City of Healdsburg.

Cash Basis

A basis of accounting in which transactions are recognized only when cash is increased or decreased.

Certified Unified Program Agency (CUPA)

A state designation of a local agency certified to provide certain hazardous material management programs and enforce State laws with respect to same.

Contingency

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contracted/Professional Services

Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, maintenance agreements, and professional consulting services.

Cost Accounting

A method of accounting which provides for assembling and recording of all the elements of cost incurred to accomplish a purpose, to carry on an activity or operation, or to complete a unit of work or a specific job.

Debt Financing

Borrowing funds as needed and pledging future revenues to make current expenditures. The City of Healdsburg uses debt financing for one-time capital improvements whose life will exceed the term of financing and where expected revenues are sufficient to cover the long-term debt.

GLOSSARY OF FINANCIAL AND BUDGET TERMS

Debt Instrument

Methods of borrowing funds, including general obligation bonds, revenue bonds, lease/purchase agreements, lease-revenue bonds, tax allocation bonds, certificates of participation, and assessment district bonds.

Debt Service

Payments of principal and interest on bonds and other debt instruments according to a pre-determined schedule.

Debt Service Fund

This fund type is used to account for the payment and accumulation of resources related to general long-term debt principal and interest. (See Fund)

Deficit

Either the excess of entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

Department

A major organizational unit of the City, which has been assigned overall management responsibility for an operation, or a group of related operations within a functional area.

Depreciation

Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

Division

A functional unit within a department.

Encumbrance

Obligations in the form of purchase orders or contract commitments, which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when an actual liability is recorded.

Enterprise Funds

The fund type is used to account for operations that are financed and operated in a manner similar to private sector enterprises and it is the intent of the City that the costs of providing goods or services to the general public be financed or recovered primarily through user charges. The City accounts for the Wastewater, Water, Electric and Airport operations as Enterprise Funds. (See Fund)

Environmental Impact Report (EIR)

A report pursuant to California Environmental Quality Act (CEQA) analyzing the environmental impacts of a project.

GLOSSARY OF FINANCIAL AND BUDGET TERMS

Expenditure

The outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. Note: An encumbrance is not an expenditure; an encumbrance reserves funds to be expended.

Fiscal Year

The beginning and ending period for recording financial transactions. The City has specified July 1 to June 30 as its fiscal year.

Fixed Assets

Assets of long-term nature such as land, buildings, machinery, furniture and other equipment, with an expected life in excess of three years and an acquisition cost in excess of \$5,000.

Fringe Benefits

These include employee retirement, social security, health, dental, life insurance, workers' compensation, uniforms, and deferred compensation plans.

Full-Time Equivalent (FTE)

The ratio of time expended in a position. The ratio is derived by dividing the amount of (FTE): employed time required in a position by the amount of employed time required in a corresponding full-time position. 2080 hours per year equates to 1.0 FTE.

Fund

An accounting entity that records all the financial transactions for specific activities or government functions. The seven generic fund types used by the City are: Governmental Fund, Capital Improvement, Debt Service, Enterprise, Internal Service, Special Revenue, and Trust & Agency Funds.

Fund Balance

Also known as financial position, fund balance for governmental fund types is the excess of fund assets over liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses.

General Fund

The primary operating fund of the City, all revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. With the exception of subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose. (See Fund)

Generally Accepted Accounting Principles (GAAP)

Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules and procedures that define accepted accounting principles.

GLOSSARY OF FINANCIAL AND BUDGET TERMS

Governmental Funds

Governmental Funds are used to account for most of the City's general government activities.

Grant

A contribution by the Federal or State government or other organization to support a particular function.

Interfund Transfers

The movement of monies between funds of the same governmental entity.

Intergovernmental Grant

A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from State and Federal governments. Grants are usually made for specified purposes.

Internal Service Fund

A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost-reimbursement basis.

Investment Revenue

Revenue received as interest from the investment of funds not immediately required to meet cash disbursement obligations.

Line Item Budget

A budget that lists detailed expenditure categories (salary, materials, telephone service, travel, etc.) separately, along with the amount budgeted for each specified category. The City uses a line item detail to maintain and record for financial reporting and control purposes.

Memorandum of Understanding (MOU)

A labor contract pursuant to state law, the Meyers, Millias and Brown Act, between the City and a labor union or organized group of employees under which all conditions of employment are negotiated.

Modified Accrual Basis

The basis of accounting under which revenues are recognized when measurable and available to pay liabilities. Expenditures are recognized when the liability is incurred except for interest on long-term debt which is recognized when due, and the noncurrent portion of accrued vacation and sick leave, which is recorded in general long-term debt.

Municipal Code

A collection of laws, rules, and regulations that apply to the City and its citizens.

GLOSSARY OF FINANCIAL AND BUDGET TERMS

Northern California Power Agency (NCPA)

A joint action agency providing collective electric power generation, transmission, purchasing and dispatch services to its members, including the City of Healdsburg.

Object of Expenditure

An expenditure classification, referred to the lowest and most detailed level of classification, such as utilities, office supplies and contract services.

Operating Budget

The portion of the budget that pertains to daily operations providing basic governmental services.

Operational Expense

The cost of materials required for a department to perform its function.

Other Financing Sources

Governmental fund general long-term debt proceeds, amounts equal to the present value of minimum lease payments arising from capital leases, proceeds from the sale of general fixed assets, and operating transfers in.

Other Financing Uses

Governmental fund operating transfers out and the amount of refunding bond proceeds deposited with the escrow agent.

Public Employees Retirement System (PERS)

An independent state agency that administers retirement benefits for state and contracted local agency employees.

Program

An activity, or division, within a department that furthers the objectives of the City Council, by providing services or a product.

Proposed Budget

Appropriations requested of City Council after review by the City Manager.

Rating

The credit worthiness of a City as evaluated by independent agencies.

Redevelopment Successor Agency of the City of Healdsburg (RSA)

A separate local agency providing for governance and transfer of properties and assets previously held by the Redevelopment Agency of the City of Healdsburg. The City Council serves as the Board of Directors of the RSA; the City Manager as its Executive Director.

GLOSSARY OF FINANCIAL AND BUDGET TERMS

Redwood Empire Municipal Insurance Fund (REMIF)

A joint action agency providing pooling insurance, purchasing and self-insurance to its member cities, including Healdsburg.

Reserve

An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose or designated by Council and is, therefore, not available for general appropriation.

Resolution

A special or temporary order of a legislative body: an order of a legislative body requiring less legal formality than an ordinance or statute.

Resources (sources)

Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

Retained Earnings

The proprietary fund equivalent of accumulated equity. Working capital (current assets less current liabilities) can be used to finance budgetary expenditures for proprietary funds (Internal Service and Enterprise Funds).

Revenue Bonds

Bonds sold to construct a project that will produce revenues pledged for the payment of related principal and interest.

Revenues

Increases in the net current assets of a governmental fund type from other than expenditure refunds, debt issue proceeds and inter-fund transfers.

Risk Management

All the ways and means used to avoid accidental loss or to reduce its consequences if it does occur.

Special Assessment

A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

Special Assessment Bonds

Bonds payable from the proceeds of special assessments. If the bonds are payable only from the collections of special assessments, they are known as special assessment bonds. If, in addition to the assessments, the full faith and credit of the government are pledged, they are known as general obligation special assessment bonds.

GLOSSARY OF FINANCIAL AND BUDGET TERMS

Special Revenue Funds

This fund type is used to account for the proceeds from specific revenue sources (other than trusts or capital funds) that are legally restricted to expenditures for specific purposes.

Strategic Plan

A document outlining long-term goals, critical issues, and action plans that will increase the organization's effectiveness in attaining its vision, priorities, mission, goals and objectives.

Subventions

Revenues collected by the State (or other level of government), which are allocated to the City on a formula basis. The major subventions received by the City of Healdsburg from the State of California include motor vehicle in-lieu and gasoline taxes.

Tax Allocation Bonds

Bonds sold to fund capital projects, whereby tax increment revenues secure principal and interest payments.

Taxes

Compulsory charges levied by government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does this term include charges for services rendered only to those paying such charges.

Transfers In/Out

Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Trust and Agency Funds

Also known as Fiduciary Fund types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. The fiduciary funds used by the City include expendable trust and agency funds. Expendable trust funds are accounted for in the same manner as Governmental Funds (general, special revenues, debt service, and capital project funds). Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.

Use Tax

A tax on goods purchased outside the state to prevent revenue loss from avoidance of sales taxes by means of out-of-state purchases. A Use Tax is also levied in order to remove inequities between purchases made within and outside the state.

Working Capital

Current assets less current liabilities.

CITY OF HEALDSBURG

RESOLUTION NO. 82-2020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF HEALDSBURG ADOPTING THE 2020-21 BUDGET

WHEREAS, on June 15, 2020, the proposed budget was presented for fiscal year 2020-21, including estimated revenues and recommended appropriations for operations and capital; and

WHEREAS, on April 20, May 11, May 17, May 26, and June 22, 2020, the City Council held duly noticed special meetings to review, and provide opportunity for and receive public comments, regarding the proposed fiscal year 2020-21 budget, including appropriations for authorized positions by department.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Healdsburg hereby:

1. Approves the Proposed Budget for fiscal year 2020-21 (Exhibit A).
2. Authorizes the City Manager to take all necessary and proper steps to implement this budget, including making expenditures which require prior approval of the City Council as set forth in the Healdsburg Municipal Code and State law.
3. Directs the City Manager to notify the City Council on a timely basis and prepare a budget adjustment when it appears a budget will be exceeded.

PASSED, APPROVED and ADOPTED this 29th day of June, 2020, by the following vote:

AYES: Councilmembers: (5) Hagele, McCaffery, Mitchell, Naujokas and Mayor Gold

NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (0) None

ABSTAINING: Councilmembers: (0) None

SO ORDERED:

ATTEST:



Leah Gold, Mayor



Raina Allan, City Clerk

Resolution No. 82-2020

Page 2

I, RAINA ALLAN, City Clerk of the City of Healdsburg, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 82-2020 adopted by the City Council of the City of Healdsburg on the 29th day of June, 2020.



Raina Allan, City Clerk



2020-2021

101 - General Fund	\$	13,484,403
102 - General Capital Replacement Fund		249,999
105 - Trans & Use Tax Fund (Measure V)		2,256,721
106 - Transient Occupancy Tax (TOT) – Affordable Housing		493,778
201 - Gas Tax Fund		1,072,540
202 - Road Repair and Accountability (RMRA)		435,104
211 - Public Safety Fund		50,000
221 - Lighting & Landscape Asmnt District 1		84,204
222 - Lighting & Landscape Asmnt District 2		6,638
223 - Lighting & Landscape Asmnt District 3		98,139
224 - Lighting & Landscape Asmnt District 4		4,246
225 - Lighting & Landscape Asmnt District 5		23,168
226 - Lighting & Landscape Asmnt District 6		22,431
280 - Media Center Fund		40,000
301 - General Debt Service Fund		726,530
403 - Post RDA Successor Agency Fund		2,894,146
404 - Post RDA Housing Agency Fund		11,356
405 - Post RDA Debt Retirement Fund		3,721,128
510 - Streets Fund		1,460,010
512 - Streets Capital Projects Fund		3,632,505
520 - Water Fund		6,488,118
522 - Water Capital Projects Fund		3,723,358
530 - Wastewater Fund		9,876,850
531 - Drainage Fund		778,938
532 - Wastewater & Drainage Capital Projects Fund		3,480,962
540 - Electric Fund		14,114,534
542 - Electric Capital Projects Fund		4,975,000
546 - Electric Public Benefit Fund		1,019,209
570 - Airport Fund		371,934
572 - Airport Capital Projects Fund		75,000
582 - Community Services Capital Projects Fund		725,000
585 - Community Services Fund		4,278,918
601 - Insurance and Benefits Fund		945,944
602 - Vehicle Services Fund		1,550,799
603 - Information Services Fund		2,266,155
604 - Building Maintenance Fund		1,019,450
704 - Community Benefit Grant Trust Fund		20,027
706 - Plaza Veterans Trust Fund		375
920 - Water Capacity Fee		30,000
930 - Wastewater Capacity Fee		330,000
940 - Electric Capacity Fee		720,000
	\$	<u>87,557,617</u>

CITY OF HEALDSBURG

RESOLUTION NO. 83-2020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HEALDSBURG ADOPTING THE 2021-22 BUDGET

WHEREAS, on June 15, 2020, the proposed budget was presented for fiscal year 2021-22, including estimated revenues and recommended appropriations for operations and capital; and

WHEREAS, on April 20, May 11, May 18, May 26, and June 22, 2020, the City Council held duly noticed special meetings to review and provide opportunity for and receive public comments regarding the proposed fiscal year 2021-22 budget, including appropriations for authorized positions by department.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Healdsburg hereby:

1. Approves the Proposed Budget for fiscal year 2021-22 (Exhibit A).
2. Authorizes the City Manager to take all necessary and proper steps to implement this budget, including making expenditures which require prior approval of the City Council as set forth in the Healdsburg Municipal Code and State law.
3. Directs the City Manager to notify the City Council on a timely basis and prepare a budget adjustment when it appears a budget will be exceeded.

PASSED, APPROVED and ADOPTED this 29th day of June, 2020, by the following vote:

AYES: Councilmembers: (5) Hagele, McCaffery, Mitchell, Naujokas and Mayor Gold

NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (0) None

ABSTAINING: Councilmembers: (0) None

SO ORDERED:

ATTEST:



Leah Gold, Mayor



Raina Allan, City Clerk

Resolution No. 83-2020
Page 2

I, RAINA ALLAN, City Clerk of the City of Healdsburg, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 83-2020 adopted by the City Council of the City of Healdsburg on the 29th day of June, 2020.



Raina Allan, City Clerk



2021-2022

101 - General Fund	\$ 14,424,138
105 - Trans & Use Tax Fund (Measure V)	948,820
106 - Transient Occupancy Tax (TOT) – Affordable Housing	505,264
201 - Gas Tax Fund	500,000
202 - Road Repair and Accountability (RMRA)	236,104
212 - Other Special Revenue Fund	250,000
221 - Lighting & Landscape Asmnt District 1	88,223
222 - Lighting & Landscape Asmnt District 2	7,040
223 - Lighting & Landscape Asmnt District 3	102,819
224 - Lighting & Landscape Asmnt District 4	4,463
225 - Lighting & Landscape Asmnt District 5	24,205
226 - Lighting & Landscape Asmnt District 6	23,152
280 - Media Center Fund	40,000
301 - General Debt Service Fund	744,467
403 - Post RDA Successor Agency Fund	3,884,198
404 - Post RDA Housing Agency Fund	11,356
405 - Post RDA Debt Retirement Fund	3,741,331
510 - Streets Fund	1,504,679
512 - Streets Capital Projects Fund	836,104
520 - Water Fund	6,172,071
522 - Water Capital Projects Fund	922,941
530 - Wastewater Fund	7,912,399
531 - Drainage Fund	879,022
532 - Wastewater & Drainage Capital Projects Fund	814,190
540 - Electric Fund	13,811,964
542 - Electric Capital Projects Fund	1,075,000
546 - Electric Public Benefit Fund	981,953
570 - Airport Fund	442,809
572 - Airport Capital Projects Fund	720,000
582 - Community Services Capital Projects Fund	9,095,000
585 - Community Services Fund	4,611,050
601 - Insurance and Benefits Fund	1,184,149
602 - Vehicle Services Fund	1,323,667
603 - Information Services Fund	2,476,709
604 - Building Maintenance Fund	1,028,577
706 - Plaza Veterans Trust Fund	375
930 - Wastewater Capacity Fee	300,000
985 - Park Development Fees	520,000
	<hr/>
	\$ 82,148,239

CITY OF HEALDSBURG

RESOLUTION NO. 84-2020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HEALDSBURG ADOPTING THE 2020-25 FIVE-YEAR
CAPITAL IMPROVEMENT PROGRAM

WHEREAS, City staff has prepared a Capital Improvement Program, designed to serve as both a financial and project planning document; and

WHEREAS, on May 18, May 26, and June 8, 2020, the City Council held duly noticed special meetings to review and provide opportunity for and receive public comments regarding the proposed five-year Capital Improvement Program to Council and Council's direction has been incorporated into the figures presented in the proposed program; and

WHEREAS, on June 9, 2020, pursuant to Government Code sections 65103 and 65400, the Planning Commission reviewed the proposed Capital Improvement Program and determined that all of the projects contained in said program are consistent with the City of Healdsburg General Plan as to location, purpose and extent; and

WHEREAS, City staff reviewed the proposed Capital Improvement Program under the California Environmental Quality Act ("CEQA") and determined that adoption of the program is not a project for CEQA purposes, therefore no environmental review is required.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Healdsburg hereby:

1. Based on the Planning Commission determination, finds the proposed 2020-25 Five-year Capital Improvement Program consistent with the City of Healdsburg General Plan; and
2. Finds and determines that adoption of the Capital Improvement Program is not subject to CEQA review; and
3. Adopts the City of Healdsburg 2020-25 Five-year Capital Improvement Program as summarized in the attached Exhibit A.

PASSED, APPROVED AND ADOPTED this 29th day of June 2020, by the following vote:

AYES: Councilmembers: (5) Hagele, McCaffery, Mitchell, Naujokas and Mayor Gold

NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (0) None

ABSTAINING: Councilmembers: (0) None

SO ORDERED:

ATTEST:



Leah Gold, Mayor



Raina Allan, City Clerk

Resolution No. 84-2020

Page 2

I, RAINA ALLAN, City Clerk of the City of Healdsburg, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 84-2020 adopted by the City Council of the City of Healdsburg on the 29th day of June, 2020.



Raina Allan, City Clerk



CAPITAL IMPROVEMENT PROGRAM

	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>Total</u>
Citywide Projects						
Airport Runway Pavement Rehabilitation	\$ -	\$ -	\$ -	\$ 230,000	\$ 1,500,000	\$ 1,730,000
Airport Taxi and Apron Pavement Rehabilitation	75,000	720,000	-	-	-	795,000
CMMS Software for Linear Assets	249,999	-	-	-	-	249,999
Subtotal	\$ 324,999	\$ 720,000	\$ -	\$ 230,000	\$ 1,500,000	\$ 2,774,999
Community Services Projects						
Badger Park Redevelopment	-	250,000	1,923,630	-	-	2,173,630
Fitch Mountain Park and Open Space Preserve	150,000	770,000	-	-	-	920,000
Mill District Connectivity Project	75,000	1,325,000	-	-	-	1,400,000
Montage Healdsburg Park Development	-	250,000	2,450,500	-	-	2,700,500
Pavilion at 3 North Street	500,000	6,500,000	-	-	-	7,000,000
Subtotal	\$ 725,000	\$ 9,095,000	\$ 4,374,130	\$ -	\$ -	\$ 14,194,130
Electric Projects						
Badger Substation 60kV and 12kV Bus Reconstruction	3,000,000	-	-	-	-	3,000,000
Badger Substation Bank Replacement	-	-	50,000	200,000	8,000,000	8,250,000
Gauntlett Tower Replacement	175,000	-	-	-	-	175,000
Healdsburg and Mill Underground Utility District	560,000	-	-	-	-	560,000
Install Backtie for South Healdsburg	-	40,000	250,000	-	-	290,000
Mill District Development	480,000	360,000	-	-	-	840,000
Montage Healdsburg Development	480,000	360,000	-	-	-	840,000
Public Electric Vehicle Charging Stations	240,000	180,000	-	-	-	420,000
Reconductor Grove Street North of Dry Creek	-	135,000	-	-	-	135,000
Replace #6 Copper and Wildfire Mitigation	40,000	-	-	-	-	40,000
Subtotal	\$ 4,975,000	\$ 1,075,000	\$ 300,000	\$ 200,000	\$ 8,000,000	\$ 14,550,000
Wastewater Projects						
Corporation Yard Force Main - Westside Rd Gravity Sewer - Hendricks Lift Station	-	-	50,160	334,400	-	384,560
Corporation Yard Vector Station and Pump Station	-	187,500	1,250,000	-	-	1,437,500
Healdsburg Avenue Sewer Replacement	1,000,000	-	-	-	-	1,000,000
Heron Lift Station Relocation	-	130,000	850,000	-	-	980,000
Orchard Lift Station Reconstruction	350,000	-	-	-	-	350,000
Recycled Water System Expansion	1,900,000	-	-	250,000	250,000	2,400,000
Reroof Pump Shop	40,000	-	-	-	-	40,000
Trash Capture Implementation Phase 1	-	100,000	4,000	4,000	4,000	112,000
Water Reclamation Facility Membranes and Accessories	190,962	196,690	-	-	-	387,652
Water Reclamation Facility Dewatered Biosolids Modifications	-	200,000	-	-	-	200,000
Subtotal	\$ 3,480,962	\$ 814,190	\$ 2,154,160	\$ 588,400	\$ 254,000	\$ 7,291,712
Street Projects						
CDBG - Curb Ramp Improvements	\$ 284,000	\$ -	\$ -	\$ -	\$ -	\$ 284,000
Citywide Bike and Pedestrian Improvements	25,000	-	-	-	-	25,000
Foss Creek Pathway Phase 7 and 8	2,423,466	-	-	-	-	2,423,466
Healdsburg Avenue Improvement Study	-	600,000	-	-	-	600,000
Healdsburg Avenue at Memorial Beach Crosswalk	50,000	-	-	-	-	50,000
North Fitch Mountain Road Slide Repair	-	-	625,000	-	-	625,000
Pavement Preventive Maintenance	750,039	236,104	236,104	236,104	236,104	1,694,455
Sidewalk Repair and Gap Closure	100,000	-	-	-	-	100,000
Subtotal	\$ 3,632,505	\$ 836,104	\$ 861,104	\$ 236,104	\$ 236,104	\$ 5,801,921
Water Projects						
Abandonment and Sale of Old Dry Creek Well Field	-	-	60,000	-	-	60,000
Brown Street Sewer and Water Replacement	-	176,400	1,764,000	-	-	1,940,400
College Street Sewer and Water Main Replacement	2,057,175	-	-	-	-	2,057,175
Dry Creek Water Treatment Plant Clear Well Leak Repair	52,000	352,000	-	-	-	404,000
Filtration for Fitch Well Field	-	-	-	-	500,000	500,000
Fitch Water Treatment Building Modernization	-	-	260,625	-	-	260,625
Gauntlett WTP Membranes Replacement	-	-	-	-	450,000	450,000
Gauntlett/Iverson Roof Repair and Replacement	982,000	-	-	-	-	982,000
McDonough Water Transmission Main Replacement	-	150,000	1,500,000	-	-	1,650,000
Reed Court and Bianca Lane Sewer and Water Replacement	-	-	-	193,750	1,743,750	1,937,500
Replacement Chlorine Generators at Dry Creek and Water Treatment Plant	50,000	-	50,000	-	-	100,000
Scenic Lane Water Main Replacement	324,765	-	-	-	-	324,765
University Street Sewer and Water Replacement	-	-	196,000	1,764,000	-	1,960,000
UV Treatment of Cryptosporidium at Dry Creek	20,000	154,500	-	-	-	174,500
UV Treatment of Cryptosporidium at Fitch	150,000	-	-	-	-	150,000
Well Rehabilitation Program	87,418	90,041	92,742	95,524	98,390	464,115
Subtotal	\$ 3,723,358	\$ 922,941	\$ 3,923,367	\$ 2,053,274	\$ 2,792,140	\$ 13,415,080
Total	\$ 16,861,824	\$ 13,463,235	\$ 11,612,761	\$ 3,307,778	\$ 12,782,244	\$ 58,027,842

CITY OF HEALDSBURG

RESOLUTION NO. 85-2020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HEALDSBURG RESCINDING RESOLUTION NO. 4-2020
AND REESTABLISHING THE LIST OF AUTHORIZED
POSITIONS

WHEREAS, on May 11, May 18, May 26, and June 8, 2020, the City Council held duly noticed special meetings to review, and provide opportunity for and receive public comments regarding the proposed fiscal years 2020-21 and 2021-22 budgets, including appropriations for authorized positions by department; and

WHEREAS, the City Council held duly noticed public meeting to review, and provide opportunity for and receive public comments, regarding the proposed changes.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Healdsburg does hereby:

1. Rescind Resolution No. 4-2020; and
2. Ratify the authorized positions as depicted in the attached Exhibit A.

PASSED, APPROVED AND ADOPTED this 29th day of June, 2020, by the following vote:

AYES: Councilmembers: (5) Hagele, McCaffery, Mitchell, Naujokas and Mayor Gold

NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (0) None

ABSTAINING: Councilmembers: (0) None

SO ORDERED:

ATTEST:



Leah Gold, Mayor



Raina Allan, City Clerk

Resolution No. 85-2020
Page 2

I, RAINA ALLAN, City Clerk of the City of Healdsburg, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 85-2020 adopted by the City Council of the City of Healdsburg on the 29th day of June, 2020.



Raina Allan, City Clerk

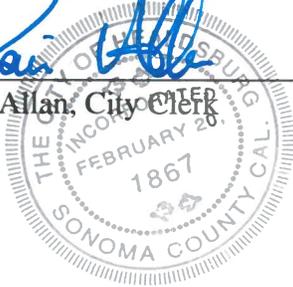


Exhibit A - Authorized Positions

City Manager's Office

City Manager	1	Executive Management	\$15,873	-	\$19,293
Housing Administrator	1	Mid-Management	\$9,091	-	\$11,093
City Clerk	1	Mid-Management	\$8,435	-	\$10,252
Public Information and Community Outreach Coordinator	1	Mid-Management	\$6,672	-	\$8,110

Administrative Services

Administrative Services Director	1	Executive Management	\$13,271	-	\$16,131
Information Technology Manager	1	Mid-Management	\$9,747	-	\$11,848
Finance Manager	1	Mid-Management	\$9,091	-	\$11,093
Human Resources Manager	1	Mid-Management	\$9,091	-	\$11,093
Central Services Manager	1	Mid-Management	\$8,268	-	\$10,050
Accounting Manager	1	Mid-Management	\$8,268	-	\$10,050
Human Resources Analyst	1	Mid-Management	\$7,377	-	\$9,001
Accountant	1	Mid-Management	\$6,880	-	\$8,395
Mechanic - Equipment Service Writer	1	IBEW	\$7,451	-	\$9,091
Geographic Information System Technician	1	IBEW	\$6,645	-	\$8,078
Information Technology Engineering Technician	2	IBEW	\$6,546	-	\$7,957
Fleet Mechanic	1	IBEW	\$6,482	-	\$7,909
Payroll Technician	1	IBEW	\$5,927	-	\$7,231
Administrative Technician	1	IBEW	\$5,927	-	\$7,231
Accounting Technician	1	IBEW	\$5,366	-	\$6,547
Senior Accounting Assistant	1	IBEW	\$5,105	-	\$6,228
Accounting Assistant II	3	IBEW	\$4,621	-	\$5,638

Planning & Building

Community Development Director	1	Executive Management	\$12,870	-	\$15,644
Building Official	1	Mid-Management	\$9,366	-	\$11,384
Senior Planner	1	Mid-Management	\$9,091	-	\$11,093
Senior Building Inspector	1	IBEW	\$8,148	-	\$9,943
Building Inspector II	1	IBEW	\$7,019	-	\$8,564
Development Services Technician II	1	IBEW	\$5,927	-	\$7,231
Administrative Technician	2	IBEW	\$5,927	-	\$7,231
Assistant Planner	1	IBEW	\$5,831	-	\$7,088

Community Services

Community Services Director	1	Executive Management	\$12,502	-	\$15,197
Parks and Open Space Superintendent	1	Mid-Management	\$8,393	-	\$10,201
Recreation Manager	1	Mid-Management	\$8,064	-	\$9,802
Recreation Supervisor	3	Mid-Management	\$6,292	-	\$7,677
Park Maintenance Foreman	1	IBEW	\$5,695	-	\$6,949
Building Maintenance Technician II	1	IBEW	\$5,156	-	\$6,292
Park Maintenance Worker II	2	IBEW	\$5,054	-	\$6,167
Office Assistant II	1	IBEW	\$4,485	-	\$5,474
Recreation Coordinator II	2	IBEW	\$4,477	-	\$5,442
Facility Worker	1	IBEW	\$4,225	-	\$5,156
Office Assistant I	1	IBEW	\$4,092	-	\$4,974

Police

Police Chief	1	Executive Management	\$13,945	-	\$16,951
Police Lieutenant	1	Mid-Management	\$11,148	-	\$13,551
Police Sergeant	5	HPOA	\$8,357	-	\$10,666
Police Officer	10	HPOA	\$6,677	-	\$8,522
Police Dispatcher II	5	HPOA	\$5,130	-	\$6,567
Police Records Technician	1	HPOA	\$4,851	-	\$6,215
Police Technician	1	HPOA	\$4,264	-	\$5,461

Fire

Fire Chief	1	Executive Management	\$13,402	-	\$16,291
Fire Marshal	1	Mid-Management	\$9,936	-	\$12,123

Exhibit A - Authorized Positions

Fire Captain	3	IAFF	\$7,980	-	\$9,737
Fire Inspector	1	IAFF	\$7,225	-	\$8,815
Fire Engineer	3	IAFF	\$6,874	-	\$8,387
Firefighter	3	IAFF	\$6,540	-	\$7,980
Office Assistant II	1	IBEW	\$4,485	-	\$5,474
Public Works					
Public Works and Transportation Director	1	Executive Management	\$13,008	-	\$15,814
Principal Civil Engineer	1	Mid-Management	\$10,374	-	\$12,611
Utility Maintenance Superintendent	1	Mid-Management	\$9,555	-	\$11,614
Senior Civil Engineer	2	Mid-Management	\$9,182	-	\$11,204
Senior Public Works Inspector	1	IBEW	\$8,148	-	\$9,943
Public Works Field Technician	1	IBEW	\$6,612	-	\$8,068
Public Works Inspector	1	IBEW	\$6,612	-	\$8,068
Utility Maintenance Foreman	2	IBEW	\$5,979	-	\$7,267
Engineering Technician	1	IBEW	\$5,927	-	\$7,231
Administrative Technician	1	IBEW	\$5,927	-	\$7,231
Public Works and Utilities Materials Technician	1	IBEW	\$5,695	-	\$6,949
Utility Worker II	7	IBEW	\$5,411	-	\$6,577
Utility Worker I	7	IBEW	\$4,621	-	\$5,638
Utilities					
Utilities Director	1	Executive Management	\$14,369	-	\$17,467
Electric Operations Superintendent	1	Mid-Management	\$11,959	-	\$14,536
Utility Engineering Manager	1	Mid-Management	\$11,434	-	\$13,898
Water and Wastewater Operations Superintendent	1	Mid-Management	\$10,094	-	\$12,269
Electric Line Foreman	1	IBEW	\$10,043	-	\$12,208
Lineworker/Troubleshooter	5	IBEW	\$9,090	-	\$11,049
Senior Electric Engineering Technician	1	IBEW	\$8,648	-	\$10,511
Wastewater Operations Foreman	1	IBEW	\$8,068	-	\$9,845
Water Operations Foreman	1	IBEW	\$8,068	-	\$9,845
Industrial Electrician	1	IBEW	\$7,984	-	\$9,705
Instrumentation Technician	2	IBEW	\$7,984	-	\$9,705
Electric Meter Technician	1	IBEW	\$7,716	-	\$9,379
Electric Coordinator/Inspector	1	IBEW	\$7,521	-	\$9,141
Senior Laboratory Analyst	1	IBEW	\$7,372	-	\$8,961
Electric Engineering Technician II	1	IBEW	\$7,341	-	\$8,923
Utility Operator	4	IBEW	\$7,304	-	\$8,912
Utility Conservation Analyst	1	IBEW	\$7,299	-	\$8,872
Utility Compliance and Safety Coordinator	1	Mid-Management	\$7,013	-	\$8,525
Industrial Mechanic	2	IBEW	\$6,513	-	\$7,917
Electric Materials Technician	1	IBEW	\$6,316	-	\$7,677
Administrative Technician	1	IBEW	\$5,927	-	\$7,231
Total Full-time Employees	135				