

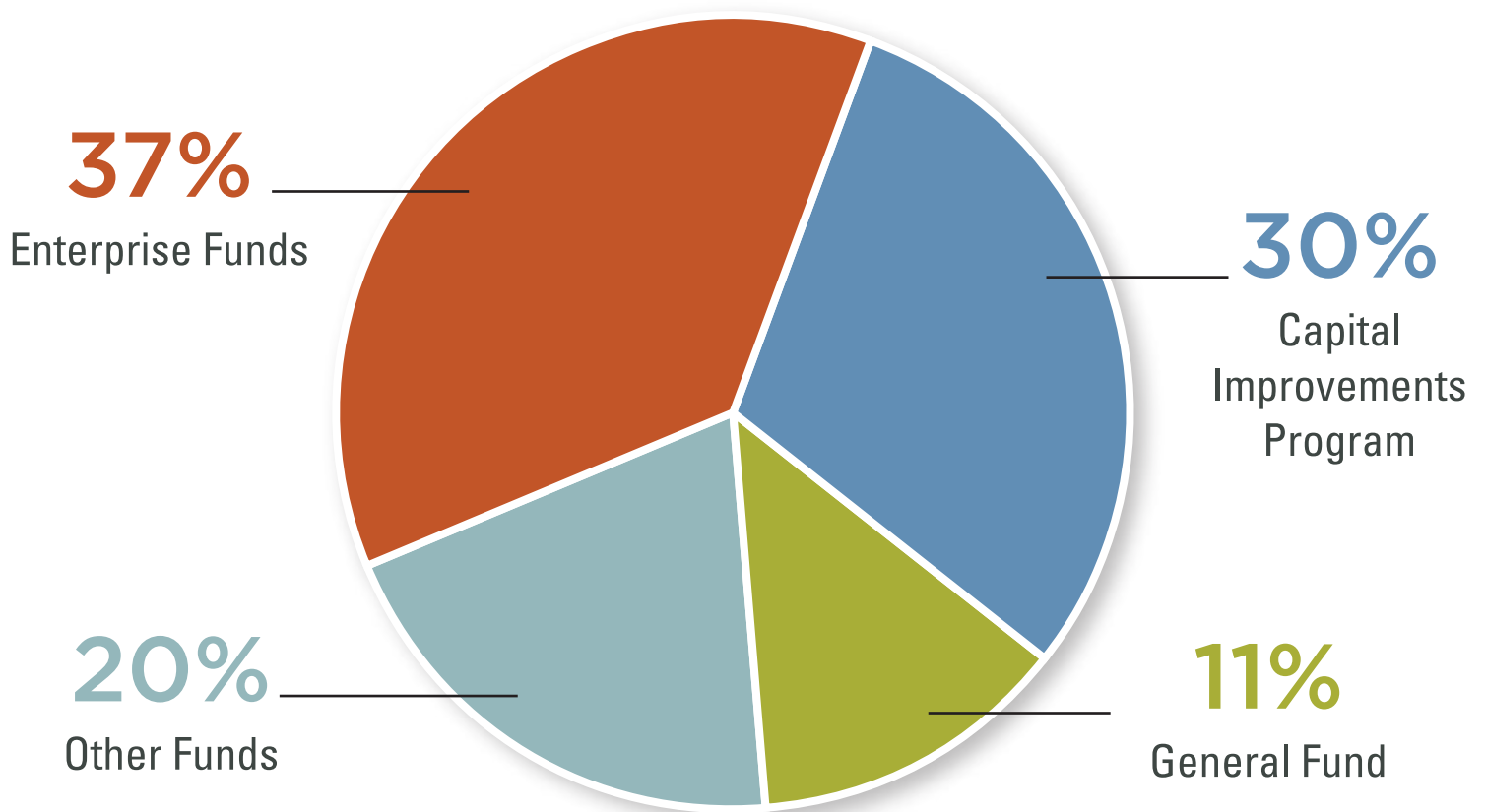


2014 - 2015  
**OUR CITY**  
**OUR BUDGET**  
City of Healdsburg Budget Process 101



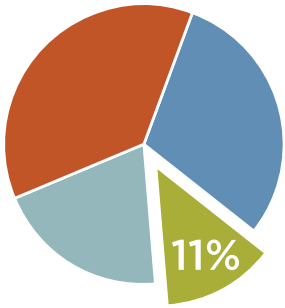
# BUDGET 101

How we spend our money as individuals is a direct reflection of what matters to us. This is the same with municipal government and how a city spends its money. Our City Budget reflects our values and priorities. Each fiscal year, the Healdsburg City Council and City Staff works to create a city budget that aligns with our goals, priorities and strategic initiatives by balancing revenues and expenditures.



HEALDSBURG BUDGET COMPONENTS

The City of Healdsburg is a municipal corporation that operates each year with an average budget of \$62 Million.



# GENERAL FUND

## WHERE DOES THE MONEY COME FROM?

The General Fund pays for many of the day-to-day services delivered to the community including police, fire, city administration, planning and building. But where does the general fund money come from?

Sales tax is the largest source of revenue. The current sales tax is 8.75%.

### Who gets a piece of the 8.75% sales tax?

State	4.40%
County	2.60%
City	1.25%
Public Safety Prop 172 (County & City split)	0.50%

Property tax is a value-based tax imposed on real property and tangible personal.

**30%**  
Sales Tax

**21%**  
Property Tax

**10%**  
Triple Flip

**11%**  
Vehicle License  
Fee Swap

### REVENUE

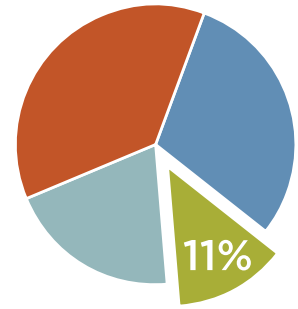
Under Prop. 57, beginning in FY 2004-05, the local (city) sales tax rate was reduced by 0.25 percent and the state rate increased by 0.25 percent to repay state fiscal recovery bonds. Cities and counties are reimbursed dollar for dollar with additional property tax. This arrangement, known as the "triple flip," is scheduled to end in January of 2016.

The VLF is a tax imposed by the state on the ownership of a registered vehicle in place of taxing vehicles as personal property. In 2004 the State permanently reduced the VLF rate from 2% to 0.65%. This funding was replaced with additional property tax and the City designates this revenue as VLF Swap.



# GENERAL FUND

## WHAT IS THE MONEY SPENT ON?



### Police Department = 38%

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.

### Fire Department = 22%

Responsible for protecting the life, environment, and property of our citizens and community from the dangers of fire and hazardous materials incidents and by providing response to medical emergencies.

Administration is comprised of the City Manager's Office, Finance, and Legal departments and oversees all City operations. Responsibilities include Finance, Human Resources, Risk Management, Information Systems, Utility Billing, Building and Fleet Maintenance, Records, and Legal Services.

**60%**  
Public Safety

**EXPENDITURES**

**27%**  
Administration

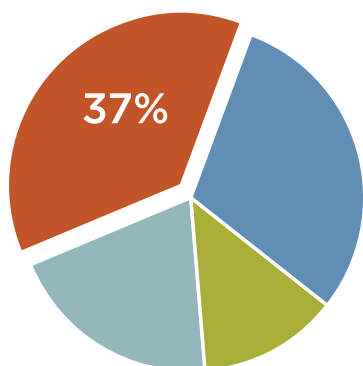
**2%**  
City Council

**11%**  
Planning & Building

The City Council is the governing body of the City. The five Council members are elected at large by the voters of Healdsburg for four-year terms. The Council sets the policy for the City and adopts an annual budget.

The Planning & Building Department oversees all development activities including administrative regulations, assistance with City permits, conducting environmental review, providing staff assistance to the Planning Commission and City Council on permits.

# BEYOND THE GENERAL FUND



## ENTERPRISE FUNDS

Enterprise Funds account for operations that are financed and function like a private business. Separate funds are established for specific purposes and the cost to provide the service to the public is paid for with revenues generated by the same fund.

### COMMUNITY SERVICES

Parks and Recreation

### OPERATING BUDGET

Projected Revenue  
\$3.18 Million

Estimated Expenditures  
\$3.14 Million

### UTILITY DEPARTMENT

Water , Wastewater , Electric , Stormwater

### OPERATING BUDGET

Projected Revenue  
\$21.5 Million

Estimated Expenditures  
\$20.7 Million

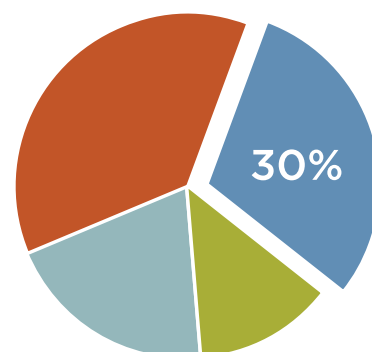
**WHY CAN'T WE MOVE MONEY FROM FUND TO FUND?**

By law, certain types of money that come into the City can only be used to pay for specific services.

Community Services is not supported by the General Fund. Community Services includes the Senior Center, Community Center, City Parks and Open Space, Recreation Programs and After School Programs.

## CAPITAL IMPROVEMENT PROGRAM

A Capital Improvement Program (CIP) is a short-range plan (5 years for the City of Healdsburg) which identifies capital projects and equipment purchases, provides a planning schedule and identifies options for financing the plan. Capital improvements are long-term investments in city facilities and infrastructure such as streets.



**The CIP for 2014-2015 is \$22.195 Million**

# HOW DO I PARTICIPATE?

Creating a working budget isn't a one-sided conversation. We want to hear from you because your opinion matters.

## CITY OF HEALDSBURG BUDGET PROCESS

City of Healdsburg Fiscal Year runs from July 1 – June 30.

Budgets are a tool for linking short-term goals with the resources available to achieve them, while keeping in mind long-term goals and resources and how the annual budget fits into its capital plan.

### FALL



- City completes the year end close for the prior fiscal year (July-June) and works with an external auditor to prepare the audited financial statements.

### WINTER



- Departments submit mid-year budget amendment.
- Internal budget meetings are held with the City Manager.
- The Proposed mid-year amended budget is presented to City Council along with the Audited Financial Statements from the prior year.
- Measure V public survey and outreach campaign launch.

### SPRING



- City Council establishes their goals for the next fiscal year.
- Measure V allocations are discussed by City Council in public meeting.
- Departments prepare budget and CIP requests.
- City Manager approves Proposed Budget and CIP for Council consideration at public meetings.
- Final Budget and CIP are approved by Council.

### SUMMER



- The City publishes the Adopted Budget including the 5 year Capital Improvement Program.
- A Budget-in-Brief informational piece is sent to utility customers.



Attend a meeting. Get involved. Your opinion matters.

Where can I find the budget? [cityofhealdsburg.org](http://cityofhealdsburg.org)

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