

City of Healdsburg

California



Biennial Budget



Fiscal Years 2016-17 & 2017-18

CITY OF HEALDSBURG

Adopted Budgets Fiscal Year 2016-2017 and Fiscal Year 2017-2018

City Council:

Thomas Chambers, Mayor

Gary Plass, Vice Mayor

Brigette Mansell, Councilmember

Shaun McCaffery, Councilmember

Eric Ziedrich, Councilmember

Staff:

David Mickaelian, City Manager

Heather Ippoliti, Assistant City Manager

Jason Boaz, Fire Chief

Kevin Burke, Police Chief

Terry Crowley, Utilities Director

Karen Massey, Community Housing & Development Director

Barbara Nelson, Planning and Building Director

Brent Salmi, Public Works Director

Mark Themig, Community Services Director

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INTRODUCTION



City Council Goals Fiscal Year 2016-2017

City Facilities Infrastructure

Complete the long-term maintenance program that ensures all City facilities are maintained to the highest standard.

Finalize the plans, address the financing sources, and begin the project to merge the CDC into City Hall.

Approve scope of Cerri Building project, determine the financing sources and begin construction.

Community Housing

Continue efforts to develop affordable housing city-wide and on City owned parcels and continue implementing the housing and rent stabilization programs including partnerships with North Sonoma County Services and COTS.

Develop a comprehensive community outreach program to educate the community on housing economics and explore ways to put forth a long-term vision for housing.

Complete the Housing Action Plan for current cycle and place the Growth Management Ordinance amendment on the November 2016 ballot.

Explore/develop ways to encourage creative solutions for housing the workforce and the "missing middle" and explore opportunities to allow the City to develop housing and supplement funding for affordable housing.

Community Parking

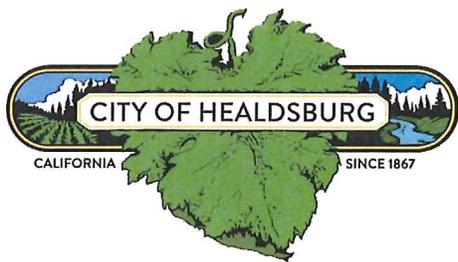
Explore ways to increase parking on City owned property through a public/private partnership that will alleviate parking congestion in the downtown area that may include methods to stimulate the turnover of parking spaces.

Continue to work with NCRA to expand parking in West Plaza.

Fiscal Responsibility

Maintain 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.

Ensure city facilities and resources are maintained to the highest levels for future generations by improving financial systems, strengthening fiscal policies, and continuing to closely monitor expenses and budget in this time of economic growth.



City Council Goals Fiscal Year 2016-2017 (continued)

Infrastructure/ Capital Improvements

Ensure significant capital improvement projects such as the Roundabout and Streets Rehabilitation project are executed and managed in a way that the disruption to the public is managed appropriately through high quality customer service along with a robust public outreach process.

Ensure best management practices are utilized to expedite the building process and ensure any development in that area is consistent with the Central Healdsburg Avenue Plan (CHAP).

Ensure all Measure V projects identified in the FY 2016-17 budget are out to bid and nearing completion in FY 2016-17

Public Safety

Support our Public Safety Departments by ensuring proper leadership and resources are in place in order to meet our community's needs.

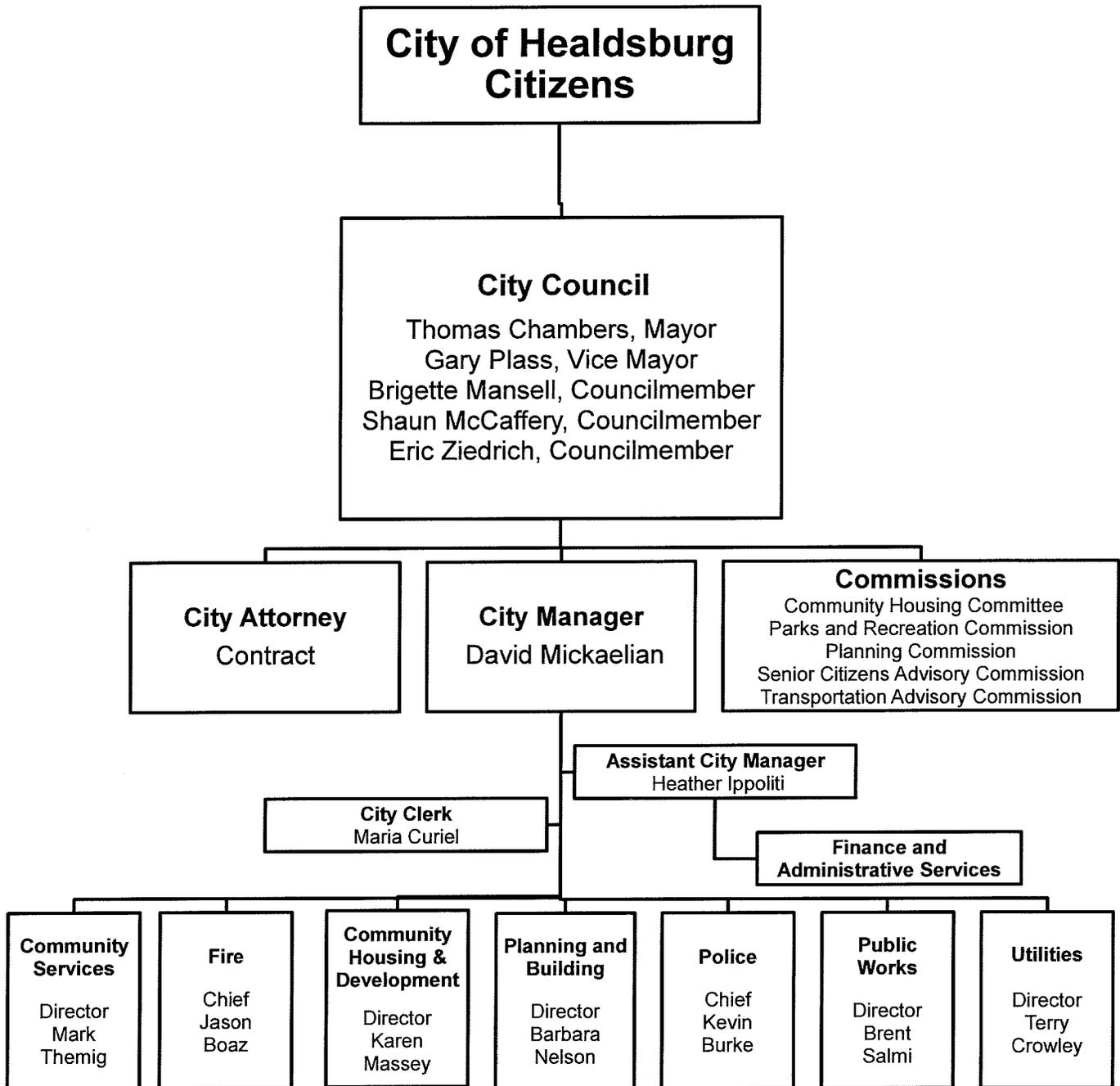
Continue to improve transparency and maintain a high level of public trust using the available technology in all aspects of the police and fire department operations and administration.

Explore securing long term funding sources for public safety personnel currently funded out of Measure V funds.

Transparency / Communication

Create and execute coordinated public outreach campaigns, which inform, educate and engage our citizens on current city projects including the Roundabout and Street Rehabilitation.

Implement enhanced communication tools which educate our citizens on the housing challenges in Healdsburg and actions being taken to address these challenges by the City, utilizing all outreach tools including the creation of a housing brochure, an informational series to be distributed electronically and in print, as well as strengthening outreach efforts and civic engagement for all city housing workshops, meetings and activities.



GENERAL FUND

GENERAL FUND
FY 16-17 & FY 17-18 Biennial Budget

FY 15-16

	FY 14-15 Actual	Amended Budget	Estimated Year End	FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
Estimated Beginning Fund Balance	\$ 7,467,422	\$ 7,552,141	\$ 7,552,141	\$ 7,613,685	\$ 7,669,705
REVENUES					
Sales Tax	\$ 4,068,107	\$ 4,427,258	\$ 4,685,576	\$ 4,634,985	\$ 4,734,644
Property Tax	3,083,421	3,032,794	2,701,401	2,786,315	2,877,613
Charges for Services	569,796	460,500	915,966	947,975	991,843
Development Related Permits	533,353	1,110,000	979,000	832,235	714,635
Transient Occupancy Tax	485,395	552,958	515,897	530,123	546,012
Franchise Fees	446,207	420,000	485,000	492,000	502,000
Business License Tax	200,025	215,000	254,121	250,000	250,000
Intergovernmental	349,404	125,000	152,765	125,508	125,508
Transfer Tax	88,944	70,000	105,000	100,000	100,000
Fines & Collections	108,370	54,000	89,926	87,000	87,000
Interest Earned & Rents Received	81,733	101,000	64,857	65,001	68,001
Transfers in	953,298	389,000	405,962	647,413	592,563
Miscellaneous	35,685	23,000	24,052	23,688	23,010
Total Revenues	11,003,738	10,980,510	11,379,523	\$ 11,522,243	\$ 11,612,829
EXPENDITURES BY DEPARTMENT					
City Council	152,279	145,229	142,499	\$ 149,630	\$ 158,357
Legal	214,382	228,240	409,148	275,000	282,150
City Manager's Office	1,183,555	1,747,170	2,038,235	1,806,604	1,928,566
Housing & Community Development	-	-	-	778,141	716,178
Finance	1,992,466	1,678,474	1,678,154	1,339,168	1,320,285
Planning and Building	1,184,864	1,495,440	1,504,275	1,638,105	1,484,178
Police	4,352,933	4,608,428	4,478,204	4,899,374	5,042,085
Fire	2,643,570	2,573,543	2,846,120	2,868,133	2,983,362
Non-Departmental	(805,029)	670,419	(1,778,656)	(2,287,932)	(2,263,538)
Total Expenditures	\$ 10,919,019	\$ 13,146,943	\$ 11,317,979	\$ 11,466,223	\$ 11,651,623
Estimated Ending Fund Balance	\$ 7,552,141	\$ 5,385,708	\$ 7,613,685	\$ 7,669,705	\$ 7,630,911
Change in Fund Balance	\$ 84,719	\$ (2,166,433)	\$ 61,544	\$ 56,020	\$ (38,794)
Components of Ending Fund Balance					
Reserve - 30% of annual expenditures	\$ 3,275,706	\$ 3,944,083	\$ 3,395,394	\$ 3,439,867	\$ 3,495,487
Pension Stabilization Contribution	-	2,500,000	2,500,000	2,883,000	3,266,000
Total Reserves Held	\$ 3,275,706	\$ 6,444,083	\$ 5,895,394	\$ 6,322,867	\$ 6,761,487
Unrestricted Estimated Ending Fund Balance	\$ 4,276,435	\$ (1,058,375)	\$ 1,718,291	\$ 1,346,838	\$ 869,424

CITY ADMINISTRATION

The legislative and administrative functions of the City are coordinated by the City Manager's Office, which includes the City Council, City Manager, City Attorney, Assistant City Manager, City Clerk 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.

Assistant City Manager

The Assistant City Manager serves as the director of Human Resources and Finance, oversees the maintenance of all City owned and leased properties, as well as, the City's vehicles, equipment and emergency generators, is responsible for managing the City's risk and overseeing the Injury and Illness Prevention Program, and the dissolution of the redevelopment agency. In the absence of the City Manager, the Assistant City Manager assumes the management of the City operations.

City Clerk

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.

CITY ADMINISTRATION

MAJOR DEPARTMENTAL TASKS COMPLETED FY 2015-16

- ☑ Completed a City Hall and CDC space analysis and developed the conceptual plan and cost estimate to renovate City Hall eliminating the need for the CDC
- ☑ Successfully surveyed and enhanced resident feedback on the allocation of Measure V funds and implemented work plan
- ☑ Continued community outreach programs utilizing the City's Public Outreach Coordinator
- ☑ Established a neighborhood outreach program where department heads visit different neighborhoods throughout the City on a quarterly basis to improve communication citywide – Community Conversations
- ☑ Implemented new agenda management software
- ☑ Continued auditing the City's safety program, including compliance with Target Solutions training
- ☑ Executed 118 professional services agreements, seven airport leases, 82 purchase orders for maintenance work, and 13 construction agreements.

MAJOR DEPARTMENTAL GOALS FOR FY 2016-17 and 2017-18

- ◆ Update the Healdsburg Municipal Code as required to streamline operations
- ◆ Implement a web-based payroll, timesheet capture and attendance system
- ◆ Update the Personnel Rules and Regulations
- ◆ Implement MSDS online
- ◆ Contract for architectural and engineering services to prepare the construction documents, more specifically plans and technical specifications which will accompany the City's front end construction project template, and bid documents for the proposed City Hall Expansion project
- ◆ Award bid for the construction of the City Hall Expansion project
- ◆ Establish and implement an electronic records retention policy
- ◆ Complete the audit of the City's safety program
- ◆ Maintain 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
- ◆ Create and execute coordinated public outreach campaigns, which inform, educate and engage our citizens on current city projects
- ◆ Present to Council for consideration the WEX Fleet Card Fueling Program for all City Departments replacing the existing fuel system at the City Corporation Yard.

**General Fund
City Council**

	FY 15-16				
	FY 14-15 Actual	Amended Budget	Estimated Year End	FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
EXPENDITURES					
Wages	\$ 8,951	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
Fringe Benefits	78,408	76,210	88,263	88,021	96,314
Support of Outside Organizations	17,000	13,000	17,000	17,000	17,000
Contracted Services	27,186	-	-	-	-
Government Fees	7,115	10,119	10,244	10,449	10,658
Telecommunication Service	311	3,300	224	3,240	3,240
Advertising and Publication	-	500	-	-	-
Printing and Binding	1,029	1,100	-	-	-
Supplies	3,129	3,250	2,600	1,650	1,650
Meetings	6,108	9,000	3,119	4,500	4,500
Membership and Dues	-	18,750	11,049	11,270	11,495
Training	3,042	1,000	1,000	4,500	4,500
	\$ 152,279	\$ 145,229	\$ 142,499	\$ 149,630	\$ 158,357

**General Fund
Legal**

FY 15-16

EXPENDITURES

Contracted Services

	FY 14-15 Actual	FY 15-16 Amended Budget	Estimated Year End	FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
	\$ 214,382	\$ 228,240	\$ 409,148	\$ 275,000	\$ 282,150
	\$ 214,382	\$ 228,240	\$ 409,148	\$ 275,000	\$ 282,150

**General Fund
City Manager's Office**

	FY 15-16			FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
	FY 14-15 Actual	Amended Budget	Estimated Year End		
<u>EXPENDITURES</u>					
Wages	\$ 458,713	\$ 891,431	\$ 1,003,242	\$ 929,443	\$ 975,601
Overtime	18,000	-	20,000	-	-
Fringe Benefits	379,408	327,519	322,138	357,851	410,475
Contracted Services	143,876	176,319	273,154	166,399	178,369
Property Services	14,125	15,000	13,624	14,000	14,000
Election Expense	10,436	28,000	-	25,000	-
Service Fees	60,484	168,693	168,693	184,922	187,372
Replacement Fees	3,707	48,293	48,293	6,064	6,064
Telecommunication Service	4,878	10,900	8,250	9,200	9,200
Advertising and Publication	59,756	52,200	90,000	55,000	90,000
Printing and Binding	521	-	25,050	15,000	15,000
Supplies	13,285	9,315	11,920	13,490	13,525
Meetings	5,581	2,470	8,600	4,100	4,140
Membership and Dues	9,265	1,080	1,175	1,185	1,410
Training	1,520	15,950	30,000	24,950	23,450
Educational Reimbursement	-	-	14,096	-	-
	\$ 1,183,555	\$ 1,747,170	\$ 2,038,235	\$ 1,806,604	\$ 1,928,606

COMMUNITY HOUSING & DEVELOPMENT

The Community Housing & Development Department is responsible for providing services related to housing and economic development.

MAJOR DEPARTMENTAL TASKS COMPLETED FY 2015-16

- Issued a rent stabilization advisory to property owners and property managers; establishing guidelines for annual rent increases and encouraging positive tenant/landlord relations as well as timely maintenance and repairs.
- Established quarterly meetings with property owners and property managers to enhance communications and access to services and programs.
- Partnered with North Sonoma County Services (“NSCS”) to provide assistance with monthly storage costs, moving expenses, rent assistance, security deposit and/or utility deposits to low income qualified families.
- Partnered with NSCS and the Committee on the Shelterless (“COTS”) to assist families in need of emergency or transitional housing and offering assistance to find permanent housing
- Partnered with the Housing Land Trust of Sonoma County to administer the City’s affordable housing program to ensure that current and future affordable housing units will continue to be available as a long-term affordable housing resource for the community.
- Partnered with Fair Housing Sonoma County to expand fair housing services in Healdsburg, act as an ombudsman assisting with tenant/landlord issues and provide education for property owners/managers and tenants.
- Facilitated a review of the current Growth Management Ordinance by the Community Housing Committee (“CHC”), the CHC recommended proposed amendment language for consideration by the City Council and obtained Council approval to place the proposed amendment on the November ballot.
- Held 16 public workshops and meetings over seven months to develop and prepare the City’s first Housing Action Plan for adoption by the City Council.
- Negotiated and exercised an Option Agreement with Pacific West Communities for an option to purchase the City owned property located at 1201 Grove Street for the development and operation of an affordable rental project.
- Partnered with Planning Staff to facilitate review and approval of a Design Review Application for the construction and operation of an affordable rental project at 1201 Grove Street.
- Conducted a multi-family rental unit survey to obtain greater information about the Multi-Family Rental Housing stock available in our Community and formulate programs to address housing needs.
- Successfully increased the low-income assistance discount from 20% to 25% on monthly residential electric charges for qualified customers.
- Established a Housing Division webpage on the City’s website to provide greater access to information, programs and services.

COMMUNITY HOUSING & DEVELOPMENT

MAJOR DEPARTMENTAL GOALS FOR FY 2016-17 and 2017-18

- ◆ Create and implement economic development programs
- ◆ Conduct community outreach and engagement to educate the public on the adopted Housing Action Plan, create Plan summary brochure, and provide regular updates to the City Council and Community Housing Committee on progress toward achieving the objectives of the Plan.
- ◆ Adopt a revised Inclusionary Housing Ordinance, as proposed in the Growth Management Ordinance amendment, to increase the current requirement from 15% to 30%, expand the definition of affordable housing to include middle income families, and expand affordable housing incentives.
- ◆ Prepare and adopt new growth management measures, as proposed in the Growth Management Ordinance amendment, to enable Council to regularly assess growth and adapt the pace and amount of growth to respond to changing economic conditions and current community housing needs.
- ◆ Prepare a Purchase and Sale Agreement or Disposition and Development Agreement for development of 1201 Grove Street and facilitate final design approvals with developer and Staff for project construction and completion.
- ◆ Initiate the development process for 155 Dry Creek Road by circulating a Request for Qualifications to qualified developers, selecting a development partner and beginning design development for the site.
- ◆ Initiate the development process for the Saggio Hills Affordable Housing site by selecting a qualified consultant for and preparing a Site Needs Analysis as well as identifying qualified developers for the site.
- ◆ Design and implement a Rental Unit Rehabilitation Program to incentivize property owners to maintain rental units and limit annual rent increases.
- ◆ Implement an annual rental unit compliance program for income restricted rental units to ensure conformance with recorded agreements.
- ◆ Strengthen partnerships with Housing Land Trust of Sonoma County, NSCS, COTS, Fair Housing Sonoma County and other housing service providers.
- ◆ Continue efforts to develop affordable housing city-wide and on City owned parcels and continue implementing the housing and rent stabilization programs including partnerships with North Sonoma County Services and COTS.
- ◆ Develop a comprehensive community outreach program to educate the community on housing economics and explore ways to put forth a long-term vision for housing.
- ◆ Complete the Housing Action Plan for current cycle and place the Growth Management Ordinance amendment on the November 2016 ballot.
- ◆ Explore/develop ways to encourage creative solutions for housing the workforce and the "missing middle" and explore opportunities to allow the City to develop housing and supplement funding for affordable housing
- ◆ Implement enhanced communication tools which educate our citizens on the housing challenges in Healdsburg and actions being taken to address these challenges by the City, utilizing all outreach tools including the creation of a housing brochure, an informational series to be distributed electronically and in print, as well as strengthening outreach efforts and civic engagement for all city housing workshops, meetings and activities

**General Fund
Housing & Community Development**

FY 15-16

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
<u>EXPENDITURES</u>					
Wages	\$ -	\$ -	\$ -	\$ 226,406	\$ 232,150
Overtime	-	-	-	6,234	5,017
Fringe Benefits	-	-	-	60,770	63,220
Contracted Services	-	-	-	423,991	377,441
Government Fees	-	-	-	1,000	1,000
Telecommunication Service	-	-	-	1,800	1,800
Advertising and Publication	-	-	-	1,500	1,500
Printing and Binding	-	-	-	15,600	3,250
Supplies	-	-	-	8,000	8,000
Meetings	-	-	-	25,340	15,300
Membership and Dues	-	-	-	1,000	1,000
Training	-	-	-	6,500	6,500
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 778,141</u>	<u>\$ 716,178</u>

FINANCE

The Finance Department is responsible for the following:

Finance

The Finance division provides the following services:

- City wide 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; and
- Providing operational information to the City Council and City.

Utility Billing

The Utility Billing division is responsible for utility billing services for water, wastewater, drainage and electric utilities; and the management of 6,100 resident and business utility customer accounts. The Department bills customers monthly, collects payments and provides customer service.

MAJOR DEPARTMENTAL TASKS COMPLETED FY 2015-16

- ☑ Executed an agreement with PARS establishing the Pension Rate Stabilization Program
- ☑ Established capital replacement funds for the utility funds, General Fund, and Community Services Fund
- ☑ Revised the General Fund and Community Services Fund reserves policies to be based on a percentage of annual expenditures vs revenues
- ☑ Provided six public meeting opportunities for community input on the budget
- ☑ Presented for adoption updated Cost of Service Analyses and Financial Plans for the Electric, Water, and Wastewater enterprises
- ☑ Updated the "Budget 101" brochure
- ☑ Presented for adopted the City's first biennial budget
- ☑ Updated the business license application enabling fillable forms on-line
- ☑ Executed an agreement with the State Board of Equalization for business license lead identification

MAJOR DEPARTMENTAL GOALS FOR FY 2016-17 and 2017-18

- ◆ Update the cost allocation plan and master fee schedule
- ◆ Complete the implementation of the new City-wide financial software system
- ◆ Research and complete the migration to an updated utility billing software
- ◆ Update the utility billing application enabling fillable forms on-line
- ◆ Issue an RFP for a new independent auditing firm

**General Fund
Finance Department**

FY 15-16

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
EXPENDITURES					
Wages	\$ 771,876	\$ 769,760	\$ 783,188	\$ 619,352	\$ 627,691
Fringe Benefits	495,187	299,373	262,204	223,895	239,401
Overtime	649	1,000	700	700	700
Contracted Services	336,114	218,071	261,559	208,331	161,022
Government Fees	5,801	1,000	-	-	-
Property Services	22,480	20,000	22,938	23,534	24,146
Equipment Rental	196	200	220	226	232
Personal Protective Equipment	430	750	-	-	-
Service Fees	291,234	217,805	217,805	210,776	214,639
Replacement Fees	29,638	95,240	95,240	11,245	11,245
Building Lease	-	12,000	-	-	-
Telecommunication Service	10,817	10,000	5,440	4,900	5,000
Printing and Binding	-	-	8,000	8,000	8,000
Supplies	26,906	23,025	17,241	20,250	20,250
Meetings	101	500	500	500	500
Memberships and Dues	110	250	619	959	959
Training	927	6,500	2,500	6,500	6,500
Educational Reimbursement	-	3,000	-	-	-
	\$ 1,992,466	\$ 1,678,474	\$ 1,678,154	\$ 1,339,168	\$ 1,320,285

PLANNING & 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 (CEQA) and the City's environmental procedures; and, when applicable, the National Environmental Protection Act (NEPA). The Department reviews and prepares required environmental documents and provides oversight for professional environmental consulting service contracts for specific projects.

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. The Department investigates alleged code violations and works with residents, property and business owners to facilitate compliance with code requirements.

PLANNING & BUILDING

MAJOR DEPARTMENT TASKS COMPLETED FY 2015-16

- ☑ Adopted the General Plan Housing Element Update
- ☑ Completed three housing education work sessions in the Housing Our Community series
- ☑ Adopted Ordinance to prohibit e-cigarette lounges and vapor bars
- ☑ Completed a comprehensive parking management plan in support of the City's economic development goals
- ☑ Completed revisions to the parking in-lieu fee option and expansion of parking in-lieu boundary area
- ☑ Completed required annual report regarding General Plan Housing Element compliance
- ☑ Completed required annual development agreement report for the Saggio Hills project
- ☑ Participated in county and region-wide technical and planning advisory committees

MAJOR DEPARTMENTAL GOALS FOR FY 2016-17 and 2017-18

- ◆ Implement new building permit tracking software
- ◆ Update Design Guidelines Manual
- ◆ Work with the Community Housing Committee to achieve housing goals and objectives
- ◆ Complete a review and update of citywide municipal parking requirements
- ◆ Complete required annual development agreement reports as required
- ◆ Continue to participate with the Sonoma County Transportation Authority/Regional Climate Protection Agency and other Sonoma County jurisdictions to complete the Climate Action 2020 Plan
- ◆ Facilitate the implementation of the Central Healdsburg Special Study Area Plan
- ◆ Complete special study area plans as identified in the General Plan

**General Fund
Planning & Building Department**

	FY 15-16			FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
	FY 14-15 Actual	Amended Budget	Estimated Year End		
<u>EXPENDITURES</u>					
Wages	\$ 466,315	\$ 668,524	\$ 707,701	\$ 869,692	\$ 884,449
Fringe Benefits	307,586	224,861	221,733	278,208	298,182
Overtime	990	-	2,200	1,200	1,200
Contracted Services	269,344	395,000	363,000	328,000	140,000
Government Fees	100	-	-	-	-
Property Services	2,508	-	1,000	2,500	2,500
Personal Protective Equipment	125	-	-	700	450
Service Fees	113,305	95,754	95,754	109,165	110,944
Replacement Fees	-	78,801	78,801	6,904	6,904
Telecommunication Service	3,903	2,900	7,408	7,460	7,525
Advertising and Publication	3,525	5,000	5,400	5,130	5,263
Printing and Binding	130	4,000	-	5,195	5,329
Supplies	14,275	10,200	9,798	14,111	11,592
Meetings	220	1,200	1,600	1,730	1,730
Memberships and Dues	1,294	1,200	1,580	2,510	2,510
Training	1,244	8,000	3,300	5,600	5,600
Other Recruitment Expense	-	-	5,000	-	-
	\$ 1,184,864	\$ 1,495,440	\$ 1,504,275	\$ 1,638,105	\$ 1,484,178

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 a number of community outreach efforts such as Adopt A Cop, Challenge Day, Alive at 25, Every 15 Minutes, 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 9-1-1-dispatch center for Police. All 9-1-1 calls from land line and wireless phone providers are answered in the 911 center. This includes requests for fire and medical services. 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. Dispatchers are the critical link between citizens in need of service and law enforcement officers. 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 office. The office also analyzes crime statistics and staffing needs.

Community Services

The Police Technician performs relief dispatch duties, parking enforcement, vehicle abatement duties, and manages the property and evidence room. Property and evidence is monitored to ensure compliance with State and Federal laws. Additional

POLICE

duties include public presentations, child seat installations, city licensing and support tasks for operations.

MAJOR DEPARTMENTAL TASKS COMPLETED FY 2015-16

- ☑ Re-organized personnel to create an administrative sergeant position
- ☑ Expanded body camera program for all field personnel
- ☑ Instituted fitness/stress reduction program for all personnel
- ☑ Institutionalized self-directed training program and force options training
- ☑ Recruited and hired a full-time police officer
- ☑ Recruited and hired a full-time dispatcher
- ☑ Expanded community outreach with town hall meetings, in English and Spanish
- ☑ Replaced one marked police vehicle

MAJOR DEPARTMENTAL GOALS FOR FY 2016-17 & FY 2017-18

- ◆ Increase attendance at town hall/community meetings
- ◆ Continue monthly attendance of community outreach meetings
- ◆ Recruit and hire a full-time police officer
- ◆ Expand Volunteer Program to add additional volunteers
- ◆ Recruit and hire a reserve police officer
- ◆ Continue to look for grant funding opportunities
- ◆ Replacement of phone system
- ◆ Complete 9-1-1 upgrade
- ◆ Restore vehicle replacement funds to an appropriate level
- ◆ Upgrade physical fitness equipment

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.

Technology advancements are a high priority for the department with the 9-1-1 system upgrade and the replacement of the phone system.

**General Fund
Police Department**

FY 15-16

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
EXPENDITURES					
Wages	\$ 1,714,931	\$ 2,280,211	\$ 2,222,605	\$ 2,332,810	\$ 2,394,116
Fringe Benefits	1,381,610	1,141,444	1,030,819	1,184,398	1,293,792
Overtime	258,300	225,000	253,000	235,000	235,000
Contracted Services	358,131	306,622	315,100	314,405	315,000
Property Services	38,825	39,000	39,000	39,000	39,000
Personal Protective Equipment	44,960	43,950	43,950	43,650	44,150
Service Fees	394,146	429,403	429,403	480,551	491,167
Replacement Fees	38,284	38,248	38,248	154,460	122,460
Telecommunication Services	17,325	13,000	13,000	13,000	13,000
Printing	2,504	1,000	2,500	2,500	1,300
Supplies	42,306	48,350	47,150	56,900	50,400
Meetings	989	1,000	1,000	1,200	1,200
Memberships and Dues	687	1,200	1,429	1,500	1,500
Training	34,943	40,000	41,000	40,000	40,000
Capital	24,992	-	-	-	-
	\$ 4,352,933	\$ 4,608,428	\$ 4,478,204	\$ 4,899,374	\$ 5,042,085

FIRE

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

The department provides a variety of programs – including fire code enforcement, community education, and emergency response – provide direct services to the community. 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 Fitch Mountain, lower Dry Creek Valley, Westside and Mill Creek area.

Fire Prevention

The Fire Prevention division is administered by the Division Chief/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 (WUI). 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.

FIRE

MAJOR DEPARTMENTAL TASKS COMPLETED FISCAL YEAR 2015-16

- ☑ Responded to 1,405 incidents; 36 structure fires; 7 vehicle fires; 32 vegetation fires; 4 debris fires; 61 vehicle accidents; 635 medical aids; 46 hazardous materials; 145 public agency assist; 7 illegal burns; 98 fire alarms; 52 hazardous conditions; 282 good intent
- ☑ Provided mutual aid to the State with Healdsburg wildland firefighting engine on 7 major wildland fires for a total of 41 days
- ☑ Provided 142 mutual aid responses to neighboring agencies
- ☑ Responded to 134 simultaneous calls for service while the on duty crew was committed
- ☑ Responded to 224 calls for service to Sotoyome and Fitch Mountain fire services contract area
- ☑ Conducted thousands of hours of reserve and full time staff training
- ☑ Performed over 2,870 Fire Code and hazardous materials inspections
- ☑ Provided over 76 hours of IIPP / Safety Training to all City Staff
- ☑ Performed over 250 hours of public education activities, including 14 CPR Classes
- ☑ Hosted 7 blood drives at the Fire Station for the Blood Bank of the Redwoods
- ☑ Recruited and began training 4 new Reserve Firefighters
- ☑ Staff continued to be very active in supporting economic development and played a major role in the One Stop Permit process at CDC
- ☑ Promoted Fire Engineer to Fire Captain
- ☑ Updated contracts for Fire Protection Services provided to Sotoyome/Dry Creek and Fitch Mountain Zones within the unincorporated areas surrounding Healdsburg
- ☑ Held annual Toy Drive providing toys to over 1,300 children
- ☑ Completed renovation of fire station after floods of December 2014
- ☑ Worked with Landpaths and CalFire to clear Fitch Mountain access roads
- ☑ Promoted Fire Captain to Fire Chief
- ☑ Hired Office Assistant II

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2016-17 and 2017-18

- ◆ Recruit and hire for vacant Fire Engineer position
- ◆ Continue design of fire substation
- ◆ Complete Training Academy for four new Reserve Firefighters
- ◆ Continue to work with the Reserve Firefighters Association to provide necessary coverage during weekends and periods of peak fire call activity
- ◆ Provide continuous support and remain active in the City's One Stop Permit
- ◆ Increase overall training hours for reserve and full time fire suppression personnel with an emphasis on personnel safety and operational readiness
- ◆ Continue to work closely with northern Sonoma County fire agencies and Santa Rosa Junior College to pursue shared service opportunities
- ◆ Continue to pursue grant funding opportunities
- ◆ Continue to work with SRJC Fire Technology internship program
- ◆ Update City of Healdsburg Hazard Mitigation Plan
- ◆ Implement Lexipol policies and procedures manual
- ◆ Achieve and maintain 100 percent compliance with Target Solutions online/computer based IIPP and safety training program for City of Healdsburg staff.

FIRE

FUTURE OBJECTIVES

With the recent appointment of a new Fire Chief and Fire Captain, the department continues to transition to a place of more stability and opportunity. This year will see the department hire a new Fire Engineer and Firefighter. While continuing to strive to be a progressive fire department utilizing industry best practices, FY 2016-17 will see the implementation of comprehensive new policies and procedures manual, new training equipment and a new web-based fire training program. Healdsburg Fire will also continue to recruit and train qualified Reserve Firefighters and continue to partner with SRJC Fire Technology program to bring on interns. Another exciting item coming in the near future is the fire sub-station near the Saggio Hills development.

**General Fund
Fire Department**

FY 15-16

	FY 14-15 Actual	Amended Budget	Estimated Year End	FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
<u>EXPENDITURES</u>					
Wages	\$ 1,147,676	\$ 1,210,185	\$ 1,520,375	\$ 1,236,566	\$ 1,264,072
Fringe Benefits	714,233	646,780	617,227	669,465	730,839
Reserves	83,764	105,500	95,815	88,000	93,000
Overtime	131,034	150,000	160,331	150,000	150,000
Contracted Services	81,385	93,653	85,976	106,917	96,917
Property Services	14,216	26,000	18,760	19,000	19,500
Personal Protective Equipment	60,440	30,500	24,500	37,000	37,000
Equipment Rental	-	-	2,311	800	800
Service Fees	256,802	216,853	222,008	273,631	312,980
Replacement Fees	10,530	10,272	10,272	172,354	172,354
Telecommunication Services	12,682	10,000	14,970	14,000	14,000
Printing and Binding	113	300	1,000	1,000	1,000
Supplies	74,513	46,300	40,000	54,000	54,000
Meetings	2,021	-	500	500	500
Memberships and Dues	5,740	4,200	7,075	6,400	6,400
Training	23,659	23,000	25,000	38,500	30,000
Capital	24,762	-	-	-	-
	\$ 2,643,570	\$ 2,573,543	\$ 2,846,120	\$ 2,868,133	\$ 2,983,362

**General Fund
Non-departmental**

FY 15-16

EXPENDITURES

	FY 14-15 Actual	FY 15-16 Amended Budget	FY 15-16 Estimated Year End	FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
Transfers out	\$ 1,349,066	\$ 3,120,568	\$ 701,941	\$ 601,547	\$ 625,941
Services Fees - Insurance	224,505	284,000	264,000	264,000	264,000
Miscellaneous Expense	112,411	-	-	-	-
Overhead Allocation	(2,491,009)	(2,734,149)	(2,744,597)	(3,153,479)	(3,153,479)
	\$ (805,027)	\$ 670,419	\$ (1,778,656)	\$ (2,287,932)	\$ (2,263,538)

PUBLIC WORKS

PUBLIC WORKS

The City's 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 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 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 through the use of 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 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, minor repairs, and emergency response to overflows.

Water system maintenance includes 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 street are swept at least weekly by Redwood Empire Disposal through the City's garbage collection franchise agreement.

Major maintenance of street pavements is done annually. Approximately 5% of the overall system is treated each year. 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.

STORM DRAINS

The City's storm drain system consists of approximately 32 miles of pipelines and 15 miles of creeks and open ditches. Although the pipe system requires little annual maintenance, the creeks and open ditches require annual clearing of vegetation and sediment buildup. The new Municipal Separate Storm Sewer System (MS4) requirements will require Public Works to clean all storm drain catch basins on an annual basis.

MAJOR DEPARTMENT TASKS COMPLETED FOR FY 2015-16

- ☑ Completed the Healdsburg Avenue Bridge Retrofit/Rehabilitation Project
- ☑ Completed the Grove Street Sewer Project
- ☑ Completed pavement rehabilitation of approximately 8% of the street system
- ☑ Commenced the 5-way Roundabout Project
- ☑ Commenced the Foss Creek Flood Control Study
- ☑ Commenced the ADA Ramp and South Fitch Mountain Road Sidewalk Project

MAJOR DEPARTMENTAL GOALS FOR FY 2016-17 and 2017-18

- ✓ Continue annual pavement maintenance
- ✓ Complete the ADA Ramp and South Fitch Mountain Road Sidewalk Project
- ✓ Complete the Foss Creek Flood Control Study
- ✓ Complete the Moore Lane Sewer Project
- ✓ Complete the update of the Public Works Standard Specifications and Details
- ✓ Construct the Christmas Lot parking lot and the West Plaza Expansion lot.
- ✓ Fully implement the MS4 permit requirements
- ✓ Complete the 5-way Roundabout Project
- ✓ Complete construction of Foss Creek Pathway Phase 7
- ✓ Complete North Fitch Mountain Road slide repair
- ✓ Commence Healdsburg Avenue road diet study and gain public and City Council approval of conceptual design
- ✓ Complete design and commence construction of the Tayman Park/Pordon Lane drainage improvements
- ✓ Replace failing street cross drains
- ✓ Replace miscellaneous deteriorated and undersized sewer mains

FUTURE OBJECTIVES

- Continue to provide high quality customer service
- Develop a solution to alleviate Foss Creek flooding
- Continue to facilitate approval of economic development projects

GAS TAX FUND
FY 16-17 & FY 17-18 Biennial Budget

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ 1,564,799	\$ 2,068,659	\$ 2,068,659	\$ 1,362,295	\$ 1,334,082
<u>REVENUES</u>					
Gas Tax	\$ 308,295	\$ 258,344	\$ 265,824	\$ 245,350	\$ 252,863
Interest Income	10,537	-	6,052	5,000	5,000
Transfers In	185,028	-	-	-	-
Total Revenues	\$ 503,860	\$ 258,344	\$ 271,876	\$ 250,350	\$ 257,863
<u>EXPENDITURES</u>					
Professional Services	\$ -	\$ 94,800	\$ 94,690	\$ 26,500	\$ 1,500
Transfers out	-	883,550	883,550	252,063	825,000
Total Expenditures	\$ -	\$ 978,350	\$ 978,240	\$ 278,563	\$ 826,500
Estimated Ending Fund Balance	\$ 2,068,659	\$ 1,348,653	\$ 1,362,295	\$ 1,334,082	\$ 765,445
Change in Fund Balance	\$ 503,860	\$ (720,006)	\$ (706,364)	\$ (28,213)	\$ (568,637)

STREETS FUND
FY 16-17 & FY 17-18 Biennial Budget

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ 1,469,103	\$ 391,936	\$ 391,936	\$ 516,753	\$ (391,025)
REVENUES					
Grant Proceeds	\$ 9,550,769	\$ 9,490,510	\$ 5,038,299	\$ 202,937	\$ 2,000,000
Right of Way/Trench Cut Fees	555,000	555,000	555,000	-	-
Interest Income	2,221	-	500	500	500
Miscellaneous	136,599	82,000	171,325	82,000	82,000
Bond Proceeds	450,760	6,162,371	6,861,078	-	-
Transfers in	70,702	8,953,074	9,777,588	2,737,291	825,000
Total Revenues	\$ 10,766,051	\$ 25,242,955	\$ 22,403,790	\$ 3,022,728	\$ 2,907,500
EXPENDITURES					
Wages	\$ 485,687	\$ 403,862	\$ 511,569	\$ 389,384	\$ 396,511
Overtime & Standby Pay	16,638	-	13,500	13,500	13,500
Fringe Benefits	177,090	174,537	174,570	140,688	151,178
Contracted Services	524,678	1,340,000	360,983	452,500	450,000
Government Fees	4,579	11,000	4,500	4,500	4,500
Property Services	15,214	14,000	15,000	15,000	15,000
Personal Protective Equipment	2,758	2,000	3,200	3,000	3,200
Equipment Rental	-	-	800	-	-
Construction Services					
Bridge Reconstruction	8,378,507	10,387,000	6,873,440	-	-
5-way Improvements	280,003	12,060,395	1,322,060	3,296	-
5-way Improvements Encumbrance			10,738,335		
Pavement Reconstruction	234,634	1,000,000	1,106,285	1,796,932	-
Sidewalk Construction	-	220,000	-	-	-
West Plaza Parking Lot	-	130,000	-	270,000	-
ADA Sidewalk Improvements	66,735	281,060	115,918	-	-
Foss Creek Pathway	1,383,283	-	72,433	200,000	2,000,000
Fitch Mountain Slide Repair	-	-	-	-	625,000
Healdsburg Avenue Improvement Study	-	-	-	-	200,000
Cycle III Lifeline Grant	-	-	2,440	255,000	-
Service Fees	141,014	147,816	147,816	163,989	166,773
Replacement Fees	-	-	-	58,601	58,601
Telecommunication Services	4,990	4,700	5,584	5,000	5,000
Advertising & Publication	962	200	1,565	1,200	1,200
Supplies	29,664	25,600	35,687	31,750	31,850
Memberships & Dues	2,467	2,500	2,600	2,600	2,700
Meetings & Training	1,908	2,000	2,406	2,350	2,400
Other Recruitment Expense	-	-	3,653	-	-
Land	-	665,000	643,413	-	-
Overhead Allocation	81,454	81,454	81,454	81,454	81,454
Debt Service	10,953	38,464	39,762	39,762	39,762
Total Expenditures	\$ 11,843,218	\$ 26,991,588	\$ 22,278,973	\$ 3,930,506	\$ 4,248,629
Estimated Ending Fund Balance	\$ 391,936	\$ (1,356,697)	\$ 516,753	\$ (391,025)	\$ (1,732,154)
Change in Fund Balance	\$ (1,077,167)	\$ (1,748,633)	\$ 124,817	\$ (907,778)	\$ (1,341,129)
Components of Ending Fund Balance					
Pension Stabilization Contribution	\$ -	\$ 93,017	\$ 93,017	\$ 108,520	\$ 124,023
Unrestricted Reserves	391,936	(1,449,714)	423,736	(499,545)	(1,856,177)
Total Fund Balance	\$ 391,936	\$ (1,356,697)	\$ 516,753	\$ (391,025)	\$ (1,732,154)

DRAINAGE FUND
FY 16-17 & FY 17-18 Biennial Budget

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Working Capital	\$ (1,286,971)	\$ (1,177,938)	\$ (1,177,938)	\$ (925,035)	\$ (929,646)
REVENUES					
Utility Usage	\$ 672,621	\$ 603,000	\$ 676,587	\$ 675,000	\$ 675,000
Miscellaneous	1,090	1,100	1,979	1,400	1,400
Interest Income	376	-	366	350	350
Transfers-in	50,000	22,000	282,915	-	-
Total Revenues	\$ 724,087	\$ 626,100	\$ 961,847	\$ 676,750	\$ 676,750
EXPENSES					
Wages	200,479	241,024	218,207	292,849	299,952
Overtime & Standby Pay	5,627	3,500	5,341	5,500	5,500
Fringe Benefits	61,159	77,414	70,374	91,325	98,045
Contracted Services	59,524	105,000	123,000	55,000	55,500
Government Fees	8,740	20,000	9,000	10,000	10,000
Property Services	717	600	850	850	850
Personal Protective Equipment	2,314	2,000	4,500	2,300	2,300
Equipment Rental	8,078	2,000	20,000	50,000	20,000
Construction Services	-	22,000	-	-	-
Service Fees	68,144	37,008	37,008	40,496	41,186
Right of Way Costs	75,000	75,000	75,000	-	-
Telecommunication Services	1,649	1,700	837	1,700	1,700
Advertising & Publication	524	650	600	650	650
Supplies	20,345	10,100	27,788	15,100	15,100
Memberships & Dues	14,258	14,100	17,808	17,500	17,500
Meetings & Training	72	-	540	-	-
Debt Service	12,683	17,361	17,361	17,361	17,361
Overhead Allocation	75,741	80,730	80,730	80,730	80,730
Total Expense	\$ 615,054	\$ 710,187	\$ 708,944	\$ 681,361	\$ 666,374
Estimated Ending Working Capital	\$ (1,177,938)	\$ (1,262,025)	\$ (925,035)	\$ (929,646)	\$ (919,270)
Change in Working Capital	\$ 109,033	\$ (84,087)	\$ 252,903	\$ (4,611)	\$ 10,376
Components of Ending Fund Balance					
Pension Stabilization Contribution	\$ -	\$ 73,045	\$ 73,045	\$ 85,219	\$ 97,393
Unrestricted Reserves	(1,177,938)	(1,335,070)	(998,080)	(1,014,865)	(1,016,663)
Total Fund Balance	\$ (1,177,938)	\$ (1,262,025)	\$ (925,035)	\$ (929,646)	\$ (919,270)

AIRPORT FUND
FY 16-17 & FY 17-18 Biennial Budget

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Working Capital	\$ 300,317	\$ 311,430	\$ 311,430	\$ 162,875	\$ (66,127)
REVENUES					
Grant Proceeds	\$ 14,128	\$ 204,000	\$ -	\$ -	\$ 568,800
Fuel Sales	192,246	170,000	148,905	149,000	149,000
Rents & Leases	154,961	190,973	159,306	162,492	165,742
Interest Income	1,603	-	1,312	1,300	1,300
Miscellaneous	2,141	3,000	4,000	3,000	3,000
Total Revenues	365,079	567,973	313,523	\$ 315,792	\$ 887,842
EXPENSE					
Wages	\$ 16,836	\$ 31,462	\$ 26,717	\$ 28,078	\$ 29,308
Overtime & Standby Pay	5	-	10	-	-
Fringe Benefits	7,917	11,570	8,141	9,195	10,005
Contracted Services	81,927	193,925	195,305	167,150	162,700
Government Fees	3,905	5,000	4,525	5,000	5,000
Property Services	15,051	10,400	11,800	30,400	20,400
Equipment Rental	2,323	2,200	2,200	5,000	5,500
Construction	-	81,000	30,645	45,000	632,000
Services Fees	5,228	4,807	4,807	4,807	4,807
Telecommunication Services	2,821	2,800	2,938	2,900	3,000
Supplies	155,403	197,550	107,275	179,550	179,650
Debt Service	1,404	2,601	2,601	2,600	2,600
Overhead Allocation	61,146	65,114	65,114	65,114	65,114
Total Expense	\$ 353,966	\$ 608,429	\$ 462,078	\$ 544,794	\$ 1,120,084
Estimated Ending Working Capital	\$ 311,430	\$ 270,974	\$ 162,875	\$ (66,127)	\$ (298,369)
Change in Working Capital	\$ 11,113	\$ (40,456)	\$ (148,555)	\$ (229,002)	\$ (232,242)

UTILITIES

UTILITY DEPARTMENT

The City's Municipal Utility Department oversees the maintenance and operation of the City's Electric, Water and Wastewater systems. This oversight includes the design, construction, and maintenance of the electric distribution system; water treatment and distribution; wastewater collection, treatment and discharge; 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 the 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 finds itself sound, reliable, and focused on the current and future service needs of the Healdsburg community.

WATER

The water division produces, treats, and delivers potable water throughout the City and to residents of Fitch Mountain. To do so, staff maintains three well sites, a filtration plant, storage tanks, booster pumps, and over 50 miles of piping to distribute the water. For FY2017 and 18, the water department is planning the completion of the Water System Master Plan as well as a significant Water Main replacement project. The Water System Master Plan will aid in the development of long-term capital replacement projects as well as the ongoing system operations. Staff will continue to promotion the incorporation of water conservation to build drought resilience.

WASTEWATER

The wastewater division is responsible for the collections, water reclamation (treatment), and discharge of the City's wastewater. City staff inspects and maintain the sewer collection system on a frequent basis as a preventative measure. This includes routine flushing of sewer lines, intrusive inspection through use of the City's camera van, minor repairs, and emergency response as needed. The City continues to plan and construct expansions of the recycled water distribution system as well as the planned reconstruction of the Moore Lane Sewer Lift Station and the planned replacement of aging clay sewer pipe.

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 2016-17 and 2017-18, the focus will be on routine maintenance inspection and planned facility replacements and the further deployment of

an advanced metering system. Additionally the Electric division will focus on completing the Underground Utility District along Healdsburg Avenue and building of new electric service connections for developing properties.

MAJOR DEPARTMENT TASKS COMPLETED FOR FY 2015-16

- ☑ Completed the deployment of the fixed network required to support the advanced metering system water and electric
- ☑ Completed the replacement of Grove Street Sewer Main
- ☑ Developed and promoted conservation programs meeting the States Mandatory Conservation Goals
- ☑ Completed the 2015 Urban Water Master Plan (UWMP) finding the City with an adequate water supply through 2040
- ☑ Gain approval of the City's National Pollutant Discharge Elimination System (NPDES) permit, allowing continued compliance with the City's treated wastewater operations
- ☑ Gain approval for the City's Recycled Water Programs under the Statewide General Permit, streamlining the approval and use of the City's high quality recycled water
- ☑ Gained Council approval for revised Electric, Wastewater, and Water rates providing continued financial stability

MAJOR DEPARTMENTAL GOALS FOR FY 2016-17 and 2017-18

- ✓ Build drought resilience through the ongoing support of water conservation programs
- ✓ Complete the Underground Utility District along Healdsburg Ave.
- ✓ Complete the reconstruction of the Moore Lane lift station
- ✓ Complete the Water System Master Study and Wastewater System Master Plans
- ✓ Complete the planned replacements of clay pipe sewer mains throughout Healdsburg
- ✓ Continue the review, development and implement of City design and construction standards
- ✓ Complete the expansion of the Recycled Water Distribution Pipeline for agricultural irrigation

FUTURE OBJECTIVES

- Meet the needs of regulatory compliance and community expectations for service
- Plan for and facilitate approval of economic development projects
- Develop and implement viable long term capital improvement plans
- Continue implementation and promotion of low cost recycled water reuse with the goal of zero discharge during the dry season
- Expand and promote water and energy conservation programs consistent with the goals of reducing the City's greenhouse gas production

WATER FUND
FY 16-17 & FY 17-18 Biennial Budget

FY 15-16

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Working Capital	\$ 3,891,754	\$ 3,901,586	\$ 3,901,586	\$ 4,045,357	\$ 3,490,147
REVENUES					
Utility Usage	\$ 4,263,638	\$ 4,200,000	\$ 4,396,500	\$ 4,638,400	\$ 5,034,300
Miscellaneous	16,532	-	23,962	15,300	15,600
Bond Proceeds	-	-	641,864	-	-
Interest Income	21,714	-	17,638	7,100	12,300
Transfers in	359,763	-	-	-	-
Total Revenues	\$ 4,661,647	\$ 4,200,000	\$ 5,079,964	\$ 4,660,800	\$ 5,062,200
EXPENSES					
Wages	\$ 849,346	\$ 930,733	\$ 954,059	\$ 1,028,175	\$ 1,045,140
Overtime & Standby Pay	49,787	53,000	53,000	60,000	60,000
Fringe Benefits	322,219	390,562	381,904	418,434	453,743
Contracted Services	848,694	459,107	424,332	395,390	263,440
Conservation Rebates	111,073	88,425	220,000	95,050	83,350
Government Fees	27,617	33,000	31,490	43,000	43,000
Property Services	208,157	298,000	210,000	220,000	228,000
Personal Protective Equipment	5,547	4,800	6,200	8,075	7,363
Equipment Rental	16,986	8,000	4,000	8,000	8,000
Construction Services	-	95,000	-	-	-
Service Fees	201,245	280,749	280,749	288,499	293,757
Replacement Fees	-	-	-	121,042	121,042
Right of Way Costs	170,000	170,000	170,000	-	-
Telecommunication Services	12,389	9,000	13,845	13,300	13,300
Advertising & Publication	18,849	12,000	10,000	17,000	17,000
Supplies	286,372	238,800	196,237	283,100	283,100
Memberships & Dues	3,328	13,800	3,800	11,400	11,400
Meetings & Training	7,129	7,000	9,550	19,200	19,200
Capital - Computer Software	7,124	31,700	36,281	-	-
Debt Service	954,634	1,117,147	1,066,427	1,072,026	1,081,548
Overhead Allocation	551,319	614,319	614,319	614,319	614,319
Transfers out	-	-	250,000	500,000	600,000
Total Expense	\$ 4,651,815	\$ 4,855,142	\$ 4,936,193	\$ 5,216,010	\$ 5,246,702
Estimated Working Capital	\$ 3,901,586	\$ 3,246,444	\$ 4,045,357	\$ 3,490,147	\$ 3,305,645
Change in Working Capital	\$ 9,832	\$ (655,142)	\$ 143,771	\$ (555,210)	\$ (184,502)
Components of Ending Working Capital					
Pension Stabilization Contribution	\$ -	\$ 279,040	\$ 279,040	\$ 325,547	\$ 372,054
Contingency Reserve	1,065,910	1,050,000	1,099,125	1,159,600	1,258,575
Unrestricted Reserves	2,835,677	1,917,404	2,667,192	2,005,000	1,675,016
Total Reserves Held	\$ 3,901,586	\$ 3,246,444	\$ 4,045,357	\$ 3,490,147	\$ 3,305,645

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

**WATER CAPITAL REPLACEMENT FUND
FY 16-17 & FY 17-18 Biennial Budget**

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ 750,000	\$ 750,000	\$ 750,000	\$ 1,002,600	\$ 680,000
REVENUES					
Interest Income	\$ -	\$ -	\$ 2,600	\$ 2,400	\$ 3,000
Transfers in	-	-	250,000	550,000	1,100,000
Total Revenues	\$ -	\$ -	\$ 252,600	\$ 552,400	\$ 1,103,000
EXPENDITURES					
Scenic Water Main Replacement	\$ -	\$ -	\$ -	\$ 50,000	\$ 250,000
College Street Water Main Replacement	-	-	-	500,000	100,000
Gauntlet/Iverson Reservoir Roof Renovation	-	-	-	275,000	-
Redwood Tank Replacements	-	-	-	50,000	1,300,000
Total Expenditures	\$ -	\$ -	\$ -	\$ 875,000	\$ 1,650,000
Estimated Ending Fund Balance	\$ 750,000	\$ 750,000	\$ 1,002,600	\$ 680,000	\$ 133,000
Change in Fund Balance	\$ -	\$ -	\$ 252,600	\$ (322,600)	\$ (547,000)

SEWER FUND
FY 16-17 & FY 17-18 Biennial Budget

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Working Capital	\$ 9,901,201	\$ 11,450,132	\$ 11,450,132	\$ 8,559,105	\$ 7,554,664
REVENUES					
Utility Usage	\$ 7,312,707	\$ 7,691,849	\$ 7,050,000	\$ 6,517,000	\$ 6,549,000
Miscellaneous	20,825	-	22,404	20,400	20,800
Interest Income	53,459	-	90,720	22,700	40,100
Transfers-in	110,965	1,277,361	1,489,449	17,361	17,361
Total Revenues	\$ 7,497,956	\$ 8,969,210	\$ 8,652,573	\$ 6,577,461	\$ 6,627,261
EXPENSES					
Wages	802,643	1,165,777	1,064,616	1,174,078	1,192,932
Overtime & Standby Pay	73,567	92,949	79,000	98,704	98,704
Fringe Benefits	324,883	493,417	421,102	476,640	516,632
Contracted Services	467,478	535,375	648,310	438,465	316,005
Government Fees	17,075	30,000	23,857	22,000	22,000
Property Services	359,854	347,000	360,000	374,000	389,000
Personal Protective Equipment	6,874	4,800	9,085	8,375	8,375
Equipment Rental	90,476	12,000	44,575	40,000	40,000
Construction Services	177,882	1,960,000	639,463	-	-
Service Fees	275,928	217,282	220,984	327,534	334,334
Replacement Fees	74,045	103,049	103,049	122,387	122,387
Right of Way Costs	155,000	155,000	155,000	-	-
Telecommunication Services	14,854	11,600	14,686	14,800	14,800
Advertising & Publication	3,205	6,000	3,000	6,000	6,000
Supplies	489,484	188,880	603,738	347,132	349,332
Memberships & Dues	19,849	31,000	27,029	28,300	28,000
Meetings & Training	3,300	7,200	18,787	17,450	17,950
Capital - Computer Software	7,938	15,133	35,929	-	-
Debt Service	1,984,592	2,083,398	4,904,927	1,919,574	1,921,761
Overhead Allocation	600,098	666,463	666,463	666,463	666,463
Transfers out	-	-	1,500,000	1,500,000	1,500,000
Total Expense	\$ 5,949,025	\$ 8,126,323	\$ 11,543,600	\$ 7,581,902	\$ 7,544,675
Estimated Working Capital	\$ 11,450,132	\$ 12,293,019	\$ 8,559,105	\$ 7,554,664	\$ 6,637,250
Change in Working Capital	\$ 1,548,931	\$ 842,887	\$ (2,891,027)	\$ (1,004,441)	\$ (917,414)
Components of Ending Working Capital					
Pension Stabilization Contribution	\$ -	\$ 336,044	\$ 336,044	\$ 392,051	\$ 448,058
Contingency Reserve	1,828,177	1,922,962	1,762,500	1,629,250	1,637,250
Unrestricted Reserves	9,621,955	10,034,013	6,460,561	5,533,363	4,551,942
Total Reserves Held	\$ 11,450,132	\$ 12,293,019	\$ 8,559,105	\$ 7,554,664	\$ 6,637,250

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

**SEWER CAPITAL REPLACEMENT FUND
FY 16-17 & FY 17-18 Biennial Budget**

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ 4,476,205	\$ 4,498,673	\$ 4,498,673	\$ 6,020,660	\$ 6,485,660
REVENUES					
Interest Income	\$ 22,468	\$ -	\$ 21,987	\$ 15,000	\$ 20,000
Transfers in	-	-	1,500,000	1,820,000	2,225,000
Total Revenues	\$ 22,468	\$ -	\$ 1,521,987	\$ 1,835,000	\$ 2,245,000
EXPENDITURES					
Recycled Water Pipeline (Phase 3)	\$ -	\$ -	\$ -	\$ 500,000	\$ -
Rebuild Twin Force Mains/Magnolia Lift Strn	-	-	-	135,000	2,600,000
Moore Lift Station Conversion	-	-	-	270,000	-
University Sewer Main Replacement	-	-	-	50,000	725,000
Pordon Ln/Tayman Pk Drainage Imprvmts	-	-	-	300,000	-
CHAP Master Drainage Plan	-	-	-	15,000	-
Hbg Ave Storm Drain Outfall at Dry Creek Rd	-	-	-	100,000	-
Transfers out	-	-	-	-	950,000
Total Expenditures	\$ -	\$ -	\$ -	\$ 1,370,000	\$ 4,275,000
Estimated Ending Fund Balance	\$ 4,498,673	\$ 4,498,673	\$ 6,020,660	\$ 6,485,660	\$ 4,455,660
Change in Fund Balance	\$ 22,468	\$ -	\$ 1,521,987	\$ 465,000	\$ (2,030,000)

ELECTRIC FUND
FY 16-17 & FY 17-18 Biennial Budget

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Working Capital	\$ 15,775,224	\$ 17,851,467	\$ 17,851,467	\$ 18,584,387	\$ 18,593,792
REVENUES					
Utility Usage	\$ 10,774,397	\$ 11,157,800	\$ 11,266,885	\$ 11,492,223	\$ 11,722,067
Miscellaneous	371,399	330,000	583,158	151,645	120,645
Interest Income	79,157	-	53,000	50,000	50,000
Transfers-in	262,056	323,445	3,445	3,445	34,445
Total Revenues	\$ 11,487,009	\$ 11,811,245	\$ 11,906,488	\$ 11,697,313	\$ 11,927,157
EXPENSES					
Wages	\$ 1,077,666	\$ 1,349,841	\$ 1,193,524	\$ 1,456,116	\$ 1,471,929
Overtime & Standby Pay	64,274	113,200	138,974	121,800	123,624
Fringe Benefits	392,024	551,337	511,565	622,796	677,763
Contracted Services	248,257	341,486	248,651	262,960	263,620
Government Fees	1,501	-	1,534	1,550	1,550
Property Services	10,344	8,584	11,728	12,429	13,055
Personal Protective Equipment	27,419	8,600	24,749	30,500	30,500
Equipment Rental	288	3,200	500	-	-
Construction Services	-	1,112,832	-	-	-
Service Fees	263,137	308,679	285,549	282,726	288,395
Replacement Fees	23,746	-	-	160,513	160,513
Right of Way Costs	155,000	155,000	155,000	-	-
Overhead Powerline Rent	7,174	7,800	7,800	8,000	8,200
Electric Power Purchase	5,873,841	6,417,929	6,498,492	6,756,478	6,982,813
Telecommunication Services	12,579	9,600	14,054	12,900	12,900
Advertising & Publication	2,290	7,500	3,600	7,200	7,200
Supplies	419,735	762,960	917,812	427,740	495,840
Memberships & Dues	10,454	11,000	13,000	14,000	14,000
Meetings & Training	23,770	67,600	54,200	98,500	99,450
Equipment	37,355	-	21,000	28,000	28,000
Debt Service	45,912	284,145	284,145	289,312	294,740
Payment In-lieu of Taxes	-	-	-	136,697	136,697
Overhead Allocation	714,000	787,691	787,691	787,691	787,691
Transfers out	-	-	-	170,000	2,000,000
Total Expense	\$ 9,410,766	\$ 12,308,984	\$ 11,173,568	\$ 11,687,908	\$ 13,898,480
Estimated Ending Working Capital	\$ 17,851,467	\$ 17,353,728	\$ 18,584,387	\$ 18,593,792	\$ 16,622,469
Change in Working Capital	\$ 2,076,243	\$ (497,739)	\$ 732,920	\$ 9,405	\$ (1,971,323)
Components of Ending Working Capital					
Pension Stabilization Contribution	\$ -	\$ 479,929	\$ 479,929	\$ 559,917	\$ 639,905
Reserve Policy	7,000,000	7,000,000	7,000,000	7,000,000	7,000,000
Unrestricted Reserves	10,851,467	9,873,799	11,104,458	11,033,875	8,982,564
Total Reserves Held	\$ 17,851,467	\$ 17,353,728	\$ 18,584,387	\$ 18,593,792	\$ 16,622,469

Reserve Policy:
Resolution 97-2008
\$3 Million – 90-Day Operating Reserve
\$2 Million – Capital Reserve
\$2 Million – Rate Stabilization Reserve

**ELECTRIC CAPITAL REPLACEMENT FUND
FY 16-17 & FY 17-18 Biennial Budget**

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ 837,702	\$ 841,766	\$ 841,766	\$ 846,022	\$ 850,222
REVENUES					
Interest Income	\$ 4,064	\$ -	\$ 4,256	\$ 4,200	\$ 4,200
Transfer in	-	-	-	1,630,000	2,145,000
Total Revenues	\$ 4,064	\$ -	\$ 4,256	\$ 1,634,200	\$ 2,149,200
EXPENDITURES					
Badger Substation	\$ -	\$ -	\$ -	\$ 150,000	\$ 145,000
Advcd Metering/Customer Usage Show	-	-	-	150,000	-
Underground Utility District	-	-	-	1,200,000	-
Annual Pole Replacements	-	-	-	130,000	140,000
Transfers out	-	-	-	-	950,000
Total Expenditures	\$ -	\$ -	\$ -	\$ 1,630,000	\$ 1,235,000
Estimated Ending Fund Balance	\$ 841,766	\$ 841,766	\$ 846,022	\$ 850,222	\$ 1,764,422
Change in Fund Balance	\$ 4,064	\$ -	\$ 4,256	\$ 4,200	\$ 914,200

**ELECTRIC PUBLIC BENEFIT FUND
FY 16-17 & FY 17-18 Biennial Budget**

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ 810,460	\$ 912,335	\$ 912,335	\$ 1,042,622	\$ 1,049,501
REVENUES					
2% Public Benefit	\$ 305,946	\$ 303,000	\$ 319,634	\$ 326,027	\$ 332,547
Interest Income	4,723	-	5,371	5,300	5,300
Miscellaneous	15,600	-	-	-	-
Cap & Trade Proceeds	372,390	374,737	367,019	350,000	350,000
Total Revenues	\$ 698,659	\$ 677,737	\$ 692,024	\$ 681,327	\$ 687,847
EXPENDITURES					
Wages	\$ 45,619	\$ 41,915	\$ 69,936	\$ 36,430	\$ 37,481
Overtime & Standby Pay	-	-	105	150	150
Fringe Benefits	16,234	14,730	20,451	11,423	12,287
Contracted Services	72,586	66,000	20,000	29,000	29,870
Energy Rebates	150,987	156,000	130,000	275,000	150,000
Solar Rebates	97,757	90,000	85,000	-	-
Low Income Assistance	33,358	40,000	40,000	47,000	50,000
GHG EV Discount	-	-	7,500	9,000	12,000
Property Services	3,106	2,400	5,000	5,500	9,000
Replacement Fees	24,000	-	-	-	-
Advertising & Publication	1,343	10,000	10,000	10,000	10,000
Supplies	146,963	250,000	170,000	245,000	245,000
Meetings & Training	1,073	5,000	300	2,500	2,500
Debt Service	3,758	3,445	3,445	3,445	3,445
Total Expenditures	\$ 596,784	\$ 679,490	\$ 561,737	\$ 674,448	\$ 561,733
Estimated Ending Fund Balance	\$ 912,335	\$ 910,582	\$ 1,042,622	\$ 1,049,501	\$ 1,175,615
Change in Fund Balance	\$ 101,875	\$ (1,753)	\$ 130,287	\$ 6,879	\$ 126,114

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. Promote and market our programs and services through print, electronic, and in person venues. Develop and manage service and partnership contracts with Healdsburg Unified School District, LandPaths and the Open Space District, Tayman Group and others.

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.

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

Parks and Maintenance: 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.

Open Space: In collaboration with LandPaths and the Open Space District, develop, operate, and manage Healdsburg Ridge Open Space Preserve including trail maintenance, administering a volunteer program, monitoring use, and other tasks that keep the 150 acre preserve open to the public for Healdsburg Ridge while the property transfers to the City. In the same collaboration, work toward the transfer of Fitch Mountain Park and Open Space Preserve to the City including developing a management plan, creating public access, and establishing public use of the property.

Park Planning and Capital Improvements: Develop the capital improvement program and the coordinate each project including public input, design, bidding, construction and operational use.

Recreation Programming: Plan and provide recreation comprehensive programming for City residents of all ages, including youth and adult sports in collaboration with our communities' sports organizations, fitness programs, and leisure, educational, and cultural arts activities. Programs are provided by the City directly and in partnership with contracted instructors and other community-based organizations.

After School Program: In partnership with Healdsburg Unified School District plan, coordinate, and deliver an after-school program for school district students. Program components include homework help, education, and enrichment activities.

COMMUNITY SERVICES

Senior Services: Provide lifelong learning, recreational activities, special events, social programs, and referral and nutritional services for 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.

Facility Rental and Special Events: Schedule and coordinate outdoor area usage at local schools, parks, and community facilities. Permit and schedule special events including special event review and permitting and commercial film permits. Plan, coordinate, and deliver City sponsored special events including Tuesdays in the Plaza, youth events, and others.

MAJOR DEPARTMENTAL TASKS COMPLETED FY 2015-16

- ☑ Continued the implementation and monitoring of water reduction strategies for parks and recreation facilities
- ☑ Implemented the Cerri Site Adaptive Reuse design process
- ☑ Developed a Transit Occupancy Tax public outreach campaign
- ☑ Initiated the Healdsburg Community Center Master Plan by implementing HVAC, restroom, and roofing renovations and starting the proposed synthetic turf planning process
- ☑ Initiated the Fitch Mountain Park and Open Space Preserve management planning process
- ☑ Worked with Access Healdsburg to assess HDTV and the Media Center's operations
- ☑ Worked with the Senior Advisory Commission and Parks and Recreation Commission to develop strategic goals for the upcoming year
- ☑ Worked with the Parks and Recreation Commission and user groups to establish a long-term improvement list
- ☑ Implemented emergency repairs and Measure V Improvements for the Senior Center
- ☑ Implemented new programs and services including senior trips, adult soccer league, mini all stars, Healdsburg Center for the Arts partnership, senior program expansion with SRJC Classes at Community Center, children's concert, summer weekend swimming lessons, and additional contracted sports camps

COMMUNITY SERVICES

MAJOR DEPARTMENT GOALS FOR FY 2016-17 and 2017-18

- ✓ Finalize the Cerri Site Adaptive Reuse design process and move into bidding and construction
- ✓ Implement the planned Measure V improvements at the Community Center that focus on safety and customer enhancements
- ✓ Finalize the Community Center Synthetic Turf design process and move into bidding and construction
- ✓ Complete the Fitch Mountain Open Space Preserve management planning process, establish the public access improvements, complete the transfer of the property to the City, and open the property for public use
- ✓ Complete the transfer of Healdsburg Ridge Open Space Preserve to the City
- ✓ Initiate the Parks and Open Space Plan update, including:
 - Updates to the Parks and Open Space Plan
 - A Villa Site Integration Plan that creates a long-term vision for the Villa site that integrates Villa Chanticleer's exterior uses, Fitch Mountain Open Space Preserve access, and the Dog Park
 - An assessment of access opportunities to the Russian River
 - An operations plan that incorporates an asset inventory, operational cost projections, and an asset replacement plan
 - A long-term capital investment plan and funding strategies
- ✓ Complete an ADA assessment of park and recreation facilities and establish a transition plan for addressing improvements
- ✓ Complete identified small improvement projects including the Recreation Park turf replacement, dog park enhancements, Recreation Park fencing, and Community Center office improvements
- ✓ Review and revise park and field use fees and use policies
- ✓ Work with the School District to update and execute the Shared Facility Use and Swim Center agreements
- ✓ Develop a cost recovery model for programs and services
- ✓ Explore and implement new programs and services including adult spring softball, arts focus with expanded Healdsburg Center for the Arts partnership, additional active adult education and activities, teen programs, full-day summer child care, expanded use of the Senior Center, and additional community special events

FUTURE OBJECTIVES

- Continue to increase the level of recreation services that are available to the community
- Continue to secure additional and dedicated funding to upgrade existing City parks and facilities and maintain basic service levels regardless of economic conditions
- Work toward greater integration of the community through outstanding programs and services
- Establish a long-term vision for department for facilities and services that utilizes potential increases in Transient Occupancy Tax revenue

COMMUNITY SERVICES

Parks

Barbieri Brothers Park	325 Bridle Path
Badger Park	750 Heron Drive
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 Swim Center	360 Monte Vista Avenue
Healdsburg Senior Center	133 Matheson Street
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 (Opening November 2017)	902 Chanticleer Way
Healdsburg Ridge Open Space Preserve	Bridle Path & Arabian Way
Veterans Memorial Beach	13839 Old Redwood Highway

**COMMUNITY SERVICES FUND
FY 16-17 & FY 17-18 Biennial Budget**

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ 1,991,360	\$ 2,812,135	\$ 2,812,135	\$ 2,825,536	\$ 2,290,385
REVENUES					
Transient Occupancy Tax	\$ 2,426,974	\$ 2,552,040	\$ 2,537,399	\$ 2,605,487	\$ 2,683,654
Grant Proceeds	207,820	384,066	170,166	170,166	134,066
Facility Rents	205,200	93,047	132,927	138,133	139,452
School District Field Maintenance	-	71,916	87,700	118,420	118,420
Swimming Pool	85,583	88,336	87,510	98,500	101,000
Miscellaneous Program Revenue	294,421	282,500	278,457	307,000	310,500
Concert Sponsorships	62,763	50,000	50,000	50,000	50,000
Senior Center	36,662	35,000	36,110	38,600	42,100
Miscellaneous	24,239	24,500	23,048	22,600	23,000
Interest Income	19,983	-	12,000	12,000	12,000
Donations	-	-	26,289	-	-
Transfers in	542,766	2,601	-	-	-
Bond Proceeds	-	1,527,405	132,776	-	-
Total Revenues	\$ 3,906,411	\$ 5,111,411	\$ 3,574,382	\$ 3,560,906	\$ 3,614,192
EXPENDITURES					
Wages	\$ 1,016,527	\$ 1,143,025	\$ 1,212,846	\$ 1,234,433	\$ 1,257,992
Overtime & Standby Pay	1,718	1,753	5,719	3,500	3,500
Fringe Benefits	208,744	300,411	300,440	270,220	290,854
Support to Outside Organizations	2,520	-	962	1,000	1,000
Contracted Services	315,926	590,305	340,975	409,000	434,500
Recreation Programing	89,134	96,200	91,850	101,000	106,000
Concert Series	33,712	40,000	40,000	40,000	40,000
Government Fees	190	1,500	1,190	1,190	1,190
Misc Operational Expenses	18,660	-	21,000	23,000	18,000
Property Services	160,114	157,847	141,310	151,810	158,310
Personal Protective Equipment	1,754	4,000	4,500	6,000	6,500
Equipment Rental	12,767	11,501	18,311	23,000	23,000
Construction Services	134,960	1,527,405	-	-	-
Service Fees	264,542	478,066	426,633	276,732	282,046
Replacement Fees	12,216	12,216	12,216	57,201	57,201
Telecommunication Services	17,590	11,850	18,170	18,370	18,970
Advertising & Publication	36,402	35,000	30,000	10,000	10,000
Printing & Binding	-	-	-	25,000	25,000
Supplies	121,113	139,340	146,281	148,380	149,180
Memberships & Dues	1,195	1,800	2,400	3,650	3,150
Meetings & Training	2,753	12,850	12,701	16,200	16,200
Capital	13,166	3,000	-	-	-
Debt Service	188,596	312,560	285,223	316,744	319,353
Overhead Allocation	407,251	443,602	443,602	443,602	443,602
Transfers out	24,086	-	4,652	516,025	778,135
Total Expenditures	\$ 3,085,636	\$ 5,324,231	\$ 3,560,981	\$ 4,096,057	\$ 4,443,683
Estimated Ending Fund Balance	\$ 2,812,135	\$ 2,599,315	\$ 2,825,536	\$ 2,290,385	\$ 1,460,894
Change in Fund Balance	\$ 820,775	\$ (212,820)	\$ 13,401	\$ (535,151)	\$ (829,491)
Components of Ending Fund Balance					
Pension Stabilization Contribution	\$ -	\$ 238,925	\$ 238,925	\$ 278,746	\$ 318,567
Reserve per policy	918,465	1,597,269	1,066,899	1,074,010	1,099,664
Total Reserves Held	918,465	1,836,194	1,305,824	1,352,756	1,418,231
Unrestricted Estimated Ending Fund Balance	\$ 1,893,670	\$ 763,121	\$ 1,519,712	\$ 937,629	\$ 42,663

Reserve Policy:
Resolution No. 55-2016
30% of operating expenditure

**COMMUNITY SERVICES CAPITAL REPLACEMENT FUND
FY 16-17 & FY 17-18 Biennial Budget**

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
REVENUES					
Grant Proceeds	\$ -	\$ -	\$ 283,000	\$ 817,000	\$ -
Bond Proceeds	-	-	100,000	250,000	1,177,405
Miscellaneous	-	-	200,000	2,000,000	700,000
Transfers in	-	-	-	790,865	778,135
Total Revenues	\$ -	\$ -	\$ 583,000	\$ 3,857,865	\$ 2,655,540
EXPENDITURES					
Cerri Building Adaptive Reuse	\$ -	\$ -	\$ 100,000	\$ 250,000	\$ 1,177,405
Fitch Mountain Management Plan	-	-	50,000	150,000	-
Fitch Mtn Park/Open Space Preserve	-	-	233,000	133,000	33,000
Community Center Synthetic Turf	-	-	100,000	2,474,865	525,135
Saggio Hills Park Development	-	-	100,000	700,000	700,000
ADA Improvements	-	-	-	40,000	25,000
Community Center Office Improvements	-	-	-	25,000	-
Recreation Park Fencing	-	-	-	25,000	-
Parks and Open Space Plan Update	-	-	-	60,000	-
Recreation Park Outfield Turf Replacement	-	-	-	-	195,000
Total Expenditures	\$ -	\$ -	\$ 583,000	\$ 3,857,865	\$ 2,655,540
Estimated Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Change in Fund Balance	\$ -	\$ -	\$ 583,000	\$ 3,857,865	\$ 2,655,540

LIGHTING AND LANDSCAPING FUND

ZONES 1-5

FY 16-17 & FY 17-18 Biennial Budget

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ 259,551	\$ 267,329	\$ 267,329	\$ 254,212	\$ 220,822
REVENUES					
Special Assessment	\$ 172,895	\$ 181,486	\$ 181,486	\$ 185,116	\$ 188,817
Interest Income	1,263	746	814	817	274
Total Revenues	\$ 174,158	\$ 182,232	\$ 182,300	\$ 185,933	\$ 189,091
EXPENDITURES					
Wages	\$ 62,831	\$ 66,818	\$ 70,125	\$ 71,211	\$ 71,584
Overtime	110	-	3	-	-
Fringe Benefits	38,334	30,405	24,654	34,332	37,421
Contracted Services	36,276	60,101	54,826	64,830	48,738
Property Services	18,319	31,100	31,100	31,100	32,725
Equipment Rental	2,048	1,800	1,800	3,760	3,960
Supplies	1,903	2,000	2,069	3,250	3,250
Overhead Allocation	1,280	-	5,224	5,224	5,224
Transfers out	5,279	5,616	5,616	5,616	5,616
Total Expenditures	\$ 166,380	\$ 197,840	\$ 195,417	\$ 219,323	\$ 208,518
Estimated Ending Fund Balance	\$ 267,329	\$ 251,721	\$ 254,212	\$ 220,822	\$ 201,395
Change in Fund Balance	\$ 7,778	\$ (15,608)	\$ (13,117)	\$ (33,390)	\$ (19,427)

SPECIAL REVENUE FUNDS

**GENERAL CAPITAL REPLACEMENT FUND
FY 16-17 & FY 17-18 Biennial Budget**

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ 441,135	\$ 443,583	\$ 443,583	\$ 1,605,374	\$ 1,124
REVENUES					
Interest Income	\$ 2,448	\$ -	\$ 752	\$ 750	\$ 500
Transfers in	-	-	1,999,999	-	1,900,000
Total Revenues	\$ 2,448	\$ -	\$ 2,000,751	\$ 750	\$ 1,900,500
EXPENDITURES					
Construction Services	\$ -	\$ 395,000	\$ 395,000	\$ 1,605,000	\$ 1,900,000
Transfer out	-	-	443,960	-	-
Total Expenditures	\$ -	\$ 395,000	\$ 838,960	\$ 1,605,000	\$ 1,900,000
Estimated Ending Fund Balance	\$ 443,583	\$ 48,583	\$ 1,605,374	\$ 1,124	\$ 1,624
Change in Fund Balance	\$ 2,448	\$ (395,000)	\$ 1,161,791	\$ (1,604,250)	\$ 500

**TRANSACTION AND USE TAX FUND
FY 16-17 & FY 17-18 Biennial Budget**

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ 651,239	\$ 1,849,201	\$ 1,849,201	\$ 1,067,093	\$ 5,661
REVENUES					
Sales Tax	\$ 1,920,642	\$ 1,857,000	\$ 1,897,000	\$ 2,001,000	\$ 2,052,000
Interest Income	-	-	5,660	-	-
Total Revenues	\$ 1,920,642	\$ 1,857,000	\$ 1,902,660	\$ 2,001,000	\$ 2,052,000
EXPENDITURES					
Professional Services	\$ 169,948	\$ 100,000	\$ 125,000	\$ 182,000	\$ -
Tools & Equipment	17,301	-	-	-	-
Low Income Rate Discount	-	-	-	100,150	-
Transfers out	535,431	2,016,175	2,559,768	2,780,282	274,600
Total Expenditures	\$ 722,680	\$ 2,116,175	\$ 2,684,768	\$ 3,062,432	\$ 274,600
Estimated Ending Fund Balance	\$ 1,849,201	\$ 1,590,026	\$ 1,067,093	\$ 5,661	\$ 1,783,061
Change in Fund Balance	\$ 1,197,962	\$ (259,175)	\$ (782,108)	\$ (1,061,432)	\$ 1,777,400

**ECONOMIC DEVELOPMENT FUND
FY 16-17 & FY 17-18 Biennial Budget**

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ 1,877,439	\$ 1,443,525	\$ 1,443,525	\$ 367,018	\$ 304,118
<u>REVENUES</u>					
Interest Income	\$ (525)	\$ -	\$ -	\$ -	\$ -
Transfers in	65,060	75,000	-	-	-
Total Revenues	\$ 64,535	\$ 75,000	\$ -	\$ -	\$ -
<u>EXPENDITURES</u>					
Grants	\$ -	\$ 140,060	\$ -	\$ -	\$ -
Professional Services	-	32,000	32,000	-	-
Transfers out	498,449	-	1,044,507	62,900	62,400
Total Expenditures	\$ 498,449	\$ 172,060	\$ 1,076,507	\$ 62,900	\$ 62,400
Estimated Ending Fund Balance	\$ 1,443,525	\$ 1,346,465	\$ 367,018	\$ 304,118	\$ 241,718
Change in Fund Balance	\$ (433,914)	\$ (97,060)	\$ (1,076,507)	\$ (62,900)	\$ (62,400)

PUBLIC SAFETY FUND
FY 16-17 & FY 17-18 Biennial Budget

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ 407,393	\$ 360,708	\$ 360,708	\$ 193,946	\$ 172,681
REVENUES					
CUPA Enforcement	\$ 6,414	\$ -	\$ -	\$ -	\$ -
Interest Income	9	-	-	-	-
Miscellaneous Fees and Charges	20,481	-	12,469	-	-
Transfers in	83,648	67,920	67,920	-	-
Total Revenues	\$ 110,552	\$ 67,920	\$ 80,389	\$ -	\$ -
EXPENDITURES					
Tools & Equipment	\$ 116,547	\$ 60,000	\$ 63,350	\$ 21,265	\$ -
Vehicle Purchase	30,668	-	-	-	-
Training	1,629	-	3,111	-	-
Transfers out	8,393	-	180,690	-	-
Total Expenditures	\$ 157,237	\$ 60,000	\$ 247,151	\$ 21,265	\$ -
Estimated Ending Fund Balance	\$ 360,708	\$ 368,628	\$ 193,946	\$ 172,681	\$ 172,681
Change in Fund Balance	\$ (46,685)	\$ 7,920	\$ (166,762)	\$ (21,265)	\$ -

**OTHER SPECIAL REVENUE FUND
FY 16-17 & FY 17-18 Biennial Budget**

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ 64	\$ -	\$ -	\$ 3,730,862	\$ 3,480,862
REVENUES					
Transfers in	\$ -	\$ -	\$ 12,715,804	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ 12,715,804	\$ -	\$ -
EXPENDITURES					
Transfers out	\$ 64	\$ 6,162,371	\$ 8,984,942	\$ 250,000	\$ 1,177,405
Total Expenditures	\$ 64	\$ 6,162,371	\$ 8,984,942	\$ 250,000	\$ 1,177,405
Estimated Ending Fund Balance	\$ -	\$ (6,162,371)	\$ 3,730,862	\$ 3,480,862	\$ 2,303,457
Change in Fund Balance	\$ (64)	\$ (6,162,371)	\$ 3,730,862	\$ (250,000)	\$ (1,177,405)

MEDIA CENTER FUND
FY 16-17 & FY 17-18 Biennial Budget

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ 11,459	\$ 11,515	\$ 11,515	\$ -	\$ -
REVENUES					
Interest Income	\$ 56	\$ -	\$ 18	\$ -	\$ -
PEG Access Fees	42,188	25,000	39,094	40,000	40,000
Total Revenues	\$ 42,244	\$ 25,000	\$ 39,112	\$ 40,000	\$ 40,000
EXPENDITURES					
Professional Services	\$ 42,188	\$ 25,000	\$ 39,094	\$ 40,000	\$ 40,000
Transfers out	-	-	11,533	-	-
Total Expenditures	\$ 42,188	\$ 25,000	\$ 50,627	\$ 40,000	\$ 40,000
Estimated Ending Fund Balance	\$ 11,515	\$ 11,515	\$ -	\$ -	\$ -
Change in Fund Balance	\$ 56	\$ -	\$ (11,515)	\$ -	\$ -

GENERAL DEBT FUND
FY 16-17 & FY 17-18 Biennial Budget

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ 481,190	\$ 475,909	\$ 475,909	\$ 294,359	\$ 293,629
<u>REVENUES</u>					
Property Tax	\$ 645,165	\$ 685,547	\$ 598,145	\$ -	\$ -
Interest Income	4	-	26	-	-
Transfers in	600,944	643,082	1,050,740	1,009,042	1,036,045
Total Revenues	1,246,113	1,328,629	1,648,911	\$ 1,009,042	\$ 1,036,045
<u>EXPENDITURES</u>					
Principal	\$ 1,023,672	\$ 1,296,310	\$ 1,572,437	\$ 792,816	\$ 846,817
Interest	226,257	181,127	256,024	214,956	187,928
Bank Fees	1,465	2,000	2,000	2,000	2,000
Total Expenditures	\$ 1,251,394	\$ 1,479,437	\$ 1,830,461	\$ 1,009,772	\$ 1,036,745
Estimated Ending Fund Balance	\$ 475,909	\$ 325,101	\$ 294,359	\$ 293,629	\$ 292,929
Change in Fund Balance	\$ (5,281)	\$ (150,808)	\$ (181,550)	\$ (730)	\$ (700)

SUCCESSOR AGENCY

**POST RDA SUCCESSOR AGENCY FUND
FY 16-17 & FY 17-18 Biennial Budget**

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Working Capital	\$ 25,948,645	\$ 15,986,132	\$ 15,986,132	\$ 3,523,553	\$ 3,375,030
REVENUES					
Property Tax	\$ -	\$ -	\$ 4,806,663	\$ 3,865,293	\$ 3,908,983
Interest Income	94,007	11,238	28,178	10,689	10,139
Total Revenues	\$ 94,007	\$ 11,238	\$ 4,834,841	\$ 3,875,982	\$ 3,919,122
EXPENDITURES					
Wages	\$ -	\$ 45,000	\$ -	\$ -	\$ -
Property Services	11,874	16,000	-	-	-
Service Fees	5,000	-	-	-	-
Supplies	500	-	-	-	-
Bad Debt Expense	41,605	-	10,626	-	-
Professional Services	39,893	59,000	255,000	254,700	255,000
Transfers out	9,957,648	6,857,083	17,031,794	3,769,805	3,814,914
Total Expenditures	\$ 10,056,520	\$ 6,977,083	\$ 17,297,420	\$ 4,024,505	\$ 4,069,914
Estimated Ending Working Capital	\$ 15,986,132	\$ 9,020,287	\$ 3,523,553	\$ 3,375,030	\$ 3,224,238
Change in Working Capital	\$ (9,962,513)	\$ (6,965,845)	\$ (12,462,579)	\$ (148,523)	\$ (150,792)

**HOUSING SUCCESSOR AGENCY FUND
FY 16-17 & FY 17-18 Biennial Budget**

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Working Capital	\$ 2,183,072	\$ 2,215,533	\$ 2,215,533	\$ (334,860)	\$ (430,709)
REVENUES					
Interest	\$ 1,440	\$ -	\$ 858	\$ 800	\$ 800
Excess Cash Distribution	31,567	-	31,567	31,567	31,567
Total Revenues	33,007	-	32,425	\$ 32,367	\$ 32,367
EXPENDITURES					
Professional Services	\$ 546	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Contracted Services	-	-	2,520	3,000	3,000
Transfer out	-	345,743	2,575,298	120,216	118,866
Total Expenditures	\$ 546	\$ 350,743	\$ 2,582,818	\$ 128,216	\$ 126,866
Estimated Ending Working Capital	\$ 2,215,533	\$ 1,864,790	\$ (334,860)	\$ (430,709)	\$ (525,208)
Change in Working Capital	\$ 32,461	\$ (350,743)	\$ (2,550,393)	\$ (95,849)	\$ (94,499)

**POST RDA DEBT RETIREMENT FUND
FY 16-17 & FY 17-18 Biennial Budget**

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Working Capital	\$ (2,041,658)	\$ 3,705,023	\$ 3,705,023	\$ 3,694,492	\$ 3,810,648
REVENUES					
Interest Income	\$ 136	\$ -	\$ 88	\$ -	
Lease Revenue	119,340	-	118,769	116,156	118,425
Transfers in	9,500,000	3,584,678	3,444,421	3,769,805	3,814,914
Total Revenues	9,619,476	3,584,678	3,563,278	\$ 3,885,961	\$ 3,933,339
EXPENDITURES					
Principal	\$ 1,497,000	\$ 1,396,300	\$ 1,396,300	\$ 1,664,200	\$ 1,772,900
Interest	2,372,295	2,188,378	2,177,509	2,105,605	2,042,015
Bank Fees	3,500	-	-	-	-
Total Expenditures	\$ 3,872,795	\$ 3,584,678	\$ 3,573,809	\$ 3,769,805	\$ 3,814,915
Estimated Ending Working Capital	\$ 3,705,023	\$ 3,705,023	\$ 3,694,492	\$ 3,810,648	\$ 3,929,072
Change in Working Capital	\$ 5,746,681	\$ -	\$ (10,531)	\$ 116,156	\$ 118,424
Components of Ending Working Capital					
Restricted Cash with Fiscal Agent	\$ 4,591,368	\$ 4,589,840	\$ 4,589,840	\$ 4,589,840	\$ 4,589,840
Unrestricted Reserves	(886,344.92)	(884,816.89)	(895,347.89)	(779,191.89)	(660,767.89)
Estimated Ending Working Capital	\$ 3,705,023	\$ 3,705,023	\$ 3,694,492	\$ 3,810,648	\$ 3,929,072

INTERNAL SERVICE FUNDS

VEHICLE SERVICES INTERNAL SERVICES FUND

MAJOR DEPARTMENTAL TASKS COMPLETED FY 2015-16

- ☑ Purchased two police interceptors, forklift, sewer truck, and two service trucks
- ☑ Completed over 145 vehicle repairs and/or maintenance tickets
- ☑ Implemented a Tier II trailer maintenance calendar
- ☑ Reestablished a vehicle replacement schedule

MAJOR DEPARTMENTAL GOALS FOR FY 2016-17 and 2017-18

- ◆ Develop City-wide vehicle use policy
- ◆ Install a charging station at the City Corporation Yard
- ◆ Research grants available for the purchase of green vehicles
- ◆ Purchase a bucket truck, GO-4 Parking enforcement vehicle, two police interceptors, a backhoe and an Electric service truck
- ◆ Establish and implement CDC Pooled Vehicle Guidelines

VEHICLE SERVICES FUND
FY 16-17 & FY 17-18 Biennial Budget

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Working Capital	\$ 2,540,362	\$ 2,263,947	\$ 2,263,947	\$ 1,490,175	\$ 1,490,507
REVENUES					
Charges for Services	\$ 485,979	\$ 534,823	\$ 534,823	\$ 1,271,985	\$ 1,259,215
Miscellaneous Revenues	1,612	-	4,212	-	-
Interest income	11,294	-	5,314	-	-
Sales of Surplus Property	9,000	-	7,710	-	-
Transfers in	32,393	-	81,207	75,575	-
Total Revenues	\$ 540,278	\$ 534,823	\$ 633,266	\$ 1,347,560	\$ 1,259,215
EXPENSES					
Wages	\$ 81,435	\$ 145,546	\$ 155,121	\$ 154,177	\$ 154,718
Fringe Benefits	44,772	58,542	61,842	64,999	70,493
Contracted Services	91,194	93,500	99,300	90,100	92,443
Government Fees	2,775	3,000	3,000	5,000	5,130
Property Services	6,494	-	5,400	5,400	5,540
Personal Protective Equipment	215	500	500	500	513
Telecommunication Services	482	-	1,076	1,100	1,100
Advertising & Publication	520	-	-	-	-
Supplies	263,427	203,040	224,994	213,275	218,807
Memberships & Dues	275	-	-	-	-
Meetings & Training	1,846	1,700	1,700	2,000	2,052
Vehicles Purchased	313,968	829,919	841,245	658,699	241,861
Short/Over	1,866	-	896	-	-
Overhead Allocation	-	-	-	140,014	140,014
Debt Service	7,424	11,964	11,964	11,964	11,964
Total Expense	\$ 816,693	\$ 1,347,711	\$ 1,407,038	\$ 1,347,228	\$ 944,635
Estimated Ending Working Capital	\$ 2,263,947	\$ 1,451,059	\$ 1,490,175	\$ 1,490,507	\$ 1,805,087
Change in Working Capital	\$ (276,415)	\$ (812,888)	\$ (773,772)	\$ 332	\$ 314,580

INFORMATION SERVICES INTERNAL SERVICES FUND

MAJOR DEPARTMENTAL TASKS COMPLETED FY 2015-16

- ☑ Completed the Disaster recovery project – real time data duplication from City Hall to the Police Station
- ☑ Upgraded the Backup process from a tape solution to a disk at City Hall and Police Station
- ☑ Upgraded three Police department servers to a virtual environment - RIMS, e911 and Cleets solutions
- ☑ Refreshed copiers City-wide
- ☑ Replaced existing Fire Station internet backbone from Gauntlet Tower to City Hall
- ☑ Upgraded the Wi-Fi Healdsburg internet backbone from 10MB to 50MB service
- ☑ Upgraded the City internet backbone from 40MB service to 250MB service
- ☑ Implemented Seamless Docs, an online fillable forms, document management system
- ☑ Implemented Applitrack, an online Human Resources management system
- ☑ Replaced ten switches in support of future VOIP implementation
- ☑ Virtualized 12 servers, retired 6 servers and upgraded 12 machines to Server 2012
- ☑ Implemented new server naming convention
- ☑ Implemented a Checkpoint appliance at City Hall

MAJOR DEPARTMENTAL GOALS FOR FY 2016-17 and 2017-18

- ◆ Virtualize and upgrade seven servers and retire two
- ◆ Complete the Mobile RIMS deployment
- ◆ Complete the ERP implementation
- ◆ Establish the Disaster recovery plan
- ◆ Implement Checkpoint appliance at the Police Station
- ◆ Implement Webroot as a replacement for McAfee virus protection
- ◆ Implement Mobile Device Management software
- ◆ Implement Office 2016
- ◆ Implement new network monitoring and security tools
- ◆ Update Social Media Policy and Cellular Phone Policy

INFORMATION SERVICES FUND
FY 16-17 & FY 17-18 Biennial Budget

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Working Capital	\$ 474,774	\$ 951,533	\$ 951,533	\$ 559,942	\$ 331,215
REVENUES					
Charges for Services	\$ 1,362,131	\$ 1,572,761	\$ 1,573,561	\$ 1,592,658	\$ 1,626,161
Miscellaneous Revenues	251	-	2,168	-	-
Interest Income	5,766	-	740	-	-
Transfers in	64	-	-	-	-
Total Revenues	\$ 1,368,212	\$ 1,572,761	\$ 1,576,469	\$ 1,592,658	\$ 1,626,161
EXPENSES					
Wages	\$ 141,324	\$ 248,845	\$ 257,785	\$ 268,739	\$ 270,171
Overtime & Standby Pay	18,662	12,000	20,572	21,000	21,000
Fringe Benefits	91,209	105,076	92,479	87,026	92,885
Contracted Services	386,628	558,800	583,800	719,099	717,850
IS Replacement	100,085	761,216	772,788	353,076	232,306
Personal Protective Equipment	186	-	-	-	-
Equipment Rental	94,534	166,380	166,380	133,105	185,567
Telecommunication Services	24,762	32,350	34,740	80,700	84,582
Supplies	15,380	6,789	7,200	7,250	7,250
Memberships & Dues	730	1,161	1,161	1,500	1,500
Meetings & Training	4,248	13,000	10,700	5,500	5,500
Short/Over	120	-	-	-	-
Overhead Allocation	-	-	-	123,935	123,935
Debt Service	13,585	20,455	20,455	20,455	20,455
Total Expense	\$ 891,453	\$ 1,926,072	\$ 1,968,060	\$ 1,821,385	\$ 1,763,001
Estimated Ending Working Capital	\$ 951,533	\$ 598,222	\$ 559,942	\$ 331,215	\$ 194,375
Change in Working Capital	\$ 476,759	\$ (353,311)	\$ (391,591)	\$ (228,727)	\$ (136,840)

BUILDING MAINTENANCE INTERNAL SERVICES FUND

MAJOR DEPARTMENTAL TASKS COMPLETED FY 2015-16

- ☑ Contracted for the design of the Measure V Facility Improvement project consisting of gutter repairs, addressing security issues, HVAC upgrades, tenant improvements to various buildings, and customer service enhancements to Healdsburg Community Center.
- ☑ Completed the Corp Yard HVAC project, which included replacing the 10-ton cooling/heat unit with four-smaller units to better assist with zone temperatures and increased efficiency.
- ☑ The Facility Improvement project originally consisted of HVAC upgrades to the Fire Station, Senior Center, Public Works Operations and Maintenance building, the Dry Creek chemical building and Police Station, along with a kitchen upgrade to the Senior Center, and other miscellaneous repairs to the Police station. With the bid opening March, Kevin Mack Construction was found to be the lowest responsible bidder. The bid related to the Police Station improvement can in significantly higher than anticipated. With limited funding, Council approved bid related to the Senior Center, Fire Department, Public Works O&M and the Community Center, with plans to reassess the Police Station improvements and include that work in the 2016-17 Measure V scope. The work has begun on the Senior Center on June 20, 2016. The estimated project completion date is December 31, 2016.
- ☑ Completed the Community Center HVAC Improvement Project.
- ☑ Completed the Victory Studios Improvement Project.
- ☑ Restructured the Corporation Yard for the SCWA Dry Creek Rehabilitation Project.
- ☑ Converted the 'old lab' at the Water Reclamation Facility to new office spaces for the Utilities Department's Industrial Group.

MAJOR DEPARTMENTAL GOALS FOR FY 2016-17 and 2017-18

- ◆ Establish a facilities master plan to address ongoing maintenance and capital replacement needs
- ◆ Complete the FY 2015-16 Facility Improvement project by December 2016
- ◆ Complete the Healdsburg Police Department HVAC Project by June 30, 2017
- ◆ Begin the conversion of the Senior Center, Fire Department and Public Works O&M to keyless entry

**BUILDING MAINTENANCE FUND
FY 16-17 & FY 17-18 Biennial Budget**

FY 15-16

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Working Capital	\$ 377,522	\$ 424,884	\$ 424,884	\$ 591,432	\$ 669,989
REVENUES					
Charges for Services	\$ 468,195	\$ 367,399	\$ 886,030	\$ 893,347	\$ 925,186
Interest Income	2,424	-	-	-	-
Rental Income	323,329	125,000	237,554	235,000	235,000
Miscellaneous Revenues	870	-	489,658	-	-
Transfers in	-	935,173	1,424,497	350,175	-
Total Revenues	\$ 794,818	\$ 1,427,572	\$ 3,037,739	\$ 1,478,522	\$ 1,160,186
EXPENSES					
Wages	\$ 49,001	\$ 125,955	\$ 137,089	\$ 132,646	\$ 132,964
Overtime & Standby Pay	315	-	4,000	500	500
Fringe Benefits	56,662	62,495	64,034	67,092	73,020
Contracted Services	547,593	116,470	195,736	122,906	131,946
Insurance	(31,363)	-	406,843	376,683	395,517
Property Services	56,114	34,500	42,501	42,501	44,228
Personal Protective Equipment	215	3,000	1,153	1,000	1,000
Property Rents	(58,067)	-	64,418	82,587	85,065
Telecommunication Services	4,556	2,815	6,269	9,174	9,213
Government Fees	258	300	2,214	2,214	2,284
Advertising & Publication	-	300	300	1,500	1,539
Supplies	75,741	33,800	62,115	46,700	46,965
Meetings & Training	1,511	2,000	-	3,000	3,000
Facility Improvements	39,312	1,699,226	1,874,165	356,175	-
Overhead Allocation	-	-	-	144,933	144,933
Debt Service	5,608	10,354	10,354	10,354	10,354
Total Expense	\$ 747,456	\$ 2,091,215	\$ 2,871,191	\$ 1,399,965	\$ 1,082,528
Estimated Ending Working Capital	\$ 424,884	\$ (238,759)	\$ 591,432	\$ 669,989	\$ 747,647
Change in Working Capital	\$ 47,362	\$ (663,643)	\$ 166,548	\$ 78,557	\$ 77,658

TRUST FUNDS

**DOWNTOWN BUSINESS DISTRICT EXPENDABLE TRUST
FY 16-17 & FY 17-18 Biennial Budget**

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ (1,029)	\$ 1	\$ 1	\$ 20,001	\$ 40,001
<u>REVENUES</u>					
Special Assessment	\$ 17,973	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Total Revenues	17,973	20,000	20,000	\$ 20,000	\$ 20,000
<u>EXPENDITURES</u>					
Contracted Services	\$ 16,943	\$ 20,000	\$ -	\$ -	\$ -
Total Expenditures	\$ 16,943	\$ 20,000	\$ -	\$ -	\$ -
Estimated Ending Fund Balance	\$ 1	\$ 1	\$ 20,001	\$ 40,001	\$ 60,001
Change in Fund Balance	\$ 1,030	\$ -	\$ 20,000	\$ 20,000	\$ 20,000

SENIOR CENTER ENDOWMENT EXPENDABLE TRUST
FY 16-17 & FY 17-18 Biennial Budget

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ 191,558	\$ 182,722	\$ 182,722	\$ 179,772	\$ 176,772
<u>REVENUES</u>					
Interest Income	\$ (6,691)	\$ -	\$ -	\$ -	\$ -
Donation	13	-	-	-	-
Transfers in	717	-	-	-	-
Total Revenues	\$ (5,961)	\$ -	\$ -	\$ -	\$ -
<u>EXPENDITURES</u>					
Bank Fees	\$ 2,875	\$ 2,700	\$ 2,950	\$ 3,000	\$ 3,050
Total Expenditures	\$ 2,875	\$ 2,700	\$ 2,950	\$ 3,000	\$ 3,050
Estimated Ending Fund Balance	\$ 182,722	\$ 180,022	\$ 179,772	\$ 176,772	\$ 173,722
Change in Fund Balance	\$ (8,836)	\$ (2,700)	\$ (2,950)	\$ (3,000)	\$ (3,050)

COMMUNITY BENEFIT EXPENDABLE TRUST FUND
FY 16-17 & FY 17-18 Biennial Budget

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ 468,084	\$ 382,748	\$ 382,748	\$ 174,665	\$ 124,665
<u>REVENUES</u>					
Interest Income	\$ 1,970	\$ -	\$ 620	\$ -	\$ -
Total Revenues	1,970	-	620	-	-
<u>EXPENDITURES</u>					
Grants	\$ 43,140	\$ 160,812	\$ 158,703	\$ 50,000	\$ 50,000
Low-income Discounts	44,166	50,000	50,000	-	50,000
Total Operational Expenditures	\$ 87,306	\$ 210,812	\$ 208,703	\$ 50,000	\$ 100,000
Estimated Ending Fund Balance	\$ 382,748	\$ 171,936	\$ 174,665	\$ 124,665	\$ 24,665
Change in Fund Balance	\$ (85,336)	\$ (210,812)	\$ (208,083)	\$ (50,000)	\$ (100,000)

**PLAZA FLOWERS VETERANS FUND
FY 16-17 & FY 17-18 Biennial Budget**

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ 3,706	\$ 3,560	\$ 3,560	\$ 3,270	\$ 2,970
REVENUES					
Interest Income	\$ 17	\$ -	\$ 10	\$ -	\$ -
Total Revenues	17	-	10	-	-
EXPENDITURES					
Supplies	\$ 163	\$ 300	\$ 300	\$ 300	\$ 300
Total Operational Expenditures	\$ 163	\$ 300	\$ 300	\$ 300	\$ 300
Estimated Ending Fund Balance	\$ 3,560	\$ 3,260	\$ 3,270	\$ 2,970	\$ 2,670
Change in Fund Balance	(146)	(300)	(290)	(300)	(300)

**COL. LA NORTON TRUST FUND
FY 16-17 & FY 17-18 Biennial Budget**

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ 331	\$ 333	\$ 333	\$ 335	\$ 335
REVENUES					
Interest Income	\$ 2	\$ -	\$ 2	\$ -	\$ -
Donation	8,166	8,000	8,279	8,000	8,000
Total Revenues	8,168	8,000	8,281	\$ 8,000	\$ 8,000
EXPENDITURES					
Contracted Services	\$ 8,166	\$ 8,000	\$ 8,279	\$ 8,000	\$ 8,000
Total Expenditures	\$ 8,166	\$ 8,000	\$ 8,279	\$ 8,000	\$ 8,000
Estimated Ending Fund Balance	\$ 333	\$ 333	\$ 335	\$ 335	\$ 335
Change in Fund Balance	\$ 2	\$ -	\$ 2	\$ -	\$ -

DEVELOPMENT FEE FUNDS

**STREETS CAPACITY FUND
FY 16-17 & FY 17-18 Biennial Budget**

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ 573,963	\$ 643,412	\$ 643,412	\$ 158,589	\$ 155,293
REVENUES					
Development Fees	\$ 41,940	\$ 60,000	\$ 158,184	\$ -	\$ -
Interest Income	5,500	-	406	-	-
Transfers in	22,009	-	-	-	-
Total Revenues	\$ 69,449	\$ 60,000	\$ 158,590	\$ -	\$ -
EXPENDITURES					
Transfers out	-	688,024	643,413	3,296	-
Total Expenditures	\$ -	\$ 688,024	\$ 643,413	\$ 3,296	\$ -
Estimated Ending Fund Balance	\$ 643,412	\$ 15,388	\$ 158,589	\$ 155,293	\$ 155,293
Change in Fund Balance	\$ 69,449	\$ (628,024)	\$ (484,823)	\$ (3,296)	\$ -

WATER CAPACITY FUND
FY 16-17 & FY 17-18 Biennial Budget

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ 1,503,393	\$ 1,625,821	\$ 1,625,821	\$ 603,414	\$ 636,714
<u>REVENUES</u>					
Development Fees	\$ 56,055	\$ 145,000	\$ 371,507	\$ 139,000	\$ 145,000
Interest Income	7,973	-	6,086	4,300	7,300
Transfers in	58,400	-	-	-	-
Total Revenues	\$ 122,428	\$ 145,000	\$ 377,593	\$ 143,300	\$ 152,300
<u>EXPENDITURES</u>					
Transfers out	-	1,400,000	1,400,000	110,000	500,000
Total Expenditures	\$ -	\$ 1,400,000	\$ 1,400,000	\$ 110,000	\$ 500,000
Estimated Ending Fund Balance	\$ 1,625,821	\$ 370,821	\$ 603,414	\$ 636,714	\$ 289,014
Change in Fund Balance	\$ 122,428	\$ (1,255,000)	\$ (1,022,407)	\$ 33,300	\$ (347,700)

SEWER CAPACITY FUND
FY 16-17 & FY 17-18 Biennial Budget

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ 2,806,663	\$ 3,003,447	\$ 3,003,447	\$ 2,064,106	\$ 1,963,806
<u>REVENUES</u>					
Development Fees	\$ 87,770	\$ 230,000	\$ 554,149	\$ 215,000	\$ 224,000
Interest Income	16,881	-	6,510	4,700	8,600
Transfers in	92,133	-	-	-	-
Total Revenues	\$ 196,784	\$ 230,000	\$ 560,659	\$ 219,700	\$ 232,600
<u>EXPENDITURES</u>					
Transfers out	-	2,760,000	1,500,000	320,000	725,000
Total Expenditures	\$ -	\$ 2,760,000	\$ 1,500,000	\$ 320,000	\$ 725,000
Estimated Ending Fund Balance	\$ 3,003,447	\$ 473,447	\$ 2,064,106	\$ 1,963,806	\$ 1,471,406
Change in Fund Balance	\$ 196,784	\$ (2,530,000)	\$ (939,341)	\$ (100,300)	\$ (492,400)

DRAINAGE CAPACITY FUND
FY 16-17 & FY 17-18 Biennial Budget

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ 1,850,614	\$ 2,265,037	\$ 2,265,037	\$ 712,892	\$ 297,892
<u>REVENUES</u>					
Development Fees	\$ 91,922	\$ 120,000	\$ 241,903	\$ -	\$ -
Interest Income	12,276	-	5,952	-	-
Transfers in	310,225	-	-	-	-
Total Revenues	\$ 414,423	\$ 120,000	\$ 247,855	\$ -	\$ -
<u>EXPENDITURES</u>					
Transfers out	-	1,822,000	1,800,000	415,000	-
Total Expenditures	\$ -	\$ 1,822,000	\$ 1,800,000	\$ 415,000	\$ -
Estimated Ending Fund Balance	\$ 2,265,037	\$ 563,037	\$ 712,892	\$ 297,892	\$ 297,892
Change in Fund Balance	\$ 414,423	\$ (1,702,000)	\$ (1,552,145)	\$ (415,000)	\$ -

ELECTRIC CAPACITY FUND
FY 16-17 & FY 17-18 Biennial Budget

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ 1,817,943	\$ 1,832,980	\$ 1,832,980	\$ 1,873,869	\$ 433,869
REVENUES					
Development Fees	\$ 4,747	\$ 6,000	\$ 38,105	\$ -	\$ -
Interest Income	10,290	-	2,784	-	-
Total Revenues	\$ 15,037	\$ 6,000	\$ 40,889	\$ -	\$ -
EXPENDITURES					
Transfers out	-	320,000	-	1,440,000	145,000
Total Expenditures	\$ -	\$ 320,000	\$ -	\$ 1,440,000	\$ 145,000
Estimated Ending Fund Balance	\$ 1,832,980	\$ 1,518,980	\$ 1,873,869	\$ 433,869	\$ 288,869
Change in Fund Balance	\$ 15,037	\$ (314,000)	\$ 40,889	\$ (1,440,000)	\$ (145,000)

PARK IMPACT FEE FUND
FY 16-17 & FY 17-18 Biennial Budget

	FY 14-15 Actual	FY 15-16		FY 16-17 Adopted Budget	FY 17-18 Adopted Budget
		Amended Budget	Estimated Year End		
Estimated Beginning Fund Balance	\$ 138,592	\$ 170,398	\$ 170,398	\$ 276,293	\$ 1,453
REVENUES					
Development Fees	\$ 30,739	\$ 40,000	\$ 104,826	\$ -	\$ -
Rents & Royalties	234	220	155	-	-
Interest Income	833	-	914	-	-
Total Revenues	\$ 31,806	\$ 40,220	\$ 105,895	\$ -	\$ -
EXPENDITURES					
Transfers out	-	-	-	274,840	-
Total Expenditures	\$ -	\$ -	\$ -	\$ 274,840	\$ -
Estimated Ending Fund Balance	\$ 170,398	\$ 210,618	\$ 276,293	\$ 1,453	\$ 1,453
Change in Fund Balance	\$ 31,806	\$ 40,220	\$ 105,895	\$ (274,840)	\$ -

CAPITAL IMPROVEMENT PROGRAM

2016-21 Five-year Capital Improvement Program

PROJECT	2016-17	2017-18	2018-19	2019-20	2020-21
City Wide Projects					
City Hall Expansion	1,605,000	1,900,000	-	-	-
Airport Fencing Design & Installation	45,000	180,000	-	-	-
Airport Runway Lighting	-	452,000	-	-	-
Total	1,650,000	2,532,000	-	-	-
Community Services Projects					
Cerri Building Adaptive Reuse	250,000	1,177,405	-	-	-
Fitch Mountain Management Plan	150,000	-	-	-	-
Fitch Mountain Park & Open Space Preserve	133,000	33,000	-	-	-
Community Center Synthetic Turf	2,474,865	525,135	-	-	-
Saggio Hills Park Development	700,000	700,000	-	-	-
ADA Improvements	40,000	25,000	25,000	25,000	25,000
Community Center Office Improvements	25,000	-	-	-	-
Recreation Park Fencing	25,000	-	-	-	-
Parks and Open Space Plan Update	60,000	-	-	-	-
Recreation Park Outfield Turf	-	195,000	-	-	-
Play Structure Shade	-	-	100,000	-	-
Dog Park Improvements	-	-	120,000	-	-
Badger Park Renovation	-	-	750,000	-	-
Byron Gibbs Park Renovation	-	-	-	400,000	-
Railroad Park Renovation	-	-	-	300,000	-
Plaza Park Renovation	-	-	-	-	500,000
Total	3,857,865	2,655,540	995,000	725,000	525,000
Electric Projects					
Badger Substation	150,000	145,000	-	-	-
Advanced Metering	150,000	-	-	-	-
Healdsburg Ave/Mill St Underground Utility District	1,200,000	-	-	-	-
Utility Pole Replacements	130,000	140,000	150,000	160,000	170,000
Total	1,630,000	285,000	150,000	160,000	170,000
Wastewater Projects					
Recycled Water Pipeline (Phase 3)	500,000	-	-	-	-
Rebuild Twin Force Mains from Magnolia Lift Station	135,000	2,600,000	-	-	-
Moore Lift station	270,000	-	-	-	-
University Street Main Replacement	50,000	725,000	-	-	-
Total	955,000	3,325,000	-	-	-
Drainage Projects					
Pordon Lane/Tayman Park Drainage	300,000	-	-	-	-
CHAP Master Drainage Plan	15,000	-	-	-	-
Healdsburg Storm Drain Outfall @ Dry Creek Rd	100,000	-	-	-	-
Total	415,000	-	-	-	-
Street Projects					
5-way Intersection Improvements	3,296	-	-	-	-
Cycle III Lifeline Grant	255,000	-	-	-	-
Paving Project	1,796,932	-	-	-	-
Fitch Mountain Slide Repair	-	625,000	-	-	-
West Plaza Parking Lot	270,000	-	-	-	-
Foss Creek Pathway Phase 7	200,000	2,000,000	-	-	-
Healdsburg Avenue Improvement Study	-	200,000	-	-	-
Total	2,525,228	2,825,000	-	-	-
Water Projects					
Scenic Lane Water Main Replacement	50,000	250,000	-	-	-
College Street Water Main Replacement	500,000	100,000	-	-	-
Gauntlett Reservoir Roof Replacement	275,000	-	-	-	-
Redwood Tank Replacement	50,000	1,300,000	-	-	-
Total	875,000	1,650,000	-	-	-
Grand Totals	\$ 11,908,093	\$ 13,272,540	\$ 1,145,000	\$ 885,000	\$ 695,000

CITY WIDE PROJECTS

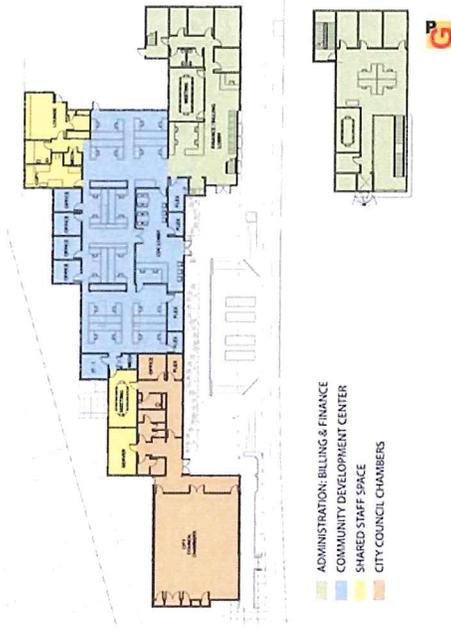
**City of Healdsburg
Five Year Capital Improvement Program
Project Detail**

Project Name:
City Hall Expansion

Project Number: undefined

Project Description:

1. Prepare construction documents, more specifically plans and technical specifications which will accompany the City's front end construction project template, bid documents, and construction management.
2. Construction



Department: City Manager's Office/Building Maintenance

General Plan Consistency: Council Goal and Strategic Initiative

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

Capital Improvement Program Detail	Budget FY15-16	Est. Expend FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	Projected Five Year Total
Project Costs:	\$ -	\$ 395,000	\$ 1,605,000	\$ 1,900,000	\$ -	\$ -	\$ -	\$ 3,505,000
Funding Sources:								
Special Revenue Fund	\$ -	\$ 395,000	\$ 1,605,000	\$ -	\$ -	\$ -	\$ -	\$ 1,605,000
Interfund Loans				\$ 1,900,000				\$ 1,900,000
Total	\$ -	\$ 395,000	\$ 1,605,000	\$ 1,900,000	\$ -	\$ -	\$ -	\$ 3,505,000

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

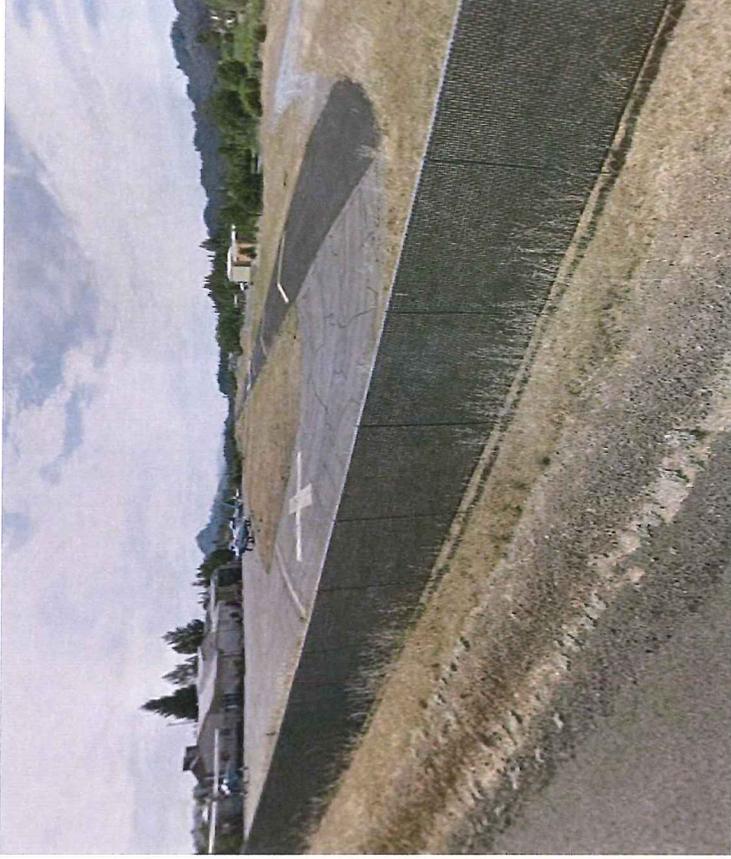
Project Name:
Airport Fencing Design and Installation

Project Number: undefined

Project Description:
Install Fencing around the perimeter of the airport property as per FAA regulations. Design in FY 2016-2017 and installation in FY 2017-2018.

Department: Public Works

General Plan Consistency:
Goal T-F Continued maintenance of the Healdsburg Municipal Airport



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

Capital Improvement Program Detail	Budget FY15-16	Est. Expend FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ 45,000	\$ 180,000	\$ -	\$ -	\$ -	\$ 225,000
Funding Sources:								
Airport Fund	\$ -	\$ -	\$ 45,000	\$ 18,000	\$ -	\$ -	\$ -	\$ 63,000
FAA Grant				\$ 162,000	\$ -	\$ -	\$ -	\$ 162,000
Total	\$ -	\$ -	\$ 45,000	\$ 180,000	\$ -	\$ -	\$ -	\$ 225,000

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
Airport Runway Lighting

Project Number: undefined

Project Description:
Install upgrades to the existing runway lighting as necessary to bring it into compliance with FAA regulations.

Department: Public Works

General Plan Consistency:
Goal T-F Continued maintenance of the Healdsburg Municipal Airport



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

Capital Improvement Program Detail	Budget FY15-16	Est. Expend FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	Projected Five Year Total
Project Costs:	\$ -	\$ -		\$ 452,000	\$ -	\$ -	\$ -	\$ 452,000
Funding Sources:								
FAA Grant	\$ -	\$ -		\$ 406,800	\$ -	\$ -	\$ -	\$ 406,800
Airport Fund				45,200				45,200
Total	\$ -	\$ -	\$ -	\$ 452,000	\$ -	\$ -	\$ -	\$ 452,000

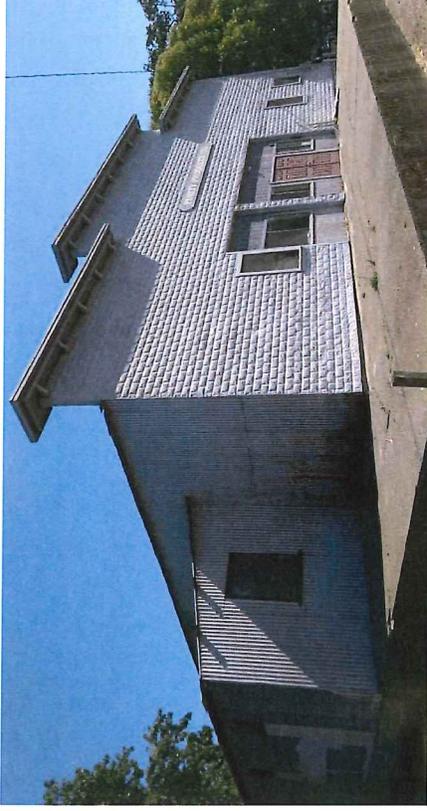
COMMUNITY SERVICES PROJECTS

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

Project Name:
Cerri Building Adaptive Reuse

Project Number: CW1019

Project Description:
Design and construct adaptive reuse of Cerri building. Site has been identified for potential marketplace, community event facility, and parking facilities.



Department: Community Services

General Plan Consistency:
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	Budget FY15-16	Est. Expend FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	Projected Five Year Total
Project Costs:	\$ 1,527,405	\$ 100,000	\$ 250,000	\$ 1,177,405	\$ -	\$ -	\$ -	\$ 1,427,405
Funding Sources:								
Bond Proceeds	\$ 1,527,405	\$ 100,000	\$ 250,000	\$ 1,177,405	\$ -	\$ -	\$ -	\$ 1,427,405
Total	\$ 1,527,405	\$ 100,000	\$ 250,000	\$ 1,177,405	\$ -	\$ -	\$ -	\$ 1,427,405

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
Fitch Mountain Management Plan

Project Number: undefined

Project Description:
Develop a natural resource and recreational use management plan for Fitch Mountain that would guide development and long-term stewardship of the property. Grant requires a \$50,000 City match toward the project.



Department: Community Services

General Plan Consistency:
6.B. Maximize opportunities for active and passive recreation.

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 Year Total	
	FY15-16	FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21		
Project Costs:	\$ 150,000	\$ 50,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Funding Sources:									
Coastal Conservancy Grant	\$ 150,000	\$ 50,000	\$ 100,000						\$ 100,000
Community Services Fund	-	-	50,000						\$ 50,000
Total	\$ 150,000	\$ 50,000	\$ 150,000	\$ -	\$ 150,000				

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
Community Center Synthetic Turf

Project Number: undefined

Project Description:

This project includes the planning, design, and construction of an all weather synthetic turf field as identified in the Community Center Master Plan document. The proposed project includes the turf field, as well as, lighting, parking, entrance improvements and related site work. Future work could involve construction of restroom facilities. The Project could be eligible for Open Space District grant funding.



Department: Community Services

General Plan Consistency:

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	Appropriations beyond the 5 year program period are needed to complete the project: Yes () No (X)					Projected Five Year Total	
	FY15-16	FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21		
Project Costs:	\$ -	\$ 100,000	\$ 2,474,865	\$ 525,135	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000
Funding Sources:									
Saggio Hills Development	\$ -	\$ 100,000	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,300,000
Community Services Fund			300,025	525,135					\$ 825,160
Grant			600,000						\$ 600,000
Park Development Fees			274,840						\$ 274,840
Total	\$ -	\$ 100,000	\$ 2,474,865	\$ 525,135	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
Saggio Hills Park Development

Project Number: undefined

Project Description:
Plan, design, and construct Saggio Hills Park, a 36 acre site associated with the Saggio Hills development. The park will feature active and passive areas, trails, picnicking, parking, and restroom facilities.



Department: Community Services

General Plan Consistency:
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)

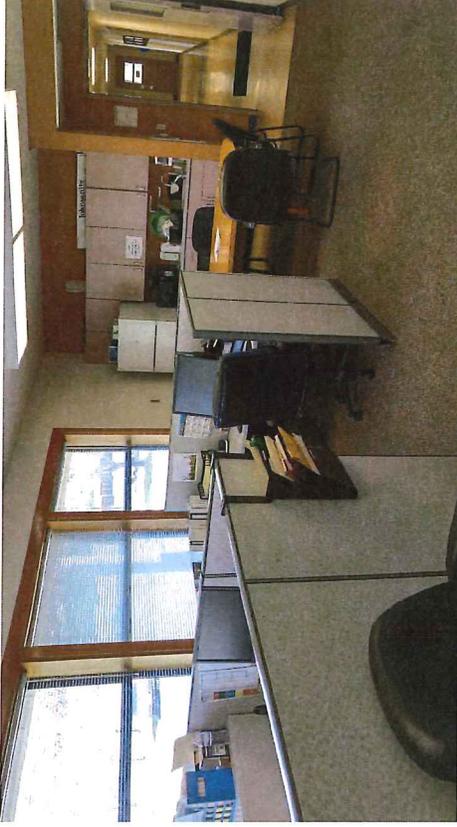
Capital Improvement Program Detail	Budget FY15-16	Est. Expend FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	Projected Five Year Total
Project Costs:	\$ -	\$ 100,000	\$ 700,000	\$ 700,000	\$ -	\$ -	\$ -	\$ 1,400,000
Funding Sources:								
Saggio Hills Development	\$ -	\$ 100,000	\$ 700,000	\$ 700,000	\$ -	\$ -	\$ -	\$ 1,400,000
Total	\$ -	\$ 100,000	\$ 700,000	\$ 700,000	\$ -	\$ -	\$ -	\$ 1,400,000

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
Community Center Office Improvements

Project Number: undefined

Project Description:
Relocate temporary offices that are currently located in lunch room/conference room. Would include carpentry, electrical, and IT.



Department: Community Services

General Plan Consistency:
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)

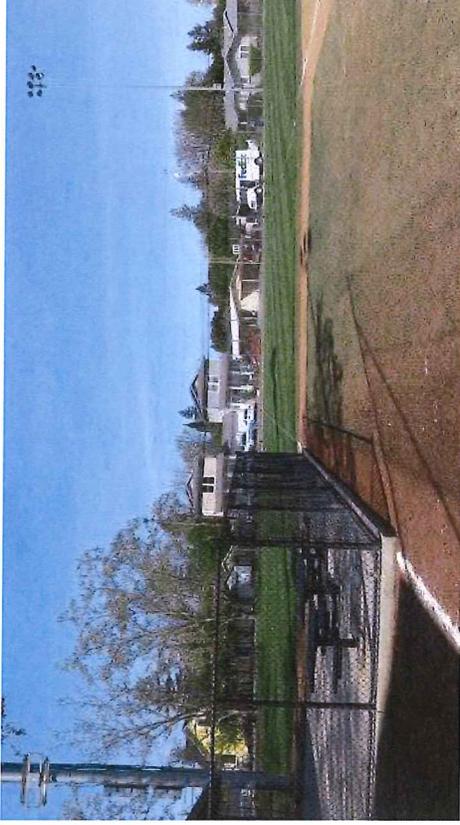
Capital Improvement Program Detail	Budget	Est. Expend	2016-17					2017-18					2018-19					2019-20					2020-21					Projected Five
	FY15-16	FY15-16	2016-17					2017-18					2018-19					2019-20					2020-21					Year Total
Project Costs:	\$ -	\$ -	\$ 25,000					\$ -					\$ -					\$ -					\$ -					\$ 25,000
Funding Sources: Community Services Fund	\$ -	\$ -	\$ 25,000					\$ -					\$ -					\$ -					\$ -					\$ 25,000
Total	\$ -	\$ -	\$ 25,000					\$ -					\$ -					\$ -					\$ -					\$ 25,000

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
Recreation Park Fencing

Project Number: undefined

Project Description:
Extend left field outfield fence with netting; install higher fence/netting along left field foul ball line/picnic area.



Department: Community Services

General Plan Consistency:
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 FY15-16	Est. Expend FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Funding Sources:								
Community Services Fund	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Total	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:

Parks and Open Space Plan Update

Project Number: undefined

Project Description:

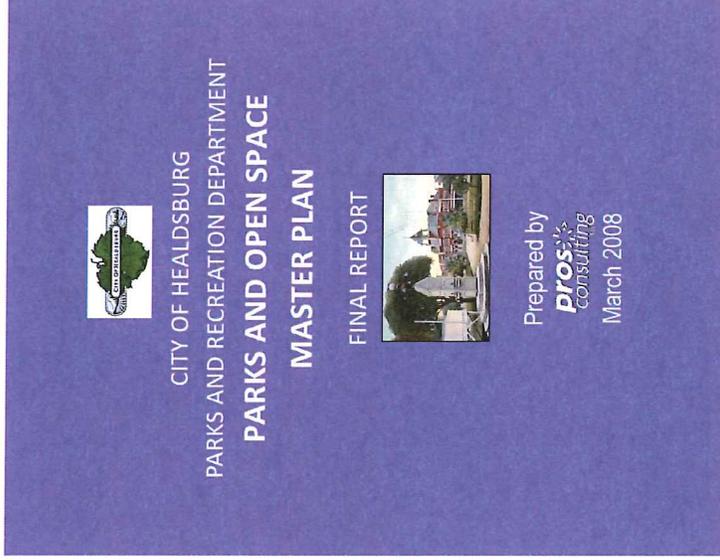
Update the 2008 Parks and Open Space Plan. In addition to updating the plan for the City's parks and recreation facilities, this project would collaborate with our partners who serve the community and incorporate the Villa site as it relates to Fitch Mountain access and the park amenities, the Golf Course and their long term vision.

Department: Community Services

General Plan Consistency:

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 FY15-16	Est. Expend FY15-16	2016-17					2017-18					2018-19					2019-20					2020-21					Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ 60,000					\$ -					\$ -					\$ -					\$ -					\$ 60,000
Funding Sources:			\$ 60,000					\$ -					\$ -					\$ -					\$ -					\$ 60,000
Total	\$ -	\$ -	\$ 60,000					\$ -					\$ -					\$ -					\$ -					\$ 60,000

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
Recreation Park Outfield Turf Replacement

Project Number: undefined

Project Description:
Continue turf replacement project at Recreation Park to the outfield turf area. Existing bluegrass would be replaced with Bermuda sports turf. Project costs include equipment that will be needed to maintain the turf into the future (45,000).



Department: Community Services

General Plan Consistency:
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 FY15-16	Est. Expend FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ -	\$ 195,000	\$ -	\$ -	\$ -	\$ 195,000
Funding Sources:								
Community Services Fund	\$ -	\$ -	\$ -	\$ 195,000	\$ -	\$ -	\$ -	\$ 195,000
Total	\$ -	\$ -	\$ -	\$ 195,000	\$ -	\$ -	\$ -	\$ 195,000

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
Play Structure Shade

Project Number: undefined

Project Description:
Design and install shade structures at Badger Park and Barbieri Brothers Park to provide shade for the play structures. Cost estimate is 50,000 per structure.



Department: Community Services

General Plan Consistency:
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 FY15-16	Est. Expend FY15-16	2016-17					2017-18					2018-19					2019-20					2020-21					Projected Five Year Total				
Project Costs:	\$ -	\$ -																														
Funding Sources:																																
Community Services Fund	\$ -	\$ -																														
Total	\$ -	\$ -																														

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
Dog Park Improvements

Project Number: undefined

Project Description:
Conduct Dog Park improvements to address ADA compliance, gate and access issues, shade structure, water, and overall site conditions (erosion, mud, etc.)



Department: Community Services

General Plan Consistency:
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 FY15-16	Est. Expend FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ 120,000
Funding Sources:								
Community Services Fund	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ 120,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ 120,000

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
Badger Park Renovation

Project Number: undefined

Project Description:

Renovate Badger Park including construction of restrooms/storage, play structure replacement, dog off leash shade structure, play field improvements, and river access (to be evaluated). Possible grant funding through the Open Space District in a future grants cycle.



Department: Community Services

General Plan Consistency:

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 FY15-16	Est. Expend FY15-16	2016-17					2017-18					2018-19					2019-20					2020-21					Projected Five Year Total					
Project Costs:	\$ -	\$ -																										\$ -					
Funding Sources:																																	
Community Services Fund	\$ -	\$ -																										\$ -					
																												\$ -					
Total	\$ -	\$ -																															\$ -

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
Byron Gibbs Park Renovation

Project Number: undefined

Project Description:
Renovate park including replace deteriorated trails and failing irrigation system, renovate restrooms, install new sanitary sewer service.



Department: Community Services

General Plan Consistency:
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 FY15-16	Est. Expend FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ 400,000
Funding Sources:								
Community Services Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ 400,000
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ 400,000

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
Railroad Park Renovation

Project Number: undefined

Project Description:
Renovate Railroad Park including replacing retaining walls and stairs, picnic areas, etc.



Department: Community Services

General Plan Consistency:
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 FY15-16	Est. Expend FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ 300,000
Funding Sources:								
Community Services Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ 300,000
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ 300,000

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
Plaza Park Renovation

Project Number: undefined

Project Description:
Renovate Plaza Park including turf replacement, fountain renovation, planters, concrete work, trees, etc.



Department: Community Services

General Plan Consistency:
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 FY15-16	Est. Expend FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000
Funding Sources:								
Community Services Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000

ELECTRIC PROJECTS

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

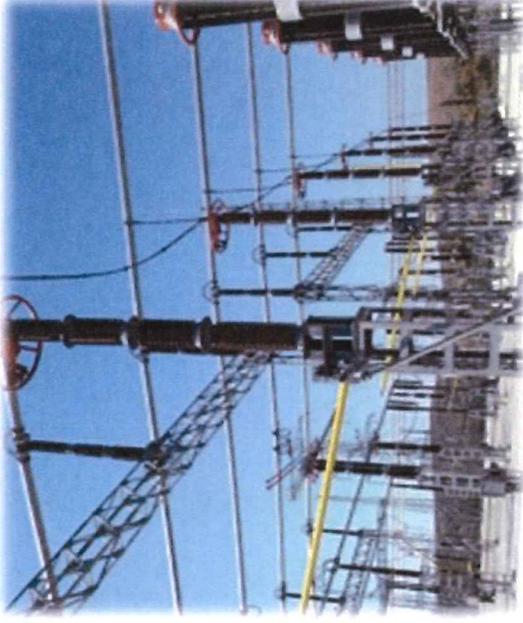
Project Name:

Badger Substation 60kV & 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.



Department: Utility Department

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 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 FY15-16	Est. Expend FY15-16						Projected Five Year Total
Project Costs:		\$	\$	2016-17	2017-18	2018-19	2019-20	2020-21	
Funding Sources:									
	Electric Capacity Fees	\$ 320,000	\$ 25,000	\$ 150,000	\$ 145,000	\$ -	\$ -	\$ -	\$ 295,000
		\$ 320,000	\$ 25,000	\$ 150,000	\$ 145,000	\$ -	\$ -	\$ -	\$ 295,000
	Total	\$ 320,000	\$ 25,000	\$ 150,000	\$ 145,000	\$ -	\$ -	\$ -	\$ 295,000

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
Advanced Metering for Customer Usage Presentation

Project Number: EL1009

Project Description:
Currently the City of Healdsburg utilizes a "drive-by" meter reading system. By installing collector radios throughout Healdsburg, electric and water usage data can be collected more frequently and presented to customers through the City's webpage. Customer presentation is a known conservation tool and will help conserve both energy and water.



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.
- 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 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		2016-17	2017-18	2018-19	2019-20	2020-21	Projected Five Year Total
Project Costs:	Budget FY15-16	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
	Est. Expend FY15-16	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Funding Sources:							
	Electric Capacity Fees	\$ 340,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000
	Water Utility	60,000	-	-	-	-	60,000
	Total	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
Healdsburg & 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 Department

General Plan Consistency:

Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development
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	
	FY15-16	FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	Year Total	
Project Costs:	\$ 25,000	\$ 23,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
Funding Sources:									
Electric Capacity Fees	\$ 25,000	\$ 23,000	\$ 1,200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000
Total	\$ 25,000	\$ 23,000	\$ 1,200,000	\$ -	\$ 1,200,000				

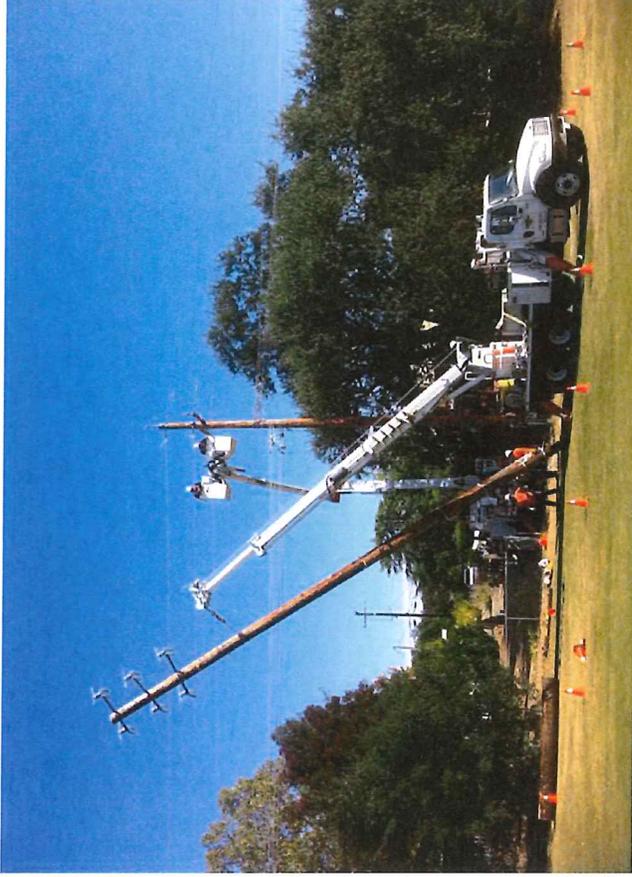
**City of Healdsburg
Five Year Capital Improvement Program
Project Detail**

Project Name:
Utility Pole Replacements

Project Number: ELM005

Project Description:

On an annual basis the City tests, treats, and replaces wood utility poles that have reached the end of their useful life. Planned pole replacements are part of the City's proactive capital replacements that help to ensure a high level of system reliability.



Department: Utility Department

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 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 FY15-16	Est. Expend FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ 130,000	\$ 140,000	\$ 150,000	\$ 160,000	\$ 170,000	\$ 750,000
Funding Sources:								
Electric Utility	\$ -	\$ -	\$ 130,000	\$ 140,000	\$ 150,000	\$ 160,000	\$ 170,000	\$ 750,000
Total	\$ -	\$ -	\$ 130,000	\$ 140,000	\$ 150,000	\$ 160,000	\$ 170,000	\$ 750,000

WASTEWATER PROJECTS

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
Rebuild Twin Force Mains from Magnolia Lift Station

Project Number: PWS919

Project Description:
This project with rebuild exposed, pressurized sewer mains from Dry Creek's creek bed. This work is required to prevent a possible rupture of the exposed main.



Department: Utility Department

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 FY15-16	Est. Expend FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ 135,000	\$ 2,600,000	\$ -	\$ -	\$ -	\$ 2,735,000
Funding Sources:								
Sewer Utility	\$ -	\$ -	\$ 135,000	\$ 2,600,000	\$ -	\$ -	\$ -	\$ 2,735,000
Total	\$ -	\$ -	\$ 135,000	\$ 2,600,000	\$ -	\$ -	\$ -	\$ 2,735,000

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

Project Name:
Moore Lift Station Conversion

Project Number: undefined

Project Description:
Moore Lift station is at the end of life and has failed several times over the past two years. Through the construction of a new sewer main along Moore Lane, this lift station can be eliminated. Elimination of this lift station will reduce ongoing maintenance costs, reduce the potential for sewer overflows, and increase the capacity to take sewage.



Department: Utility Department

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 FY15-16	Est. Expend FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ 270,000
Funding Sources:								
Sewer Capacity Fees	\$ -	\$ -	\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ 270,000
Total	\$ -	\$ -	\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ 270,000

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
University Sewer main Replacement

Project Number: undefined

Project Description:
Replace approximately 2500 feet of aging and failed sewer main along University street. This section of sewer main was constructed with clay pipe and has begun to fail. Replacement of this pipe will reduce ongoing annual maintenance and the risk of sanitary sewer overflows.



Department: Utility Department

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 FY15-16	Est. Expend FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ 50,000	\$ 725,000	\$ -	\$ -	\$ -	\$ 775,000
Funding Sources:								
Sewer Capacity Fees	\$ -	\$ -	\$ 50,000	\$ 725,000	\$ -	\$ -	\$ -	\$ 775,000
Total	\$ -	\$ -	\$ 50,000	\$ 725,000	\$ -	\$ -	\$ -	\$ 775,000

DRAINAGE PROJECTS

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
Pordon Lane/Tayman Park Drainage Improvements

Project Number: undefined

Project Description:
This project covers drainage improvements needed to mitigate flooding that has occurred in the Pordon Lane area (at the western boundary of Tayman Park) due to inadequate drainage facilities. The project includes installation of drainage facilities including pipes, inlets, berming and channel improvements to capture stormwater upland of the residential properties and into the City's drainage system.



Department: Public Works

General Plan Consistency:

Goal PS-D A storm drainage system that accommodates runoff from existing and projected development and prevents damage due to flooding

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

Capital Improvement Program Detail	Budget FY15-16	Est. Expend FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Funding Sources:								
Drainage Capacity Fees	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Total	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000

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

Project Name:
CHAP Master Drainage Plan

Project Number: undefined

Project Description:
This project addresses mitigation Measure HWQ-2 of the EIR for the CHAP requiring the City to prepare and implement a Master Drainage Plan to identify the improvements necessary to support implementation of the Plan.

Department: Public Works

General Plan Consistency:

Goal PS-D A storm drainage system that accommodates runoff from existing and projected development and prevents damage due to flooding

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

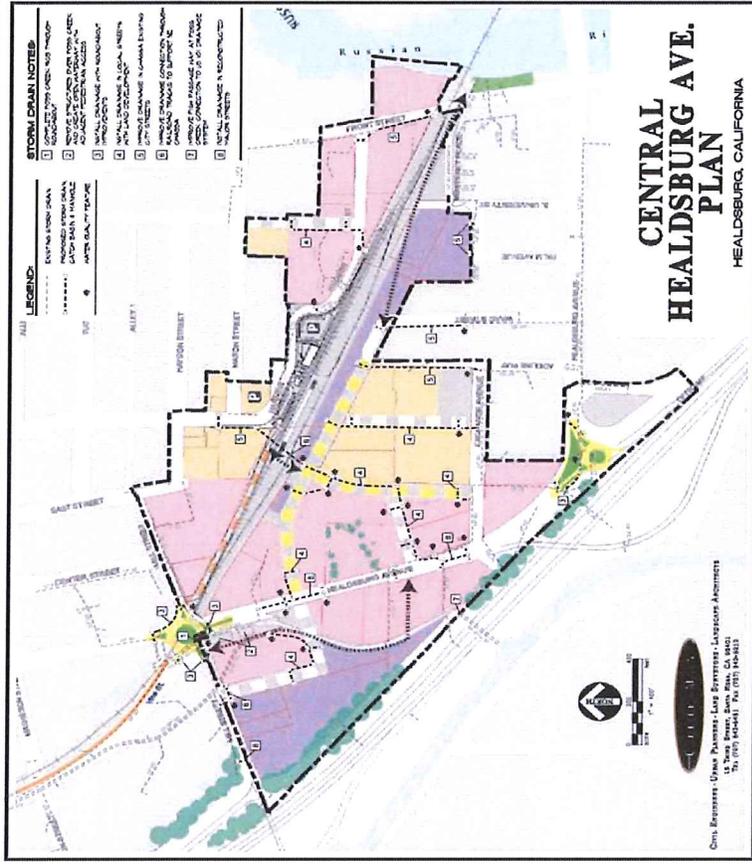


Figure VII-3. Conceptual Drainage System Improvements

Capital Improvement Program Detail	Budget FY15-16	Est. Expend FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Funding Sources:								
Drainage Capacity Fees	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Total	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000

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

Project Name:
Healdsburg Ave Storm Drain Outfall at Dry Creek Road

Project Number: undefined

Project Description:
This project will provide design alternatives for relocating the existing Storm Drain that runs under the commercial building adjacent to the Big Johns Market.



Department: Public Works

General Plan Consistency:

Goal PS-D A storm drainage system that accommodates runoff from existing and projected development and prevents damage due to flooding

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

Capital Improvement Program Detail	Budget FY15-16	Est. Expend FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Funding Sources:								
Drainage Capacity Fees	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Total	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

STREET PROJECTS

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
5-Way Intersection Improvements

Project Number: PWT108

Project Description:
Construct a roundabout, underground overhead utilities, replace and upsize underground utilities, and install landscaping.



Department: Public Works

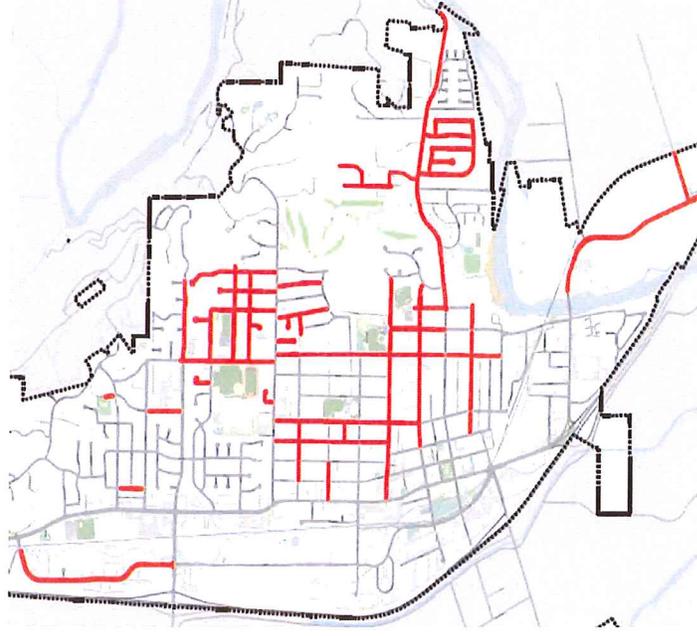
General Plan Consistency:

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	Est. Expend	2016-17					2017-18					2018-19					2019-20					2020-21					Projected Five
	FY15-16	FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	Year Total					
Project Costs:	\$ 698,707	\$ 12,049,102	\$ 3,296	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,296					
Funding Sources:																												
RDA Bond Proceeds	\$ 698,707	\$6,861,078	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
Street Impact Fees		\$488,024	\$ 3,296	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,296					
Water Capacity Fees		1,400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
Wastewater Capacity Fees		1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
Drainage Capacity Fees		1,800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
Total	\$ 698,707	\$ 12,049,102	\$ 3,296	\$ -	\$ 3,296																							

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



Project Name:
Paving Project

Project Number: undefined

Project Description:
Pavement preservation of approximately 11.7 miles of existing streets

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-46 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)

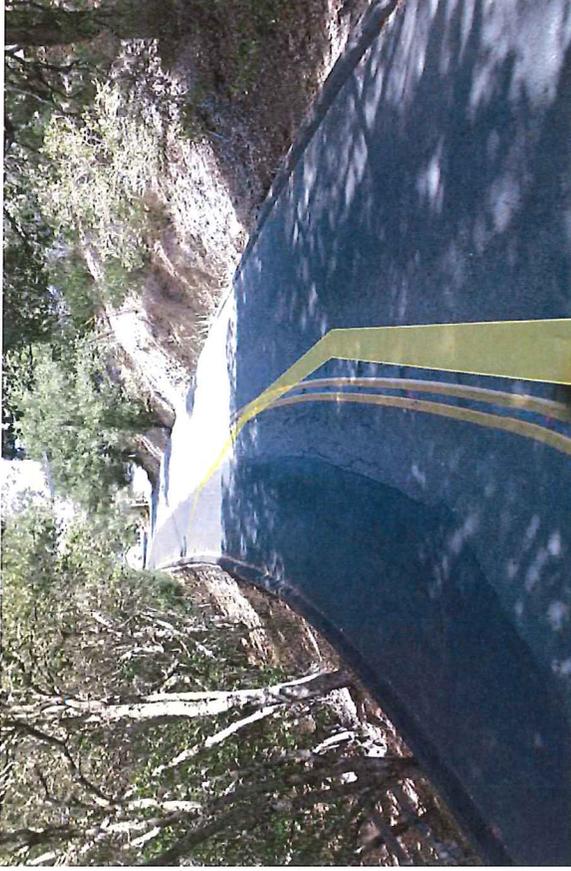
Capital Improvement Program Detail	Budget FY15-16	Est. Expend FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	Projected Five Year Total
Project Costs:	\$ 1,000,000	\$ -	\$ 1,796,932	\$ -	\$ -	\$ -	\$ -	\$ 1,796,932
Funding Sources: Measure V	\$ 1,000,000	\$ -	\$ 1,796,932					\$ 1,796,932

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
North Fitch Mountain Road Slide Repair

Project Number: PWT922

Project Description:
Design engineering 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 FY15-16	Est. Expend FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	Projected Five Year Total
Project Costs:	\$ 79,000	\$ 79,000	\$ -	\$ 625,000	\$ -	\$ -	\$ -	\$ 625,000
Funding Sources:								
Gas Tax Fund	\$ 79,000	\$ 79,000	\$ -	\$ 625,000	\$ -	\$ -	\$ -	\$ 625,000
Total	\$ 79,000	\$ 79,000	\$ -	\$ 625,000	\$ -	\$ -	\$ -	\$ 625,000

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
West Plaza Parking Lot Expansion

Project Number: PWT923

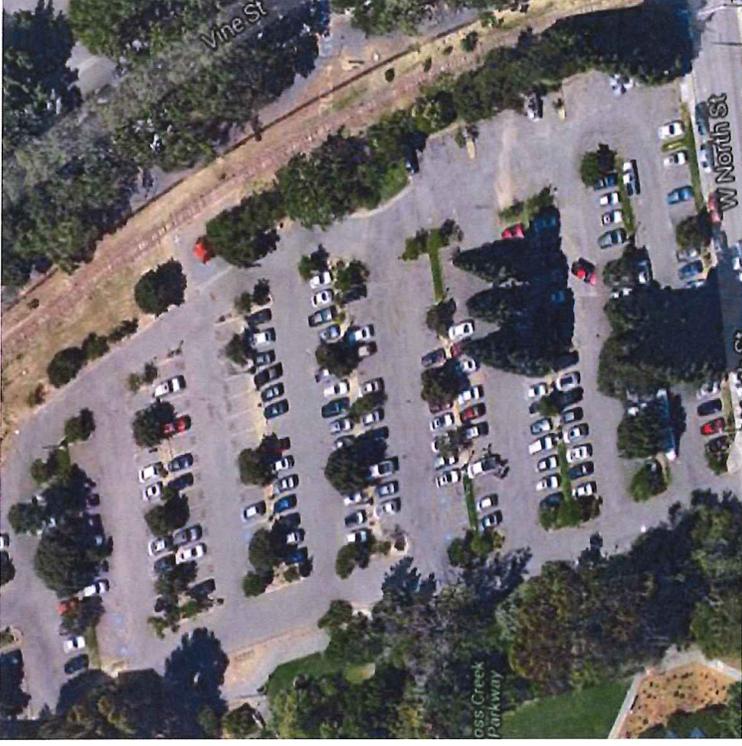
Project Description:
Enlarge the parking lot westerly into the NCRA r/w to increase available parking by approximately 24 stalls and replace existing lighting

Department: Public Works

General Plan Consistency:

Goal T-C Adequate provision of on-street and off-street parking
T-C-4 The City will continue to provide off-street public parking to support businesses in the Downtown Parking Exception Area in order to make the most effective and attractive use of the downtown core while directing parking to its periphery.

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	
	FY15-16	FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21		
Project Costs:	\$ 270,000	\$ -	\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270,000
Funding Sources:									
Measure V	\$ 230,000	\$ -	\$ 230,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 230,000
Electric Utility	40,000	-	40,000	-	-	-	-	-	40,000
Total	\$ 270,000	\$ -	\$ 270,000	\$ -	\$ 270,000				

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

Project Name:

Foss Creek Pathway Phase 7

Project Number: undefined

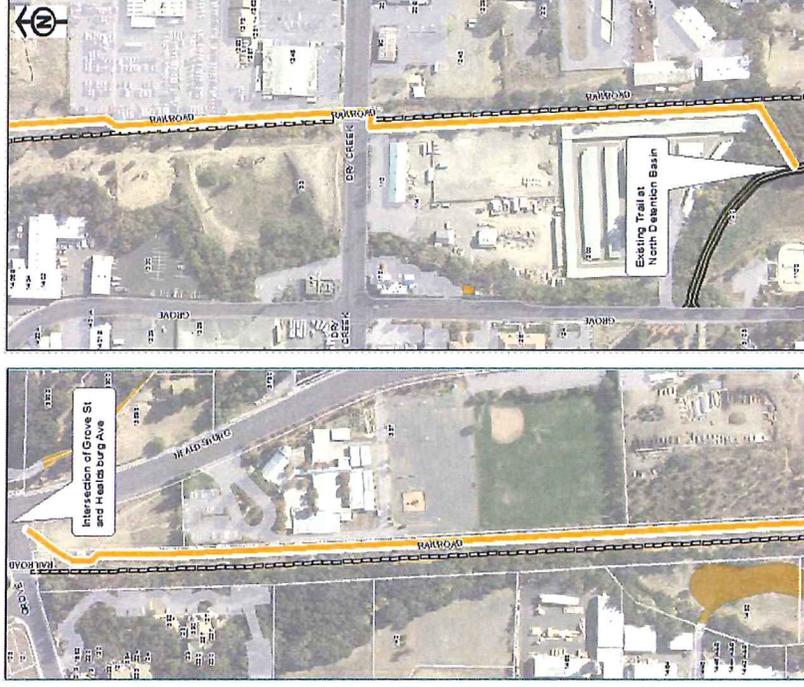
Project Description:

This project covers Foss Creek Pathway from West Grant Street along railroad right of way and the City Detention Basin berm to Grove Street near the Carson Memorial Skate Park. It will provide a Class 1 paved pathway for pedestrian and bicycle use.

Department: Public Works

General Plan Consistency:

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



Capital Improvement Program Detail	Budget FY15-16	Est. Expend FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Sources:								
Measure M		\$ -	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,000,000
Gas Tax		200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
	\$ -	\$ -	\$ 200,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,200,000

WATER PROJECTS

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
Scenic 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 relocate the water mains to Boral Road, in a new utility easement, and install 4" plastic pipe. This project will also reduce water waste due to the condition of the existing pipeline.



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-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 FY15-16	Est. Expend FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	Projected Five Year Total
Project Costs:	\$ 35,000	\$ -	\$ 50,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 300,000
Funding Sources:								
Water Utility	\$ 35,000	\$ -	\$ 50,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 300,000
Total	\$ 35,000	\$ -	\$ 50,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 300,000

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
College Street Water Main Replacement

Project Number: undefined

Project Description:

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



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-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 FY15-16	Est. Expend FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ 500,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 600,000
Funding Sources:								
Water Utility	\$ -	\$ -	\$ 500,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 600,000
Total	\$ -	\$ -	\$ 500,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 600,000

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

Project Name:
Gauntlett/Iverson Roof Repair & Replacement

Project Number: undefined

Project Description:

Both the Gauntlett and Iverson Reservoirs are in need of replacement or repair. The Gauntlett reservoir roof is supported by wood beams that are now rotting and have begun to fail. The Iverson reservoir roof is in need of minor repairs and replacements.



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-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 FY15-16	Est. Expend FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000
Funding Sources: Water Utility	\$ -	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000
Total	\$ -	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000

City of Healdsburg
Five Year Capital Improvement Program
Project Detail

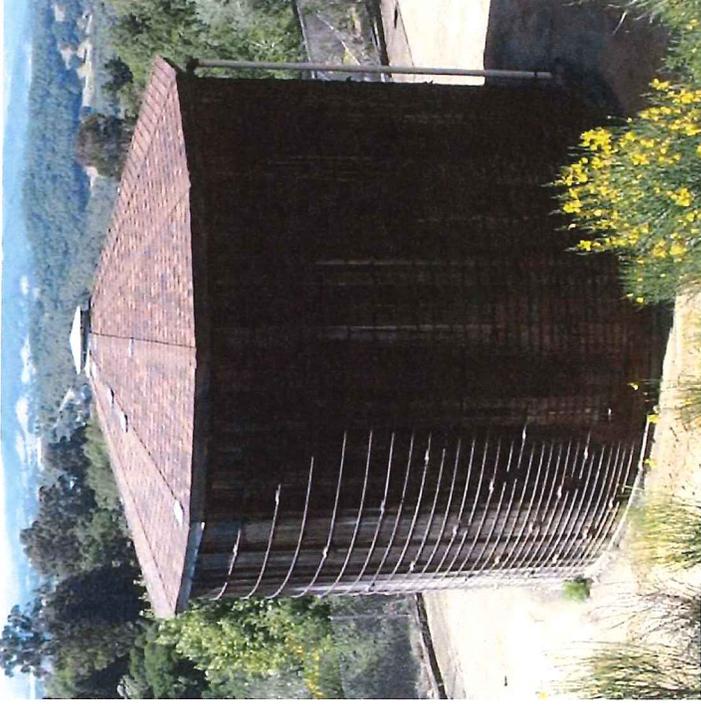
Project Name:
Redwood Tank Replacements

Project Number: undefined

Project Description:
Currently the City operates three redwood tanks for water storage and fire flows. Each of these tanks are nearing the end of their useful life. Replacing of the tanks will reduce water losses and reduce annual operating costs.

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-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 FY15-16	Est. Expend FY15-16	2016-17	2017-18	2018-19	2019-20	2020-21	Projected Five Year Total
Project Costs:	\$ -	\$ -	\$ 50,000	\$ 1,300,000	\$ -	\$ -	\$ -	\$ 1,350,000
Funding Sources:								
Water Utility	\$ -	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ 800,000
Water Capacity Fees			\$ 50,000	\$ 500,000				\$ 550,000
Total	\$ -	\$ -	\$ 50,000	\$ 1,300,000	\$ -	\$ -	\$ -	\$ 1,350,000

BUDGET REFERENCE INFORMATION

GLOSSARY OF FINANCIAL AND BUDGET TERMS

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.

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.

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.

Bonds

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.

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.

Budget

A financial plan for a specified period of time that matches planned revenues and expenditures to municipal services, goals and objectives. The City of Healdsburg uses a financial plan covering a fiscal year, with actual budget appropriations made annually.

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.

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.

CEQA

California Environmental Quality Act – A state law mandating environmental review of most public and private projects.

CUPA

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

Certificates of Participation

Form of lease-purchasing financing used to construct or acquire capital facilities and equipment.

Contingency

GLOSSARY OF FINANCIAL AND BUDGET TERMS

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

Contract/Professional Services

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

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.

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.

DBD

Downtown Business District – A special district and subordinate City agency created under State's Downtown Parking and Improvement Law which provides shopping center type promotional programs on behalf of downtown business.

EIR

GLOSSARY OF FINANCIAL AND BUDGET TERMS

Environmental Impact Report – A report pursuant to CEQA analyzing the environmental impacts of a project.

Encumbrances

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 Sewer, Water and Electric operations as Enterprise Funds. (See Fund)

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.

Fund

An accounting entity that records all financial transactions for specific activities or government functions. The six generic fund types used by the City are: General Fund, Special Revenue, Debt Service, Capital Project, Enterprise, Internal Service, 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.

GLOSSARY OF FINANCIAL AND BUDGET TERMS

GAAP

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

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)

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.

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.

MOU

Memorandum of Understanding – 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.

NCPA

Northern California Power Agency – 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

GLOSSARY OF FINANCIAL AND BUDGET TERMS

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.

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.

PERS

Public Employees Retirement System – 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 after review by the City Manager.

Rating

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

REMIF

Redwood Empire Municipal Insurance Fund – 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.

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

GLOSSARY OF FINANCIAL AND BUDGET TERMS

expenditure refunds, debt issue proceeds and inter-fund transfers.

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).

Risk Management

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

RSA

Redevelopment Successor Agency of the City of Healdsburg – 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.

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.

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.

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.

GLOSSARY OF FINANCIAL AND BUDGET TERMS

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.

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.

Working Capital

Current assets less current liabilities.

CITY OF HEALDSBURG

RESOLUTION NO. 51-2016

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HEALDSBURG ADOPTING THE FY 2016-17 BUDGET

WHEREAS, on June 6, 2016, the proposed budget was presented for fiscal year 2016-17, including estimated revenues and recommended appropriations for operations and capital; and

WHEREAS, on April 4th, May 9th and May 19, 2016, the City Council held duly noticed meetings to review, and provide opportunity for and receive public comments, regarding the Proposed Budget.

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

1. Approves the Proposed Budget for fiscal year 2016-17 (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 City 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 by the City Council of the City of Healdsburg this 6th day of June 2016, by the following vote:

AYES: Councilmembers: (4) Mansell, McCaffery, Ziedrich and Mayor Chambers

NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (1) Plass

ABSTAINING: Councilmembers: (0) None

SO ORDERED:

ATTEST:



Thomas L. Chambers, Mayor

Maria Curiel, City Clerk

Resolution No. 51-2016

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I, MARIA CUIREL, City Clerk of the City of Healdsburg, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 51-2016 adopted by the City Council of the City of Healdsburg on the 6th day of June, 2016.



Maria Curiel,

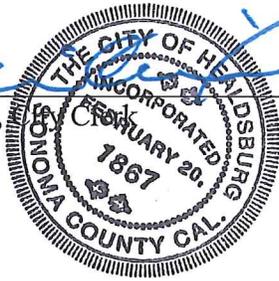


Exhibit A

2016-17 Budget

General Fund	\$ 11,466,223
General Capital Replacement Fund	1,605,000
Measure V Fund	3,062,432
Economic Development Fund	62,900
Gas Tax Fund	278,563
Public Safety Fund	21,265
Other Special Revenue Fund	250,000
Lighting & Landscape AD1	88,389
Lighting & Landscape AD2	12,459
Lighting & Landscape AD3	94,150
Lighting & Landscape AD4	7,190
Lighting & Landscape AD5	17,135
Media Center	40,000
General Debt Service Fund	1,009,772
Post RDA Successor Fund	4,024,505
Post RDA Housing Successor Fund	128,216
Redevelopment Obligation Retirement Fund	3,769,805
Streets Fund	3,930,506
Water Fund	5,216,010
Water Capital Fund	875,000
Wastewater Fund	7,581,902
Drainage Fund	681,361
Wastewater/Drainage Capital Fund	1,370,000
Electric Fund	11,687,908
Electric Capital Fund	1,630,000
Electric Public Benefit Fund	674,448
Airport Fund	544,794
Community Services Capital Fund	3,857,865
Community Services Fund	4,096,057
Vehicle Service Fund	1,347,228
Information Services Fund	1,821,385
Building Maintenance Fund	1,399,965
Senior Center Endowment Fund	3,000
Community Benefit Grant Fund	50,000
Plaza Veterans Flowers Trust Fund	300
Col. NA Norton Trust Fund	8,000
Street Capacity Fee Fund	3,296
Water Capacity Fee Fund	110,000
Sewer Capacity Fee Fund	320,000
Drainage Capacity Fee Fund	415,000
Electric Capacity Fee Fund	1,440,000
Park Development Fee Fund	274,840
Total Appropriations	\$ 75,276,869

CITY OF HEALDSBURG

RESOLUTION NO. 52-2016

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HEALDSBURG ADOPTING THE 2017-18 BUDGET

WHEREAS, on June 6, 2016, the proposed budget was presented for fiscal year 2017-18, including estimated revenues and recommended appropriations for operations and capital; and

WHEREAS, on April 4th, May 9th and May 19, 2016, the City Council held duly noticed study sessions to review, and provide opportunity for and receive public comments, regarding the Proposed Budget.

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

1. Approves the Proposed Budget for fiscal year 2017-18 (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 City 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 by the City Council of the City of Healdsburg this 6th day of June 2016, by the following vote:

AYES: Councilmembers: (4) Mansell, McCaffery, Ziedrich and Mayor Chambers

NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (1) Plass

ABSTAINING: Councilmembers: (0) None

SO ORDERED:

ATTEST:


Thomas L. Chambers, Mayor


Maria Curiel, City Clerk

Resolution No. 52-2016

Page 2

I, MARIA CURIEL, City Clerk of the City of Healdsburg, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 52-2016 adopted by the City Council of the City of Healdsburg on the 6th day of June, 2016.



Maria Curriel, City Clerk



Exhibit A

2017-18 Budget

General Fund	\$ 11,651,623
General Capital Replacement Fund	1,900,000
Measure V Fund	274,600
Economic Development Fund	62,400
Gas Tax Fund	826,500
Other Special Revenue Fund	1,177,405
Lighting & Landscape AD1	80,984
Lighting & Landscape AD2	8,984
Lighting & Landscape AD3	96,634
Lighting & Landscape AD4	3,247
Lighting & Landscape AD5	18,669
Media Center	40,000
General Debt Service Fund	1,036,745
Post RDA Successor Fund	4,069,914
Post RDA Housing Successor Fund	126,866
Redevelopment Obligation Retirement Fund	3,814,915
Streets Fund	4,248,629
Water Fund	5,246,702
Water Capital Fund	1,650,000
Wastewater Fund	7,544,675
Drainage Fund	666,374
Wastewater/Drainage Capital Fund	4,275,000
Electric Fund	13,898,480
Electric Capital Fund	1,235,000
Electric Public Benefit Fund	561,733
Airport Fund	1,120,084
Community Services Capital Fund	2,655,540
Community Services Fund	4,443,683
Vehicle Service Fund	944,635
Information Services Fund	1,763,001
Building Maintenance Fund	1,082,528
Senior Center Endowment Fund	3,050
Community Benefit Grant Fund	100,000
Plaza Veterans Flowers Trust	300
Col. NA Norton Trust	8,000
Water Capacity Fee Fund	500,000
Sewer Capacity Fee Fund	725,000
Electric Capacity Fee Fund	145,000
Total Appropriations	<u>\$ 78,006,900</u>

CITY OF HEALDSBURG

RESOLUTION NO. 53-2016

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HEALDSBURG ADOPTING THE 2016-21 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 April 4, 2016, City staff presented the proposed Capital Improvement Program to Council and Council's direction has been incorporated into the figures presented in the proposed program; and

WHEREAS, on April 12, 2016, 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 finds as follows, based on information presented in the accompanying staff report:

1. The proposed 2016-21 Five-year Capital Improvement Program is consistent with the City of Healdsburg General Plan.
2. Adoption of the Capital Improvement Program is not subject to CEQA review.

BE IT FURTHER RESOLVED that the City Council of the City of Healdsburg hereby adopts the City of Healdsburg 2016-21 Five-year Capital Improvement Program as summarized in the attached Exhibit A.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Healdsburg this 6th day of June 2016, by the following vote:

AYES: Councilmembers: (4) Mansell, McCaffery, Ziedrich and Mayor Chambers

NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (1) Plass

ABSTAINING: Councilmembers: (0) None

SO ORDERED:

ATTEST:


Thomas L. Chambers, Mayor


Maria Curiel, City Clerk

Resolution No.53-2016

Page 2

I, MARIA CUIEL, City Clerk of the City of Healdsburg, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 53-2016 adopted by the City Council of the City of Healdsburg on the 6th day of June, 2016.



Maria Curiel, City Clerk



2016-21 Five-year Capital Improvement Program

PROJECT	2016-17	2017-18	2018-19	2019-20	2020-21
City Wide Projects					
City Hall Expansion	1,605,000	1,900,000	-	-	-
Airport Fencing Design & Installation	45,000	180,000	-	-	-
Airport Runway Lighting	-	452,000	-	-	-
Total	1,650,000	2,532,000	-	-	-
Community Services Projects					
Cerri Building Adaptive Reuse	250,000	1,177,405	-	-	-
Fitch Mountain Management Plan	150,000	-	-	-	-
Fitch Mountain Park & Open Space Preserve	133,000	33,000	-	-	-
Community Center Synthetic Turf	2,474,865	525,135	-	-	-
Saggio Hills Park Development	700,000	700,000	-	-	-
ADA Improvements	40,000	25,000	25,000	25,000	25,000
Community Center Office Improvements	25,000	-	-	-	-
Recreation Park Fencing	25,000	-	-	-	-
Parks and Open Space Plan Update	60,000	-	-	-	-
Recreation Park Outfield Turf	-	195,000	-	-	-
Play Structure Shade	-	-	100,000	-	-
Dog Park Improvements	-	-	120,000	-	-
Badger Park Renovation	-	-	750,000	-	-
Byron Gibbs Park Renovation	-	-	-	400,000	-
Railroad Park Renovation	-	-	-	300,000	-
Plaza Park Renovation	-	-	-	-	500,000
Total	3,857,865	2,655,540	995,000	725,000	525,000
Electric Projects					
Badger Substation	150,000	145,000	-	-	-
Advanced Metering	150,000	-	-	-	-
Healdsburg Mill Underground Utility District	1,200,000	-	-	-	-
Utility Pole Replacements	130,000	140,000	150,000	160,000	170,000
Total	1,630,000	285,000	150,000	160,000	170,000
Wastewater Projects					
Recycled Water Pipeline (Phase 3)	500,000	-	-	-	-
Rebuild Twin Force Mains from Magnolia Lift Station	135,000	2,600,000	-	-	-
Moore Lift station	270,000	-	-	-	-
University Street Main Replacement	50,000	725,000	-	-	-
Total	955,000	3,325,000	-	-	-
Drainage Projects					
Pordon Lane/Tayman Park Drainage	300,000	-	-	-	-
CHAP Master Drainage Plan	15,000	-	-	-	-
Healdsburg Storm Drain Outfall @ Dry Creek Rd	100,000	-	-	-	-
Total	415,000	-	-	-	-
Street Projects					
5-way Intersection Improvements	3,296	-	-	-	-
Cycle III Lifeline Grant	255,000	-	-	-	-
Paving Project	1,796,932	-	-	-	-
Fitch Mountain Slide Repair	-	625,000	-	-	-
West Plaza Parking Lot	270,000	-	-	-	-
Foss Creek Pathway Phase 7	200,000	2,000,000	-	-	-
Healdsburg Avenue Improvement Study	-	200,000	-	-	-
Total	2,525,228	2,825,000	-	-	-
Water Projects					
Scenic Water Main Replacement	50,000	250,000	-	-	-
College Street Water Main Replacement	500,000	100,000	-	-	-
Gauntlett Reservoir Roof Replacement	275,000	-	-	-	-
Redwood Tank Replacement	50,000	1,300,000	-	-	-
Total	875,000	1,650,000	-	-	-
Grand Totals	\$ 11,908,093	\$ 13,272,540	\$ 1,145,000	\$ 885,000	\$ 695,000

CITY OF HEALDSBURG

RESOLUTION NO. 54-2016

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HEALDSBURG RESCINDING RESOLUTION NO. 134-2015
AND REESTABLISHING THE LIST OF AUTHORIZED
POSITIONS

WHEREAS, the City Council of the City of Healdsburg adopted the budget for fiscal year 2016-17 containing appropriations for authorized positions by department; and

WHEREAS, on June 6, 2016, the proposed budget was presented for fiscal year 2016-17, including estimated revenues and recommended appropriations for operations and capital; and

WHEREAS, on April 4th, May 9th and May 19, 2016, the City Council held duly noticed meetings to review, and provide opportunity for and receive public comments, regarding the Proposed Budget.

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

1. Rescinds Resolution No. 134-2015.
2. Ratifies the authorized positions as depicted in the attached Exhibit A.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Healdsburg this 6th day of June 2016, by the following vote:

AYES: Councilmembers: (4) Mansell, McCaffery, Ziedrich and Mayor Chambers

NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (1) Plass

ABSTAINING: Councilmembers: (0) None

SO ORDERED:

ATTEST:



Thomas L. Chambers, Mayor



Maria Curiel, City Clerk

Resolution No. 54-2016

Page 2

I, MARIA CURIEL, City Clerk of the City of Healdsburg, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 54-2016 adopted by the City Council of the City of Healdsburg on the 6th day of June, 2016.



Maria Curiel, City Clerk



Resolution No. 54-2016

Department/Classification	Number Authorized	Group	Monthly Salary Range
City Manager's Office			
City Manager	1	Executive Management	\$14,312 - \$17,396
Assistant City Manager	1	Executive Management	\$11,966 - \$14,545
Community Housing and Development Director	1	Executive Management	\$11,052 - \$13,434
City Clerk	1	Mid-Management	\$7,203 - \$8,789
Personnel Specialist	1	Mid-Management	\$6,652 - \$8,116
Administrative Analyst	1	Mid-Management	\$6,204 - \$7,570
Administrative Services Manager	1	Mid-Management	\$7,421 - \$9,055
Office Assistant II	1	IBEW	\$4,004 - \$4,886
Building Maintenance Worker II	1	IBEW	\$4,649 - \$5,673
Equipment Service Writer/Mechanic	1	IBEW	\$6,718 - \$8,197
Administrative Specialist	2	IBEW	\$5,344 - \$6,520
Payroll Specialist	1	IBEW	\$5,344 - \$6,520
Finance			
Finance Manager	1	Mid-Management	\$8,197 - \$10,002
Accounting Supervisor	2	Mid-Management	\$6,520 - \$7,956
IS Coordinator	1	Mid-Management	\$7,275 - \$8,877
Accounting Assistant	1	IBEW	\$4,838 - \$5,903
IS Network Technician	1	IBEW	\$5,344 - \$6,520
Accounting Clerk II	3	IBEW	\$4,167 - \$5,084
Senior Accounting Clerk	1	IBEW	\$4,603 - \$5,616
GIS Specialist	1	IBEW	\$5,992 - \$7,284
Planning & Building			
Planning & Building Director	1	Executive Management	\$11,052 - \$13,434
Senior Planner	2	Mid-Management	\$8,197 - \$10,002
Building Official	1	Mid-Management	\$8,197 - \$10,002
Assistant Planner	1	IBEW	\$4,886 - \$5,962
Building Inspector II	1	IBEW	\$6,329 - \$7,722
Community Development Technician	2	IBEW	\$5,344 - \$6,520
Administrative Specialist	1	IBEW	\$5,344 - \$6,520
Community Services			
Community Services Director	1	Executive Management	\$11,273 - \$13,703
Recreation Supervisor	2	Mid-Management	\$5,673 - \$6,922
Parks Superintendent	1	Mid-Management	\$7,347 - \$8,965
Recreation Coordinator II	1	IBEW	\$3,848 - \$4,695
Parks Caretaker II	2	IBEW	\$4,557 - \$5,561
Parks Caretaker I	1	IBEW	\$4,167 - \$5,084
Office Assistant II	1	IBEW	\$4,004 - \$4,886
Facilities Worker	1	IBEW	\$3,810 - \$4,649
Police			
Police Chief	1	Executive Management	\$12,574 - \$15,284
Police Lieutenant	1	Mid-Management	\$8,530 - \$10,408
Administrative Analyst	1	Mid-Management	\$6,204 - \$7,570
Police Dispatcher	6	HPOA	\$4,401 - \$5,639
Police Officer	11	HPOA	\$5,561 - \$7,124
Police Records Officer	1	HPOA	\$4,251 - \$5,446
Police Sergeant	5	HPOA	\$6,586 - \$8,438
Police Technician	1	HPOA	\$3,736 - \$4,785

Fire

Fire Chief	1	Executive Management	\$12,084 - \$14,689
Fire Marshall	1	Mid-Management	\$8,701 - \$10,617
Fire Captain	3	IAFF	\$6,991 - \$8,530
Fire Prevention Officer	1	IAFF	\$6,266 - \$7,646
Fire Engineer	3	IAFF	\$6,022 - \$7,347
Firefighter	2	IAFF	\$5,729 - \$6,991
Office Assistant II	1	IBEW	\$4,004 - \$4,886

Public Works

Public Works Director	1	Executive Management	\$11,729 - \$14,259
Streets & Storm Drains Superintendent	1	Mid-Management	\$7,956 - \$9,708
Senior Civil Engineer	2	Mid-Management	\$8,279 - \$10,102
Associate Civil Engineer	1	Mid-Management	\$7,061 - \$8,615
Public Works Field Technician	1	IBEW	\$5,962 - \$7,275
Utility Maintenance Foreman	2	IBEW	\$5,135 - \$6,266
Utility Technician	1	IBEW	\$5,135 - \$6,266
Utility Worker II	5	IBEW	\$4,649 - \$5,673
Engineering Technician	1	IBEW	\$5,344 - \$6,520
Public Works Inspector	1	IBEW	\$5,962 - \$7,275
Meter Reader II	1	IBEW	\$4,649 - \$5,673

Utilities

Utilities Director	1	Executive Management	\$12,956 - \$15,750
Senior Electric Engineer	1	Mid-Management	\$9,542 - \$11,598
Principal Engineer (Water/Wastewater)	1	Mid-Management	\$9,354 - \$11,371
Water and Wastewater Operations Superintendent	1	Mid-Management	\$7,956 - \$9,708
Electric Operations Superintendent	1	Mid-Management	\$8,788 - \$10,723
Utility Conservation Analyst	1	Mid-Management	\$6,266 - \$7,646
Industrial Electrician	1	IBEW	\$6,586 - \$8,036
Industrial Mechanic	1	IBEW	\$5,873 - \$7,139
Instrumentation Technician	1	IBEW	\$6,586 - \$8,036
Laboratory Technician III	1	IBEW	\$5,962 - \$7,275
Records Technician/Storekeeper	1	IBEW	\$4,935 - \$6,022
Utility Operator	4	IBEW	\$6,586 - \$8,036
Wastewater Foreman	1	IBEW	\$7,275 - \$8,877
Water Foreman	1	IBEW	\$7,275 - \$8,877
Electric Lineman Apprentice	3	IBEW	\$5,344 - \$6,520
Electric Line Foreman	2	IBEW	\$7,646 - \$9,329
Electric Lineman	2	IBEW	\$6,957 - \$8,457
Electric Materials Technician	1	IBEW	\$5,344 - \$6,520
Electric Engineering Technician I	1	IBEW	\$6,297 - \$7,655
Meter Technician	1	IBEW	\$6,957 - \$8,457
Electric Field Coordinator	1	IBEW	\$6,297 - \$7,655

Total Full-time Employees	127		
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