

City of Healdsburg

California



Children's Garden ~ Spring 2011 Harvest



Operating Budget Fiscal Year 2011-2012

CITY OF HEALDSBURG

Adopted Budget Fiscal Year 2011-12

City Council:

Thomas L. Chambers, Mayor

Gary Plass, Vice-Mayor

James Wood, Council Member

Susan Jones, Council Member

Stephen Babb, Council Member

City Manager:

Marjie Pettus

CITY OF HEALDSBURG

Commissions and Staff

Advisory Commissions:

Planning Commission
Recreation and Parks Commission
Senior Citizen Advisory Commission
Transportation Advisory Commission

City Staff:

City Manager Marjie Pettus
City Attorney Mike Gogna
Assistant City Manager. David Mickaelian
City Clerk Maria Curiel
Finance Director Heather Ippoliti
Interim Director of Planning & Building. . . Ron Bendorff
Police Chief Kevin Burke
Fire Chief. Steve Adams
Director of Public Works Mike Kirn
Electric Utility DirectorTerry Crowley

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GUIDE TO THE BUDGET

This document is organized into the following sections:

Overview

This section contains the Adopted Budget Message, Statement of Budget Principles, Council Goals, City Organizational Chart and summarized budget information displaying revenues, appropriations, capital projects, and personnel assignments.

Summaries

This section presents the operating, service, debt and development budgets at the fund level.

Department Summaries

This section includes the budget for each City department. Also included is an organizational chart, a brief explanation of the areas of responsibility, accomplishments of the past year and goals for the future.

Redevelopment Agency

This section presents the budgets by fund for the Redevelopment Agency.

Glossary

This section includes a glossary of terms used in this budget, the appropriations limit worksheet and the resolutions approved by Council adopting this budget.

DESCRIPTION OF FUNDS

General Fund: The General Fund is the most versatile of all the City's funds because it has no specific legal restrictions as to its use. General Fund revenues are primarily used to support the public safety departments and a small portion of Administration and Finance.

Enterprise Funds: Revenues derived from the City's Water, Wastewater, Electric, Streets, Planning & Building and Community Services are restricted to certain purposes and can only be spent to provide these services.

Service Funds: The City has several service funds - Insurance & Benefits Service Fund, Information Systems Service Fund, Vehicle Service Fund, and the Building Maintenance Service Fund. These funds provide for the maintenance and periodic replacement of data processing hardware and software, telecommunications equipment, vehicles, mobile equipment and building maintenance. The Insurance and Benefit Service Fund covers retirement and medical premiums, Workers' Compensation, State Unemployment Insurance and paid leave.

Debt Funds: The Debt Service Funds are used to account for the accumulation of resources and the payment of principal and interest for the City's indebtedness.

Impact Fee Funds: Impact fees are charges on new development to cover some of the cost of public facilities and infrastructure needed to serve the future development. The City uses these funds to account for the receipts of impact fees for use on the projects designated with the fee adoption.

CITY OF HEALDSBURG ADMINISTRATION

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Healdsburg, CA 95448-4723

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Visit us at www.ci.healdsburg.ca.us



August 15, 2011

Honorable Mayor and City Council Members
401 Grove Street
Healdsburg, CA 95448

SUBJECT: FY 2011-12 Adopted Budget Message

Honorable Mayor and Councilmembers:

We are pleased to present this Adopted Budget for the fiscal year ending June 30, 2012. This budget was adopted on June 6, 2011.

The City continues to experience challenges resulting from the most severe recession since the Great Depression. Over the past few years, the economic downturn has negatively impacted the City's revenues. The nationwide recession, lack of consumer confidence and revenue takeaways from the state of California have had a significant impact on the cities statewide, including Healdsburg. While certain segments of the economy have begun a solid, albeit slow recovery, other areas have been unpredictable.

Over the last two years the City Council provided clear direction and set the tone for developing a budget that protected core City services while achieving a balance to preserve vital reserves. In this effort, the City has executed a number of cost-savings measures including reducing the number of its employees via department reorganizations, implementing furloughs and receiving significant concessions from the employee groups. Unfortunately, with increasing costs and a desired minimum level of service, these measures are not enough - a structural deficit remains in the General Fund.

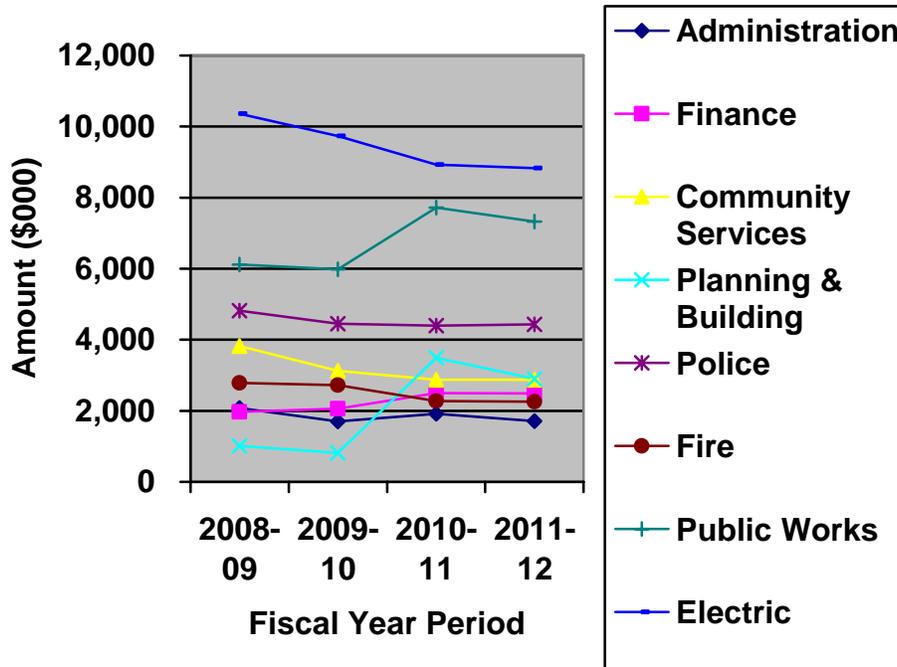
The General Fund budget is \$7.8 million. General Fund estimated revenues total \$7.2 million, \$619,604 less than the budget expenditures. If the deficit spending continues at this pace, it is estimated that reserves will be exhausted by FY 2015-16.

The City Council is recognizing the need to increase revenue and is now entertaining the possibility of a revenue measure.

FINANCIAL OVERVIEW

Overall, the FY 2011-12 Adopted Budget has a total of \$91.6 million in appropriations made up of a \$41.6 million operating budget, a \$9.5 million service & debt budget, a \$15.6 million redevelopment budget, a \$23.8 million capital improvement budget and a \$1 million impact fee budget.

Expenditures by Department



General Fund

The final General Fund budget was adopted with a deficit in excess of \$600 thousand. The Council’s reserve policy of maintaining a fund balance of at least 25% of revenues as a contingency reserve and a \$1.25 million recession reserve has been met. Expenditures are budgeted to be about \$7.8 million or 12% more than the FY 2010-11 estimate to close. Police expenditures account for 57% of the General Fund budget, and fire expenditures account for 29%.

2011-12 Adopted Budget Message
August 15, 2011

Utility Funds

The operating budget of the utility funds is \$22 million or about 10% more than the FY 2010-11 estimate to close. An additional \$12.8 million has been appropriated for utility related capital projects.

Community Services Fund

The Community Services Fund budget is \$2.2 million, less than one percent reduction compared to the FY 2010-11 estimate to close. The Council's reserve policy of maintaining a fund balance of at least 25% of Transient Occupancy Tax (TOT) as a recession reserve and a \$200 thousand contingency reserve has been met.

Planning and Building Fund

The Planning & Building Fund budget is approximately \$794 thousand or about 122% more than the FY 2010-11 estimate to close. The addition of a full-time Planning Director is the major contributor to the increase in appropriations. As adopted, the approved appropriations exceed the revenues by over \$530 thousand.

REVENUE HIGHLIGHTS

The FY 2011-12 revenue projections reflect the staff's best estimate of how the economy will perform over the next year, and how it will affect City revenues. Sales and property tax account for 58% of the General Fund revenue.

Sales Tax Sales tax is the City's number one General Fund revenue, making up 33% of the General Fund revenue. Staff is expecting an estimated 11% increase in FY 2010-11 and then to remain relatively flat in FY 2011-12.

Property Tax Property tax amounts for 26% of General Fund revenue. We have seen property tax revenues flat over the last couple of years, and are expecting the same in FY 2011-12.

Transient Occupancy Tax (TOT) The City's TOT rate is 12%, with 2% going to the General Fund and 10% going to the Community Services Fund, supporting recreation programming and parks maintenance. Staff is expecting an estimated 16% increase in FY 2010-11 and a 2% increase in FY 2011-12.

REDEVELOPMENT AGENCY

Commercial & Industrial Fund

The Redevelopment Agency (RDA) Commercial & Industrial Fund budget is \$4.7 million or about 74% less than the FY 2010-11 estimate to close. The FY 2011-12 capital projects budget

2011-12 Adopted Budget Message
August 15, 2011

is \$3.3 million. The economic development contract was reduced by \$100 thousand to \$300 thousand.

Low and Moderate Income Housing Fund

The RDA Low & Moderate Housing Fund budget is \$3.6 million or about 13% more than the FY 2010-11 estimate to close. The FY 2011-12 budget includes funding for a Housing Project Coordinator.

CONCLUSION

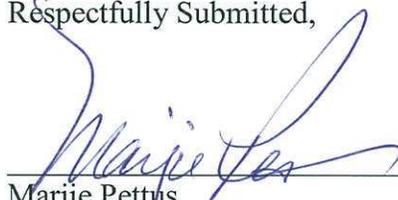
This budget has been developed without the knowledge of how the State's budget process will affect Healdsburg. No significant State budget cuts are reflected in the adopted figures. Any state takeaway of General Fund revenues will be major. The State's threat to the continued existence of the Redevelopment Agency puts \$860 thousand of support for General Fund costs at risk, as well as thousands more in program costs that will more than likely fall to the General Fund for funding. In dealing with this uncertainty, we need to strive to keep our reserves at minimum policy levels. The reserves are our front line of defense in the event of another economic downturn and State budget takeaways.

Staff is fully aware of the uncertainty and the need to continue to look for ways to control spending and to closely monitor revenue projections, adjusting spending plans accordingly.

Developing this budget is a team effort involving the time and talents of many City employees. Without the continued dedication of City staff members, this budget would not have been possible.

With Council's continued support of long-term planning and willingness to provide leadership in difficult circumstances, together we can develop a plan for long-term financial stability of our City.

Respectfully Submitted,



Marjie Pettus
City Manager



Heather Ippoliti
Finance Director

CITY OF HEALDSBURG

Statement of Budget Principles

- The budget is the City Council's primary decision and policy making tool.
- Budget information should be understandable to the public despite the complexities of accounting and legal requirements.
- The budget should reflect a bottom up multi-year look at all expenses and revenues.
- Labor costs must reflect productive labor costs and all associated fringe benefits from existing contracts, as well as management forecasts for the future for those individuals working on particular projects and programs.
- Expenses should reflect changes in operations, market conditions and forecast rate changes, not just a cost of living escalation.
- The difference between one time or non-recurring costs and on-going and recurring costs should be acknowledged.
- Revenues should reflect those projected to be generated from existing businesses, from plans for expansion under existing laws, not desired changes.
- Revenues should be conservatively estimated.
- Reserves should be maintained according to established policy.

By utilizing these principles we attempt to present a realistic forecast of both revenues and expenses that offer a relative picture of the coming fiscal year and future years regardless of whether a deficit or surplus is forecasted.

Neither optimistic assumptions as to new grants nor pessimistic forecasts of new revenue losses are reflected. Forecasted expenditures only identify authorized service expansions and consensus growth assumptions.

It is hoped that the budget offers a valid base to measure the performance of City departments against their best plans, as well as the various funds and enterprises against the policies and direction provided by the City Council.



2011 CITY COUNCIL GOALS

Adopted March 7, 2011

1) Affordable Housing

Develop a comprehensive Housing Master Plan to identify and address the City's affordable housing needs.

2) Budget Stability

Adopt a strategy that will promote and maintain long term fiscal stability in the general and enterprise funds through the continued application of sound budgetary policies and financial controls.

3) Communication

Develop a comprehensive outreach plan that: fosters communication, informs and educates the public, increases the awareness of city programs and promotes community participation.

4) Economic Development

Continue to implement economic programs that will encourage the revitalization of under utilized and blighted areas and enhance a diversified economic base.

5) Green City Programs

Provide leadership to implement community actions that promote environmentally sound practices and expand public outreach to promote conservation and sustainability, including support for NCPA renewable energy sources.

6) Infrastructure Maintenance and Capital Projects

Designate funds for infrastructure maintenance and capital projects and complete projects as funding allows.

7) Memorial Bridge

Recognizing previous Council action identifying rehabilitation as the locally preferred alternative, complete the environmental studies and take action as required for the project to move forward. Secure funding and complete design and construction.

8) Preservation of Redevelopment Agency

Develop and implement a strategy advocating the retention of redevelopment agencies and agency rights. Continue Agency programs as allowed under state regulations.

2011 CITY COUNCIL GOALS

9) Saggio Hills

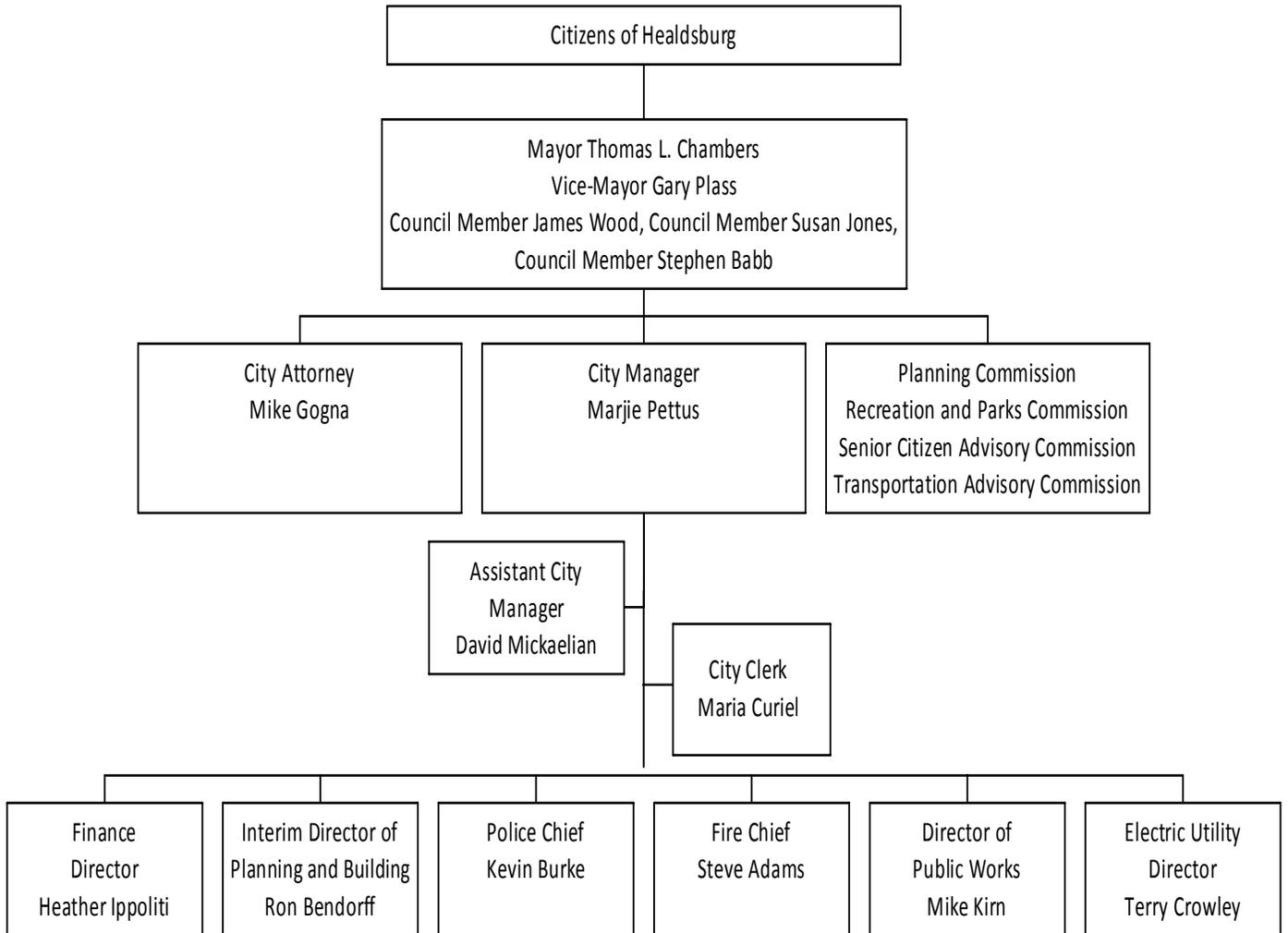
Support and proceed with Saggio Hills project activities as required under the development agreement.

10) Wastewater Reclamation Project

Complete technical studies, agreements and funding applications necessary to construct the Syar irrigation pipeline and Phase I of the wastewater reclamation project.

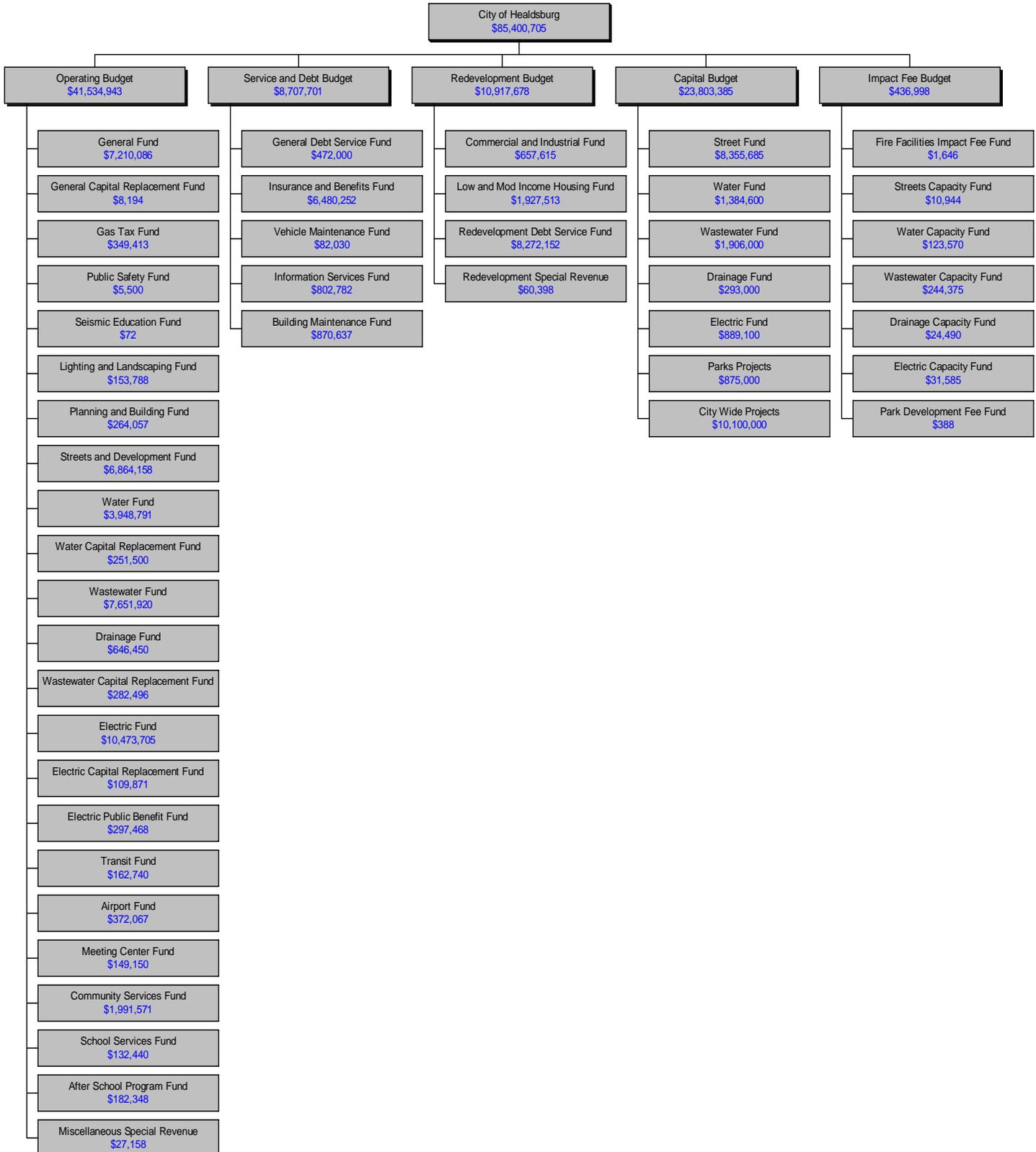
CITY OF HEALDSBURG

Organizational Chart



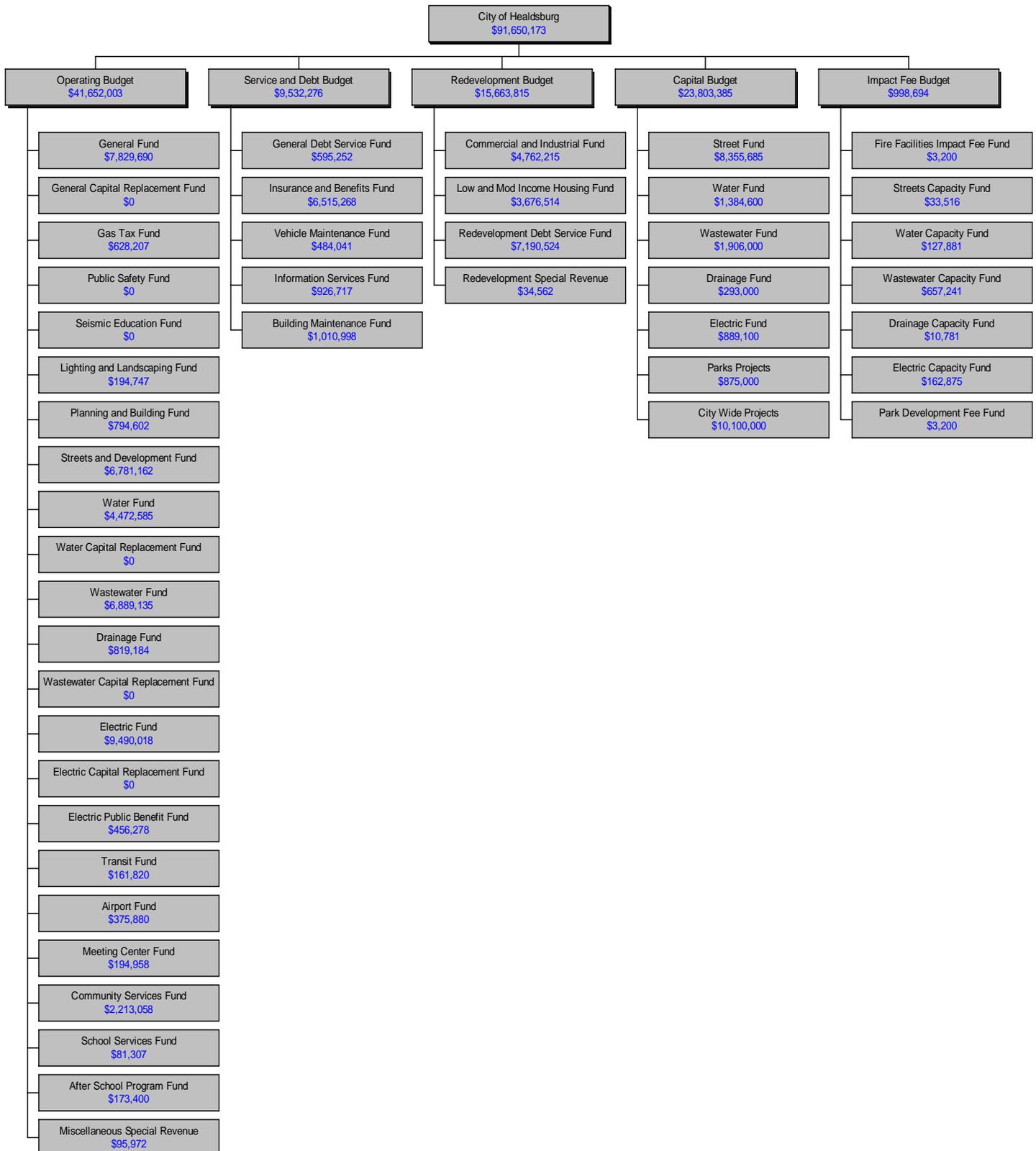
TOTAL CITY REVENUE

Budget for Fiscal Year 2011-12



TOTAL CITY EXPENSE

Budget for Fiscal Year 2011-12



City of Healdsburg

Capital Improvement Program FY 2011-12

**FY 2011-12
Funding**

Water Projects	
Water Service Replacements	150,000
Well and Pump Rehabilitation	125,000
Cadoul Reservoir Rehabilitation/Replacement	20,000
2010 Urban Water Management Plan Update	50,000
Dry Creek Clearwell Liner	59,600
Water System Upgrades	430,000
South Water System Extension	450,000
Fitch Well Field Stormwater Improvements	50,000
Corp Yard MS4 Stormwater Compliance Improvements	50,000
Total	1,384,600

Wastewater Projects	
Heron Drive Force Main Replacement	236,000
Recycled Water System ROW Acquisition	200,000
Recycled Water System - Design	50,000
WWTP Record drawings	20,000
South Sewer System Extension	450,000
Recycled Wtr Sys Ph I - Geysers Connection Environ Docs	175,000
Recycled Wtr Sys Ph I - Geysers Pump Station Design	400,000
Syar Recycled Water System Connection	75,000
Center/Matheson Street Sewer Manhole Rehabilitation	100,000
Recycled Water Site Technical Studies	50,000
Sewer Collection System Master Plan	150,000
Total	1,906,000

Drainage Projects	
Front Street Storm Drain	293,000
Total	293,000

Streets Projects	
101 and Dry Creek Interchange	15,000
5-way Improvements	425,000
Foss Creek Pathway Segment 3	275,000
Healdsburg Avenue Bridge	6,600,000
Healdsburg Ave In-Pavement Crosswalk Lighting	92,800
Grant Street Safe Route to School	10,000
Grant Street Railroad Crossing Improvements	613,000
CDBG ADA Improvements	81,885
March Avenue/Dry Creek Road Class 2 Bike Lanes	16,000
Grove Street Neighborhood Study	12,000
Foss Creek Pathway Phase 6	165,000
101 and Westside Road Interchange	25,000
Asphalt Rubber Chip Seal	25,000
Total	8,355,685

City of Healdsburg

Capital Improvement Program FY 2011-12

FY 2011-12
Funding

Electric Projects	
System Power Factor Correction	150,000
Line Recloser Replacement Program	69,100
Badger Substation Fence Replacement	590,000
North Street Underground Utility District	80,000
Total	889,100
Parks Projects	
Neighborhood Revitalization Program	20,000
Giorgi Park Rehabilitation Project Phase II	855,000
Total	875,000
City Wide Projects	
Dual Use Parking Program	1,060,000
Streetscape Improvements	1,790,000
Central Healdsburg Avenue Special Study Area Plan	200,000
Railroad Depot Project	125,000
Central Healdsburg Infrastructure Improvements	500,000
Low and Moderate Income Housing Program	350,000
Foss Creek School Acquisition	5,500,000
Economic Development Programs	575,000
Total	10,100,000
Total Capital Improvement Program	23,803,385

City of Healdsburg Summary of Full-Time Positions

Department	Adopted 2011-12	Explanation
<i>Administration</i>	6	Added Housing Project Coordinator
<i>Finance</i>	17	No Changes
<i>Community Services</i>	6	No Changes
<i>Planning and Building</i>	3	No Changes
<i>Police</i>	25	Added Administrative Specialist (from PT to FT)
<i>Fire</i>	10	Added Administrative Specialist (from PT to FT)
<i>Public Works</i>	29	No Changes
<i>Electric Utility</i>	11	Eliminated Electric Line Foreman

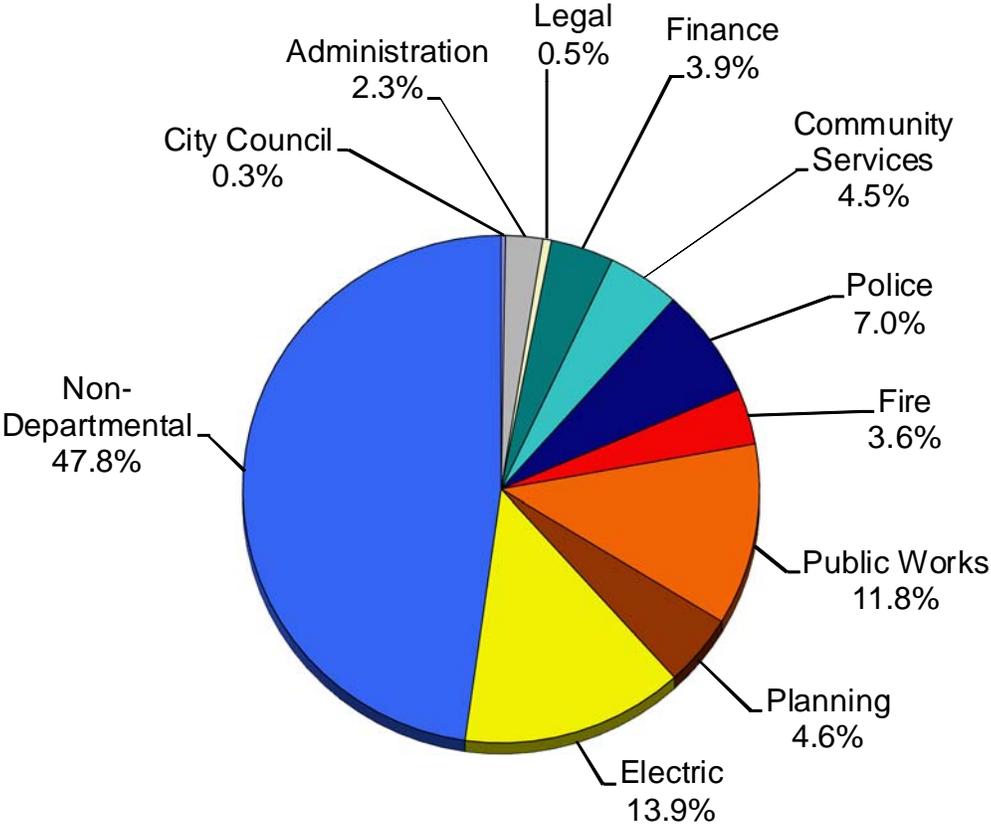
**Total Full-Time
Positions**

107

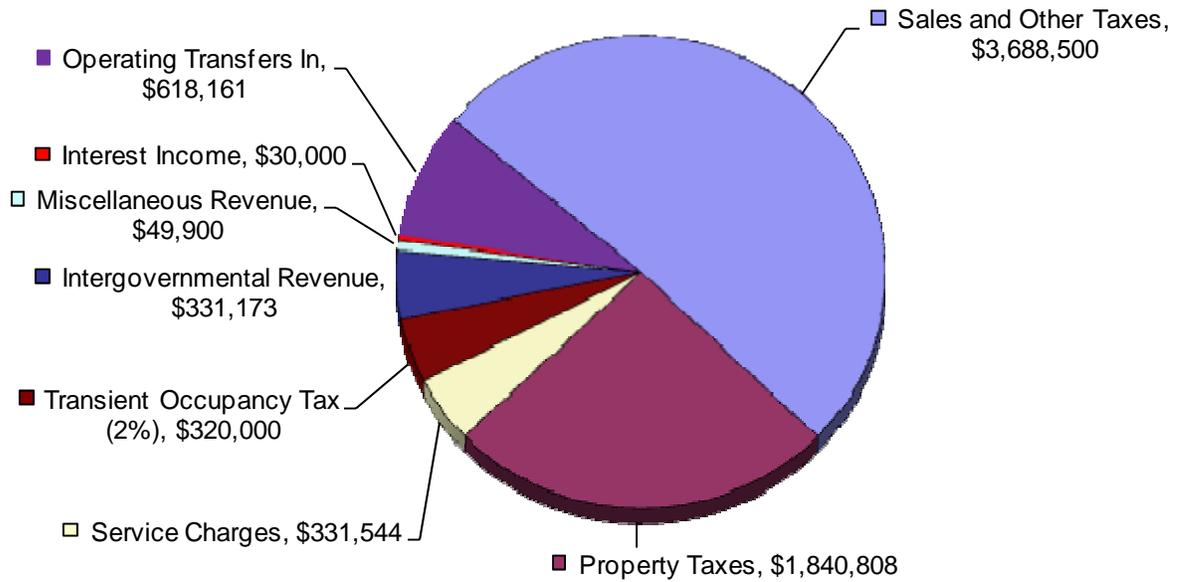
CITY OF HEALDSBURG
FINANCIAL STATUS OVERVIEW
Operating, RDA and Debt Service Budgets

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE & OTHER SOURCES</u>				
Charges for Service	\$ 22,126,309	\$ 22,533,570	\$ 22,169,928	\$ 22,283,744
RDA Tax Increment	9,245,320	9,011,467	9,200,790	9,200,000
Intergovernmental Revenue	1,880,886	17,901,475	3,567,669	7,114,494
Transfers	6,094,320	3,301,111	5,154,535	3,914,289
Sales and Other Taxes	3,392,463	4,185,303	4,667,372	4,506,500
Property Tax	2,295,290	1,353,800	1,300,596	1,328,900
Transient Occupancy Tax	1,601,308	1,807,572	1,886,929	1,920,000
Miscellaneous Fees & Charges	1,566,952	938,113	1,749,142	1,018,621
Interest Income	478,945	363,950	531,816	613,415
Rents	751,458	641,587	793,318	416,701
Property Transfer Tax	50,418	37,000	50,907	55,808
Business License Tax	166,648	100,000	168,000	175,000
Special Assessments	173,445	188,901	183,859	183,149
Fees and Permits	195,237	179,350	207,136	194,000
Loan Proceeds	75,000	-	134,000	-
Proceeds from Sale of Property	77,721	-	1,098,730	-
Other Financing Sources	19,614	13,653,197	21,181,638	-
Total Revenue	\$ 50,191,334	\$ 76,196,396	\$ 74,046,365	\$ 52,924,621
<u>EXPENSE BY DEPARTMENT</u>				
City Council	\$ 96,602	\$ 116,685	\$ 129,777	\$ 169,586
Legal	258,446	253,724	310,336	341,000
Administration	1,347,540	1,541,668	1,504,819	1,473,940
Finance	2,059,810	2,495,723	2,436,973	2,492,969
Community Services	3,122,955	2,870,623	2,791,690	2,870,810
Planning	816,387	3,491,823	910,305	2,899,225
Police	4,451,729	4,395,676	4,357,888	4,429,553
Fire	2,721,292	2,272,356	2,292,285	2,258,194
Public Works	5,977,783	7,718,432	6,020,824	7,328,253
Electric	9,730,661	8,925,193	8,390,268	8,832,326
Non Departmental	31,877,609	88,842,283	73,283,950	30,266,142
Total Expense	\$ 62,460,814	\$ 122,924,186	\$ 102,429,115	\$ 63,361,998
<u>EXCESS EXPENSE OVER REVENUE</u>				
	\$ (12,269,480)	\$ (46,727,790)	\$ (28,382,750)	\$ (10,437,377)

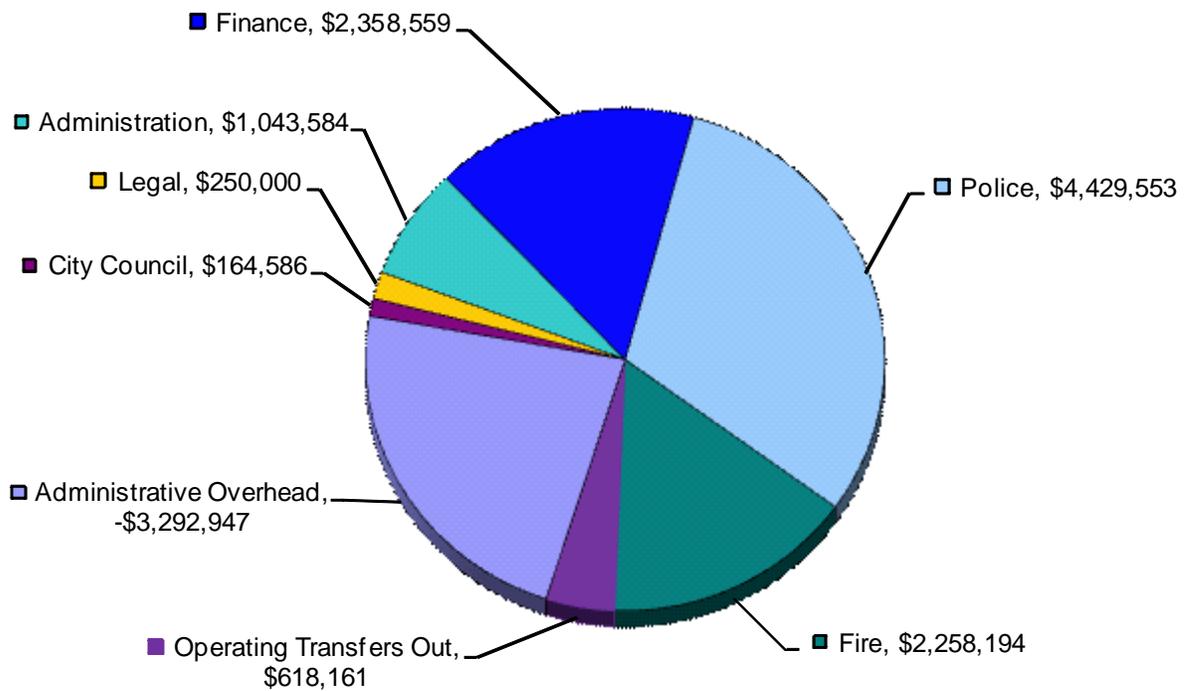
**Operating, RDA and Debt Service Budgets
Fiscal Year 2011-12
\$63,361,998**



Revenue By Source - General Fund \$7,210,086



Expenditure By Department - General Fund \$7,829,690



GENERAL FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Sales and Other Taxes	\$ 3,456,406	\$ 3,260,636	\$ 3,843,830	\$ 3,688,500
Property Taxes	1,883,826	1,847,701	1,806,424	1,840,808
Service Charges	417,101	335,850	343,191	331,544
Transient Occupancy Tax (2%)	271,842	301,262	314,488	320,000
Intergovernmental Revenue	481,326	273,009	393,024	331,173
Other Revenue	61,472	25,200	75,124	49,900
Interest Income	27,547	16,000	29,843	30,000
Operating Transfers	74,190	10,340	10,040	618,161
Total Revenue	<u>\$ 6,673,710</u>	<u>\$ 6,069,998</u>	<u>\$ 6,815,964</u>	<u>\$ 7,210,086</u>
<u>EXPENDITURE BY DEPARTMENT</u>				
City Council	\$ 94,126	\$ 108,685	\$ 124,777	\$ 164,586
Legal	258,446	233,000	230,000	250,000
Administration	1,259,787	1,101,562	1,096,910	1,043,584
Finance	2,059,933	2,195,654	2,197,197	2,358,559
Police	4,430,360	4,395,676	4,357,888	4,429,553
Fire	2,503,352	2,272,356	2,292,285	2,258,194
Operating Transfers Out	-	-	-	618,161
Administrative Overhead	(3,160,420)	(3,292,947)	(3,292,947)	(3,292,947)
Total Expenditure	<u>\$ 7,445,584</u>	<u>\$ 7,013,986</u>	<u>\$ 7,006,110</u>	<u>\$ 7,829,690</u>
Change in Fund Balance	(771,874)	(943,988)	(190,146)	(619,604)
Estimated Beginning Fund Balance	<u>6,256,316</u>	<u>5,484,442</u>	<u>5,484,442</u>	<u>5,294,296</u>
Estimated Ending Fund Balance	<u>\$ 5,484,442</u>	<u>\$ 4,540,454</u>	<u>\$ 5,294,296</u>	<u>\$ 4,674,692</u>
<u>EXPLANATION OF RESERVES</u>				
Contingency Reserve	\$ 1,668,428	\$ 1,517,500	\$ 1,703,991	\$ 1,802,522
Recession Reserve	1,250,000	1,250,000	1,250,000	1,250,000
Unrestricted	2,566,015	1,772,955	2,340,305	1,622,171
Estimated Fund Balance	<u>\$ 5,484,442</u>	<u>\$ 4,540,454</u>	<u>\$ 5,294,296</u>	<u>\$ 4,674,692</u>

GENERAL CAPITAL REPLACEMENT FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Interest Income	\$ 7,666	\$ 7,500	\$ 8,073	\$ 8,194
Total Revenue	\$ 7,666	\$ 7,500	\$ 8,073	\$ 8,194
<u>EXPENDITURE BY DEPARTMENT</u>				
Administrative Overhead	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ -	\$ -	\$ -	\$ -
Change in Fund Balance	7,666	7,500	8,073	8,194
Estimated Beginning Fund Balance	530,536	538,202	538,202	546,275
Estimated Ending Fund Balance	\$ 538,202	\$ 545,702	\$ 546,275	\$ 554,469
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	\$ 538,202	\$ 545,702	\$ 546,275	\$ 554,469
Estimated Fund Balance	\$ 538,202	\$ 545,702	\$ 546,275	\$ 554,469

GAS TAX FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Intergovernmental Revenue	\$ 202,748	\$ 196,747	\$ 320,742	\$ 329,585
Interest Income	13,358	7,000	17,311	19,828
Total Revenue	<u>\$ 216,106</u>	<u>\$ 203,747</u>	<u>\$ 338,053</u>	<u>\$ 349,413</u>
<u>EXPENDITURE BY DEPARTMENT</u>				
Finance	\$ -	\$ 1,200	\$ 1,200	\$ 1,200
Administrative Overhead	500	2,007	2,007	2,007
Transfer to Streets Fund	-	-	-	600,000
Capital Projects	169,497	17,000	167,000	25,000
Total Expenditure	<u>\$ 169,997</u>	<u>\$ 20,207</u>	<u>\$ 170,207</u>	<u>\$ 628,207</u>
Change in Fund Balance	46,109	183,540	167,846	(278,794)
Estimated Beginning Fund Balance	<u>1,128,397</u>	<u>1,174,506</u>	<u>1,174,506</u>	<u>1,342,352</u>
Estimated Ending Fund Balance	<u><u>\$ 1,174,506</u></u>	<u><u>\$ 1,358,046</u></u>	<u><u>\$ 1,342,352</u></u>	<u><u>\$ 1,063,558</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 1,174,506</u>	<u>\$ 1,358,046</u>	<u>\$ 1,342,352</u>	<u>\$ 1,063,558</u>
Estimated Fund Balance	<u><u>\$ 1,174,506</u></u>	<u><u>\$ 1,358,046</u></u>	<u><u>\$ 1,342,352</u></u>	<u><u>\$ 1,063,558</u></u>

PUBLIC SAFETY FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Intergovernmental Revenue	\$ 15,557	\$ 5,000	\$ 15,722	\$ 5,500
Transfer from Other Funds	12,871	-	-	-
Interest Income	16	-	-	-
Total Revenue	<u>\$ 28,444</u>	<u>\$ 5,000</u>	<u>\$ 15,722</u>	<u>\$ 5,500</u>
<u>EXPENDITURE BY DEPARTMENT</u>				
Transfer to Other Funds	<u>\$ 61,626</u>	<u>\$ 13,791</u>	<u>\$ 13,791</u>	<u>\$ -</u>
Total Expenditure	<u>\$ 61,626</u>	<u>\$ 13,791</u>	<u>\$ 13,791</u>	<u>\$ -</u>
Change in Fund Balance	(33,182)	(8,791)	1,931	5,500
Estimated Beginning Fund Balance	<u>117,902</u>	<u>84,720</u>	<u>84,720</u>	<u>86,651</u>
Estimated Ending Fund Balance	<u><u>\$ 84,720</u></u>	<u><u>\$ 75,929</u></u>	<u><u>\$ 86,651</u></u>	<u><u>\$ 92,151</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 84,720</u>	<u>\$ 75,929</u>	<u>\$ 86,651</u>	<u>\$ 92,151</u>
Estimated Fund Balance	<u><u>\$ 84,720</u></u>	<u><u>\$ 75,929</u></u>	<u><u>\$ 86,651</u></u>	<u><u>\$ 92,151</u></u>

SEISMIC EDUCATION FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Other Revenue	\$ 62	\$ 25	\$ 66	\$ 60
Interest Income	10	5	10	12
Total Revenue	<u>\$ 72</u>	<u>\$ 30</u>	<u>\$ 76</u>	<u>\$ 72</u>
<u>EXPENDITURE BY DEPARTMENT</u>				
Administrative Overhead	\$ -	\$ -	\$ -	\$ -
Total Expenditure	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Change in Fund Balance	72	30	76	72
Estimated Beginning Fund Balance	<u>619</u>	<u>691</u>	<u>691</u>	<u>767</u>
Estimated Ending Fund Balance	<u><u>\$ 691</u></u>	<u><u>\$ 721</u></u>	<u><u>\$ 767</u></u>	<u><u>\$ 839</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 691</u>	<u>\$ 721</u>	<u>\$ 767</u>	<u>\$ 839</u>
Estimated Fund Balance	<u><u>\$ 691</u></u>	<u><u>\$ 721</u></u>	<u><u>\$ 767</u></u>	<u><u>\$ 839</u></u>

LIGHTING AND LANDSCAPING DISTRICT AREA A FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Special Assessments	\$ 150,950	\$ 154,901	\$ 149,859	\$ 149,149
Interest Income	3,322	2,643	4,600	4,639
Total Revenue	<u>\$ 154,272</u>	<u>\$ 157,544</u>	<u>\$ 154,459</u>	<u>\$ 153,788</u>
<u>EXPENDITURE BY DEPARTMENT</u>				
Community Services	\$ 142,556	\$ 156,235	\$ 149,892	\$ 184,996
Non Departmental	6,716	2,400	1,273	1,277
Administrative Overhead	820	8,474	8,474	8,474
Total Expenditure	<u>\$ 150,092</u>	<u>\$ 167,109</u>	<u>\$ 159,639</u>	<u>\$ 194,747</u>
Change in Fund Balance	4,180	(9,565)	(5,180)	(40,959)
Estimated Beginning Fund Balance	<u>284,488</u>	<u>288,668</u>	<u>288,668</u>	<u>283,488</u>
Estimated Ending Fund Balance	<u><u>\$ 288,668</u></u>	<u><u>\$ 279,103</u></u>	<u><u>\$ 283,488</u></u>	<u><u>\$ 242,529</u></u>
<u>EXPLANATION OF RESERVES</u>				
Reserved for Area A	<u>\$ 288,668</u>	<u>\$ 279,103</u>	<u>\$ 283,488</u>	<u>\$ 242,529</u>
Estimated Fund Balance	<u><u>\$ 288,668</u></u>	<u><u>\$ 279,103</u></u>	<u><u>\$ 283,488</u></u>	<u><u>\$ 242,529</u></u>

GENERAL DEBT SERVICE FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Property Tax	\$ 461,882	\$ 465,800	\$ 468,561	\$ 468,900
Interest Income	6,823	6,500	3,000	3,100
Total Revenue	<u>\$ 468,705</u>	<u>\$ 472,300</u>	<u>\$ 471,561</u>	<u>\$ 472,000</u>
<u>EXPENSE BY DEPARTMENT</u>				
Non Departmental:				
Principal	\$ 430,000	\$ 460,000	\$ 460,000	\$ 480,000
Interest	141,266	131,566	126,811	109,957
Administrative Overhead	1,603	5,295	5,295	5,295
Total Expense	<u>\$ 572,869</u>	<u>\$ 596,861</u>	<u>\$ 592,106</u>	<u>\$ 595,252</u>
Change in Fund Balance	(104,164)	(124,561)	(120,545)	(123,252)
Estimated Beginning Fund Balance	864,059	759,895	759,895	639,350
Estimated Ending Fund Balance	<u>\$ 759,895</u>	<u>\$ 635,334</u>	<u>\$ 639,350</u>	<u>\$ 516,098</u>
<u>EXPLANATION OF RESERVES</u>				
Debt Service	<u>\$ 759,895</u>	<u>\$ 635,334</u>	<u>\$ 639,350</u>	<u>\$ 516,098</u>
Estimated Fund Balance	<u>\$ 759,895</u>	<u>\$ 635,334</u>	<u>\$ 639,350</u>	<u>\$ 516,098</u>

PLANNING AND BUILDING FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Building Permits/Fees	\$ 195,238	\$ 179,350	\$ 207,136	\$ 194,000
Planning Permits/Fees	65,213	55,000	50,206	50,000
Interest Income	15,689	14,000	21,173	20,057
Miscellaneous Revenue	27,034	19,333	6,894	-
Total Revenue	<u>\$ 303,174</u>	<u>\$ 267,683</u>	<u>\$ 285,409</u>	<u>\$ 264,057</u>
<u>EXPENSE BY DEPARTMENT</u>				
Administration	\$ -	\$ 11,500	\$ 20,110	\$ 12,000
Planning and Building	341,236	335,405	277,827	698,329
Public Works	7,475	7,197	5,728	30,524
Affordable Housing Assistance	119,991	-	-	-
Non Departmental	4,131	-	-	-
Administrative Overhead	67,900	53,749	53,749	53,749
Total Expense	<u>\$ 540,733</u>	<u>\$ 407,851</u>	<u>\$ 357,414</u>	<u>\$ 794,602</u>
Change in Working Capital	(237,559)	(140,168)	(72,005)	(530,545)
Estimated Beginning Working Capital	<u>1,441,659</u>	<u>1,204,100</u>	<u>1,204,100</u>	<u>1,132,095</u>
Estimated Ending Working Capital	<u>\$ 1,204,100</u>	<u>\$ 1,063,932</u>	<u>\$ 1,132,095</u>	<u>\$ 601,550</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 1,204,100</u>	<u>\$ 1,063,932</u>	<u>\$ 1,132,095</u>	<u>\$ 601,550</u>
Estimated Working Capital	<u>\$ 1,204,100</u>	<u>\$ 1,063,932</u>	<u>\$ 1,132,095</u>	<u>\$ 601,550</u>

STREETS AND DEVELOPMENT FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Intergovernmental Revenue	\$ 280,393	\$ 3,491,615	\$ 2,216,259	\$ 5,577,685
Fees	599,728	555,000	603,711	595,000
Interest Income	21,149	18,000	34,755	26,473
Miscellaneous Revenue	16,335	-	8,348	-
Transfer from Other Funds	516,059	575,000	779,649	665,000
	<u>516,059</u>	<u>575,000</u>	<u>779,649</u>	<u>665,000</u>
Total Revenue	\$ 1,433,664	\$ 4,639,615	\$ 3,642,722	\$ 6,864,158
<u>EXPENSE BY DEPARTMENT</u>				
Community Services	\$ 405	\$ -	\$ -	\$ -
Planning and Building	8,181	-	-	-
Public Works	737,876	1,154,267	910,898	964,633
Non Departmental	4,600	-	-	-
Administrative Overhead	84,471	296,844	296,844	296,844
Transfer to Enterprise Fund	-	-	8,515	10,000
Capital Projects	2,614,997	3,103,937	1,775,626	5,509,685
	<u>2,614,997</u>	<u>3,103,937</u>	<u>1,775,626</u>	<u>5,509,685</u>
Total Expense	\$ 3,450,530	\$ 4,555,048	\$ 2,991,883	\$ 6,781,162
Change in Working Capital	(2,016,866)	84,567	650,839	82,996
Estimated Beginning Working Capital	4,755,055	2,738,189	2,738,189	3,389,028
	<u>4,755,055</u>	<u>2,738,189</u>	<u>2,738,189</u>	<u>3,389,028</u>
Estimated Ending Working Capital	\$ 2,738,189	\$ 2,822,756	\$ 3,389,028	\$ 3,472,024
	<u>\$ 2,738,189</u>	<u>\$ 2,822,756</u>	<u>\$ 3,389,028</u>	<u>\$ 3,472,024</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	2,738,189	2,822,756	3,389,028	3,472,024
	<u>2,738,189</u>	<u>2,822,756</u>	<u>3,389,028</u>	<u>3,472,024</u>
Estimated Working Capital	\$ 2,738,189	\$ 2,822,756	\$ 3,389,028	\$ 3,472,024
	<u>\$ 2,738,189</u>	<u>\$ 2,822,756</u>	<u>\$ 3,389,028</u>	<u>\$ 3,472,024</u>

WATER FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Service Charges	\$ 3,653,083	\$ 3,950,000	\$ 3,756,267	\$ 3,817,000
Interest Income	29,661	25,000	41,552	46,291
Miscellaneous Revenue	21,241	-	12,497	10,500
Transfer from Other Funds	950,753	75,000	75,000	75,000
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Revenue	\$ 4,654,738	\$ 4,050,000	\$ 3,885,316	\$ 3,948,791
<u>EXPENSE BY DEPARTMENT</u>				
Finance	\$ -	\$ 39,000	\$ 28,000	\$ -
Planning and Building	13,052	-	-	-
Fire	30,233	-	-	-
Public Works	2,238,814	2,387,805	1,925,100	2,485,396
Non Departmental	19,004	13,050	3,654	3,800
Debt Service	1,050,091	1,052,164	1,052,164	1,053,780
Administrative Overhead	626,345	413,559	413,559	413,559
Capital Replacement	145,397	100,000	108,515	260,000
Capital Projects	443,094	210,000	210,000	256,050
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Expense	\$ 4,566,030	\$ 4,215,578	\$ 3,740,992	\$ 4,472,585
Change in Working Capital	88,708	(165,578)	144,324	(523,794)
Estimated Beginning Working Capital	<u>3,077,008</u>	<u>3,165,716</u>	<u>3,165,716</u>	<u>3,310,040</u>
Estimated Ending Working Capital	<u>\$ 3,165,716</u>	<u>\$ 3,000,138</u>	<u>\$ 3,310,040</u>	<u>\$ 2,786,246</u>
<u>EXPLANATION OF RESERVES</u>				
Bonding Covenants	\$ 1,260,109	\$ 1,262,597	\$ 1,262,597	\$ 1,264,536
Contingency Reserve	925,996	993,750	952,579	968,448
Unrestricted	979,611	743,791	1,094,864	553,262
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Estimated Working Capital	<u>\$ 3,165,716</u>	<u>\$ 3,000,138</u>	<u>\$ 3,310,040</u>	<u>\$ 2,786,246</u>

WATER CAPITAL REPLACEMENT FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Interest Income	\$ -	\$ -	\$ -	\$ 1,500
Transfer from Water Operations	-	100,000	100,000	250,000
Total Revenue	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 251,500</u>
<u>EXPENSE BY DEPARTMENT</u>				
Transfer to Enterprise Fund	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Expense	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Change in Working Capital	-	100,000	100,000	251,500
Estimated Beginning Working Capital	<u>-</u>	<u>-</u>	<u>-</u>	<u>100,000</u>
Estimated Ending Working Capital	<u><u>\$ -</u></u>	<u><u>\$ 100,000</u></u>	<u><u>\$ 100,000</u></u>	<u><u>\$ 351,500</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>-</u>	<u>100,000</u>	<u>100,000</u>	<u>351,500</u>
Estimated Working Capital	<u><u>\$ -</u></u>	<u><u>\$ 100,000</u></u>	<u><u>\$ 100,000</u></u>	<u><u>\$ 351,500</u></u>

WASTEWATER FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Service Charges	\$ 6,219,393	\$ 5,410,000	\$ 6,391,402	\$ 6,416,000
Grant/Bond Proceeds	-	13,150,000	-	600,000
Interest Income	70,367	78,000	100,224	107,251
Miscellaneous Revenue	77,720	1,340	702,470	17,869
Transfer from Other Funds	869,903	492,443	492,443	510,800
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Revenue	\$ 7,237,383	\$ 19,131,783	\$ 7,686,539	\$ 7,651,920
<u>EXPENSE BY DEPARTMENT</u>				
Finance	\$ -	\$ 39,000	\$ 28,000	\$ -
Planning and Building	13,052	-	-	-
Fire	108,371	-	-	-
Public Works	2,564,772	3,262,625	2,547,049	3,125,650
Non Departmental	17,486	6,750	4,900	5,000
Debt Service	1,445,411	1,958,099	1,958,099	1,959,286
Administrative Overhead	669,952	500,449	500,449	500,449
Capital Replacement	199,921	300,000	308,515	260,000
Capital Projects	1,070,854	13,165,000	119,000	1,038,750
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Expense	\$ 6,089,819	\$ 19,231,923	\$ 5,466,012	\$ 6,889,135
Change in Working Capital	1,147,564	(100,140)	2,220,527	762,785
Estimated Beginning Working Capital	<u>3,354,980</u>	<u>4,502,544</u>	<u>4,502,544</u>	<u>6,723,071</u>
Estimated Ending Working Capital	<u>\$ 4,502,544</u>	<u>\$ 4,402,404</u>	<u>\$ 6,723,071</u>	<u>\$ 7,485,856</u>
<u>EXPLANATION OF RESERVES</u>				
Bonding Covenants	\$ 1,662,223	\$ 2,251,814	\$ 2,251,814	\$ 2,253,179
Contingency Reserve	1,591,870	1,372,335	1,798,524	1,635,280
Unrestricted	1,248,451	778,255	2,672,733	3,597,397
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Estimated Working Capital	<u>\$ 4,502,544</u>	<u>\$ 4,402,404</u>	<u>\$ 6,723,071</u>	<u>\$ 7,485,856</u>

DRAINAGE FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Service Charges	\$ 624,417	\$ 581,000	\$ 650,284	\$ 646,450
Interest Income	10,201	9,500	-	-
Miscellaneous Revenue	-	-	684	-
Transfer from Other Funds	115,479	335,000	109,701	-
Total Revenue	<u>\$ 750,097</u>	<u>\$ 925,500</u>	<u>\$ 760,669</u>	<u>\$ 646,450</u>
<u>EXPENSE BY DEPARTMENT</u>				
Public Works	\$ 415,101	\$ 787,147	\$ 530,443	\$ 685,420
Administrative Overhead	-	123,764	123,764	123,764
Transfer to Development Fund	18,175	-	8,515	10,000
Capital Projects	125,000	-	-	-
Total Expense	<u>\$ 558,276</u>	<u>\$ 910,911</u>	<u>\$ 662,722</u>	<u>\$ 819,184</u>
Change in Working Capital	191,821	14,589	97,947	(172,734)
Estimated Beginning Working Capital	<u>(1,607,689)</u>	<u>(1,415,868)</u>	<u>(1,415,868)</u>	<u>(1,317,921)</u>
Estimated Ending Working Capital	<u>\$ (1,415,868)</u>	<u>\$ (1,401,279)</u>	<u>\$ (1,317,921)</u>	<u>\$ (1,490,655)</u>
<u>EXPLANATION OF RESERVES</u>				
Contingency Reserve	\$ 158,655	\$ 147,625	\$ 162,742	\$ 161,613
Unrestricted	<u>(1,574,523)</u>	<u>(1,548,904)</u>	<u>(1,480,663)</u>	<u>(1,652,268)</u>
Estimated Working Capital	<u>\$ (1,415,868)</u>	<u>\$ (1,401,279)</u>	<u>\$ (1,317,921)</u>	<u>\$ (1,490,655)</u>

WASTEWATER CAPITAL REPLACEMENT FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Interest Income	\$ -	\$ -	\$ -	\$ 32,496
Transfer from Other Funds	-	300,000	2,166,374	250,000
Total Revenue	<u>\$ -</u>	<u>\$ 300,000</u>	<u>\$ 2,166,374</u>	<u>\$ 282,496</u>
<u>EXPENSE BY DEPARTMENT</u>				
Administrative Overhead	\$ -	\$ -	\$ -	\$ -
Total Expense	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Change in Working Capital	-	300,000	2,166,374	282,496
Estimated Beginning Working Capital	-	-	-	2,166,374
Estimated Ending Working Capital	<u>\$ -</u>	<u>\$ 300,000</u>	<u>\$ 2,166,374</u>	<u>\$ 2,448,870</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ -</u>	<u>\$ 300,000</u>	<u>\$ 2,166,374</u>	<u>\$ 2,448,870</u>
Estimated Working Capital	<u>\$ -</u>	<u>\$ 300,000</u>	<u>\$ 2,166,374</u>	<u>\$ 2,448,870</u>

ELECTRIC FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Service Charges	\$ 10,311,238	\$ 11,613,704	\$ 10,425,015	\$ 10,413,700
Interest Income	10,433	15,000	4,603	35,613
Miscellaneous Revenue	74,780	4,500	14,748	24,392
Capital Improvement	287,172	-	-	-
Transfer from Other Funds	187,344	96,000	-	-
	<u>\$ 10,870,967</u>	<u>\$ 11,729,204</u>	<u>\$ 10,444,366</u>	<u>\$ 10,473,705</u>
Total Revenue				
<u>EXPENSE BY DEPARTMENT</u>				
City Council	\$ 2,476	\$ 4,000	\$ 4,000	\$ 4,000
Administration	11,470	12,800	16,571	500
Finance	-	38,000	-	56,000
Planning and Building	16,994	-	-	-
Fire	33,595	-	-	-
Public Works	12,231	102,595	88,246	36,630
Electric Utility	3,156,285	2,608,581	2,286,313	2,663,345
NCPA Power Costs	5,915,051	5,530,709	5,335,408	5,716,481
Non Departmental	19,148	-	37	-
Debt Service	-	-	-	284,785
Administrative Overhead	816,119	524,177	524,177	524,177
Capital Replacement	216,500	271,000	105,000	105,000
Capital Projects	-	-	-	99,100
	<u>\$ 10,199,868</u>	<u>\$ 9,091,862</u>	<u>\$ 8,359,752</u>	<u>\$ 9,490,018</u>
Total Expense				
Change in Working Capital	671,099	2,637,342	2,084,614	983,687
Estimated Beginning Working Capital	<u>2,369,986</u>	<u>3,041,085</u>	<u>3,041,085</u>	<u>5,125,699</u>
Estimated Ending Working Capital	<u>\$ 3,041,085</u>	<u>\$ 5,678,427</u>	<u>\$ 5,125,699</u>	<u>\$ 6,109,386</u>
<u>EXPLANATION OF RESERVES</u>				
90-Day Operating Reserve	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000
Capital Reserve	2,000,000	2,000,000	2,000,000	2,000,000
Rate Stabilization Reserve	2,000,000	2,000,000	2,000,000	2,000,000
Unrestricted	<u>(3,958,915)</u>	<u>(1,321,573)</u>	<u>(1,874,301)</u>	<u>(890,614)</u>
Estimated Working Capital	<u>\$ 3,041,085</u>	<u>\$ 5,678,427</u>	<u>\$ 5,125,699</u>	<u>\$ 6,109,386</u>

ELECTRIC CAPITAL REPLACEMENT FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Interest Income	\$ -	\$ -	\$ 3,248	\$ 4,871
Transfer from Electric Operations	216,500	216,000	105,000	105,000
Total Revenue	<u>\$ 216,500</u>	<u>\$ 216,000</u>	<u>\$ 108,248</u>	<u>\$ 109,871</u>
<u>EXPENSE BY DEPARTMENT</u>				
Administrative Overhead	\$ -	\$ -	\$ -	\$ -
Total Expense	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Change in Working Capital	216,500	216,000	108,248	109,871
Estimated Beginning Working Capital	<u>-</u>	<u>216,500</u>	<u>216,500</u>	<u>324,748</u>
Estimated Ending Working Capital	<u>\$ 216,500</u>	<u>\$ 432,500</u>	<u>\$ 324,748</u>	<u>\$ 434,619</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>216,500</u>	<u>432,500</u>	<u>324,748</u>	<u>434,619</u>
Estimated Working Capital	<u>\$ 216,500</u>	<u>\$ 432,500</u>	<u>\$ 324,748</u>	<u>\$ 434,619</u>

ELECTRIC PUBLIC BENEFIT FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Service Charges	\$ 291,346	\$ 328,206	\$ 291,139	\$ 290,000
Interest Income	15,618	15,000	15,133	7,468
Miscellaneous Revenue	26	-	1	-
Transfer from Electric Fund	-	55,000	-	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Revenue	<u>\$ 306,990</u>	<u>\$ 398,206</u>	<u>\$ 306,273</u>	<u>\$ 297,468</u>
<u>EXPENSE BY DEPARTMENT</u>				
Public Works	\$ 30	\$ -	\$ -	\$ -
Electric Utility	648,033	785,903	768,547	452,500
Green City Committee	2,000	-	-	-
Administrative Overhead	2,400	3,778	3,778	3,778
Transfer to Service Fund	5,720	-	-	-
Capital Projects	-	100,000	100,000	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Expense	<u>\$ 658,183</u>	<u>\$ 889,681</u>	<u>\$ 872,325</u>	<u>\$ 456,278</u>
Change in Working Capital	(351,193)	(491,475)	(566,052)	(158,810)
Estimated Beginning Working Capital	<u>1,324,419</u>	<u>973,226</u>	<u>973,226</u>	<u>407,174</u>
Estimated Ending Working Capital	<u>\$ 973,226</u>	<u>\$ 481,751</u>	<u>\$ 407,174</u>	<u>\$ 248,364</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 973,226</u>	<u>\$ 481,751</u>	<u>\$ 407,174</u>	<u>\$ 248,364</u>
Estimated Working Capital	<u>\$ 973,226</u>	<u>\$ 481,751</u>	<u>\$ 407,174</u>	<u>\$ 248,364</u>

TRANSIT FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Intergovernmental Grants	\$ 126,303	\$ 187,966	\$ 205,676	\$ 146,203
Bus Fare Income	18,023	18,000	15,000	16,000
Miscellaneous Revenue	9,500	-	-	-
Interest Income	246	100	1,842	537
Total Revenue	<u>\$ 154,072</u>	<u>\$ 206,066</u>	<u>\$ 222,518</u>	<u>\$ 162,740</u>
<u>EXPENSE BY DEPARTMENT</u>				
Community Services	\$ 207,522	\$ 179,912	\$ 147,514	\$ 155,347
Administrative Overhead	-	6,473	6,473	6,473
Transfer to Vehicle Service Fund	-	63,767	66,689	-
Total Expense	<u>\$ 207,522</u>	<u>\$ 250,152</u>	<u>\$ 220,676</u>	<u>\$ 161,820</u>
Change in Working Capital	(53,450)	(44,086)	1,842	920
Estimated Beginning Working Capital	<u>121,026</u>	<u>67,576</u>	<u>67,576</u>	<u>69,418</u>
Estimated Ending Working Capital	<u>\$ 67,576</u>	<u>\$ 23,490</u>	<u>\$ 69,418</u>	<u>\$ 70,338</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 67,576</u>	<u>\$ 23,490</u>	<u>\$ 69,418</u>	<u>\$ 70,338</u>
Estimated Working Capital	<u>\$ 67,576</u>	<u>\$ 23,490</u>	<u>\$ 69,418</u>	<u>\$ 70,338</u>

AIRPORT FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Rental Income	\$ 145,334	\$ 133,379	\$ 139,900	\$ 136,900
Fuel Sales	218,877	220,000	220,000	220,000
FAA Grant	199,500	150,000	30,000	10,000
Miscellaneous Revenue	1,976	2,200	2,000	2,000
Interest Income	2,947	2,000	3,191	3,167
Transfer from Other Funds	126,212	-	-	-
Total Revenue	<u>\$ 694,846</u>	<u>\$ 507,579</u>	<u>\$ 395,091</u>	<u>\$ 372,067</u>
<u>EXPENSE BY DEPARTMENT</u>				
Administration	\$ -	\$ 22,048	\$ 19,750	\$ 23,752
Finance	-	-	-	-
Community Services	332,014	333,210	315,238	323,359
Planning and Building	218	-	-	-
Non Departmental	-	-	2,965	-
Administrative Overhead	28,318	28,769	28,769	28,769
Total Expense	<u>\$ 360,550</u>	<u>\$ 384,027</u>	<u>\$ 366,722</u>	<u>\$ 375,880</u>
Change in Working Capital	334,296	123,552	28,369	(3,813)
Estimated Beginning Working Capital	<u>(100,289)</u>	<u>234,007</u>	<u>234,007</u>	<u>262,376</u>
Estimated Ending Working Capital	<u>\$ 234,007</u>	<u>\$ 357,559</u>	<u>\$ 262,376</u>	<u>\$ 258,563</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 234,007</u>	<u>\$ 357,559</u>	<u>\$ 262,376</u>	<u>\$ 258,563</u>
Estimated Working Capital	<u>\$ 234,007</u>	<u>\$ 357,559</u>	<u>\$ 262,376</u>	<u>\$ 258,563</u>

MEETING CENTER FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Rental Income	\$ 117,853	\$ 114,700	\$ 119,400	\$ 131,500
Service Charges	13,975	13,050	12,550	17,650
Transfer from Community Services	34,138	-	-	-
Total Revenue	<u>\$ 165,966</u>	<u>\$ 127,750</u>	<u>\$ 131,950</u>	<u>\$ 149,150</u>
<u>EXPENSE BY DEPARTMENT</u>				
Community Services	\$ 219,822	\$ 184,053	\$ 173,775	\$ 184,845
Fire	1,392	-	-	-
Administrative Overhead	-	10,113	10,113	10,113
Total Expense	<u>\$ 221,214</u>	<u>\$ 194,166</u>	<u>\$ 183,888</u>	<u>\$ 194,958</u>
Change in Working Capital	(55,248)	(66,416)	(51,938)	(45,808)
Estimated Beginning Working Capital	<u>(147,222)</u>	<u>(202,470)</u>	<u>(202,470)</u>	<u>(254,408)</u>
Estimated Ending Working Capital	<u>\$ (202,470)</u>	<u>\$ (268,886)</u>	<u>\$ (254,408)</u>	<u>\$ (300,216)</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ (202,470)</u>	<u>\$ (268,886)</u>	<u>\$ (254,408)</u>	<u>\$ (300,216)</u>
Estimated Working Capital	<u>\$ (202,470)</u>	<u>\$ (268,886)</u>	<u>\$ (254,408)</u>	<u>\$ (300,216)</u>

COMMUNITY SERVICES FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Transient Occupancy Tax (10%)	\$ 1,329,466	\$ 1,506,310	\$ 1,572,441	\$ 1,600,000
Intergovernmental Revenue	500,783	370,000	270,000	-
Service Charges	407,826	331,558	351,346	375,600
Interest Income	5,734	-	7,429	10,971
Miscellaneous Revenue	643	1,375	375	-
Transfer from Other Funds	5,000	95,723	95,723	5,000
Transfer from Capital Projects	5,905	-	270,000	-
Total Revenue	<u>\$ 2,255,357</u>	<u>\$ 2,304,966</u>	<u>\$ 2,567,314</u>	<u>\$ 1,991,571</u>
<u>EXPENSE BY DEPARTMENT</u>				
Administration	\$ 1,821	\$ 88,190	\$ 76,028	\$ 97,104
Community Services	1,594,609	1,498,329	1,502,007	1,571,784
Fire	39,577	-	-	-
Public Works	956	-	-	-
Administrative Overhead	187,329	274,170	274,170	274,170
Transfer to Other Funds	44,803	-	-	-
Capital Projects	518,167	370,000	379,000	270,000
Total Expense	<u>\$ 2,387,262</u>	<u>\$ 2,230,689</u>	<u>\$ 2,231,205</u>	<u>\$ 2,213,058</u>
Change in Working Capital	(131,905)	74,277	336,109	(221,487)
Estimated Beginning Working Capital	882,719	750,814	750,814	1,086,923
Estimated Ending Working Capital	<u>\$ 750,814</u>	<u>\$ 825,091</u>	<u>\$ 1,086,923</u>	<u>\$ 865,436</u>
<u>EXPLANATION OF RESERVES</u>				
Recession Reserve	\$ 332,367	\$ 376,578	\$ 393,110	\$ 400,000
Contingency Reserve	200,000	200,000	200,000	200,000
Unrestricted	218,448	248,514	493,813	265,436
Estimated Working Capital	<u>\$ 750,814</u>	<u>\$ 825,091</u>	<u>\$ 1,086,923</u>	<u>\$ 865,436</u>

SCHOOL SERVICES FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Field Maintenance Cost Recovery	\$ 64,235	\$ 64,410	\$ 64,235	\$ 117,000
Field Use Fees	10,560	10,000	10,000	15,000
Interest Income	189	400	412	440
Transfer from Community Services	10,665	-	-	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Revenue	\$ 85,649	\$ 74,810	\$ 74,647	\$ 132,440
<u>EXPENSE BY DEPARTMENT</u>				
Community Services	\$ 95,769	\$ 80,413	\$ 71,295	\$ 79,855
Administrative Overhead	-	1,452	1,452	1,452
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Expense	\$ 95,769	\$ 81,865	\$ 72,747	\$ 81,307
Change in Working Capital	(10,120)	(7,055)	1,900	51,133
Estimated Beginning Working Capital	<u>32,168</u>	<u>22,048</u>	<u>22,048</u>	<u>23,948</u>
Estimated Ending Working Capital	<u>\$ 22,048</u>	<u>\$ 14,993</u>	<u>\$ 23,948</u>	<u>\$ 75,081</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 22,048</u>	<u>\$ 14,993</u>	<u>\$ 23,948</u>	<u>\$ 75,081</u>
Estimated Working Capital	<u>\$ 22,048</u>	<u>\$ 14,993</u>	<u>\$ 23,948</u>	<u>\$ 75,081</u>

AFTER SCHOOL PROGRAM FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Intergovernmental Revenue	\$ 123,605	\$ 179,104	\$ 189,983	\$ 182,348
Program Fees	290	2,100	-	-
Total Revenue	<u>\$ 123,895</u>	<u>\$ 181,204</u>	<u>\$ 189,983</u>	<u>\$ 182,348</u>
<u>EXPENSE BY DEPARTMENT</u>				
Community Services	\$ 174,229	\$ 175,259	\$ 175,151	\$ 173,400
Police	21,369	-	-	-
Total Expense	<u>\$ 195,598</u>	<u>\$ 175,259</u>	<u>\$ 175,151</u>	<u>\$ 173,400</u>
Change in Working Capital	(71,703)	5,945	14,832	8,948
Estimated Beginning Working Capital	<u>(6,719)</u>	<u>(78,422)</u>	<u>(78,422)</u>	<u>(63,590)</u>
Estimated Ending Working Capital	<u><u>\$ (78,422)</u></u>	<u><u>\$ (72,477)</u></u>	<u><u>\$ (63,590)</u></u>	<u><u>\$ (54,642)</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ (78,422)</u>	<u>\$ (72,477)</u>	<u>\$ (63,590)</u>	<u>\$ (54,642)</u>
Estimated Working Capital	<u><u>\$ (78,422)</u></u>	<u><u>\$ (72,477)</u></u>	<u><u>\$ (63,590)</u></u>	<u><u>\$ (54,642)</u></u>

MISCELLANEOUS SPECIAL REVENUE

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Other Revenue	\$ 25,390	\$ 23,340	\$ 24,450	\$ 25,000
Interest Income	1,998	1,520	3,063	2,158
Total Revenue	<u>\$ 27,388</u>	<u>\$ 24,860</u>	<u>\$ 27,513</u>	<u>\$ 27,158</u>
<u>EXPENDITURE BY DEPARTMENT</u>				
Administration	\$ 24,950	\$ 25,500	\$ 24,450	\$ 25,000
Finance	31,431	55,400	57,400	65,000
Administrative Overhead	70	972	972	972
Transfer to Other Funds	5,000	5,000	5,000	5,000
Total Expenditure	<u>\$ 61,451</u>	<u>\$ 86,872</u>	<u>\$ 87,822</u>	<u>\$ 95,972</u>
Change in Fund Balance	(34,063)	(62,012)	(60,309)	(68,814)
Estimated Beginning Fund Balance	<u>174,615</u>	<u>140,552</u>	<u>140,552</u>	<u>80,243</u>
Estimated Ending Fund Balance	<u><u>\$ 140,552</u></u>	<u><u>\$ 78,540</u></u>	<u><u>\$ 80,243</u></u>	<u><u>\$ 11,429</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 140,552</u>	<u>\$ 78,540</u>	<u>\$ 80,243</u>	<u>\$ 11,429</u>
Estimated Fund Balance	<u><u>\$ 140,552</u></u>	<u><u>\$ 78,540</u></u>	<u><u>\$ 80,243</u></u>	<u><u>\$ 11,429</u></u>

INSURANCE AND BENEFITS FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Service Fees	\$ 7,477,048	\$ 7,270,207	\$ 6,805,164	\$ 6,460,252
Interest Income	30,141	25,000	12,272	20,000
Total Revenue	<u>\$ 7,507,189</u>	<u>\$ 7,295,207</u>	<u>\$ 6,817,436</u>	<u>\$ 6,480,252</u>
<u>EXPENSE BY DEPARTMENT</u>				
Non Departmental:				
Public Employee Retirement	\$ 2,827,594	\$ 2,740,247	\$ 2,398,830	\$ 2,779,345
Health and Life Insurance	1,988,614	1,796,347	2,126,728	1,761,505
Medicare	138,119	130,914	228,360	125,730
Long Term Disability	46,199	41,641	40,612	41,302
State Unemployment Insurance	71,253	78,729	59,670	74,873
Workers' Compensation Leave	40,475	72,992	5,174	71,159
Workers' Compensation Compensation Time (OT)	255,202	314,599	328,172	289,442
Public Safety Leave	85,654	90,000	87,308	-
Holiday Leave	29,002	37,843	29,874	35,585
Vacation Leave	433,508	483,426	412,294	324,443
Management Leave	656,833	711,993	467,064	703,590
Sick Leave	112,706	128,694	83,226	-
Misc. Expense	491,077	308,434	272,860	304,794
Administrative Overhead	15,645	-	14,208	-
	-	3,500	3,500	3,500
Total Expense	<u>\$ 7,191,881</u>	<u>\$ 6,939,359</u>	<u>\$ 6,557,880</u>	<u>\$ 6,515,268</u>
Change in Net Assets	315,308	355,848	259,556	(35,016)
Estimated Beginning Net Assets	<u>807,792</u>	<u>1,123,100</u>	<u>1,123,100</u>	<u>1,382,656</u>
Estimated Ending Net Assets	<u><u>\$ 1,123,100</u></u>	<u><u>\$ 1,478,948</u></u>	<u><u>\$ 1,382,656</u></u>	<u><u>\$ 1,347,640</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 1,123,100</u>	<u>\$ 1,478,948</u>	<u>\$ 1,382,656</u>	<u>\$ 1,347,640</u>
Estimated Net Assets	<u><u>\$ 1,123,100</u></u>	<u><u>\$ 1,478,948</u></u>	<u><u>\$ 1,382,656</u></u>	<u><u>\$ 1,347,640</u></u>

VEHICLE MAINTENANCE FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Service Fees	\$ 580,768	\$ -	\$ -	\$ -
Replacement Fees	507,948	-	-	-
Interest Income	39,651	35,000	67,301	61,030
Transfers and Other Revenue	129,419	94,518	117,073	21,000
Total Revenue	<u>\$ 1,257,786</u>	<u>\$ 129,518</u>	<u>\$ 184,374</u>	<u>\$ 82,030</u>
<u>EXPENSE BY DEPARTMENT</u>				
Finance	\$ 13,526	\$ 184,164	\$ 164,427	\$ 173,048
Community Services	46,942	99,720	107,413	37,255
Planning and Building	1,156	1,200	1,600	3,000
Police	119,079	91,300	92,451	49,500
Fire	91,519	41,100	56,540	49,000
Public Works	290,730	93,140	75,800	74,700
Electric Utility	45,645	49,400	35,000	34,700
Central Services	364,672	65,708	73,908	62,838
Total Expense	<u>\$ 973,269</u>	<u>\$ 625,732</u>	<u>\$ 607,139</u>	<u>\$ 484,041</u>
Change in Net Assets	284,517	(496,214)	(422,765)	(402,011)
Estimated Beginning Net Assets	<u>4,140,837</u>	<u>4,425,354</u>	<u>4,425,354</u>	<u>4,002,589</u>
Estimated Ending Net Assets	<u>\$ 4,425,354</u>	<u>\$ 3,929,140</u>	<u>\$ 4,002,589</u>	<u>\$ 3,600,578</u>
<u>EXPLANATION OF RESERVES</u>				
Invested in Capital Assets	\$ 2,004,025	\$ 2,004,025	\$ 2,004,025	\$ 2,004,025
Unrestricted	<u>2,421,329</u>	<u>1,925,115</u>	<u>1,998,564</u>	<u>1,596,553</u>
Estimated Net Assets	<u>\$ 4,425,354</u>	<u>\$ 3,929,140</u>	<u>\$ 4,002,589</u>	<u>\$ 3,600,578</u>

INFORMATION SERVICES FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Service Fees	\$ 748,467	\$ 789,162	\$ 394,581	\$ 695,771
Replacement Fees	156,808	20,604	20,922	100,375
Interest Income	10,599	9,500	14,030	6,636
Transfer from Other Funds	5,720	-	-	-
Total Revenue	<u>\$ 921,594</u>	<u>\$ 819,266</u>	<u>\$ 429,533</u>	<u>\$ 802,782</u>
<u>EXPENSE BY DEPARTMENT</u>				
Administration	\$ 2,241	\$ 4,410	\$ 4,410	\$ 5,710
Finance	402,778	400,955	403,845	401,491
Community Services	11,491	18,660	18,660	15,760
Planning and Building	2,250	3,180	3,180	3,260
Police	15,442	41,897	41,175	47,775
Fire	10,097	7,840	7,840	12,860
Public Works	42,655	32,280	32,280	37,970
Electric Utility	5,756	8,290	6,950	27,250
Central Services	395,236	432,614	404,121	374,641
Total Expense	<u>\$ 887,946</u>	<u>\$ 950,126</u>	<u>\$ 922,461</u>	<u>\$ 926,717</u>
Change in Net Assets	33,648	(130,860)	(492,928)	(123,935)
Estimated Beginning Net Assets	<u>875,902</u>	<u>909,550</u>	<u>909,550</u>	<u>416,622</u>
Estimated Ending Net Assets	<u><u>\$ 909,550</u></u>	<u><u>\$ 778,690</u></u>	<u><u>\$ 416,622</u></u>	<u><u>\$ 292,687</u></u>
<u>EXPLANATION OF RESERVES</u>				
Invested in Capital Assets	\$ 702,406	\$ 702,406	\$ 702,406	\$ 702,406
Unrestricted	<u>207,144</u>	<u>76,284</u>	<u>(285,784)</u>	<u>(409,719)</u>
Estimated Net Assets	<u><u>\$ 909,550</u></u>	<u><u>\$ 778,690</u></u>	<u><u>\$ 416,622</u></u>	<u><u>\$ 292,687</u></u>

BUILDING MAINTENANCE FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Service Fees	\$ 1,082,399	\$ 829,590	\$ 1,309,046	\$ 412,293
Other Revenue	-	-	127,780	450,000
Interest Income	6,964	4,000	11,484	8,344
Total Revenue	<u>\$ 1,089,363</u>	<u>\$ 833,590</u>	<u>\$ 1,448,310</u>	<u>\$ 870,637</u>
<u>EXPENSE BY DEPARTMENT</u>				
Finance	\$ 52,723	\$ 30,981	\$ 21,880	\$ -
Community Services	32,349	54,699	48,488	123,651
Planning	36,051	72,044	72,044	-
Fire	29,947	-	-	-
Public Works	15,896	-	-	-
Central Services	793,519	897,242	908,008	887,347
Total Expense	<u>\$ 960,485</u>	<u>\$ 1,054,966</u>	<u>\$ 1,050,420</u>	<u>\$ 1,010,998</u>
Change in Net Assets	128,878	(221,376)	397,890	(140,361)
Estimated Beginning Net Assets	<u>585,527</u>	<u>714,405</u>	<u>714,405</u>	<u>1,112,295</u>
Estimated Ending Net Assets	<u>\$ 714,405</u>	<u>\$ 493,029</u>	<u>\$ 1,112,295</u>	<u>\$ 971,934</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 714,405</u>	<u>\$ 493,029</u>	<u>\$ 1,112,295</u>	<u>\$ 971,934</u>
Estimated Net Assets	<u>\$ 714,405</u>	<u>\$ 493,029</u>	<u>\$ 1,112,295</u>	<u>\$ 971,934</u>

FIRE FACILITIES IMPACT FEE FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Development Fees	\$ 3,708	\$ -	\$ 1,000	\$ -
Interest Income	1,345	1,300	1,607	1,646
Total Revenue	<u>\$ 5,053</u>	<u>\$ 1,300</u>	<u>\$ 2,607</u>	<u>\$ 1,646</u>
<u>EXPENDITURE</u>				
Finance	<u>\$ -</u>	<u>\$ 3,200</u>	<u>\$ -</u>	<u>\$ 3,200</u>
Total Expenditure	<u>\$ -</u>	<u>\$ 3,200</u>	<u>\$ -</u>	<u>\$ 3,200</u>
Change in Fund Balance	5,053	(1,900)	2,607	(1,554)
Estimated Beginning Fund Balance	<u>102,066</u>	<u>107,119</u>	<u>107,119</u>	<u>109,726</u>
Estimated Ending Fund Balance	<u><u>\$ 107,119</u></u>	<u><u>\$ 105,219</u></u>	<u><u>\$ 109,726</u></u>	<u><u>\$ 108,172</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 107,119</u>	<u>\$ 105,219</u>	<u>\$ 109,726</u>	<u>\$ 108,172</u>
Estimated Fund Balance	<u><u>\$ 107,119</u></u>	<u><u>\$ 105,219</u></u>	<u><u>\$ 109,726</u></u>	<u><u>\$ 108,172</u></u>

STREETS CAPACITY FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Development Fees	\$ 33,680	\$ -	\$ 10,000	\$ -
Interest Income	8,818	8,700	10,775	10,944
Transfer from Other Funds	-	-	82,824	-
Total Revenue	<u>\$ 42,498</u>	<u>\$ 8,700</u>	<u>\$ 103,599</u>	<u>\$ 10,944</u>
<u>EXPENDITURE</u>				
Finance	\$ -	\$ 3,200	\$ -	\$ 3,200
Non Departmental	-	-	9,000	-
Transfer to Other Funds	26,496	25,000	25,000	25,000
Capital Projects	1,043,000	53,000	53,000	-
Administrative Overhead	-	5,316	5,316	5,316
Total Expenditure	<u>\$ 1,069,496</u>	<u>\$ 86,516</u>	<u>\$ 92,316</u>	<u>\$ 33,516</u>
Change in Fund Balance	(1,026,998)	(77,816)	11,283	(22,572)
Estimated Beginning Fund Balance	<u>1,745,323</u>	<u>718,325</u>	<u>718,325</u>	<u>729,608</u>
Estimated Ending Fund Balance	<u>\$ 718,325</u>	<u>\$ 640,509</u>	<u>\$ 729,608</u>	<u>\$ 707,036</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 718,325</u>	<u>\$ 640,509</u>	<u>\$ 729,608</u>	<u>\$ 707,036</u>
Estimated Fund Balance	<u>\$ 718,325</u>	<u>\$ 640,509</u>	<u>\$ 729,608</u>	<u>\$ 707,036</u>

WATER CAPACITY FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Development Fees	\$ 143,432	\$ 17,596	\$ 90,095	\$ 105,800
Interest Income	18,648	21,000	17,943	17,770
Transfer from Other Funds	53,284	-	-	-
Total Revenue	<u>\$ 215,364</u>	<u>\$ 38,596</u>	<u>\$ 108,038</u>	<u>\$ 123,570</u>
<u>EXPENDITURE</u>				
Finance	\$ -	\$ 12,875	\$ -	\$ 12,875
Administrative Overhead	-	6,056	6,056	6,056
Construction Services	21,319	-	-	-
Transfer to Other Funds	583,421	75,000	75,000	75,000
Capital Projects	73,840	25,000	38,500	33,950
Total Expenditure	<u>\$ 678,580</u>	<u>\$ 118,931</u>	<u>\$ 119,556</u>	<u>\$ 127,881</u>
Change in Fund Balance	(463,216)	(80,335)	(11,518)	(4,311)
Estimated Beginning Fund Balance	<u>1,659,409</u>	<u>1,196,193</u>	<u>1,196,193</u>	<u>1,184,675</u>
Estimated Ending Fund Balance	<u>\$ 1,196,193</u>	<u>\$ 1,115,858</u>	<u>\$ 1,184,675</u>	<u>\$ 1,180,364</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 1,196,193</u>	<u>\$ 1,115,858</u>	<u>\$ 1,184,675</u>	<u>\$ 1,180,364</u>
Estimated Fund Balance	<u>\$ 1,196,193</u>	<u>\$ 1,115,858</u>	<u>\$ 1,184,675</u>	<u>\$ 1,180,364</u>

WASTEWATER CAPACITY FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Development Fees	\$ 555,778	\$ 19,068	\$ 154,168	\$ 203,300
Interest Income	38,377	38,000	45,132	41,075
Transfer from Other Funds	45,376	-	-	-
Total Revenue	<u>\$ 639,531</u>	<u>\$ 57,068</u>	<u>\$ 199,300</u>	<u>\$ 244,375</u>
<u>EXPENDITURE</u>				
Finance	\$ -	\$ 12,875	\$ -	\$ 12,875
Administrative Overhead	-	4,316	4,316	4,316
Construction Services	19,446	-	-	-
Transfer to Other Funds	383,540	460,443	460,443	478,800
Capital Projects	97,195	5,000	5,000	161,250
Total Expenditure	<u>\$ 500,181</u>	<u>\$ 482,634</u>	<u>\$ 469,759</u>	<u>\$ 657,241</u>
Change in Fund Balance	139,350	(425,566)	(270,459)	(412,866)
Estimated Beginning Fund Balance	<u>2,857,638</u>	<u>2,996,988</u>	<u>2,996,988</u>	<u>2,726,529</u>
Estimated Ending Fund Balance	<u>\$ 2,996,988</u>	<u>\$ 2,571,422</u>	<u>\$ 2,726,529</u>	<u>\$ 2,313,663</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 2,996,988</u>	<u>\$ 2,571,422</u>	<u>\$ 2,726,529</u>	<u>\$ 2,313,663</u>
Estimated Fund Balance	<u>\$ 2,996,988</u>	<u>\$ 2,571,422</u>	<u>\$ 2,726,529</u>	<u>\$ 2,313,663</u>

DRAINAGE CAPACITY FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Drainage Fees	\$ 53,422	\$ -	\$ 50,412	\$ -
Interest Income	18,309	17,000	25,220	24,490
Transfer from Other Funds	106,699	-	-	-
Total Revenue	<u>\$ 178,430</u>	<u>\$ 17,000</u>	<u>\$ 75,632</u>	<u>\$ 24,490</u>
<u>EXPENDITURE</u>				
Finance	\$ -	\$ 3,200	\$ -	\$ 3,200
Administrative Overhead	-	7,581	7,581	7,581
Construction Services	19,655	-	-	-
Transfer to Other Funds	-	335,000	109,701	-
Capital Projects	820,000	37,000	7,000	-
Total Expenditure	<u>\$ 839,655</u>	<u>\$ 382,781</u>	<u>\$ 124,282</u>	<u>\$ 10,781</u>
Change in Fund Balance	(661,225)	(365,781)	(48,650)	13,709
Estimated Beginning Fund Balance	<u>2,342,531</u>	<u>1,681,306</u>	<u>1,681,306</u>	<u>1,632,656</u>
Estimated Ending Fund Balance	<u>\$ 1,681,306</u>	<u>\$ 1,315,525</u>	<u>\$ 1,632,656</u>	<u>\$ 1,646,365</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 1,681,306</u>	<u>\$ 1,315,525</u>	<u>\$ 1,632,656</u>	<u>\$ 1,646,365</u>
Estimated Fund Balance	<u>\$ 1,681,306</u>	<u>\$ 1,315,525</u>	<u>\$ 1,632,656</u>	<u>\$ 1,646,365</u>

ELECTRIC CAPACITY FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Development Fees	\$ 17,396	\$ -	\$ 4,500	\$ -
Interest Income	26,093	24,000	31,052	31,585
Transfer from Other Funds	174,869	-	-	-
Total Revenue	<u>\$ 218,358</u>	<u>\$ 24,000</u>	<u>\$ 35,552</u>	<u>\$ 31,585</u>
<u>EXPENDITURE</u>				
Finance	\$ -	\$ 12,875	\$ -	\$ 12,875
Transfer to Other Funds	-	96,000	-	-
Capital Projects	3,114	-	-	150,000
Total Expenditure	<u>\$ 3,114</u>	<u>\$ 108,875</u>	<u>\$ -</u>	<u>\$ 162,875</u>
Change in Fund Balance	215,244	(84,875)	35,552	(131,290)
Estimated Beginning Fund Balance	<u>1,854,866</u>	<u>2,070,110</u>	<u>2,070,110</u>	<u>2,105,662</u>
Estimated Ending Fund Balance	<u>\$ 2,070,110</u>	<u>\$ 1,985,235</u>	<u>\$ 2,105,662</u>	<u>\$ 1,974,372</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 2,070,110</u>	<u>\$ 1,985,235</u>	<u>\$ 2,105,662</u>	<u>\$ 1,974,372</u>
Estimated Fund Balance	<u>\$ 2,070,110</u>	<u>\$ 1,985,235</u>	<u>\$ 2,105,662</u>	<u>\$ 1,974,372</u>

PARK DEVELOPMENT FEE FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Development Fees	\$ 23,230	\$ -	\$ 5,300	\$ -
Interest Income	49	100	597	388
Other Income	177	-	150	-
Transfer from Other Funds	1,764	-	-	-
Total Revenue	<u>\$ 25,220</u>	<u>\$ 100</u>	<u>\$ 6,047</u>	<u>\$ 388</u>
<u>EXPENDITURE</u>				
Finance	\$ -	\$ 3,200	\$ -	\$ 3,200
Capital Projects	15,000	20,000	20,000	-
Total Expenditure	<u>\$ 15,000</u>	<u>\$ 23,200</u>	<u>\$ 20,000</u>	<u>\$ 3,200</u>
Change in Fund Balance	10,220	(23,100)	(13,953)	(2,812)
Estimated Beginning Fund Balance	<u>29,582</u>	<u>39,802</u>	<u>39,802</u>	<u>25,849</u>
Estimated Ending Fund Balance	<u><u>\$ 39,802</u></u>	<u><u>\$ 16,702</u></u>	<u><u>\$ 25,849</u></u>	<u><u>\$ 23,037</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 39,802</u>	<u>\$ 16,702</u>	<u>\$ 25,849</u>	<u>\$ 23,037</u>
Estimated Fund Balance	<u><u>\$ 39,802</u></u>	<u><u>\$ 16,702</u></u>	<u><u>\$ 25,849</u></u>	<u><u>\$ 23,037</u></u>

ADMINISTRATION

The legislative and administration functions of the City are coordinated by the Administration Department, which includes the City Council, City Manager, City Attorney, City Clerk and Personnel Services.

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. 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 director for the Community Services Department, oversees economic development and development services, and provides management support for personnel services. In the absence of the City Manager, the Assistant City Manager assumes the management of 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.

Personnel Services

Personnel Services is responsible for administering the City's human resources. This entails labor relations and negotiations, recruitment, benefits administration, policy and staff development. In addition, the division provides personnel support services to all City departments.

ADMINISTRATION

MAJOR DEPARTMENTAL TASKS COMPLETED FISCAL YEAR 2010-11

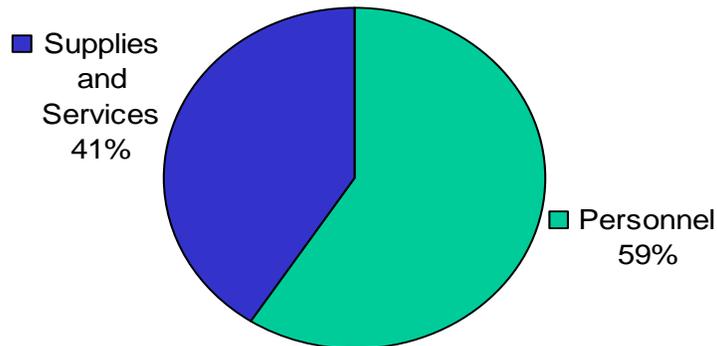
- ☑ Completed codification of the Healdsburg Municipal Code
- ☑ Implemented economic development programs including: façade improvement program, grease interceptor program, water buy down program and utility underground programs
- ☑ Entered into economic development contracts to facilitate new and expanded business opportunities
- ☑ Expanded community outreach program to include the monthly City Scape feature, e-notifications on the website and public bulletin boards in City Hall
- ☑ Implemented Core Services program to guide budget and service delivery

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2011-12

- ◆ Evaluate economic development programs and adjust as necessary
- ◆ Continue efforts to secure Federal and State funding for the water reclamation facility, bridge reconstruction, freeway interchange upgrade and other projects
- ◆ Develop and implement a Supervisor Training Academy for employees to promote succession planning and enhance interdepartmental relationships
- ◆ Conduct poll and develop a strategy to pass a revenue measure in 2012
- ◆ Complete recruitments and hire a new Planning & Building Director
- ◆ Complete the downtown streetscape and beautification program

ADMINISTRATION - City Council

<u>EXPENSE</u>	<u>2009-10 ACTUAL</u>	<u>2010-11 ADJUSTED BUDGET</u>	<u>2010-11 ESTIMATE TO CLOSE</u>	<u>2011-12 ADOPTED BUDGET</u>
Wages and Fringe Benefits	\$ 78,940	\$ 86,010	\$ 89,307	\$ 100,204
Support of Outside Organizations	-	-	8,000	38,000
Contracted Services	7,440	14,000	14,000	10,907
Construction Services	-	-	5,000	5,000
Service Fees	2,514	-	-	-
Telecommunication Service	893	800	750	800
Advertising and Publication	-	-	73	-
Supplies	634	600	697	1,000
Meetings	5,906	13,025	10,000	10,925
Membership and Dues	-	250	250	250
Training	275	2,000	1,700	2,500
TOTAL EXPENSE	\$ 96,602	\$ 116,685	\$ 129,777	\$ 169,586

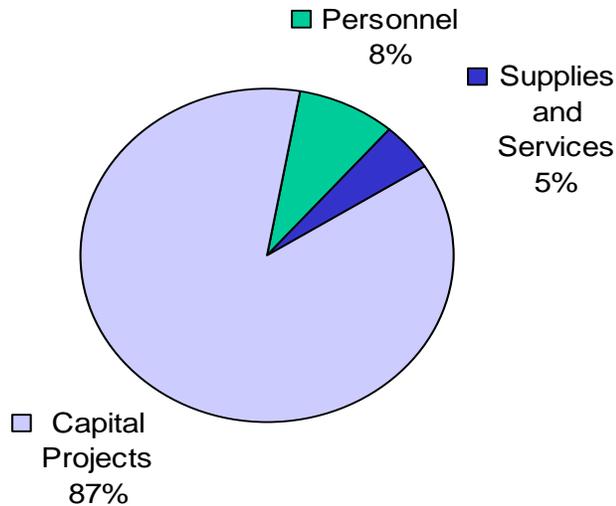


ADMINISTRATION - Legal

EXPENSE	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
Contracted Services	<u>\$ 258,446</u>	<u>\$ 253,724</u>	<u>\$ 310,336</u>	<u>\$ 341,000</u>
TOTAL EXPENSE	<u>\$ 258,446</u>	<u>\$ 253,724</u>	<u>\$ 310,336</u>	<u>\$ 341,000</u>

ADMINISTRATION - City Manager's Office

<u>EXPENSE</u>	<u>2009-10 ACTUAL</u>	<u>2010-11 ADJUSTED BUDGET</u>	<u>2010-11 ESTIMATE TO CLOSE</u>	<u>2011-12 ADOPTED BUDGET</u>
Wages and Fringe Benefits	\$ 775,848	\$ 908,670	\$ 899,129	\$ 940,265
Overtime	-	-	79	-
Support to Outside Organizations	139,691	6,000	10,653	-
Contracted Services	172,987	217,400	223,950	390,500
Election Expense	-	13,680	7,200	1,500
Project Participation	24,950	25,500	24,450	-
Service Fees	88,757	170,297	170,297	57,359
Replacement Fees	3,853	-	-	3,460
Lease Rentals	2,424	-	-	-
Telecommunication Service	3,791	2,900	3,232	3,500
Advertising and Publication	27,745	54,100	62,608	42,000
Printing and Binding	-	-	150	-
Supplies	6,584	11,930	10,600	11,250
Meetings	4,286	3,030	2,480	1,880
Membership and Dues	13,895	12,791	12,791	13,226
Training	2,728	15,370	7,200	9,000
Capital Items	80,001	100,000	70,000	-
TOTAL EXPENSE	\$ 1,347,540	\$ 1,541,668	\$ 1,504,819	\$ 1,473,940
Capital Projects				9,600,000
TOTAL EXPENSE				\$ 11,073,940



FINANCE

The Finance Department is responsible for financial management of all City funds and for providing central support services to other City departments. Services provided include: purchasing, risk management, payroll, accounts payable, utility billing, revenue collections, budget development, treasury management, grant administration, financial reporting, information services, and building and vehicle maintenance. Financial services are also provided for the Redevelopment Agency, as well as for various Trust and Agency Funds.

General Fiscal Services

The general fiscal services provided include: payroll, accounts payable, revenue collection, treasury management, grants administration, budget development, and financial reporting. Payroll services include providing biweekly payments for the City workforce of permanent and temporary employees as well as filing all required reports with the federal and state governments and the retirement system. Accounts payable services consist of making all disbursements for the City, Redevelopment Agency and Trust Funds. Revenue and collections includes collection of all general government revenues such as business and transient occupancy taxes, and collection of all enterprise fund revenues. Treasury management includes investment of funds, cash management and debt management. Budget development involves the budget preparation and publication of the operating and capital improvement budgets. Financial reporting consists of preparation of the annual financial statements, coordination of annual audits, filing of required statutory reports and providing operational information to departments throughout the year.

Utility Billing

The Department is responsible for utility billing services for utilities: water, wastewater and electric; and the management of 6,100 resident and business utility customer accounts. The Department reads meters and bills customers monthly, maintains a payment service counter and a drive-up payment drop box. The Department is currently utilizing a lock-box service to process mail payments.

Information Services

Information Services Division is responsible for planning, deploying and maintaining a variety of central and distributive technology systems, all for the purpose of enabling the City Staff to better serve the information needs of the public, Council and management. The Division supports the technology needs of all the departments via data management assistance, communications, applications support, systems maintenance, technical support services, network security, purchasing, project assistance and equipment disposal.

Other Central Services

Other central services provided by the Department include communications, office equipment services, purchasing, risk management, building and vehicle maintenance. Communication and office equipment services include managing the contracts and replacement funds for telephone, voice mail, copy machines and other office equipment. Purchasing coordinates all procurement activities in the City. The Department is responsible for the maintenance of all City owned and leased properties, as well as, the City's 138 vehicles, equipment and emergency generators.

FINANCE

MAJOR DEPARTMENTAL TASKS COMPLETED FISCAL YEAR 2010-11

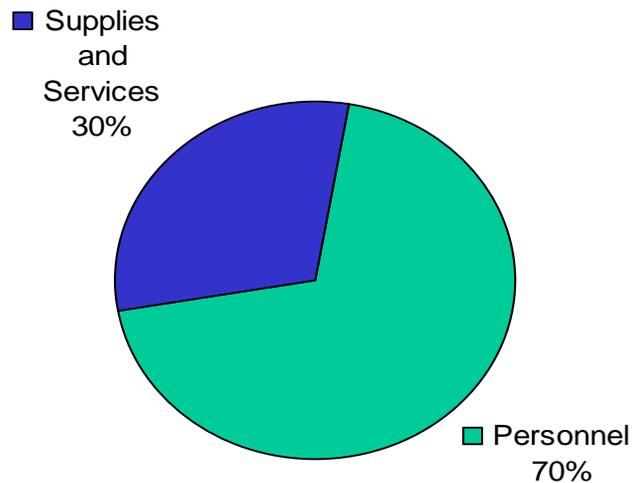
- ☑ Completed a citywide miscellaneous fee study
- ☑ Contracted out the printing and mailing of the utility bills
- ☑ Completed a Tax Allocation Bond Issue which will refund the existing 1995 Tax Allocation Bonds and provide additional capital for infrastructure improvements
- ☑ Issued an RFP and hired a new Janitorial Company
- ☑ Completed the Council Chambers Audit Visual Upgrade
- ☑ Purchased and implemented software to manage contractual insurance submissions
- ☑ Completed modifications to technology contracts/services to further reduce technology costs
- ☑ Completed upgrade of main backup system to keep up with the storage utilization and ensure timely system recovery
- ☑ Implemented upgrades to main data storage system
- ☑ Completed phase 1 and 2 of upgrading the power distribution in server cabinets to provide additional power redundancy for system uptime
- ☑ Added additional network storage for increased demand on file archiving and operational storage requirements
- ☑ Implemented ESRI Enterprise licensing agreement
- ☑ Completed evaluation of server virtualization
- ☑ Completed evaluation of voice over IP phone system

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2011-12

- ◆ Implement a new purchasing policy
- ◆ Complete water, wastewater and electric rate studies
- ◆ Complete TOT Audit
- ◆ Update Cost Allocation Plan
- ◆ Issue an RFP and hire a consultant to examine the City's impact fees
- ◆ Complete Phase 3 of Power Distribution Project
- ◆ GIS Migration, Implement SDE and application development for improved service delivery
- ◆ Complete Phase 2 of network security and monitoring
- ◆ Establish a wireless master plan integrating all City wireless assets to improve value and service delivery
- ◆ Install wireless mesh system to replace the system provided by Sonic.Net
- ◆ Phase 1 of Internal wireless access at City facilities and in the field for staff
- ◆ Emergency Operations Center Upgrade
- ◆ Install Backhaul link to the City's Electric Substation
- ◆ Implement server virtualization to improve service delivery and reduce costs
- ◆ Implement voice over IP phone system to improve service delivery and reduce costs

FINANCE

EXPENSE	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
Wages and Fringe Benefits	\$ 1,479,685	\$ 1,579,542	\$ 1,543,111	\$ 1,732,678
Overtime	135	-	500	-
Contracted Services	57,439	516,883	476,618	414,977
Government Fees	100	100	100	100
Rentals	-	35	160	160
Service Fees	376,175	305,249	305,249	249,031
Replacement Fees	35,567	-	-	14,993
Telecommunication Service	7,164	7,100	8,603	8,600
Advertising	130	130	874	880
Supplies	54,372	62,084	60,000	36,900
Meetings	185	300	100	300
Memberships and Dues	1,459	1,300	1,300	1,350
Training	3,068	3,000	3,500	3,000
Bad Debt Expense	44,331	20,000	36,858	30,000
TOTAL EXPENSE	\$ 2,059,810	\$ 2,495,723	\$ 2,436,973	\$ 2,492,969



COMMUNITY SERVICES

DEPARTMENT SERVICES AND ROLES:

Administration and Contract Coordination: Support the work of the Department and City Council, Parks and Recreation Commission, Senior Advisory Commission, Transportation Advisory Commission, and other special committees and local organizations. Contract administration includes the school-park program; landscape and maintenance operations; and open space management through Landpaths, and golf course.

Information, Referral and Department Coordination: Provide public information concerning community services and other informational requests. Based on a customer service approach, information is provided through phone and fax communications, a bi-annual recreation program guide, additional written and graphic materials, email communication with program participants, web site, and personal contact.

Healdsburg Community Center: Operate the Healdsburg Community Center. Operations include programming recreation classes, after school programs, provide rental space to community groups and business, operate a demonstration garden, after school and community garden, and provide additional services to the community as requested.

Healdsburg Municipal Pool: Plan, program, maintain and provide aquatic opportunities to the residents in and around Healdsburg. Programming includes swim lessons, public swim and lap swimming, aquatic camps, exercise classes and lifeguard training. The pool also provides a place for the high school swim team to practice and hold meets.

Healdsburg Ridge Open Space Preserve: Responsibilities include trail maintenance, administering a volunteer program and various other tasks that keep the 150 acre preserve open to the public.

Parks and Maintenance: Maintain and operate public parks, 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.

Park Planning and Capital Improvements: Plan, design, engineer and perform environmental review for all projects. Park planning process includes the coordination of each project from conceptual design, budget, plans, construction and operational use.

Recreation Programming: Plan, maintain, and provide recreation programming to City residents of all ages. Programming includes youth and adult sports; senior fitness programs; and leisure, educational, and cultural arts activities.

After School Program: Partner with Healdsburg Unified School District in offering an after school program for Healdsburg Unified District students.

Scheduling and Event Coordination: Schedule and coordinate outdoor area usage at local schools, parks, and community facilities. Permits and scheduling also include

COMMUNITY SERVICES

special event coordination, commercial film permits, and Villa Chanticleer reservations. The Villa Chanticleer is an event center for local and out of town residents and businesses. It provides a location for weddings, special events, and meetings.

Senior and Transit Services: The Senior Center provides recreational and social programs, as well as information, referral and nutritional services for seniors in the community. Transportation is available to seniors and the public at-large by the City's transit system via its deviated fixed route bus service; which provides door-to-door services, by appointment, for eligible riders with special needs of all ages. The service interacts with Sonoma County transportation systems.

Municipal Airport Services: Manage a 50-acre municipal airport with 46 hangars, 20 tie-downs, 5 businesses and a 24-hour avgas fuel service, which serves the greater Healdsburg area.

MAJOR DEPARTMENTAL TASKS COMPLETED FISCAL YEAR 2010-11

- Began construction of Phase II of the Giorgi Park Rehabilitation Project
- Opened City's second community garden
- Created subcommittee of Parks and Recreation Commissioners to evaluate the operations of the Villa Chanticleer
- Implemented voluntary noise mitigation measures at the Healdsburg Municipal Airport to include helicopter activity
- Implemented a before school program at the Community Center
- Relocated sixth, seventh and eighth grade after school program to the Jr. High

MAJOR DEPARTMENT GOALS FOR FISCAL YEAR 2011-12

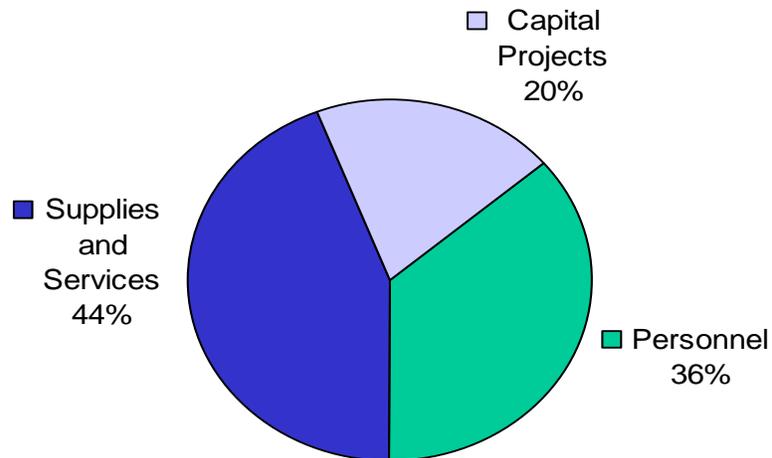
- ◆ Re-evaluate operations at Foss Creek Community Center due to the City's acquisition
- ◆ Continue to work towards 75% cost recovery for the Healdsburg Community Center
- ◆ Develop succession plan for Parks Manager impending retirement
- ◆ Continue to monitor the progress of Saggio Hills and the new park
- ◆ Develop transition plan for school to take over operation of Healdsburg Pool in February of 2013

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. Continue to re-evaluate the Department's priorities and methods of service delivery. Continue to use opportunities to reorganize the Department due to attrition, demand for services, state budget cuts, and part-time staff. Improve cost recovery in recreation programming and pool operations. Improve operations and increase use of Villa Chanticleer.

COMMUNITY SERVICES

EXPENSE	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
Wages and Fringe Benefits	\$ 1,455,361	\$ 1,334,607	\$ 1,246,161	\$ 1,288,843
Overtime	4,566	-	-	-
Support to Outside Organizations	31,187	36,500	28,054	9,000
Contracted Services	418,399	474,257	493,797	500,568
Insurance	4,249	4,300	4,300	4,300
Government Fees	5,486	3,650	3,950	3,950
Project Participation	96,346	44,000	41,445	46,000
Property Services	172,532	174,450	189,973	195,950
Rentals	199,912	204,323	204,323	209,851
Service Fees	293,870	176,178	176,178	176,262
Replacement Fees	31,484	-	-	15,656
Telecommunication Service	19,183	18,850	18,431	19,040
Advertising and Publication	35,043	27,250	30,009	29,850
Printing and Binding	394	1,600	1,632	600
Supplies	344,550	362,719	346,448	360,990
Meetings	2,005	1,600	600	1,600
Membership and Dues	3,014	2,175	1,725	625
Training	2,410	2,164	2,664	2,725
Capital Items	2,964	2,000	2,000	5,000
TOTAL OPERATING EXPENSE	\$ 3,122,955	\$ 2,870,623	\$ 2,791,690	\$ 2,870,810
Capital Projects				700,000
TOTAL EXPENSE				\$ 3,570,810



COMMUNITY SERVICES

Park Name

Barbieri Brothers Park
 Badger Park
 Carson Warner Skate Park
 Gibbs Park
 Giorgi Park
 Grove Street Detention Basin
 Healdsburg Ridge Open Space Preserve
 Plaza Park
 Railroad Park
 Recreation Park
 Tilly Grove Open Space
 Villa Chanticleer Playground
 West Plaza Park

Location

325 Bridle Path
 780 Heron Drive
 15070 Grove Street
 1529 Prentice Drive
 600 University Street
 Grove Street (Adjacent to Skate Park)
 Eastern end of Parkland Farms Blvd.
 100 Matheson Street
 22 Front Street
 525 Piper Street
 543 Tucker Street
 1248 N. Fitch Mountain Road
 21 West Matheson Street

Field Name

Fitch Mountain School - Multi Use Fields
 Healdsburg Community Center at Foss Creek –
 Multi Use Fields, Basketball Courts
 Giorgi Park - 2 Tennis Courts
 Healdsburg Elementary School - Multi Use Fields
 Healdsburg High School –Multi Use Fields, 4
 Tennis Courts, All Weather Track, 2 Sport
 Courts, 1 Baseball Field, 2 Softball Fields, 1
 Football /Soccer Field, Several small overlay
 Soccer Fields, Basketball Courts
 Healdsburg Junior High School-Multi Use Fields,
 Walking Track
 Recreation Park Field-Multi Use Fields – Football,
 Baseball, Soccer, Special Events

Location

565 Sanns Lane
 1557 Healdsburg Avenue
 600 University Street
 400 First Street
 1024 Prince Street (Off Monte Vista Ave.)
 315 Grant Street
 525 Piper Street

Facility

Administration & Reservations
 Badger Dog Park
 Healdsburg Community Center
 Healdsburg Municipal Airport
 Healdsburg Museum (Healdsburg Museum and
 Historical Society)
 Healdsburg Municipal Pool
 Senior Center and Transit Services
 Tayman Park Golf Course (Tayman Park Golf
 Group, Inc.)
 Villa Chanticleer
 Villa Dog Park
 Visitor Information Center (Chamber of Commerce)

Location

1557 Healdsburg Avenue
 780 Heron Drive
 1557 Healdsburg Avenue
 1580 Lytton Springs Road
 221 Matheson Street
 360 Monte Vista Avenue
 133 Matheson Street
 927 S. Fitch Mountain Road
 1248 N. Fitch Mountain Road
 1248 N. Fitch Mountain Road
 217 Healdsburg Avenue

PLANNING AND BUILDING

The Planning and Building Department is responsible for overseeing and guiding private development projects in accordance with state law and the City's General Plan, Zoning Ordinance and other local land use standards. Major tasks include the following:

Development Standards and Development Review - The Department administers and enforces land use, subdivision, and environmental regulations. The Department coordinates interdepartmental review of development applications, processes development projects, and prepares reports on land use, design review, variance and subdivision projects for Planning Commission and City Council review.

Advance Planning - The Department prepares and amends documents that guide public and private development activities, such as the City's General Plan, Land Use Code and area plans, as well as special planning documents, such as the Foss Creek Pathway Plan.

Regional Planning - The Department works with state, regional and county agencies pertaining to land use, housing, transportation and similar issues of a county-wide and region-wide perspective, including the review of regulations affecting local policy, the analysis of land use and housing data used by the Association of Bay Area Governments, participation in county-wide technical and planning advisory committees, and the review of projects proposed outside the city limits for their potential effects on Healdsburg.

Plan Check and Building Inspection Services - The Department is responsible for the review of building permit applications to ensure compliance with state and local building and fire codes, energy efficient standards, and the Americans with Disabilities Act. Plan check and inspection are conducted on building permit submittals to ensure compliance with applicable codes.

Environmental Review - The Department conducts environmental review for proposed public and private projects under the California Environmental Quality Act guidelines and the City's environmental procedures. This involves a determination of the required level of environmental review and preparing or coordinating the preparation and review of the necessary environmental documents, including environmental impact reports.

Code Enforcement - The Department enforces City regulations relating to land use, noise and construction. Areas of responsibility include investigating violations of the City's Land Use Code, noise ordinance, building code and other regulations. The Department works closely with other City departments and coordinates the review of complaints for potential public nuisances.

MAJOR DEPARTMENT TASKS COMPLETED FISCAL YEAR 2010-11

- Completed amendments to the Zoning Ordinance as required by the Housing Element update's implementation measures
- Completed amendments to the Zoning Ordinance to incorporate Downtown Parking Study recommendations
- Completed amendments to the Zoning Ordinance to allow heritage tree protection provisions to be extended to trees or groups of trees with historic significance
- Completed amendments to the Zoning Ordinance establishing procedures for the demolition of historic structures

PLANNING AND BUILDING

- ☑ Contracted with a consultant to assist in the preparation of the Central Healdsburg Avenue Special Study Area Plan and resumed Committee meetings to direct the process
- ☑ Completed adoption of latest building code
- ☑ Completed adoption of amendments to the City's green building ordinance
- ☑ Facilitated the entitlement review process for the G3 office project for the rehabilitation of the historic winery building at 845 Healdsburg Avenue
- ☑ Facilitated the redevelopment of the former Solem's Appliances property at 25 North Street with a restaurant, retail and meeting space project
- ☑ Rescinded the Ridgeline North Area Plan to reflect the property's purchase by the Sonoma County Agricultural Preservation and Open Space District for a natural open space preserve
- ☑ Completed the Saggio Hills project entitlement process and certification of its revised environmental document
- ☑ Assisted Sonoma County Habitat for Humanity in its construction of two very low income homes
- ☑ Assisted in the development of the One Stop Permit Center

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2011-12

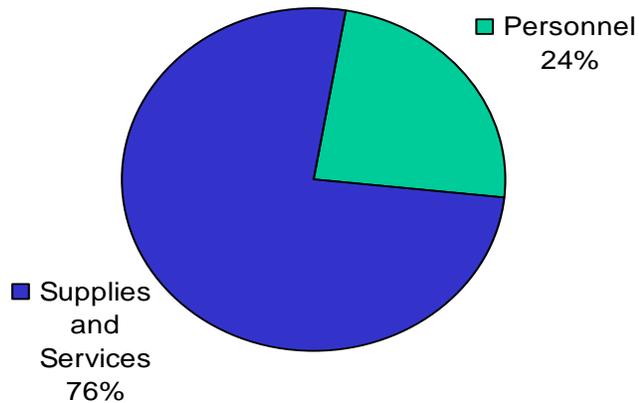
- ◆ Complete the Central Healdsburg Special Study Area Plan process
- ◆ Expand the downtown directional signage program
- ◆ Update the City's environmental review guidelines
- ◆ Amend Land Use Code to implement General Plan policies related to formula and big box businesses
- ◆ Coordinate update of Grove Street Neighborhood Plan
- ◆ Coordinate update of Bicycle & Pedestrian Master Plan
- ◆ Coordinate redevelopment of the Cerri property
- ◆ Coordinate development of a farmworker housing project
- ◆ Draft a community greenhouse gases reduction plan
- ◆ Coordinate adoption of a Master Street Tree Plan for the city's primary streets
- ◆ Update the 1983 Cultural Resources Inventory with new photos and verification of property condition

FUTURE OBJECTIVES

- ◆ Implement the Central Healdsburg Special Study Area Plan
- ◆ Update Design Review Manual and add design guidelines for infill development
- ◆ Initiate special study area plan for the Dry Creek Entry and the Old Redwood Highway Study Area
- ◆ Develop homeless shelter with at least 15 beds
- ◆ Prepare study evaluating the removal of Fitch Mountain and the surrounding area from the Healdsburg Urban Growth Boundary
- ◆ Develop the Saggio Hills affordable housing site

PLANNING AND BUILDING

EXPENSE	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
Wages and Fringe Benefits	\$ 692,598	\$ 501,288	\$ 400,954	\$ 689,384
Contracted Services	15,739	834,230	386,201	311,500
Insurance	-	55,000	-	-
Government Fees	-	300	50	50
Property Services	1,529	200,000	1,545	2,000
Construction Services	-	525,000	-	525,000
Service Fees	88,567	44,460	44,460	48,204
Replacement Fees	3,863	-	-	2,632
Telecommunication Services	2,626	3,397	1,796	2,380
Advertising and Publication	3,814	9,744	5,760	6,500
Supplies	4,297	7,556	2,252	2,700
Meetings	180	-	-	-
Memberships and Dues	1,663	6,233	5,050	5,875
Training	1,511	4,615	1,745	3,000
Capital Items	-	1,300,000	60,492	1,300,000
TOTAL OPERATING EXPENSE	\$ 816,387	\$ 3,491,823	\$ 910,305	\$ 2,899,225
Capital Projects				-
TOTAL EXPENSE				\$ 2,899,225



POLICE

The Healdsburg Police Department (HPD) 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, initial 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 911-dispatch center for Police. All 911 calls from land line and wireless phone providers are answered in the 911 center. This includes requests for fire and medical services. Dispatchers 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 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 duties include public

POLICE

presentations, child seat installations, city licensing, dispatch relief and support tasks for operations.

MAJOR DEPARTMENTAL TASKS COMPLETED FISCAL YEAR 2010-11

- ☑ Recruited and appointed a new Chief of Police
- ☑ Restructured and adopted a new contract for city animal control services
- ☑ Changed protocols for administering the local Future Farmers Parade and Fair
- ☑ Appointed a new police detective for a three year period
- ☑ Implemented a text messaging community outreach program
- ☑ Received grant award for a new Emergency Operations Center
- ☑ Applied for Federal Grant to fund a police officer position for a three year period
- ☑ Started volunteer program

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2011-12

- ◆ Implement self directed enhanced in-service training for officers
- ◆ Expand new volunteer program to four volunteers
- ◆ Recruit and hire a reserve police officer
- ◆ Make crime data publicly available on the police webpage
- ◆ Fully implement use of Nixle
- ◆ Continue to look for grant funding opportunities
- ◆ Propose and pursue sworn exchange program for the detective
- ◆ Begin pilot program for video recording of field encounters; evaluate effectiveness

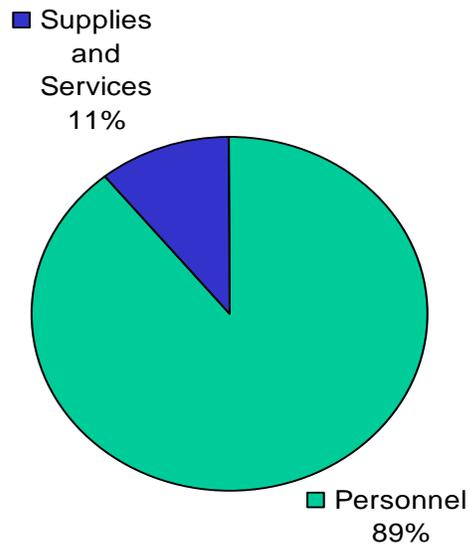
FUTURE OBJECTIVES

HPD will continue working with Sonoma County law enforcement agencies to better pool resources and work closely in cooperative ventures. Opportunities for our staff to work closely and regularly with outside agencies will be pursued in order to provide training opportunities for our staff and cultivate good working relationships with other agencies.

Elective training for our staff will continue to focus on two areas of importance/concern for the City: Gang Enforcement/Investigation and technology crimes. In addition, training will emphasize leadership development and individual staff development.

POLICE

EXPENSE	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
Wages and Fringe Benefits	\$ 3,677,670	\$ 3,283,197	\$ 3,260,369	\$ 3,721,177
Overtime	163,565	175,000	170,000	225,000
Support to Outside Organizations	-	122,400	118,783	115,580
Contracted Services	60,938	71,374	65,000	72,417
Rentals	220	-	-	-
Service Fees	425,904	681,084	681,084	210,395
Replacement Fees	66,792	-	-	17,184
Communication Services	15,374	12,650	13,500	13,500
Printing and Binding	2,157	1,436	1,667	500
Supplies	26,087	35,635	33,535	31,950
Meetings	2,110	1,150	200	1,000
Memberships and Dues	1,130	750	750	750
Training	9,782	11,000	13,000	20,100
TOTAL EXPENSE	\$ 4,451,729	\$ 4,395,676	\$ 4,357,888	\$ 4,429,553



FIRE

The Fire Department is a combination fire agency that is responsible for protecting life, property and the environment from the dangers of fire, explosion and hazardous materials incidents, and responding to, and providing basic life support and first aid response to medical emergencies and vehicle accidents. The department also provides fire prevention, disaster preparedness, weed abatement and hazardous materials management programs for the City.

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 Fitch Mountain and the lower Dry Creek Valley.

Fire Prevention

The Fire Prevention division is administered by the Fire Marshal and is responsible for enforcing the Fire Code and portions of the State Health and Safety Code. 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. The division is also responsible for conducting fire investigations of all unknown fires.

Emergency Medical Services (EMS)

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 (EMT-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 to regulate six hazardous materials and waste programs within the Cities of Healdsburg and Sebastopol through a Joint Powers Agreement (JPA). These programs are administered by the 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.

MAJOR DEPARTMENTAL TASKS COMPLETED FISCAL YEAR 2010-11

- Responded to 1,358 incidents
- Conducted over 5, 230 hours of Reserve Full Time staff training
- Performed over 2,200 Fire code and hazardous materials inspections
- Provided over 100 hours of IIPP / Safety Training to all City Staff
- Performed over 280 hours of public education activities, including 14 CPR Classes
- Hosted 6 blood drives at the Fire Station for the Blood Bank of the Redwoods

FIRE

- ☑ Installed Mobile Data Computer (MDC) on primary response Fire Apparatus with funds received through Aboveground Petroleum Storage Act (APSA) grant
- ☑ The CUPA was evaluated by Ca. Emergency Management Agency, the State Fire Marshal's Office, Dept. of Toxics Substance Control, and California Environmental Protection Agency
- ☑ CUPA completed Administrative Enforcement Order for an illegal hazardous waste disposal case and received \$6,000 in penalties and recovery costs
- ☑ Staff became very active in supporting economic development and plays a major role in the One Stop Permit process at CDC
- ☑ Placed in-service new self contained breathing apparatus on all fire apparatus and new complete structural firefighting turn outs for all firefighting staff with the expenditure of \$158,965 FEMA Grant funds.
- ☑ Obtained a \$293,000 SAFER Grant to fund the 40 hour Engineer for 2 years
- ☑ Completed city wide ISO Public Protection Classification
- ☑ Obtained approval to create and fill Part Time / Seasonal Firefighter position
- ☑ Updated contracts for Fire Protection Services provided to Sotoyome/Dry Creek and Fitch Mountain Zones within the unincorporated areas surrounding Healdsburg
- ☑ Annual Toy Drive providing toys to over 1,300 children
- ☑ Provided a Chipper Program in conjunction with Fire Free Fitch
- ☑ Hosted Multi Agency Live Fire Training exercise for 7 area fire agencies utilizing SAFER Grant funds to acquire North Tree Mobile Live Fire Trainer for two days

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2011-12

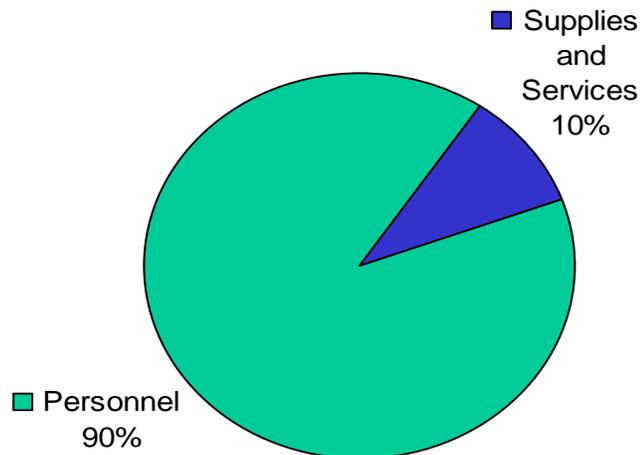
- ◆ Continue to work on Fire Department Strategic Plan to identify short term and long term goals and objectives
- ◆ Complete Multi Agency Drill exercising the Healdsburg Area Mutual Threat Zone Pre Fire Plan
- ◆ Train and promote two Reserve Firefighters to Fire Engineer status
- ◆ Recruit and complete Training Academy for four new Reserve Firefighters
- ◆ Complete City's disaster planning process and conduct a table-top and functional exercise of our Emergency Plan
- ◆ 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 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

FUTURE OBJECTIVES

As the department continues to adjust to changes in the organization and the current and projected fiscal challenges, continue to work with fire department staff collectively to identify means to increase efficiency and effectiveness of department operations. Additionally, maintain the highest level of safety and operational readiness, with a strong focus on training, while providing continuous direction, purpose and motivation to full time and reserve staff.

FIRE

EXPENSE	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
Wages and Fringe Benefits	\$ 1,852,652	\$ 1,571,515	\$ 1,631,736	\$ 1,817,268
Volunteers	155,570	111,000	94,039	101,000
Overtime	145,018	124,500	123,941	113,500
Contracted Services	54,239	75,523	60,600	89,165
Property Services	1,579	3,000	1,200	1,200
Rentals	1,193	-	-	-
Service Fees	229,254	205,144	205,144	79,485
Replacement Fees	166,365	-	-	7,971
Telecommunication Service	10,121	8,440	9,600	9,600
Advertising and Publication	723	500	500	500
Printing and Binding	-	1,500	300	300
Supplies	83,962	159,063	152,700	29,150
Meetings	774	1,530	1,500	1,830
Memberships and Dues	4,577	3,925	4,400	3,925
Training	9,751	6,716	6,525	3,300
Bad Debt Expense	5,514	-	100	-
TOTAL EXPENSE	\$ 2,721,292	\$ 2,272,356	\$ 2,292,285	\$ 2,258,194



PUBLIC WORKS

The focus in Public Works is public safety and core services – including the one stop permit center. The Public Works Department is responsible for construction, operation and maintenance of most of the City's infrastructure and public utilities - including design and maintenance of streets; water treatment and distribution; wastewater collection and treatment; storm drainage maintenance; and review of new developments and entitlements. The department as a whole continues to concentrate on trying to identify and secure grant funding.

Engineering Staff

The Engineering staff consists of the Director, two registered engineers, one inspector, one engineering technician, an administrative specialist, and a permit technician. Responsibilities include the Capital Improvement Program, solid waste management, reviewing land development projects and support services to other departments. We are also responsible for: (1) maintaining and updating the City's standard specifications and details; (2) construction management and inspections; (3) issuance, inspection and administration of permits, licenses and agreements; (4) flood plain administration; (5) GIS management and aerial photography; and (6) traffic engineering; surveying and customer service related to public utilities, property development, and public right-of-way issues.

Operation and Maintenance Staff

The Operations and Maintenance (O&M) Division consists of 22 full-time employees. The three primary sections within the O&M Division are Street and Utility Maintenance, Water Operations, and Wastewater Operations and are responsible for the operation and maintenance of the majority of the City's utility and street infrastructure. Three foremen provide oversight for these divisions. The Lab Analyst and Instrument Technician positions are shared with both the Wastewater and Water divisions.

The Maintenance Section has six full-time employees who maintain streets, traffic signals, signing and striping, public utilities (storm drain, sanitary sewers, and water distribution). Maintenance focuses on proactive management through sewer system cleaning, water system flushing, abatement of sidewalk hazards and water system repairs. On average 125 broken water services are replaced each year. The new RDA grease interceptor program will provide much needed assistance in the sewer collection system by preventing grease from entering into the system.

The Water Section has four employees responsible for water production, treatment, storage and delivery. This group works seven days a week operating and maintaining the new Gauntlett/Fitch Treatment Facility, fifteen production wells, chemical treatment systems, seven storage reservoirs, the Supervisory Control and Data Acquisition (SCADA) computer monitoring system and the cross connection program.

The Wastewater Section, comprised of six employees, is responsible for O&M of the wastewater treatment plant and the future reclamation system, water sampling and analysis, inspection of restaurants for compliance with our Fats, Oils & Grease Program and public education. Along with the Maintenance Section, this section operates and maintains the sewer collection system and ten lift stations.

PUBLIC WORKS

MAJOR DEPARTMENTAL TASKS COMPLETED FISCAL YEAR 2010-11

- ☑ Implemented the One Stop Shop process to streamline development review
- ☑ Completed membrane filter warranty replacement at the wastewater treatment plant. This \$500,000 project was funded primarily by the contractor under a warranty claim and will save approximately \$25,000 per year in utility charges
- ☑ Received a new 5-year operating permit from the Regional Board for the wastewater treatment plant. This permit provides 5 years to comply with seasonal discharge restrictions
- ☑ Completed Phase One of the Safe Route to School project on Grant Street
- ☑ Sidewalks have been constructed on West Grant Street to the affordable housing development providing safe pedestrian access in the area
- ☑ Completed the USDA funding application for Phase I of the Recycled Water Project
- ☑ Completed design of the Foss Creek Pathway from the Depot to Front Street. This project will be constructed in the fall of 2011
- ☑ Completed major storm drain improvements at McDonough Heights Drive
- ☑ Completed detailed design of the recycled water distribution system
- ☑ Obtained grant funding for construction of approximately 15 ADA ramps at locations near the Junior High and Elementary schools
- ☑ Performed significant channel clearing on major drainages in the City
- ☑ Continued implementation of policies and procedures to comply with the new Phase II Stormwater NPDES permit
- ☑ Installed new water meters at various locations to ensure accurate readings
- ☑ Expanded wireless traffic signal transmitter system at 2 high-volume intersections

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2011-12

- ◆ Work with State Transportation and Federal Highway officials to complete preparation of the environmental documents for the Healdsburg Avenue-Russian River Bridge project
- ◆ Complete construction of segments 3 and 4 of the Foss Creek Pathway (Front to Mill Street) and complete design of segment 6 (West Grant to Skate Park)
- ◆ Complete Phase II of the West Grant Street Safe Routes to School project and the at-grade railroad crossing improvements at West Grant Street
- ◆ Assist in development and construction of RDA projects to enhance business retention and development
- ◆ Obtain funding from USDA for Phase I of the Recycled Water Project

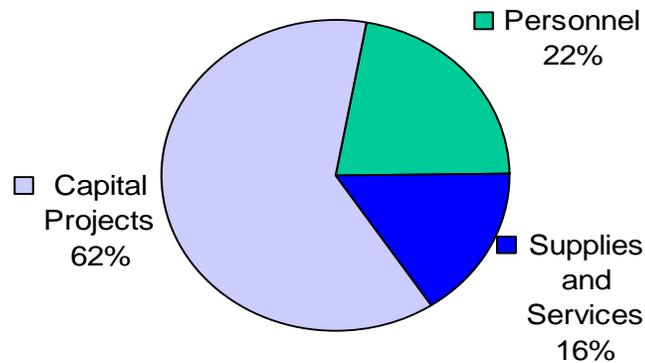
FUTURE OBJECTIVES

Over the next several years, major effort will be concentrated on the following projects:

- Continue securing grant funding for infrastructure and CIP improvements
- Continue to pursue construction of additional segments of the Foss Creek Pathway
- Explore options and opportunities to expand urban and agricultural use of the City's reclaimed water

PUBLIC WORKS

EXPENSE	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
Wages and Fringe Benefits	\$ 3,435,532	\$ 4,018,035	\$ 2,980,076	\$ 4,123,986
Overtime and Standby	138,824	126,000	101,959	120,500
Contracted Services	196,807	726,500	518,456	982,705
Government Fees	31,921	29,400	23,400	34,050
Project Participation	-	550,000	375,000	-
Property Services	502,830	562,500	552,500	552,500
Rentals	3,501	2,000	1,250	2,000
Construction Services	-	332,325	211,942	260,000
Service Fees	623,191	273,340	273,340	209,306
Replacement Fees	208,682	10,302	10,302	29,206
Use Fees	375,000	375,000	375,000	375,000
Trench Cut Fees	25,000	25,000	25,000	25,000
Telecommunication Service	35,435	38,800	32,000	31,000
Advertising and Publication	4,914	3,950	2,700	2,850
Printing and Binding	264	300	3,500	3,700
Supplies	331,511	552,700	453,925	487,444
Meetings	182	100	202	200
Membership and Dues	41,781	44,680	39,186	39,956
Training	4,028	6,500	4,300	12,450
Capital Items	18,380	41,000	36,786	36,400
TOTAL OPERATING EXPENSE	\$ 5,977,783	\$ 7,718,432	\$ 6,020,824	\$ 7,328,253
Capital Projects				11,939,285
TOTAL EXPENSE				\$ 19,267,538



ELECTRIC UTILITY

The City's Electric Department oversees the procurement of wholesale electric power; maintains and operates the City's electrical distribution system; plans, engineers, and constructs system capital replacement and capacity expansion projects; engineers and constructs electric and street light facilities for new residential and commercial development; and maintains and operates the City's street lighting system. Excluding power procurement, the Electric Department's Operational Budget is structured around the basic day-to-day business functions of operating an electric distribution system. Present focus is on energy efficiency, continual investment in reliable and economical renewable energy resources, planned system replacements, and capacity expansions. The City's electric utility finds itself solvent, reliable, and focused on the current and future service needs of Healdsburg's electric customers.

Power Procurement

The Electric Department is responsible for procuring the City's power, which represents approximately 60% of the Department's Operating Budget. This includes management of the City's share of plant debt, generation assets, and power resources as part of the Northern California Power Agency (NCPA), a Federal Central Valley Project allocation through the Western Area Power Administration (Western), and other various long and short-term power contracts. Approximately 60% of the City's electric energy is sourced from carbon free generation.

Distribution System

The Electric Department is responsible for the construction, operation, and maintenance of the City's electric distribution system. Badger substation is interconnected at 60kV with Pacific Gas and Electric Company (PG&E). The Electric Department's construction, inspection and preventive maintenance criteria are designed to follow the standards set forth by the California Public Utilities Commission (CPUC) General Orders 95, General Orders 128, General Orders 165, and the National Electric Safety Code (NESC).

ELECTRIC UTILITY

MAJOR DEPARTMENTAL TASKS COMPLETED FOR FISCAL YEAR 2010-11

- ☑ Approved the following NCPA agreements:
 - Amended the Facilities Agreement
 - Amended the Geothermal Third Phase Agreement
 - Amended the Geothermal Operating Agreement
 - Executed the Natural Gas Purchase Agreement
- ☑ Participated in NCPA Green Power Projects
- ☑ Participated in regional programs for energy efficiency and renewable resources
- ☑ Filed SB1037 energy efficiency and peak reduction gains
- ☑ Developed and instituted the surplus compensation rate for participants of the California Solar Initiative (SB1)
- ☑ Submitted SB 1 Solar Energy Program Status to the CEC
- ☑ Filled the vacant Electric Operations Superintendent position

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2011-12

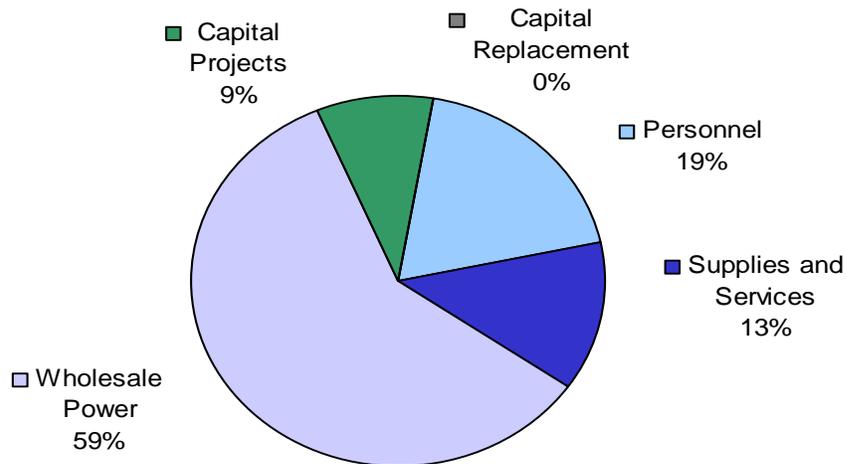
- ◆ Complete a comprehensive cost of service study
- ◆ Develop a short term and long term capacity plan for the Electric Department
- ◆ Complete system power factor project
- ◆ Complete the first phase of the Recloser replacement program
- ◆ Complete the replacement of Badger Substation's fence
- ◆ Continue the department's efforts to apply industry best practices and follow General Orders 95, 128, 165 and the NESC
- ◆ Complete the installation of low energy LED street lights along Healdsburg Avenue
- ◆ Continue participation in the construction of the Lodi Energy Center
- ◆ Review and update the Municipal Ordinance and Service Policy
- ◆ Complete the design and the first construction phase of the substation automation program
- ◆ Complete the North Street Underground Project

FUTURE OBJECTIVES

- ◆ Complete the permanent construction of the second 60kV feed.
- ◆ Continue to design and implement the automation of system equipment.
- ◆ Design and construct the Grove Street distribution system.
- ◆ Continue planned replacement programs of system equipment.

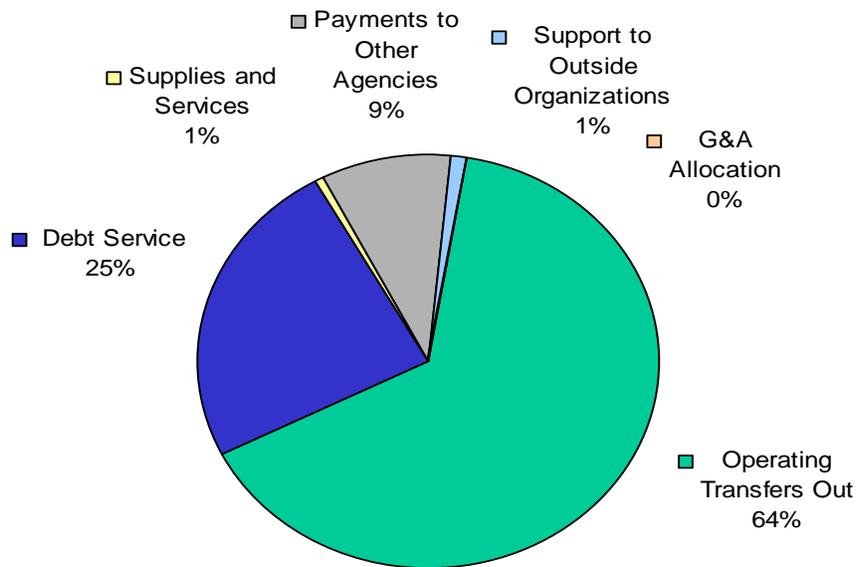
ELECTRIC UTILITY

EXPENSE	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
Wages and Fringe Benefits	\$ 1,848,635	\$ 1,687,350	\$ 1,467,519	\$ 1,768,912
Overtime and Standby	60,076	52,000	52,900	61,360
Contracted Services	901,490	940,620	909,309	577,570
Government Fees	1,249	-	-	-
Property Services	53,347	40,300	50,115	50,900
Public Benefit Services	-	-	-	-
Rentals	1,584	3,400	3,400	3,600
Service Fees	282,502	108,919	108,918	77,520
Replacement Fees	148,150	-	-	9,273
Use Fees	150,000	150,000	150,000	150,000
Trench Cut Fees	5,000	5,000	5,000	5,000
Lease Rentals	5,148	5,200	5,205	5,500
Telecommunication Service	9,908	12,550	11,066	12,950
Advertising and Publication	2,516	4,000	1,000	4,000
Supplies	294,132	340,000	240,104	300,670
NCPA Power Costs	5,915,051	5,530,709	5,335,408	5,716,481
Meetings	6,180	9,600	4,860	8,300
Memberships and Dues	3,726	5,895	5,895	5,720
Training	19,067	19,650	33,170	35,070
Capital Items	16,479	10,000	5,000	38,000
Short/Over	6,421	-	1,399	1,500
TOTAL OPERATING EXPENSE	\$ 9,730,661	\$ 8,925,193	\$ 8,390,268	\$ 8,832,326
Capital Projects				889,100
TOTAL EXPENSE				\$ 9,721,426



NON DEPARTMENTAL

EXPENSE	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
Debt Service Principal	2,020,000	5,410,000	5,410,000	2,860,186
Interest and Fees	4,090,374	4,037,372	4,093,588	4,601,511
Operating Transfers Out	18,310,755	74,030,045	59,187,556	19,679,513
H&S 33401 & AB 1290 Pass Thrus	2,934,591	2,924,548	2,813,886	2,850,000
SERAF Payment to State	2,752,090	566,100	566,607	-
Tax Collection Fees	168,231	138,000	135,466	133,537
Contracted Services	260,275	340,400	341,027	23,577
Support to Outside Organizations	414,196	400,000	440,000	300,000
Economic Development Programs	107,980	1,178,000	475,000	-
Affordable Housing Assistance	818,991	-	-	-
G&A Allocation	-	(182,182)	(182,182)	(182,182)
Miscellaneous Expense	126	-	3,002	-
TOTAL OPERATING EXPENSE	\$ 31,877,609	\$ 88,842,283	\$ 73,283,950	\$ 30,266,142

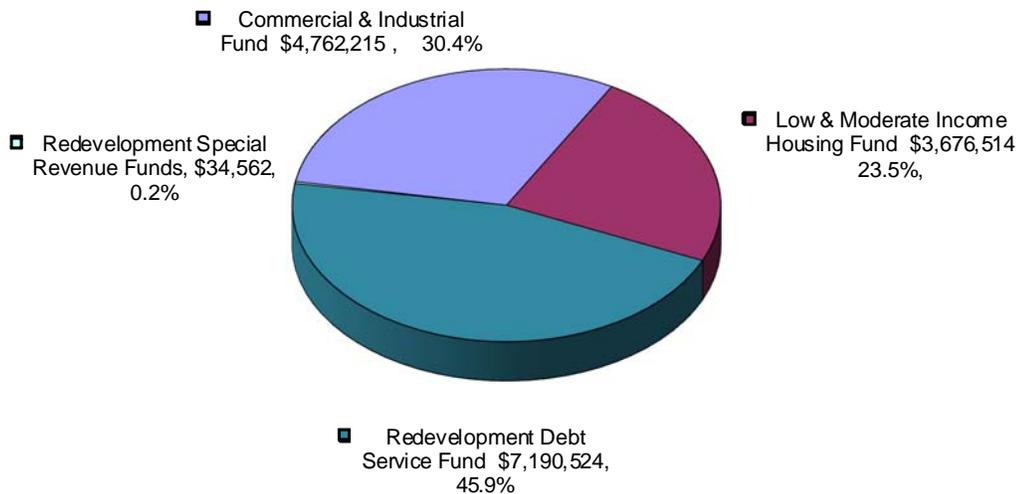


REDEVELOPMENT AGENCY WORK PROGRAM AND BUDGET SUMMARY

The Redevelopment Agency (Agency) 2011-12 Work Plan and Adopted Budget is outlined in the following section of this document. The 2011-12 Budget for the Agency is \$15,663,815. The work program is consistent with the Five-Year Implementation Plan that was adopted in December, 2009.

The budget consists of funding for the Low and Moderate Income Housing Fund, Commercial and Industrial Fund, Debt Service Fund, and the Redevelopment Agency Special Revenue Funds. The graph below shows how the budget is allocated amongst the funds.

2011-12 Budget \$15,663,815



COMMERCIAL AND INDUSTRIAL FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Property Tax Increment	\$ 7,396,256	\$ -	\$ -	\$ -
Interest Income	70,476	10,693	65,767	39,454
Proceeds from the sale of bonds	-	13,653,197	13,653,197	-
Other Revenues	75,000	-	-	-
Transfer from General Fund	-	-	-	618,161
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Revenue	\$ 7,541,732	\$ 13,663,890	\$ 13,718,964	\$ 657,615
<u>EXPENDITURE BY DEPARTMENT</u>				
City Council	\$ -	\$ 4,000	\$ 1,000	\$ 1,000
Legal	37,341	20,724	75,000	71,000
Administration	154,875	174,068	175,000	122,000
Finance	-	8,550	8,550	12,210
Community Services	210,293	181,371	180,807	112,183
Planning and Building	205,940	868,678	482,541	235,150
Fire	4,770	-	-	-
Public Works	264	8,398	6,680	-
Support of Outside Organizations				
Chamber of Commerce	414,224	400,000	400,021	300,000
Grandstands Renovation	-	6,000	6,000	-
Hbg Performing Arts Theater	-	-	40,000	-
Downtown Business District	59,000	-	-	-
Impact Fee Buydown Program	107,980	753,000	400,000	-
Facade Improvement Assistance	-	175,000	-	-
Grease Interceptor Assistance	-	250,000	75,000	-
Airport Hangar Purchase	80,000	100,000	70,000	-
Capital Projects	627,741	23,380,697	15,498,931	3,290,511
County Pass Thru	2,934,591	-	-	-
SERAF Payment to State	2,752,090	-	-	-
Transfer to Debt Service	2,147,941	125,412	125,412	-
Administration Overhead	574,036	618,161	618,161	618,161
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Expenditure	\$ 10,311,086	\$ 27,074,059	\$ 18,163,103	\$ 4,762,215
Change in Fund Balance	(2,769,354)	(13,410,169)	(4,444,139)	(4,104,600)
Estimated Beginning Fund Balance	<u>14,412,560</u>	<u>11,643,206</u>	<u>11,643,206</u>	<u>7,199,067</u>
Estimated Ending Fund Balance	<u>\$ 11,643,206</u>	<u>\$ (1,766,963)</u>	<u>\$ 7,199,067</u>	<u>\$ 3,094,467</u>
<u>EXPLANATION OF RESERVES</u>				
Community and Economic Dev.	<u>\$ 11,643,206</u>	<u>\$ (1,766,963)</u>	<u>\$ 7,199,067</u>	<u>\$ 3,094,467</u>
Estimated Fund Balance	<u>\$ 11,643,206</u>	<u>\$ (1,766,963)</u>	<u>\$ 7,199,067</u>	<u>\$ 3,094,467</u>

LOW AND MODERATE INCOME HOUSING FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Property Tax Increment	\$ 1,849,064	\$ 1,829,770	\$ 1,840,158	\$ 1,840,000
Interest Income	51,350	11,997	60,181	87,513
Miscellaneous Revenue	337,985	-	1,140,368	-
Note Proceeds	-	-	134,000	-
Total Revenue	<u>\$ 2,238,399</u>	<u>\$ 1,841,767</u>	<u>\$ 3,174,707</u>	<u>\$ 1,927,513</u>
<u>EXPENSE BY DEPARTMENT</u>				
Legal Services	\$ -	\$ -	\$ 5,336	\$ 20,000
City Administration	-	-	-	150,000
Community Services	75,546	81,841	75,990	85,041
Planning and Building	217,716	1,960,740	149,937	1,965,746
Public Works	264	8,398	6,680	-
Administrative Overhead	181,655	209,860	209,860	209,860
Capital Acquisition	549,000	-	-	-
Capital Projects	244,720	2,014,252	1,919,974	370,000
Low Income Discount Subsidy	31,358	32,000	32,000	32,000
Tax Collection Fee	26,709	28,000	28,629	26,700
Transfer to Debt Service	821,360	825,193	825,193	817,167
Total Expense	<u>\$ 2,148,328</u>	<u>\$ 5,160,284</u>	<u>\$ 3,253,599</u>	<u>\$ 3,676,514</u>
Change in Fund Balance	90,071	(3,318,517)	(78,892)	(1,749,001)
Estimated Beginning Fund Balance	<u>5,900,403</u>	<u>5,990,474</u>	<u>5,990,474</u>	<u>5,911,582</u>
Estimated Ending Fund Balance	<u>\$ 5,990,474</u>	<u>\$ 2,671,957</u>	<u>\$ 5,911,582</u>	<u>\$ 4,162,581</u>
<u>EXPLANATION OF RESERVES</u>				
Low and Moderate Income Housing	<u>\$ 5,990,474</u>	<u>\$ 2,671,957</u>	<u>\$ 5,911,582</u>	<u>\$ 4,162,581</u>
Estimated Fund Balance	<u>\$ 5,990,474</u>	<u>\$ 2,671,957</u>	<u>\$ 5,911,582</u>	<u>\$ 4,162,581</u>

REDEVELOPMENT AGENCY DEBT SERVICE FUND

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Property Tax Increment	\$ -	\$ 7,181,697	\$ 7,360,632	\$ 7,360,000
Transfers from:				
Commercial/Industrial Fund	2,147,941	125,412	125,412	-
Low/Mod Housing Fund	821,360	825,193	825,193	817,167
Bond Proceeds	-	-	7,411,803	-
Interest Income	2,930	17,092	3,906	94,985
Total Revenue	<u>\$ 2,972,231</u>	<u>\$ 8,149,394</u>	<u>\$ 15,726,946</u>	<u>\$ 8,272,152</u>
<u>EXPENDITURE</u>				
Tax Collection Fee	\$ -	\$ 110,000	\$ 106,837	\$ 106,837
Cost of Issuance	-	318,200	318,200	-
SERAF Payment to State	-	566,100	566,607	-
H&S 33401 & AB 1290 Pass Thru	-	2,924,548	2,813,886	2,850,000
Principal				
1995 TAB	100,000	2,895,000	2,895,000	-
2002 TAB A	315,000	325,000	325,000	335,000
2002 TAB B	40,000	45,000	45,000	45,000
2002 TAB C	125,000	130,000	130,000	135,000
2003 TAB A	285,000	295,000	295,000	305,000
2003 TAB B	135,000	140,000	140,000	145,000
2010 TAB	-	-	-	150,000
Interest Paid	2,040,863	2,015,543	2,074,221	2,458,889
Loan to General Fund	-	-	-	618,161
Fiscal Agent Fees	15,594	-	13,000	13,500
Administrative Overhead	-	28,137	28,137	28,137
Total Expenditure	<u>\$ 3,056,457</u>	<u>\$ 9,792,528</u>	<u>\$ 9,750,888</u>	<u>\$ 7,190,524</u>
Change in Fund Balance	(84,226)	(1,643,134)	5,976,058	1,081,628
Estimated Beginning Fund Balance	<u>3,409,970</u>	<u>3,325,744</u>	<u>3,325,744</u>	<u>9,301,802</u>
Estimated Ending Fund Balance	<u>\$ 3,325,744</u>	<u>\$ 1,682,610</u>	<u>\$ 9,301,802</u>	<u>\$ 10,383,430</u>
<u>EXPLANATION OF RESERVES</u>				
Debt Service	<u>\$ 3,325,744</u>	<u>\$ 1,682,610</u>	<u>\$ 9,301,802</u>	<u>\$ 10,383,430</u>
Estimated Fund Balance	<u>\$ 3,325,744</u>	<u>\$ 1,682,610</u>	<u>\$ 9,301,802</u>	<u>\$ 10,383,430</u>

REDEVELOPMENT AGENCY SPECIAL REVENUE

	2009-10 ACTUAL	2010-11 ADJUSTED BUDGET	2010-11 ESTIMATE TO CLOSE	2011-12 ADOPTED BUDGET
<u>REVENUE</u>				
Rental Income	\$ 386,363	\$ 300,000	\$ 415,407	\$ -
Interest Income	111,203	106,000	102,501	26,398
Other Revenue	30,250	-	75,000	-
Contributions	59,000	-	-	-
Business Assessments	22,495	34,000	34,000	34,000
	<u>609,311</u>	<u>440,000</u>	<u>626,908</u>	<u>60,398</u>
Total Revenue	\$ 609,311	\$ 440,000	\$ 626,908	\$ 60,398
<u>EXPENSE BY DEPARTMENT</u>				
Community Services	\$ 391	\$ -	\$ -	\$ -
Non Departmental	13,200	-	-	-
Administrative Overhead	2,757	1,071	1,071	562
Loan Programs	150,000	118,919	118,919	-
Concert Series	29,120	-	-	-
Marketing and Promotion	27,368	34,000	34,000	34,000
Capital Project Funding	-	7,650,000	7,650,000	-
Transfer to Enterprise Fund	-	90,723	90,723	-
	<u>222,836</u>	<u>7,894,713</u>	<u>7,894,713</u>	<u>34,562</u>
Total Expense	\$ 222,836	\$ 7,894,713	\$ 7,894,713	\$ 34,562
Change in Fund Balance	386,475	(7,454,713)	(7,267,805)	25,836
Estimated Beginning Fund Balance	<u>7,512,876</u>	<u>7,899,351</u>	<u>7,899,351</u>	<u>631,546</u>
Estimated Ending Fund Balance	<u>\$ 7,899,351</u>	<u>\$ 444,638</u>	<u>\$ 631,546</u>	<u>\$ 657,382</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 7,899,351</u>	<u>\$ 444,638</u>	<u>\$ 631,546</u>	<u>\$ 657,382</u>
Estimated Fund Balance	<u>\$ 7,899,351</u>	<u>\$ 444,638</u>	<u>\$ 631,546</u>	<u>\$ 657,382</u>

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.

Area A

A portion of the City encompassing approximately 236 acres in the northern portion most of which has been annexed.

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.

GLOSSARY OF FINANCIAL AND BUDGET TERMS

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.

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. Capital Project Funds include: Traffic Mitigation, Park Development and Drainage Mitigation Funds.

CEQA

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

GLOSSARY OF FINANCIAL AND BUDGET TERMS

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

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.

GLOSSARY OF FINANCIAL AND BUDGET TERMS

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

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 Water Reclamation and Water 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.

GLOSSARY OF FINANCIAL AND BUDGET TERMS

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. For the enterprise funds, this term is used interchangeably with “working capital”, a comparable (although not exact) financial position concept as fund balance. (See Working Capital)

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.

GLOSSARY OF FINANCIAL AND BUDGET TERMS

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

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.

GLOSSARY OF FINANCIAL AND BUDGET TERMS

RDA

Redevelopment Agency – A separate local agency providing housing and economic development funding and programs within portions of the City known as the project area. The City Council serves as the Board of Directors of the RDA; the City Manager as its Executive Director.

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 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.

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.

GLOSSARY OF FINANCIAL AND BUDGET TERMS

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.

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.

Triple Flip

In March 2004, the voters passed Proposition 57 authorizing \$15 billion in deficit financing bonds. Prop 57 includes a mechanism called the "Triple Flip", which suspends $\frac{1}{4}$ cent of cities' sales tax revenue and replaces the lost revenue on a dollar-for-dollar basis with a supplemental property tax payment. The State's sales tax revenue is increased by $\frac{1}{4}$ cent to improve its cash flow requirement for repayment of the bond measure. This change took effect on July 1, 2004 and remains in effect until the bonds are repaid.

GLOSSARY OF FINANCIAL AND BUDGET TERMS

Working Capital

Also known as financial position in private sector accounting and in enterprise fund accounting in the public sector, working capital is the excess of current assets over current liabilities. For the enterprise funds, this term is used interchangeably with “fund balance”, a comparable (although not exact) financial position concept in the governmental fund types.

REDEVELOPMENT AGENCY OF THE CITY OF HEALDSBURG

RESOLUTION NO. RDA12-2011

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE REDEVELOPMENT AGENCY OF THE CITY OF HEALDSBURG ADOPTING THE BUDGET AND WORK PLAN FOR FISCAL YEAR 2011-12, APPROVING A LOAN AGREEMENT AND ACCEPTING LOAN IN THE AMOUNT OF \$618,161 FROM THE CITY OF HEALDSBURG TO THE AGENCY'S COMMERCIAL AND INDUSTRIAL FUND

WHEREAS, the proposed budget of the Redevelopment Agency of the City of Healdsburg (the "Agency") for Fiscal Year 2011-12 has been reviewed by the Board of Directors; and

WHEREAS, the Annual Work Plan, attached as Exhibit A, has been prepared describing the redevelopment activities to be undertaken by the Agency in the Sotoyome Redevelopment Project Area (the "Project Area") for Fiscal Year 2011-12; and

WHEREAS, both the Budget and the Annual Work Plan are consistent with the Sotoyome Community Development Plan and the Five-Year Implementation Plan heretofore adopted by the City Council and the Agency; and

WHEREAS, the redevelopment activities to be undertaken by the Agency, as described in the Annual Work Plan, will benefit the Project Area because the improvements will eliminate blighted conditions within the Project Area and improve the overall public health, safety and welfare of the community; and

WHEREAS, Section 33601 of the Health and Safety Code authorizes the Agency to borrow funds from the City for any redevelopment project within its area of operation; and

WHEREAS, the Agency desires to enter into a loan agreement with the City in order to borrow funds to undertake the redevelopment activities set forth in the Annual Work Plan.

NOW, THEREFORE, BE IT HEREBY RESOLVED, DETERMINED AND ORDERED BY THE BOARD OF DIRECTORS OF THE REDEVELOPMENT AGENCY OF THE CITY OF HEALDSBURG AS FOLLOWS:

Section 1. That the Budget, including the Annual Work Plan is hereby adopted with appropriations as follows:

Fund	Appropriations 2011-12	FY
UDAG Fund	562	
Debt Service Fund	7,190,524	
Commercial & Industrial Fund	4,762,215	
Low & Moderate Income Housing Fund	3,676,514	
Bond Proceeds 2002 A	803,485	
Bond Proceeds 2002 C	236,844	
Bond Proceeds 2003 A	2,724,331	
Bond Proceeds 2003 B	1,720,268	
DBD Expend Trust Fund	34,000	
Total	21,148,743	

Section 2. The Executive Director is hereby authorized and directed to take all necessary and proper steps to implement the Budget, including making expenditures in accordance with the Budget, with the exception of those expenditures which require prior approval of the Board of Directors or the City Council or both as set forth in the Redevelopment State Law.

The Executive Director shall notify the Board of Directors on a timely basis and prepare a budget adjustment when it appears a budget will be exceeded.

The Executive Director may authorize administrative budget adjustments to transfer appropriations from one line item to another within a departmental/activity budget.

Section 3. That the form of Loan Agreement attached to this Resolution (“Loan Agreement”) is hereby approved. The Executive Director of the Agency is authorized to execute the Loan Agreement for loan from the City of Healdsburg in the amount of \$618,161 to be appropriated to the Agency Commercial & Industrial Fund as set forth in the Budget. The Agency acknowledges that said loan constitutes indebtedness of the Agency within the meaning of Section 33670 (b) of the Health and Safety Code.

PASSED, APPROVED AND ADOPTED this 6th day of June 2011, by the following vote:

AYES: Directors: (5) Babb, Jones, Plass, Wood and Mayor Chambers

NOES: Directors: (0) None

ABSENT: Directors: (0) None

ABSTAINING: Directors: (0) None

SO ORDERED:

ATTEST:

/S/ THOMAS L. CHAMBERS
Thomas L. Chambers, Chairperson

/S/ MARIA CURIEL
Maria Curiel, Agency Secretary

I, MARIA CUIEL, Agency Secretary of the Redevelopment Agency of the City of Healdsburg, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the Redevelopment Agency of the City of Healdsburg on the 6th day of June, 2011.



Maria Curiel, Agency Secretary



**Annual Work Plan
 FY 2011-12**

These programs and projects are intended to implement the goals and objectives outlined in the Redevelopment Plan and the 5-year Implementation Plan.

Planned Programs and Projects	
Program Categories and Programs	Description
Capital Improvements and Public Facilities	
Street and Traffic Control Improvements	<p>Minimize traffic congestion, improve public safety and assist in the attraction of desired new businesses and industries by undertaking improvements to streets and bridges.</p> <p>Program components may include:</p> <ul style="list-style-type: none"> • Improve the freeway interchanges • Acquire rights-of-way where necessary to achieve this project.
Russian River Bridge	<p>Assist in the costs of retrofitting the Russian River bridge, including associated environmental review. The bridge needs to be structurally improved to make it safe for heavy vehicular traffic as well as cyclists and pedestrians, which is important for future commercial and industrial development of the southern portion of the Project Area. Improvements will also facilitate the extension of water, sewer and storm drain systems to this area.</p>
Public Facilities	<p>Develop the Agency-owned former Cerri property.</p>
South Healdsburg Infrastructure	<p>Support improvements to the infrastructure for the Project Area that is south of the Russian River.</p>
Downtown Improvements	<p>Continue to foster the revitalization of the Downtown as the social and commercial center of the community. Protect historic resources within the downtown including:</p> <ul style="list-style-type: none"> • Business retention and attraction programs • Incentive programs to assist downtown businesses in eliminating and reducing remaining blight conditions
Entry Corridor Enhancement	<p>Upgrade the city entrances to maintain and attract businesses.</p> <p>Program components include:</p> <ul style="list-style-type: none"> • Prepare schematic plans for streetscape improvements • Install lighting and landscaping • Construct streetscape improvements • Underground utilities • Construct drainage improvements • Modify streets to improve traffic flow and provide parking.
Industrial Development	<p>Program components include providing incentive programs tied to industrial job creation, revenue creation and the attraction of desired support industries</p>

Economic Development	Support economic and commercial development of the project area by funding programs and activities that tend to reduce or eliminate blight conditions. Program components include: <ul style="list-style-type: none">• Support Agency advertising and publicity campaigns that are likely to eliminate or reduce blight in the Project Area or otherwise benefit the Project Area• Assist existing businesses in retention and expansion• Attract and assist new businesses who relocate to, or want to establish a presence in, the project area• Provide loan programs and other incentives to assist business expansion and retention• Assist potential and new businesses in pre-development activities and assist businesses with City permit processing
Administration and Board of Directors	The Agency is staffed by City employees, with assistance from outside consultants. Programs will include: <ul style="list-style-type: none">• Provide annual reports to agencies• Provide administrative support to program administrators as well as the Agency Board of Directors• Administer the Vineyard Plaza loan and equity participation agreement• Increase the amount of debt that the RDA can incur• Extend the deadline for the RDA to make loans or advances, enter into contracts and incur debt• Extend the RDA Plan's effectiveness date• Extend the time frame for the RDA to receive tax increment• Examine remaining areas of blight and potentially change the RDA project area boundaries

Housing Programs and Projects	
Programs	Planned Projects
Affordable Housing Construction	<p>Support the construction of low- and moderate-income housing. Projects will include the following:</p> <ul style="list-style-type: none"> • Require the provision of low- and moderate-income housing within residential development projects that are subject to the Inclusionary Housing Program. • Approve density bonuses and other affordable housing incentives in accordance with state law. <p>Projects may include:</p> <ul style="list-style-type: none"> • Assist in planning for the construction of affordable housing on Agency-owned sites.
Affordable Housing Assistance	<p>Assist in housing purchases by low- and moderate-income households, including first-time homebuyers.</p> <p>Programs may include:</p> <ul style="list-style-type: none"> • Provide assistance with home purchases, such as down-payment subsidies and deferred and low-interest second mortgages • Purchase units in affordable housing projects whose owners have defaulted on their loans and sell to income-qualified households with long-term affordability restrictions.
Neighborhood Improvement Program	<p>Promote the rehabilitation of affordable housing.</p> <p>Programs will include:</p> <ul style="list-style-type: none"> • Provide exterior house and landscape maintenance work and other housing preservation measures • Provide debris boxes and paint vouchers for low and moderate-income households • Support neighborhood-wide clean-up efforts to reduce blight, such as weed removal, and trash and debris pick-up.
Administration	<p>Provide staffing to the Agency, with assistance from outside consultants.</p> <p>Programs will include:</p> <ul style="list-style-type: none"> • Provide annual reports to state and other agencies • Provide administrative support to program administrators as well as the Agency Board of Directors • Provide documentation in support of partner applications for state and federal financial assistance • Participate in the Joint Powers Authority with Sonoma County and other Sonoma County jurisdictions in order to continue the City's eligibility for state and federal funding • Administer the Inclusionary Housing Program • Administer the First Time Homebuyer assistance program • Implement the programs contained in the Housing Element that promote the development of affordable housing and the rehabilitation of existing housing • Enforce the terms of the mobile home park space rent stabilization ordinance.

FISCAL YEAR 2011-12

LOAN AGREEMENT

THIS AGREEMENT is entered into this 6th day of June, 2011, by and between the City of Healdsburg, (the "City"), and the Redevelopment Agency of the City of Healdsburg, (the "Agency").

RECITALS

WHEREAS, the Agency has a need for assistance in funding certain redevelopment activities in the Sotoyome Redevelopment Project Area, and

WHEREAS. Section 33600 et seq. of the California Community Redevelopment Law authorizes the Agency to borrow money or accept financial or other assistance from the City; and

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants contained herein, the parties hereto agree as follows:

COVENANTS

Section 1. Amount of Loan. The City agrees to loan the Agency an amount not to exceed \$618,161.

Section 2. Disbursement of Funds. The City agrees to disburse loan proceeds to the Agency upon receipts of a request from the Agency. The Agency agrees to use such proceeds only for the purposes provided for in the adopted budget of the Agency for Fiscal Year 20011-12.

Section 3. Interest. The Agency agrees to pay the City five percent (5%) interest per annum on the funds borrowed at the time of repayment of the loan.

Section 4. Repayment. The Agency agrees to repay all funds borrowed by fiscal year end June 30, 2012.

Section 5. Obligation Constitutes Indebtedness. This Loan Agreement shall constitute an obligation and debt of the Agency to use all available Tax Increment revenue to repay the City. Such indebtedness shall be subordinate to any and all other Agency indebtedness incurred by Agency, including indebtedness incurred through the issuance of Tax Allocation Notes or Bonds or any other bonds of the Agency.

IN WITNESS WHEREOF, the City and Agency have executed this Agreement as of the date first above written.

CITY OF HEALDSBURG

**REDEVELOPMENT AGENCY OF THE
CITY OF HEALDSBURG**

Marjie Pettus, City Manager

Marjie Pettus, Executive Director

CITY OF HEALDSBURG

RESOLUTION NO. 59-2011

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HEALDSBURG ADJUSTING THE APPROPRIATIONS LIMIT
FOR FISCAL YEAR 2011-12

WHEREAS, the voters of the State of California in November 1979 approved Proposition 4, commonly known as the Gann Initiative; and

WHEREAS, the Proposition created Article XIII B of the California State Constitution placing limits on the amount of revenue which can be spent by all entities of government; and

WHEREAS, these limits require a municipality to determine an appropriations limit each year in accordance with a formula set forth by state law; and

WHEREAS, the appropriations limit established by this Resolution complies with the formula set by state law;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Healdsburg does hereby adjust the City's provisional limit by the population (1.0087) and CPI (1.0251) factors for fiscal year 2011-12 to determine an appropriations limit of \$21,742,518 for fiscal year 2011-12.

PASSED, APPROVED AND ADOPTED this 6th day of June 2011 by the following vote:

AYES: Councilmembers: (5) Babb, Jones, Plass, Wood and Mayor Chambers

NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (0) None

ABSTAINING: Councilmembers: (0) None

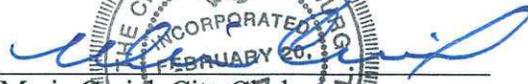
SO ORDERED:

ATTEST:

/S/ THOMAS L. CHAMBERS
Thomas L. Chambers, Mayor

/S/ MARIA CURIEL
Maria Curiel, City Clerk

I, MARIA CURIEL, City Clerk of the City of Healdsburg, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the City Council of the City of Healdsburg on the 6th day of June, 2011.



Maria Curiel, City Clerk



CITY OF HEALDSBURG

RESOLUTION NO. 63-2011

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG ACTING FOR THE CITY OF HEALDSBURG AND ALSO ON BEHALF OF THE REDEVELOPMENT AGENCY ADOPTING THE 2011-16 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

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

WHEREAS, on May 19, 2011, 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 May 31, 2011, 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; and

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 2011-16 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, also acting on behalf of the Redevelopment Agency, hereby adopts the City of Healdsburg 2011-16 Five-year Capital Improvement Program as summarized in the attached Exhibit A.

PASSED, APPROVED AND ADOPTED this 6th day of June 2011, by the following vote:

AYES: Councilmembers: (5) Babb, Jones, Plass, Wood and Mayor Chambers

NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (0) None

ABSTAINING: Councilmembers: (0) None

SO ORDERED:

ATTEST:

/S/ THOMAS L. CHAMBERS
Thomas L. Chambers, Mayor

/S/ MARIA CURIEL
Maria Curiel, City Clerk

I, MARIA CURIEL, City Clerk of the City of Healdsburg, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the City Council of the City of Healdsburg on the 6th day of June, 2011.



Maria Curiel, City Clerk



Exhibit A

2011-16 Five-year Capital Improvement Program

PROJECT	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
City Wide Projects					
Dual Use Parking Program	1,060,000				
Streetscape Improvements	1,790,000				
Central Healdsburg Avenue Special Study Area Plan	200,000				
Railroad Depot Project	125,000				
Central Healdsburg Infrastructure Improvements	500,000	1,500,000			
Low and Moderate Income Housing Program	350,000	350,000	350,000	350,000	350,000
Foss Creek School Acquisition	5,500,000				
Economic Development Programs	575,000	575,000	450,000		
Total	10,100,000	2,425,000	800,000	350,000	350,000
Community Services Projects					
Neighborhood Revitalization Program	20,000	20,000	20,000	20,000	20,000
Giorgi Park Rehabilitation Project Phase II	855,000				
Total	875,000	20,000	20,000	20,000	20,000
Electric Projects					
System Power Factor Correction	150,000				
Line Recloser Replacement Program	69,100	61,750	64,500		
Badger Substation Fence Replacement	590,000	10,000			
North Street Underground Utility District	80,000	50,000			
Total	889,100	121,750	64,500	-	-
Wastewater Projects					
Heron Drive Force Main Replacement	236,000				
Recycled Water System ROW Acquisition	200,000				
Recycled Water System - Design	50,000				
WWTP Record drawings	20,000				
South Sewer System Extension	450,000	2,550,000			
Recycled Wtr Sys Ph I - Geysers Connection Environ Docs	175,000				
Recycled Wtr Sys Ph I - Geysers Pump Station Design	400,000				
Recycled Wtr Sys Ph I - Construction & Management			4,780,000		
Syar Recycled Water System Connection	75,000				
Center/Matheson Street Sewer Manhole Rehabilitation	100,000				
Collection System Rehabilitation/Replacement		300,000	300,000	300,000	300,000
WWTP Solids Handling Improvements		550,000			
Recycled Water Site Technical Studies	50,000	25,000	25,000	25,000	25,000
Sewer Collection System Master Plan	150,000				
Total	1,906,000	3,425,000	5,105,000	325,000	325,000
Storm Drain Projects					
Front Street Storm Drain	293,000				
Total	293,000	-	-	-	-
Street Projects					
101 and Dry Creek Interchange	15,000	336,038	751,538		
5-way Improvements	425,000		2,200,000		
Foss Creek Pathway Segment 3	275,000				
Healdsburg Avenue Bridge	6,600,000	5,150,000	25,000	25,000	25,000
Healdsburg Ave In-Pavement Crosswalk Lighting	92,800				
Grant Street Safe Route to School	10,000				
Grant Street Railroad Crossing Improvements	613,000				
CDBG ADA Improvements	81,885				
March Avenue/Dry Creek Road Class 2 Bike Lanes	16,000				
Grove Street Neighborhood Study	12,000				
Foss Creek Pathway Phase 6	165,000	876,000			
101 and Westside Road Interchange	25,000				
Asphalt Rubber Chip Seal	25,000	425,000	425,000		
Total	8,355,685	6,787,038	3,401,538	25,000	25,000
Water Projects					
Water Service Replacements	150,000	150,000	150,000	150,000	150,000
Well and Pump Rehabilitation	125,000	125,000	125,000	125,000	125,000
Cadoul Reservoir Rehabilitation/Replacement	20,000				
2010 Urban Water Management Plan Update	50,000				
Dry Creek Clearwell Liner	59,600				
Water System Upgrades	430,000	200,000	200,000	200,000	200,000
South Water System Extension	450,000	2,550,000			
Fitch Well Field Stormwater Improvements	50,000	150,000			
Corp Yard MS4 Stormwater Compliance Improvements	50,000	150,000			
Sunset Reservoir Roof Replacement		40,000			
Gauntlett Reservoir Roof Replacement		500,000			
Gauntlett/Fitch WTP - Phase 2 Expansion			500,000	2,500,000	
Membrane Filter Replacements					100,000
Total	1,384,600	3,865,000	975,000	2,975,000	575,000
Grand Totals	\$ 23,803,385	\$ 16,643,788	\$ 10,366,038	\$ 3,695,000	\$ 1,295,000

CITY OF HEALDSBURG

RESOLUTION NO. 62-2011

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HEALDSBURG ADOPTING THE BUDGET FOR FISCAL
YEAR 2011-12

The City Council of the City of Healdsburg does hereby resolve as follows:

1. The Budget for fiscal year 2011-12 is hereby adopted with appropriations as follows:

Fund	Appropriation FY 2011-12
General Fund	7,829,690
Gas Tax Fund	628,207
North Area Fund	1
Other Special Revenue	70,971
Lighting & Landscaping AD1	82,364
Lighting & Landscaping AD2	8,810
Lighting & Landscaping AD3	98,788
Lighting & Landscaping AD4	4,780
Lighting & Landscaping AD5	5
Media Center Fund	25,000
General Debt Service Fund	595,252
Planning & Building Fund	794,602
Streets Fund	6,781,162
Water Fund	4,472,585
Wastewater Fund	6,889,135
Drainage Fund	819,184
Electric Fund	9,490,018
Electric Public Benefit Fund	456,278
Transit Enterprise Fund	161,820
Airport Enterprise Fund	375,880
Meeting Ctr Enterprise Fund	194,958
Community Services Fund	2,213,058
School Svc Enterprise Fund	81,307
After School Program Fund	173,400
Insurance & Benefits Fund	6,515,268
Vehicle Service Fund	484,041
Information Systems Fund	926,717
Building Maintenance Fund	1,010,998

Sr Ctr Endowment Exp Trust Fund	1,600
Community Ben Exp Tr Fund	128
Plaza Veterans Flowers Trust Fund	410
Col.LA Norton Trust Fund	9,000
General Capital Project Fund	9,600,000
Streets Capital Project Fund	8,355,685
Water Capital Project Fund	1,384,600
WW Capital Project Fund	1,906,000
Drainage Capital Project Fund	293,000
Electric Capital Project Fund	889,100
Community Svcs Capital Project Fund	700,000
Fire Facilities Impact Fee	3,200
Streets Capacity Fund	33,516
Water Capacity Fund	127,881
WW Capacity Fund	657,241
Drainage Capacity Fund	10,781
Electric Capacity Fund	162,875
Park Development Fee Fund	3,200
Total	75,322,496

2. The City Manager is hereby authorized and directed 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.

The City Manager shall notify the City Council on a timely basis and prepare a budget adjustment when it appears a budget will be exceeded.

The City Manager may authorize administrative budget adjustments to transfer appropriations from one line item to another within a fund/departmental budget.

PASSED, APPROVED and ADOPTED this 6th day of June 2011, by the following vote:

AYES: Councilmembers: (5) Babb, Jones, Plass, Wood and Mayor Chambers

NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (0) None

ABSTAINING: Councilmembers: (0) None

SO ORDERED:

ATTEST:

/S/ THOMAS L. CHAMBERS
Thomas L. Chambers, Mayor

/S/ MARIA CURIEL
Maria Curiel, City Clerk

I, MARIA CUIEL, City Clerk of the City of Healdsburg, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the City Council of the City of Healdsburg on the 6th day of June, 2011.



Maria Cuiel, City Clerk

