

CITY OF HEALDSBURG



Newly completed Garden Area at the Villa Chanticleer

OPERATING BUDGET FY 2002/2003

CITY OF HEALDSBURG

RESOLUTION NO. 67-2002

A RESOLUTION OF THE CITY COUNCIL OF THE CITY HEALDSBURG: (a) ADOPTING THE RECOMMENDED 2002-2003 OPERATING, SERVICE AND DEBT, AND CAPITAL BUDGET; AND (b) ESTABLISHING AN APPROPRIATION LIMIT AS REQUIRED BY ARTICLE XIII B OF THE STATE CONSTITUTION

WHEREAS, the City Council reviewed the proposed operating, service and debt, capital and Community Redevelopment Agency budgets in a study sessions held on May 28-30, 2002 and,

WHEREAS, the City Council has reviewed the proposed 2002-2003 Capital Improvement Program in a study session on May 30, 2002; and

WHEREAS, the Planning Commission in a meeting held on May 28, 2002 found the Capital Improvement Program consistent with the General Plan; and

WHEREAS, the first year of the Capital Improvement program, referred to as the Capital Budget requires annual appropriation approval by the City Council;

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Healdsburg hereby finds that the 2002-2003 Operating, Service & Debt, and Capital Budget falls within the CEQA Categorical Exemption #15301; and

BE IT FURTHER RESOLVED, that the City Council approves the 2002-2003 proposed Operating, Service and Debt, and Capital Budget totaling \$76,521,234 as summarized on Attachment "A" and a carry-over of unspent capital budget project appropriations from 2001-2002. A complete copy of the FY 2002-2003 Budget is on file in the City Clerk's Office; and

BE IT FURTHER RESOLVED, that upon publication, a copy of the budget will be made available for public review at City Hall and other convenient public places.

BE IT FURTHER RESOLVED, that the City Council approves the 2002-2003 appropriation limit as required by Article XIII B of the State Constitution as shown on Attachment B; and

BE IT FURTHER RESOLVED, that as part of the budget approval, the City Council authorizes an additional \$65,000 project to install above ground fuel tanks at the Corporation Yard and an additional \$15,000 Electric Utility Project to repair the transformers at the Badger substation.

DATED: June 3, 2002

VOTE upon the foregoing resolution was as follows:

AYES: Councilmembers: (5) Gold, Liles, Mitchell, Schaffner and Mayor Gleason

NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (0) None

ABSTAINING: Councilmembers: (0) None

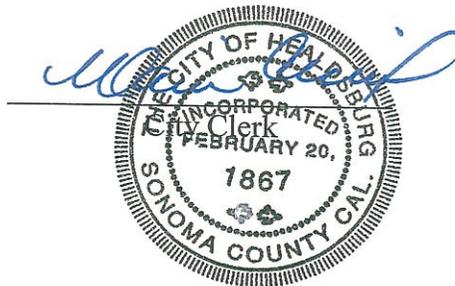
SO ORDERED:

/S/ MARK GLEASON
Mark Gleason, Mayor

ATTEST:

/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 3rd day of June, 2002.



CITY OF HEALDSBURG

Fiscal Year 2002-2003 Budget

CITY COUNCIL

Mark Gleason, Mayor

Leah Gold, Vice-Mayor

Jason Liles

Kent Mitchell

Lisa Wittke Schaffner

CITY MANAGER

Chet J. Wystepek

CITY OF HEALDSBURG

Commissions and Staff

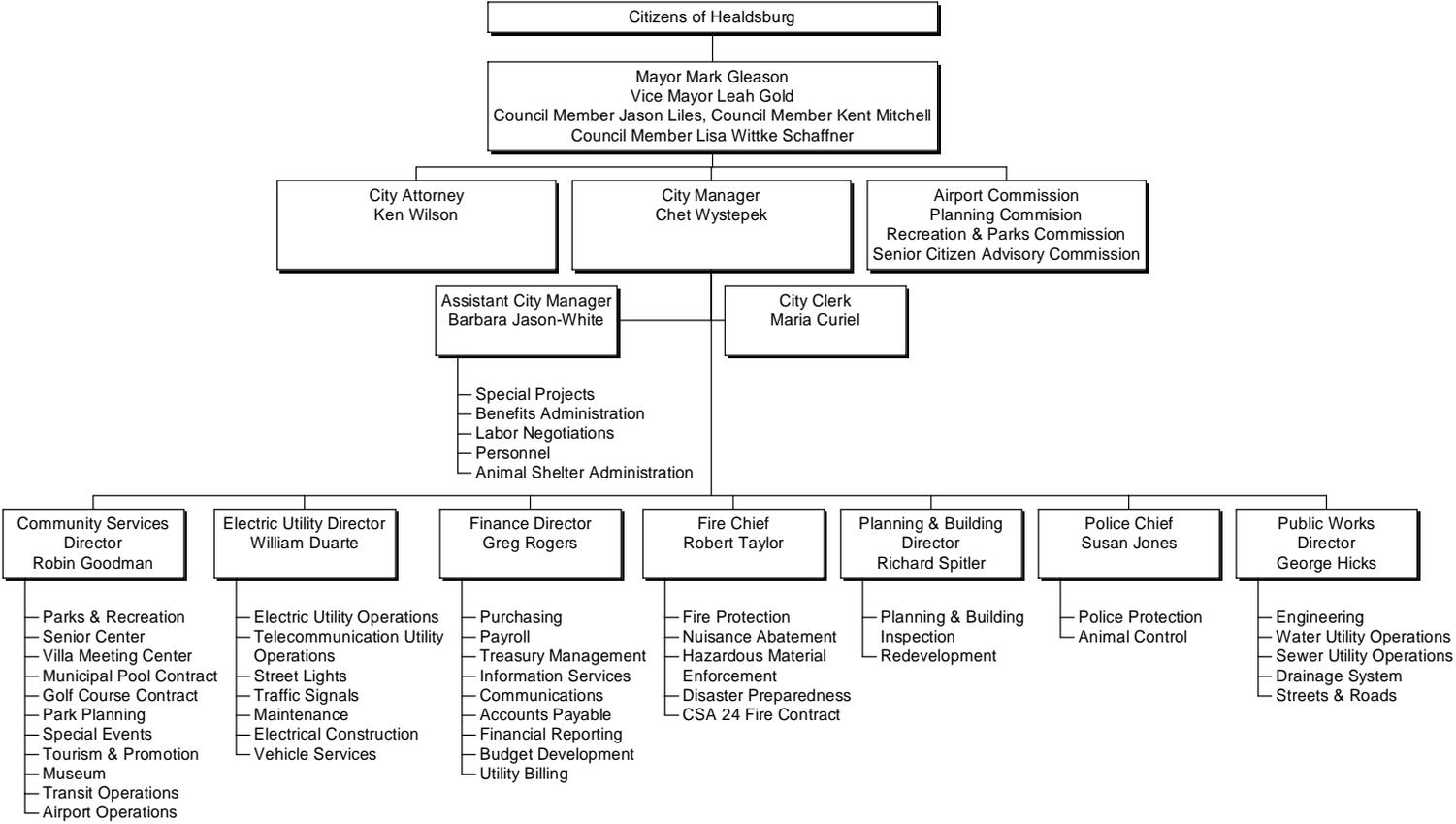
Advisory Commissions:

- Airport Commission
- Planning Commission
- Recreation and Parks Commission
- Senior Citizen Advisory Commission

City Staff:

- City Attorney Kenneth Wilson
- City Clerk Maria Curiel
- Assistant City Manager Barbara Jason-White
- Finance Director Greg Rogers
- Director of Community Services Robin Goodman
- Fire Chief Robert Taylor
- Police Chief Susan Jones
- Director of Planning and Building Richard Spitler
- Director of Public Works George Hicks
- Electric Utility Director William Duarte

City of Healdsburg Organization Chart



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CITY OF HEALDSBURG ADMINISTRATION

401 Grove Street
Healdsburg, CA 95448-4723

Phone: (707) 431-3317
Fax: (707) 431-3321

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



May 20, 2002

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

SUBJECT: PROPOSED FY 2002-2003 Budget

Honorable Mayor and Council members:

The Proposed 2002-2003 operating budget is for all City funds and programs, including the General Fund, Enterprise Funds, Special Revenue Funds, Community Redevelopment Agency and other special purpose funds. The operating, and service and debt fund budget, shown in the first section of this document, provides sufficient funding to continue to provide current service levels, and is balanced. The Community Redevelopment Agency budget is shown in the back section of this document. This document, together with the Capital Improvement Program (CIP) document, provides detailed information for the City Council to evaluate the entire city budget proposal.

The 2002-2003 budget for all city funds, including the Community Redevelopment Agency and Capital Budget totals, \$76,521,234. The budget is comprised of an operating budget of \$24,519,641, a service and debt fund budget of \$6,084,079 the Community Redevelopment Agency budget of \$21,157,441 and a capital budget of \$24,760,073. The Community Redevelopment Agency Budget and the capital budget are larger than normal this year reflecting the appropriation of bond proceeds and the related transfer of funds to the capital budget. Over the past 5 years, the total City budget has averaged \$45 million. The organization of the City's budget can be most clearly understood by referring to page 25.

ECONOMIC OUTLOOK:

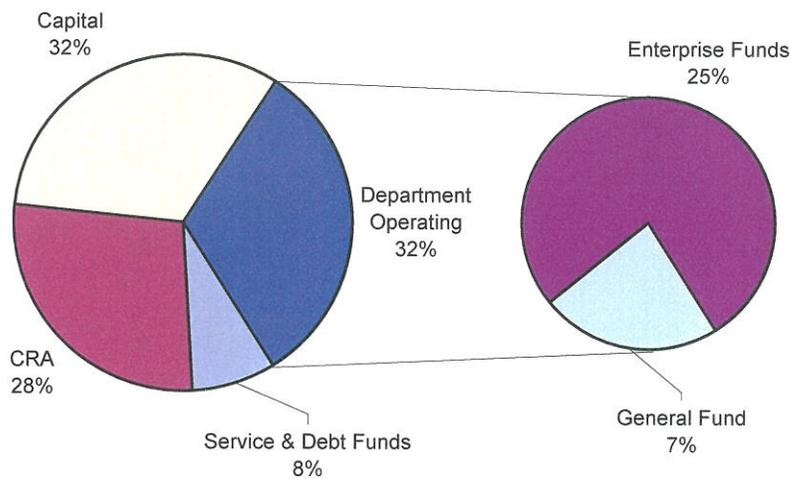
This budget has been developed against the backdrop of a slowly recovering economy and a very large state budgetary deficit. The state government has seen its financial position deteriorate very rapidly. This has been the result of the recession in the high technology sector of the economy impacting tax revenues and the State electricity crisis draining state general fund reserves. The concern is the State, in solving its budget woes, may be looking to cut funding to local agencies. Since this is an election year it may be a number of months before the actual solutions to the state budget problem are known.

On the local level, retail sales have continued to grow, although more slowly than the previous several years. Building permit activity continues to be minimal reflecting the impact of the growth control ordinance. Overall there are slowing trends for revenue growth in the General Fund, which has made it difficult to cover the increasing costs necessary to fund continuing service levels for General Fund supported services. The costs of maintaining General Fund financed service levels in this year's budget were covered by making some strategic budgetary changes and reducing the funding requests for General Fund supported departments.

RESOURCES FUNDING THE CITY BUDGET:

The 2002-2003 budget includes, \$76,521,234 of revenues (including the use of bond proceeds and reserves), which provides the funding that is available to provide city services. The manner in which a majority of City revenues may be spent is determined by law, or other fiscal constraints, before the funds reach the city.

**Total Revenues
\$76,521,234**

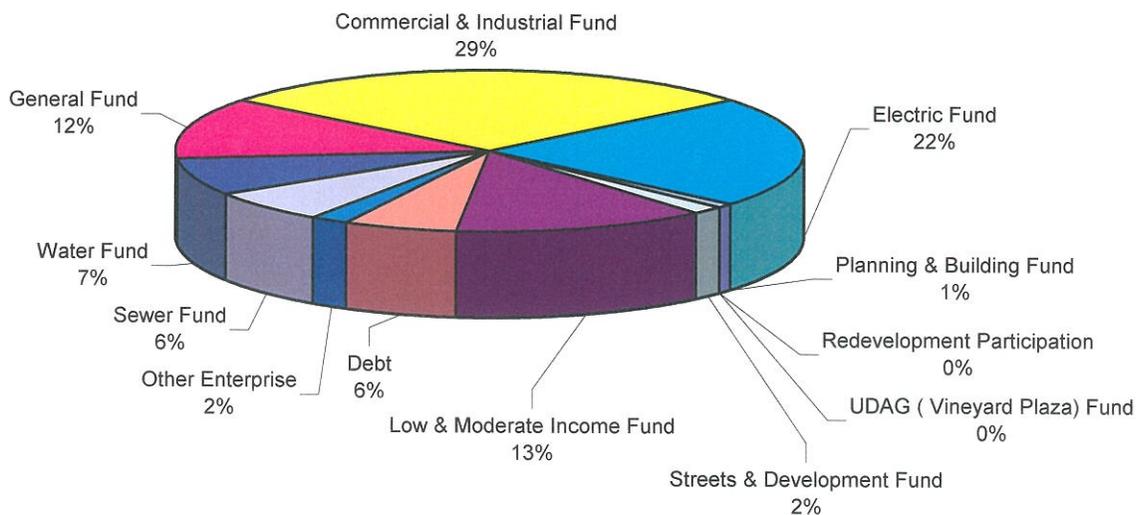


As shown on the graph, 32% of City revenues are available to fund department operating budgets, with the remaining 68% restricted to fund the Capital, CRA, and service and debt fund budgets. The revenues available to fund the operating budgets are further restricted with a significant portion available only to fund enterprise activities. Enterprise activities include the Water, Sewer, Electric, Telecommunications, Airport, Transit, School Services, and Meeting Center funds. This leaves only 7% of city revenues for the least restricted category, the General Fund that is the major source of funding for Police, Fire, and Parks & Recreation services.

OPERATING BUDGET

The \$46,164,500 operating budget is \$11,498,260 (33%) more than the 2001-2002 adopted budget largely reflecting the use of \$11.3 million of bond proceeds. The CRA funded activities are included in the operations budget. A separate, stand-alone CRA budget is also provided in the back section of the document. General Fund, Enterprise Fund, CRA Fund, and Service Fund revenue sources finance the operating budget. The graph below shows how the operating budget is broken out amongst the major fund groups.

Operating Budget - \$46,164,500



The \$11,498,260 increase in the operating budget reflects a \$10,530,639 increase in the Redevelopment Agency Budget, a \$13,041 (.2%) increase in the General Fund, a \$456,603 (15%) increase in the Water Fund, a \$314,591 (12%) increase in the Sewer Fund, a \$703,083 (6%) decrease in the Electric Fund, a \$16,207 (12%) decrease in the Telecommunications Fund, a \$150,538 (31%) decrease in the Planning and Building Fund, and a \$42,402 (6%) increase in the Street and Development Fund, with other funds accounting for the balance of the changes.

Table I below shows how the operating budget is distributed amongst departments.

Table I
\$46,164,500 Operating Budget by Department*

| <u>Department</u> | 2001-2002 Budget | 2002-2003 Budget | Difference | Percent Difference |
|----------------------|----------------------|----------------------|----------------------|-----------------------|
| Administration | \$ 1,283,044 | \$ 1,440,649 | \$ 157,605 | 12.3% |
| Finance | 1,346,060 | 1,449,299 | 103,239 | 7.7% |
| Community Services | 1,581,847 | 1,643,545 | 61,698 | 3.9% |
| Electric-Operations | 1,645,964 | 1,772,995 | 127,031 | 7.7% |
| Electric-Power Costs | 8,124,985 | 7,155,177 | -969,808 | -11.9% |
| Fire | 1,330,541 | 1,336,081 | 5,540 | 0.4% |
| Planning & Building | 738,911 | 770,401 | 31,490 | 4.3% |
| Police | 3,016,050 | 3,247,499 | 231,449 | 7.7% |
| Public Works | 3,453,685 | 3,809,450 | 355,765 | 10.3% |
| Non-Departmental | <u>12,145,153</u> | <u>23,539,404</u> | <u>11,394,251</u> | <u>93.8%</u> |
| Total | \$ 34,666,240 | \$ 46,164,500 | \$ 11,498,260 | 33.1% |

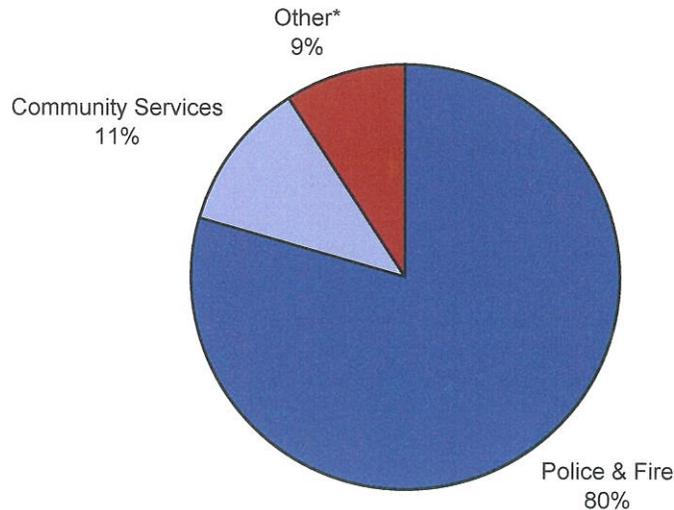
* Includes CRA

Significant factors causing the growth in expenditures include the use of \$11.3 million of bond proceeds from the recently completed Redevelopment Agency Bond sale, increases in contracted maintenance costs especially in the legal services area, labor contract increases, and increases in PERS and health insurance costs.

GENERAL FUND:

The budget for the General Fund is \$5,659,484. As shown on the graph below approximately 80% of the budget is directly supporting public safety activities. The remaining 20% of the budget is distributed amongst community services, and various administrative functions.

General Fund By Department



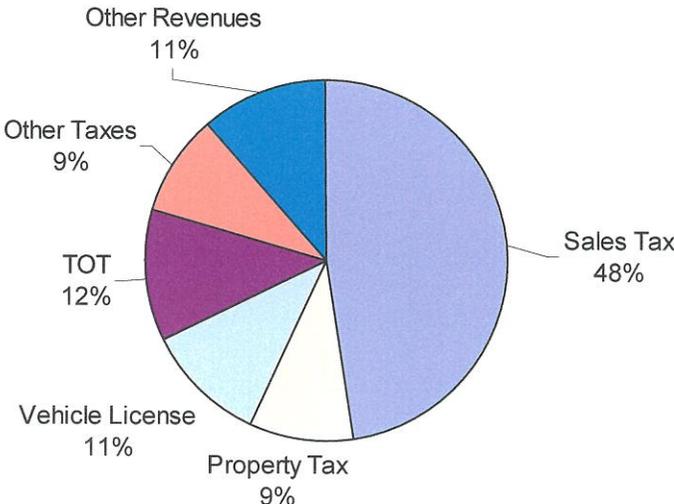
*includes City Council, City Manager, Legal, and Finance

The budget maintains current service levels and required several adjustments to be balanced. One adjustment is that this budget provides funding for the \$50,000 transfer to the Community Benefit Trust Fund out of a special revenue fund in the Redevelopment Agency instead of the General Fund. In addition, a \$55,000 debt service payment for outstanding Certificates of Participation related to the improvements at the Library has been shifted to the Redevelopment Agency Budget. The budget does not include several items, which were left out, in order to deliver a balanced General Fund budget. These items, requested by Department Heads, with a total General Fund impact of \$190,500 are shown as follows:

- ◆ Police Department overtime - \$27,000
- ◆ Reduced Police Community Services Officer position by 8 hours per week - \$7,500
- ◆ Reduced other police services and supplies - \$30,000
- ◆ Additional funding for operation of the Municipal Pool – Annual cost \$36,000
- ◆ Other community services - \$26,000
- ◆ Fire Department supplies equipment – \$58,000
- ◆ Reduced information services - \$6,000

The revenues available to finance General Fund services consist primarily of taxes, service fees and revenues from other governmental agencies. The \$5,659,484 of revenues by major source is shown in the graph below.

General Fund Revenues - \$5,659,484



Sales tax revenues continue to be the largest single General Fund revenue source. The growth in this revenue source is currently estimated to be 3.0% in 2002-2003. Recent growth of this revenue source has been caused by strong sales of motor vehicles. The forecast for next year assumes a flat volume of transactions, with an inflationary increase in prices causing an increase in revenues. It is not expected that there will be significant changes to the mix of retailers during the next fiscal year. Staff will continue to closely monitor sales tax revenues and keep the City Council apprised of any significant changes.

Revenues from the collection of transient occupancy taxes (TOT or lodging taxes) have been increasing significantly over the past several years. During 2001-2002 the collections from existing units has been relatively flat with the previous year, with total collections increasing due to the opening of the Hotel Healdsburg mid way through the year. The increase in TOT revenues for 2002-2003 is again estimated to be impacted by the Hotel Healdsburg, with an additional projected increase in total TOT revenues of 18%. It is not anticipated that other hotel units being developed will be completed in time to impact the 2002-2003 revenues.

Motor vehicle license fees have been at risk for several years due to the State decision to lower the fee rates. The past several years the Legislature approved a backfill of revenues VLF lost by local agencies. Due to the current state budget crisis and the severe drop in state capital gains tax revenues, the backfill will be at risk of being reduced in 2002-2003. This budget includes a backfill now estimated to total \$500,000. Should State finances continue to deteriorate, this backfill is a likely candidate to be eliminated.

ELECTRIC FUND:

The Electric Fund was negatively impacted during 2001-2002 by the statewide electric crisis and the bankruptcy of PG&E. Costs of energy procurement went up significantly and as a result, rates were increased by 15%. For the time being energy costs have appeared to stabilize and as a result, we were able to develop a balanced budget for 2002-2003 without a rate increase requirement. The Electric Fund budget is tightly balanced with little operating room to financially handle changes in conditions in the energy markets. Staff will continue to closely watch energy procurement costs and keep the Council informed of significant changes.

FUTURE OUTLOOK:

The proposed City budget for 2002-2003 has been prepared under the cloud of a massive unresolved State budget deficit. Recent reports indicate that the State has a greater than \$25 billion budgetary gap out of a \$80 billion budget (31%), assuming that \$11 billion of special energy bonds can be successfully issued. The problems faced by the State are almost certainly going to negatively impact the City. This budget has been developed assuming no reductions in "legislatively" at risk revenues such as motor vehicle license fees, law enforcement supplemental funds, and property taxes, which may be taken away by the State. These at risk revenues all currently support General Fund activities. The State is expected to be late in adopting a budget this fiscal year. As a result it may be after the election in November before we know the real consequences of the State dealing with the budgetary gap. Fortunately, the City, through prior actions by the City Council is prepared to react to adverse impacts of a State budget revenue reduction. Over the past several years the City has:

- Created a more elastic workforce with temporary staff hired to do work instead of permanent positions
- Outsourced work whenever cost effective
- Separated activities such as Public Works Streets and Planning and Building from the General Fund to make them reliant on specific revenue sources
- Created a \$750,000 reserve specifically for economic downturns and state budget takeaways

These actions have made it possible for the City to more easily reduce expenses, and make up for revenue shortfalls if the State budget reduces City revenues. However the city is not immune to the potential service cuts threatened by the size of the state budget crises.

Overall the City of Healdsburg is a full-service municipal corporation in good financial shape and provides an extremely broad array of services not usually found in a community of 11,522 residents. The diversity of our local economy and the ability to create self-funded services or long-term stable revenues will be a more necessary ingredient to maintaining and improving the quality of life in Healdsburg.

I would like to acknowledge the special efforts of Karen Scalabrini, Accountant/Budget Analyst, who performed most of the budget coordination and staff liaison with all of the departments; Maria Curiel, City Clerk, who was responsible for compiling and organizing the text section of the budget, and Finance Director Greg Rogers who managed the overall preparation of this year's City Budget.

Very truly yours,



Chet J. Wystepek
City Manager

APPROPRIATION LIMIT WORKSHEET

For the year ending June 30, 2003

| | | |
|---|--------------|-----------------|
| Appropriations limit for fiscal year ended June 30, 2002 | | \$15,740,658 |
| Adjustment factors for the fiscal year ending June 30, 2003: | | |
| Inflation Factor | -1.27 | |
| Population Factor | <u>1.031</u> | |
| Combined Factor | | x <u>1.0179</u> |
| Appropriations limit for fiscal year ending June 30, 2003 | | \$16,022,416 |
| Appropriation from the proceeds of taxes | | \$7,578,193 |

Proposition 4 establishes a formula limiting the expenditure of the "proceeds of taxes" and is adjusted each year for inflation and population growth. This limit primarily applies to the General Fund. Healdsburg's appropriations are usually below fifty percent of the limit. In 2002-2003 it is 47% of the appropriation limit.

CITY OF HEALDSBURG

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.
- Revenues should reflect those projected to be generated from existing businesses, from plans for expansion under existing laws, not desired changes.
- Reserves should be maintained at appropriate levels as established by policy.

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 forecast.

Neither optimistic assumptions as to new grants nor pessimistic forecasts of new revenue losses are reflected. Forecast 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.



CITY COUNCIL GOALS – 2002

Adopted March 4, 2002

1. WASTEWATER SOLUTIONS

Short Term Goals

- Pursue legal defense of outfall relocation EIR & relocation of effluent disposal into the Syar Phase V Pond.
- Complete EIR for Treatment Plant upgrade scoping process, select most promising treatment and disposal options for further consideration, and hire EIR consultant.

Long Term Goals

- Complete and certify Treatment Plant Upgrade EIR (December 2003)
- Fund selected project (July 2004)
- Complete construction of new facilities (January 2006)

2. AFFORDABLE HOUSING CONSTRUCTION

Short Term Goals

- Begin and complete the rehabilitation of the East Street fourplex transitional housing. Start construction of Parcel B in Parkland Farms single family project, start construction of the Second Street single family units

Long Term Goals

- Purchase future affordable housing sites with CRA bond proceeds

3. AREA C LAND DEDICATION/COMMUNITY CENTER

Short Term Goals

- Resolve the Fox Pond issue and proceed with Area C proposal and initiate community park site feasibility analysis

Long Term Goals

- Complete Area C Specific Plan, prepare property for annexation
- Seek funding and create development timeline

4. **AREA A PARK CONSTRUCTION**

- Select a park consultant and prepare the neighborhood park plan and budget
- Construct the neighborhood park in two phases
- Seek funding for Phase II and create development timeline

5. **SANTA ROSA WASTEWATER PIPELINE COMPENSATION**

Short Term Goals

- Defend the City's interests through court proceedings to determine the value of the City street rights-of-way

Long Term Goals

- N/A

6. **DOWNTOWN PARKING**

Short Term Goals

- Create at least 30 additional parking spaces within the West Plaza parking lot; update the parking ordinance considering boundaries and time zones

Long Term Goals

- Purchase properties for additional off-street public parking lots in the downtown area with CRA bond proceeds

7. **FOSS CREEK BIKE PATH PLAN**

Short Term Goals

- Have Parks and Recreation Commission, Planning Commission and City Council adopt the path plan. Create a phasing plan and identify first phase for construction

Long Term Goals

- Implement the plan in phases with construction starting in 2003
- Seek grants for partial funding

8. **ALLIANCE CLINIC CONSTRUCTION**

Short Term Goals

- Finalize funding plan, verify funding commitments and award bids and start construction of the Alliance Clinic

Long Term Goals

- Complete the construction of Alliance Clinic in 2003

9. **TELECOMMUNICATIONS NETWORK CONSTRUCTION**

Short Term Goals

- Complete bidding process and construct fiber backbone network
Tasks
 - April - Bid documents revised
 - May - Complete City legal review and re-issue bid request
 - July : Award Bid

Long Term Goals

- Extend the network as necessary and desirable to commercial, industrial and residential users

10. **COMMUNITY SERVICES DEPT. MASTER PLAN/FUNDING/TOT/RECREATION DISTRICT**

Short Term Goals

- Consider placing TOT measure on November 2002 ballot or March 2003. Support School District Bond for school fields/facilities renovation

Long Term Goals

- Explore Recreation Services District idea with HUSD

11. **AREA B TRAILS ACCESS**

Short Term Goals

- Work with Open Space District in quest to purchase Area B trails access

Long Term Goals

- Create local trails stewards to maintain and monitor public trails
- Create map for hiking enthusiasts

12. **RE-ESTABLISH COMMUNITY ENRICHMENT CLASSES WITHIN COMMUNITY SERVICES DEPT.**

Short Term Goals

- Establish programs and offer at least 3 classes by July 2002
- Offer new classes with interns 3x per year. Create quarterly P & R newsletter/brochure to be included in utility bills

Long Term Goals

- Expand class offerings based on community interest, needs and responses
- Expand programs through self funding concept

GUIDE TO THE BUDGET

This budget document is for fiscal year FY 2002-2003. It is organized into five parts: (1) Overview, (2) Operating, Service, Community Redevelopment, and Debt Budgets Summaries (Summaries), (3) Department Summaries, (4) Redevelopment Agency, and (5) Glossary.

The **Overview** section contains the City Manager's Budget message, an Organizational Chart of the City, a Summary of City Positions, and a Guide to the Budget that includes a description of Funds, revenues and expenditures.

The **Summaries** section includes tables of total City revenues and total City spending, as well as a Summary of all budgets by fund for FY 2002-2003.

The **Department Summaries** include a separate total budget from **all sources of funding** (see Definition of Funds below) for each of the seven (7) City departments in table and graph forms, along with a brief explanation of their areas of responsibility, accomplishments of the past year, goals for the future and an organizational chart. A list of job classifications and salary information for each is also included in this section.

A Non-departmental budget summary, which includes items related to the City as a whole that cannot be easily allocated to the various departments, such as debt service, inter-fund transfers, depreciation, etc., is included in this section as well.

The Redevelopment Agency section provides budgets for Community Redevelopment Agency Funds.

The **Glossary** section provides an explanation of terms used in the budget.

DESCRIPTION OF FUNDS

City of Healdsburg services are funded from various revenue sources. These funding entities or enterprises are listed below:

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 include property taxes, sales and use taxes, licenses, permits, franchise fees, fines and forfeitures, fees for services and for the use of money and property. General Fund revenues are primarily used to support the public safety departments, parks and a small portion of administration.

Enterprise Funds: Revenues derived from the City's Water, Sewer, Electric, Streets, Planning & Building and Telecommunications Utilities are restricted to certain purposes and can only be spent to provide these services to utility customers including construction and maintenance of the distribution systems, utility billing, and administration. Revenues derived from the Villa Chanticleer Meeting Center are also restricted in this manner.

Service Funds: The City has several service funds including the 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, as well as vehicles and mobile equipment and maintenance services. The Insurance and Benefit Service Fund covers retirement and medical premiums, Workers' Compensation, State Unemployment Insurance and leave time. Information Systems Service Funds show an increase throughout this budget due to the City's need to upgrade its computer and communications system in keeping with its service objectives.

Internal Service Fund Transfers: These funds become a source of revenue to finance appropriations in the budget when monies are transferred from one specific fund to another fund.

DESCRIPTION OF REVENUES

Property Taxes: This revenue is derived from the tax imposed on real property and tangible personal property. The amount of property taxes currently coming to the City of Healdsburg is eleven (\$.11) cents of every one dollar paid.

Other Taxes:

- **Sales Tax** is revenue derived from the sales tax paid by consumers who purchase items within the City. Approximately one cent of the seven and a half cent State Sales Tax Levy comes back to the City on a dollar of sales.
- **Business License** taxes are collected on retail, professional, semi-professional, general contractors, sub-contractors, wholesalers, and other enterprises doing business in Healdsburg.
- **Vehicle License Fees (VLF)** received from the State for registration of motor vehicles. (Makes up the third largest source of unrestricted revenue to the General Fund.)
- **Transient Occupancy Tax (TOT)** is a visitors' lodging service fee collected on room rentals at hotels, motels and Bed and Breakfast inns within Healdsburg. Currently the City's TOT is 10%.
- **Property Transfer Tax** is a documentary transfer tax imposed on real estate transactions and collected for the City by the County.
- **Franchise Fees** are collected from utilities such as gas and cable TV and from the waste hauler for the use of the City's rights-of-way.

Charges for Service include water, sewer, and electric utility service fees and charges, as well as park fees, weed clearing fees and liens, various public safety fees, hazardous materials storage fees, and transit fares.

Intergovernmental Revenues include the City's third largest source of unrestricted funds, Vehicle License Fees, as well as an apportionment of the Highway Users Tax, ½% State Sales Tax for Public Safety, and various State grants.

Development Fees and Permits include revenues from building permits; plan checks, and various developer fees.

Oversizing Contributions are incremental grants reflecting the cost difference between standard water or sewer pipe, for example, paid for by the developer and a larger one required by the City because of the needs of the area.

Service Fund Fees are used to maintain and replace City vehicles and information systems equipment, as well as for the payment of insurance and benefits.

Utility Services fees cover the cost of electricity and water used by each department.

Investment Income is earned by the City on all idle monies. Investments are strictly limited by law to those deemed safe and prudent. The City makes only low risk investments based on an adopted Investment Policy which is approved by the City Council and reviewed annually.

Miscellaneous Fees and Charges include bond proceeds, rental income on parks and facilities such as the Villa Meeting Center, Airport fuel sales and leases, sale of property and promotions income.

DESCRIPTION OF EXPENDITURES

Labor and Benefits account for all payroll related expenses including wages, medical/dental/vision premiums and retirement costs for employees of the City.

Liability insurance costs on City property, equipment and vehicles.

Contracted Construction is construction of infrastructure within the City, such as street expansion and repair, sewer lines, etc., not performed by City staff but by various companies whose services are contracted by the City.

Contracted Maintenance includes all maintenance of City buildings, parks, rights-of-way and equipment performed by contract.

Contracted Professional Services are services such as structural engineering firms for water, sewer and street expansion, consultants for specific one-time only projects. Also included is the cost for advertising and employee medical examinations.

Debt Service is an expenditure used to account for payments of debts owed by the City including interest.

Depreciation is the expense over a period of time for the use of equipment and facilities and provides for their replacement.

Equipment, Tools and Supplies required to perform department functions, including capital equipment and office supplies. It should be noted that capital equipment varies greatly from year to year due to the size and complexity of capital projects, while other items such as office supplies remain fairly constant.

Government Fees are fees the City is required to pay to another government agency, such as the County of Sonoma for property tax collection, and to the State for permits and other services.

Grants and Loans are made from time to time by the City to various agencies and to developers for payment of City fees.

Land Acquisition includes, for example, property purchased for the City's low and moderate housing, the detention basin in the north area, as well as for the widening of Healdsburg Avenue.

Meetings, Training and Travel necessary to do the City's business include mileage reimbursement or car allowances for department heads and City Manager, staff safety and technical training, and participation in professional organizations.

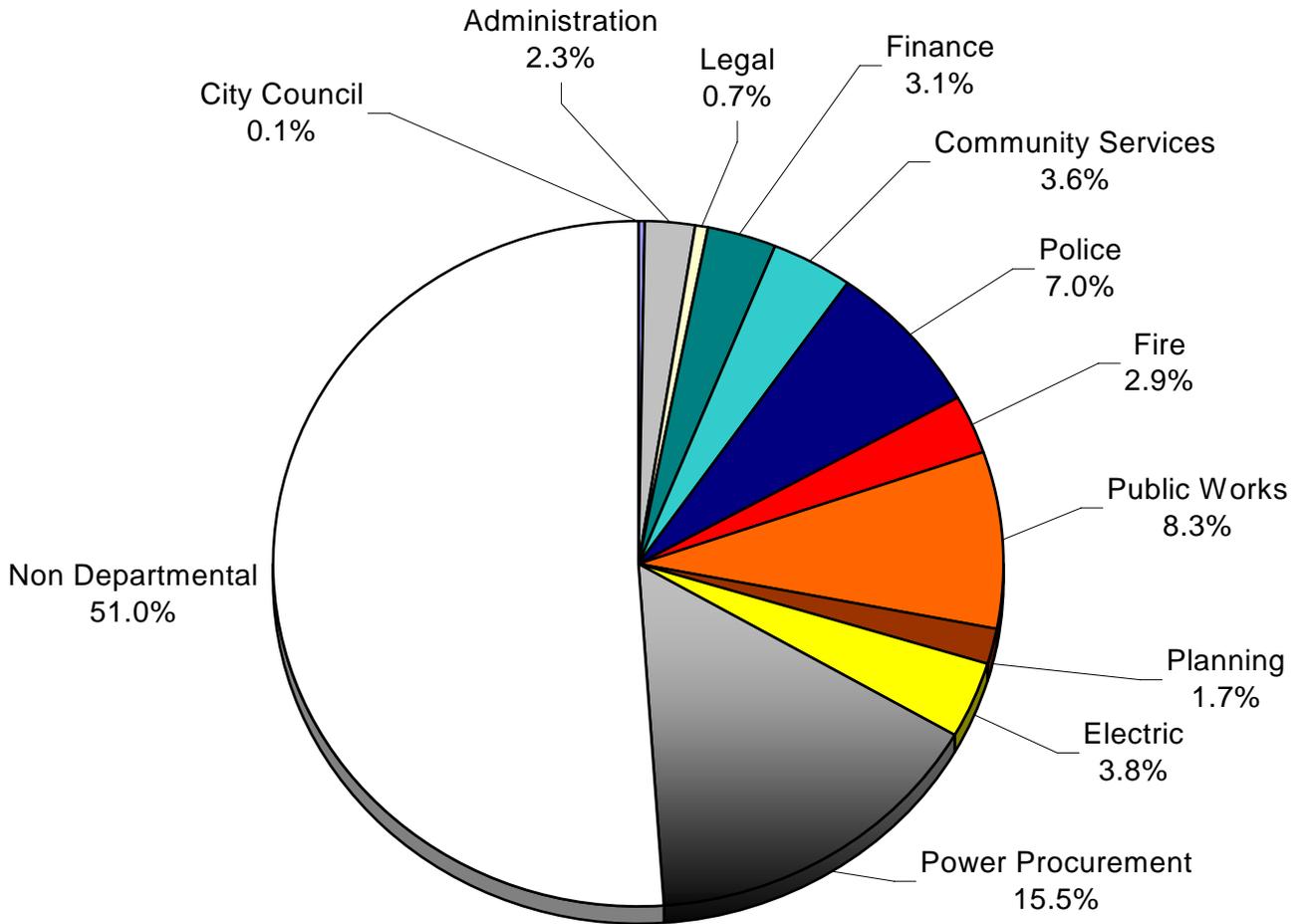
Oversizing Contributions incremental grants reflecting the cost difference between standard water or sewer pipe, for example, paid for by the developer and a larger one required by the City because of the needs of the area.

Service Fund Fees are used to maintain and replace City vehicles and information systems equipment, as well as for the payment of insurance and benefits.

Utility Services account for the cost of electricity and water used by each department.

Wholesale Power represents the cost of buying power to provide electricity for the City.

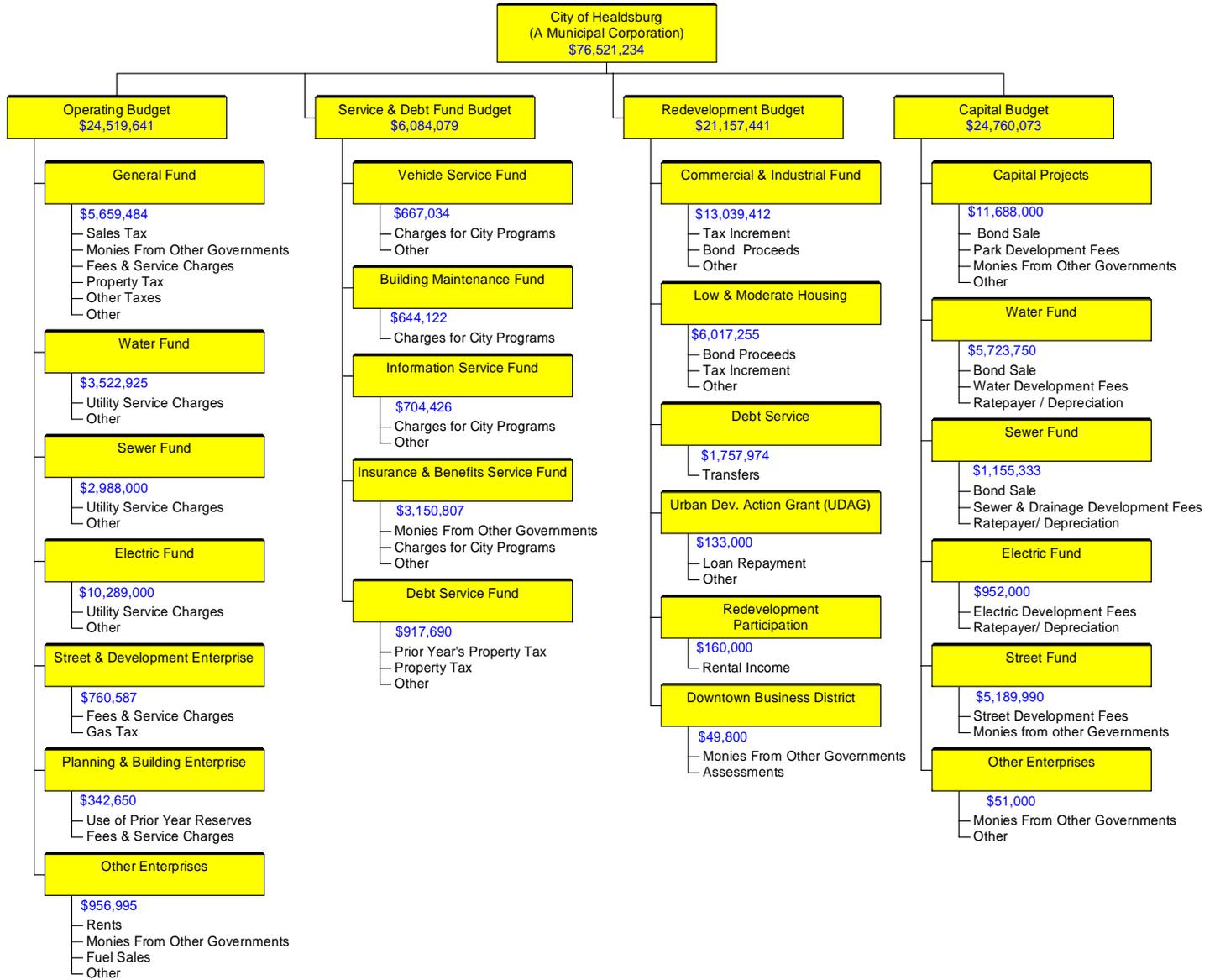
Operating* Budgets FY 2002/2003
Total \$46,164,500



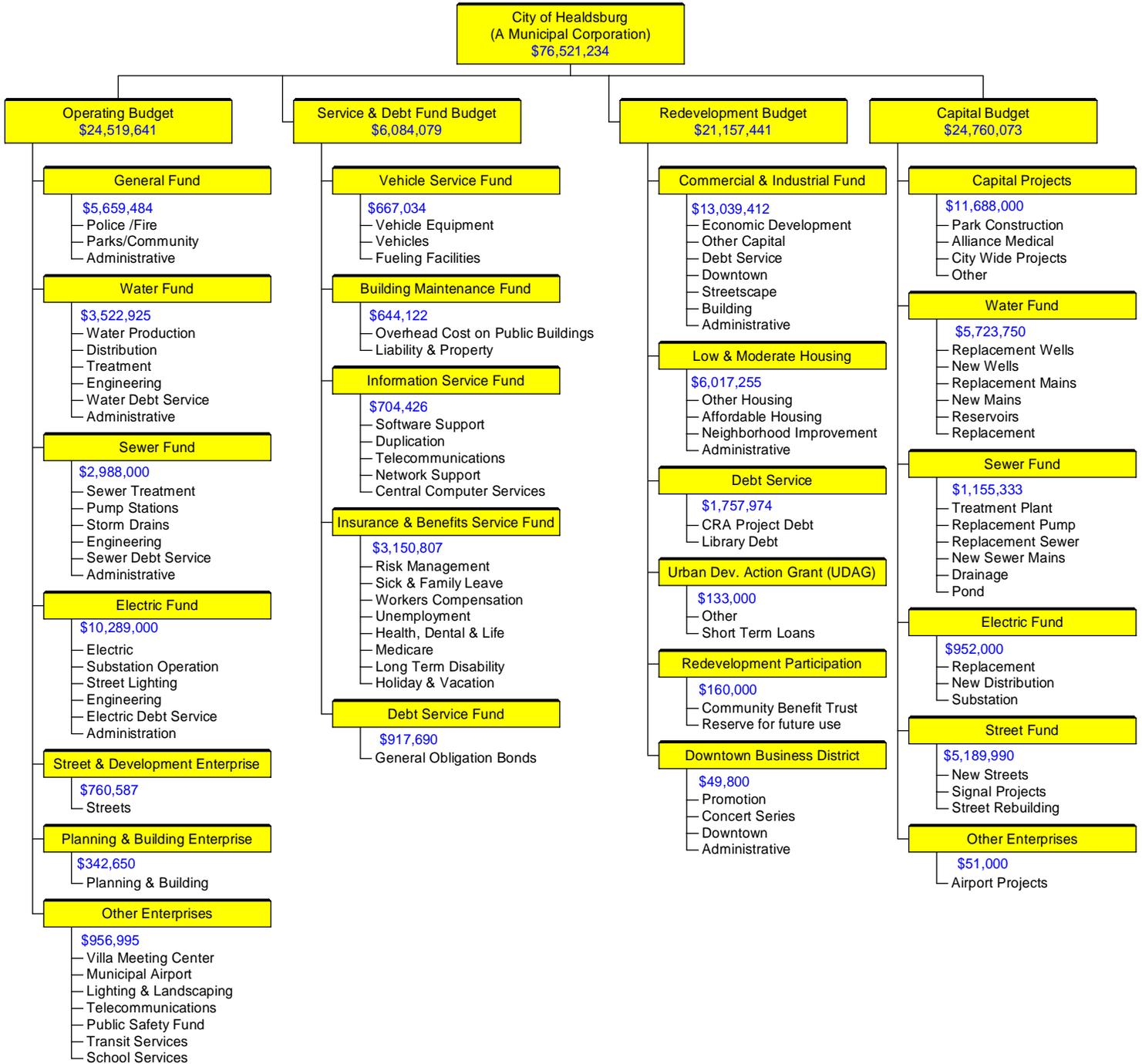
* Debt Service Included

Total City Revenues

Budget for Fiscal Year 2002-2003



Total City Spending Budget for Fiscal Year 2002-2003



Capital Budget by Department for Fiscal Year 2002/2003

| Project No. | Project Title/Funding Source | Total 2002-03 |
|---|--|---------------------|
| Administration | | |
| <u>City Wide Projects:</u> | | |
| CW0010 | Recodification of City Code | \$ 2,000 |
| CW0011 | Alliance Medical Clinic | \$ 2,100,000 |
| CW0020 | Parking Lot Land Acquisition | \$ 1,000,000 |
| CW0021 | Land Acquisition | \$ 500,000 |
| <u>Public Building Projects:</u> | | |
| PB0097 | Community Development Center | \$ 100,000 |
| PB0011 | City Hall Audio/Video Upgrade | \$ 40,000 |
| | Total Administration | \$ 3,742,000 |
| Police | | |
| <u>City Wide Projects:</u> | | |
| CW0009 | CAD-RMS-MDT | \$ 25,000 |
| | Total Police | \$ 25,000 |
| Community Services | | |
| <u>Airport Projects:</u> | | |
| AP0332 | Airport Other Misc. Emergency | \$ 10,000 |
| AP0335 | T Hangars | \$ 41,000 |
| <u>Parks Projects:</u> | | |
| PK0005 | Plaza Park Renovation | \$ 60,000 |
| PK0008 | North Foss Upper Detention | \$ 5,000 |
| PK0151 | North Area Park Phase I | \$ 136,000 |
| | Total Community Services Department | \$ 252,000 |
| Electric Department | | |
| <u>Electric Projects:</u> | | |
| EL0159 | Acquisition of PG&E Facilities -Old Redwood Hwy | \$ 90,000 |
| EL0157 | Expand 12 kV Primary | \$ 14,000 |
| EL181 | University to Gauntlet underground Primary Feeder | \$ 50,000 |
| EL0186 | Memorial Bridge URD - Primary Substructure | \$ 50,000 |
| EL0001 | Healdsburg Electric Public Benefit | \$ 200,000 |
| EL0094 | Other Equipment | \$ 45,000 |
| EL0355 | Magnolia LS Feed OVD Rebuild | \$ 100,000 |
| EL0308 | URD Project #4A, Healdsburg Hotel Area | \$ 100,000 |
| EL0287 | Replace Distribution Transformers | \$ 28,000 |
| EL0296 | Replace Poles, Capacitors, Arms, Insulator | \$ 10,000 |
| EL0274 | Replace Substation Equipment | \$ 15,000 |
| EL0285 | Nostalgic Street Light Project | \$ 50,000 |
| EL0298 | Replace System Meters | \$ 50,000 |
| EL0019 | HBG/Exchange-Kinley URD Upgrade | \$ 65,000 |
| EL0015 | Replace Street Lights | \$ 20,000 |
| EL0375 | Terrace OVD Rebuild | \$ 65,000 |
| <u>City Wide Projects</u> | | |
| CW0017 | Telecommunications Construction | \$ 2,100,000 |
| | Total Electric Department | \$ 3,052,000 |
| Planning & Building | | |
| <u>City Wide Projects:</u> | | |
| CW0008 | General Plan/Housing Element Update | \$ 20,000 |
| CW0019 | Low and Moderate Assistance Program | \$ 100,000 |
| CW0012 | Low and Moderate Income Housing- Site Acquisitions | \$ 5,000,000 |
| CW0016 | Area A Parcel B Housing Loans | \$ 150,000 |
| CW0022 | Train Station Phase I | \$ 200,000 |
| | Total Planning & Building Department | \$ 5,470,000 |

| Project No. | Project Title/Funding Source | | Total 2002-03 |
|-----------------------------------|---|-----------|--------------------------|
| Public Works | | | |
| <u>Water Projects:</u> | | | |
| PWW020 | Distribution Pipe System Replacement | \$ | 78,750 |
| PWW037 | Emergency Main Replacement | \$ | 25,000 |
| PWW043 | Production/Pumping Equipment Repl. | \$ | 50,000 |
| PWW044 | Gauntlet/Fitch Treatment | \$ | 5,300,000 |
| PWW045 | Development Engineering | \$ | 40,000 |
| PWW094 | Miscellaneous Equipment | \$ | 55,000 |
| PWW201 | Oversize Water Mains | \$ | 10,000 |
| PWW422 | Valve Replacement | \$ | 15,000 |
| PWW490 | Water Service Replacement | \$ | 150,000 |
| <u>Sewer Projects:</u> | | | |
| PWS012 | Collection System Main Replacement | \$ | 340,000 |
| PWS029 | Lift Station Sewer Rebuilds | \$ | 75,000 |
| PWS045 | Development Engineering | \$ | 40,000 |
| PWS094 | Miscellaneous Equipment | \$ | 40,000 |
| PWS439 | Emergency Main Replacements | \$ | 20,000 |
| PWS445 | WWTP Modifications | \$ | 350,000 |
| <u>Drainage Projects:</u> | | | |
| PWD001 | Creek Channel Over sizing | \$ | 20,000 |
| PWD004 | Storm Drain Over sizing | \$ | 30,000 |
| PWD009 | Miscellaneous Storm Drain Replacement | \$ | 133,333 |
| PWD010 | Phase II Storm water Rule Compliance | \$ | 50,000 |
| PWD018 | Gibbs Park Drainage | \$ | 17,000 |
| PWD045 | Development Engineering - Drainage | \$ | 40,000 |
| <u>Street Projects:</u> | | | |
| PWT006 | Dry Creek Rd. Interchange - New Traffic Signals | \$ | 260,000 |
| PWT317 | Dry Creek Rd. Interchange-Upgrade Southerly Ramps | \$ | 60,000 |
| PWT011 | Healdsburg Ave - Overlay & Bike Lanes | \$ | 110,500 |
| PWT012 | Annual Reconstruction (PMS) | \$ | 362,490 |
| PWT013 | New Sidewalk Installation | \$ | 114,500 |
| PWT016 | Hazardous Sidewalk Repair | \$ | 164,500 |
| PWT017 | Annual Overlay (PMS) | \$ | 239,000 |
| PWT045 | Street Development Engineering | \$ | 40,000 |
| PWT022 | HBG Ave. Overlay (North St. to Powell Ave.) | \$ | 350,000 |
| PWT023 | Entryway upgrade - 5 Way | \$ | 2,000,000 |
| PWT024 | Railroad Crossing - Crossing Upgrade | \$ | 200,000 |
| PWT025 | Sidewalk Installation for Street Extensions | \$ | 100,000 |
| PWT249 | Annual Maintenance - Slurry Seal (PMS) | \$ | 100,000 |
| PWT253 | Westside Rd Onramp HWY 101 | \$ | 1,000,000 |
| PWT310 | Healdsburg Avenue - entry project | \$ | 50,000 |
| PWT331 | Signal Controller Replacement | \$ | 15,000 |
| PWT339 | Grant St./Foss Creek Bridge Widening | \$ | 24,000 |
| <u>City Wide Projects</u> | | | |
| CW0002 | Aerial Photos | \$ | 150,000 |
| Total Public Works | | \$ | 12,219,073 |
| Grand Total Capital Budget | | \$ | 24,760,073 |

SUMMARY OF POSITIONS

| Department | Approved 2001-2002 | Adopted 2002-2003 | Difference |
|---------------------------------------|-----------------------|----------------------|------------|
| <i>Administration</i> | | | |
| Full-time | 4 | 4 | - |
| Part-time | 8 | 8 | - |
| Temporary | - | - | - |
| <i>Total Administration</i> | 12 | 12 | - |
| <i>Finance</i> | | | |
| Full-time | 11 | 11 | - |
| Part-time | 2 | 2 | - |
| Temporary | 1 | 1 | - |
| <i>Total Finance</i> | 14 | 14 | - |
| <i>Community Services</i> | | | |
| Full-time | 6 | 6 | - |
| Part-time | 3 | 3 | - |
| Temporary | 2 | 3 | 1 |
| <i>Total Community Services</i> | 11 | 12 | 1 |
| <i>Fire</i> | | | |
| Full-time | 8 | 8 | - |
| Part-time | 53 | 53 | - |
| Temporary | - | - | - |
| <i>Total Fire</i> | 61 | 61 | - |
| <i>Police</i> | | | |
| Full-time | 27 | 27 | - |
| Part-time | 6 | 6 | - |
| Temporary | - | - | - |
| <i>Total Police</i> | 33 | 33 | - |
| <i>Electric</i> | | | |
| Full-time | 13 | 13 | - |
| Part-time | 1 | 1 | - |
| Temporary | - | - | - |
| <i>Total Electric</i> | 14 | 14 | - |
| <i>Planning & Building</i> | | | |
| Full-time | 5 | 5 | - |
| Part-time | - | - | - |
| Temporary | 3 | 3 | - |
| <i>Total Planning & Building</i> | 8 | 8 | - |
| <i>Public Works</i> | | | |
| Full-time | 27 | 27 | - |
| Part-time | - | - | - |
| Temporary | 5 | 5 | - |
| <i>Total Public Works</i> | 32 | 32 | - |
| <i>Total Departments</i> | | | |
| Full-time | 101 | 101 | - |
| Part-time | 73 | 73 | - |
| Temporary | 11 | 12 | 1 |
| <i>Grand Total</i> | 185 | 186 | 1 |

FINANCIAL STATUS OVERVIEW

Operating Budget*

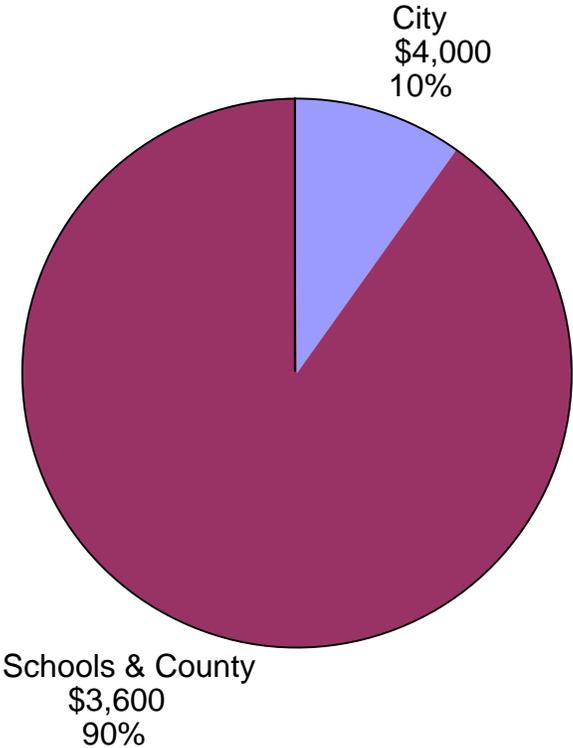
| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFFERENCE |
|-------------------------------|-----------------------|----------------------|----------------------|---------------------------------|-----------------|
| REVENUES | | | | | |
| Property Tax - General Fund | \$ 479,185 | \$ 474,590 | \$ 516,097 | \$ 41,507 | 9% |
| Property Tax - Bond Debt | 1,000,457 | 858,479 | 893,690 | 35,211 | 4% |
| CRA Tax Increment | 4,322,406 | 4,558,000 | 4,720,000 | 162,000 | 4% |
| Sales and Other Taxes | 3,697,606 | 3,671,707 | 3,889,313 | 217,606 | 6% |
| Charges for Services | 12,890,053 | 14,824,784 | 15,238,829 | 414,045 | 3% |
| Facility Rents | 455,138 | 415,342 | 429,183 | 13,841 | 3% |
| Intergovernmental Revenues | 1,454,087 | 1,339,541 | 1,609,727 | 270,186 | 20% |
| Investments | 1,605,322 | 774,195 | 738,416 | (35,779) | -5% |
| Permits/Planning Fees | 402,974 | 300,000 | 251,000 | (49,000) | -16% |
| Transfers | 1,369,732 | 2,549,905 | 3,383,056 | 833,151 | 33% |
| Miscellaneous Revenues | 274,734 | 235,875 | 185,827 | (50,048) | -21% |
| Note Proceeds | 2,950,000 | 3,300,000 | 1,860,000 | (1,440,000) | -44% |
| Use of Reserves | 865,643 | 582,768 | 12,588,930 | 12,006,162 | 2060% |
| Other | 377,582 | 340,471 | 240,904 | (99,567) | -29% |
| TOTAL REVENUES | \$ 32,144,919 | \$ 34,225,657 | \$ 46,544,972 | \$ 12,319,315 | 36% |
| EXPENSES BY DEPARTMENT | | | | | |
| City Council | \$ 46,039 | \$ 60,686 | \$ 65,528 | \$ 4,842 | 8% |
| Administration | 896,640 | 989,651 | 1,050,649 | 60,998 | 6% |
| Legal | 299,522 | 232,707 | 324,472 | 91,765 | 39% |
| Finance | 1,194,905 | 1,346,060 | 1,449,299 | 103,239 | 8% |
| Community Services | 1,164,951 | 1,581,847 | 1,643,545 | 61,698 | 4% |
| Police | 2,736,605 | 3,016,050 | 3,247,499 | 231,449 | 8% |
| Fire | 1,134,681 | 1,330,541 | 1,336,081 | 5,540 | 0% |
| Electric- Operating | 2,284,322 | 1,645,964 | 1,772,995 | 127,031 | 8% |
| Electric Power Costs** | 5,638,855 | 8,124,985 | 7,155,177 | (969,808) | -12% |
| Public Works | 3,206,177 | 3,453,685 | 3,809,450 | 355,765 | 10% |
| Planning | 694,121 | 738,911 | 770,401 | 31,490 | 4% |
| Non Departmental | 14,987,658 | 12,145,153 | 23,539,404 | 11,394,251 | 94% |
| TOTAL EXPENSES | \$ 34,284,476 | \$ 34,666,240 | \$ 46,164,500 | \$ 11,498,260 | 33% |
| Reserved for future use | - | 138,783 | 380,472 | | |
| RESULTING GAIN (LOSS) | \$ (2,139,557) | \$ (579,366) | \$ - | | |

* Debt Service Included.

** Costs are part of the Electric Department.

**City of Healdsburg
Comparative Property Tax Bills**

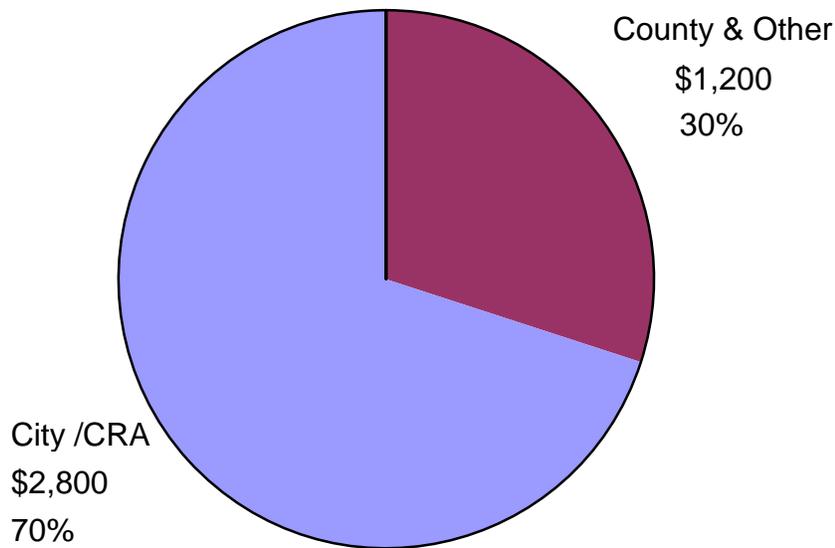
2002 Home Purchased for \$400,000
Local 1% Tax \$4,000 - 2002
In City - **Outside** CRA Area



The City General Fund receives \$.10 of every local 1% property tax dollar collected on property **outside** the Community Redevelopment Agency (CRA) project area. This equals \$400.00 for a house valued at \$400,000 in 2002, to pay for Police, Fire, Parks and Recreation and general government

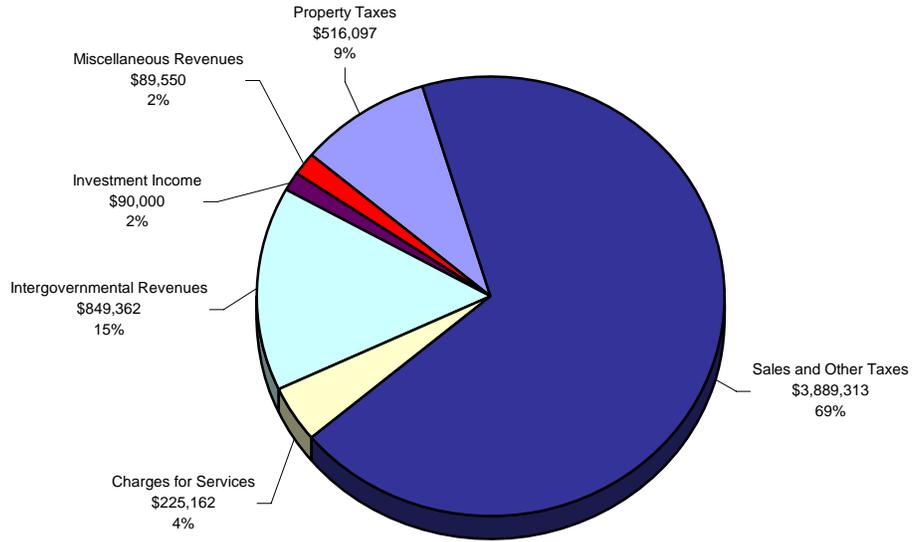
**City of Healdsburg
Comparative Property Tax Bills**

2002 Home Purchased for \$400,000
Local 1% Tax \$4,000 - 2002
In City - **Inside** CRA Area

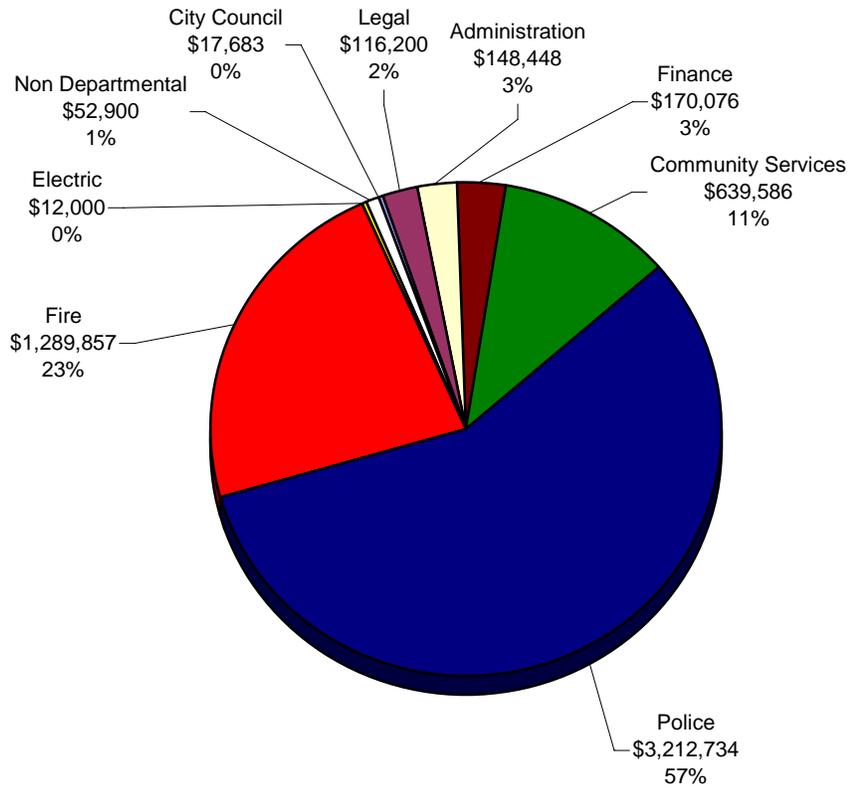


The same house, again valued at \$400,000 and the same local 1% property tax **inside** the Community Redevelopment Agency (CRA) project area, generates revenue equal to \$.70 of every dollar paid, or approximately more than seven times the property tax revenue collected outside the CRA area.

Revenues By Source- General Fund \$5,659,484



Expenditures By Department - General Fund \$5,659,484



GENERAL FUND

| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|--------------------------------------|---------------------|----------------------------------|---------------------|---------------------------------|-----------|
| <u>REVENUES</u> | | | | | |
| Property Taxes | \$ 479,185 | \$ 474,590 | \$ 516,097 | \$ 41,507 | 9% |
| Sales and Other Taxes | 3,697,606 | 3,671,707 | 3,889,313 | 217,606 | 6% |
| Charges for Services | 264,751 | 175,343 | 225,162 | 49,819 | 28% |
| Intergovernmental Revenues | 758,455 | 649,796 | 849,362 | 199,566 | 31% |
| Investments | 153,001 | 112,851 | 90,000 | (22,851) | -20% |
| Transfers from Other Funds | 126,243 | 83,441 | - | (83,441) | -100% |
| Miscellaneous Revenues | 107,443 | 109,090 | 89,550 | (19,540) | -18% |
| TOTAL REVENUES | \$ 5,586,684 | \$ 5,276,818 | \$ 5,659,484 | \$ 382,666 | 7% |
| <u>EXPENSES BY DEPARTMENT</u> | | | | | |
| City Council | \$ 14,461 | \$ 14,530 | \$ 17,683 | \$ 3,153 | 22% |
| Legal | 89,613 | 88,606 | 116,200 | 27,594 | 31% |
| Administration | 158,655 | 178,153 | 148,448 | (29,705) | -17% |
| Finance | 161,035 | 161,413 | 170,076 | 8,663 | 5% |
| Community Services | 488,241 | 614,507 | 639,586 | 25,079 | 4% |
| Police | 2,728,673 | 2,998,785 | 3,212,734 | 213,949 | 7% |
| Fire | 1,096,600 | 1,285,549 | 1,289,857 | 4,308 | 0% |
| Electric | 27,173 | - | 12,000 | 12,000 | 100% |
| Transfer to Community Benefit Tr. | 50,000 | 50,000 | - | (50,000) | -100% |
| Transfer to Planning & Building Ent. | 378,100 | 88,500 | - | (88,500) | 100% |
| Transfer to Capital Improvements | 25,800 | 105,400 | 30,400 | (75,000) | -71% |
| Non Departmental | 374,346 | 61,000 | 22,500 | (38,500) | -63% |
| TOTAL EXPENSES | \$ 5,592,697 | \$ 5,646,443 | \$ 5,659,484 | \$ 13,041 | 0% |
| RESULTING GAIN (LOSS) | \$ (6,013) | \$ (369,625) ¹ | \$ - | | |

1) Planned use of reserves approved through budget changes.

2) Moved \$50,000 contribution to new Special revenue Fund

3) moved debt service to CRA \$58,600

BLUE - Indicates Operating Fund

GREEN - Indicates Service or Debt Funds

WATER ENTERPRISE

| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|--------------------------------------|---------------------|----------------------|------------------------|---------------------------------|------------|
| <u>REVENUES</u> | | | | | |
| Service Charges | \$ 2,671,027 | \$ 2,820,000 | \$ 3,397,425 | \$ 577,425 | 20% |
| Investment Income | 274,441 | 175,000 | 125,000 | (50,000) | -29% |
| Miscellaneous Revenues | 3,547 | 500 | 500 | - | 0% |
| Use of replacement reserves | - | - | - | - | 0% |
| | - | - | - | - | - |
| TOTAL REVENUES | \$ 2,949,015 | \$ 2,995,500 | \$ 3,522,925 | \$ 527,425 | 18% |
| <u>EXPENSES BY DEPARTMENT</u> | | | | | |
| City Council | \$ 7,146 | \$ 10,230 | \$ 10,453 | 223 | 2% |
| Legal | 40,588 | 24,930 | 39,327 | 14,397 | 58% |
| Administration | 102,595 | 107,702 | 116,793 | 9,091 | 8% |
| Finance | 210,766 | 255,728 | 278,155 | 22,427 | 9% |
| Public Works | 1,435,227 | 1,499,277 | 1,584,797 ² | 85,520 | 6% |
| Planning & Building | - | - | 9,282 | 9,282 | 100% |
| Fire | 15,366 | 18,155 | 18,622 | 467 | 3% |
| Police | - | - | 5,000 | 5,000 | 100% |
| Electric | 39,260 | 12,638 | - | (12,638) | -100% |
| Transfer to Capital Projects* | 1,267,000 | 250,691 | 250,000 | (691) | 0% |
| Non Departmental | 756,836 | 816,149 | 1,139,674 ¹ | 323,525 | 40% |
| | - | - | - | - | - |
| TOTAL EXPENSES | \$ 3,874,784 | \$ 2,995,500 | \$ 3,452,103 | \$ 456,603 | 15% |
| Reserved for future use | - | - | 70,822 | | |
| RESULTING GAIN (LOSS) | \$ (925,769) | \$ - | \$ - | | |

1) includes \$375,000 for new debt.

2) includes \$20,000 for trench cut fees.

*Actual capital transfer is replacement portion only.

SEWER ENTERPRISE

| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|--------------------------------------|---------------------|----------------------|---------------------|---------------------------------|------------|
| <u>REVENUES</u> | | | | | |
| Service Charges | \$ 2,461,635 | \$ 2,564,378 | \$ 2,942,500 | \$ 378,122 | 15% |
| Investment Income | 185,879 | 45,000 | 45,000 | - | 0% |
| Miscellaneous Revenues | 3,694 | 500 | 500 | - | 0% |
| TOTAL REVENUES | \$ 2,651,208 | \$ 2,609,878 | \$ 2,988,000 | \$ 378,122 | 14% |
| <u>EXPENSES BY DEPARTMENT</u> | | | | | |
| City Council | \$ 7,140 | \$ 10,230 | \$ 10,403 | \$ 173 | 2% |
| Legal | 40,588 | 25,130 | 39,327 | 14,197 | 56% |
| Administration | 98,503 | 105,120 | 112,854 | 7,734 | 7% |
| Finance | 203,145 | 236,933 | 256,887 | 19,954 | 8% |
| Public Works | 1,234,671 | 1,273,099 | 1,513,979 | 240,880 | 19% |
| Planning & Building | - | - | 9,282 | 9,282 | 100% |
| Fire | 13,279 | 15,688 | 16,129 | 441 | 3% |
| Police | - | - | 5,000 | 5,000 | 100% |
| Electric | 10,617 | 12,188 | 13,369 | 1,181 | 10% |
| Transfer to Capital Projects** | 1,332,150 | 647,894 | 451,650 | (196,244) | -30% |
| Non Departmental | 617,920 | 283,596 | 495,589 | 211,993 | 75% |
| TOTAL EXPENSES | \$ 3,558,013 | \$ 2,609,878 | \$ 2,924,469 | \$ 314,591 | 12% |
| Reserved for future use | - | - | 63,531 | | |
| RESULTING GAIN (LOSS) | \$ (906,805) | \$ - | \$ - | | |

1) Includes \$250,000 for new debt.

2) Includes \$5,000 for trench cut fees

* This enterprise includes drainage

**Actual capital transfer is replacement portion only.

ELECTRIC ENTERPRISE

| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|--------------------------------------|-----------------------|----------------------|----------------------|---------------------------------|------------|
| <u>REVENUES</u> | | | | | |
| Service Charges | \$ 7,147,611 | \$ 8,200,000 | \$ 8,200,000 | \$ - | 0% |
| Electric Public Benefit | 209,682 | 234,000 | 234,000 | - | 100% |
| Surplus Power Sales | - | 700,000 | 100,000 | (600,000) | 100% |
| Investment Income | 535,405 | 250,000 | 250,000 | - | 0% |
| Miscellaneous Revenues | 8,991 | 5,000 | 5,000 | - | 0% |
| Transfers | - | 1,500,000 | 1,500,000 | - | 0% |
| Use of Capital Replacement Reserves | - | - | - | - | 0% |
| TOTAL REVENUES | \$ 7,901,689 | \$ 10,889,000 | \$ 10,289,000 | \$ (600,000) | -6% |
| <u>EXPENSES BY DEPARTMENT</u> | | | | | |
| City Council | \$ 8,296 | \$ 11,680 | \$ 12,353 | \$ 673 | 6% |
| Legal | 61,251 | 54,891 | 49,203 | (5,688) | -10% |
| Administration | 139,163 | 151,294 | 120,511 | (30,783) | -20% |
| Finance | 396,871 | 453,124 | 489,446 | 36,322 | 8% |
| Electric | 2,029,405 | 1,452,143 | 1,606,421 | 154,278 | 11% |
| NCPA Power Costs* | 5,591,914 | 5,687,985 | 6,255,022 | 567,037 | 10% |
| Western Power Costs* | 46,941 | 1,747,000 | 550,155 | (1,196,845) | -69% |
| Transmission Cost Increase* | - | 350,000 | 350,000 | - | 100% |
| Emergency Generators* | - | 340,000 | - | (340,000) | 100% |
| Public Works | 31,718 | 30,001 | 29,414 | (587) | -2% |
| Planning & Building | - | - | 9,282 | 9,282 | 100% |
| Fire | 7,682 | 9,077 | 9,311 | 234 | 3% |
| Police | - | - | 5,000 | 5,000 | 100% |
| Transfer to Capital Projects | 542,900 | 679,000 | 640,900 | (38,100) | -6% |
| Non Departmental | 254,987 | 25,888 | 161,982 | 136,094 | 526% |
| TOTAL EXPENSES | \$ 9,111,128 | \$ 10,992,083 | \$ 10,289,000 | \$ (703,083) | -6% |
| RESULTING GAIN (LOSS) | \$ (1,209,439) | \$ (103,083) | \$ - | | |

*Costs are part of the Electric Department.

MEETING CENTER ENTERPRISE

| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|--------------------------------------|---------------------|----------------------|---------------------|---------------------------------|-----------|
| <u>REVENUES</u> | | | | | |
| Facility Rent | \$ 178,860 | \$ 179,100 | \$ 182,000 | \$ 2,900 | 2% |
| Miscellaneous Revenues | 18,358 | 25,600 | 26,200 | 600 | 2% |
| Interest Income | - | 1,086 | 596 | (490) | 100% |
| TOTAL REVENUES | \$ 197,218 | \$ 205,786 | \$ 208,796 | \$ 3,010 | 1% |
| <u>EXPENSES BY DEPARTMENT</u> | | | | | |
| Administration | \$ 785 | \$ - | \$ - | \$ - | 0% |
| Community Service | 206,786 | 203,714 | 206,634 | 2,920 | 1% |
| Fire | 1,754 | 2,072 | 2,162 | 90 | 4% |
| Non Departmental | 40,980 | - | - | - | 0% |
| TOTAL EXPENSES | \$ 250,305 | \$ 205,786 | \$ 208,796 | \$ 3,010 | 1% |
| RESULTING GAIN (LOSS) | \$ (53,087) | \$ - | \$ - | | |

1) Depreciation was not budgeted

PLANNING & BUILDING ENTERPRISE

| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|--|----------------------|----------------------|---------------------|---------------------------------|-------------|
| <u>REVENUES</u> | | | | | |
| Permits/Planning Fees | 402,974 ¹ | 300,000 | 251,000 | (49,000) | -16% |
| Investment Income | 25,094 | 5,000 | 5,000 | - | 100% |
| Transfer from General Fund | 378,100 | 88,500 | - | (88,500) | 100% |
| Use of prior year development reserves | - | 99,688 | 86,650 | (13,038) | -13% |
| TOTAL REVENUES | \$ 806,168 | \$ 493,188 | \$ 342,650 | \$ (150,538) | -31% |
| <u>EXPENSES BY DEPARTMENT</u> | | | | | |
| City Council | \$ 853 | \$ 1,093 | \$ 1,127 | \$ 34 | 3% |
| Legal | 3,769 | 7,214 | 4,652 | (2,562) | -36% |
| Administration | 10,234 | 10,562 | 11,954 | 1,392 | 13% |
| Finance | 12,161 | 13,322 | 11,792 | (1,530) | -11% |
| Public Works | - | 5,371 | - | (5,371) | 100% |
| Planning & Building | 456,114 ¹ | 455,626 | 313,125 | (142,501) | -31% |
| Non Departmental | 2,834 | - | - | - | |
| TOTAL EXPENSES | \$ 485,965 | \$ 493,188 | \$ 342,650 | \$ (150,538) | -31% |
| RESULTING GAIN (LOSS) | \$ 320,203 | \$ - | \$ - | | |

1) Actual was spent in the General fund before transfer out occurred.

TRANSIT ENTERPRISE

| | <u>ACTUAL</u> 2000-2001 | <u>ADOPTED</u> 2001-2002 | <u>BUDGET</u> 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|--------------------------------------|----------------------------|-----------------------------|----------------------------|---------------------------------|------------|
| <u>REVENUES</u> | | | | | |
| Transfers (Grants) | \$ 125,371 | \$ 142,064 | \$ 165,082 | \$ 23,018 | 16% |
| Income (Fares) | 13,955 | 16,063 | 18,342 | 2,279 | 14% |
| Interest Income | - | 2,500 | 2,500 | - | 0% |
| TOTAL REVENUES | \$ 139,326 | \$ 160,627 | \$ 185,924 | \$ 25,297 | 16% |
| <u>EXPENSES BY DEPARTMENT</u> | | | | | |
| Administration | \$ 180 | \$ - | \$ - | \$ - | |
| Finance | 4,905 | 5,783 | 6,412 | 629 | 11% |
| Community Services | 134,454 | 154,844 | 179,512 | 24,668 | 16% |
| TOTAL EXPENSES | \$ 139,539 | \$ 160,627 | \$ 185,924 | \$ 25,297 | 16% |
| RESULTING GAIN (LOSS) | \$ (213) | \$ - | \$ - | | |

TELECOMMUNICATIONS ENTERPRISE

| | <u>ACTUAL</u> 2000-2001 | <u>ADOPTED</u> 2001-2002 | <u>BUDGET</u> 2002-2003 | <u>DIFFERENCE</u> <u>FROM</u> 2001-2002 | <u>%</u> <u>DIFF</u> |
|--------------------------------------|----------------------------|-----------------------------|----------------------------|---|-------------------------|
| <u>REVENUES</u> | | | | | |
| Investment Income | \$ 28,233 | \$ 5,000 | \$ 10,000 | \$ 5,000 | 100% |
| Use of Reserves | - | 128,900 | 107,693 | (21,207) | -16% |
| TOTAL REVENUES | \$ 28,233 | \$ 133,900 | \$ 117,693 | \$ (16,207) | -12% |
| <u>EXPENSES BY DEPARTMENT</u> | | | | | |
| Administration | \$ 32,552 | \$ - | \$ 10,000 | \$ 10,000 | |
| Electric | 157,717 | 133,900 | 107,693 | (26,207) | -20% |
| Non Departmental | 362 | - | - | - | 0% |
| TOTAL EXPENSES | \$ 190,631 | \$ 133,900 | \$ 117,693 | \$ (16,207) | -12% |
| RESULTING GAIN (LOSS) | \$ (162,398) | \$ - | \$ - | | |

LIGHTING & LANDSCAPING DISTRICT AREA A

| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|--------------------------------------|---------------------|----------------------|---------------------|---------------------------------|------------|
| <u>REVENUES</u> | | | | | |
| Special Assessments | \$ 103,938 | \$ 129,031 | \$ 129,464 | \$ 433 | 0% |
| Interest Income | 6,013 | 1,200 | 700 | (500) | -42% |
| Use of Reserves | - | 5,934 | 4,575 | (1,359) | -23% |
| TOTAL REVENUES | \$ 109,951 | \$ 136,165 | \$ 134,739 | \$ (1,426) | -1% |
| <u>EXPENSES BY DEPARTMENT</u> | | | | | |
| Community Services | \$ 19,468 | \$ 46,000 | \$ 56,104 | \$ 10,104 | 22% |
| Non Departmental | 54,376 | 90,165 | 78,635 | (11,530) | -13% |
| TOTAL EXPENSES | \$ 73,844 | \$ 136,165 | \$ 134,739 | \$ (1,426) | -1% |
| RESULTING GAIN (LOSS) | \$ 36,107 | \$ - | \$ - | | |

STREET & DEVELOPMENT ENTERPRISE

| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|-------------------------------|---------------------|----------------------|----------------------|---------------------------------|-----------|
| REVENUES | | | | | |
| Intergovernmental Revenues | 633,315 | 623,000 | 696,510 ¹ | 73,510 | 12% |
| Miscellaneous Revenues | 60,542 | 95,185 | 64,077 | (31,108) | -33% |
| TOTAL REVENUES | \$ 693,857 | \$ 718,185 | \$ 760,587 | \$ 42,402 | 6% |
| EXPENSES BY DEPARTMENT | | | | | |
| City Council | \$ 889 | \$ 1,293 | \$ 1,497 | \$ 204 | 16% |
| Legal | 3,769 | 7,214 | 4,652 | (2,562) | -36% |
| Administration | 6,451 | 14,806 | 16,424 | 1,618 | 11% |
| Finance | 12,119 | 13,840 | 13,960 | 120 | 1% |
| Electric | 20,150 | 35,095 | 33,512 | (1,583) | 100% |
| Public Works | 504,561 | 645,937 | 681,260 | 35,323 | 5% |
| Planning & Building | - | - | 9,282 | 9,282 | 100% |
| TOTAL EXPENSES | \$ 547,939 | \$ 718,185 | \$ 760,587 | \$ 42,402 | 6% |
| RESULTING GAIN (LOSS) | \$ 145,918 | \$ - | \$ - | | |

1) Includes new Trench Cut fee \$30,000

AIRPORT ENTERPRISE

| | <u>ACTUAL</u> 2000-2001 | <u>ADOPTED</u> 2001-2002 | <u>BUDGET</u> 2002-2003 | <u>DIFFERENCE</u> <u>FROM</u> 2001-2002 | <u>%</u> <u>DIFF</u> |
|--------------------------------------|----------------------------|-----------------------------|----------------------------|---|-------------------------|
| <u>REVENUES</u> | | | | | |
| Rents | \$ 86,134 | \$ 86,242 | \$ 87,183 | \$ 941 | 1% |
| Fuel Sales | 121,392 | 115,000 | 121,400 | 6,400 | 6% |
| Grant | - | 10,000 | 10,000 | - | 100% |
| Interest Income | 8,409 | 6,000 | 6,000 | - | 0% |
| Transfers | 10,000 | - | - | - | 0% |
| TOTAL REVENUES | \$ 225,935 | \$ 217,242 | \$ 224,583 | \$ 7,341 | 3% |
| <u>EXPENSES BY DEPARTMENT</u> | | | | | |
| Administration | \$ 154,438 | \$ - | \$ - | \$ - | 0% |
| Finance | 6,022 | 7,918 | 7,940 | 22 | 0% |
| Community Services | 48,628 | 150,044 | 157,363 | 7,319 | 5% |
| Transfer to Capital Project | 44,000 | 51,000 | 51,000 | - | 0% |
| Non Departmental | 38,194 | 8,280 | 8,280 | - | 0% |
| TOTAL EXPENSES | \$ 291,282 | \$ 217,242 | \$ 224,583 | \$ 7,341 | 3% |
| RESULTING GAIN (LOSS) | \$ (65,347) | \$ - | \$ - | | |

BENJAMIN WAY MAINTENANCE DISTRICT

| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|--------------------------------------|---------------------|----------------------|---------------------|---------------------------------|-----------|
| <u>REVENUES</u> | | | | | |
| Maintenance fees | \$ 440 | \$ 440 | \$ 440 | \$ - | 0% |
| Interest Income | 125 | - | - | - | 0% |
| TOTAL REVENUES | \$ 565 | \$ 440 | \$ 440 | \$ - | 0% |
| <u>EXPENSES BY DEPARTMENT</u> | | | | | |
| Finance | \$ 1 | \$ 440 | \$ 440 | \$ - | 0% |
| TOTAL EXPENSES | \$ 1 | \$ 440 | \$ 440 | \$ - | 0% |
| RESULTING GAIN (LOSS) | \$ 564 | \$ - | \$ - | | |

SCHOOL SERVICES ENTERPRISE

| | <u>ACTUAL</u> 2000-2001 | <u>ADOPTED</u> 2001-2002 | <u>BUDGET</u> 2002-2003 | <u>DIFFERENCE</u> <u>FROM</u> 2001-2002 | <u>%</u> <u>DIFF</u> |
|--------------------------------------|----------------------------|-----------------------------|----------------------------|---|-------------------------|
| <u>REVENUES</u> | | | | | |
| Investment Income | \$ 1,456 | \$ 200 | \$ 1,200 | \$ 1,000 | 500% |
| Healdsburg Unified School Dist. | 59,577 | 61,745 | 61,855 ¹ | 110 | 0% |
| School Fees | 2,740 | 5,000 | 2,000 | (3,000) | -60% |
| TOTAL REVENUES | \$ 63,773 | \$ 66,945 | \$ 65,055 | \$ (1,890) | -3% |
| <u>EXPENSES BY DEPARTMENT</u> | | | | | |
| Community Services | \$ 44,096 | \$ 66,945 | \$ 65,055 | \$ (1,890) | -3% |
| TOTAL EXPENSES | \$ 44,096 | \$ 66,945 | \$ 65,055 | \$ (1,890) | -3% |
| RESULTING GAIN (LOSS) | \$ 19,677 | \$ - | \$ - | | |

1) Per contract with School District.

PUBLIC SAFETY FUND

| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|--------------------------------------|---------------------|----------------------|---------------------|---------------------------------|-------------|
| <u>REVENUES</u> | | | | | |
| Grant | \$ 203,612 | \$ 100,000 | \$ - | \$ (100,000) | -100% |
| Interest Income | 12,642 | 500 | 1,420 | 920 | 184% |
| Use of Reserves | - | - | 18,345 | 18,345 | 100% |
| TOTAL REVENUES | \$ 216,254 | \$ 100,500 | \$ 19,765 | \$ (80,735) | -80% |
| <u>EXPENSES BY DEPARTMENT</u> | | | | | |
| Police Department | \$ 7,932 | \$ 17,265 | \$ 19,765 | \$ 2,500 | 14% |
| Non Departmental | 126,405 | 83,235 | - | (83,235) | -100% |
| TOTAL EXPENSES | \$ 134,337 | \$ 100,500 | \$ 19,765 | \$ (80,735) | -80% |
| RESULTING GAIN (LOSS) | \$ 81,917 | \$ - | \$ - | | |

COMMERCIAL & INDUSTRIAL FUND

| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|--------------------------------------|---------------------|----------------------|----------------------|---------------------------------|------------|
| <u>REVENUES</u> | | | | | |
| Increment | \$ 3,457,872 | \$ 3,661,000 | \$ 3,762,000 | \$ 101,000 | 3% |
| Miscellaneous Revenues | 72,159 | - | - | - | 0% |
| Interest Income | 153,515 | 75,000 | 75,000 | - | 0% |
| Note Proceeds | 2,950,000 | 3,300,000 | 1,860,000 | (1,440,000) | -44% |
| CRA Rental Income | 121,390 | 110,000 | - | (110,000) | -100% |
| Use of Reserves | - | 18,379 | 7,342,412 | 7,324,033 | 39850% |
| TOTAL REVENUES | \$ 6,754,936 | \$ 7,164,379 | \$ 13,039,412 | \$ 5,875,033 | 82% |
| <u>EXPENSES BY DEPARTMENT</u> | | | | | |
| City Council | \$ 7,254 | \$ 11,630 | \$ 12,012 | \$ 382 | 3% |
| Legal | 59,944 | 24,722 | 30,111 | 5,389 | 22% |
| Administration | 151,095 | 382,787 | 471,133 | 88,346 | 23% |
| Finance | 152,368 | 151,167 | 154,565 | 3,398 | 2% |
| Community Services | 166,524 | 246,506 | 239,819 | (6,687) | -3% |
| Planning & Building | 110,720 | 123,417 | 225,328 | 101,911 | 83% |
| Public Works | 121 | - | - | - | 0% |
| Projects | 961,060 | 1,275,000 | 9,170,400 | 7,895,400 | 619% |
| Financing* | 4,662,111 | 4,809,150 | 2,596,044 | (2,213,106) | -46% |
| Non Departmental | 96,361 | 140,000 | 140,000 | - | 0% |
| TOTAL EXPENSES | \$ 6,367,558 | \$ 7,164,379 | \$ 13,039,412 | \$ 5,875,033 | 82% |
| Reserved for future use | - | 106,658 | - | | |
| RESULTING GAIN (LOSS) | \$ 387,378 | \$ - | \$ - | | |

LOW & MODERATE INCOME HOUSING FUND

| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|--------------------------------------|----------------------|----------------------|---------------------|---------------------------------|-------------|
| <u>REVENUES</u> | | | | | |
| Increment | \$ 864,534 | \$ 897,000 | \$ 958,000 | \$ 61,000 | 7% |
| Interest Income | 70,787 | 20,000 | 30,000 | 10,000 | 50% |
| Use of Reserves | 618,820 | - | 5,029,255 | 5,029,255 | 0% |
| TOTAL REVENUES | \$ 1,554,141 | \$ 917,000 | \$ 6,017,255 | \$ 5,100,255 | 556% |
| <u>EXPENSES BY DEPARTMENT</u> | | | | | |
| Legal | \$ - | \$ - | \$ 41,000 | \$ 41,000 | 0% |
| Administration | 41,989 | 39,227 | 42,532 | 3,305 | 8% |
| Finance | 32,824 | 43,525 | 56,501 | 12,976 | 30% |
| Community Services | 56,754 | 99,287 | 99,472 | 185 | 0% |
| Planning & Building | 127,287 | 159,868 | 194,820 | 34,952 | 22% |
| Financing | - | - | 312,930 | 312,930 | 100% |
| Projects | 755,000 | 570,000 | 5,270,000 | 4,700,000 | 825% |
| Non Departmental | 540,287 ² | - | - | - | - |
| TOTAL EXPENSES | \$ 1,554,141 | \$ 911,907 | \$ 6,017,255 | \$ 5,105,348 | 560% |
| Reserved for future use | - | 5,093 | - | | |
| RESULTING GAIN (LOSS) | \$ - | \$ - | \$ - | | |

UDAG (VINEYARD PLAZA) FUND

| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|--------------------------------------|---------------------|----------------------|---------------------|---------------------------------|-------------|
| <u>REVENUES</u> | | | | | |
| Vineyard Plaza Loan Payment | \$ 69,592 | \$ 101,000 | \$ 101,000 | \$ - | 0% |
| Interest Income | 62,862 | 32,000 | 32,000 | - | 0% |
| Rental Income | 68,754 | 40,000 | - | (40,000) | -100% |
| Use of Reserves | - | 329,867 | - | (329,867) | -100% |
| TOTAL REVENUES | \$ 201,208 | \$ 502,867 | \$ 133,000 | \$ (369,867) | -74% |
| <u>EXPENSES BY DEPARTMENT</u> | | | | | |
| Finance | \$ 2,688 | \$ 2,867 | \$ 3,125 | \$ 258 | 9% |
| Non Departmental | 891 | 350,000 | - | (350,000) | 100% |
| Economic Development Loan | - | 150,000 | - | (150,000) | -100% |
| TOTAL EXPENSES | \$ 3,579 | \$ 502,867 | \$ 3,125 | \$ (499,742) | -99% |
| Reserved for future use | 197,629 | - | 129,875 | | |
| RESULTING GAIN (LOSS) | \$ - | \$ - | \$ - | | |

1) Rental Income moved to new Special Revenue Fund

PROJECT PARTICIPATION FUND

| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | | DIFFERENCE FROM 2001-2002 | % DIFF |
|--------------------------------------|---------------------|----------------------|---------------------|---|---------------------------------|-------------|
| <u>REVENUES</u> | | | | | | |
| Rental Income | \$ - | \$ - | \$ 160,000 | 1 | \$ 160,000 | 100% |
| Interest Income | - | - | - | | - | 0% |
| Use of Reserves | - | - | - | | - | 0% |
| TOTAL REVENUES | \$ - | \$ - | \$ 160,000 | | \$ 160,000 | 100% |
| <u>EXPENSES BY DEPARTMENT</u> | | | | | | |
| Non Departmental | \$ - | \$ - | \$ 50,000 | 2 | \$ 50,000 | 100% |
| TOTAL EXPENSES | \$ - | \$ - | \$ 50,000 | | \$ 50,000 | 100% |
| Reserved for future use | - | - | 110,000 | | | |
| RESULTING GAIN (LOSS) | \$ - | \$ - | \$ - | | | |

* New Special Revenue Fund

1) Includes Vineyard Plaza Rent \$50,000.

2) Transfer to Community Benefit Trust.

SERVICE FUND BUDGET - INSURANCE & BENEFITS

| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|--------------------------------------|---------------------|----------------------|---------------------|---------------------------------|------------|
| <u>REVENUES</u> | | | | | |
| Service Fees | \$ 2,371,520 | \$ 2,505,878 | \$ 2,910,307 | \$ 404,429 | 16% |
| Interest Income | 148,624 | 80,000 | 80,000 | - | 0% |
| REMIF Refunds | 161,534 | - | - | - | 0% |
| Use of Reserves | - | 210,500 | 161,500 | (49,000) | -23% |
| TOTAL REVENUES | \$ 2,681,678 | \$ 2,796,378 | \$ 3,151,807 | \$ 355,429 | 13% |
| <u>EXPENSES BY DEPARTMENT</u> | | | | | |
| Non Departmental: | | | | | |
| Public Employee Retirement | \$ 600,291 | \$ 580,728 | \$ 870,621 * | \$ 289,893 | 50% |
| Health & Life Insurance | 721,393 | 751,733 | 853,395 | 101,662 | 14% |
| Medicare | 59,499 | 53,913 | 62,399 | 8,486 | 16% |
| Long Term Disability | 40,404 | 60,135 | 65,727 | 5,592 | 9% |
| Liability Property Insurance | 35,618 | - | - | - | 0% |
| State Unemployment Insurance | 9,185 | 48,825 | 53,166 | 4,341 | 9% |
| Workers' Compensation | 205,242 | 186,968 | 26,296 | (160,672) | -86% |
| Compensation Time | 65,176 | - | - | - | 0% |
| Public Safety Leave | 126,668 | 29,273 | 59,086 ** | 29,813 | 102% |
| Holiday Leave | 273,118 | 300,161 | 326,206 | 26,045 | 9% |
| Vacation Leave | 419,075 | 452,007 | 484,194 | 32,187 | 7% |
| Management Leave | 54,460 | 57,403 | 61,103 | 3,700 | 6% |
| Sick Leave | 267,770 | 195,232 | 209,614 | 14,382 | 7% |
| Other | 34,983 | - | - | - | 0% |
| | \$ 2,912,882 | \$ 2,716,378 | \$ 3,071,807 | \$ 355,429 | 13% |
| Reserved Post Retirement Liab. | - | 80,000 | 80,000 | | |
| RESULTING GAIN (LOSS) | \$ (231,204) | \$ - | \$ - | | |

*Reflects increase in PERS rates for all units

** New MOU benefits - sick leave payoff etc.

SERVICE FUND BUDGET - VEHICLE REPLACEMENT & SERVICES

| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|--------------------------------------|------------------------|----------------------|---------------------|---------------------------------|-------------|
| <u>REVENUES</u> | | | | | |
| Service Fees | \$ 281,827 | \$ 324,357 | \$ 372,104 | \$ 47,747 | 15% |
| Replacement Fees | 206,255 | 219,816 | 204,930 | (14,886) | -7% |
| Interest Income | 110,822 | 90,000 | 90,000 | - | 0% |
| Transfers | - | 135,000 | - | (135,000) | 0% |
| TOTAL REVENUES | \$ 598,904 | \$ 769,173 | \$ 667,034 | \$ (102,139) | -13% |
| <u>EXPENSES BY DEPARTMENT</u> | | | | | |
| Finance | \$ 31,149 | \$ 10,185 | \$ 12,623 | \$ 2,438 | 24% |
| Community Services | 20,569 | 24,650 | 33,379 | 8,729 | 35% |
| Planning & Building | 17,146 | 16,419 | 3,000 | (13,419) | -82% |
| Police | 135,420 | 49,932 | 81,999 | 32,067 | 64% |
| Fire | 267,439 | 37,486 | 42,237 | 4,751 | 13% |
| Public Works | 124,616 | 499,484 | 128,162 | (371,322) | -74% |
| Electric | 183,502 | 232,252 | 205,467 | (26,785) | -12% |
| Non Departmental | (181,252) ¹ | 28,708 | 35,810 | 7,102 | 25% |
| TOTAL EXPENSES | \$ 598,589 | \$ 899,116 | \$ 542,677 | \$ (356,439) | -40% |
| Reserved for future replacement | 315 | | 124,357 | | |
| RESULTING GAIN (LOSS) | \$ - | \$ (129,943) | \$ - | | |

1) Includes transfer to fixed assets

VEHICLE REPLACEMENTS & UPDATES FOR FY 2002-2003

| | |
|------------------------------------|-------------------|
| <u>Community Services</u> | |
| 1983 Parks Mower Trailer #52 | \$ 4,959 |
| Utility Cushman | 12,420 |
| <u>Police</u> | |
| 1993 Squad Car | 28,132 |
| Detective Car #219 | 23,567 |
| <u>Public Works</u> | |
| 1990 Ford 3/4 ton PU F250 #44 | 19,898 |
| 1989 Utility 3/4 Ton PU Chevy #108 | 22,770 |
| 1988 Chevy C10 Truck #34 | 17,772 |
| 1990 Chevy 1/2 Ton PU #22 | 17,772 |
| <u>Electric</u> | |
| 1989 Dodge 3/4 Ton Van #110 | 23,283 |
| Total Purchases | <u>\$ 170,573</u> |

SERVICE FUND BUDGET - INFORMATION SYSTEMS REPLACEMENT & SERVICES

| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|--------------------------------------|---------------------|----------------------|---------------------|---------------------------------|-------------|
| <u>REVENUES</u> | | | | | |
| Service Fees | \$ 355,633 | \$ 374,149 | \$ 384,057 | \$ 9,908 | 3% |
| Replacement Fees | 278,313 | 283,335 | 285,369 | 2,034 | 1% |
| Interest Income | 49,714 | 20,000 | 35,000 | 15,000 | 75% |
| Use of Reserves | - | 118,799 | - | (118,799) | 0% |
| Other | 151,579 | - | - | - | 0% |
| TOTAL REVENUES | \$ 835,239 | \$ 796,283 | \$ 704,426 | \$ (91,857) | -12% |
| <u>EXPENSES BY DEPARTMENT</u> | | | | | |
| Administration | \$ 1,435 | \$ 7,140 | \$ 3,330 | \$ (3,810) | -53% |
| Finance | 186,520 | 163,672 | 235,201 | 71,529 | 44% |
| Community Service | 4,299 | 7,500 | 15,450 | 7,950 | 106% |
| Planning & Building | 10,448 | 8,020 | 5,250 | (2,770) | -35% |
| Police | 48,177 | 132,836 | 21,300 | (111,536) | -84% |
| Fire | 5,275 | 12,705 | 13,580 | 875 | 7% |
| Public Works | 8,594 | 56,650 | 16,450 | (40,200) | -71% |
| Electric | 45,878 | 47,290 | 32,195 | (15,095) | -32% |
| Non Departmental | 524,232 | 360,470 | 221,531 | (138,939) | -39% |
| TOTAL EXPENSES | \$ 834,858 | \$ 796,283 | \$ 564,287 | \$ (231,996) | -29% |
| Reserved for future replacement | - | - | 140,139 | | |
| RESULTING GAIN (LOSS) | \$ 381 | \$ - | \$ - | | |

INFORMATION SYSTEMS PURCHASES FOR FY 2002-2003

| | |
|-------------------------------|-------------------|
| 6 New Personal Computers | \$ 15,000 |
| 15 Replacement Personal | 44,600 |
| 1 Dual Monitor for ISA PC | 1,900 |
| 1 Upgrade Router at Corp | 2,400 |
| 1 Upgrade to Email Network | 4,000 |
| 1 Upgrade Server for Intranet | 3,000 |
| 1 Rackmount Conversion for | 4,000 |
| 1 Replacement of Laptop | 3,500 |
| 1 Upgrade Network Firewall | 6,000 |
| 1 New Additional Tape | 5,300 |
| 1 Replace Switch for Network | 6,000 |
| 35 MS Office 2000 Upgrades | 10,500 |
| 35 WINDOWS 2000 | 5,250 |
| 1 Exchange 2000 Server | 950 |
| 150 Exchange 2000 Client | 5,100 |
| 1 Autocad Annual Software | 4,000 |
| 1 GIS Software | 4,000 |
| 1 UDS Software | 9,000 |
| 1 Meter Reading Software | 500 |
| 1 Utility Billing Software | 10,000 |
| Mail Inserter System | 30,000 |
| TOTAL PURCHASES | \$ 175,000 |

SERVICE FUND BUDGET - BUILDING MAINTENANCE SERVICES

| | <u>ACTUAL</u> 2000-2001 | <u>ADOPTED</u> 2001-2002 | <u>BUDGET</u> 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|--------------------------------------|----------------------------|-----------------------------|----------------------------|---------------------------------|------------|
| <u>REVENUES</u> | | | | | |
| Service Fees | \$ 538,617 | \$ 561,630 | \$ 609,122 | \$ 47,492 | 8% |
| Other | 15,000 | 20,000 | 35,000 | 15,000 | 0% |
| TOTAL REVENUES | \$ 553,617 | \$ 581,630 | \$ 644,122 | \$ 62,492 | 11% |
| <u>EXPENSES BY DEPARTMENT</u> | | | | | |
| Community Services | \$ 2,912 | \$ 4,400 | \$ 7,112 | \$ 2,712 | 62% |
| Public Works | 350 | - | 2,860 | 2,860 | 100% |
| Non Departmental | 586,665 | 577,230 | 634,150 | ¹ 56,920 | 10% |
| TOTAL EXPENSES | \$ 589,927 | \$ 581,630 | \$ 644,122 | \$ 62,492 | 11% |
| RESULTING GAIN (LOSS) | \$ (36,310) | \$ - | \$ - | | |

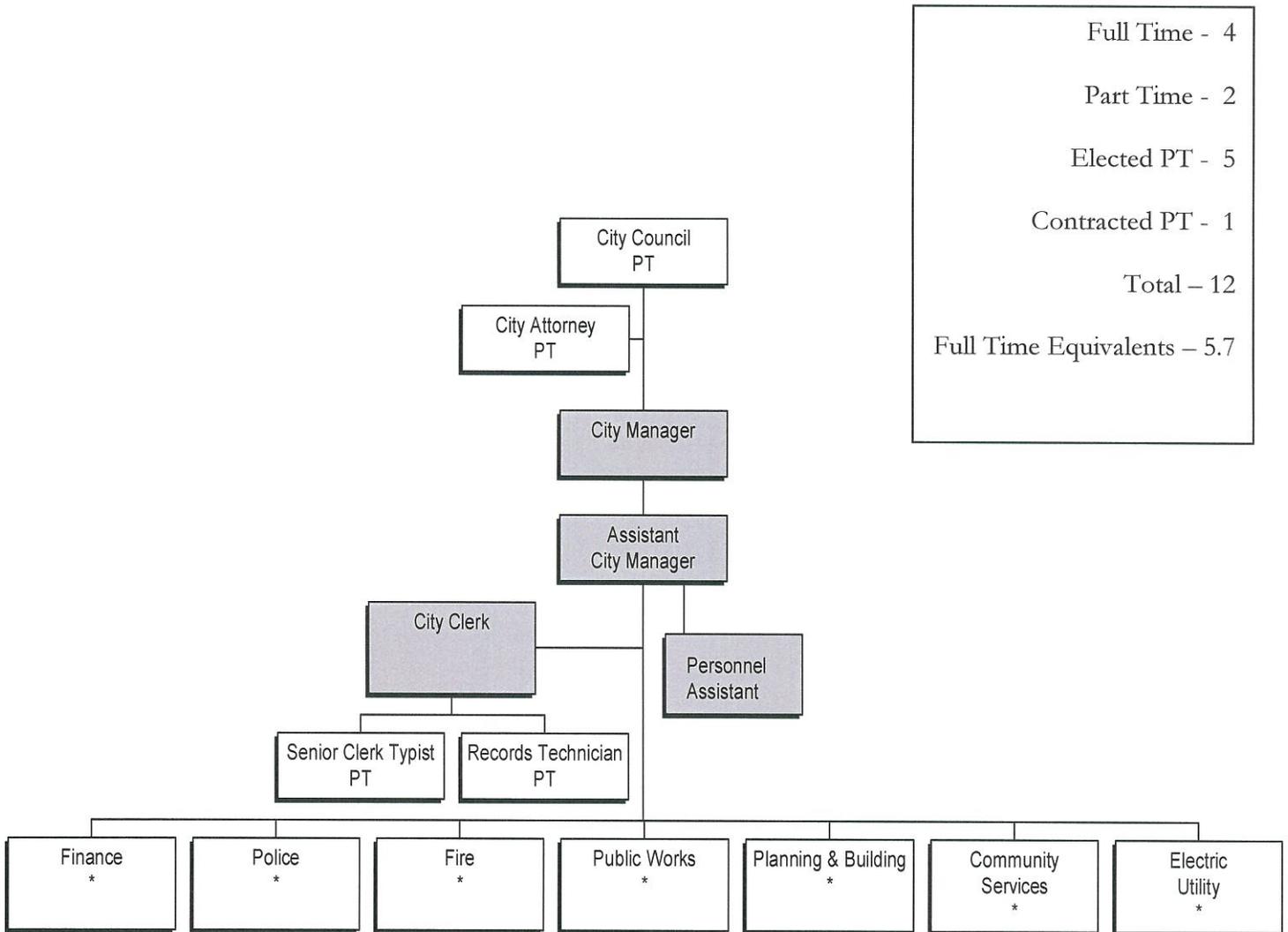
1) Includes \$35,000 for capital building maintenance projects

OTHER DEBT SERVICE

| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|--------------------------------------|---------------------|----------------------|---------------------|---------------------------------|------------|
| <u>REVENUES</u> | | | | | |
| Transfers | \$ 730,018 | \$ 735,900 | \$ 1,717,974 | \$ 982,074 | 133% |
| Property Tax | 1,000,457 | 858,479 | 893,690 | 35,211 | 4% |
| Interest Income | 87,460 | 42,858 | 64,000 | 21,142 | 49% |
| Use of Reserves | 246,823 | - | - | - | 0% |
| TOTAL REVENUES | \$ 2,064,758 | \$ 1,637,237 | \$ 2,675,664 | \$ 1,038,427 | 63% |
| <u>EXPENSES BY DEPARTMENT</u> | | | | | |
| Non Departmental | \$ 2,064,758 | \$ 1,610,205 | \$ 2,669,420 | \$ 1,059,215 | 66% |
| TOTAL EXPENSES | \$ 2,064,758 | \$ 1,610,205 | \$ 2,669,420 | \$ 1,059,215 | 66% |
| Reserved for future use | - | 27,032 | 6,244 | | |
| RESULTING GAIN (LOSS) | \$ - | \$ - | \$ - | | |

Notes:

ADMINISTRATION



*Department Heads are listed by department.

ADMINISTRATION

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

City Council

The City Council is the governing body of the City. The five Council members are elected at large by the voters of Healdsburg for four-year terms. Each year the Mayor is elected by a majority vote of the City Council. The Council sets policy for the City and adopts an annual budget. The positions of City Manager and City Attorney are appointed by the Council.

City Manager

The City Manager's office is responsible for the management and coordination of the day-to-day operations of the City. With the assistance of the Assistant City Manager, responsibilities include overall supervision of all City departments and direct coordination with the City Council, as well as public information, intergovernmental relations, economic development, and franchise management.

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 with all federal, state, and City laws, as well as representing the City in legal proceedings. These services are provided on a contract basis by an outside legal firm.

City Clerk

The City Clerk's office is responsible for all official record keeping for the City, legislative history management, preparation and management of City Council agendas, noticing of 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 management system, including labor relations and negotiations, benefits administration, and staff development, and for providing personnel support services to all City departments.

MAJOR DEPARTMENTAL TASKS COMPLETED FISCAL YEAR 2001-2002

- Recruited for and filled the Police Chief position.
- Developed funding strategy for the construction of Alliance Medical Clinic.
- Executed a public restroom agreement with Hotel Healdsburg.
- Concluded franchise renewal negotiations process with AT&T.
- Secured initial funding for Access Healdsburg from AT&T and Sonoma County.
- Established non-profit board and executed agreement with Healdsburg Unified School District for use of the Community Media Access Center; executed agreement between the City and non-profit board to provide public access.

ADMINISTRATION

- ☑ Obtained new franchise agreement with Empire Waste Management and a commitment to meet AB 939 recycling goals within the next three years.
- ☑ Negotiated competitive labor agreements to maintain and enhance City's ability to attract and retain employees in tight labor market.
- ☑ Located parcel (33 acres) and began negotiations for its dedication at no charge to City in exchange for development entitlements in Area C.
- ☑ East Street four-plex acquired and rehabilitation underway; Second Street two-unit subdivision ready to go ahead with neighborhood support; fifteen to twenty unit Area A affordable housing parcel still under litigation.
- ☑ Completed negotiations and reached agreement on compensation for Santa Rosa pipeline of City street right-of-way.

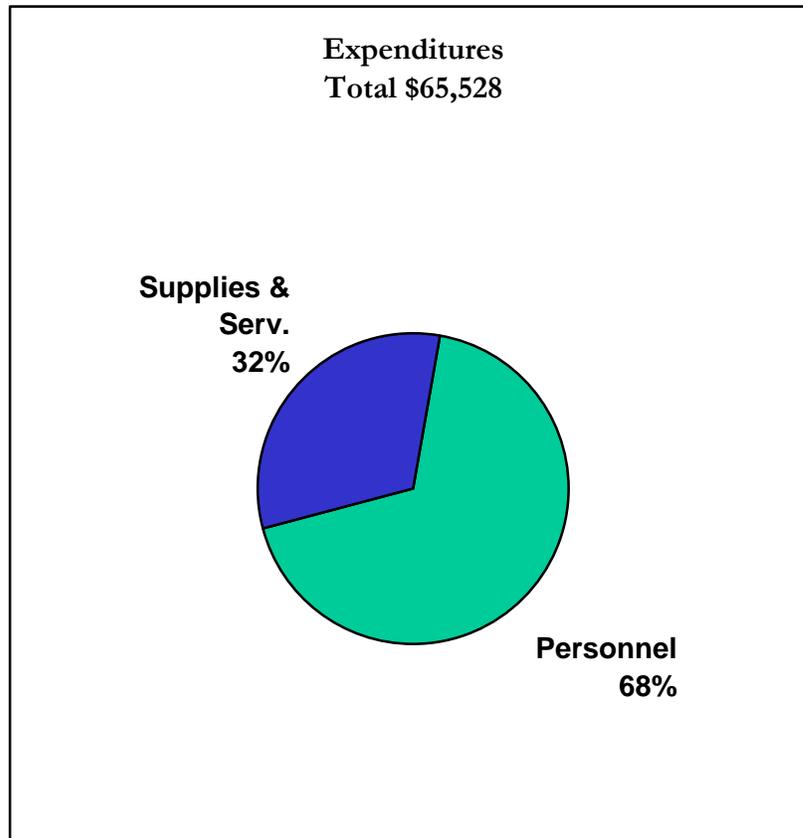
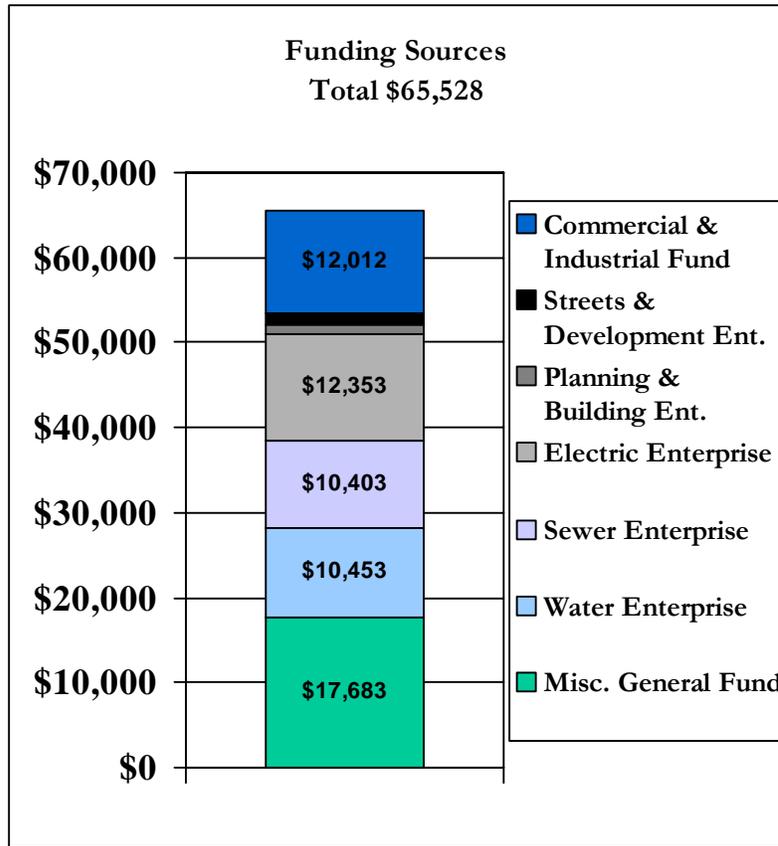
MAJOR DEPARTMENTAL TASKS FISCAL YEAR 2002-2003

- ◆ Start construction of Alliance Medical Clinic.
- ◆ Complete codification of the Municipal Code including "automatic updates" process.
- ◆ Resolve Fox Pond issue and proceed with Area C proposal and initiate and complete community park site feasibility analysis, which includes possible location for community center.
- ◆ Create at least 30 additional parking spaces within the West Plaza parking lot.
- ◆ Finalize analysis of ongoing operating, maintenance and personnel costs for City's fiber optic network; reformat bid specifications and proceed to bid.
- ◆ Work with Open Space District to acquire Area B trails access.
- ◆ Resolve litigation and proceed with construction of Parcel B affordable housing.
- ◆ Complete East Street four-plex renovation.
- ◆ Execute agreement with North County Community Services (St. Paul's Church) for the management of the East Street four-plex as transitional housing.
- ◆ Start construction of the two affordable housing units on Second Street.
- ◆ Implement silent-second homebuyer program.
- ◆ Place TOT measure on the November 2002 ballot that certifies existing 10% TOT and allocates these funds for Community Services Department purposes.
- ◆ Complete first draft of City Personnel Policies and Procedures.

FUTURE OBJECTIVES

Important objectives over the next several years will include an upgrade of the wastewater treatment plant, implementation of a telecommunications system to position the City for future entrepreneurial opportunities, and major efforts to ensure electric reliability and price stability for Healdsburg ratepayers. Additionally, we will continue to concentrate on the development of a long-term financial plan to support the construction and operation of community recreation facilities. The next several years will also see increased efforts on the part of the City to attract and retain employees.

ADMINISTRATION - City Council

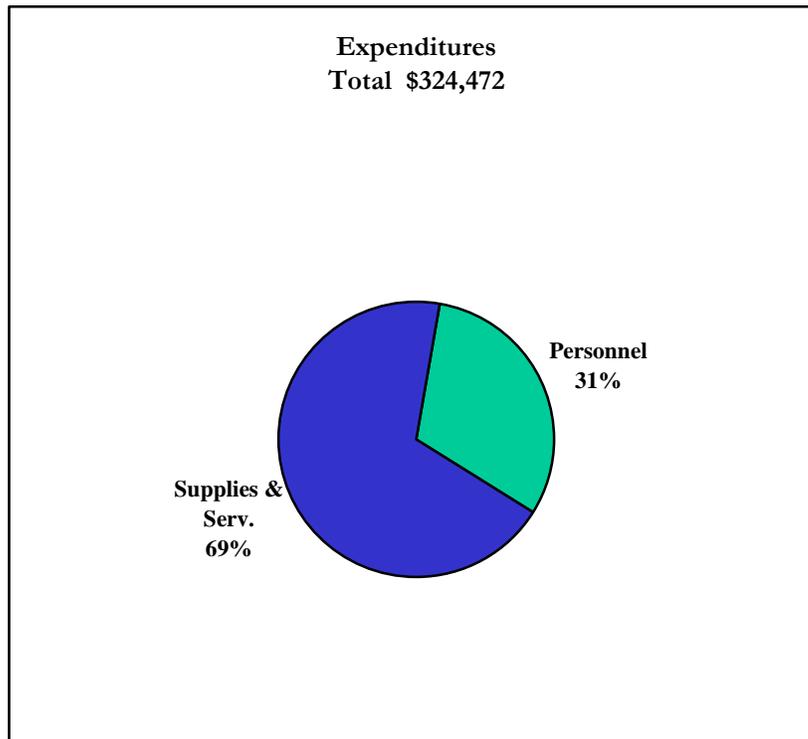
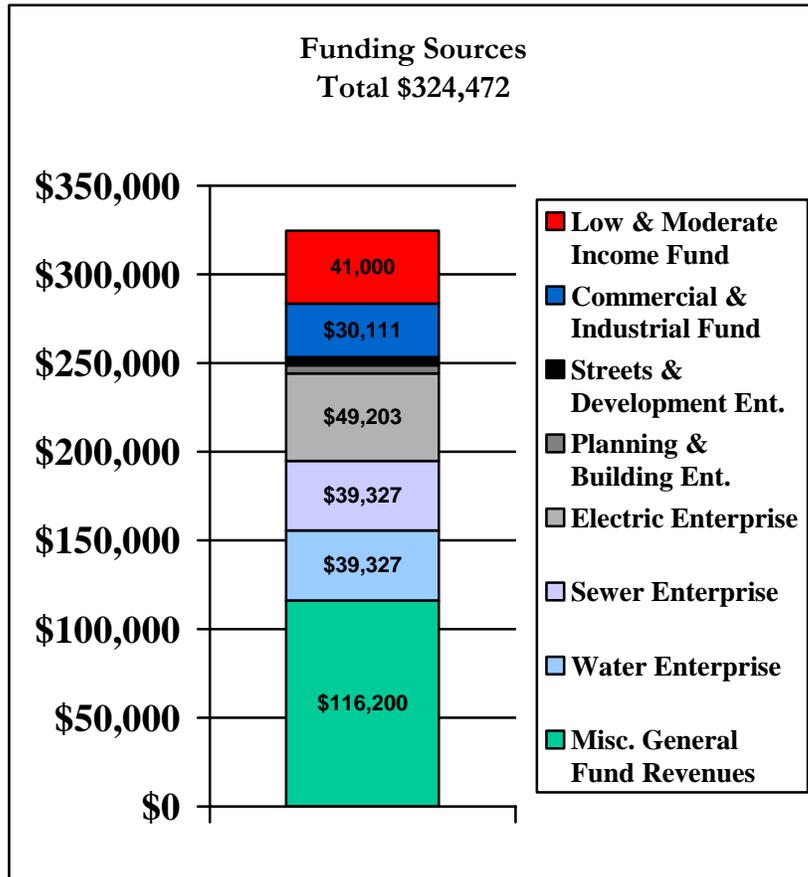


ADMINISTRATION - City Council

| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|--------------------------------|---------------------|----------------------|---------------------|---------------------------------|-----------|
| <u>REVENUES</u> | | | | | |
| MISC.GENERAL FUND REVENUES | \$ - | \$ - | \$ 17,683 | \$ - | - |
| WATER ENTERPRISE | - | - | 10,453 | - | - |
| SEWER ENTERPRISE | - | - | 10,403 | - | - |
| ELECTRIC ENTERPRISE | - | - | 12,353 | - | - |
| PLANNING & BUILDING ENTERPRISE | - | - | 1,127 | - | - |
| STREETS & DEVELOPMENT ENT. | - | - | 1,497 | - | - |
| COMMERCIAL & INDUSTRIAL FUND | - | - | 12,012 | - | - |
| TOTAL REVENUES | \$ - | \$ - | \$ 65,528 | \$ - | - |
| <u>EXPENSES</u> | | | | | |
| WAGES & FRINGE BENEFITS | \$ 33,614 | \$ 43,386 | \$ 44,506 | \$ 1,120 | 3% |
| CONTRACTED SERVICES | - | 1,000 | 4,400 | 1 3,400 | 340% |
| SERVICE FEES | 4,472 | 3,400 | 3,672 | 272 | 8% |
| TELECOMMUNICATION SERVICE | 759 | 1,000 | 1,050 | 50 | 5% |
| PRINTING & BINDING | - | 150 | 150 | - | 0% |
| SUPPLIES | 1,480 | 1,500 | 1,500 | - | 0% |
| MEETINGS | 2,894 | 8,100 | 8,100 | - | 0% |
| MEMBERSHIPS & DUES | 2,130 | 2,150 | 2,150 | - | 0% |
| TRAINING | 690 | - | - | - | 0% |
| TOTAL EXPENSES | \$ 46,039 | \$ 60,686 | \$ 65,528 | \$ 4,842 | 8% |

1) Sonoma County Transit authority - City contribution \$3,400

ADMINISTRATION - Legal

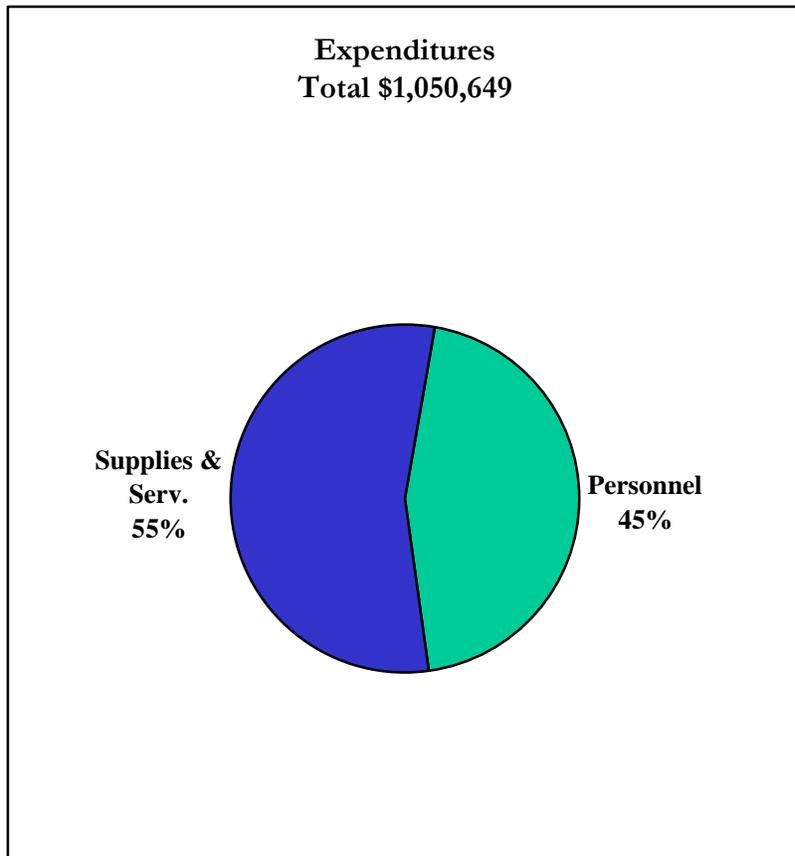
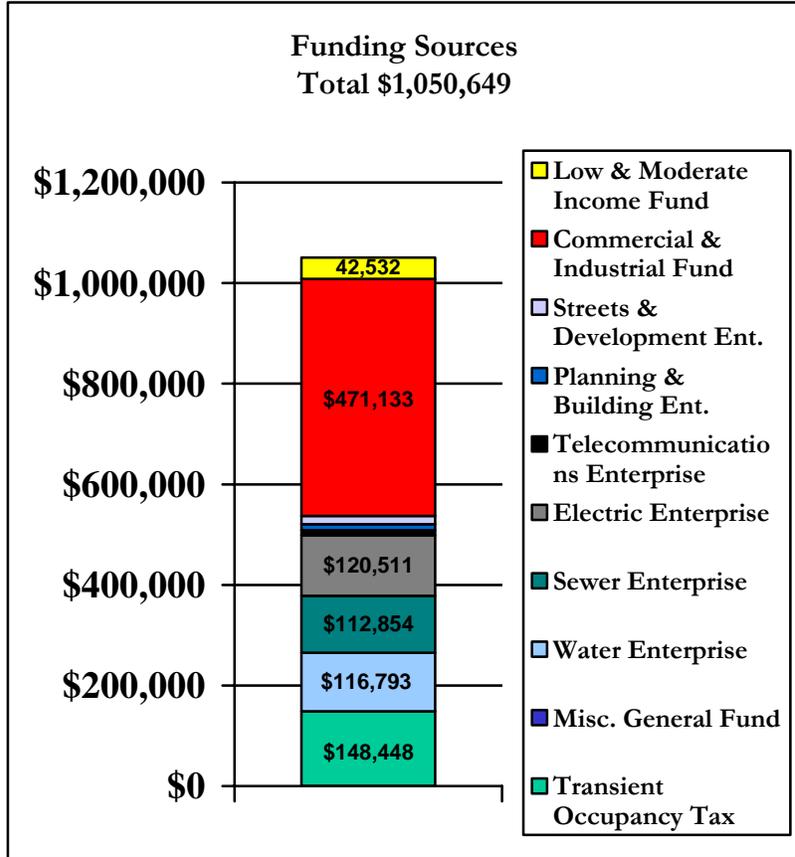


ADMINISTRATION - Legal

| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|--------------------------------|---------------------|----------------------|---------------------|---------------------------------|------------|
| <u>REVENUES</u> | | | | | |
| MISC.GENERAL FUND REVENUES | \$ - | \$ - | \$ 116,200 | \$ - | - |
| WATER ENTERPRISE | - | - | 39,327 | - | - |
| SEWER ENTERPRISE | - | - | 39,327 | - | - |
| ELECTRIC ENTERPRISE | - | - | 49,203 | - | - |
| PLANNING & BUILDING ENTERPRISE | - | - | 4,652 | - | - |
| STREETS & DEVELOPMENT ENT. | - | - | 4,652 | - | - |
| COMMERCIAL & INDUSTRIAL FUND | - | - | 30,111 | - | - |
| LOW & MODERATE INCOME FUND | - | - | 41,000 | - | - |
| TOTAL REVENUES | \$ - | \$ - | \$ 324,472 | \$ - | - |
| <u>EXPENSES</u> | | | | | |
| WAGES & FRINGE BENEFITS | \$ 98,828 | \$ 98,607 | \$ 100,552 | \$ 1,945 | 2% |
| CONTRACTED SERVICES | 60,085 | 26,300 | 125,000 | 98,700 | 375% |
| SERVICE CONTRACTS | 139,009 | 106,200 | 97,200 | (9,000) | -8% |
| SERVICE FEES | 1,500 | 1,500 | 1,620 | 120 | 8% |
| MEETINGS | 100 | 100 | 100 | - | 0% |
| TOTAL EXPENSES | \$ 299,522 | \$ 232,707 | \$ 324,472 | \$ 91,765 | 39% |

1) Increased litigation

ADMINISTRATION - City Manager's Office



11/15/2005

ADMINISTRATION - City Manager's Office

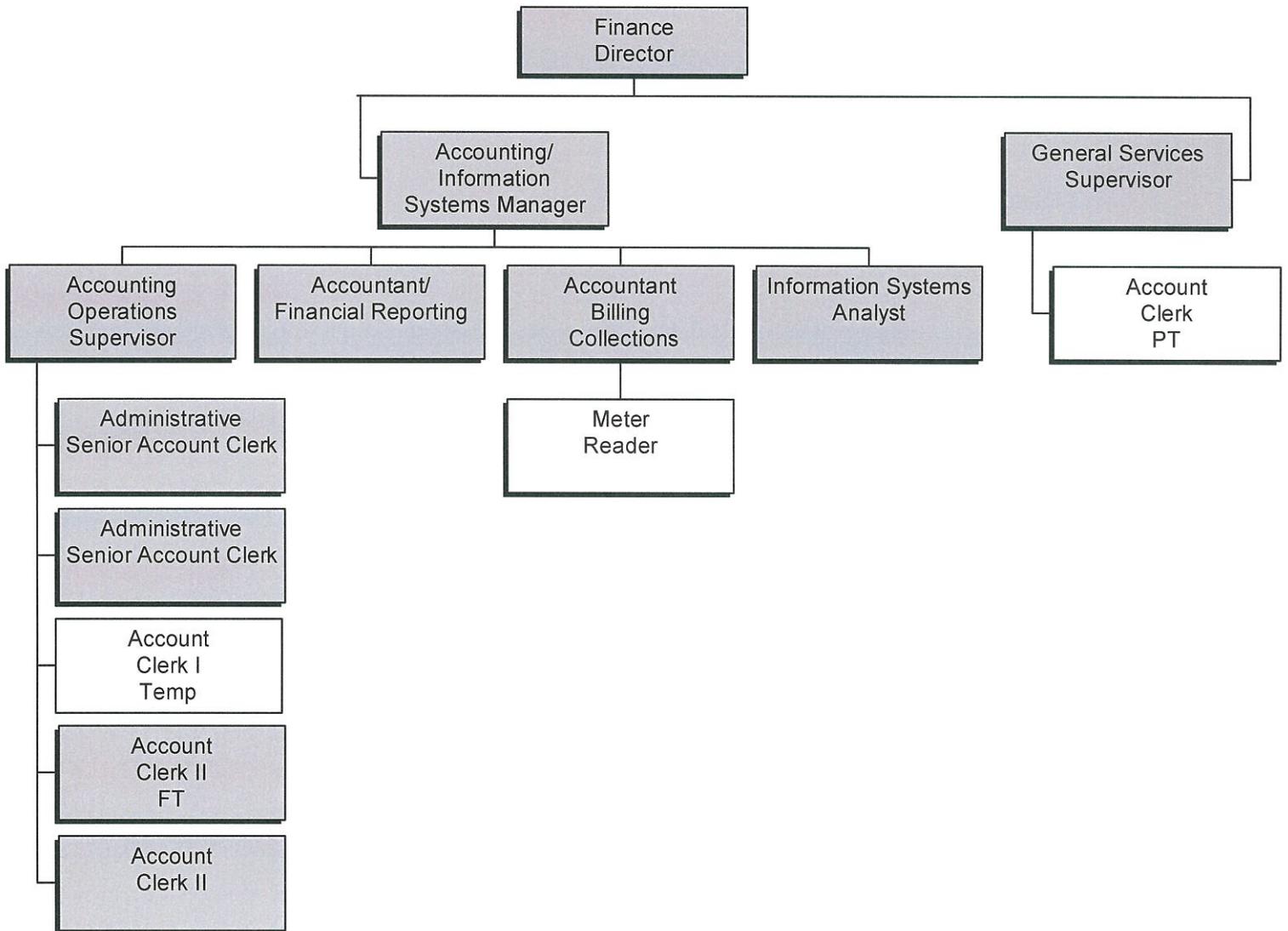
| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|---------------------------------|---------------------|----------------------|---------------------|---------------------------------|-----------|
| REVENUES | | | | | |
| TRANSIENT OCCUPANCY TAX | \$ - | \$ - | \$ 148,448 | \$ - | - |
| WATER ENTERPRISE | - | - | 116,793 | - | - |
| SEWER ENTERPRISE | - | - | 112,854 | - | - |
| ELECTRIC ENTERPRISE | - | - | 120,511 | - | - |
| TELECOMMUNICATIONS ENTERPRISE | - | - | 10,000 | - | - |
| PLANNING & BUILDING ENTERPRISE | - | - | 11,954 | - | - |
| STREETS & DEVELOPMENT ENT. | - | - | 16,424 | - | - |
| COMMERCIAL & INDUSTRIAL FUND | - | - | 471,133 | - | - |
| LOW & MODERATE INCOME FUND | - | - | 42,532 | - | - |
| CAPITAL PROJECT FUNDING | - | - | 3,742,000 | - | - |
| TOTAL REVENUES | \$ - | \$ - | \$ 4,792,649 | \$ - | - |
| EXPENSES | | | | | |
| WAGES & FRINGE BENEFITS | \$ 399,961 | \$ 422,047 | \$ 471,631 | \$ 49,584 | 12% |
| SUPPORT TO ORGANIZATIONS | 1,083 | 1,000 | 1,200 | 200 | 20% |
| NON CONTRACTED SERVICES | 203,989 | 145,750 | 102,100 | (43,650) | -30% |
| INSURANCE | 8,863 | 3,300 | 3,400 | 100 | 3% |
| GOVERNMENT FEES | 19,673 | - | - | - | 0% |
| ELECTION EXPENSE | 10,849 | 15,000 | 15,000 | - | 0% |
| PROJECT PARTICIPATION | 4,204 | 246,390 | 300,000 | 53,610 | 22% |
| PROPERTY SERVICES | 1,083 | - | - | - | 0% |
| ADDITIONAL PAY | 11,801 | 12,000 | 12,000 | - | 0% |
| RENTALS | 2,726 | 5,600 | 5,400 | (200) | -4% |
| SERVICE FEES | 47,267 | 48,715 | 51,064 | 2,349 | 5% |
| REPLACEMENT FEES | 15,874 | 17,959 | 16,184 | (1,775) | -10% |
| LOAN REPAYMENT- GENERAL FUND | 1,666 | - | - | - | 0% |
| TELECOMMUNICATION SERVICE | 3,785 | 6,620 | 6,320 | (300) | -5% |
| ADVERTISING & PUBLICATION | 35,658 | 25,000 | 28,900 | 3,900 | 16% |
| PRINTING & BINDING | 81 | 3,600 | 3,600 | - | 0% |
| SUPPLIES | 113,892 | 10,870 | 13,050 | 2,180 | 20% |
| MEETINGS | 4,735 | 10,000 | 10,000 | - | 0% |
| MEMBERSHIPS & DUES | 9,014 | 8,500 | 8,500 | - | 0% |
| TRAINING | 436 | 2,300 | 2,300 | - | 0% |
| CAPITAL ITEMS | - | 5,000 | - | (5,000) | -100% |
| TOTAL OPERATING EXPENSES | 896,640 | 989,651 | 1,050,649 | 60,998 | 6% |
| CAPITAL PROJECTS | - | 652,000 | 3,742,000 | - | - |
| GRAND TOTAL EXPENSES | \$ 896,640 | \$ 1,641,651 | \$ 4,792,649 | - | - |

FINANCE

Notes:

FINANCE

Full Time - 11
Part Time - 2
Temp - 1
Total - 14
Full Time Equivalents - 12.50



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 and information services. Financial Services are also provided for the Community Redevelopment Agency (CRA), 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 entire city workforce of permanent and temporary employees as well as filing all required reports with the Federal and State government and with the retirement system. Accounts payable services consist of making all disbursements for the City, CRA and Trust Funds. Revenue and collections include collection of all general government revenues such as business and transient occupancy taxes, and collection of all enterprise fund revenues such as water, sewer, electric and transit. Treasury management includes investment of funds, cash management and debt management. Grant administration consists of preparation of and billing for transit, infrastructure and disaster relief funds from other government agencies. Budget development involves coordination of departmental budget preparation and the publication of the operating and capital improvement budgets. Financial reporting consists of preparation of the Annual Comprehensive Financial Report, coordination of annual audits, filing of required statutory reports and providing operational information to departments during the year.

Utility Billing

The department is responsible for utility billing services for all three utilities, water, sewer and electric, and the management of 5,400 resident and business utility customer accounts. The department reads meters and bills all customers monthly and maintains a payment service counter and a drive-up payment drop box. The department is also responsible for preparing rate studies to identify appropriate billing rates. The department is currently utilizing a lock-box service to process mail payments.

Information Services

Information services consist of the operation and maintenance of the central computer and software and the network of personal computers. The department currently maintains an IBM AS-400 central computer, which runs financial and utility billing programs, and runs the public safety CAD system. The department maintains and administers a network of 98 personal computers and the related servers. Network system maintenance is provided by the Information Systems Analyst and a supplemental service contract with Structured Business Systems.

Other Central Services

Other central services provided by the department include, communications and office equipment services, purchasing and risk management. Communication and office equipment services include managing the contracts and replacement fund for telephone, voice mail, copy machines and other office equipment. Purchasing coordinates all procurement activities in the city. The department coordinates with the Redwood Empire Municipal Insurance Fund to provide risk management services for the city.

MAJOR DEPARTMENT TASKS COMPLETED IN FY 2001-02

- ☑ Improved appearance of utility bill with a new laser quality printer and initiated a contract with Avenier to change the appearance of the bills
- ☑ Joined a joint promotion of direct bill payment group that will encourage additional customers to sign up for direct bill payment services
- ☑ Staff attended training sessions for implementation of the new Governmental Accounting Standards Board pronouncement 34 implementation
- ☑ Completed a Disposition and Development Agreement for the 210 Second Street affordable housing project
- ☑ Completed the Redevelopment Agency Project Area Plan Amendment
- ☑ Completed a Redevelopment Agency debt sale to provide funding for projects

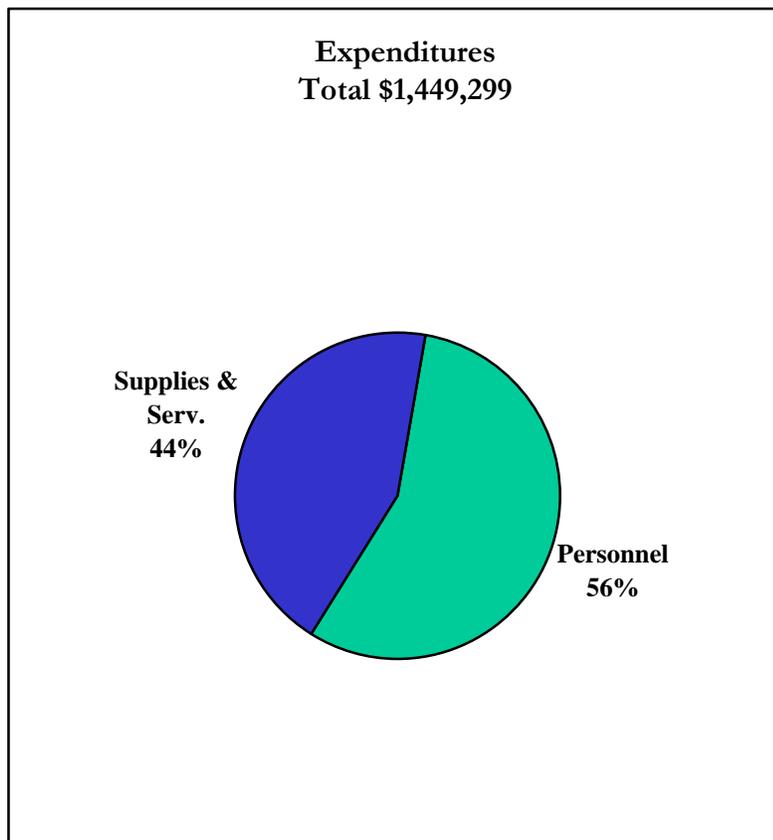
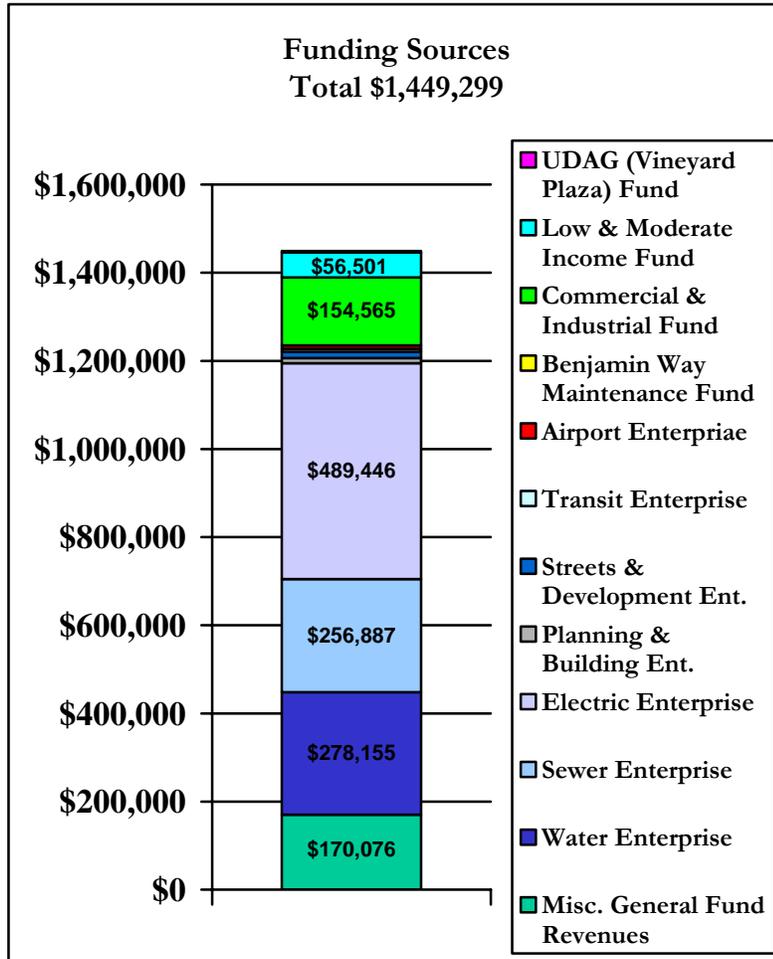
MAJOR DEPARTMENT GOALS FOR 2002-03

- ◆ Continue to work with the utility software vendor to complete changes to the utility bills to make them easier to read
- ◆ Continue preparation and training for changing the City financial reporting as required by the Governmental Accounting Standards Board pronouncement No. 34.
- ◆ Negotiate a new audit contract which incorporates the costs related to the new required financial reporting model
- ◆ Explore alternative methods of setting electric utility rates to replace the PUC rate structure that has been used in the past
- ◆ Continue a project to convert water and electric meters to remote read capability
- ◆ Issue \$5 million of debt to fund the water treatment capital project

FUTURE OBJECTIVES

The department is faced with a number of challenges over the next several years. The implementation of the changes to the City's financial reporting as mandated by the Government Accounting Standards Board, will require a significant amount of training of staff, and significant efforts in reconfiguration of the City's accounting structure. The goal of the mandated changes is to make the City's financial reports more meaningful to the community's citizens. The new financial report will be required to be fully implemented for the 2002-2003 fiscal year. Perhaps the most difficult challenge faced by the department over the coming years will be to handle the increasing complexity and time requirements of providing technical support for the City computer network and the soon to be implemented CAD-RMS-MDT system. The goal of the department is to maintain a reliable information services network, so that departments can use the technology to provide services to the community's citizens as efficiently as possible. The recent hiring of a full time Information Systems Analyst will go a long way towards meeting the requirements of providing services. The department will need to continue to contract with quality outside vendors to provide the support needed to meet the technical demands of maintaining the network infrastructure.

FINANCE



FINANCE

| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|--------------------------------|---------------------|----------------------|---------------------|---------------------------------|-----------|
| <u>REVENUES</u> | | | | | |
| MISC.GENERAL FUND REVENUES | \$ - | \$ - | \$ 170,076 | \$ - | - |
| WATER ENTERPRISE | - | - | 278,155 | - | - |
| SEWER ENTERPRISE | - | - | 256,887 | - | - |
| ELECTRIC ENTERPRISE | - | - | 489,446 | - | - |
| PLANNING & BUILDING ENTERPRISE | - | - | 11,792 | - | - |
| STREETS & DEVELOPMENT ENT. | - | - | 13,960 | - | - |
| TRANSIT ENTERPRISE | - | - | 6,412 | - | - |
| AIRPORT ENTERPRISE | - | - | 7,940 | - | - |
| BENJAMIN WAY MAINTENANCE DIST. | - | - | 440 | - | - |
| COMMERCIAL & INDUSTRIAL FUND | - | - | 154,565 | - | - |
| LOW & MODERATE INCOME FUND | - | - | 56,501 | - | - |
| UDAG (VINEYARD PLAZA) FUND | - | - | 3,125 | - | - |
| TOTAL REVENUES | \$ - | \$ - | \$ 1,449,299 | \$ - | - |
| <u>EXPENSES</u> | | | | | |
| WAGES | \$ 609,732 | \$ 714,795 | \$ 796,209 | \$ 81,414 | 11% |
| OVERTIME | 13,646 | 15,400 | 15,400 | - | 0% |
| NON CONTRACTED SERVICES | 82,239 | 46,560 | 42,820 | (3,740) | -8% |
| GOVERNMENT FEES | 100 | 1,000 | 566 | (434) | -43% |
| ADDITIONAL PAY | 8,084 | 7,800 | 7,800 | - | 0% |
| UNIFORM ALLOWANCE | - | - | 100 | 100 | 100% |
| SERVICE CONTRACTS | 65,955 | 75,950 | 83,988 | 8,038 | 11% |
| RENTALS | 1,224 | 1,776 | 1,866 | 90 | 5% |
| SERVICE FEES | 244,904 | 258,140 | 265,970 | 7,830 | 3% |
| REPLACEMENT FEES | 99,039 | 114,974 | 123,815 | 8,841 | 8% |
| TELECOMMUNICATION SERVICE | 7,260 | 14,500 | 13,800 | (700) | -5% |
| ADVERTISING & PUBLICATION | 1,878 | 800 | 1,800 | 1,000 | 125% |
| PRINTING & BINDING | 498 | 8,550 | 8,550 | - | 0% |
| SUPPLIES | 53,619 | 57,865 | 57,865 | - | 0% |
| MEETINGS | 1,576 | 7,600 | 7,600 | - | 0% |
| MEMBERSHIPS & DUES | 1,168 | 1,600 | 1,600 | - | 0% |
| TRAINING | 3,586 | 8,750 | 9,050 | 300 | 3% |
| EDUCATIONAL REIMBURSEMENT | - | - | 500 | 500 | 100% |
| BAD DEBT EXPENSE | 397 | 10,000 | 10,000 | - | 0% |
| TOTAL EXPENSES | \$ 1,194,905 | \$ 1,346,060 | \$ 1,449,299 | \$ 103,239 | 8% |

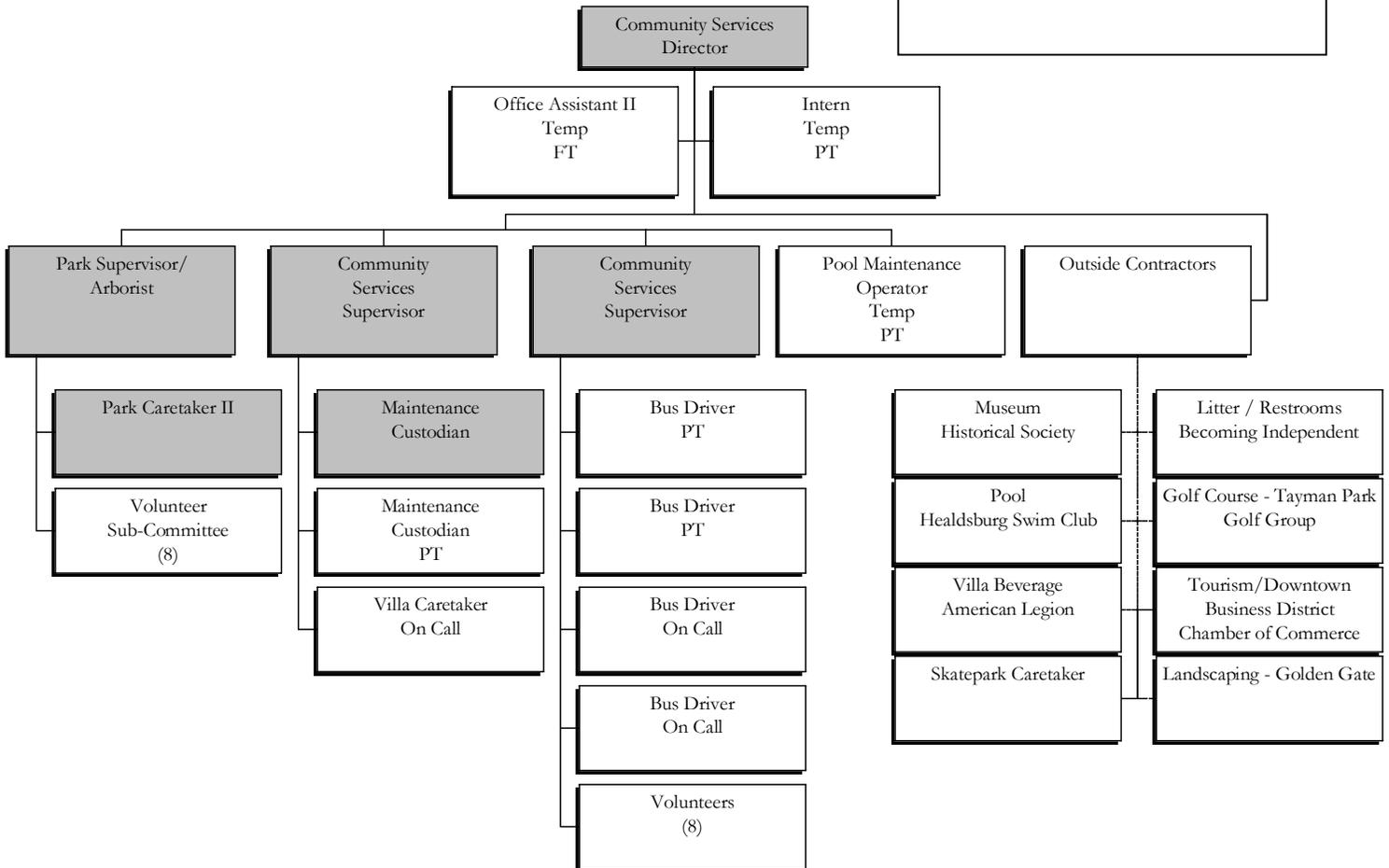
1) Meter reading

COMMUNITY SERVICES

Notes:

COMMUNITY SERVICES

Full Time - 6
 Part Time - 3
 Temp - 3
 On Call - 3
 Volunteer - 16
 Total - 31
 Full Time Equivalents - 12.00



COMMUNITY SERVICES

The Community Services Department is responsible for the management and operation of parks and recreation facilities, senior services, transit services, tourism promotion, Senior Center, the Villa Chanticleer conference center, and the Airport. Management and operations also include Neighborhood Improvement Programs, Lighting and Landscape District, special event coordination and film permits. Contract administration includes the municipal pool, Tayman Park Golf Course, school landscaping, and support to local recreational service providers.

DEPARTMENT SERVICES AND ROLES:

Administration and Contract Coordination: Support the work of the department and City Council, Parks and Recreation Commission, Senior Advisory Commission, Airport Commission and other special committees and local organizations. Contract administration includes the school-park program; landscape and maintenance operations; and contracted service providers at the pool, museum, Chamber of Commerce visitor center 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, written and graphic materials, web site, and personal contact.

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. Trees and landscaping services are provided by participating in the planning and environmental review processes.

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, financial considerations, plans and specifications, construction and operational use.

Promotions and Downtown Business District: Assist with the coordination of the DBD, Chamber of Commerce and collaborative promotional efforts with the County of Sonoma.

Scheduling and Event Coordination: Schedule and coordinate outdoor area usage at local schools, parks, and community facilities. Permits and scheduling also include special event coordination, commercial film permits, and Villa Chanticleer reservations.

Senior Services and Transit Services: The Senior Center provides recreational and social programs, as well as nutritional services, for seniors in the community. Transit Services are provided through a new dial-a-ride system and innovative route schedule to accommodate all ages, those with special needs, and interaction with Sonoma County transportation systems.

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

COMMUNITY SERVICES

MAJOR DEPARTMENTAL TASKS COMPLETED FISCAL YEAR 2001-2002

- ☑ Submitted a Per Capita Grant Request totaling \$95,000 to California State Parks.
- ☑ Continued to monitor the new bus routes. Painted all bus stop benches, purchased a new bus and completed the Triennial Performance Audit required by the Metropolitan Transportation Commission.
- ☑ Assisted Parks and Recreation Commission with development of standing sub-committees.
- ☑ Assisted Airport Commission with installation of an alarm system in the pilots lounge; preparation of a 10 year CIP budget; hosting a Chamber Social reception at the airport; and designing and construction of a new septic system.
- ☑ Completed renovation to Giorgi Park Playground.
- ☑ Completed landscape, fencing, and signage improvements at the Villa Gardens.
- ☑ Gathered survey information on Community Enrichment Classes, implemented intern program offering 3 classes and a benefit golf tournament which raised \$3,000 for the Healdsburg Pool.
- ☑ Hired Park Planning Firm for Parkland Farms Neighborhood Park Planning Process and held three Community Workshops.
- ☑ Assisted Planning Department to finalize Trail Plan in Areas B & C.
- ☑ Assisted Carson Warner Memorial Skate Park Committee to install a concrete sidewalk and donor recognition walk at the park.
- ☑ Installed additional park benches, signage, and trash receptacles at Badger Park. Also installed a shade structure and a tools storage area at the Community Gardens.

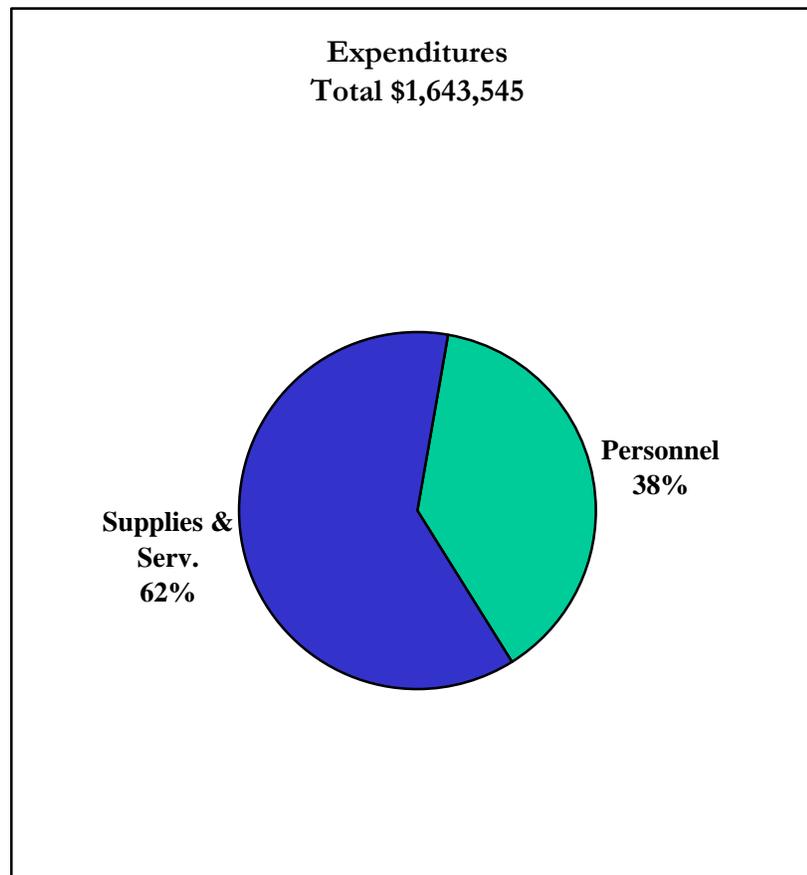
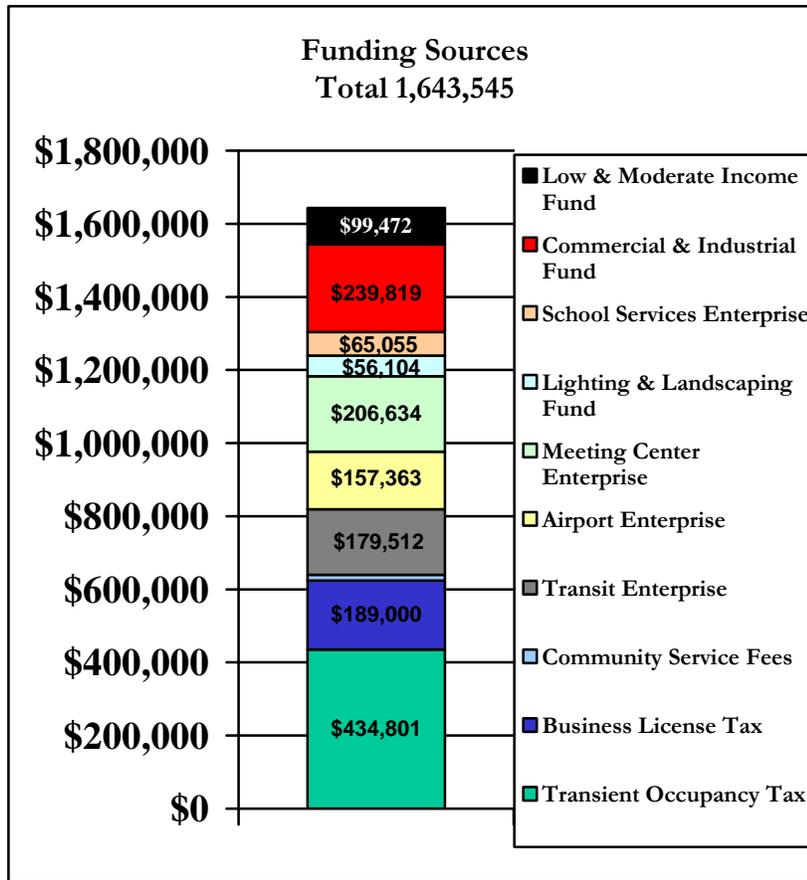
MAJOR DEPARTMENT GOALS FOR 2002-2003

- ◆ Continue to pursue State Grant funds requested in FY 01-02.
- ◆ Continue to recruit and train transit operators to meet the City's need for qualified drivers.
- ◆ Complete the construction for the Airport Septic System.
- ◆ Update Inter-Governmental Agreements with Healdsburg Unified School District.
- ◆ Continue to monitor and support Rohnert Park Swim Club, Inc., in managing the pool and aquatic programs.
- ◆ Submit the Parkland Farms Neighborhood Park Master Plan to the City Council for final approval.
- ◆ Conduct a CEQA Review of the proposed Park Master Plan for Parkland Farms.
- ◆ Develop construction documents, bids specifications, and cost estimates for Parkland Farms Neighborhood Park.
- ◆ Initiate Phase 1 construction on Parkland Farms Neighborhood Park.
- ◆ Design and construct drainage improvements at Gibbs Park (Oakleaf and Parkview).
- ◆ Initiate a Short Range Transit Plan.

FUTURE OBJECTIVES

Important objectives in the future will be to secure additional dedicated funding to upgrade existing City parks and facilities and maintain basic service levels regardless of economic conditions. In order to offer an expanded array of recreation programs and classes, additional funding will be needed in future years. Beyond programming issues, facilities like the Villa, Airport, Giorgi Park, Gibbs Park, and Recreation Park grandstands are all in need of improvements.

COMMUNITY SERVICES



COMMUNITY SERVICES

| | ACTUAL | ADOPTED | BUDGET | DIFFERENCE | |
|----------------------------------|---------------------|---------------------|---------------------|-------------------|-----------|
| | 2000-2001 | 2001-2002 | 2002-2003 | FROM 2001-2002 | % DIFF |
| REVENUES | | | | | |
| TRANSIENT OCCUPANCY TAX | \$ - | \$ - | \$ 639,586 | \$ - | - |
| BUSINESS LICENSE TAX | - | - | - | - | - |
| COMMUNITY SERVICES FEES | - | - | - | - | - |
| TRANSIT ENTERPRISE | - | - | 179,512 | - | - |
| AIRPORT ENTERPRISE | - | - | 157,363 | - | - |
| MEETING CENTER ENTERPRISE | - | - | 206,634 | - | - |
| LIGHTING & LANDSCAPING FUND | - | - | 56,104 | - | - |
| SCHOOL SERVICES ENTERPRISE | - | - | 65,055 | - | - |
| COMMERCIAL & INDUSTRIAL FUND | - | - | 239,819 | - | - |
| LOW & MODERATE INCOME FUND | - | - | 99,472 | - | - |
| CAPITAL PROJECT FUNDING | - | - | 252,000 | - | - |
| TOTAL REVENUES | \$ - | \$ - | \$ 1,895,545 | \$ - | - |
| EXPENSES | | | | | |
| WAGES | \$ 485,770 | \$ 535,263 | \$ 630,584 | \$ 95,321 | 18% |
| OVERTIME | 7,313 | - | 1,000 | 1,000 | 100% |
| SUPPORT TO OUTSIDE ORGANIZATIONS | - | 38,700 | 36,500 | (2,200) | -6% |
| NON CONTRACTED SERVICES | 95,043 | 163,600 | 236,179 | 72,579 | 44% |
| INSURANCE | - | 6,700 | 12,700 | 6,000 | 90% |
| GOVERNMENT FEES | 35 | 600 | 550 | (50) | -8% |
| PROJECT PARTICIPATION | 112,197 | 178,750 | 77,500 | (101,250) | -57% |
| PROPERTY SERVICES | 108,932 | 65,236 | 110,258 | 45,022 | 69% |
| ADDITIONAL PAY | 3,500 | 6,600 | 6,600 | - | 0% |
| UNIFORM ALLOWANCE | 978 | 1,620 | 1,532 | (88) | -5% |
| SERVICE CONTRACTS | 34,232 | 182,373 | 120,228 | (62,145) | -34% |
| RENTALS | 14,527 | 13,921 | 16,365 | 2,444 | 18% |
| SERVICE FEES | 113,290 | 123,300 | 146,917 | 23,617 | 19% |
| REPLACEMENT FEES | 15,836 | 19,024 | 17,184 | (1,840) | -10% |
| LOAN REPAYMENT- GENERAL FUND | 5,066 | 6,732 | 1,666 | (5,066) | -75% |
| TELECOMMUNICATION SERVICE | 8,096 | 21,430 | 10,760 | (10,670) | -50% |
| ADVERTISING & PUBLICATION | 7,634 | 8,900 | 12,260 | 3,360 | 38% |
| PRINTING & BINDING | 9,546 | 2,900 | 3,800 | 900 | 31% |
| SUPPLIES | 69,060 | 190,463 | 183,097 | (7,366) | -4% |
| MEETINGS | 1,935 | 11,185 | 9,200 | (1,985) | -18% |
| MEMBERSHIPS & DUES | 800 | 1,590 | 1,765 | 175 | 11% |
| TRAINING | 238 | 2,960 | 1,900 | (1,060) | -36% |
| CAPITAL ITEMS | 6,195 | - | 5,000 | 5,000 | 100% |
| LOSS IN DISPOSAL | 64,728 | - | - | - | 0% |
| TOTAL OPERATING EXPENSES | 1,164,951 | 1,581,847 | 1,643,545 | 61,698 | 4% |
| CAPITAL PROJECTS | - | 312,000 | 252,000 | - | - |
| GRAND TOTAL EXPENSES | \$ 1,164,951 | \$ 1,893,847 | \$ 1,895,545 | - | - |

COMMUNITY SERVICES

PARKS & OPEN SPACE

| <u>Park Name</u> | <u>Location</u> |
|---|---|
| Badger Park | 780 Heron Drive |
| Carson Warner Skate Park | 15070 Grove Street |
| Gibbs Park | 1529 Prentice |
| Giorgi Park | 600 University Street |
| Grove Street Detention Basin (Future) | Grove Street (Adjacent to Skate Park) |
| North Area Neighborhood Park (Future) | Corner Saddle Draw & Bridle Path |
| North Foss Creek Detention Basin (Future) | Saddle Draw (Adjacent to North Area Park) |
| Plaza Park | 100 Matheson Street |
| Railroad Park | 22 Front Street |
| Recreation Park | 525 Piper Street |
| Tilly Grove | 543 Tucker Street |
| Villa Chanticleer Park | 1248 N. Fitch Mountain Road |

ATHLETIC FIELDS, TENNIS COURTS & SCHOOL-PARK SITES

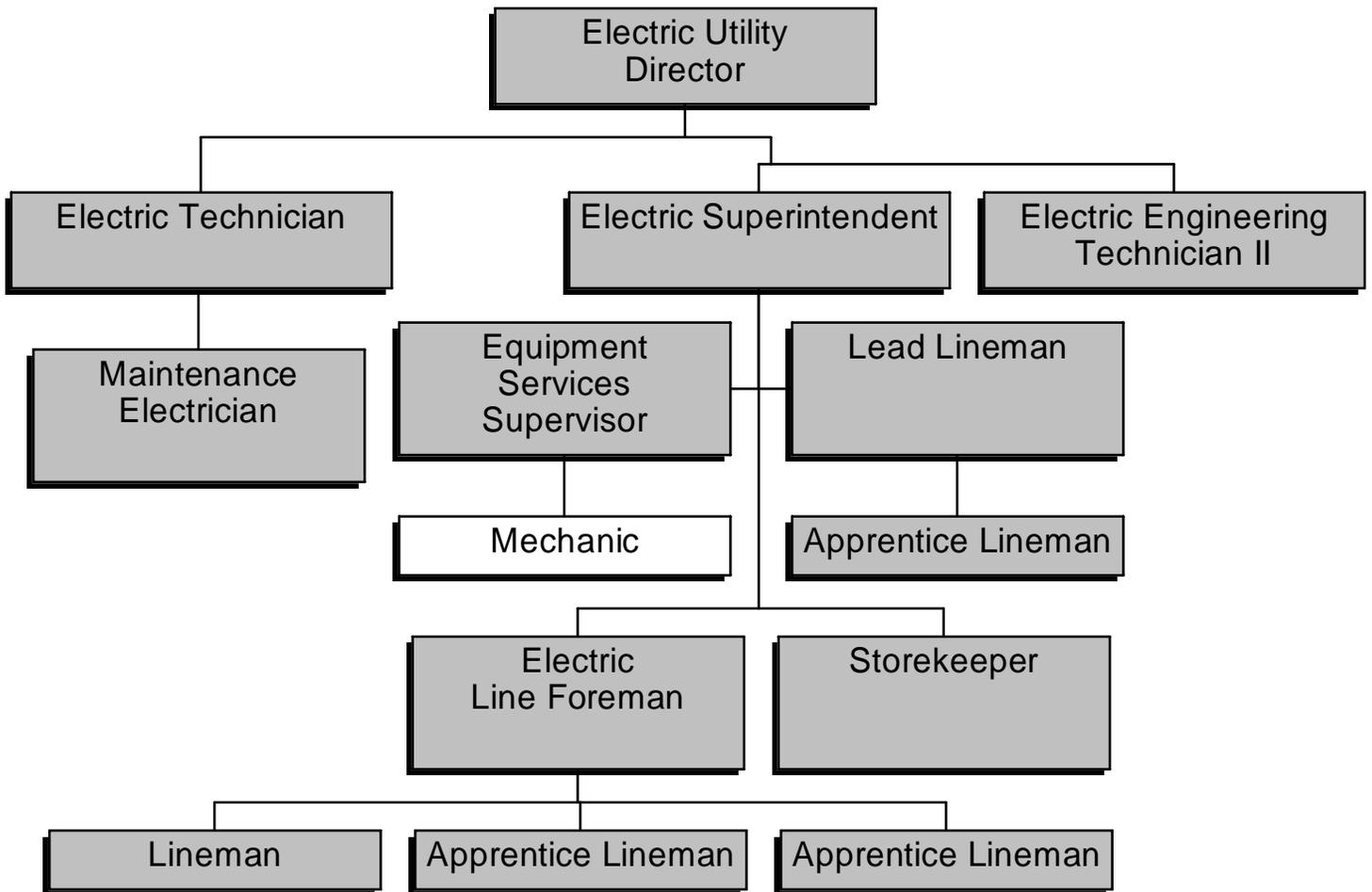
| <u>Field Name</u> | <u>Location</u> |
|---|---|
| Fitch Mountain School - Multi Use Fields | 565 Sanns Lane |
| Foss Creek School – Multi Use Fields | 1557 Healdsburg Avenue |
| Giorgi Park-(2) Tennis Courts | 600 University Street |
| Healdsburg Elementary School - Multi Use Fields | 400 First Street |
| Healdsburg High School –Multi Use Fields, (6) Tennis Courts, Track | 1024 Prince Street (Off Monte Vista Ave.) |
| Healdsburg Junior High School-Multi Use Fields | 315 Grant Street |
| Recreation Park Field-Multi Use Fields | 525 Piper Street |

PUBLIC FACILITIES

| <u>Facility</u> | <u>Location</u> |
|--|-----------------------------|
| Administration & Reservations (Community Services) | 401 Grove Street |
| Healdsburg Municipal Airport (Community Services) | 1580 Lytton Springs Road |
| Healdsburg Museum (Healdsburg Historical Society) | 221 Matheson Street |
| Municipal Swim Pool (Healdsburg Swim Club) | 360 Monte Vista Avenue |
| Senior Center & Transit (Community Services) | 133 Matheson Street |
| Tayman Park Golf Course (Tayman Park Golf Group) | 927 S. Fitch Mountain Road |
| Villa Chanticleer (Community Services) | 1248 N. Fitch Mountain Road |
| Visitor Information Center (Chamber of Commerce) | 217 Healdsburg Avenue |

ELECTRIC UTILITY

Full Time - 13
Temp - 1
Total - 14
Full Time Equivalents - 14.00



ELECTRIC UTILITY

The City's Electric Department oversees the procurement of wholesale electric power; maintains and operates the City's electric distribution system; is involved in the planning, engineering, and construction of distribution system capital replacement and capacity expansion projects; is involved in the planning, engineering, and construction of new electric facilities for new development; and maintains and operates the City's street light and traffic signal systems. Except for Power Procurement, the Electric Department's Operational Budget is structured basically around the routine day-to-day business functions of operating an electric utility. Actual major staff responsibility and expenses are primarily focused on new construction, capacity expansion and system replacements, which are augmented through the Department's Capital Budgets.

Procurement of Wholesale Power

The Electric Department is responsible for the procurement of power for use within the City. This includes management of the City's share of the generation assets of the Northern California Power Agency (NCPA), a Federal Central Valley Project allocation, as well as the City's share of the California/Oregon transmission project and other various long and short-term power contracts.

Despite the hectic and volatile FY 2000-2001 time frame experienced by the electric utility industry, including several large private electric utilities and/or energy corporations filing for bankruptcy, the City's electric utility finds itself solvent, reliable, and focused on the current and future customer service needs of Healdsburg's Residents and Customers.

Distribution System

The Electric Department is responsible for the operation and maintenance associated with the distribution of electricity from the City's interconnection with the transmission system of PG&E at Badger Electric Substation located on Heron Drive to electric distribution facilities located within the City limits of Healdsburg.

Interdepartmental Support and Services

Electric Utility personnel lend support and services to the other City departments for:

- ◆ Electrical and electronic maintenance.
- ◆ Traffic Signal Maintenance.
- ◆ City Corporation Yard management through the Electric Superintendent.
- ◆ City vehicle maintenance management through the Electric Superintendent.

Outside Services

The Electric Department provides electric distribution maintenance service for the Sonoma County Water Agency.

MAJOR DEPARTMENTAL TASKS COMPLETED FISCAL YEAR 2001-2002

- ☑ Completed Telecommunications Network Plan Specifications.
- ☑ Responded to energy crisis and guaranteeing reliability in the face of potential rolling blackouts through the installation and leasing of emergency back-up electric generators.
- ☑ Purchased firm energy contracts to meet future power needs while mitigating the City's costs exposure to volatile wholesale energy market.
- ☑ Completed installation of underground substructure system on either side of West Side Plaza

MAJOR DEPARTMENTAL GOALS FISCAL YEAR 2002-2003

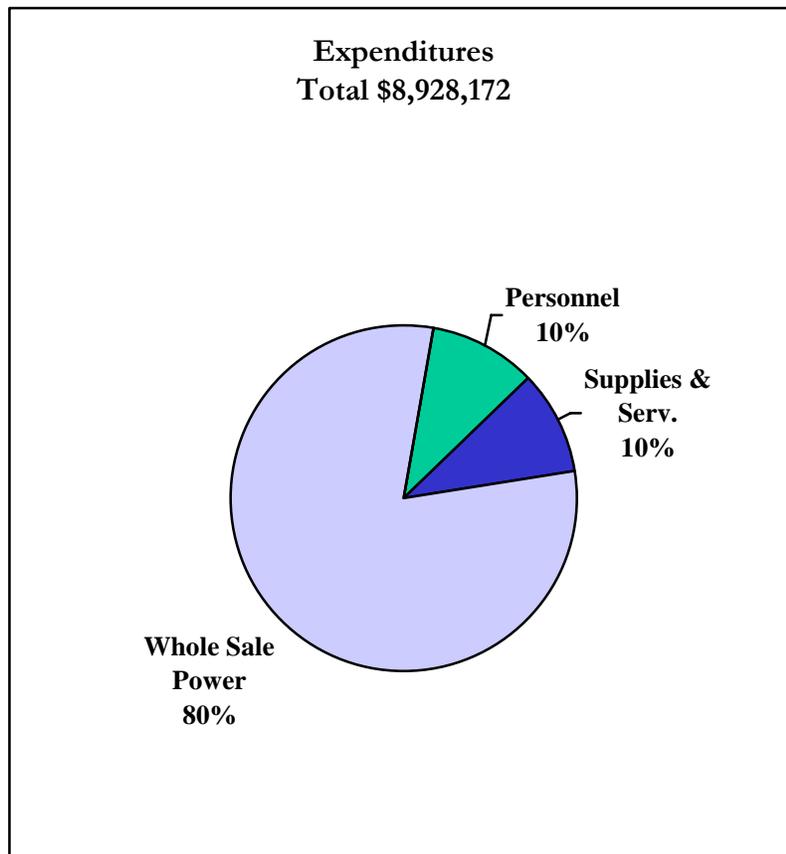
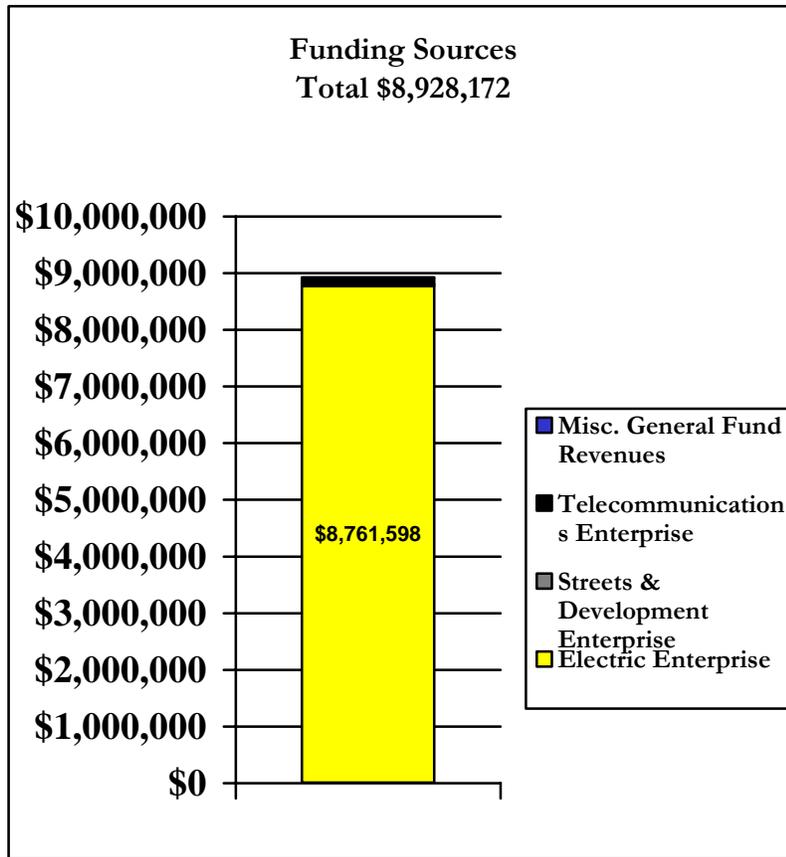
Electric Operations:

- ◆ Complete City Telecommunications Distribution System.
- ◆ Implement competitive actions in order to maintain financial stability.
 - Develop Electric Rates specific to Healdsburg independent of PG&E.
 - Mitigation of expected Western cost increases.
 - Mitigation of expected California ISO Transmission costs increases.
 - Explore Internal City Owned Electric Generation.
 - Photovoltaic Systems
 - Micro Turbines
- ◆ Implement competitive actions in order to provide responsiveness and local control over the Community's needs and to provide additional sources of revenues for the General Fund.
 - Provide Telecommunications network by installing a dark fiber backbone system.

Capital Construction:

- ◆ Complete installation of electronic relays and central RTU at Badger Substation in order to provide increased system reliability, remote substation control and monitoring, and to verify and record metered billing reads.
- ◆ Acquisition of PG&E electric distribution facilities within City limits along Old Redwood Highway.
- ◆ Complete URD District 4A (under grounding) along either side of West Side Plaza in conjunction with the Healdsburg Hotel.
- ◆ Continue various projects to shift load from two existing feeders that feed the City's North and downtown areas to the City's new South Fitch Mountain Feeder.

ELECTRIC UTILITY



ELECTRIC

| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|---------------------------------|---------------------|----------------------|----------------------|---------------------------------|------------|
| REVENUES | | | | | |
| MISC. GENERAL FUND REVENUES | \$ - | \$ - | \$ 12,000 | \$ - | - |
| SEWER ENTERPRISE | - | - | 13,369 | - | - |
| ELECTRIC ENTERPRISE | - | - | 8,761,598 | - | - |
| STREETS & DEVELOPMENT ENT. | - | - | 33,512 | - | - |
| TELECOMMUNICATIONS ENT. | - | - | 107,693 | - | - |
| CAPITAL PROJECT FUNDING | - | - | 3,052,000 | - | - |
| TOTAL REVENUES | \$ - | \$ - | \$ 11,980,172 | \$ - | - |
| EXPENSES | | | | | |
| WAGES & FRINGE BENEFITS | \$ 796,931 | \$ 773,606 | \$ 854,359 | \$ 80,753 | 10% |
| OVERTIME & STAND BY | 58,481 | 29,350 | 30,552 | 1,202 | 4% |
| NON CONTRACTED SERVICES | 151,246 | 84,850 | 99,000 | 14,150 | 17% |
| GOVERNMENT FEES | - | 1,200 | 1,200 | - | 0% |
| EMPLOYMENT SERVICES | 536 | - | - | - | 0% |
| PROPERTY SERVICES | 54,780 | 56,400 | 56,800 | 400 | 1% |
| ADDITIONAL PAY | 310 | 4,200 | 4,200 | - | 0% |
| UNIFORM ALLOWANCE | 3,622 | 4,025 | 4,000 | (25) | -1% |
| SERVICE CONTRACTS | 75,647 | 135,600 | 135,900 | 300 | 0% |
| RENTALS | 145,022 | 2,000 | 8,750 | 6,750 | 338% |
| SERVICE FEES | 173,259 | 174,462 | 182,406 | 7,944 | 5% |
| REPLACEMENT FEES | 80,148 | 79,804 | 82,712 | 2,908 | 4% |
| USE FEES | 127,500 | 150,000 | 150,000 | - | 0% |
| TRENCH CUT FEES | - | - | 5,000 | 5,000 | 100% |
| LOAN REPAYMENT- GENERAL FUND | 9,266 | 9,266 | 9,266 | - | 0% |
| LEASE RENTALS | 4,151 | 4,151 | 4,500 | 349 | 8% |
| TELECOMMUNICATION SERVICE | 6,041 | 22,900 | 22,000 | (900) | -4% |
| PRINTING & BINDING | 84 | - | - | - | 0% |
| SUPPLIES | 312,832 | 87,150 | 101,350 | 14,200 | 16% |
| NCPA POWER COST | 5,637,709 | 5,687,985 | 6,255,022 | 567,037 | 10% |
| WESTERN POWER COSTS | 46,941 | 1,747,000 | 550,155 | (1,196,845) | -69% |
| TRANSMISSION COST INCREASE | - | 350,000 | 350,000 | - | 0% |
| MEETINGS | 7,246 | 17,000 | 11,000 | (6,000) | -35% |
| MEMBERSHIPS & DUES | 2,132 | 5,000 | 5,000 | - | 0% |
| TRAINING | 579 | 5,000 | 5,000 | - | 0% |
| CAPITAL ITEMS | - | 340,000 | - | (340,000) | -100% |
| LOSS IN DISPOSAL | 248,189 | - | - | - | 0% |
| SHORT/OVER | (19,475) | - | - | - | 0% |
| TOTAL OPERATING EXPENSES | 7,923,177 | 9,770,949 | 8,928,172 | (842,777) | -9% |
| CAPITAL PROJECTS | 318,022 | 999,000 | 3,052,000 | - | - |
| TOTAL EXPENSES | \$ 8,241,199 | \$ 10,769,949 | \$ 11,980,172 | - | - |

1) Debt removed from power costs

2) Emergency Generators

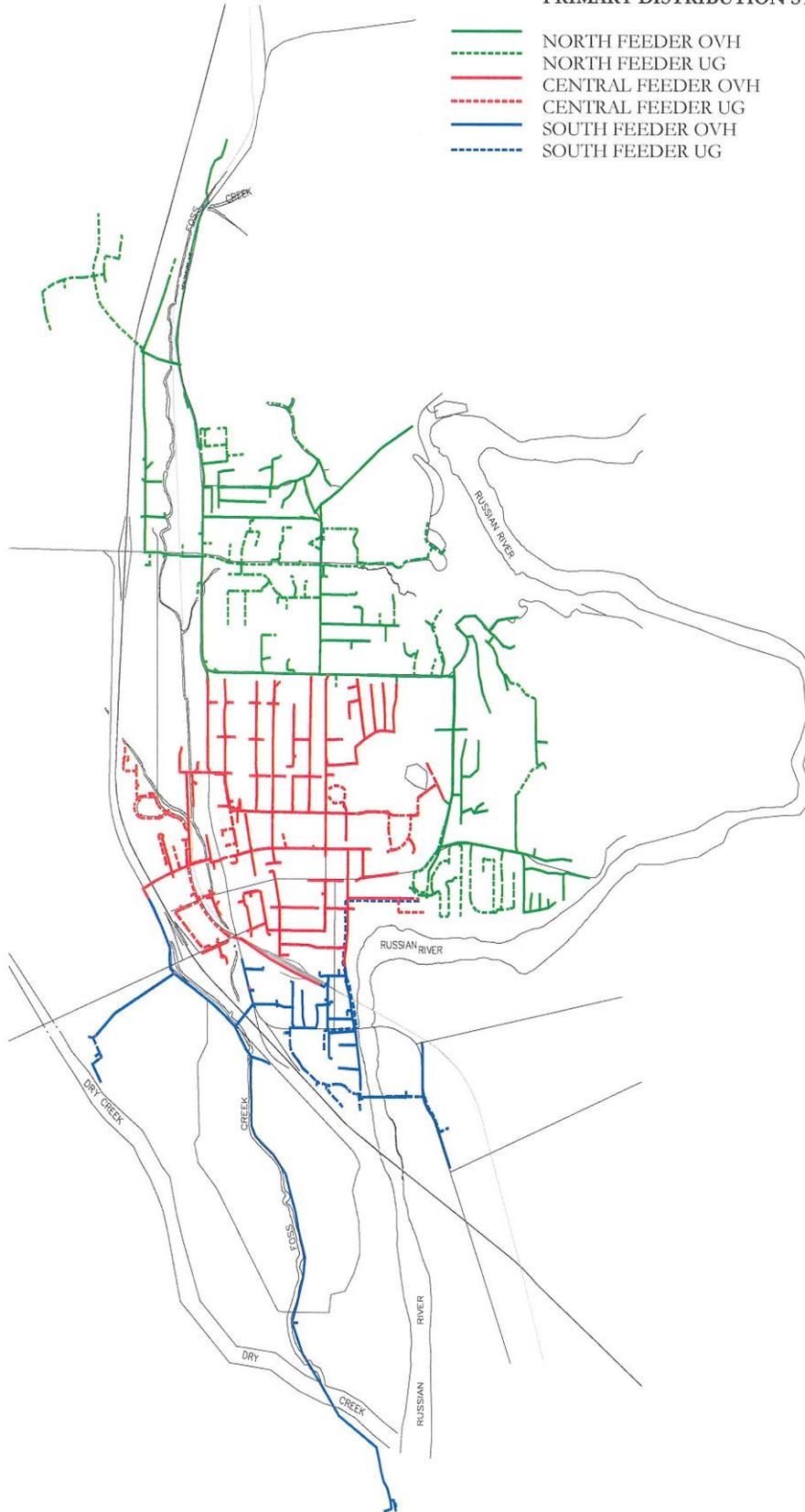
ELECTRIC UTILITY

Notes:

ELECTRIC UTILITY

CITY OF HEALDSBURG PRIMARY DISTRIBUTION SYSTEM

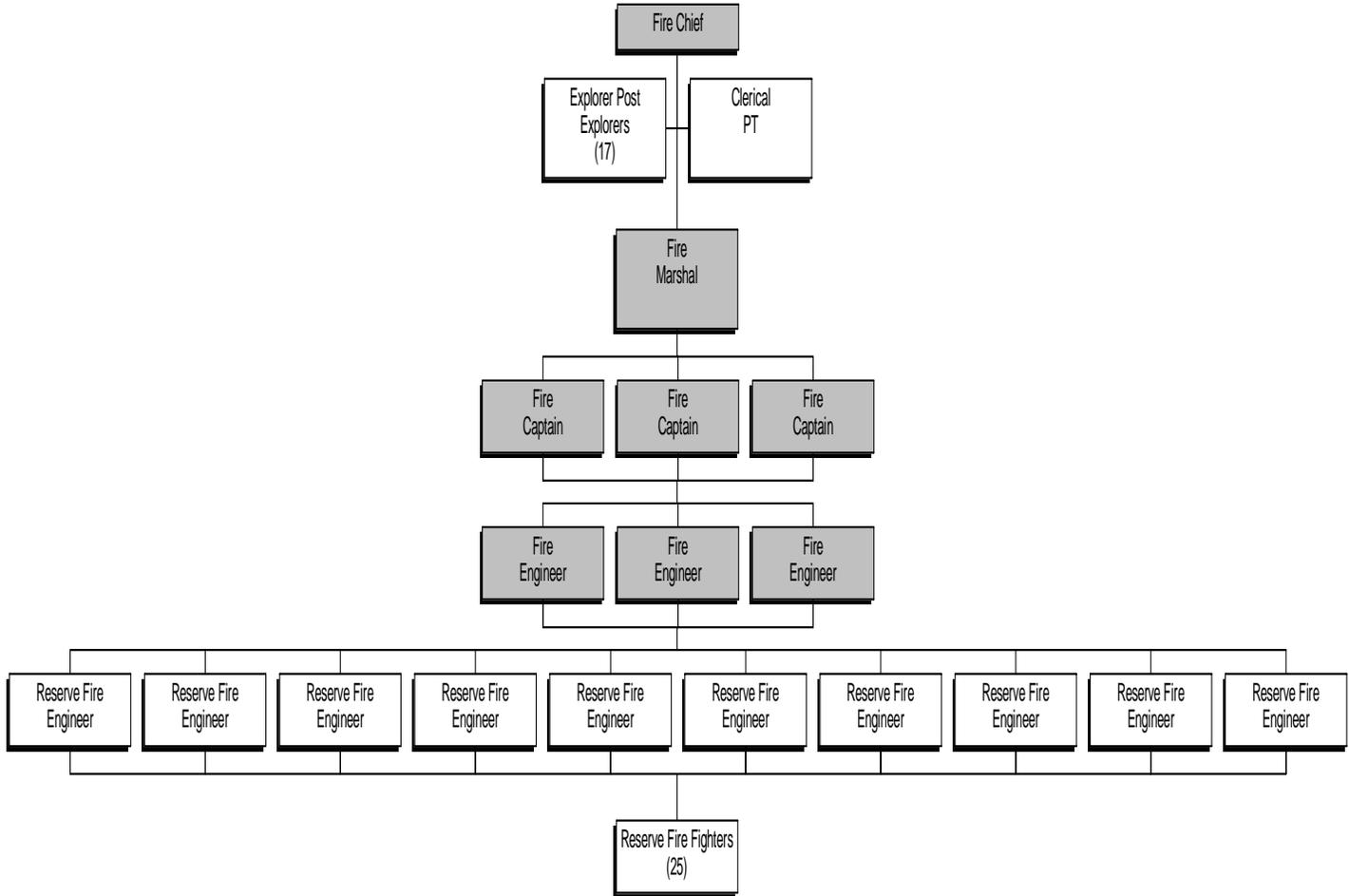
- NORTH FEEDER OVH
- - - NORTH FEEDER UG
- CENTRAL FEEDER OVH
- - - CENTRAL FEEDER UG
- SOUTH FEEDER OVH
- - - SOUTH FEEDER UG



FIRE

Notes:

Full Time - 8
Part Time - 1
Volunteer Reserves - 52
Total - 61
Full Time Equivalents* - 8.5
*Reserve Firefighter not included in Full Time Equivalents



FIRE

The Fire Department is responsible for protecting life, property and the environment from the dangers of fires, explosions, and hazardous materials incidents, plus providing emergency basic life support to medical emergencies. Additionally, fire prevention, disaster preparedness, weed abatement and hazardous materials management are important programs under their jurisdiction. To supplement eight full-time staff and part time office assistant, the department maintains a roster of 36 reserve firefighters.

Fire Suppression

The basic organization and orientation of the Department is directed toward fire suppression 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 to control fires is an overriding operational priority. In addition to serving the City of Healdsburg, the Department also provides contracted emergency services to Fitch Mountain and the lower Dry Creek Valley.

Fire Prevention

The Fire Prevention Division is responsible for enforcing the Uniform Fire Code and portions of the State Health and Safety Code. Major activities include reviewing building construction plans, inspection of new construction, conducting Fire Safety Education programs and inspection of target hazards. The division is also responsible for conducting fire investigations of all suspicious fires.

Emergency Medical Services (EMS)

The Fire Department performs rescue work and provides emergency medical services to persons injured or ill. Fire Department personnel respond to all life threatening emergencies as a “First Responder” at the Emergency Medical Technician I (EMT-I) level. Enhanced services include an early defibrillation program.

Hazardous Materials/CUPA

The Fire Department has the primary responsibility for the management of hazardous materials emergencies. In addition, the Department has received certification as a Certified Unified Program Agency (CUPA) for Healdsburg and Sebastopol and is responsible for administering six state regulatory programs in the two cities. These programs are designed to minimize the risks to the communities resulting from the storage, use, transportation and disposal of hazardous materials.

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 DEPARTMENT TASKS COMPLETED FY 2001-2002

- Developed standard operating procedures for the CUPA program.
- Placed new type 1 engine/tender in service.
- Maintained minimum staffing utilizing reserve firefighters to cover long-term absence of two injured personnel.
- Implemented Department of Toxic Substance Control recommendations after audit of department’s program.

- ☑ Successfully completed Insurance Services Office “paper audit” of department’s fire suppression capability, maintaining the current ISO 4 rating.
- ☑ Completed recruiting and hiring process to replace vacant positions due to a disability retirement and a long-term disability leave.

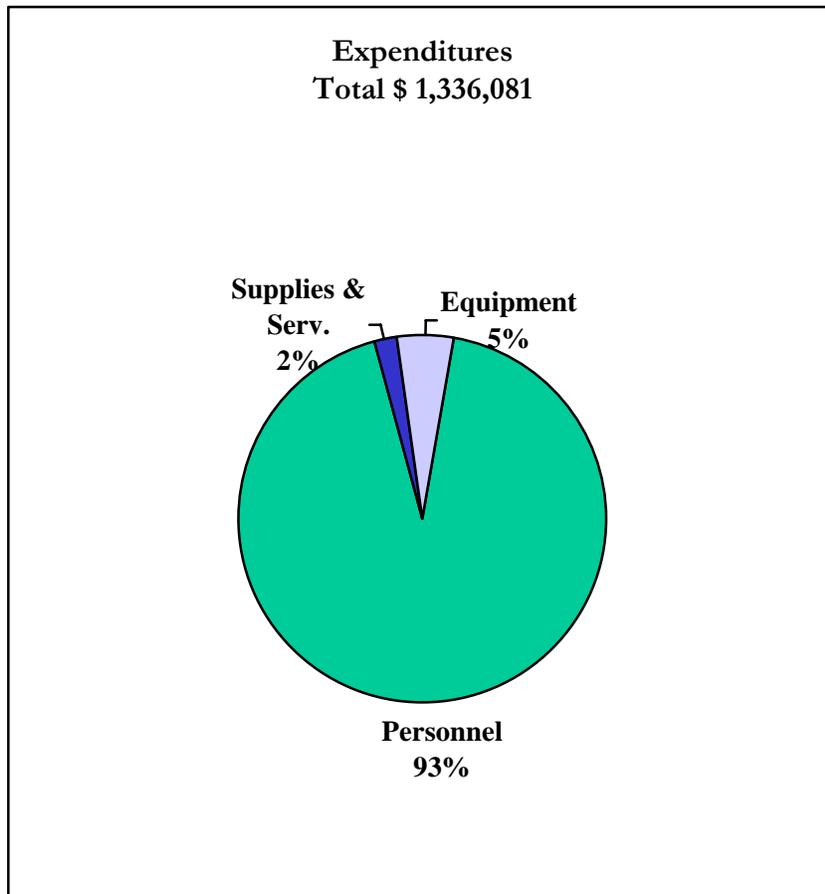
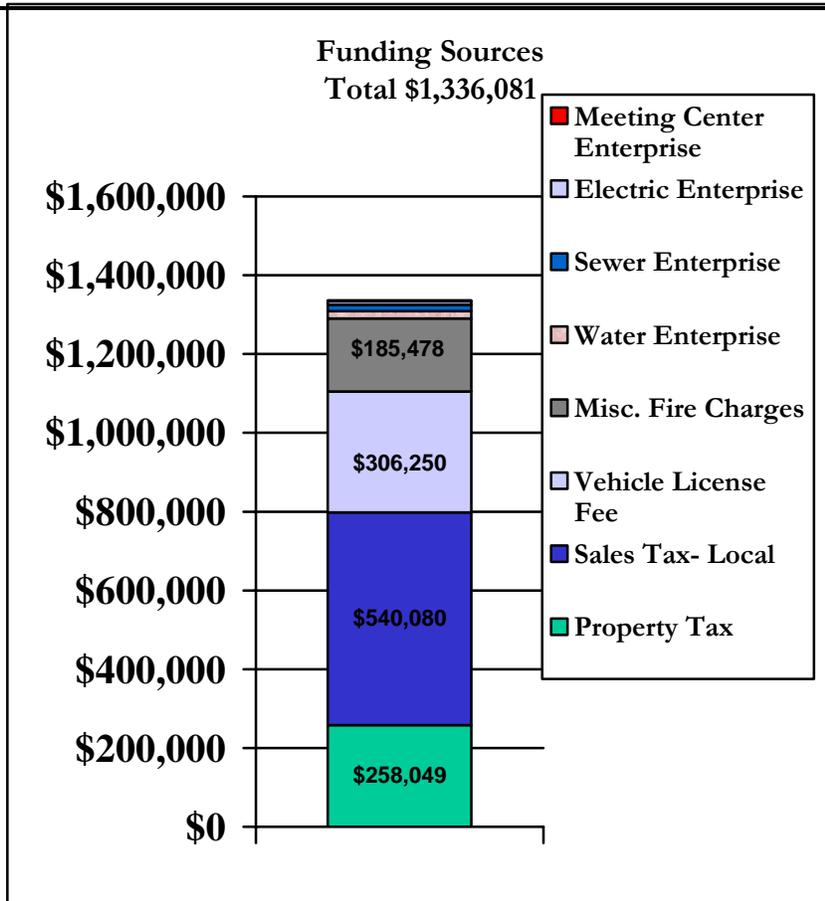
MAJOR DEPARTMENT GOALS FISCAL YEAR 2002-03

- ◆ Implement State Water Quality regulations requiring testing of secondary containment of underground storage tanks.
- ◆ In cooperation with the California Department of Forestry and pursuant Government Code Section 51181, review the City’s high fire hazard severity zone including recommendations to be included in the General Plan update.
- ◆ Review current hazardous material response SOPs and training to determine improvements needed for all-risk response including bio-terrorism.

FUTURE OBJECTIVES

Over the next several years the Department will continue exploring alternative methods for maintaining an active volunteer firefighter program. Additionally, the use of seasonal firefighters, call back of off-duty paid personnel and paid shifts for reserve firefighters will be explored as methods for maintaining staffing during critical fire weather.

FIRE



| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|----------------------------|---------------------|----------------------|---------------------|---------------------------------|-----------|
| <u>REVENUES</u> | | | | | |
| PROPERTY TAX | \$ - | \$ - | \$ 258,049 | \$ - | - |
| SALES TAX | - | - | 540,080 | - | - |
| VEHICLE LICENSE FEES | - | - | 306,250 | - | - |
| MISCELLANEOUS FIRE CHARGES | - | - | 185,478 | - | - |
| WATER ENTERPRISE | - | - | 18,622 | - | - |
| SEWER ENTERPRISE | - | - | 16,129 | - | - |
| ELECTRIC ENTERPRISE | - | - | 9,311 | - | - |
| MEETING CENTER ENTERPRISE | - | - | 2,162 | - | - |
| TOTAL REVENUES | \$ - | \$ - | \$ 1,336,081 | \$ - | - |
| <u>EXPENSES</u> | | | | | |
| WAGES & FRINGE BENEFITS | \$ 653,730 | \$ 715,437 | \$ 844,038 | \$ 128,601 | 18% |
| OVERTIME | 139,290 | 135,500 | 178,000 | 42,500 | 31% |
| NON CONTRACTED SERVICES | 20,118 | 24,700 | 31,600 | 6,900 | 28% |
| PROPERTY SERVICES | 3,353 | 3,000 | 3,000 | - | 0% |
| ADDITIONAL PAY | 6,000 | 6,000 | 6,000 | - | 0% |
| UNIFORM ALLOWANCE | 7,240 | 3,900 | 6,000 | 2,100 | 54% |
| SERVICE CONTRACTS | 744 | - | - | - | 0% |
| RENTALS | 1,405 | 2,075 | 2,000 | (75) | -4% |
| SERVICE FEES | 119,722 | 122,720 | 127,073 | 4,353 | 4% |
| REPLACEMENT FEES | 44,258 | 81,361 | 47,410 | (33,951) | -42% |
| TELECOMMUNICATION SERVICE | 7,897 | 9,175 | 9,100 | (75) | -1% |
| ADVERTISING & PUBLICATION | 375 | - | 450 | 450 | 100% |
| PRINTING & BINDING | - | 1,050 | 1,050 | - | 0% |
| SUPPLIES | 99,431 | 116,700 | 44,750 | (71,950) | -62% |
| MEETINGS | 217 | 750 | 800 | 50 | 7% |
| MEMBERSHIPS & DUES | 2,160 | 2,550 | 2,800 | 250 | 10% |
| TRAINING | 7,303 | 17,075 | 15,250 | (1,825) | -11% |
| CAPITAL ITEMS | 21,438 | 88,548 | 16,760 | (71,788) | -81% |
| TOTAL EXPENSES | \$ 1,134,681 | \$ 1,330,541 | \$ 1,336,081 | \$ 5,540 | 0% |

FIRE

1998-2001 EMERGENCY RESPONSES

| Calendar Year | <u>1998</u> | <u>1999</u> | <u>2000</u> | <u>2001</u> |
|---------------------|-------------|-------------|-------------|-------------|
| Structure Fire | 18 | 34 | 34 | 24 |
| Vehicle Fire | 14 | 26 | 13 | 11 |
| Wildland Fire | 9 | 27 | 27 | 49 |
| Other Fire | 8 | 25 | 22 | 18 |
| Emergency Medical | 433 | 458 | 492 | 563 |
| Hazardous Materials | 17 | 37 | 31 | 17 |
| Vehicle Accidents | 68 | 80 | 84 | 73 |
| Other | 506 | 569 | 544 | 561 |
| TOTALS | 1,073 | 1,256 | 1,247 | 1,316 |

OTHER FIRES- Includes fires in dumpsters and fires in material not classified as structures, vehicles or vegetation.

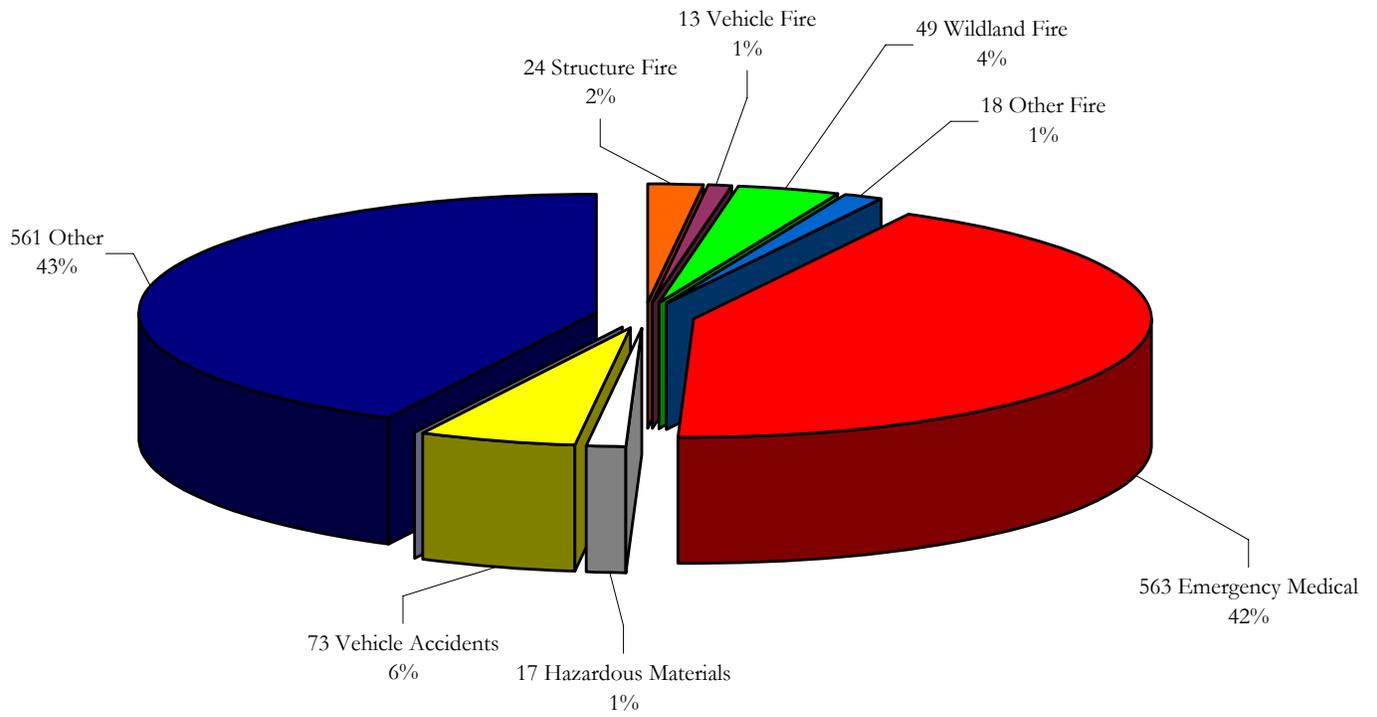
EMERGENCY MEDICAL- Includes responses for medical assistance, drowning, lock-ins requiring medical care, electrocutions and people trapped, caught or buried.

EMERGENCY MEDICAL - Includes responses for medical assistance, drowning, lock-ins requiring medical care, electrocutions and people trapped, caught or buried.

HAZARDOUS CONDITION - Includes flammable or toxic conditions, electrical arcing, radioactive conditions and attempted burning.

OTHER - Includes calls to persons in distress, water problems, animal problems and public service assistance and false alarms. Also includes incidents cleared prior to arrival, wrong location given, steam mistaken for smoke and hazardous materials release call with no hazard present.

Fire Service Calls Number of Calls By Type for Calendar Year 2001

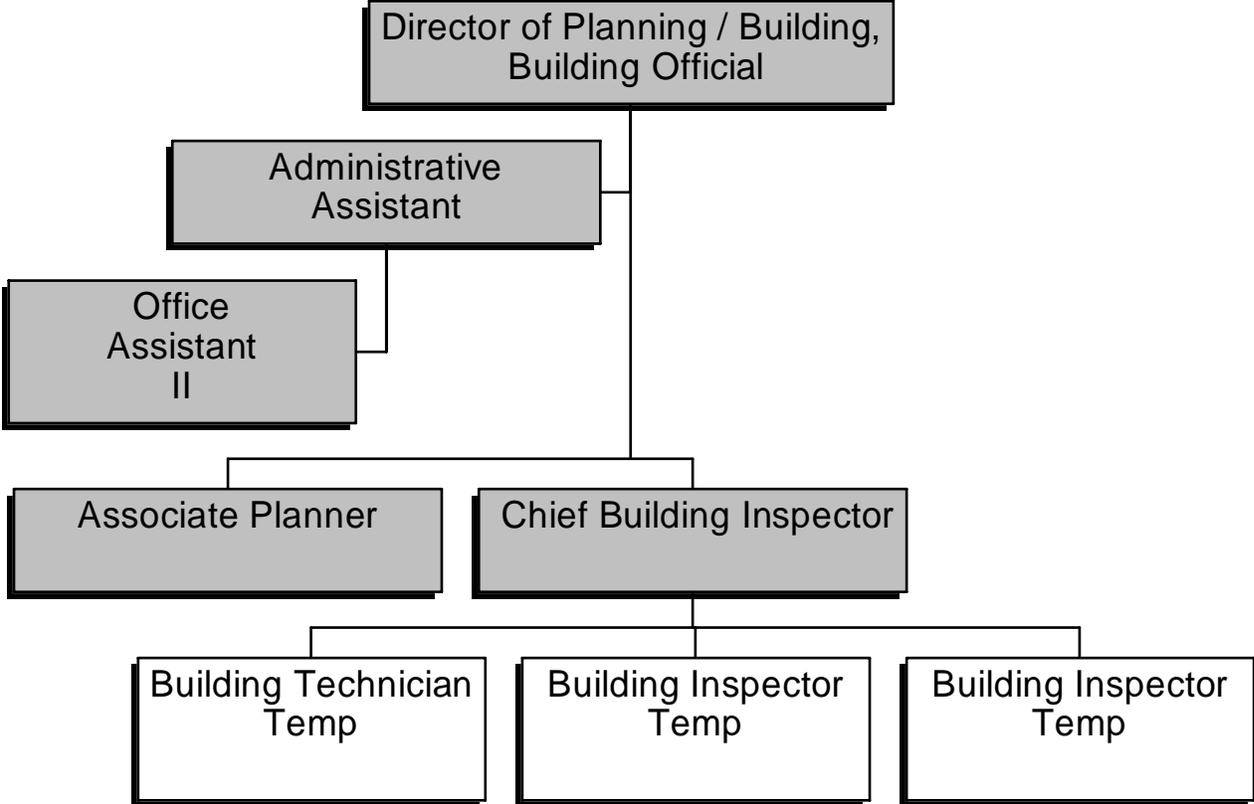


PLANNING & BUILDING

Notes:

PLANNING & BUILDING

Full Time - 5
Temp - 3
Total - 8
Full Time Equivalents - 7.0



PLANNING & BUILDING

The Planning and Building Department is responsible for overseeing and guiding private development activities in the City of Healdsburg during a period of sustained economic activity. Major tasks include administration of building and planning regulations, assistance to the public and to private developers on City permit applications; conducting environmental reviews under CEQA and providing staff assistance to the Planning Commission and City Council on development-related permits. The Department is also an active participant on the City's economic development and redevelopment programs team and is responsible for advanced planning.

Zoning and Subdivision Administration

Planning staff administers the Zoning and Subdivision Ordinances. It responds to public inquires, provides interpretations on development projects, prepares staff reports on land use, design review and subdivision projects for Planning Commission and City Council review, and attends public hearings. Revisions to this ordinance are also prepared. The Planning staff continues to find ways to make the application process easier to understand and required information more accessible to the public.

Advanced Planning

All public and private development activities are reviewed for consistency with the Healdsburg General Plan and adopted specific plans such as the Area A Plan. Amendments are also processed by the Planning Staff. Special planning studies are prepared such as the Foss Creek bicycle/trail plan, Community Entryways Plan, and the update to the Housing Element and General Plan. There is continued need to update existing regulations to be more responsive such as the Zoning and Subdivision Ordinances, and Design Review Guidelines. Staff is also involved in activities of the Community Redevelopment Agency. This includes the production of new affordable housing such as development of Parcel B in the Parkland Farms Subdivision and economic development activities.

Environmental Review

Environmental review under the CEQA guidelines is conducted by the Planning staff for all discretionary projects. This involves determination of the appropriate level of environmental review such as whether an environmental impact review is needed. All new projects, public or private, must be reviewed against the City's new CEQA Guidelines.

Building Inspection Services

The Building staff accepts permits, reviews plans and inspects all building related activities within the city to ensure compliance with adopted codes. Public assistance is also given to facilitate proper plan submittals and understanding. Additional challenges include continued administration of the Unreinforced Masonry requirements, and to provide an easy transition with the adoption of the new building and fire codes. Enforcement of code compliance for both zoning and building rests with this division. In addition, street addressing responsibility, including mapping, has been assumed by the department.

MAJOR DEPARTMENT COMPLETED TASKS FISCAL YEAR 2001- 2002

- Completed annexation of the Grove Street Neighborhood
- Completed Housing Element for HCD review
- Initiated the City Entryways Plan

PLANNING & BUILDING

- ☑ Prepared an updated city-wide street address map
- ☑ Provided site development oversight to the 308 East Street transitional housing project
- ☑ Prepared a comprehensive code enforcement ordinance
- ☑ Updated Planning and Building permit fee schedules
- ☑ Released draft Foss Creek/Railroad bicycle and pedestrian pathway study
- ☑ Completed a comprehensive re-write of transient lodging regulations

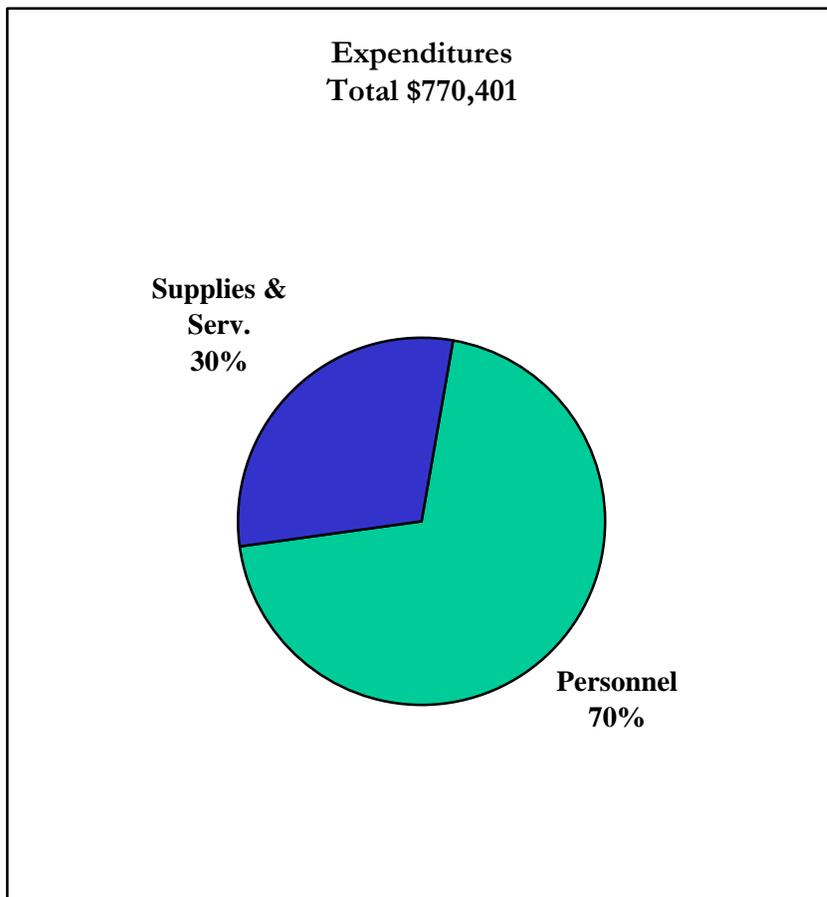
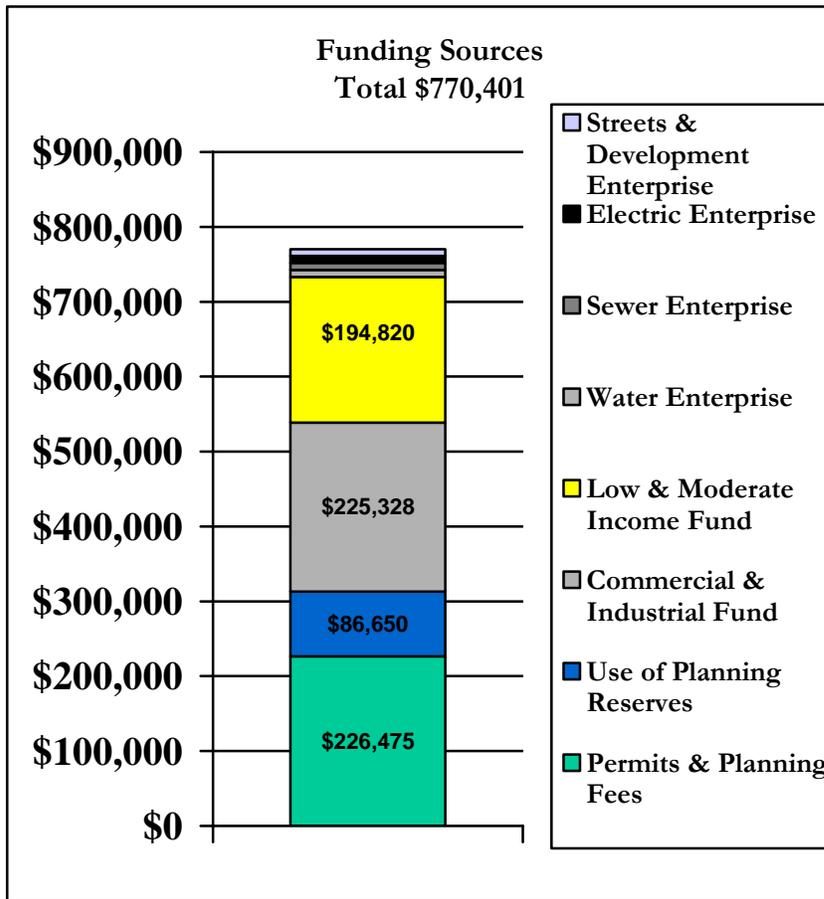
MAJOR DEPARTMENTAL TASKS FISCAL YEAR 2002- 2003

- ◆ Complete Community Entryways Plan
- ◆ Implement a full cost recovery system for Planning and Development Department
- ◆ Initiate computerized permit processing system for Planning and Building
- ◆ Continue to work on update of all elements of the General Plan
- ◆ Participate and coordinate affordable housing projects including a low to moderate income, first-time homeowner's project
- ◆ Prepare CEQA documentation and seek funds for Foss Creek/Railroad bicycle and pedestrian pathway project
- ◆ Provide project development oversight to the transitional housing project located at 308 East Street
- ◆ Updated Design Review Guidelines

FUTURE OBJECTIVES

- ◆ Update the Subdivision Ordinance
- ◆ Complete update of the General Plan

PLANNING & BUILDING



PLANNING & BUILDING

| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|---------------------------------|---------------------|----------------------|---------------------|---------------------------------|-----------|
| <u>REVENUES</u> | | | | | |
| PERMITS & PLANNING FEES | \$ - | \$ - | \$ 226,475 | \$ - | - |
| WATER ENTERPRISE | - | - | 9,282 | - | - |
| SEWER ENTERPRISE | - | - | 9,282 | - | - |
| ELECTRIC ENTERPRISE | - | - | 9,282 | - | - |
| STREETS & DEVELOPMENT ENT. | - | - | 9,282 | - | - |
| COMMERCIAL & INDUSTRIAL FUND | - | - | 225,328 | - | - |
| LOW & MODERATE INCOME FUND | - | - | 194,820 | - | - |
| USE OF DESIGNATED RESERVES | - | - | 86,650 | - | - |
| CAPITAL PROJECT FUNDING | - | - | 5,470,000 | - | - |
| TOTAL REVENUES | \$ - | \$ - | \$ 6,240,401 | \$ - | - |
| <u>EXPENSES</u> | | | | | |
| WAGES & FRINGE BENEFITS | \$ 479,255 | \$ 498,456 | \$ 535,922 | \$ 37,466 | 8% |
| OVERTIME | 2,851 | 3,500 | 3,500 | - | 0% |
| NON CONTRACTED SERVICES | 65,571 | 94,200 | 94,300 | 100 | 0% |
| GOVERNMENT FEES | 204 | 2,000 | 2,000 | - | 0% |
| PROJECT PARTICIPATION | 31,104 | 20,000 | 20,000 | - | 0% |
| ADDITIONAL PAY | 3,675 | 6,000 | 4,200 | (1,800) | -30% |
| UNIFORM ALLOWANCE | - | 100 | 100 | - | 0% |
| RENTALS | 132 | - | - | - | 0% |
| SERVICE FEES | 48,784 | 47,294 | 47,996 | 702 | 1% |
| REPLACEMENT FEES | 26,646 | 24,531 | 17,453 | (7,078) | -29% |
| TELECOMMUNICATION SERVICE | 4,075 | 7,750 | 6,000 | (1,750) | -23% |
| ADVERTISING & PUBLICATION | 5,481 | 5,500 | 8,000 | 2,500 | 45% |
| PRINTING & BINDING | 495 | 2,000 | 1,000 | (1,000) | -50% |
| SUPPLIES | 17,051 | 14,250 | 15,150 | 900 | 6% |
| MEETINGS | 4,886 | 9,830 | 10,080 | 250 | 3% |
| MEMBERSHIPS & DUES | 781 | 1,000 | 1,000 | - | 0% |
| TRAINING | 3,130 | 2,500 | 3,700 | 1,200 | 48% |
| TOTAL OPERATING EXPENSES | 694,121 | 738,911 | 770,401 | 31,490 | 4% |
| CAPITAL PROJECTS | - | 1,045,000 | 5,470,000 | - | - |
| GRAND TOTAL EXPENSES | \$ 694,121 | \$ 1,783,911 | \$ 6,240,401 | - | - |

1) includes upgrade to Associate Planner and new temporary Building Inspector.

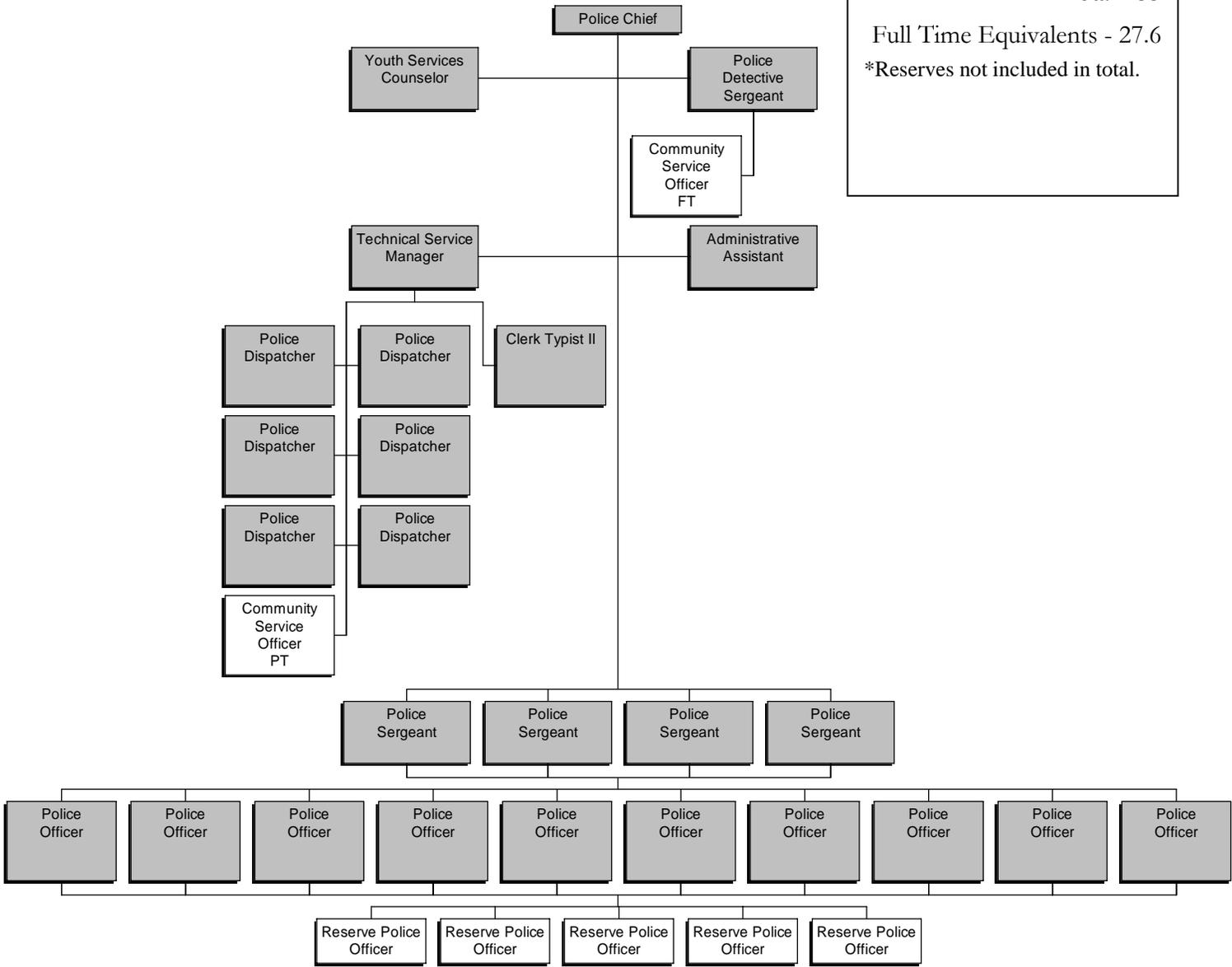
2) Overtime costs not broken out in the past.

POLICE

Notes:

POLICE

Full Time - 27
Part Time - 1
Volunteer - 5
Total - 33
Full Time Equivalents - 27.6
*Reserves not included in total.



POLICE

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

Patrol Services

Patrol is responsible for providing effective and efficient police services by an officer in uniform or in civilian clothing. Functions of patrol include, but are not limited to, routine patrol and observation, preservation of public peace, answering calls and processing of complaints; identifying and implementing crime prevention strategies; investigations of crimes and accidents, collection and preservation of evidence, the arrest of criminal and traffic offenders; preparation of reports and testifying in court. Patrol also includes the planning and coordination for special events, the control of public gatherings, the protection of life and property, the examination of doors and windows of commercial and industrial establishments, and the performance of miscellaneous services relative to public health and safety.

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, provide legal update training and crime prevention presentations to the community, and conduct major investigations with crimes requiring out-of-town follow-up. Additionally, this division maintains gang tracking and participates on countywide task forces including high profile drug cases.

Technical Services

The responsibilities of this division are to maintain/operate a full 911-dispatch center for both Police and Fire. Technical Services coordinate call-outs for ambulance, Public Works, Electric Utility and animal control as required and maintain all information covered under the public records act, as well as all department statistical information. Additionally, they oversee found/abandoned property, parking enforcement, abandoned vehicle abatements and coordinate subpoenas and warrant system. Computer aided dispatch is also maintained by Technical Services staff, including RMS (Records Management System) Jail System, Integrated Justice System, Central Warrant System, California Law Enforcement Teletype System (CLETS) and National Crime Information Center (NCIC). Technical Services answers all business lines and provides information to the public.

Community Support

The Healdsburg Police Department participates in the county-wide Multi-Agency Gang Task Force (MAGNET). We have Youth Services Diversion, Adopt-A-Cop, Officer in the Classroom, Drug/Alcohol Awareness, Bicycle Safety, Graffiti Abatement, Bicycle Rodeo, Project Graduation, Avoid the 13, Domestic Violence Advocate, and we have done the "Every 15 Minutes" Program for Drinking Driver Awareness in conjunction with CHP, ABC, HHS and several community groups. The police non-profit group known as PAC (Parent Awareness Coalition) that involves police, schools and private citizens has continued to offer programs for our "at risk youth." We raise monies for youth programs and focus "at risk youth" into sports programs such as Little League, Pop Warner Football, Youth Soccer, Boys & Girls Club memberships and several private youth related activities such as swimming programs, pottery, ballet, etc.

MAJOR DEPARTMENTAL TASKS COMPLETED FISCAL YEAR 2001-2002

- ☑ HPD received a new “permanent” Police Chief on Feb. 1, 2002 who maintains a strong focus on community oriented policing and professional development of all employees.
- ☑ Two positions were reclassified. The Senior Clerk Typist was reclassified to Administrative Assistant to the Chief effective March 11, 2002 and the Detective position was reclassified to Detective Sergeant effective July 1, 2002.
- ☑ The Critical Incident Response Team was re-instituted. They serve as “specialists” in serving major felony arrest warrants, crowd control, and critical incident containment.
- ☑ The Property/Evidence room was inventoried and plans are underway to remodel that room and develop a new tracking system for property and evidence.
- ☑ HPD continued the department’s Parent Awareness Coalition program by submitting for and receiving approval of an additional \$10,000 California Human Development Commission grant for F/Y 2001–2002. PAC also applied for and received a second year \$5,400 grant via the city’s CDBG process for a kids’ swimming program.

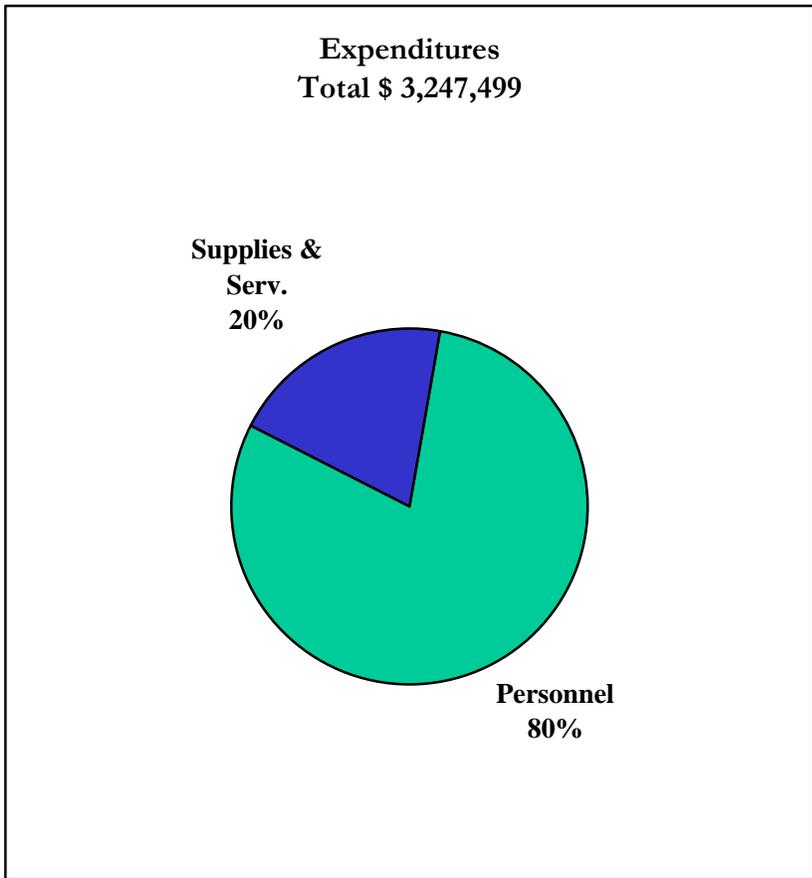
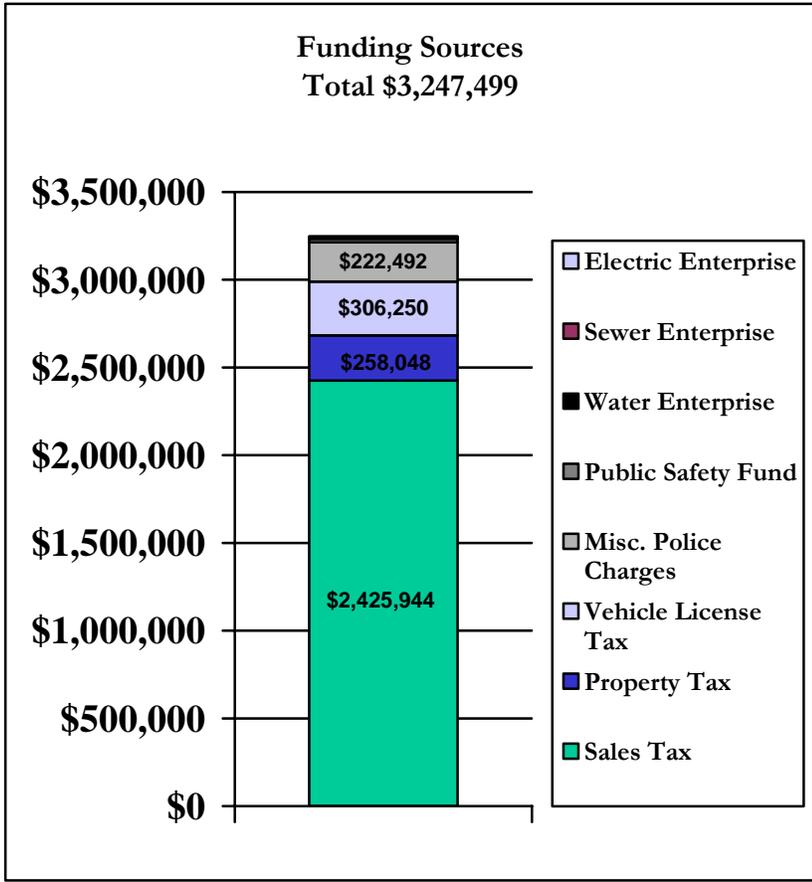
MAJOR POLICE DEPARTMENT GOALS FOR FISCAL YEAR 2002-2003

- ◆ Promote and hold community meetings to address quality of life issues in the community related to police services.
- ◆ Evaluate the current Parking Plan and Ordinance and develop a new plan with the input of business and residential community members.
- ◆ Continue working closely with the Boys & Girls Club and the Parent Awareness Coalition to focus at-risk youth on community based after school youth programs.
- ◆ Implement the citizen volunteer program, (VIPS) Volunteers In Police Services. This program is designed to provide community services such as vacation house checks, security surveys, crime prevention programs and other non-hazardous police services.
- ◆ Implement the Explorer Program to perform non-hazardous support tasks within various divisions of the police department and with all community events. The ages of the explorers will range between 16 and 20. Explorers will gain “on the job” training for a possible future in law enforcement.
- ◆ Implement an Internship Program to work with college students from Sonoma State University. This program requires that each student volunteer 180 hours with the police department for college credit. The students will be used in a variety of non-hazardous tasks.
- ◆ We will be implementing the first stages of the county-wide CAD/RMS/MDT program with the installation of the basic CAD/RMS System in August 2002.
- ◆ Ergonomic remodeling will take place in the Communications Center to reduce the incidents of Worker’s Compensation Claims.

FUTURE POLICE OBJECTIVES

The department is continuing to look at additional grant financing to be used to assist future full-time positions. We are in the process of working with the Healdsburg Unified School District for a possible full time School Resource Officer and a downtown foot patrol officer. Both positions are funded under the COPPS Grant Programs. We are studying our current deployment strategies to ensure that we are utilizing our resources in the most efficient and effective way. HPD will continue working with Sonoma County law enforcement agencies to better pool resources and work more closely with each other in cooperative ventures. The department will also focus on developing our employees through police related training either in-house or outside POST courses. In addition, emphasis has been placed on employees completing their college degrees for future promotional opportunities, and to better reflect the community that we serve.

POLICE



POLICE

| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|--------------------------------|---------------------|----------------------|---------------------|---------------------------------|-----------|
| <u>REVENUES</u> | | | | | |
| SALES TAX | \$ - | \$ - | \$ 2,425,944 | \$ - | - |
| PROPERTY TAX | - | - | 258,048 | - | - |
| VEHICLE LICENSE FEES | - | - | 306,250 | - | - |
| MISCELLANEOUS POLICE CHARGES | - | - | 222,492 | - | - |
| WATER ENTERPRISE | - | - | 5,000 | - | - |
| SEWER ENTERPRISE | - | - | 5,000 | - | - |
| ELECTRIC ENTERPRISE | - | - | 5,000 | - | - |
| PUBLIC SAFETY FUND | - | - | 19,765 | - | - |
| CAPITAL PROJECT FUNDING | - | - | 25,000 | - | - |
| TOTAL REVENUES | \$ - | \$ - | \$ 3,272,499 | \$ - | - |
| <u>EXPENSES</u> | | | | | |
| WAGES & FRINGE BENEFITS | \$ 1,951,818 | \$ 2,248,347 | \$ 2,452,036 | \$ 203,689 | 9% |
| OVERTIME | 179,282 | 120,000 | 133,000 | 13,000 | 11% |
| NON CONTRACTED SERVICES | 148,442 | 190,050 | 194,650 | 4,600 | 2% |
| ADDITIONAL PAY | 22,125 | 37,675 | 33,475 | (4,200) | -11% |
| UNIFORM ALLOWANCE | 16,077 | 600 | - | (600) | -100% |
| SERVICE CONTRACTS | 5,762 | 5,700 | 9,000 | 3,300 | 58% |
| RENTALS | 80 | - | - | - | 0% |
| SERVICE FEES | 206,657 | 214,989 | 246,222 | 31,233 | 15% |
| REPLACEMENT FEES | 91,077 | 74,362 | 68,541 | (5,821) | -8% |
| TELECOMMUNICATION SERVICE | 12,506 | 12,750 | 13,700 | 950 | 7% |
| ADVERTISING & PUBLICATION | - | 4,050 | 4,050 | - | 0% |
| PRINTING & BINDING | 4,225 | 3,250 | 4,000 | 750 | 23% |
| TRAVEL EXPENSE | 724 | 5,000 | - | (5,000) | -100% |
| SUPPLIES | 38,466 | 42,650 | 49,465 | 6,815 | 16% |
| MEETINGS | 2,012 | 6,500 | 600 | (5,900) | -91% |
| MEMBERSHIPS & DUES | 2,051 | 1,600 | 1,700 | 100 | 6% |
| TRAINING | 16,567 | 11,400 | 31,060 | 19,660 | 172% |
| CAPITAL ITEMS | 38,734 | 37,127 | 6,000 | (31,127) | -84% |
| TOTAL OPERATING EXPENSE | 2,736,605 | 3,016,050 | 3,247,499 | 231,449 | 8% |
| CAPITAL PROJECTS | - | 25,000 | 25,000 | - | - |
| GRAND TOTAL EXPENSES | \$ 2,736,605 | \$ 3,041,050 | \$ 3,272,499 | - | - |

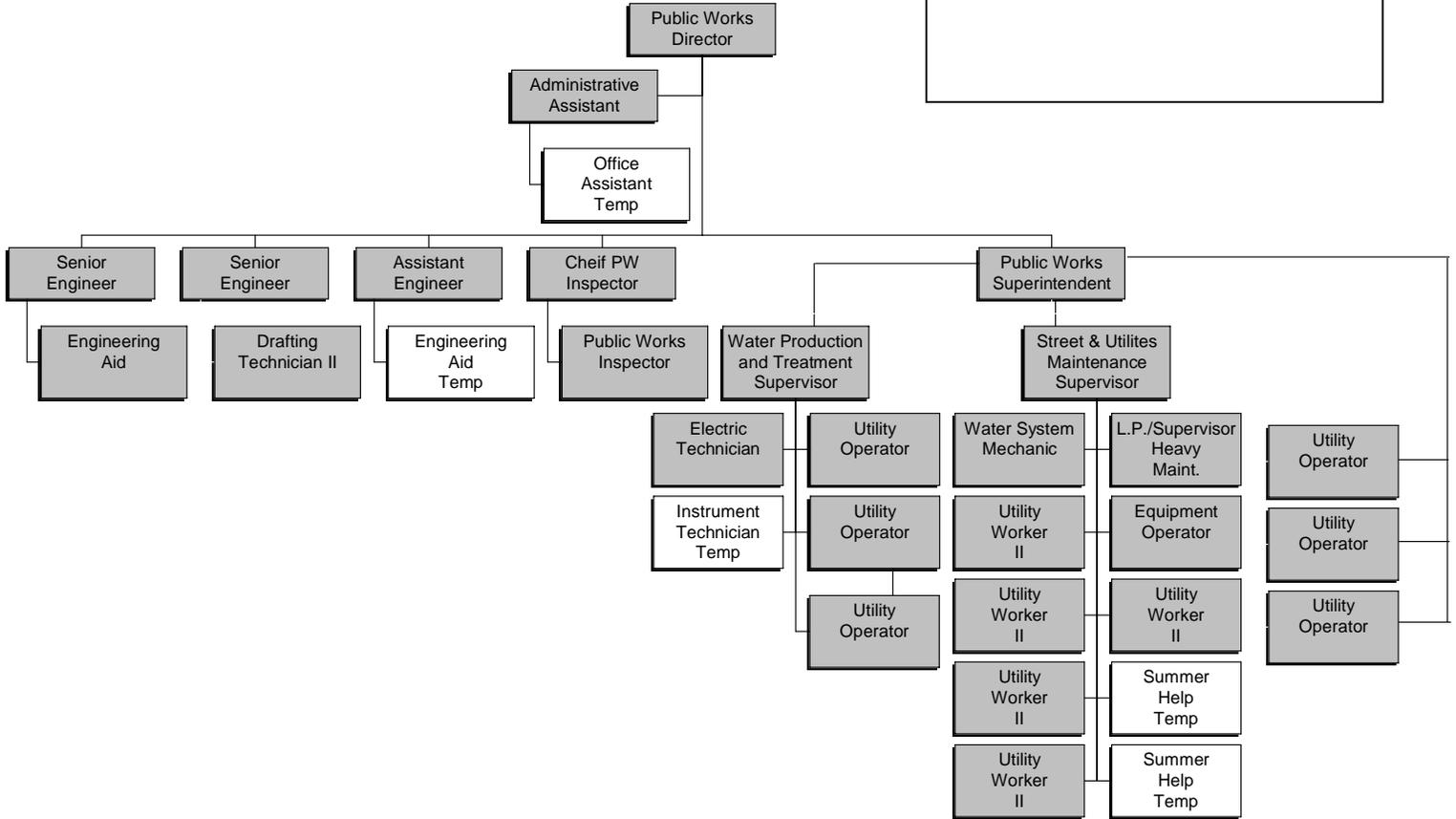
1) \$15,475 uniform allowance budgeted in additional pay

PUBLIC WORKS

Notes:

PUBLIC WORKS

Full Time - 27
 Temp - 5
 Total - 32
 Full Time Equivalents - 30



PUBLIC WORKS

The Public Works Department is responsible for construction, operations, and maintenance of much of the City's infrastructure. Specific areas of responsibility include public streets (including sidewalks, street and traffic signs and pavement markings), the water system (including production, treatment, storage and distribution), the sewer system (including collection, pumping, treatment and disposal/reclamation of wastewater), and the storm drainage system (including maintenance of storm drain pipes, creeks, and storm water detention basins). The Public Works Department also provides engineering review and inspection of public improvements in new development projects and in public capital and replacement projects.

DEPARTMENTAL DUTIES AND RESPONSIBILITIES

Engineering Staff

The Engineering Staff is comprised of three engineers, two engineering technicians, and one inspector who are responsible for all traffic, water, sewer, drainage, and development engineering and construction inspection services. Most of the staff time is devoted to answering inquiries from the public, processing and inspecting development projects and building permits, and the design and construction of maintenance and capital improvement projects. Other significant areas of effort include street maintenance projects, implementation of Industrial Wastewater Discharger and Cross-Connection Control programs, administration of State water and wastewater permits, and modernization of City Codes relating to Public Works.

Maintenance

The Public Works Maintenance team consists of eight full-time and two temporary employees who are responsible for patching potholes, placing regulatory, warning and informational signs, maintaining all pavement delineations and markings, performing graffiti removal within public rights-of-way, maintenance of the City's storm drainage system, cleaning and repairing sewer mains and laterals, replacing broken water mains and services, performing weed abatement on City properties, maintenance of City buildings, and other related activities. The maintenance staff has placed an emphasis on maintaining/repairing street signs, painted traffic markings, and painted curbs. The proposed budget includes money for a multi-year program to eliminate painting where possible and replace it with signs or thermo-plastic street markings. This program is expected to decrease the annual maintenance cost and improve the effectiveness of street striping in the future. Emergency repairs of broken water services continues to be a major distraction for the maintenance crews, who must replace approximately 100 of these failed services per year. Emergency call-out related overtime averages approximately 700 hours per year for this group.

Water Utility

The Water Department staff consists of six employees responsible for maintaining the City's water production, treatment, and storage systems. This group works seven days per week operating and maintaining the City's fifteen water wells, chlorination, fluoridation, and other treatment systems, eight storage reservoirs, and the SCADA communication system, which continually monitors these facilities. Emergency call-out related overtime averages approximately 1,500 hours per year for this group. Their duties include daily sampling, analysis, and monitoring of each City well as well as maintenance and repair of pumps, motors, valves, miscellaneous treatment, and monitoring equipment. Operation and maintenance of the water system to meet State and Federal water quality standards is this group's top priority.

Sewer Utility

The Sanitation staff is comprised of four employees who are responsible for the operations and maintenance of the sewer collection system, the City's ten sewer pump stations, and the wastewater treatment plant. In addition, the Sanitation staff performs sampling and inspection of commercial and industrial dischargers to ensure compliance with the City's sewer ordinance and to prevent collection system spills from illegally discharged grease or treatment plant upsets from illegally discharged pollutants. The Sanitation staff continually inspects and monitors the operation of the treatment plant and pump stations, responds (24 hrs/day, 7 days per week) to service calls for collection system and house service laterals blockages, repairs and services pumps, motors mains, and manholes, and repairs broken sewer mains and laterals. Emergency call-out related overtime averages approximately 1,200 hours per year for this group.

MAJOR DEPARTMENT TASKS COMPLETED, FY 2001-2002

- ☑ Completed the Environmental Impact Report for the relocation of the City's Wastewater Treatment Plant Outfall Relocation Project
- ☑ Hired EIR consultant for the City's Wastewater Treatment Plant Upgrades Project
- ☑ Completed the City-wide Aerial Mapping Project
- ☑ Completed construction of the new Tayman Park and Panorama Reservoirs, which doubled the City's water storage
- ☑ Completed pilot testing of new treatment technologies for the City's water and wastewater systems
- ☑ Installed new sidewalks on Matheson Street and Exchange Avenue
- ☑ Completed the installation of a pedestrian pathway, local collector sewers and the overlay of Grove Street
- ☑ Implemented a detailed sewer collection system cleaning, inspection, and maintenance program to prevent spills and protect water quality.
- ☑ Implemented the State-mandated backflow prevention program for the City's water system
- ☑ Completed the reconstruction of several of the City's sewer pump stations

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2002-2003

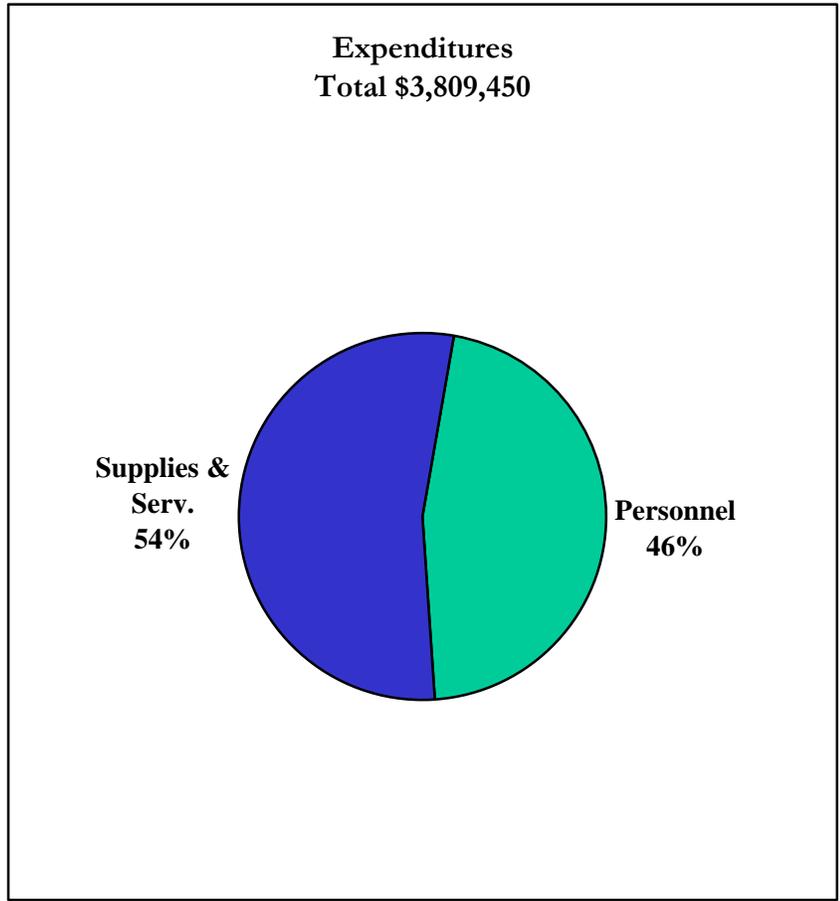
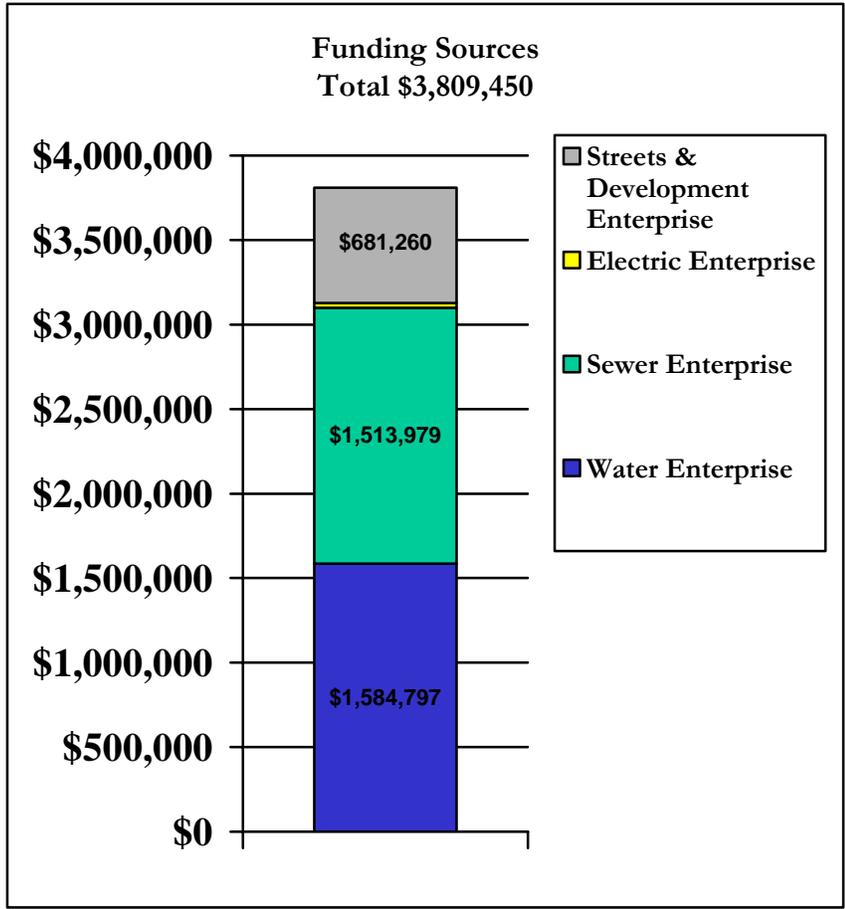
- ◆ Complete the EIR for the Wastewater Treatment Plant Upgrades Project and circulate it for public comment.
- ◆ Successfully defend the City in litigation filed against the Wastewater Treatment Plant Outfall Relocation Project.
- ◆ Complete construction of a water treatment system on the City's water well fields to remove current seasonal operational restrictions, to improve water quality, and to preserve the City's existing Russian River water rights.
- ◆ Complete the design and installation of security systems at the City Corporation Yard, wells, reservoirs, pump stations, and wastewater treatment plant.
- ◆ Review and update Development Impact Fees to ensure adequate funding of needed improvements.
- ◆ Secure a revised Flood Insurance Rate Map from FEMA.
- ◆ Complete the Grant Street Bridge Widening Project.

FUTURE OBJECTIVES

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

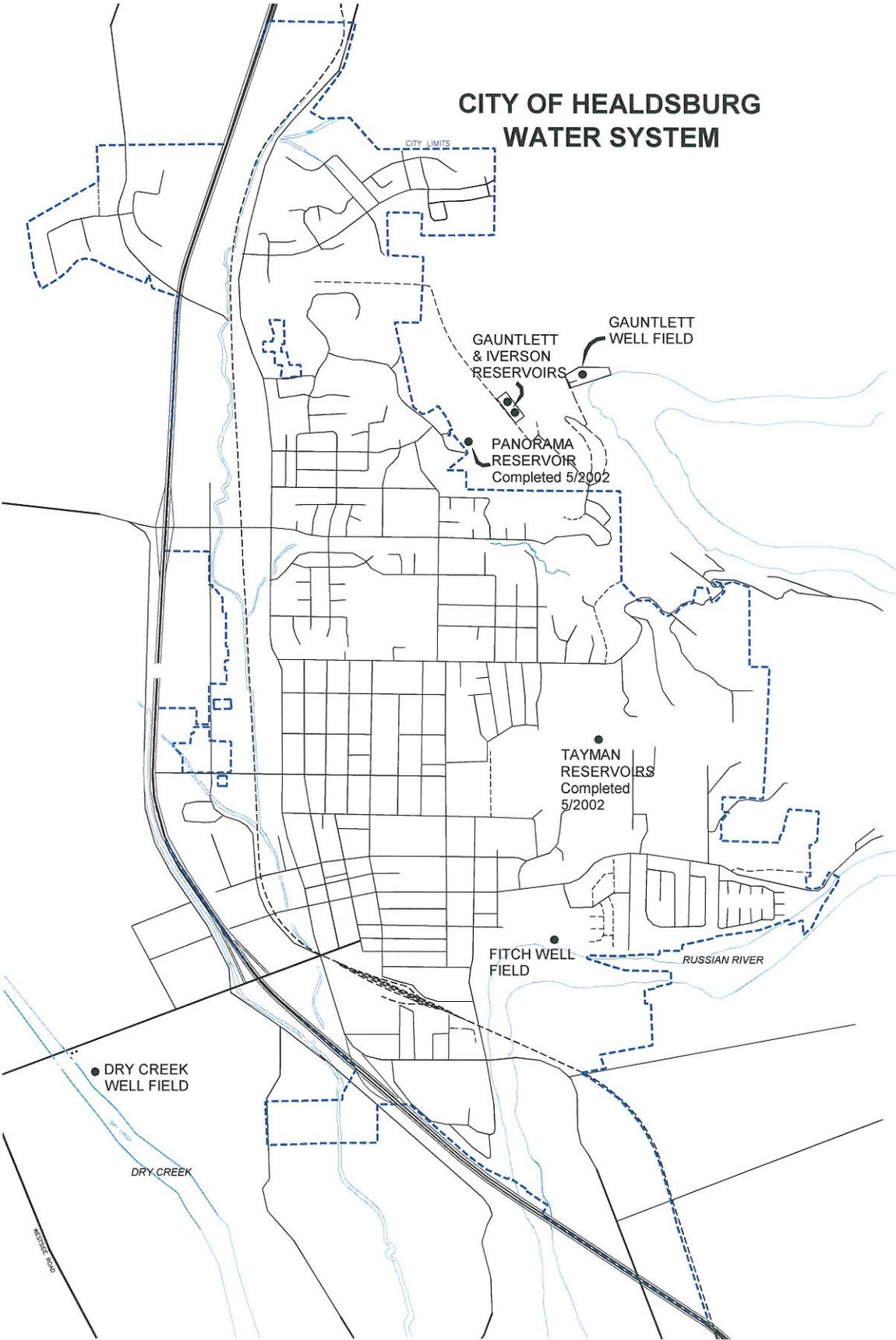
- Design and construct a new wastewater treatment plant to produce tertiary quality water.
- Implement a geographical information system based on our new automated mapping system.
- Replace the Sunset and Cadoul water tanks with a single, modern tank.
- Pursue adequate funding to eliminate the streets maintenance and replacement backlog and to ensure adequate maintenance and replacement in the future.
- Investigate and pursue opportunities to relieve the growing backlog of Public Works CIP projects.

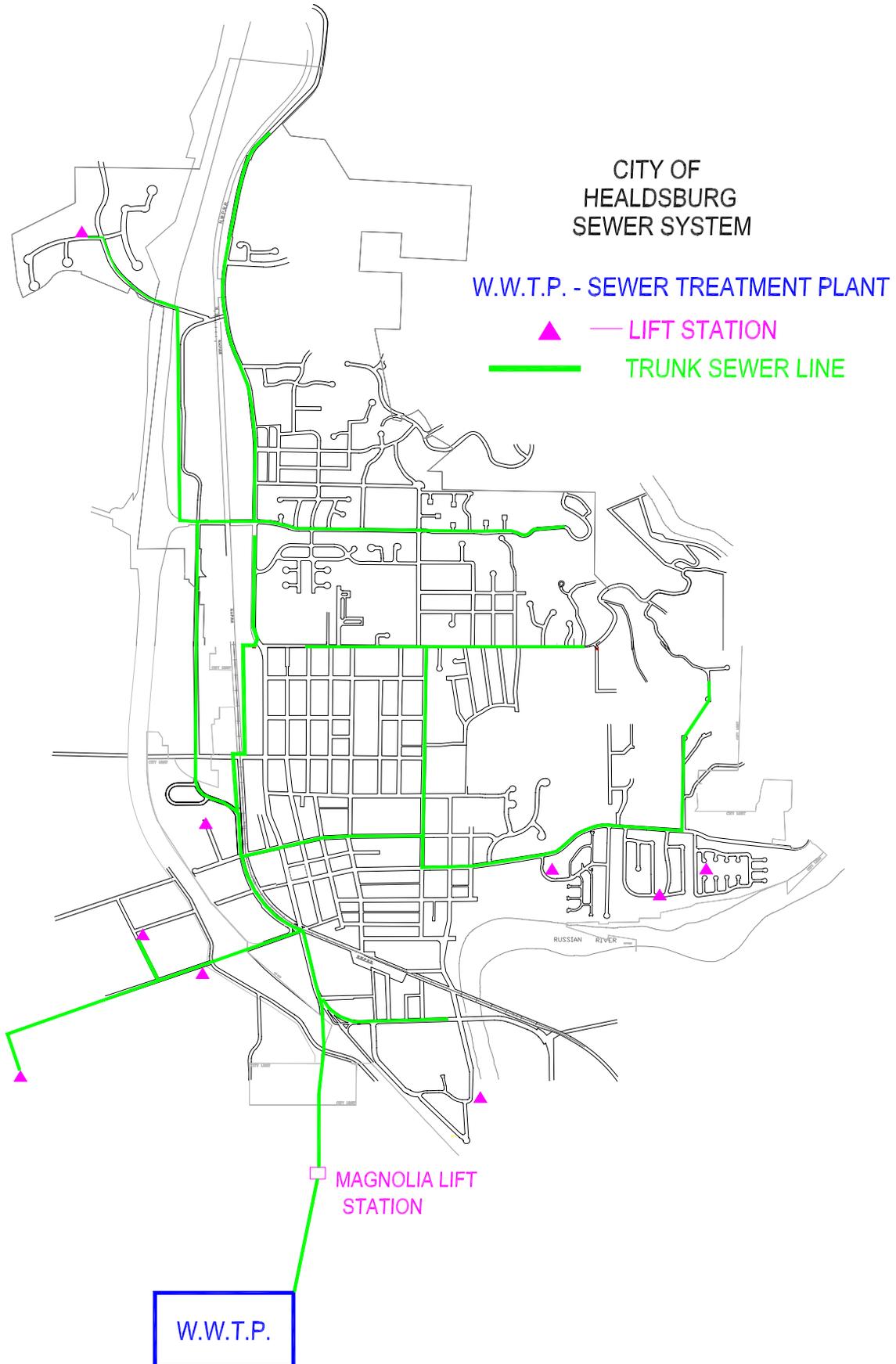
PUBLIC WORKS



PUBLIC WORKS

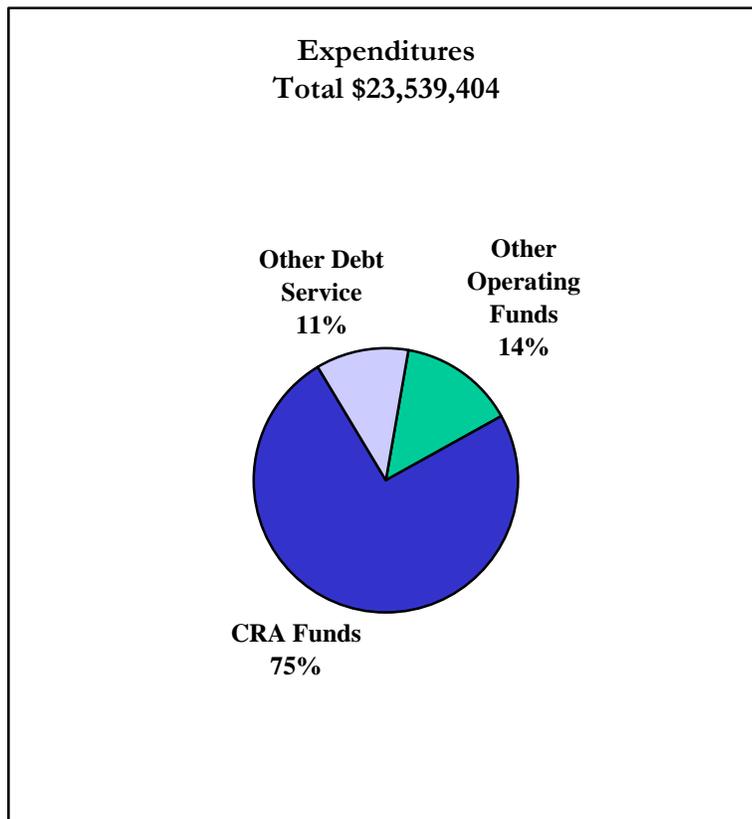
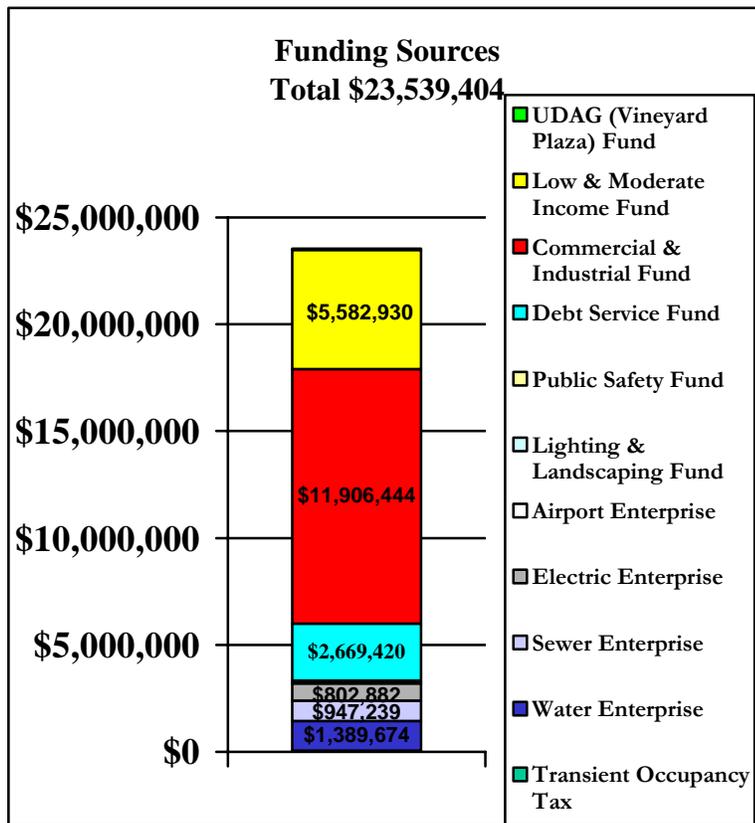
| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|--------------------------------|---------------------|----------------------|----------------------|---------------------------------|------------|
| REVENUES | | | | | |
| WATER ENTERPRISE | \$ - | \$ - | \$ 1,584,797 | \$ - | - |
| SEWER ENTERPRISE | - | - | 1,513,979 | - | - |
| ELECTRIC ENTERPRISE | - | - | 29,414 | - | - |
| STREETS & DEVELOPMENT ENT. | - | - | 681,260 | - | - |
| CAPITAL PROJECT FUNDING | - | - | 12,219,073 | - | - |
| TOTAL REVENUES | \$ - | \$ - | \$ 16,028,523 | \$ - | - |
| EXPENSES | | | | | |
| WAGES & FRINGE BENEFITS | \$ 1,157,550 | \$ 1,337,113 | \$ 1,606,882 | \$ 269,769 | 20% |
| OVERTIME & STAND BY | 106,681 | 137,078 | 144,846 | 7,768 | 6% |
| NON CONTRACTED SERVICES | 265,116 | 371,000 | 287,650 | (83,350) | -22% |
| GOVERNMENT FEES | 44,841 | 39,000 | 53,200 | 14,200 | 36% |
| EMPLOYMENT SERVICES | 536 | - | - | - | 0% |
| PROPERTY SERVICES | 274,140 | 378,311 | 436,700 | 58,389 | 15% |
| ADDITIONAL PAY | 8,144 | 7,200 | 10,300 | 3,100 | 43% |
| UNIFORM ALLOWANCE | 6,021 | 10,000 | 11,250 | 1,250 | 13% |
| SERVICE CONTRACTS | 1,275 | 2,650 | 1,714 | (936) | -35% |
| RENTALS | 3,916 | 10,250 | 8,700 | (1,550) | -15% |
| SERVICE FEES | 210,770 | 246,876 | 290,933 | 44,057 | 18% |
| REPLACEMENT FEES | 107,497 | 106,322 | 117,000 | 10,678 | 10% |
| USE FEES | 318,751 | 375,000 | 375,000 | - | 0% |
| TRENCH CUT FEES | - | - | 25,000 | 25,000 | 100% |
| LOAN REPAYMENT- GENERAL FUND | 55,060 | 55,060 | 55,060 | - | 0% |
| TELECOMMUNICATION SERVICE | 43,363 | 53,150 | 52,550 | (600) | -1% |
| ADVERTISING & PUBLICATION | 750 | 3,000 | 3,450 | 450 | 15% |
| PRINTING & BINDING | 26 | 2,250 | 1,450 | (800) | -36% |
| TRAVEL EXPENSE | - | 1,000 | 1,000 | - | 0% |
| SUPPLIES | 261,012 | 290,300 | 297,050 | 6,750 | 2% |
| MEETINGS | 1,862 | 1,875 | 2,195 | 320 | 17% |
| MEMBERSHIPS & DUES | 2,402 | 4,150 | 5,300 | 1,150 | 28% |
| TRAINING | 19,241 | 22,100 | 22,220 | 120 | 1% |
| LOSS IN DISPOSAL | 317,223 | - | - | - | 0% |
| TOTAL OPERATING EXPENSE | 3,206,177 | 3,453,685 | 3,809,450 | 355,765 | 10% |
| CAPITAL PROJECTS | - | 3,595,500 | 12,219,073 | - | - |
| GRAND TOTAL EXPENSES | \$ 3,206,177 | \$ 7,049,185 | \$ 16,028,523 | - | - |





NON DEPARTMENTAL

Non Departmental includes items related to the city as a whole that cannot be easily allocated to the various departments.



NON DEPARTMENTAL

| | ACTUAL 2000-2001 | ADOPTED 2001-2002 | BUDGET 2002-2003 | DIFFERENCE FROM 2001-2002 | % DIFF |
|---------------------------------|----------------------|----------------------|----------------------|---------------------------------|-------------|
| REVENUES | | | | | |
| TRANSIENT OCCUPANCY TAX | \$ - | \$ - | \$ 52,900 | \$ - | - |
| WATER ENTERPRISE | - | - | 1,389,674 | - | - |
| SEWER ENTERPRISE | - | - | 947,239 | - | - |
| ELECTRIC ENTERPRISE | - | - | 802,882 | - | - |
| AIRPORT ENTERPRISE | - | - | 59,280 | - | - |
| LIGHTING & LANDSCAPING FUND | - | - | 78,635 | - | - |
| DEBT SERVICE FUND | - | - | 2,669,420 | - | - |
| COMMERCIAL & INDUSTRIAL FUND | - | - | 11,906,444 | - | - |
| LOW & MODERATE INCOME FUND | - | - | 5,582,930 | - | - |
| PARTICIPATION FUND | - | - | 50,000 | - | - |
| TOTAL REVENUES | \$ - | \$ - | \$ 23,539,404 | \$ - | - |
| EXPENSES | | | | | |
| TRANSFERS: | | | | | |
| GENERAL FUND | \$ 126,243 | \$ 83,235 | \$ - | \$ (83,235) | -100% |
| DEBT SERVICE | 730,018 | 735,900 | 1,717,974 | 982,074 | 133% |
| ENTERPRISE | 581,471 | 571,778 | - | (571,778) | -100% |
| SERVICE FUNDS | 100,000 | - | 15,000 | 15,000 | 100% |
| TRUST FUNDS | 50,000 | 50,000 | 50,000 | - | 0% |
| CAPITAL PROJECTS | 7,236,132 | 3,665,707 | 15,914,350 | 12,248,643 | 334% |
| DEPRECIATION | 1,101,705 | - | - | - | 0% |
| DEBT SERVICE | 9,186,946 | 2,170,318 | 2,429,591 | 259,273 | 12% |
| SUPPORT TO ORGANIZATIONS | 30,420 | - | - | - | 0% |
| COUNTY PASS THROUGH | 907,898 | 985,000 | 1,191,000 | 206,000 | 21% |
| PRINCIPLE RETIREMENT | 1,275,000 | 3,694,100 | 1,990,760 | (1,703,340) | -46% |
| CONTRACTED SERVICES | 169,999 | 161,315 | 201,919 | 40,604 | 25% |
| PROPERTY TAX | 2,264 | 2,800 | 3,810 | 1,010 | 36% |
| GOVERNMENT FEES | 667 | - | - | - | 0% |
| RENTALS | 15,522 | 21,000 | 21,000 | - | 0% |
| SUPPLIES | 1,235 | 4,000 | 4,000 | - | 0% |
| LOSS ON DISPOSAL | 983 | - | - | - | 0% |
| LOAN AMORTIZATION | 465,997 | - | - | - | 0% |
| TOTAL OPERATING EXPENSES | 21,982,500 | 12,145,153 | 23,539,404 | 11,394,251 | 100% |
| RESERVE FOR FUTURE USE | - | - | - | - | - |
| TOTAL EXPENSES | \$ 21,982,500 | \$ 12,145,153 | \$ 23,539,404 | \$ 11,394,251 | 94% |

1) City hall rent charged to Community Redevelopment to fund building maintenance.

2) Support to outside organizations was moved to Community Services Department.

3) Bond refunding \$7,087,453

NON-DEPARTMENTAL

Notes:

CITY OF HEALDSBURG
Redevelopment Agency
2002-2003 Work Plan and Proposed Budget

Board Members

Mark Gleason, Chair

Leah Gold, Vice-Chair

Jason Liles

Kent Mitchell

Lisa Wittke Schaffner

Executive Director

Chet J. Wystepek

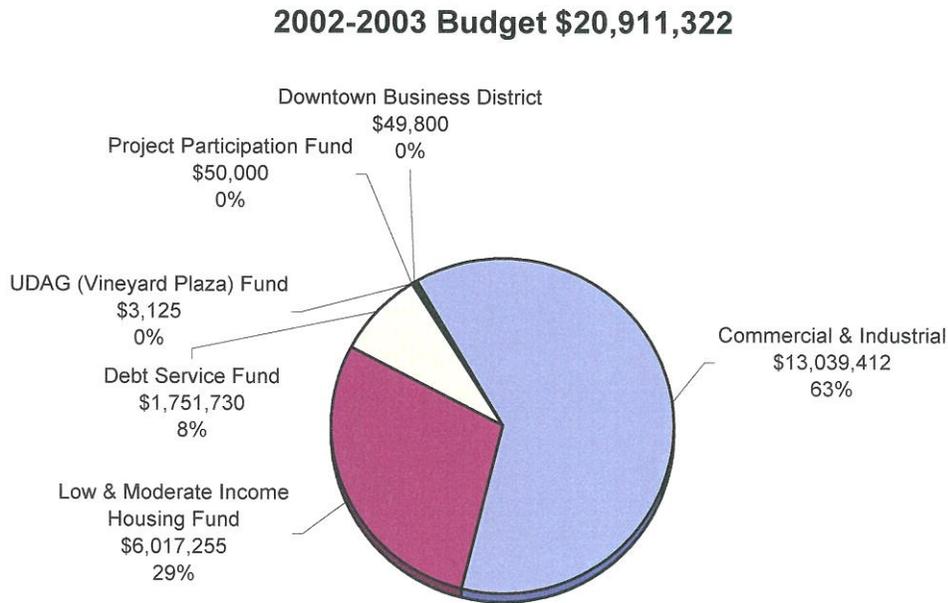
Notes:

REDEVELOPMENT AGENCY WORK PROGRAM AND BUDGET SUMMARY

The Community Redevelopment Agency (Agency) 2002-2003 Work Plan and Proposed Budget is outlined in the following sections of this document. The proposed 2002-2003 budget for the Agency is \$20,911,322. The work program is consistent with the 5-Year Implementation Plan that was adopted in December of 1999.

Budget

The \$20,911,322 budget consists of funding for the Low and Moderate Income Housing Fund, the Commercial and Industrial Fund, the Debt Service Fund, the UDAG Fund, the Housing Bond Fund and the Downtown Business District. The graph below shows how the budget is allocated amongst the fund groups.



The largest portion, 63%, of the Agency budget is in the Commercial and Industrial Fund. The \$13,039,412 budget in this fund consists of funding for various projects, use of bond sale proceeds, programs and debt service. This fund also receives the largest portion of Agency revenues primarily from property tax increment and a revenue anticipation note.

The Debt Service Fund accounts for 8% of the Agency budget. The \$1,751,730 budget in this fund consists of various debt payment obligations related to previous Agency projects. The revenues received by this fund are debt service transfers from the Commercial and Industrial Fund and the Low and Moderate Income Housing Fund.

The Low and Moderate Income Housing Fund represents 29% of the Agency budget. The \$6,017,255 budget in this fund consists of debt service and various affordable housing, use of bond proceeds, and

neighborhood improvement projects. The revenues received by this fund are primarily from property tax increment.

The UDAG (Vineyard Plaza) Fund is less than 1% of the Agency budget. The \$3,125 is made up primarily of economic development loans.

The remaining (1%) of the budget is funding the Downtown Business District. The \$49,800 budget consists of various promotional programs benefiting the downtown. Revenues received by this fund are from a contribution by the Agency and by assessments of downtown businesses.

FUNDING FOR PROJECTS

The proposed budget includes \$14,440,000 of new project funding. The primary means for funding the projects is utilization of some of the uncommitted tax increment and proceeds from the 2002 Tax Allocation Bond sale. In addition to the proposed new funding, there are projects budgeted in 2001-2002 as part of the Capital Improvement Program, for which carry-over appropriation authority will be requested as part of the budget adoption. Affordable housing projects are proposed to receive \$5,270,000 of funding and other Project funding requests are summarized below.

Entryway Upgrade project is proposed to receive \$3,500,000 in new funding in 2002-2003. This includes funds to:

- ◆ Upgrade the 5-way intersection on Healdsburg Avenue
- ◆ Construct the southbound on-ramp – Westside Road
- ◆ Land acquisition south of Mill Street

Park improvement projects are proposed to receive \$60,000 of new funding in 2002-2003. This include funds to:

- ◆ Upgrade Plaza Park

Parking projects are proposed to receive \$1,000,000 of new funding in 2002-2003. This includes funds to pay for:

- ◆ Parking lot land acquisition

The funding for Public Facilities totals \$4,100,000 in 2002-2003. This includes:

- ◆ Additional funding for Alliance Medical Clinic
- ◆ Fiber optic network
- ◆ Railroad depot

Street improvement projects are proposed to receive \$500,000 in 2002-2003. This includes:

- ◆ Sidewalk installations for street expansions
- ◆ Railroad crossing upgrades

FUNDING FOR PROGRAMS

The proposed budget includes \$1,707,293 of funding for programs. Funding in the Commercial and Industrial Fund for programs is \$1,272,968 and program funding in the Low and Moderate Income Housing Fund is \$434,325. The programs funded include:

- ◆ Economic Development
- ◆ Promotion
- ◆ New Affordable Housing
- ◆ Administration and Board of Directors
- ◆ Neighborhood Improvement

AGENCY ACCOMPLISHMENTS DURING 2001-2002

The Agency successfully completed and funded a number of projects and programs in the 2001-2002 year. These included:

- ☑ Completed playground upgrade at Giorgi Park
- ☑ Completion of Hotel Healdsburg project
- ☑ Acquired and began renovation of East Street four-plex
- ☑ Continued the successful Neighborhood Improvement Program by providing another \$90,000 in funding for low-income eligible exterior housing rehabilitation.
- ☑ The Agency completed Plan Amendment No. 2
- ☑ The Agency sold \$20 million of Tax Allocation Bonds
- ☑ Completed Development Agreement for 16 affordable home in Parkland Farms

AGENCY GOALS FOR 2002-2003

- ◆ Initiate construction under DDA of 16 new affordable homes in Parkland Farms.
- ◆ Identification of sites for the Agency to acquire for development of low-moderate income housing
- ◆ Continued development of an entry-way upgrade program, which includes demolition of the remaining abandoned gas station.
- ◆ Complete construction under DDA of two affordable housing units at 210 Second Street
- ◆ Hold required 5-year Implementation Plan hearing before December 31, 2002
- ◆ Acquire land for additional downtown parking
- ◆ Complete design work for entry way upgrade project

HISTORY OF AGENCY

In 1980, the Healdsburg Community Redevelopment Agency was established. The adoption of the Sotoyome Community Development Plan occurred in 1981. The Agency's purpose was defined to provide a tool to eliminate blighting conditions and thus ensure that the City economic base would grow and remain healthy through provision of new public improvements, commercial development and affordable housing.

The Healdsburg Redevelopment Agency, like many of other agencies in the State, established the City Council as its Board of Directors and established the existing City staff as the Agency's staff. Specifically, the City Manager is the Agency's Executive Director, the City Clerk is the Agency's Secretary, the Finance Director is the Agency's Fiscal Officer, and other City staff performs a variety of Agency responsibilities. The City's Department Heads serve as Program Managers in the implementation of the Plan.

The Sotoyome Community Development Plan sets forth the Project Area or limits of jurisdiction of the Agency and its tax increment spending authority generally. An exception exists in the area of low and moderate-income housing funds, which, under certain circumstances, can be used within the City, and non tax increment funds, such as UDAG loan repayment proceeds, which are restricted as to purpose, not geographically.

The Community Redevelopment Agency of the City of Healdsburg Project area includes approximately 90 percent of the western half of the City, including virtually all commercial and industrial areas and 30 percent of the eastern half of the City, including virtually all older residential areas. The total Project Area is approximately 1,000 acres.

With adoption of major redevelopment reform legislation, AB 1290, the Agency was mandated to adopt a 5-Year Implementation Plan, which it did in December 1994. In December of 1999 the Agency adopted a new five-year implementation plan, which is currently in effect.

The Agency completed the process of adopting a Plan Amendment that became effective in July 2001, which increased the tax increment and debt limit and extended the time period to incur new debt.

LIMITATIONS AND REQUIREMENTS OF THE REDEVELOPMENT PLAN

Pursuant to the Redevelopment Plan, as amended, the total tax increment revenues received by the Agency over the life of the Redevelopment Plan cannot exceed \$307 million. The Redevelopment Plan also established a limit of \$100 million on the amount of bonded indebtedness that can be outstanding at one time. Pursuant to AB 1290, the City Council adopted Ordinance No. 904 on December 19, 1994, which provides that the Agency shall not pay indebtedness or receive property taxes after June 16, 2031, or 10 years after the termination of the effectiveness of the Plan.

The effectiveness of the Redevelopment Plan, as amended, is currently 30 years, or through 2021. The Agency, through amendment of its plan extended the period in which it can incur indebtedness through 2014. At the end of that period, the Agency is limited to receipt of increment to pay debt service through 2031 and to undertake housing programs.

IDENTIFICATION OF BLIGHT AND PROJECT AREA GOALS, OBJECTIVES AND LINES OF ACTION

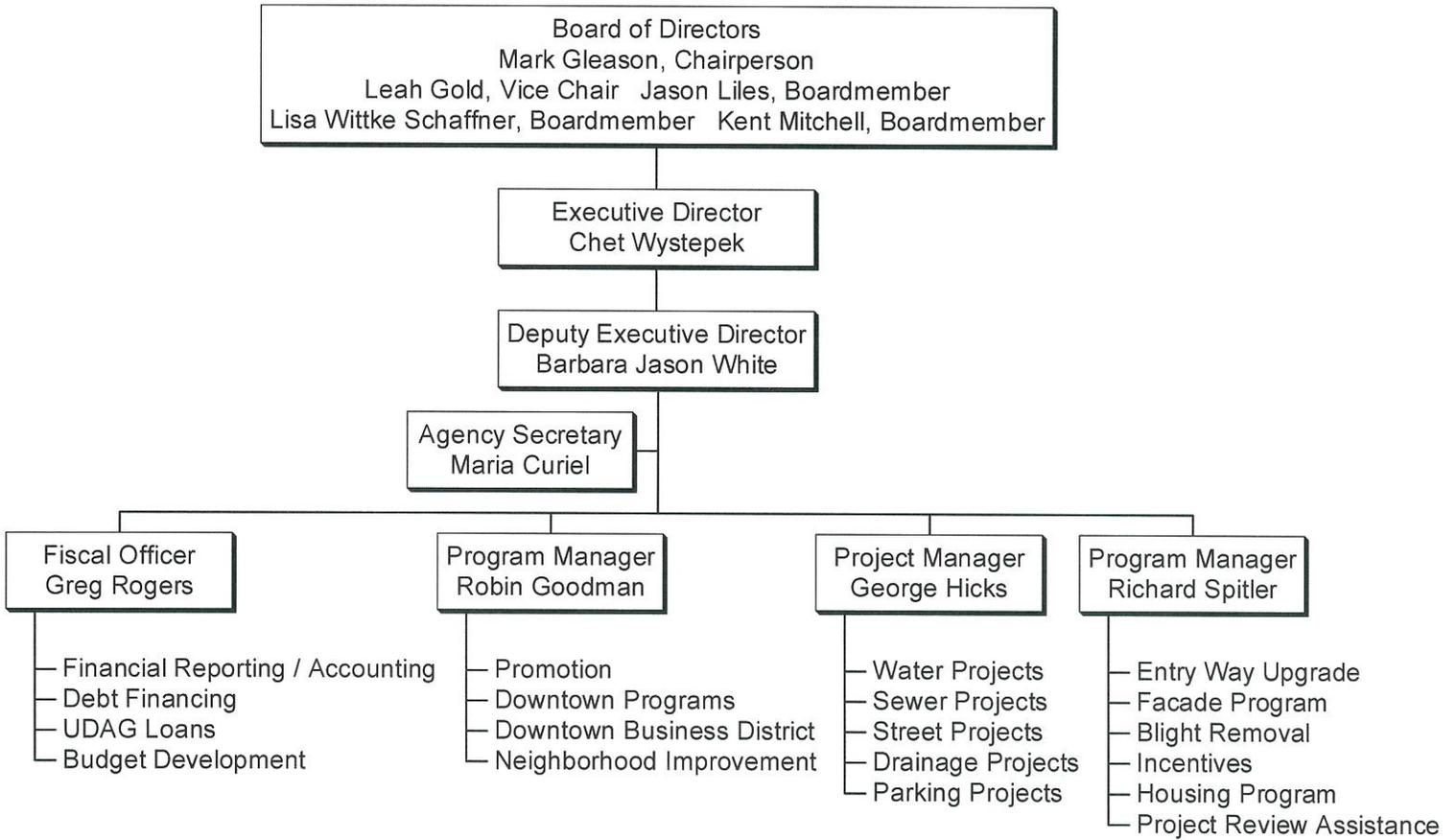
AB 1290 requires a detailed statement of blighting influences reflected in the Sotoyome Community Development Plan adopted in June of 1981, as well as subsequent efforts to mitigate such blighting influences. The blighting influences were updated in 2001 as a result of a Plan Amendment process.

Additionally, the 5-Year Implementation Plan adopted in December 1999 contains a detailed listing of Project Area Plan Objectives and authorized lines of action.

Similar requirements are imposed in legislation specifying the requirements of the Annual Work Program. The Implementation Plan is incorporated into this work program by reference.

Notes:

COMMUNITY REDEVELOPMENT AGENCY



COMMERCIAL AND INDUSTRIAL FUND

The Health and Safety Code stipulates that the primary responsibility of a Redevelopment Agency is Economic Development. A Redevelopment Agency typically undertakes a variety of public works to assist business development and revitalization as well as direct services and assistance to business. All expenditures must be in or to the benefit of the Project Area and stimulate business development, expansion or retention.

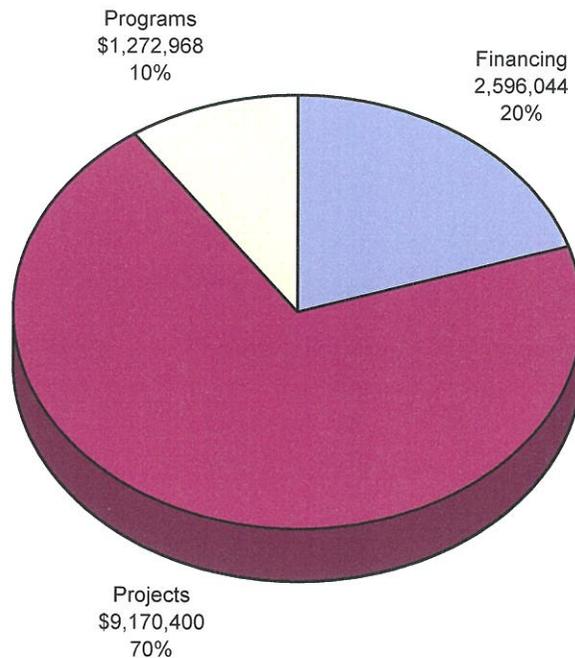
Budget Trends and Changes:

1. The Hotel Project construction was completed, along with a public restroom.
2. Alliance Project was funded.
3. A \$15 million debt issue was completed.
4. Other programs continue at prior year levels.

Major Goals and Objectives:

1. Undertake Street & Sidewalk reconstruction work.
2. Complete Construction of Alliance Medical Clinic.
3. Develop additional downtown parking.
4. Continue entry upgrade project.
5. Acquire land for affordable housing and community center and park

Commercial & Industrial Fund Expense Summary
Fiscal Year 2002- 2003 Budget \$13,039,412



Commercial & Industrial

Revenue & Expense Statement

| | <u>Actual 2000-2001</u> | <u>Adopted 2001-2002</u> | <u>Budget 2002-2003</u> | <u>Difference from 2001-2002</u> | <u>% Diff</u> |
|------------------------------|-----------------------------|------------------------------|-----------------------------|--|-------------------|
| Budgeted Fund Balance | \$ 63,108 | \$ 93,037 | \$ 7,427,158 | | |
| Revenues | | | | | |
| Increment | 3,457,872 | 3,661,000 | 3,762,000 | 101,000 | 2.76% |
| Miscellaneous | 72,159 | - | - | - | 0.00% |
| Interest Income | 153,515 | 75,000 | 75,000 | - | 0.00% |
| Note Proceeds | 2,950,000 | - | - | - | 0.00% |
| TAB Series Proceeds | - | 10,145,000 | 1,860,000 | (8,285,000) | -81.67% |
| CRA Rental Income | 121,390 | 110,000 | - | (110,000) | -100.00% |
| Total Revenues | \$ 6,754,936 | \$ 13,991,000 | \$ 5,697,000 | \$ (8,294,000) | -178.91% |
| Financing | | | | | |
| Pass Thru To County | \$ 907,898 | \$ 955,000 | \$ 1,098,000 | \$ 143,000 | 14.97% |
| Tier One Pass Through | 50,686 | 30,000 | 93,000 | 63,000 | 210.00% |
| Notes Payable /Interest Exp. | 3,025,600 | 3,141,750 | - | (3,141,750) | -100.00% |
| 1995 TAB | 234,480 | 236,500 | 253,140 | 16,640 | 7.04% |
| REFA | 443,447 | 445,900 | 211,904 | (233,996) | -52.48% |
| 2002 TAB A | - | - | 830,000 | 830,000 | 100.00% |
| 2002 TAB B | - | - | 110,000 | 110,000 | 100.00% |
| Total Financing | \$ 4,662,111 | \$ 4,809,150 | \$ 2,596,044 | \$ (2,213,106) | -46.02% |
| Project Costs | | | | | |
| Water Projects | \$ 401,250 | \$ 275,000 | \$ - | | |
| Parking Projects | - | - | 1,000,000 | | |
| Street Projects | 423,500 | 270,000 | 500,000 | | |
| Entry Way Upgrade | - | - | 3,500,000 | | |
| Drainage Projects | 100,000 | - | - | | |
| Public Facilities | - | - | 4,100,000 | | |
| Other Projects | 36,310 | 100,000 | 10,400 | | |
| Park Projects | - | 630,000 | 60,000 | | |
| Project Total | \$ 961,060 | \$ 1,275,000 | \$ 9,170,400 | \$ 7,895,400 | 619.25% |
| Program Costs | | | | | |
| Economic Development | \$ 114,922 | \$ 371,807 | \$ 525,328 | \$ 153,521 | 41.29% |
| Promotion & Other Programs | 166,645 | 251,906 | 239,819 | (12,087) | -4.80% |
| Admin. & Board Of Directors | 383,103 | 336,516 | 387,821 | 51,305 | 15.25% |
| Tax Collection Fee | 79,717 | 120,000 | 120,000 | - | 0.00% |
| Program Total | \$ 744,387 | \$ 1,080,229 | \$ 1,272,968 | \$ 192,739 | 17.84% |
| Total Costs | \$ 6,367,558 | \$ 7,164,379 | \$ 13,039,412 | \$ 5,875,033 | 82.00% |
| Ending Fund Balance | \$ 450,486 | \$ 6,919,658 | \$ 84,746 | | |

Notes:

SEWER PROJECTS

Implementation Plan:

Continue the support of sewer infrastructure including:

- ◆ Initiate the planning to extend sewer services to the Old Redwood Highway area south of Memorial Beach
- ◆ Assist new businesses with any extraordinary sewer on site requirements
- ◆ Explore provision of loans for on-site pretreatment when such a program may assist in attracting new businesses or creating desired jobs
- ◆ Assist in addressing the new wastewater treatment and transmission requirements for the Project Area beyond the fiscal capability of developer fees and utility ratepayers

Project Funding 2002-2003

No new funding is provided in this budget.

2002-2003 Work Program:

- ◆ Explore provision of loans for on-site pretreatment to assist new businesses.
- ◆ Examine ways to assist in financing the upgrade of the wastewater treatment facility.



Aerial of Sewer Treatment Plant.

WATER PROJECTS

Implementation Plan:

Continue the funding of projects to replace undersized water lines in the Downtown areas.
Program components include:

- ◆ Complete replacements of water lines
- ◆ Assist in funding any extraordinary water line extension costs to mitigate low water pressure imposed on new businesses
- ◆ Initiate planning for extension of water services to the Old Redwood Highway Area
- ◆ Assist in addressing Project Area water supply deficiencies beyond the financial capabilities of developer fees and utility ratepayers
- ◆ Install new water storage facilities

Project Funding 2002-2003

No new funding provided in this budget

2002-2003 Work Program:

- ◆ Undertake replacements of pipe, water service and production pumping equipment in the project area.
- ◆ Initiate replacement of water meters to new remote read meters.

STREET PROJECTS

Implementation Plan:

Continue to perform infrastructure improvements in the downtown area, as well as other projects including:

- ◆ Cooperative acquisition of necessary rights- of- way and construction of uncompleted portions of the north-south connector (Vine-Grove) from Foss Creek Circle to Chiquita Road
- ◆ Reconstruction and phased widening of Healdsburg Avenue from the Russian River Bridge to Exchange Avenue
- ◆ Reconstruction and widening of Old Redwood Highway from the Russian River Bridge southerly to the U.S. 101 interchange
- ◆ Other street projects that will assist in the attraction of desired new business and industry including funding the required upgrades of curbs, gutters and sidewalks
- ◆ Projects that eliminate traffic congestion
- ◆ Street beautification at the entrances to the City
- ◆ Improvements to the Westside Road US 101 interchange
- ◆ Improvements to the Dry Creek US 101 interchange
- ◆ Freeway sound wall construction
- ◆ Bridge improvements
- ◆ State highway right-of-way requirements

Project Funding 2002-2003:

Project funding totaling \$500,000 proposed for 2002-2003 includes:

- ◆ Sidewalk installation for street extension - \$100,000
- ◆ Railroad crossing upgrade - \$200,000
- ◆ Other street projects - \$200,000

2002-2003 Work Program:

- ◆ Continue planning an entryway upgrade for the entrance to Healdsburg from the south on Healdsburg Avenue.
- ◆ Proceed with additional street reconstruction in the project area.
- ◆ Proceed with additional overlays in downtown area.
- ◆ Proceed with sidewalk repairs and installation in the project area.

Notes:

DRAINAGE PROJECTS

Implementation Plan:

Continue to support infrastructure improvements that mitigate downtown flooding and replace undersized storm drains. Program goals include:

- ◆ Complete replacement of undersized storm drains in the project area
- ◆ Cooperate with the City in providing partial funding for extraordinary costs imposed on site drainage for new businesses
- ◆ Channelize or pipe portions of Foss Creek and its tributaries
- ◆ Install drainage in various sub-areas (including the airport), to eliminate existing project area flooding
- ◆ Prepare and implement creek corridor plans
- ◆ Acquire necessary easements
- ◆ Acquire necessary riparian corridors

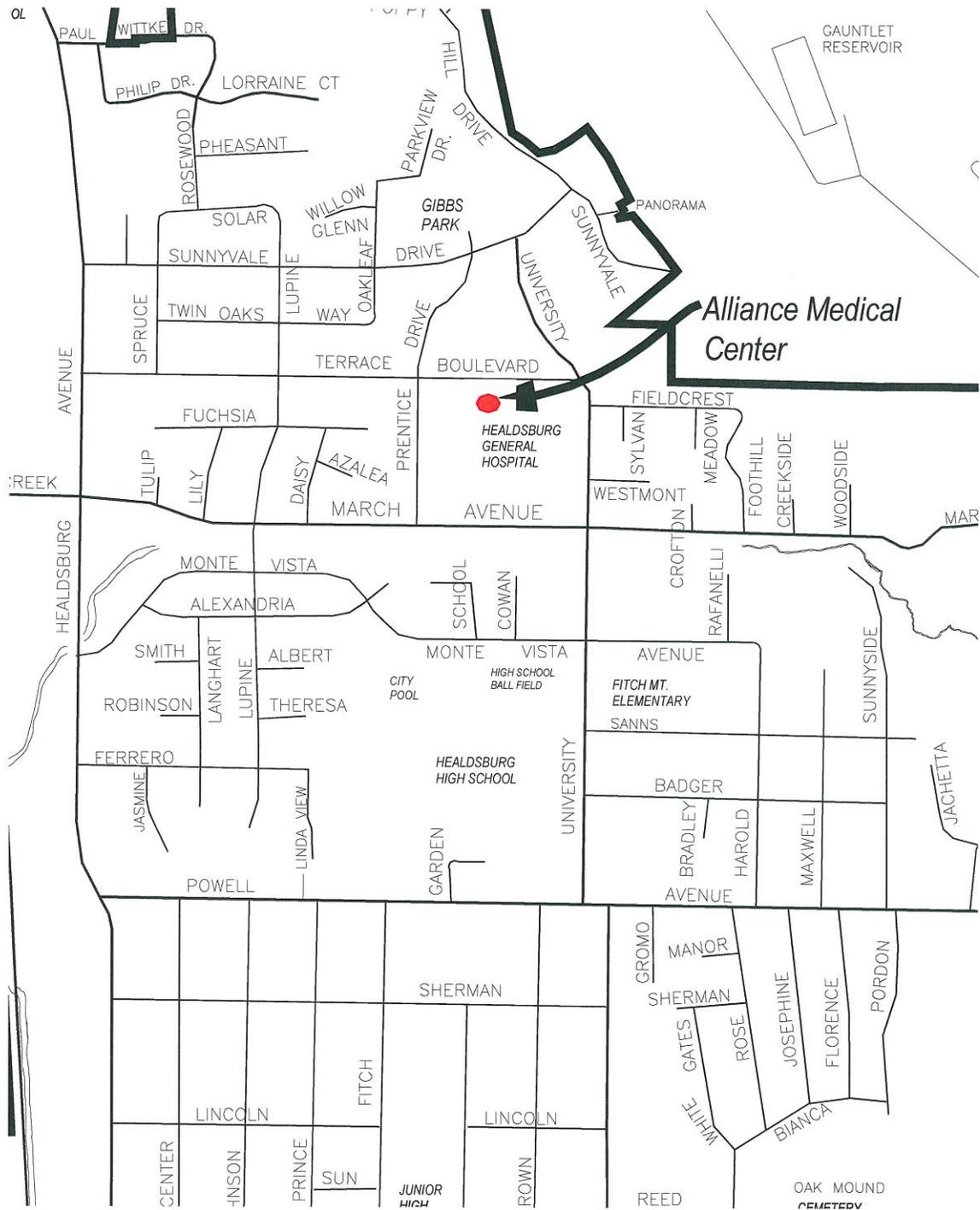
Project Funding 2002-2003:

No additional project funding is proposed in this budget.

2002-2003 Work Program:

- ◆ Reconstruct/rework crossings on Grant Street.

Public Facilities



Alliance Medical Center

PUBLIC FACILITIES/PROJECTS

Implementation Plan:

The program assists in providing facilities to meet various community facility needs such as:

- ◆ Acquisition of land and financing construction of a building to house a community based non-profit medical services clinic, which could possibly house other services for the benefit of low and moderate income residents and businesses of the project area.
- ◆ Acquisition of Hangars and infrastructure rehabilitation at the Municipal Airport
- ◆ Support improvements to the historic railroad depot site as a multimodal transit center

Project Funding 2002-2003:

Project funding totaling \$4,100,000 proposed for 2002-2003 includes:

- ◆ Fiber Optic network improvements - \$2,100,000
- ◆ Alliance Medical Clinic - \$1,800,000
- ◆ Railroad Depot - \$200,000

2002-2003 Work Program:

- ◆ Begin construction of the Alliance Medical Center.
- ◆ Seek Federal matching funds for the Train Station project.
- ◆ Participate in construction of new airport T-hangars.
- ◆ Prepare bid documents for fiber optics network.



Healdsburg Train Station

PARK PROJECTS

Implementation Plan:

The program assists in providing facilities to meet various community facility needs such as:

- ◆ Acquisition by the Agency or financial assistance to the City proportional to Project Area benefit to acquire a recreational field site outside the City, recognizing that there are no suitable sites within the Project Area or City limits
- ◆ Acquisition of land and construction of a Community Center

Project Funding 2002-2003:

Project funding totaling \$60,000 proposed for 2002-2003 includes:

- ◆ Plaza Park - \$60,000

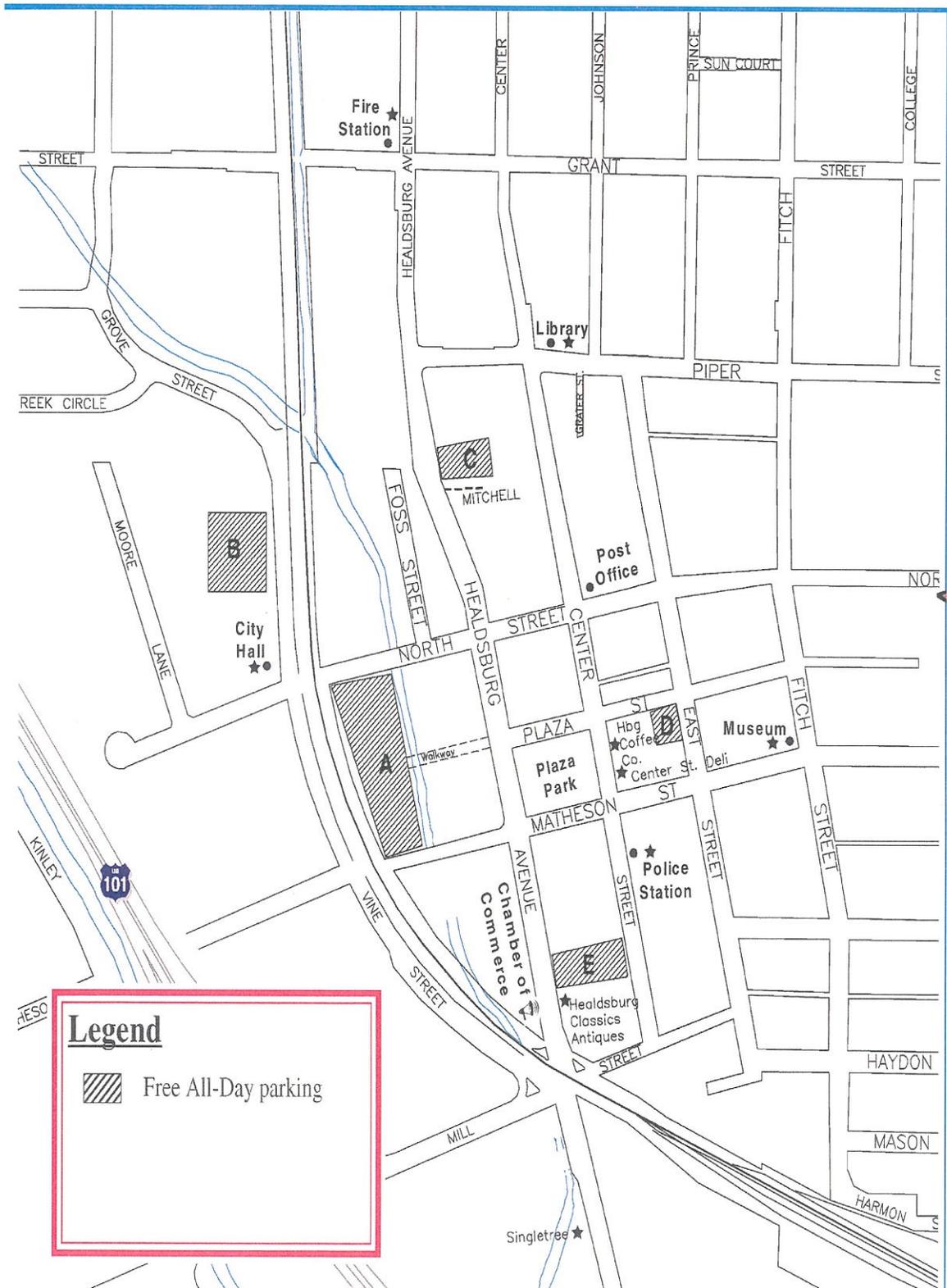
2002-2003 Work Program:

- ◆ Prepare plan for Plaza Park upgrade project



Plaza Park

Public Parking



PARKING PROJECTS

Implementation Plan:

The Agency evaluates the market acceptance and desirable locations for parking structures and surface level lots. The program includes:

- ◆ Development of a parking program addressing the issues of enforcement, permitting, time limits on streets, lots and parking structures, and adjacent neighborhood streets
- ◆ Assist in the revision of regulations imposed on site parking requirements on small and medium sized underdeveloped parcels or developed parcels in the Downtown area
- ◆ Reallocate street space to accommodate higher density parking (such as diagonal parking)
- ◆ Acquire easements for existing privately owned off-street lots
- ◆ Acquire land for additional lots as required
- ◆ Develop parking structures on Agency owned land or acquired land
- ◆ Explore participation in joint use industrial parks through grants
- ◆ Provide effective and convenient parking, signage and lighting

Project Funding 2002-2003:

Project funding totaling \$1,000,000 proposed for 2002-2003 includes:

- ◆ Land acquisition parking lot - \$1,000,000

2002-2003 Work Program:

- ◆ Expand West Plaza parking lot by 30+ spaces adjacent railroad rights-of-way.
- ◆ Continue efforts to use existing streets for conversion to diagonal parking.
- ◆ Re-stripe Vine Street to add 70+ parking spaces.
- ◆ Explore purchase of additional land for public parking lots downtown.



Parking lot west of the Plaza

STREETSCAPE PROJECTS

Implementation Plan:

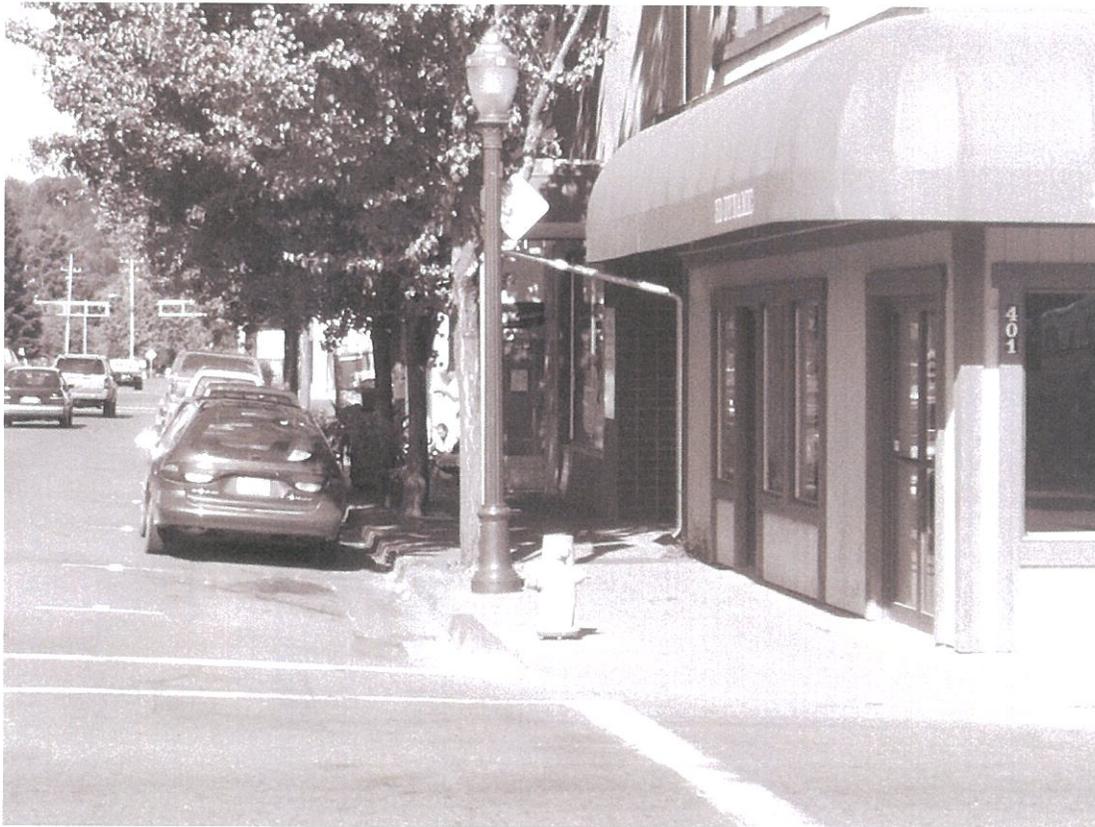
The Agency assists business and property owners wishing to undertake streetscape improvements themselves with grants not to exceed the unit price of prior Agency projects. The program includes undertaking necessary repairs and maintenance on previously installed streetscape, including the replacement of street trees, grates, sidewalks and brickwork. In addition, streetscape work may be coordinated with other public improvements, or performed to solve health and safety problems. A typical health and safety problem that could be solved by the installation of safe sidewalks and pathways.

Project Funding 2002-2003:

No new funding

2002-2003 Work Program:

- ◆ Replacement of damaged street trees and grates
- ◆ Necessary sidewalk and brickwork repairs
- ◆ Proceed with planning community entryway upgrade



Corner of North and Center Streets

ENTRY WAY UPGRADE PROJECTS

Implementation Plan:

Support upgrades to the central Healdsburg and Dry Creek Road entrances.

Project Funding 2002-2003:

Project funding totaling \$3,500,000 proposed for 2002-2003 includes:

- ◆ 5-way intersection upgrade - \$2,000,000
- ◆ Westside 101 on ramp - \$1,000,000
- ◆ Land acquisition – south of Mill - \$500,000

2002-2003 Work Plan:

- ◆ Complete entry way upgrade plan
- ◆ Identify right-of-way acquisition



Five-way intersection

ECONOMIC DEVELOPMENT

Industrial Development

The Agency proposed to continue the Economic Development Office (EDO) program with the Chamber of Commerce to:

- ◆ Assist existing businesses in retention and expansion
- ◆ Attract and assist new businesses
- ◆ Improve methods and procedures for City permit processing
- ◆ Improve coordination of marketing efforts between private and public sectors

Economic Development Office

The Agency has adopted a program that was recommended by the Chamber of Commerce and initiated an Economic Development Office.

Financial Incentive Program

The Agency proposed to continue the program of financial incentives including

- ◆ Loan guarantee programs and other incentives to assist business expansion
- ◆ Evaluate cooperative financing programs with NCPA member agencies to attract new businesses, which are desirable electric customers
- ◆ Utilize UDAG funds to assist businesses and to provide short-term housing financing
- ◆ Assist new businesses in pre-development activities

Program funding for 2002-2003 is \$525,328

2002-2003 Work Program:

- ◆ Continue the cooperative EDO program with the Chamber of Commerce to encourage business retention, expansion and attraction.

PROMOTION AND DOWNTOWN PROGRAM

Promotion Program

Continuation of ongoing promotional program that:

- ◆ Provides \$20,000 +/- of annual support for the Downtown Business District
- ◆ Support for visitor oriented advertising and publicity
- ◆ Support for the Chamber of Commerce weekend staffing and staff to handle external inquiries and the 800 number
- ◆ Cooperative attendance at trade shows
- ◆ Advertising activities that go beyond tourism promotion
- ◆ Alternative marketing approaches be developed such as internet web site promotion and off peak season community activities
- ◆ Cooperative support for promotion activities with Sonoma County and other agencies

Downtown Program

Continue the ongoing program to foster the revitalization of the downtown. The program components include:

- ◆ Projects designed to enhance the Plaza
- ◆ Projects that will further the revitalization
- ◆ Encourage special events and activities such as Farmers Markets and weekend concerts
- ◆ Market Agency incentive programs designed to assist downtown businesses
- ◆ Support and encourage DBD activities including a broader role in parking management and facility maintenance
- ◆ Address downtown restroom needs through grants to developers and leases

Program Funding 2002-2003: \$239,819

2002-2003 Work Program:

- ◆ Participate with County efforts to promote tourism.
- ◆ Promote downtown through advertising.

ADMINISTRATION AND BOARD OF DIRECTORS

The Agency operates as a separate government entity even though staffed to a large part by City staff with augmentation by outside consultants. The Agency is obligated to provide a wide variety of reports to various agencies including the State Controller and the State Housing and Community Development Department. Agency staff supplies administrative support to project and program teams as well as to the Agency's Board of Directors for all non-housing programs.

Program Funding 2002-2003: \$387,821

2002-2003 Work Program:

- ◆ Continuation of administrative efforts.

LOW AND MODERATE INCOME HOUSING FUND

State law requires that 20% of tax increments must be expended in developing or retaining affordable housing. The Agency typically acquires land, provides construction subsidies and works to preserve the existing affordable housing stock of the Project Area.

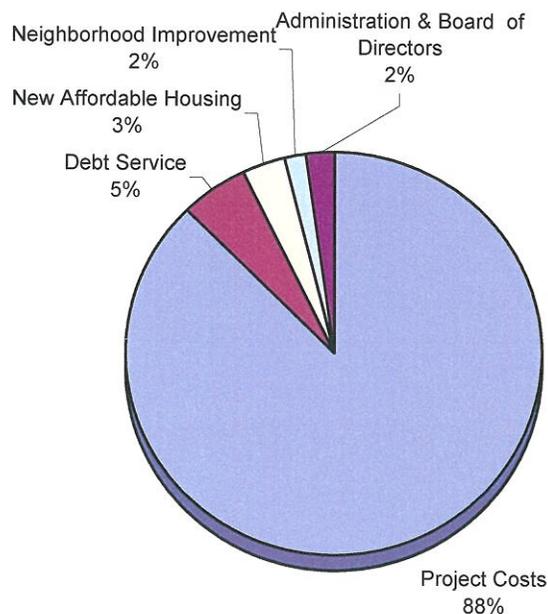
Budget Trends and Changes:

1. Continued financial assistance to facilitate construction of affordable housing projects.
2. Issued \$5,000,000 of debt to finance the purchase of land for affordable housing.
3. Acquired 308 East Street for transitional housing.
4. The Neighborhood Improvement Program will continue at current level.

Major Goals and Objectives:

1. To sustain a multi-year program of affordable (low and very low income) housing, preserve affordable housing stock, and provide incentives to first time homebuyers.
2. Complete the Area A, Second Street and East Street housing projects.
3. Explore smaller scale strategies for affordable housing needs.
4. Acquire sites for additional low and moderate-income housing development.

2002-2003 Budget \$6,017,255



Low & Moderate Income Housing Fund

Revenue & Expense Statement

| | <u>Actual 2000-2001</u> | <u>Adopted 2001-2002</u> | <u>Budget 2002-2003</u> | <u>Difference from 2001-2002</u> | <u>% Diff</u> |
|-------------------------------------|-----------------------------|------------------------------|-----------------------------|--|-------------------|
| Fund Balance | \$ 1,103,366 | \$ 166,500 | \$ 5,341,593 | | |
| Revenues | | | | | |
| Increment | 864,538 | 897,000 | 958,000 | 61,000 | 7% |
| Interest Income | 70,787 | 20,000 | 30,000 | 10,000 | 50% |
| Bond Proceeds | - | 5,000,000 | - | (5,000,000) | -100% |
| Total Revenues | <u>\$ 935,325</u> | <u>\$ 5,917,000</u> | <u>\$ 988,000</u> | <u>\$ (4,929,000)</u> | <u>-83%</u> |
| Financing | | | | | |
| Transfer To Debt Service Fund | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 312,930</u> | <u>\$ 312,930</u> | <u>100%</u> |
| Total Financing | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 312,930</u> | <u>\$ 312,930</u> | <u>100%</u> |
| Project Costs | | | | | |
| Affordable Housing Project | \$ 80,000 | \$ 20,000 | \$ - | \$ (20,000) | -100% |
| Site Acquisition | 650,000 | 400,000 | 5,000,000 | 4,600,000 | 1150% |
| Other Projects | <u>25,000</u> | <u>150,000</u> | <u>270,000</u> | <u>120,000</u> | <u>80%</u> |
| Total Project Costs | <u>\$ 755,000</u> | <u>\$ 570,000</u> | <u>\$ 5,270,000</u> | <u>\$ 4,700,000</u> | <u>100%</u> |
| Program Costs | | | | | |
| New Affordable Housing | \$ 666,747 | \$ 159,868 | \$ 194,820 | \$ 34,952 | 22% |
| Neighborhood Improvement | 56,754 | 99,287 | 99,472 | 185 | 0% |
| Administration & Board Of Directors | <u>75,640</u> | <u>82,752</u> | <u>140,033</u> | <u>57,281</u> | <u>69%</u> |
| Total Program Costs | <u>\$ 799,141</u> | <u>\$ 341,907</u> | <u>\$ 434,325</u> | <u>\$ 92,418</u> | <u>27%</u> |
| Total Costs | <u>\$ 1,554,141</u> | <u>\$ 911,907</u> | <u>\$ 6,017,255</u> | <u>\$ 5,105,348</u> | <u>560%</u> |
| Ending Fund Balance | <u><u>\$ 484,550</u></u> | <u><u>\$ 5,741,593</u></u> | <u><u>\$ 312,338</u></u> | | |

NEW AFFORDABLE HOUSING

This program supports acquisition of land for the development of affordable housing and provides assistance to promote the development of affordable housing.

The CRA assisted units will be subject to a multi-year or longer affordability covenant.

Program Funding 2002-2003: \$194,820

2002-2003 Work Plan:

- ◆ Complete 2 unit project at 210 Second Street.
- ◆ Through the DDA complete construction of 16 units in Parkland Farms.
- ◆ Develop the Agency ground site behind the Fire Station.
- ◆ Acquire additional sites for the development of affordable housing.
- ◆ Complete rehabilitation of the East Street Fourplex and execute an operating lease for the project.



308 East Street

NEIGHBORHOOD IMPROVEMENT PROGRAM

The Agency has assisted over 1,000 low and moderate income households in minor exterior rehabilitation as part of its efforts to preserve its existing affordable housing stock. Efforts have included repairs to porches and steps, window replacement, exterior debris removal and exterior paint for low income seniors, and self-help assistance including Agency supplied debris boxes and paint vouchers for other low and moderate income households.

It is proposed that this program be continued with the objective of assisting 50 households per year.

Program Funding 2002-2003 - \$99,472

2002-2003 Work Plan:

- ◆ Agency Work Program contemplates a continuation of this successful program.

ADMINISTRATION AND BOARD OF DIRECTORS

The Agency operates as a separate government entity even though staffed to a large part by City staff with augmentation by outside consultants. The Agency is obligated to provide a wide variety of reports to various agencies including the State Controller and the State Housing and Community Development Department. Agency staff supplies administrative support to project and program teams as well as to the Agency's Board of Directors for all non-housing programs.

Program Funding 2002-2003: \$140,033

2002-2003 Work Program:

- ◆ Continue efforts in promoting affordable housing.
- ◆ Continue to defend Agency from lawsuits seeking to derail affordable housing projects.

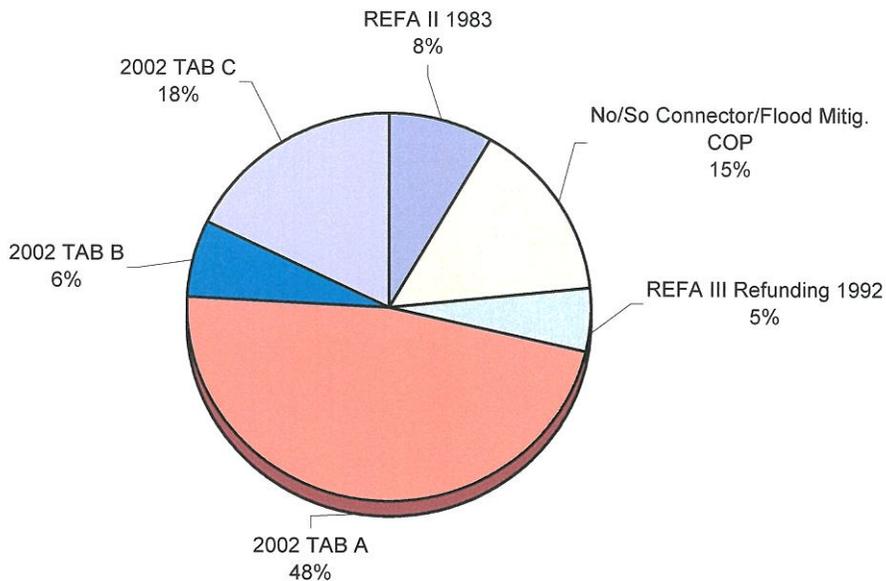
DEBT SERVICE

Redevelopment agencies are dependent on borrowing to operate programs and projects. Annually a statement of indebtedness becomes the basis of increments it receives. The Debt Service Fund is a statement of debt obligations.

The Agency's debt obligations include:

| | |
|--------------|--|
| REFA II 1983 | Detention Basin |
| REFA 1992 | Refunding REFA 1985 |
| TAB 1995 | North/South Connector/Flood Control |
| 2002 TAB-A | Refunding parallel sewer, entry way upgrading, parking |
| 2002 TAB-B | Alliance Medical Clinic |
| 2002 TAB-C | Land for affordable housing |

2002-2003 Budget \$1,751,730



Debt Service Fund

Revenue & Expense Statement

| | <u>Actual 2000-2001</u> | <u>Adopted 2001-2002</u> | <u>Budget 2002-2003</u> | <u>Difference from 2001-2002</u> | <u>% Diff</u> |
|----------------------------------|-----------------------------|------------------------------|-----------------------------|--|-------------------|
| Fund Balance | \$ 1,257,420 | \$ 852,545 | \$ 852,545 | | |
| Revenues | | | | | |
| Transfers In: | | | | | |
| REFA II 1983 | 124,342 | 123,000 | 139,554 | 16,554 | 13% |
| TAB A Refunding | 114,745 | 115,000 | - | (115,000) | -100% |
| REFA III 1992 | 22,325 | 22,900 | 83,106 | 60,206 | 263% |
| No/So Connector COP | 234,480 | 236,500 | 248,600 | 12,100 | 5% |
| Sewer COP | 182,035 | 185,000 | - | (185,000) | -100% |
| 2002 TAB A | - | - | 823,784 | 823,784 | 100% |
| 2002 TAB B | - | - | 110,000 | 110,000 | 100% |
| 2002 TAB C | - | - | 312,930 | 312,930 | 100% |
| Interest Income | 44,517 | 38,858 | 40,000 | 1,142 | 3% |
| Total Revenues | <u>\$ 722,444</u> | <u>\$ 721,258</u> | <u>\$ 1,757,974</u> | <u>\$ 1,036,716</u> | <u>144%</u> |
| Debt Service Expense | | | | | |
| REFA II 1983 | \$ 130,002 | \$ 129,455 | \$ 144,554 | 15,099 | 12% |
| TAB A Refunding | 118,998 | 123,133 | - | (123,133) | -100% |
| No/So Connector/Flood Mitig. COP | 250,050 | 250,030 | 266,140 | 16,110 | 6% |
| REFA III Refunding 1992 | 23,668 | 23,972 | 88,106 | 64,134 | 268% |
| Sewer COP | 193,535 | 194,668 | - | (194,668) | -100% |
| 2002 TAB A | - | - | 830,000 | 830,000 | 100% |
| 2002 TAB B | - | - | 110,000 | 110,000 | 100% |
| 2002 TAB C | - | - | 312,930 | 312,930 | 100% |
| TAN Area A Land Acquisition | 411,066 | - | - | - | 0% |
| Total Expenses | <u>\$ 1,127,319</u> | <u>\$ 721,258</u> | <u>\$ 1,751,730</u> | <u>\$ 1,030,472</u> | <u>143%</u> |
| Ending Fund Balance | <u>\$ 852,545</u> | <u>\$ 852,545</u> | <u>\$ 858,789</u> | | |

UDAG FUND

The Agency receives income from its prior participation in the Vineyard Plaza Project. These revenues include [1] payments on the basic loan and interest; and [2] interest income from funds on hand.

It has been the Agency's policy to utilize funds on hand for short-term loans to assist Agency projects in the promotion of economic development.



Initiatives to fill vacancies in the Vineyard Plaza Shopping Center is a high Agency objective

UDAG (Vineyard Plaza) Fund

Revenue & Expense Statement

| | <u>Actual 2000-2001</u> | <u>Adopted 2001-2002</u> | <u>Budget 2002-2003</u> | <u>Difference from 2001-2002</u> | <u>% Diff</u> |
|---------------------------------|-----------------------------|------------------------------|-----------------------------|--|-------------------|
| Revenues | | | | | |
| Vineyard Plaza Interest Payment | \$ 62,861 | \$ 32,000 | \$ 32,000 | \$ - | 0% |
| Vineyard Plaza Rental Income | 68,754 | 40,000 | - | (40,000) ¹ | -100% |
| Other Interest Income | 69,593 | 101,000 | 101,000 | - | 0% |
| Use of Fund Balance | - | 329,867 | - | (329,867) | -100% |
| Total Revenues | <u>\$ 201,208</u> | <u>\$ 502,867</u> | <u>\$ 133,000</u> | <u>\$ (369,867)</u> | <u>-74%</u> |
| Financing | | | | | |
| Economic Development Loans | \$ - | \$ 500,000 | \$ - | \$ (500,000) | -100% |
| Other | 3,579 | 2,867 | 3,125 | 258 | 9% |
| Total Financing | <u>\$ 3,579</u> | <u>\$ 502,867</u> | <u>\$ 3,125</u> | <u>\$ (499,742)</u> | <u>-99%</u> |
| Reserved for future use | 197,629 | - | 129,875 | | |
| Resulting Gain (Loss) | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | | |

1) Rental income moved to new Participation Fund

PROJECT PARTICIPATION FUND

This special revenue fund receives miscellaneous revenues from participation in projects, such as the Vineyard Plaza Shopping Center and the Swenson Commercial buildings. These revenues are used to support special items, such as the Community Benefit Trust program.



Swenson Building

Project Participation Fund

Revenue & Expense Statement

| | <u>Actual 2000-2001</u> | <u>Adopted 2001-2002</u> | <u>Budget 2002-2003</u> | <u>Difference from 2001-2002</u> | <u>% Diff</u> |
|---------------------|-----------------------------|------------------------------|-------------------------------|--|-------------------|
| Fund Balance | \$ - | \$ - | \$ - | | |
| Revenues | | | | | |
| Interest Income | - | - | 160,000 | 160,000 | 100% |
| Housing Bonds | - | - | - | - | |
| Total Revenues | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 160,000</u> | <u>\$ 160,000</u> | <u>100%</u> |
| Project Costs | | | | | |
| Other | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 50,000</u> ¹ | <u>\$ 50,000</u> | <u>100%</u> |
| Total Project Costs | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 50,000</u> | <u>\$ 50,000</u> | <u>100%</u> |
| Ending Fund Balance | <u><u>\$ -</u></u> | <u><u>\$ -</u></u> | <u><u>\$ 110,000</u></u> | | |

1) Transfer to Community Benefit Trust

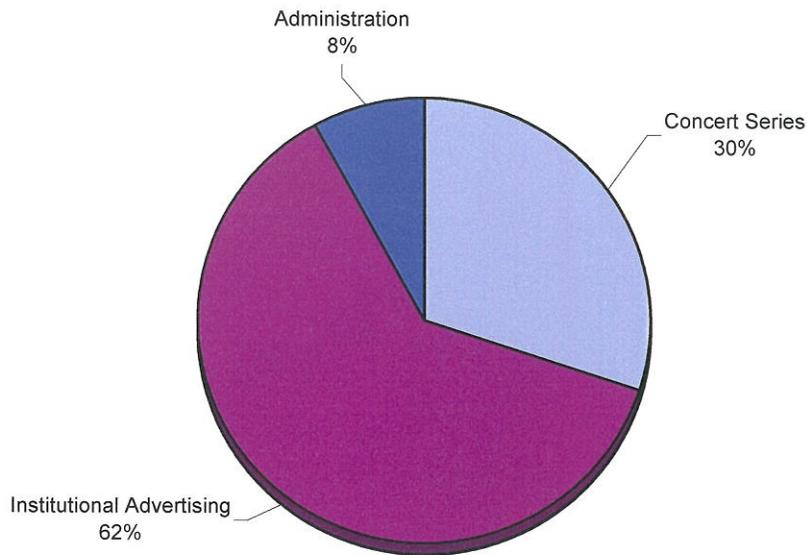
DOWNTOWN BUSINESS DISTRICT

The Agency administers the fiscal affairs of the Healdsburg Downtown Improvement and Parking District as an Agency fund. The District (DBD) is a separate special district, partially funded by business assessments along with partial funding from the CRA.

In the past its projects and programs as well as budget were developed by an Advisory Board, subject to affirmation by the Agency. The Advisory Board has been dissolved and the functions assumed by the Community Services Department and volunteers. Legal authority under the District law nevertheless rests with the City Council.

The areas of the District's assessments, projects and programs are under re-evaluation by the City and Agency. It is anticipated a variety of changes will occur in the coming months requiring budget changes.

2002-2003 Budget \$49,800



Downtown Business District

Revenue & Expense Statement

| | <u>Actual 2000-2001</u> | <u>Adopted 2001-2002</u> | <u>Budget 2002-2003</u> | <u>Difference from 2001-2002</u> | <u>% Diff</u> |
|-------------------------------|-----------------------------|------------------------------|-----------------------------|--|-------------------|
| Fund Balance | \$ 24,822 | \$ 25,495 | \$ 25,495 | | |
| Revenues | | | | | |
| Downtown District Assessments | 27,092 | 24,000 | 28,000 | 4,000 | 17% |
| Contribution From CRA | 20,000 | 20,000 | 20,000 | - | 0% |
| Interest Income / Other | 1,899 | 1,000 | 1,800 | 800 | 80% |
| Total Revenues | <u>\$ 48,991</u> | <u>\$ 45,000</u> | <u>\$ 49,800</u> | <u>\$ 4,800</u> | <u>11%</u> |
| Expenses | | | | | |
| Concert Series | \$ 15,000 | \$ 15,000 | \$ 15,000 | - | 0% |
| Beautification | 1,170 | - | - | - | 0% |
| Institutional Advertising | 27,800 | 27,800 | 30,800 | 3,000 | 11% |
| Administration | 4,348 | 2,200 | 4,000 | 1,800 | 82% |
| Total Expenses | <u>\$ 48,318</u> | <u>\$ 45,000</u> | <u>\$ 49,800</u> | <u>\$ 4,800</u> | <u>11%</u> |
| Ending Fund Balance | <u><u>\$ 25,495</u></u> | <u><u>\$ 25,495</u></u> | <u><u>\$ 25,495</u></u> | | |

Notes:

Glossary

| | |
|----------------------|--|
| AAA | Area Agency on Aging - A subsidiary of the state agency which coordinates and provides partial funding for local senior programs. |
| ADA BUS | Americans with Disabilities Act - The City's "ADA Bus" is a transit vehicle equipped to serve handicapped individuals, providing door-to-door service to the handicapped. |
| APPROPRIATION | Funds set aside by the City Council for a specific purpose. |
| AREA A | A portion of the City encompassing approximately 230 acres in the northern portion most of which has been annexed. |
| CEQA | California Environmental Quality Act - A state law mandating environmental reviews on most public and private projects. |
| CRA | Community 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 CRA; the City Manager as its Executive Director. |
| 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. |
| DBD | Downtown Business District - A special district and subordinate City agency created under the State's Downtown Parking and Improvement Law which provides shopping center type promotional programs on behalf of downtown businesses. |
| DEREGULATION | Electric Utility Deregulation - With deregulation of the electric utility industry, Healdsburg's Electric Utility is open to competition from other electricity providers. At the same time, the City's Electric Utility may now supply electricity to other service areas. |
| EIR | Environmental Impact Report - A report pursuant to CEQA analyzing the environmental impacts of a project. |
| EXPENDITURES | Amounts authorized by the City Council to incur obligations and make payments out of City funds. |
| FY | Fiscal Year - A local government accounting year beginning July 1 st and ending June 30 th . |
| FEMA | Federal Emergency Management Agency - A Federal agency setup to provide assistance in the event of a federal emergency. |

| | |
|-----------------------------|---|
| 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. |
| OPERATING BUDGET | A plan of financial operations that provides a basis for the planning, controlling, and evaluating the operational portion of governmental activities. |
| OUTSOURCING | Contracting certain services previously performed by the City to an outside source. |
| PERS | Public Employees Retirement System - An independent state agency that administers retirement benefits for state and contracted local agency employees. |
| PROJECT AREA | CRA Project Area - The geographic area in which the CRA collects tax increment revenues and is permitted by law to undertake its programs. The CRA project area does not encompass the entire City. |
| PROP 218 | California Proposition 218 - A state law passed by the voters in November of 1996, effective January 1, 1997, called "The Right to Vote on Taxes Act". |
| PROPERTY IN-LIEU TAX | As a result of the passage of Prop 218, the City may no longer charge the enterprise funds, i.e., water, sewer and electric, a "property in-lieu fee" for services provided by the various departments to the utilities. All charges are based on actual cost of service as direct charges. |
| REMIF | Redwood Empire Municipal Insurance Fund - A joint action agency providing pooling insurance, purchasing and self-insurance to its member cities, including Healdsburg. |
| RESTRICTED REVENUE | Revenue, which by law can only be spent on or in support of specific services. |
| REVENUE | Sources of funding such as service fees, taxes, grants, etc., to finance City expenditures. |
| SB 90 | Senate Bill 90 - A state law requiring funding of state imposed mandates. |
| SCADA | Supervisory Control Data Acquisition System - A computer based real time control system which operates most City water, sewer and some electric utilities equipment and facilities. |

City of Healdsburg
Job Classifications and Salary Information

JANUARY 1, 2002

| <u>Job Classification</u> | <u>Target Salary</u> |
|---|----------------------|
| MANAGEMENT | |
| Assistant City Manager | \$ 8,616 |
| City Manager | \$ 9,129 |
| Community Services Director | \$ 6,814 |
| Electric Utility Director | \$ 8,434 |
| Finance Director | \$ 7,878 |
| Fire Chief | \$ 7,597 |
| Planning Director | \$ 7,281 |
| Police Chief | \$ 8,167 |
| Public Works Director | \$ 8,053 |
| MID-MANAGEMENT | |
| Accounting/Information Systems Manager | \$ 6,450 |
| Associate Planner | \$ 6,147 |
| Chief Building Inspector | \$ 6,077 |
| City Clerk/Administrative Assistant | \$ 4,918 |
| Electric Operations Superintendent | \$ 7,227 |
| Fire Marshal | \$ 7,228 |
| General Services Manager | \$ 5,140 |
| Public Works Superintendent | \$ 6,353 |
| Senior Civil Engineer | \$ 6,852 |
| Technical Services Manager | \$ 5,412 |
| MISCELLANEOUS/CONFIDENTIAL EMPLOYEES | |
| Accountant | \$ 5,202 |
| Accounting Operations Supervisor | \$ 5,202 |
| Administrative Assistant | \$ 3,839 |
| Assistant Engineer | \$ 5,532 |
| Community Services Supervisor - Senior Center | \$ 4,344 |
| Community Services Supervisor - Villa | \$ 4,344 |
| Drafting Technician II | \$ 4,219 |
| Electric Engineering Technician II | \$ 5,796 |
| Engineering Aide | \$ 4,219 |
| Information Systems Analyst | \$ 5,202 |
| Personnel Assistant | \$ 4,344 |
| Public Works Inspector | \$ 4,933 |
| Water Production and Treatment Supervisor | \$ 5,469 |

City of Healdsburg
Job Classifications and Salary Information

JANUARY 1, 2002

| <u>Job Code</u> | <u>Job Classification</u> | <u>Salary Range</u> | <u>Top Step</u> |
|--|--|---------------------|-----------------|
| POLICE DEPARTMENT PERSONNEL | | | |
| 23 | Sergeant | 249 | \$ 5,844 |
| 24 | Investigator | 241 | \$ 5,397 |
| 26 | Police Officer | 232 | \$ 4,935 |
| 44 | Police Recruit | 224 | \$ 4,557 |
| 27 | Dispatcher | 208.5 | \$ 3,906 |
| 28 | Community Service Officer | 187 | \$ 3,164 |
| 47 | Records Technican | 178 | \$ 2,899 |
| 29 | Youth Services Counselor | 216.5 | \$ 4,230 |
| FIRE DEPARTMENT PERSONNEL | | | |
| 52 | Fire Captain (56 hr. work week) | 229 | \$ 4,790 |
| 53 | Fire Engineer (56 hr. work week) | 214 | \$ 4,126 |
| PHYSICAL AND CLERICAL PERSONNEL | | | |
| 93 | Electric Line Foreman | 245 | \$ 5,616 |
| 94 | Electric Technician (Electrical) | 245 | \$ 5,616 |
| 94 | Electric Technician (Public Works) | 245 | \$ 5,616 |
| -- | Utility Operator | 236 | \$ 5,135 |
| 96 | Lineman | 235.5 | \$ 5,109 |
| 97 | Lineman Apprentice | 215 | \$ 4,167 |
| 98 | Maintenance Electrician | 235.5 | \$ 5,109 |
| 71 | Supervisor/Lead Person - Streets and Traffic | 215 | \$ 4,167 |
| 84 | Supervisor/Lead Person - Heavy Maintenance | 215 | \$ 4,167 |
| 77 | Equipment Services Supervisor | 227.5 | \$ 4,718 |
| 75 | Equipment Operator | 206.5 | \$ 3,829 |
| 78 | Equipment Mechanic | 209 | \$ 3,925 |
| 81 | Sewer Plant Operator III | 215.5 | \$ 4,188 |
| 82 | Sewer Plant Operator II | 205.5 | \$ 3,791 |
| 83 | Sewer Plant Operator I | 192 | \$ 3,323 |
| 110 | Park Supervisor/Arborist | 227 | \$ 4,695 |
| 104 | Park Caretaker II | 199 | \$ 3,558 |
| 107 | Park Aide (Villa) | 142 | \$ 2,041 |
| 107 | Villa Maintenance Worker | 144 | \$ 2,080 |
| 145 | Water Treatment Operator III | 219 | \$ 4,336 |
| 76 | Water Treatment Operator II | 209 | \$ 3,925 |
| 79 | Water System Mechanic | 204 | \$ 3,736 |
| 72 | Utility Worker/Street Sweeper | 202 | \$ 3,663 |
| 73 | Utility Worker II | 199 | \$ 3,558 |
| 85 | Meter Reader | 188 | \$ 3,196 |
| 74 | Utility Worker I | 188 | \$ 3,196 |
| 86 | Maintenance Worker | 155.5 | \$ 2,328 |
| 17 | Storekeeper | 207 | \$ 3,848 |
| 117 | Maintenance Custodian | 186 | \$ 3,133 |
| 18 | Bus Driver | 176 | \$ 2,842 |
| 13 | Senior Accounting Clerk | 195 | \$ 3,421 |
| 14 | Accounting Clerk II | 185 | \$ 3,103 |
| 146 | Junior Account Clerk | 148.5 | \$ 2,174 |
| 134 | Senior Office Assistant | 195 | \$ 3,421 |
| 149 | Records Management Technician | 195 | \$ 3,421 |
| 135 | Office Assistant II | 181 | \$ 2,984 |
| 140 | Accounting Clerk I | 175 | \$ 2,815 |
| 136 | Office Assistant I | 164.5 | \$ 2,541 |
| 108 | Office Aide | 140.5 | \$ 2,011 |
| 144 | Recreation Coordinator | \$ 11.20 | per hour |

City of Healdsburg
Job Classifications and Salary Information

JANUARY 1, 2002

| <u>Job Code</u> | <u>Job Classification</u> | <u>Salary Range</u> | <u>Top Step</u> |
|-------------------------------------|---|---------------------|-----------------|
| TEMPORARY/SEASONAL POSITIONS | | | |
| 451 | Water Department Intern | \$ 6.00 | per hour |
| 137 | Fire Department Intern | \$ 6.50 | per hour |
| 143 | Laborer | \$ 8.65 | per hour |
| 80 | Lab Technician | \$ 10.00 | per hour |
| 141 | Capital Projects Liaison | \$ 13.71 | per hour |
| 147 | Building Technician (Inspections) | \$ 20.00 | per hour |
| 147 | Building Technician (Office) | \$ 17.00 | per hour |
| 147 | Building Technician/Inspector | \$ 25.00 | per hour |
| 148 | Public Works Inspector - Temporary | \$ 25.00 | per hour |
| 148 | Public Works Inspector - Temporary (Office) | \$ 22.00 | per hour |

Notes: