



CITY OF HEALDSBURG SENIOR CITIZENS ADVISORY COMMISSION REGULAR MEETING – AGENDA

Virtual Meeting – See Information Below

Meeting Date: March 24, 2021

Time: 4:00 P.M.

Phone: 707-431-3301

Date Posted: March 20, 2021

CORONAVIRUS (COVID-19) ADVISORY NOTICE

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California and the Sonoma County Health Official Orders No. C19- 03 and C19-05 the City of Healdsburg Senior Citizens Advisory Commission meeting will not be physically open to the public and all Commission Members will be teleconferencing into the meeting via Zoom Webinar.

To Watch the Meeting:

To maximize public safety while maintaining transparency and public access, the Healdsburg Senior Citizens Advisory Commission will be using Zoom Webinar service to allow remote participation. Members of the public who only wish to watch the meeting live or recorded can do so by using the link <http://healdsburgca.iqm2.com/Citizens/default.aspx> or watching it live on the City's Facebook Page www.facebook.com/cityofhealdsburg.

To Participate in the Meeting and Submit Public Comment as Part of the Zoom Webinar:

To join by computer, tablet, or mobile device:

1. Go to <https://zoom.us/join> and type in the Webinar ID: 879 7598 8899 or follow this link: <https://us02web.zoom.us/j/87975988899> (Pre-registration for the meeting is not required.)
2. Fill in your full name, verify you are not a robot (if required), and click "Join".
3. If the meeting host has started the Webinar, you should join automatically. If the meeting host has not started the Webinar, remain in the Webinar and it will start shortly.

To join by phone:

1. Dial 669-900-9128 or 253-215-8782 or 346-248-7799.
2. Enter the meeting ID: 879 7598 8899 and press # #.
3. If the meeting host has started the meeting, you should join automatically. If the meeting host has not started the meeting, remain in the meeting and it will start shortly.

To Submit Public Comment

By computer, tablet, or mobile device:

1. In the bottom center of the screen is a hand icon, click on "Raise Hand". The hand icon will place you in line to speak.
2. When it is your turn to comment, the meeting moderator will call upon you to comment. State your first name, last name, address, and comment.
3. When you are done commenting, please remember to lower hand.

SB 343 - DOCUMENTS RELATED TO OPEN SESSION AGENDAS: Any writings or documents provided to a majority of the City Parks and Recreation Commission regarding any item on this agenda after the posting of this agenda and not otherwise exempt from disclosure, will be made available for public review in the Parks and Recreation Office located at 1557 Healdsburg Avenue during normal business hours. If supplemental materials are made available to the members of the Commission at the meeting, a copy will be available for public review at the Parks and Recreation Office located at 1557 Healdsburg Avenue, Healdsburg, CA 95448. These writings will be made available in appropriate alternative formats upon request by a person with a disability, as required by the Americans with Disabilities Act.

By phone:

1. Press *9 to raise your hand.
2. When it is your turn to comment, the meeting moderator will call the last four digits of your phone number. Press *6 to speak at that time. State your first name, last name, address, and comment. You will have three minutes to make your comment.
3. At the conclusion of your comments or when three minutes has passed, the meeting host will remove your ability to talk.

If you have any questions, please email communityservices@cityofhealdsburg.org.

Americans with Disabilities Act Accommodations

American with Disabilities Act Accommodations

Any member of the public who needs accommodations should email Community Services at communityservices@cityofhealdsburg.org or call 707-431-3301. Staff will use their best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety in accordance with the city procedure for resolving reasonable accommodation requests. All reasonable accommodations offered will be listed on the city website at <https://www.ci.healdsburg.ca.us/406/ada---public-accessibility>.

Agenda

1. CALL TO ORDER

- a) Roll Call
- b) Pledge of Allegiance
- c) Changes (Deletions) from Agenda
- d) Approval of Minutes (February 2021)

2. ANNOUNCEMENTS AND PRESENTATIONS

- a) Welcome City Manager Jeff Kay

3. CITY COUNCIL LIAISON REPORT

City Council Liaison Skylaer Palacios

4. PUBLIC COMMENT ON NON AGENDA ITEMS

This time is set aside to receive comments from the public regarding matters of general interest not on the agenda, but related to Commission business. Pursuant to the Brown Act, however, the Commission cannot consider any issues or act on any requests during this comment period.

5. OLD BUSINESS

- a) Community Services Budget Update
Receive Q2 update on Community Services' FY20-21 budget

6. NEW BUSINESS

- a) Fundraising Benefit Event
Discuss the concept of planning a fundraising event.

7. COMMITTEE UPDATES
8. INFORMATION AND REPORT OF COMMUNITY SERVICES ACTIVITIES (*Staff, Information Only*)
9. COMMISSION REPORTS ON MATTERS OF INTEREST OCCURRING SINCE PREVIOUS REGULAR MEETING
10. FUTURE AGENDA ITEMS
11. ADJOURNMENT

Commission Members

Cindi Brown (Term Expires 12/31/23)
Jane Farkas (Term Expires 12/31/21)
Mary Fitzgerald (Term Expires 12/31/22)
Dave Hoppes (Term Expires 12/31/22)
Terry Kemp, Vice Chair (Term Expires 12/31/23)
Bob Santucci, Chair (Term Expires 12/31/23)
Leila Sigler (Term Expires 12/31/21)



HEALDSBURG SENIOR CITIZENS ADVISORY COMMISSION 2021 Goals

1. Endowment Fund (Committee: Fitzgerald, Kemp, Sigler)

Determine the future direction of the Endowment Fund and how proceeds should be used to support the Senior Center now and into the future.

February: Consider Sustainable and Collaborative Funding Options
March: Define Long-term Plan for Fund and Finalize Recommendation
April: Commission Review
Future: Implementation

2. Nutrition (Committee: Farkas, Hoppes, Santucci)

Evaluate options for ensuring that our older adult community has nutritious food options available throughout the year.

April: Review Current Community-Wide Options
August: Identify Potential Future Dining Options and Funding
October: Commission Review
Future: Implementation

3. Age-Friendly Community (Committee: Fitzgerald, Hoppes, Kemp)

Create a task force to develop the action plan and continued implementation of age-friendly concepts across sectors of the community.

April: Review Project Status/Internal Review of Citywide initiatives
June: Assemble Draft Action Plan
August: Commission Review of Draft Plan
September: Submit Action Plan to AARP and WHO
Future: Implementation

4. Intergenerational Programming (Committee: Brown, Hoppes)

Determine opportunities to create intergenerational programming including working with schools, City programs, civic groups, and other organizations.

May: Review of Current Availability and Identify New Partners and Program opportunities
July: Develop Framework and Identify Resources Needed
August: Commission Update
September: Implementation

5. Emergency Preparedness and Response for Older Adults (Committee: Santucci, Sigler)

Work with the City and County public safety officials to help ensure our older adult community and emergency responders have the information and preparedness to respond to emergencies.

March: Meet with Public Safety Officials to Identify Focus Areas
May: Finalize Our Outreach, Education, and Response Plan
June: Commission Update
July: Implementation

Parks and Recreation Commission Liaison: Kemp and Santucchi

(Adopted 1.27.21)

**CITY OF HEALDSBURG
SENIOR CITIZENS ADVISORY COMMISSION
REGULAR MEETING MINUTES
VIA TELECONFERENCE**

**February 24, 2021
City Hall Council Chambers
401 Grove Street, Healdsburg, CA 95448**

The Senior Citizen Advisory Commission regular meeting was called to order 4:02 P.M.

1. CALL TO ORDER

1.a. Roll Call

Present Commissioners: Brown, Farkas, Fitzgerald, Hoppes, Kemp, Santucci, and Sigler

Absent Commissioners: None

Staff Present: Active Adult and Senior Services Supervisor Grant, Community Services Director Themig, Office Assistant Salas, Recreation Manager Jahns

1.b. Pledge of Allegiance

1.c. Changes (Deletions) from Agenda

None

1.d. Approval of Minutes

Commissioner Farkas, seconded by Commissioner Brown made a motion to approve the January 27, 2021 regular meeting minutes as presented. Motion made on a voice vote. (Ayes – 7, Noes – 0)

2. ANNOUNCEMENTS AND PRESENTATIONS

2.a. Recognition of Outgoing Commissioner Laura Moore

Outgoing Commissioner Laura Moore was recognized for her ten years of service on the Commission and her dedication to the senior community. She advocated for transportation options throughout the county and played a key role in the subsidized Route 67 and launching the DASH Program. Director Themig stated she has been a leader in transportation and has enjoyed seeing in her at the Tuesday concerts. Staff thanked her for her service.

Moore expressed her appreciation and respect for everyone she has worked with and enjoyed serving on the Commission.

2.b. Joan Churchill, CEO of Alliance Medical, on the Status of the Local Vaccine Rollout

Joan Churchill CEO for Alliance Medical Center and Carly Saber, Volunteer Coordinator spoke about the services they provide to the community. The organization initially started in 1971 to address local migrant farm worker health needs. They have four practices and serve about 12,000 community members, 70 percent of the population served are Latinos.

Due to the pandemic, they have focused their efforts on COVID – 19 testing, mask distribution, and recently on vaccine roll out. Vaccinations started the first weekend in February and have administered over three thousand doses. Most of the vaccines went to seniors and agricultural workers in the area.

Churchill thanked the Senior Center, Corazon Healdsburg, Sonoma County Vintners Association, Sonoma County Farm Bureau, and the many community volunteers for assisting with vaccination scheduling. The organizations helped identify the most vulnerable residents to ensure that the vaccines went to those who were eligible.

There is a constant change regarding vaccines, the latest news is that the county will be switching to Blue Shield who will be the new vaccine administrator. There is a nationwide shortage in supply of the vaccine, it is anticipated that vaccines distribution will ramp up in April.

Grant shared that staff has been busy answering phones and providing information and educating the public regarding vaccines. The clinic has a unique partnership with the Senior Center, the system is not the cleanest, but has proven to be effective. Clinic staff is very grateful for the partnership and all the volunteers assisting with this process.

Councilmember Palacios inquired whether the database has identified seniors who are home bound and whether there is a plan for them to receive the vaccine. Council on Aging will help identify those individuals to coordinate vaccines for them as well.

3. CITY COUNCIL LIAISON REPORT

City Council Liaison Skyler Palacios

Councilmember Palacios provided a brief update on matters that have been brought forth to City Council.

- The City will be asking residents to conserve water now; this will save them money during their summer monthly billing.
- Additional funds were allocated to Community Services during the mid-year budget review.

- City Council passed an exclusive negotiation agreement for the Free Bird Development.
- The first solar array was unveiled, it is over a pond to help the community conserve energy.
- Director Ippoliti will be giving the quarterly budget during the March meeting.

4. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

This time is set aside to receive comments from the public on matters of general interest not on the agenda, but related to Commission business. Pursuant to the Brown Act, however, the Commission cannot consider any issues or act on any requests during this comment period.

None

5. OLD BUSINESS

5.a Senior Center Endowment Fund Ad-Hoc Committee Update

Receive an update from the ad-hoc subcommittee and make a recommendation on the proposed use of funds

Grant provided a brief review on the Senior Endowment Fund and how the funds would benefit the Senior Center. A survey was conducted in 2020, and the committee discussed two different ways to use the funds which are approximately \$74,000. The remaining funds, \$157,000, would be kept in place for future long-term expenditures.

One of the projects discussed is an entryway door enhancement, which would ease the access to those with mobility challenges. An estimated quote in 2018 was about \$23,000, other projects would be replacing tiles on entry walkway with slip resistant finish, window decals, rear entry improvements, electric and audio/visual enhancements would be taken into consideration if funds remain. The ad-hoc committee is requesting the commission make a recommendation to City Council to release the available funds approximately \$74,000 from the Senior Center Endowment Fund. Grant addressed bids would need to be reevaluated and brought forth.

On a motion by Commissioner Kemp, seconded by Commissioner Fitzgerald recommend that City Council accept the request to release the Senior Center Endowment funds, approximately \$74,000 for the replacement of the front entry door enhancements. Motion made on a voice vote. (Ayes- 7, Noes- 0)

5.b Report on Planning Processes

Receive an update on the Arts and Culture Planning Process

Manager Jahns provided a brief review of the work that has been completed to date on the Arts and Culture Planning Process. The Creative Leadership is formed by twenty-eight community members who have helped guide the planning efforts by participating in various meetings, site visits, and focus groups. They have discussed the future of the Arts and Culture and several themes and opportunities have been trending.

The group has developed the following preliminary goals.

- Build the Structural Foundation for Arts and Culture
- Enrich Cultural Experiences for our Community and our Visitors
- Foster and Grow an Inclusive Creative Economy
- Advance Art in the Public Realm
- Advance Development of Arts and Culture Spaces

Virtual public meetings will take place during a week in March as part of the community engagement portion, a bilingual community survey and interactive art elements piece will also be included. A finalized plan will be presented to City Council in Spring 2021. In addition, staff continues to work on and are open to new art initiatives.

Commissioners stated that the group is very active, and the process has been very interesting. Farkas saw a publication which shows Healdsburg as number one of the top twelve towns to visit in California. Palacios showed interest in being part of the conversation relating to Performing Arts. Sigler explained that the plan is very flexible and new ideas are welcome and can be incorporated into the plan.

6. NEW BUSINESS

None

7. INFORMATION AND REPORT OF COMMUNITY SERVICES ACTIVITIES ***(Staff, Information Only)***

Supervisor Grant reviewed the departments' response during the year of COVID-19.

- 744 DASH Rides Given
- 19,200 Pounds of food delivered by REFB
- 4165 Frozen Meals with COA
- 12,000+ Care Calls made by Volunteers/Staff
- 8 Months of Outdoor Activities/Classes

Grant expressed appreciation for all the hard work done by the volunteers while dealing with the pandemic. The Valentine's Day Drive-thru event was sponsored by the Friends of the Senior Center and was a great success. Seniors enjoyed the handmade Valentine's cards from the Camp HBG 2.0 attendees. Staff is working with Friends to bring other ideas that the seniors will enjoy.

Upcoming virtual programming in partnership with community organization include:

- 3/4 - 1:00 P.M. - Frauds, Scams, Other Types of Abuse
- 3/10 - 5:30 P.M. - Wednesdays at Hospice, Rumi's Caravan
- 3/16 - 1pm - Dental Practice Services

8. COMMISSION REPORTS ON MATTERS OF INTEREST OCURRING SINCE PREVIOUS REGULAR MEETING (Commission, Information Only)

Kemp reported that the Connectivity Group has talked about Badger Park. She spoke to Councilmember Kelley who will be working with the PRC to address fundraising and age-friendly initiatives. Commissioners spoke about nutrition, fundraising, focusing efforts to bring the Latino population feel more welcome and post-pandemic events to bring the community together.

9. FUTURE AGENDA ITEMS

None

10. ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 5:44 P.M. Motion made on a voice vote. (Ayes - 7, Noes - 0)

APPROVED:

ATTEST:

Bob Santucci
Chairperson

Mark Themig,
Community Services Director



HEALDSBURG SENIOR CITIZENS ADVISORY COMMISSION

AGENDA ITEM: 5.a. Community Services Q2 Budget Update

MEETING DATE: March 24, 2021

PREPARED BY: Mark Themig, Community Services Director

REQUESTED ACTION: *Receive an update on Community Services' Q2 Fiscal Year 2020-21 budget*

BACKGROUND:

The COVID-19 pandemic continues to have a major impact on the City's budget, and there are many unknowns as to how quickly we will fully recover from these impacts. City Council adopted the Fiscal Year 20-22 budget with the requirement that staff provide City Council a quarterly update on the budget status so additional actions could be considered.

Administrative Services Director Heather Ippoliti will provide an update on the Q2 FY2020-21 Community Services budget. The complete February 16, 2021 City Council budget update is attached for your review.

City Council adopted a number of recommended budget amendments that help address continued shortfalls in TOT that negatively impacts the Community Services budget and other City budgets at the February 16, 2021 meeting.

ATTACHMENTS:

February 16, 2021 City Council Budget Update Report



**CITY OF HEALDSBURG
CITY COUNCIL AGENDA STAFF REPORT**

MEETING DATE: February 16, 2021

SUBJECT: 2020-21 Mid-Year Budget Review as of December 31, 2020

PREPARED BY: Heather Ippoliti, Administrative Services Director

STRATEGIC INITIATIVE(S):

Fiscal Responsibility

Provide Effective Governance

RECOMMENDED ACTION(S):

1. Adopt a resolution amending the fiscal year 2020-21 budget, and
2. Adopt a resolution amending the fiscal year 2021-22 budget.

COMMUNITY ENGAGEMENT/OUTREACH:

Not applicable.

BACKGROUND:

On Monday, March 16, 2020, the City Council declared a state of emergency in response to the global health crisis and pandemic brought on by COVID-19 (Coronavirus). During these difficult times and to slow the spread of the disease, the County of Sonoma gave a “shelter in place” directive for non-essential services and activities. Additionally, Governor Newsom issued Executive Order N-33-20 ordering everyone living in the State of California to stay home except as needed to maintain continuity of operations of critical infrastructure sectors. The impact of the global pandemic and the resulting response to slow the spread of the disease has impacted business and tourism activities in the City.

On Monday, June 29, 2020, the City Council adopted a biennial budget covering the two-year period ending June 30, 2022 amid a pandemic brought on by COVID-19 and the related uncertain economic time. The City employed multiple budget reduction strategies - elimination of vacant positions, expenditure reductions, and the use of reserves to maintain services.

In October, staff presented the fiscal year end 2019-20 actual figures, as well as, fiscal numbers as of August 31, 2020 for the General Fund, Community Services Fund and Measure V Fund. At that presentation, staff informed Council the next mid-year update would be in February, when actuals would be known for the six-month period ended December 31, 2020.

DISCUSSION/ANALYSIS:

The scope of this report will be limited to the City funds most impacted by the shelter in place order - General Fund, Community Services Fund and Measure V.

General Fund. A General Fund Summary for fiscal year 2020-21 as of December 31, 2020 is attached as Attachment A. With 50% of the fiscal year elapsed, the General Fund revenues are at 52% of estimates and expenditures are at 50% of budget.

Revenue. The City received 52% of the estimated revenue, 13% more than last fiscal year for the same time period.

- **Sales Tax.** The City received 43% of the budget, and 5% less than the same period last fiscal year. The City has only received five of 12 payments. Staff met with the City's HDL sales tax consultants last month and received revised sales tax revenue estimates, and staff is proposing a corresponding budget amendment.

There is some uncertainty with this revenue source as it relates to the revenue allocated to the City from internet sources. Unfortunately, as of this writing, the details are not known.

- **Property Tax.** The first major apportionment for fiscal year 2020-21 property taxes was received in late December. The City received 62% of the budget, and 11% more than last fiscal year. The annual projection from the County was overall in line with the City's budget estimates.
- **Property Tax In-Lieu of VLF.** In 2004, the then Governor Schwarzenegger proposed a swap of city and county vehicle license fee revenues for an additional property tax share as part of a state-local budget agreement. Growth is tied to the assessed valuation of real property. The first payment for fiscal year 2020-21 was received in late December - 52% of the budget, and 6% more than last fiscal year. The City will receive the exact same amount in June for a total of \$1,570,322.

A budget amendment increasing this estimate is included in the proposed fiscal year 2020-21 budget amendment.

- **Development Related Permits.** The City received 74% of the budget, 65% more than the same period last fiscal year. A couple of the larger projects include Eden Housing, Oaks at Foss Creek, Saggio, North Village and Mill District.

No increase in the revenue estimate is proposed at this time.

- **RDA Residual Receipts.** The first of two payments was received in late December - 49% of the budget, and 25% less than the same period last fiscal year. The amount received fluctuates based on the expenses recorded on the annual Required Obligation Payment Schedule (ROPS). The second payment of the year is expected to make up the difference.

A little history - in 2012, based on state legislation the City's Redevelopment Agency was dissolved. The formed Successor Agency is tasked with liquidating the assets of the former Healdsburg Redevelopment Agency; the paying off the Agency's debts; and generally winding down the affairs of the former Redevelopment Agency. Annually the Successor Agency prepares and submits the ROPS for approval by the County Oversight Board. The expenditures listed on the ROPS include debt service, fiscal agent fees, and allowed administration. As the expenses vary, the residual amount available for distribution varies.

- **Charges for Services.** Certified Unified Program Agency (CUPA) fees related to regulation of potentially hazardous materials account for 19% of this budget. It is billed in March. Fire Protection agreements for Dry Creek and Fitch account for another 16% of this budget. Strike team reimbursements account for 26% of the budget. Successor Agency Administration revenue and Fire prevention and inspection fees account for the remainder of the revenue in this account.

Overall, the City has received 76% of the budget, and 117% more than the same period last fiscal year. The increase over last fiscal year is due to increased fire activity and the resulting strike team reimbursements - \$363,566. During last fiscal year, the City received \$121,383 in strike team reimbursements during the entire 12-month period.

No increase in the revenue estimate is proposed at this time.

- **Transient Occupancy Tax (TOT).** The City received 34% of the budget, 48% less than the same period last year fiscal year. Current fiscal year revenues projections assumed receipts totaling 78% of 2018-19 actuals, with Montage opening in February. Even with Montage opening in mid-December, the six months of tax revenue came in at 53% of 2018-19.

Included in the proposed budget amendment for fiscal year 2020-21, is a reduction in TOT revenue estimates. The revised estimate assumes continued progress coming out of the pandemic with no additional stay in place orders. The detail by month is listed below:

- January – same as December
 - February - 75% of November
 - March – same as June 2020
 - April – 75% of budget
 - May – budget
 - June – budget
- **Franchise Fees.** We receive the garbage franchise revenue monthly, Comcast semi-annually and an annual payment from PG&E in April. Revenues year to date are down 3% from last fiscal year for the same time period, with 31% of the budget received.
 - **Interest Earned & Rents Received.** The interest revenue has three parts - unrestricted, restricted (amounts related to the Pension Stabilization Fund), and GASB 31. GASB 31 is a required year end book to market adjustment. In the past these amounts have been combined into one line item in the mid-year reports. In the spirit of increased transparency, staff is has begun to break these out - restricted and unrestricted.

Cell tower rent is received in January.

- **Business License Tax.** The City received 122% of the budget and 57% more than last fiscal year for the same time period. The increase was anticipated because the City did not send out FY 2020-21 bills until July 1; in previous years, the bills were sent out in June, and many businesses paid the tax before July 1.
- **Intergovernmental.** The City received Coronavirus Relief Fund monies totaling \$149,264. Other items included in this line are the SLESF Cops grant and POST training reimbursements.
- **Fines and Collections.** Revenues year to date are down 64% from the same period last fiscal year, with only 10% of the budget received. This line includes parking citations and other vehicle fines. Parking citation revenue is received from a third party, and vehicle fine revenue is received from the County. Only three of six months of parking citation revenue receipts have been received to date and only four of six months of vehicle fines revenue receipts have been received.

Of note, the parking enforcement program was discontinued from July 2020 thru December 2020, resumed in January 2021.

- **Transfer Tax.** The City receives this revenue when title to property is transferred from one entity to another. Revenues year to date are up 81% from last fiscal year, with 86% of the budget received. Six months of revenue has been received – 155 transactions this year vs 98 last year.

No increase in revenue estimate is proposed at this time.

- **Miscellaneous.** This line includes code enforcement recovery, copies, prior year expense refunds, council candidate statement costs, and other administration fees.
- **Transfers-In.** This line includes the funds transferred to the General Fund from Measure V to cover four public safety positions, from Measure V to supplant General Fund reserves, and from the Electric fund for the PILOT (Payment in lieu of Taxes).

The current fiscal year budget includes a transfer of \$500,000 from Measure V to supplant General Fund reserves. As proposed the transfer would be reduced to \$125,000 from \$500,000, with the difference going to the Community Services Fund.

Expenditures. As of December 31, 2020, the City expended 50% of the General Fund appropriated budget, 6% less than last fiscal year. One reporting component reported fiscal year to date expenditures higher than 50% – Fire.

- **Fire.** By December 31, the Fire Department had already spent 78% of the reserve wage budget, incurred \$52,143 in strike team costs, and spent 95% of the overtime budget. While

some of the expense is related to the pandemic, much of these expenses correlate directly to the strike team reimbursed revenue.

Included in the proposed budget amendment for the current fiscal year are reductions related to the Assistant City Manager, Police Officer, the Police Social Services Team Member. The assumed starting dates for the Assistant City Manager and Police Officer have been moved out to July 1, 2021, and Police Social Services Team Member to May 1, 2021.

Also, included in the budget amendment for the current fiscal year are reductions in the training budgets to account for the lack of travel costs related to the pandemic. While staff are still participating in trainings, the costs are significantly reduced.

General Fund Summary. After proposed adjustments to the General Fund budget, the estimated June 30, 2022 fund balance is \$7,207,376 with a 20.3% reserve. Of the \$7 million fund balance, over \$4 million is reserved in the Pension Stabilization Fund.

Attachment A provides a General Fund fund summary as of December 31, 2020, and Attachment B provides a summary with proposed amendments.

Community Services Fund. The Community Services department has faced significant reductions in programming and services following the “shelter in place” order. In response to the pandemic, a number of Community Services programs and services were cut entirely, including the operation of the Swim Center, the arts and culture programs, and special events, including Tuesdays in the Plaza. Other programs and services were also reduced: recreation and sports programs, senior and active adult programs, Community Center operations, park maintenance activities, and the expansion of the holiday décor.

Community Services has played a vital role in helping the community navigate “shelter in place” concerns since the COVID-19 orders were released. One program includes the Camp HBG 2.0. Camp HBG 2.0 is a distance-learning care program that helps students in grades TK-5 to complete their virtual learning in a supervised environment. Up to now, the program has been supported with donations from the community via Corazon.

Transient Occupancy Tax (TOT). The Community Services Fund’s biggest funding source is transient occupancy tax revenue. While the percentages are the same as the General Fund with 34% of the budget received as of December 31 and 48% less received than the same period last fiscal year, the impact of the downturn in this revenue has five times the impact. The dollar difference between this year and the same period last year is a loss in revenue of \$976,543.

Community Services Fund Summary. For the six month period ending December 31, 41% of the estimated revenue was received, 22% less than last fiscal year, and 50% of the budgeted expenditures were spent, 26% less than last fiscal year. The unrestricted cash balance in the Community Services Fund as of the writing of this report is a negative \$556,091.

A number of measures are proposed to remedy the shortfall. These measures are recommended, in lieu of more drastic expenditure reductions, because staff believes that the Community

Services functions that continue during the pandemic are particularly valuable to the community at this time and should be preserved if at all possible.

1. This year the Economic Development Fund has been used to fund the open streets program and the Villa lease. Staff is proposing to appropriate \$55,391 from the Economic Development Fund to continue support of the Open Streets program, with the remaining balance in the fund of \$210,000 be transferred to the Community Services Fund.
2. In October the Council approved a loan from Measure V in the amount of \$250,000. Staff is proposing to increase the loan to the Community Services Fund by \$375,000 to \$625,000, reducing the Measure V support to the General Fund by \$375,000.
3. Currently planned for in fiscal year 2022-23 is the use of \$343,630 of bond proceeds for Badger Park. The Foss Creek Pathway project, currently funded with Measure V funds, is also an appropriate use of bond proceeds. Staff is proposing to appropriate \$320,000 in bond proceeds to the Foss Creek Pathway project, freeing up an equivalent amount of Measure V funds for additional subsidy to the Community Services Fund. Sufficient bonds proceeds remain to continue with the current Badger Park project planning work that is already underway.

In addition to the increased transfers, a number of other budget amendments are proposed:

1. Decreased transient occupancy tax (TOT) revenue estimate
2. Increased program support revenue estimate
3. Increased part-time wages supporting Camp HBG 2.0
4. Decreased ASES grant revenue estimate
5. Reduced printing expenses
6. Reduced training expenses
7. Increased Villa lease expense
8. Increased Fitch Mountain fire fuel reduction expenses
9. Reduced full-time wages - Volunteer Coordinator-Senior Center – delay hiring to July 1, 2021.

After proposed adjustments to the Community Services budget, the estimated June 30, 2021 fund balance is \$501,880 with a 2.1% reserve. Of the half million fund balance, \$401,507 is restricted in the Pension Stabilization Fund. As currently budgeted, the estimated June 30, 2022 reserve increases to 14%.

Attachment C provides a summary as of December 31, 2020, and Attachment D provides a summary with proposed amendments.

Measure V/T - Transaction Tax. As proposed, the estimated Measure V Fund ending fund balance at June 30, 2021 is \$102,258. The Measure V survey results for Council's consideration will be presented on March 1, 2021. A Measure V fund summary is attached as Attachment E.

Proposed Budget Amendments. A detailed listing of the proposed budget amendments is attached as Attachment F.

ENVIRONMENTAL STEWARDSHIP:

Not applicable.

ALTERNATIVES:

The Council may choose to not approve the resolutions. Additional direction from Council would be requested as Staff will need to find alternate methods to reduce the impact of COVID-19 on the City budget.

FISCAL IMPACT:

The proposed budget amendments have the following two-year fiscal impacts by fund:

- General Fund - increases fund balance by \$100,450
- Measure V Fund - increases fund balance by \$96,105
- Measure S Fund – decreases fund balance by \$166,805
- Economic Development Fund - decreases fund balance by \$265,391
- Gas Tax Funds – decreases fund balance by \$26,826
- Bond Proceeds Fund – decreases fund balance by \$320,000
- Electric Funds – increases fund balance by \$16,451
- Community Services Fund - decreases fund balance by \$116,536
- Vehicle Service Fund - increases fund balance by \$1,821
- Information Services Fund - increases fund balance by \$4,540
- Building Maintenance Fund – increases fund balance by \$500

ENVIRONMENTAL ANALYSIS:

The adoption of these Resolutions is exempt from environmental review under the California Environmental Quality Act as this action is not considered a “project” as defined in Title 14, California Code of Regulations, Section 15378(a), as it has no reasonably foreseeable direct or indirect physical change on the environment, and is further specifically excluded under Section 15378(b)(4), as a government funding mechanism or fiscal activity that does not involve a commitment to any specific project.

ATTACHMENT(S):

Attachment A - General Fund as of December 31, 2020

Attachment B - General Fund - Proposed

Attachment C - Community Services Fund as of December 31, 2020

Attachment D - Community Services Fund - Proposed

Attachment E - Measure V - Proposed

Attachment F - Budget Amendment Detail

Resolution - Budget Amendment 20-21

Exhibit A - Budget Amendment 20-21

Resolution - Budget Amendment 21-22

Exhibit A - Budget Amendment 21-22

Attachment A

GENERAL FUND - As of December 31, 2020

	FY 19-20 as of 12/31/19	FY 20-21 Budget	FY 20-21 as of 12/31/20	% Budget	% change PY vs CY
Beginning Fund Balance	\$ 8,959,927	\$ 8,173,957	\$ 8,173,957		
REVENUE					
Sales Tax	2,074,325	4,637,635	1,978,020	43%	-5%
Development Related Permits	393,053	879,000	647,932	74%	65%
Property Tax	830,278	1,472,145	919,584	62%	11%
Property Tax In-Lieu of VLF	737,506	1,504,512	785,161	52%	6%
RDA Residual Receipts	796,229	1,217,571	598,278	49%	-25%
Charges for Services	301,992	861,276	655,482	76%	117%
Transient Occupancy Tax	410,739	629,834	215,185	34%	-48%
Franchise Fees	201,477	628,716	196,350	31%	-3%
Rents Received	-	26,450	-	0%	0%
Interest Earned	3,110	107,579	4,988	5%	60%
Interest Earned (restricted)	82,649	-	192,012	0%	132%
Business License	155,494	200,000	244,806	122%	57%
Intergovernmental	26,984	275,264	149,301	54%	453%
Fines & Collections	33,087	121,000	11,751	10%	-64%
Transfer Tax	59,323	125,000	107,292	86%	81%
Miscellaneous	25,732	85,000	13,229	16%	-49%
Transfers-in - Measure V - 4 positions	203,027	448,820	224,410	50%	11%
Transfers-in - Measure V - GF	-	500,000	250,000	50%	0%
Transfer-in - Electric - PILOT	65,459	137,459	68,730	50%	5%
Total Revenue	\$ 6,400,462	\$ 13,857,261	\$ 7,262,509	52%	13%
EXPENDITURE BY DEPARTMENT					
City Council	86,468	172,966	81,035	47%	-6%
City Attorney	113,206	275,000	123,720	45%	9%
City Manager's Office	958,257	1,993,007	816,971	41%	-15%
Finance	980,891	2,054,260	1,028,604	50%	5%
Planning and Building	965,938	1,922,517	908,324	47%	-6%
Police	3,088,840	6,231,418	2,850,049	46%	-8%
Fire	1,952,905	3,467,475	2,130,913	61%	9%
Insurance	288,587	466,041	232,566	50%	-19%
Transfers-out - Capital Replacement	-	86,264	86,264	100%	0%
Transfers-out - Tree Mitigation	-	20,000	20,000	100%	0%
Transfers-out - Debt Service	376,573	242,371	121,186	50%	-68%
Transfers-out - Streets Fund	65,459	137,459	68,730	50%	5%
Transfers-out - Community Services	-	60,000	60,000	100%	0%
G&A Allocation	(1,483,496)	(3,182,308)	(1,591,154)	50%	7%
Total Expenditure	\$ 7,393,628	\$ 13,946,470	\$ 6,937,206	50%	-6%
Estimated Ending Fund Balance	\$ 7,966,762	\$ 8,084,748	\$ 8,499,259		
Change in Ending Fund Balance	\$ (993,165)	\$ (89,209)	\$ 325,302		

Attachment: Attachment A - General Fund as of December 31, 2020 (3011 : 2020-21 Mid-Year Budget Review - as of December 31, 2020)

Attachment B

GENERAL FUND - Proposed Budget

	FY 19-20	FY 20-21	FY 20-21	FY 21-22	FY 21-22
	Actual	Budget	Proposed	Budget	Proposed
Beginning Fund Balance	\$ 8,959,927	\$ 8,173,957	\$ 8,173,957	\$ 8,084,748	\$ 8,016,532
REVENUE					
Sales Tax	4,714,735	4,637,635	4,735,108	4,978,100	5,146,766
Development Related Permits	787,411	879,000	879,000	1,187,333	1,187,333
Property Tax	1,426,795	1,689,716	1,689,716	1,743,510	1,743,510
Property Tax In-Lieu of VLF	1,475,012	1,504,512	1,570,322	1,534,602	1,534,602
RDA Residual Receipts	1,247,205	1,000,000	1,000,000	1,000,000	1,000,000
Charges for Services	832,023	861,276	861,276	870,029	870,029
Transient Occupancy Tax	543,829	629,834	470,203	851,274	851,274
Franchise Fees	557,757	628,716	628,716	705,627	705,627
Rents Received	26,450	26,450	26,450	26,450	26,450
Interest Earned	161,962	107,579	107,579	80,684	80,684
Interest Earned (restricted)	133,721	-	-	-	-
Business License	177,086	200,000	200,000	200,000	200,000
Intergovernmental	139,490	275,264	275,264	194,000	194,000
Fines & Collections	85,922	121,000	121,000	121,000	121,000
Transfer Tax	92,448	125,000	125,000	125,000	125,000
Miscellaneous	90,391	85,000	85,000	85,000	85,000
Transfers-in - Measure V - Corazon	35,000	-	-	-	-
Transfers-in - Measure V - 4 positions	406,053	448,820	448,820	448,820	448,820
Transfers-in - Measure V - GF	450,000	500,000	125,000	100,000	100,000
Transfers-in - Electric - PILOT	130,917	137,459	137,459	137,459	137,459
Total Revenue	\$ 13,514,207	\$ 13,857,261	\$ 13,485,913	\$ 14,388,888	\$ 14,557,554
EXPENDITURE BY DEPARTMENT					
City Council	157,350	172,966	167,663	178,202	178,202
City Attorney	309,993	275,000	275,000	275,000	275,000
City Manager's Office	1,931,853	1,993,007	1,862,594	2,180,790	2,180,790
Finance	1,916,778	2,054,260	2,052,672	2,085,594	2,085,594
Planning and Building	1,947,492	1,922,517	1,906,886	2,217,420	2,217,420
Police	6,149,265	6,231,418	6,089,660	6,689,524	6,689,524
Fire	3,681,787	3,467,475	3,459,035	3,603,115	3,603,115
Insurance	288,587	466,041	466,041	583,340	583,340
Transfers-out - Capital Replacement	-	86,264	86,264	-	-
Transfers-out - Tree Mitigation	-	20,000	20,000	-	-
Transfers-out - Debt Service	753,145	242,371	242,371	250,241	250,241
Transfers-out - Streets Fund	130,917	137,459	137,459	137,459	137,459
Transfers-out - Community Services	-	60,000	60,000	-	-
Transfers-out - Vehicle Service Fund	-	-	-	348,333	348,333
G&A Allocation	(2,966,991)	(3,182,308)	(3,182,308)	(3,182,308)	(3,182,308)
Total Expenditure	\$ 14,300,177	\$ 13,946,470	\$ 13,643,337	\$ 15,366,710	\$ 15,366,710
Estimated Ending Fund Balance	\$ 8,173,957	\$ 8,084,748	\$ 8,016,532	\$ 7,106,926	\$ 7,207,376
Change in Ending Fund Balance	\$ (785,970)	\$ (89,209)	\$ (157,424)	\$ (977,822)	\$ (809,156)
Components of Fund Balance					
Reserve Policy	\$ 4,290,053	\$ 4,183,941	\$ 4,093,001	\$ 4,610,013	\$ 4,610,013
Pension Stabilization	4,091,462	4,091,462	4,091,462	4,091,462	4,091,462
Unrestricted, Unreserved	(207,558)	(190,655)	(167,931)	(1,594,549)	(1,494,099)
Total	\$ 8,173,957	\$ 8,084,748	\$ 8,016,532	\$ 7,106,926	\$ 7,207,376
Reserve (% of annual expenditures)	28.5%	28.6%	28.8%	19.6%	20.3%

* Council adopted reserve policy - 30% of annual expenditures

Attachment: Attachment B - General Fund - Proposed (3011 : 2020-21 Mid-Year Budget Review - as of December 31, 2020)

Attachment C

COMMUNITY SERVICES FUND - As of December 31, 2020

	FY 19-20 as of 12/31/19	FY 20-21 BUDGET	FY 20-21 as of 12/31/20	% Budget	% change PY vs CY
Beginning Fund Balance	\$ 1,766,943	\$ 566,333	\$ 566,333		
Revenue					
Transient Occupancy Tax	2,052,468	3,149,169	1,075,925	34%	-48%
Program Revenue	144,861	220,000	240	0%	-100%
Grant Proceeds	50,557	323,350	88,742	27%	76%
Facility and Field Rents	52,989	124,665	15,941	13%	-70%
School District Field Maintenance	21,301	59,000	23,743	40%	11%
Special Events	22,227	1,500	138	9%	-99%
Program Sponsorships	15,256	10,000	-	0%	-100%
Admission and Passes	19,512	2,000	1,260	63%	-94%
Miscellaneous - Advertising/Fees&Charges	1,074	2,000	6,396	320%	496%
Other Services Revenue	-	325,000	305,748	94%	0%
Interest Income	5,508	6,318	942	15%	-83%
Interest Income - restricted	8,107	-	18,843	0%	132%
Donations	2,538	2,500	2,170	87%	-14%
Loan from Measure V	-	250,000	250,000	100%	0%
Transfer-in - Measure V - Open Streets	-	-	1,153	0%	0%
Transfer-in - General Fund - CRF Funding	-	60,000	60,000	100%	0%
Transfer-in - Economic Development - Villa	-	24,503	24,503	100%	0%
Transfer-in - Economic Development - Open Streets	-	-	1,466	0%	0%
Total Revenue	\$ 2,396,397	\$ 4,560,005	\$ 1,877,209	41%	-22%
Expenditure					
General Administration	148,497	849,845	387,328	46%	161%
Recreation Programs	469,308	469,151	225,780	48%	-52%
ASES After School Program	103,189	533,042	320,499	60%	211%
Community Center	292,650	373,035	171,770	46%	-41%
Senior Services	325,608	415,062	172,504	42%	-47%
Parks and Trails	790,771	1,062,146	477,683	45%	-40%
Open Space	122,055	136,360	67,258	49%	-45%
School Facility Maintenance	66,150	116,138	55,046	47%	-17%
Swim Center	113,767	101,570	49,996	49%	-56%
Arts and Culture	206,774	174,124	83,241	48%	-60%
Contracted Facility Operations	25,351	-	31,418	0%	24%
Special Events	32,495	67,562	35,831	53%	10%
Transfers-out - POB	73,190	102,108	51,054	50%	-30%
Transfers-out - HUSD	160,147	-	-	0%	-100%
Transfers-out - RDA Loan	107,778	107,778	107,778	100%	0%
Total Expenditure	\$ 3,037,732	\$ 4,507,921	\$ 2,237,185	50%	-26%
Estimated Ending Fund Balance	\$ 1,125,608	\$ 618,417	\$ 206,356		
Change in Ending Fund Balance	\$ (641,335)	\$ 52,084	\$ (359,976)		

current unrestricted cash (unreconciled)	(556,091)
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Attachment: Attachment C - Community Services Fund as of December 31, 2020 (3011 : 2020-21 Mid-Year Budget Review - as of December 31,

Attachment D

COMMUNITY SERVICES FUND - Proposed

	2019-20 ACTUAL	2020-21 BUDGET	2020-21 PROPOSED	2021-22 BUDGET	2021-22 PROPOSED
Beginning Fund Balance	\$ 1,766,943	\$ 566,333	\$ 566,333	\$ 618,417	\$ 501,880
Revenue					
Transient Occupancy Tax	2,721,479	3,149,169	2,351,013	4,256,371	4,256,371
Program Revenue	175,098	220,000	220,000	290,000	290,000
Grant Proceeds	250,058	323,350	312,000	130,000	130,000
Facility and Field Rents	181,295	124,665	124,665	199,165	199,165
School District Field Maintenance	58,206	59,000	59,000	64,000	64,000
Special Events	29,436	1,500	1,500	10,000	10,000
Program Sponsorships	17,506	10,000	10,000	15,000	15,000
Admission and Passes	23,525	2,000	2,000	30,500	30,500
Miscellaneous - Advertising/Fees&Charges	4,113	2,000	2,000	5,000	5,000
Other Service Revenue	-	325,000	339,000	-	-
Interest Income	25,539	6,318	6,318	-	-
Interest Income - restricted	13,119	-	-	-	-
Donations	60,429	2,500	2,500	5,000	5,000
Loan from Measure V	-	250,000	625,000	150,000	150,000
Transfer-in - Measure V	-	-	320,000	-	-
Transfer-in - Economic Development Fund	-	-	191,623	-	-
Transfer-in - General Fund - CRF Funding	-	60,000	60,000	-	-
Transfer-in - Economic Development - Villa	-	24,503	42,880	-	-
Transfer-in - Measure M	148,847	-	-	-	-
Transfer-in - Capital	268,688	-	-	-	-
Total Revenue	\$ 3,977,337	\$ 4,560,005	\$ 4,669,499	\$ 5,155,036	\$ 5,155,036
Expenditure					
Operating	4,787,509	4,298,035	4,524,065	4,231,677	4,231,677
Transfer-out - Debt Service	390,439	209,886	209,886	379,373	379,373
Total Expenditure	\$ 5,177,948	\$ 4,507,921	\$ 4,733,951	\$ 4,611,050	\$ 4,611,050
Ending Fund Balance	\$ 566,333	\$ 618,417	\$ 501,880	\$ 1,162,403	\$ 1,045,867
Change in Fund Balance	\$ (1,200,610)	\$ 52,084	\$ (64,452)	\$ 543,986	\$ 543,986
Components of Fund Balance					
Reserve Policy	\$ 1,553,384	\$ 1,352,376	\$ 1,420,185	\$ 1,383,315	\$ 1,383,315
Pension Stabilization	401,507	401,507	401,507	401,507	401,507
Unrestricted, Unreserved	(1,388,559)	(1,135,466)	(1,319,812)	(622,419)	(738,956)
	\$ 566,333	\$ 618,417	\$ 501,880	\$ 1,162,403	\$ 1,045,867
Reserve (% of annual expenditures)	3.2%	4.8%	2.1%	16.5%	14.0%

* Council adopted reserve policy - 30% of annual expenditures

Attachment E
Measure V

	2019-20	2020-21	2020-21	2021-22	2021-22
	Actual	Budget	Proposed	Budget	Proposed
Beginning Fund Balance	\$ 2,326,899	\$ 647,301	\$ 647,301	\$ 54,635	\$ 102,258
Revenue:					
Transaction Tax Revenue	2,029,978	1,960,147	2,007,770	2,105,530	2,154,012
Interest	18,631	1,016	1,016	5	5
Total Revenue	\$ 2,048,610	\$ 1,961,163	\$ 2,008,786	\$ 2,105,535	\$ 2,154,017
Expenditure:					
General Fund Reserve	450,000	500,000	125,000	100,000	100,000
Loan to Community Services	-	250,000	625,000	150,000	150,000
Community Services Subsidy	-	-	320,000	-	-
Misc. Sidewalk and Pedestrian Projects	-	68,165	68,165	-	-
Misc. Bike Projects	-	25,000	25,000	-	-
Pavement Preventative Maintenance	952,966	-	-	-	-
Trip Hazard Mitigation/Sidewalk Repair	295,032	-	-	-	-
Foss Creek Pathway	-	645,236	325,236	-	-
Dry Creek/US 101	211,208	-	-	-	-
Hbg Ave. Crosswalk at Memorial Beach	-	50,000	50,000	-	-
Wayfinding & Bicycle Parking Study	46,490	-	-	-	-
Ped Ramp Replacement - CDBG Match	-	44,000	44,000	-	-
Firefighter Funding (2)	204,422	215,184	215,184	215,184	215,184
Facility Improvements	235,050	110,000	110,000	-	-
Police Officer Funding	114,257	136,309	136,309	136,309	136,309
Police Vehicle Replacement	171,000	130,000	130,000	-	-
Chamber of Commerce Agreement	150,000	100,000	100,000	-	-
Dispatcher Funding	87,373	97,327	97,327	97,327	97,327
Fire Equipment	-	50,000	50,000	-	-
Low Income Utility Discounts	42,280	51,211	51,211	-	-
Latino Outreach and Support	35,000	40,000	40,000	-	-
Open Streets	-	41,397	41,397	-	-
Small Business Loan	558,603	-	-	-	-
Security & Keyless Access Systems	71,969	-	-	-	-
Police Radio Replacement Set Aside	39,557	-	-	-	-
FS Ring-down & Alternating System	35,000	-	-	-	-
Survey	28,000	-	-	-	-
Total Expenditure	\$ 3,728,208	\$ 2,553,829	\$ 2,553,829	\$ 698,820	\$ 698,820
Estimated Ending Fund Balance	\$ 647,301	\$ 54,635	\$ 102,258	\$ 1,461,350	\$ 1,557,455

Attachment: Attachment E - Measure V - Proposed (3011 : 2020-21 Mid-Year Budget Review - as of December 31, 2020)

Attachment F

Proposed Budget Amendments - Detail

Fund	Description	Fiscal Year	increase/ (decrease)
General Fund	Property Tax In-Lieu of VLF - revised revenue estimate	2020-21	65,809
General Fund	Sales Tax Revenue - revised revenue estimate	2020-21	99,178
General Fund	Reduce Transfers-in to General Fund from Measure V	2020-21	(375,000)
General Fund	Transient Occupancy Tax - revised revenue estimate	2020-21	(159,631)
General Fund	Sales Tax - PSAF - revised revenue estimates	2020-21	(1,705)
General Fund	Reduce Training budget - covid related	2020-21	(5,303)
General Fund	Wages - Assistant City Manager - assume start 7/1	2020-21	(96,786)
General Fund	Fringe Benefits - Assistant City Manager - assume start 7/1	2021-22	(26,163)
General Fund	Reduce Training budget - reduction - covid related	2020-21	(36,596)
General Fund	Employee Benefits - Planning Division - savings related to Interim	2020-21	(10,701)
General Fund	Wages - Police Social Services Team Member - assume start 5/1	2020-21	(31,648)
General Fund	Wages - Police Officer - assume start 7/1	2020-21	(53,686)
General Fund	Fringe Benefits - Police Social Services Team Member - assume start 5	2020-21	(12,680)
General Fund	Fringe Benefits - Police Officer - assume start 7/1	2020-21	(29,570)
Measure V/T Fund	Transaction Tax Revenue 20/21 - revised revenue estimate	2020-21	47,623
Measure V/T Fund	Loan from Measure V to Community Services fund	2020-21	695,000
Measure V/T Fund	Reduce Transfers-out from Measure V - Foss Creek Pathway	2020-21	(320,000)
Measure V/T Fund	Reduce Transfers-out from Measure V to General Fund	2020-21	(375,000)
Measure S Fund	Transient Occupancy Tax - revised revenue estimate	2020-21	(166,805)
Economic Development Fund	Increase Transfers-out from ED Fund to Community Services	2020-21	210,000
Economic Development Fund	Increase funding for Open Streets program	2020-21	55,391
Gas Tax Fund	Gas Tax 2103 - revised revenue estimate	2020-21	(8,882)
Gas Tax Fund	Gas Tax 2105 - revised revenue estimate	2020-21	418
Gas Tax Fund	Gas Tax 2106 - revised revenue estimate	2020-21	(1,632)
Gas Tax Fund	Gas Tax 2107 - revised revenue estimate	2020-21	4,925
Gas Tax Fund - SB1	State SB1 Road Maintenance - revised revenue estimate	2020-21	(15,011)
Bond Proceeds Fund	Increase Transfers-out from Bond proceeds - Foss Creek Pathway	2020-21	320,000
Streets Capital Projects Fund	Increase Transfers-in from Bond proceeds - Foss Creek Pathway	2020-21	320,000
Streets Capital Projects Fund	Reduce Transfers-in from Measure V - Foss Creek Pathway	2020-21	(320,000)
Electric Fund	Reduce Training budget - covid related	2020-21	(15,199)
Electric Public Benefits Fund	Reduce Training budget - covid related	2020-21	(1,252)
Community Services Fund	Eliminate contracted classed for Seniors	2020-21	(11,200)
Community Services Fund	Increase fire fuel reduction on Fitch	2020-21	20,000
Community Services Fund	Increase loan from Measure V to Community Services fund	2020-21	695,000
Community Services Fund	Increase Part Time Wages - Camp HBG	2020-21	240,000
Community Services Fund	Reduce printing budget - no brochure expected	2020-21	(5,500)
Community Services Fund	ASES grant - revised revenue estimate	2020-21	(11,350)
Community Services Fund	Program support - revised revenue estimate	2020-21	14,000
Community Services Fund	Increase support for Tayman Park Group, Inc. - Villa - Jan - March	2020-21	18,377
Community Services Fund	Reduce Training budget - covid related	2020-21	(2,147)
Community Services Fund	Transfer In - from Economic Development Fund	2020-21	210,000
Community Services Fund	Transient Occupancy Tax - revised revenue estimates	2020-21	(798,156)
Community Services Fund	Volunteer Coordinator - Senior Center - assume start 7/1	2020-21	(33,500)
Vehicle Maintenance Fund	Reduce Training budget - covid related	2020-21	(1,821)
Information Services Fund	Reduce Training budget - covid related	2020-21	(4,540)
Building Maintenance Fund	Reduce Training budget - covid related	2020-21	(500)
General Fund	Sales Tax Revenue - revised revenue estimate	2021-22	167,436
General Fund	Sales Tax - PSAF - revised revenue estimate	2021-22	1,230
Measure V Fund	Transaction Tax Revenue - Measure V - revised revenue estimate	2021-22	48,482
Gas Tax Fund	Gas Tax 2103 - revised revenue estimate	2021-22	2,268
Gas Tax Fund	Gas Tax 2105 - revised revenue estimate	2021-22	(900)
Gas Tax Fund	Gas Tax 2106 - revised revenue estimate	2021-22	(378)
Gas Tax Fund	Gas Tax 2107 - revised revenue estimate	2021-22	(2,429)
Gas Tax Fund - SB1	State SB1 Road Maintenance - revised revenue estimate	2021-22	(5,205)

Attachment: Attachment F - Budget Amendment Detail (3011 : 2020-21 Mid-Year Budget Review - as of December 31, 2020)

CITY OF HEALDSBURG

RESOLUTION NO. - 2021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG AMENDING THE FISCAL YEAR 2020-21 BUDGET

WHEREAS, on June 29, 2020, the City Council adopted the 2020-22 biennial budget; and

WHEREAS, on February 16, 2021, the City Council received information as to details of the financial picture of the City with proposed revenue and expenditure changes; and

WHEREAS, it is appropriate to revise revenue estimates, and adjust expenditures according.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Healdsburg does hereby approves amending the fiscal year 2020-21 budget as depicted in the attached Exhibit A.

PASSED, APPROVED AND ADOPTED this 16th day of February 2021, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAINING: Councilmembers:

SO ORDERED:

ATTEST:

Evelyn L. Mitchell, Mayor

Raina Allan, City Clerk

Attachment: Resolution - Budget Amendment 20-21 (3011 : 2020-21 Mid-Year Budget Review - as of December 31, 2020)

EXHIBIT A - BUDGET AMENDMENT 2020-21

Section I – Change in Appropriations:

ACCOUNT NUMBER	INCREASE AMOUNT	DECREASE AMOUNT	DESCRIPTION
101-1000-31120-00000	65,809		Property Tax In-Lieu of VLF
101-1000-32100-00000	99,178		Sales Tax Revenue - revised revenue estimates
101-1000-32100-00000		375,000	Reduce Transfers-in from Measure V
101-1000-32107-00000		159,631	Transient Occupancy Tax - revised revenue estimates
101-1000-32155-00000		1,705	Sales Tax - PSAF - revised revenue estimates
101-1201-43209-00000		5,303	Training budget - reduction - covid related
101-2001-41101-00000		96,786	Wages - Assistant City Manager - assume start 7/1
101-2001-41200-00000		26,163	Fringe Benefits - Assistant City Manager - assume start 7/1
101-2001-43209-00000		5,499	Training budget - reduction - covid related
101-2021-43209-00000		1,965	Training budget - reduction - covid related
101-2525-43209-00000		1,588	Training budget - reduction - covid related
101-5051-41200-00000		10,701	Employee Benefits - Planning Division
101-5051-43209-00000		2,942	Training budget - reduction - covid related
101-5052-43209-00000		1,988	Training budget - reduction - covid related
101-5301-41101-00000		31,648	Wages - Police Social Services Team Member - assume start 5/1
101-5301-41101-00000		53,686	Wages - Police Officer - assume start 7/1
101-5301-41200-00000		12,680	Fringe Benefits - Police Social Services Team Member - assume start 5/1
101-5301-41200-00000		29,570	Fringe Benefits - Police Officer - assume start 7/1
101-5301-43209-00000		14,174	Training budget - reduction - covid related
101-5501-43209-00000		8,440	Training budget - reduction - covid related
105-1000-32100-00000	47,623		Transaction Tax Revenue 20/21 - Measure V
105-8080-42301-00000	320,000		Loan from Measure V to Community Services fund
105-8080-42301-00000	375,000		Loan from Measure V to Community Services fund
105-8080-42301-00000		320,000	Transfer Out - Foss Creek Pathway
105-8080-42301-00000		375,000	Reduce Transfers-out to General Fund
106-1000-32107-00000		166,805	Transient Occupancy Tax - revised revenue estimates
150-8080-42301-00000	210,000		Transfer Out - to Community Services
150-8080-43201-00000	55,391		Open Streets
201-1000-34080-00000		8,882	Gas Tax 2103 - revised projection
201-1000-34082-00000	418		Gas Tax 2105 - revised projection
201-1000-34084-00000		1,632	Gas Tax 2106 - revised projection
201-1000-34086-00000	4,925		Gas Tax 2107 - revised projection
202-1000-34200-00000		15,011	State SB1 Road Maintenance - revised projection
212-8080-42301-00000	320,000		Transfer Out - Bond proceeds - Foss Creek Pathway
512-1000-39001-00000	320,000		Transfer In - Bond proceeds - Foss Creek Pathway
512-1000-39001-00000		320,000	Transfer In - Measure V - Foss Creek Pathway
540-1201-43209-00000		901	Training budget - reduction - covid related
540-7501-43209-00000		4,309	Training budget - reduction - covid related
540-7572-43209-00000		5,862	Training budget - reduction - covid related
540-7573-43209-00000		4,127	Training budget - reduction - covid related
546-7501-43209-00000		1,252	Training budget - reduction - covid related
585-1000-39001-00000	320,000		Loan from Measure V to Community Services fund
585-1000-39001-00000	375,000		Loan from Measure V to Community Services fund
585-3001-32107-00000		798,156	Transient Occupancy Tax - revised revenue estimates
585-3001-39001-00000	210,000		Transfer In - from Economic Development Fund
585-3001-43209-00000		1,064	Training budget - reduction - covid related
585-3030-43209-00000		250	Training budget - reduction - covid related
585-3030-43211-00000		5,500	Printing - no brochure
585-3031-34103-00000		11,350	revised revenue projection - ASES grant
585-3031-37701-00000	14,000		revised revenue projection - program support
585-3031-41105-00000	240,000		Part Time Wages - Camp HBG

EXHIBIT A - BUDGET AMENDMENT 2020-21

585-3032-43209-00000		250	Training budget - reduction - covid related
585-3033-41101-00000		33,500	Volunteer Coordinator - Senior Center - assume start 7/1
585-3033-43205-00000		11,200	Eliminate contracted class for Seniors
585-3033-43209-00000		250	Training budget - reduction - covid related
585-3034-43209-00000		333	Training budget - reduction - covid related
585-3035-43205-00000	20,000		Increased fire fuel reduction on Fitch
585-3039-44501-00000	18,377		Tayman Park Group, Inc. support - Jan - March
602-8081-43209-00000		1,821	Training budget - reduction - covid related
603-8080-43209-00000		4,540	Training budget - reduction - covid related
604-8080-43209-00000		500	Training budget - reduction - covid related

Purpose: To increase/decrease appropriations.

Section II – Source of Funding - Increase/(Reduce) Fund Balance or Net Assets

General Fund	(68,216)
Measure V Fund	47,623
Measure S Fund	(166,805)
Economic Development Fund	(265,391)
Gas Tax Funds	(20,182)
Bond Proceeds Fund	(320,000)
Electric Funds	16,451
Community Services Fund	(116,536)
Vehicle Service Fund	1,821
Information Services Fund	4,540
Building Maintenance Fund	500

CITY OF HEALDSBURG

RESOLUTION NO. - 2021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG AMENDING THE FISCAL YEAR 2021-22 BUDGET

WHEREAS, on June 29, 2020, the City Council adopted of the 2020-22 biennial budget; and

WHEREAS, on February 16, 2021, the City Council was provided information as to details of the financial picture of the City with proposed revenue and expenditure changes; and

WHEREAS, it is appropriate to revise revenue estimates, and adjust expenses according.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Healdsburg does hereby approves amending the fiscal year 2021-22 budget as depicted in the attached Exhibit A.

PASSED, APPROVED AND ADOPTED this 16th day of February 2021, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAINING: Councilmembers:

SO ORDERED:

ATTEST:

Evelyn L. Mitchell, Mayor

Raina Allan, City Clerk

Attachment: Resolution - Budget Amendment 21-22 (3011 : 2020-21 Mid-Year Budget Review - as of December 31, 2020)

EXHIBIT A - BUDGET AMENDMENT 2021-22

Section I – Change in Appropriations:

ACCOUNT NUMBER	INCREASE AMOUNT	DECREASE AMOUNT	DESCRIPTION
101-1000-32100-00000	167,436		Sales Tax Revenue - revised revenue estimates
101-1000-32155-00000	1,230		Sales Tax - PSAF - revised revenue estimates
105-1000-32100-00000	48,482		Transaction Tax Revenue - Measure V
201-1000-34080-00000	2,268		Gas Tax 2103 - revised projection
201-1000-34082-00000		900	Gas Tax 2105 - revised projection
201-1000-34084-00000		378	Gas Tax 2106 - revised projection
201-1000-34086-00000		2,429	Gas Tax 2107 - revised projection
202-1000-34200-00000		5,205	State SB1 Road Maintenance - revised projection

Purpose: To increase/decrease appropriations.

Section II – Source of Funding - Increase/(Reduce) Fund Balance or Net Assets

General Fund	168,666
Measure V Fund	48,482
Gas Tax Funds	(6,644)