

# *City of Petaluma* California



## **FISCAL YEAR 2018 – 2019** **Adopted Operating Budget and** **Capital Improvement Program**

# **CITY OF PETALUMA PRINCIPAL OFFICIALS**

## **Appointed Staff**

City Manager – John Brown

City Clerk – Claire Cooper

City Attorney – Eric Danly

## **Department Heads**

Assistant City Manager / Recreation Parks Director – Scott Brodhun

Director of Human Resources – Amy Reeve

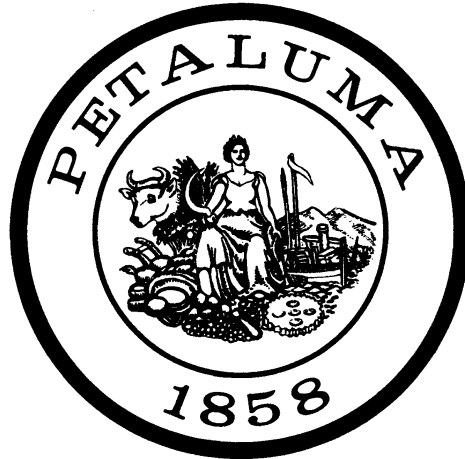
Finance Director – Corey Garberolio

Director of Public Works & Utilities – Dan St. John

Fire Chief – Leonard Thompson

Police Chief – Ken Savano

CITY OF PETALUMA  
CALIFORNIA



FISCAL YEAR 2018-2019  
Adopted Operating Budget and  
Capital Improvement Program

David Glass  
*Mayor*

Chris Albertson  
*Council Member*

Teresa Barrett  
*Council Member*

Dave King  
*Council Member*

Mike Healy  
*Vice Mayor*

Gabe Kearney  
*Council Member*

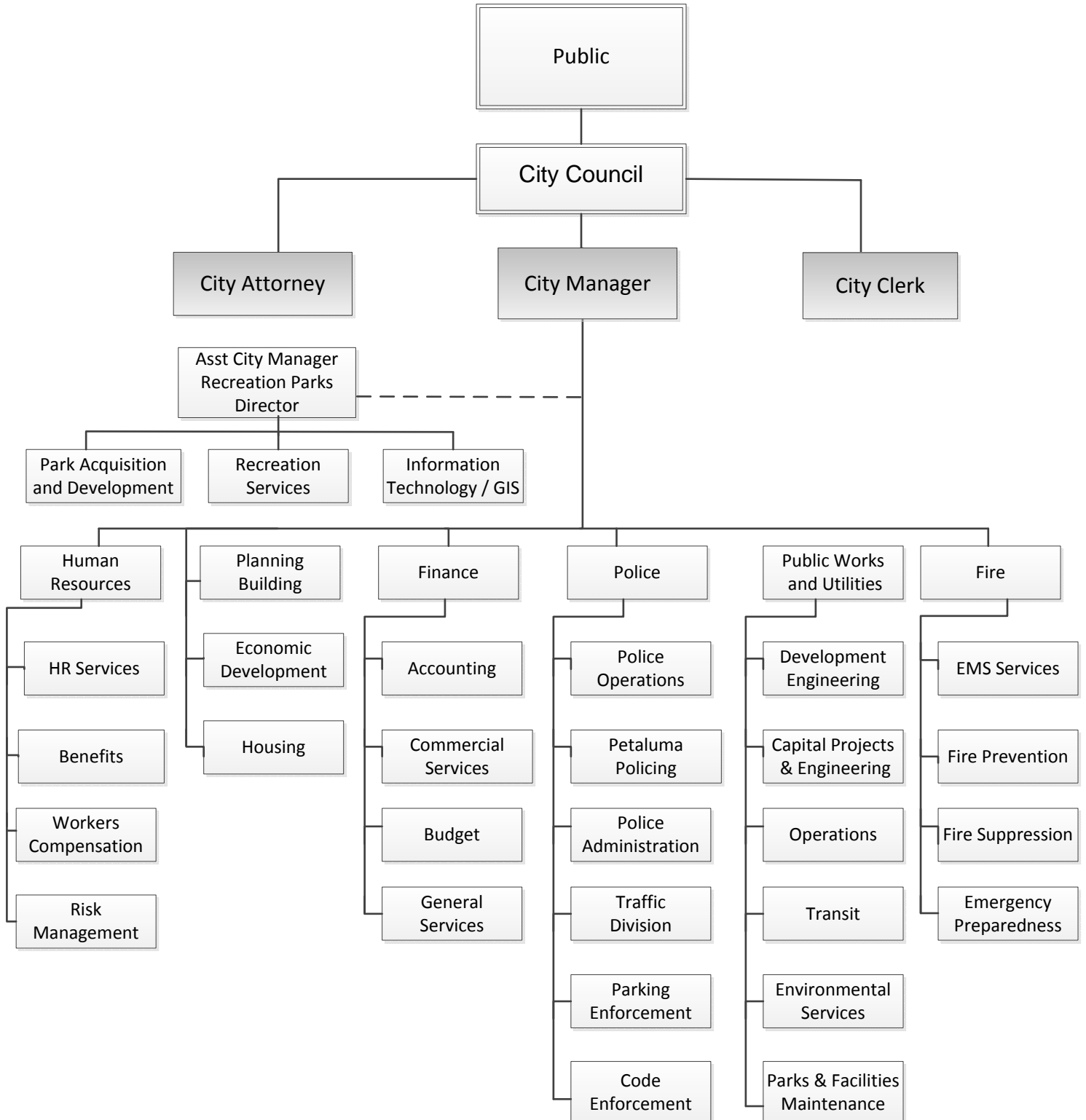
Kathy Miller  
*Council Member*

# Organization Chart

## Offices, Departments & Divisions

### City of Petaluma, California

Fiscal Year 18/19



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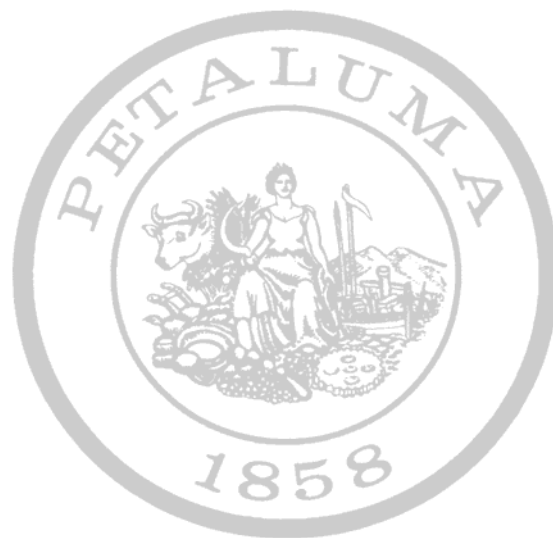
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Resolution No. 2018-075 N.C.S.  
of the City of Petaluma, California

**ADOPTING THE FISCAL YEAR 2018-2019  
GENERAL FUND BUDGET**

**WHEREAS**, the City Manager has prepared and submitted to the City Council a preliminary budget for the period from July 1, 2018 through June 30, 2019, as required by Section 59 of the City Charter; and

**WHEREAS**, the preliminary budget for fiscal year 2018-2019 does not exceed the estimated revenues, other sources and available fund balances; and

**WHEREAS**, the City Council has reviewed the budget during its scheduled public budget workshop,

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Petaluma that:

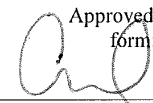
1. The FY 2018-2019 Preliminary Budget is hereby adopted as the FY 2018-2019 General Fund Adopted Budget.
2. The FY 2018-2019 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

Under the power and authority conferred upon this Council by the Charter of said City.

---

**REFERENCE:** I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 21<sup>st</sup> day of May 2018, by the following vote:

Approved as to form:

  
\_\_\_\_\_  
City Attorney


**AYES:** Barrett, Mayor Glass, Vice Mayor Healy, King, Miller


**NOES:** None

**ABSENT:** Albertson, Kearney

**ABSTAIN:** None

**ATTEST:**

  
\_\_\_\_\_  
City Clerk

  
\_\_\_\_\_  
Mayor

Resolution No. 2018-076 N.C.S.  
of the City of Petaluma, California

**ADOPTING THE FISCAL YEAR 2018-2019  
ENTERPRISE FUNDS BUDGET**

**WHEREAS**, the City Manager has prepared and submitted to the City Council a preliminary budget for the period from July 1, 2018 through June 30, 2019, as required by Section 59 of the City Charter; and

**WHEREAS**, the preliminary budget for fiscal year 2018-2019 does not exceed the estimated revenues, other sources and available fund balances; and

**WHEREAS**, the City Council has reviewed the budget during its scheduled public budget workshop,

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Petaluma that:

1. The FY 2018-2019 Preliminary Budget is hereby adopted as the FY 2018-2019 Adopted Budget for the following funds:

Airport  
Building Services  
Marina  
Transit


2. The FY 2018-2019 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

Under the power and authority conferred upon this Council by the Charter of said City.

---

**REFERENCE:** I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 21<sup>st</sup> day of May 2018, by the following vote:

Approved as to form:

  
City Attorney

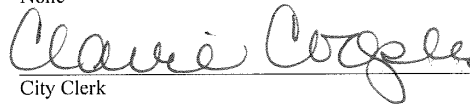
**AYES:** Barrett, Mayor Glass, Vice Mayor Healy, King, Miller

**NOES:** None

**ABSENT:** Albertson, Kearney

**ABSTAIN:** None

**ATTEST:**

  
City Clerk

  
Mayor

Resolution No. 2018-076 N.C.S.



Resolution No. 2018-077 N.C.S.  
of the City of Petaluma, California

**ADOPTING THE FISCAL YEAR 2018-2019  
UTILITIES FUNDS BUDGET**

**WHEREAS**, the City Manager has prepared and submitted to the City Council a preliminary budget for the period from July 1, 2018 through June 30, 2019, as required by Section 59 of the City Charter; and

**WHEREAS**, the preliminary budget for fiscal year 2018-2019 does not exceed the estimated revenues, other sources and available fund balances; and

**WHEREAS**, the City Council has reviewed the budget during its scheduled public budget workshop,

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Petaluma that:

1. The FY 2018-2019 Preliminary Budget is hereby adopted as the FY 2018-2019 Adopted Budget for the following funds:

Storm Water Utility  
Waste Water  
Waste Water Stabilization  
Water

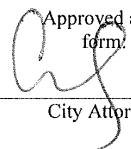
2. The FY 2018-2019 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

Under the power and authority conferred upon this Council by the Charter of said City.

---

**REFERENCE:** I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 21<sup>st</sup> day of May 2018, by the following vote:

Approved as to form:

  
City Attorney

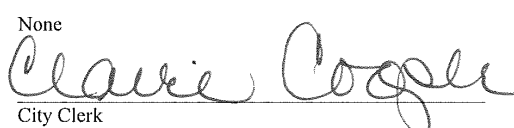
**AYES:** Barrett, Mayor Glass, Vice Mayor Healy, King, Miller

**NOES:** None

**ABSENT:** Albertson, Kearney

**ABSTAIN:** None

**ATTEST:**

  
City Clerk

  
Mayor

Resolution No. 2018-077 N.C.S.

Resolution No. 2018-078 N.C.S.  
of the City of Petaluma, California

**ADOPTING THE FISCAL YEAR 2018-2019  
INTERNAL SERVICE FUNDS BUDGET**

**WHEREAS**, the City Manager has prepared and submitted to the City Council a preliminary budget for the period from July 1, 2018 through June 30, 2019, as required by Section 59 of the City Charter; and

**WHEREAS**, the preliminary budget for fiscal year 2018-2019 does not exceed the estimated revenues, other sources and available fund balances; and

**WHEREAS**, the City Council has reviewed the budget during its scheduled public budget workshop,

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Petaluma that:

1. The FY 2018-2019 Preliminary Budget is hereby adopted as the FY 2018-2019 Adopted Budget for the following funds:

Employee Benefits  
General Services  
Information Technology  
Risk Management  
Vehicle and Equipment Replacement  
Workers' Compensation

2. The FY 2018-2019 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

Under the power and authority conferred upon this Council by the Charter of said City.

---

**REFERENCE:**

I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 21<sup>st</sup> day of May 2018, by the following vote:

Approved as to  
form:

\_\_\_\_\_  
City Attorney

**AYES:**

Barrett, Mayor Glass, Vice Mayor Healy, King, Miller

**NOES:**

None

**ABSENT:**

Albertson, Kearney

**ABSTAIN:**

None

**ATTEST:**

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

Resolution No. 2018-078 N.C.S.

Resolution No. 2018-079 N.C.S.  
of the City of Petaluma, California

**ADOPTING THE FISCAL YEAR 2018-2019  
CAPITAL PROJECTS AND DEBT FUND BUDGET**

**WHEREAS**, the City Manager has prepared and submitted to the City Council a preliminary budget for the period from July 1, 2018 through June 30, 2019, as required by Section 59 of the City Charter; and

**WHEREAS**, the preliminary budget for fiscal year 2018-2019 does not exceed the estimated revenues, other sources and available fund balances; and

**WHEREAS**, the City Council has reviewed the budget during its scheduled public budget workshop,

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Petaluma that:

1. The FY 2018-2019 Preliminary Budget is hereby adopted as the FY 2018-2019 Adopted Budget for the following funds:

Capital Projects  
Debt Fund

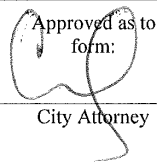
2. The FY 2018-2019 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

Under the power and authority conferred upon this Council by the Charter of said City.

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**REFERENCE:** I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 21<sup>st</sup> day of May 2018, by the following vote:

Approved as to  
form:

  
\_\_\_\_\_  
City Attorney

**AYES:** Barrett, Mayor Glass, Vice Mayor Healy, King, Miller

**NOES:** None

**ABSENT:** Albertson, Kearney

**ABSTAIN:** None

**ATTEST:**

  
\_\_\_\_\_  
City Clerk

  
\_\_\_\_\_  
Mayor

Resolution No. 2018-079 N.C.S.

Resolution No. 2018-081 N.C.S.  
of the City of Petaluma, California

**ADOPTING THE FISCAL YEAR 2018-2019  
SPECIAL REVENUES AND TRUST FUNDS BUDGET**

**WHEREAS**, the City Manager has prepared and submitted to the City Council a preliminary budget for the period from July 1, 2018 through June 30, 2019, as required by Section 59 of the City Charter; and

**WHEREAS**, the preliminary budget for fiscal year 2018-2019 does not exceed the estimated revenues, other sources and available fund balances; and

**WHEREAS**, the City Council has reviewed the budget during its scheduled public budget workshop,

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Petaluma that:

1. The FY 2018-2019 Preliminary Budget is hereby adopted as the FY 2018-2019 Adopted Budget for the following funds:

Special Revenues  
Trust Funds

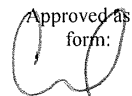
2. The FY 2018-2019 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

Under the power and authority conferred upon this Council by the Charter of said City.

---

**REFERENCE:** I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 21<sup>st</sup> day of May 2018, by the following vote:

Approved as to form:

  
\_\_\_\_\_  
City Attorney

**AYES:** Barrett, Mayor Glass, Vice Mayor Healy, King, Miller

**NOES:** None

**ABSENT:** Albertson, Kearney

**ABSTAIN:** None

**ATTEST:**

  
\_\_\_\_\_  
City Clerk

  
\_\_\_\_\_  
Mayor

Resolution No. 2018-081 N.C.S.

CITY OF PETALUMA, CA

PRELIMINARY FY 2018-19 BUDGET

APPROPRIATIONS BY DEPARTMENT AND FUND

	Budgeted Appropriations	Budgeted Transfers Out	Total Budget
<b>GENERAL FUND</b>			
General Fund Cost Center	82,905	1,140,053	1,222,958
City Council	113,923	-	113,923
City Attorney	1,021,788	-	1,021,788
City Clerk	415,853	-	415,853
City Manager	834,289	-	834,289
Economic Development	411,799	-	411,799
Finance	2,060,677	-	2,060,677
Human Resources	556,931	-	556,931
Non Departmental	1,656,566	-	1,656,566
Planning	684,202	-	684,202
Fire	13,963,046	-	13,963,046
Recreation	1,780,691	-	1,780,691
Police	18,173,598	-	18,173,598
Public Works	3,809,846	-	3,809,846
<b>TOTAL GENERAL FUND</b>	<b>45,566,114</b>	<b>1,140,053</b>	<b>46,706,167</b>
<b>SPECIAL REVENUE &amp; TRUST FUNDS</b>			
Community Development Block Grant	314,728	50,000	364,728
Housing Successor Agency	231,401	-	231,401
Mobile Home Rent Program	3,000	13,500	16,500
Commercial Linkage Fees	142,329	48,000	190,329
Housing In-Lieu Fees	344,992	88,500	433,492
Parkland Acquisition Impact Fees-08	5,152	-	5,152
Parkland Development Impact Fees-08	18,892	2,410,000	2,428,892
Open Space Acquisition Impact Fees - 08	1,359	-	1,359
Quimby Act Dedication and In-Lieu-08	665	-	665
City Facilities Development Impact Fee	20,030	-	20,030
Storm Drainage Impact Fees		103,000	103,000
Traffic Mitigation Impact Fees		7,000	7,000
Traffic Mitigation Impact Fees-08	64,711	-	64,711
Public Art Fees	186,930	-	186,930

CITY OF PETALUMA, CA

PRELIMINARY FY 2018-19 BUDGET

APPROPRIATIONS BY DEPARTMENT AND FUND

	Budgeted Appropriations	Budgeted Transfers Out	Total Budget
3% Admin Impact Fees	1,410	-	1,410
Police Grants	365,922	-	365,922
Public Works Grants	-	1,589,000	1,589,000
Gas Tax	38,202	2,491,057	2,529,259
Landscape Assessment Districts	537,237	-	537,237
Abandoned Vehicle Abatement	102,248	-	102,248
Asset Seizures	35,982	90,000	125,982
Street Maintenance Gas Tax	3,126,070	2,288,824	5,414,894
Transient Occupancy Tax	648,550	2,664,012	3,312,562
Haz Mat Fines	32	-	32
SLESF	-	100,000	100,000
Donations	18,676	285,000	303,676
Prince Park Trust	-	56,500	56,500
<b>TOTAL SPECIAL REVENUE &amp; TRUST FUNDS</b>	<b>6,208,518</b>	<b>12,284,393</b>	<b>18,492,911</b>
<b>ENTERPRISE FUNDS</b>			
Airport Operations	1,820,410	355,000	2,175,410
Building Services	1,632,815	-	1,632,815
Marina	209,816	-	209,816
Public Transportation	3,652,305	-	3,652,305
<b>TOTAL ENTERPRISE FUNDS</b>	<b>7,315,346</b>	<b>355,000</b>	<b>7,670,346</b>
<b>UTILITIES</b>			
Waste Water Utility	21,465,561	15,614,000	37,079,561
Water Utility	14,848,964	3,697,000	18,545,964
Storm Utility	481,193	-	481,193
<b>TOTAL UTILITY FUNDS</b>	<b>36,795,718</b>	<b>19,311,000</b>	<b>56,106,718</b>
<b>INTERNAL SERVICE FUNDS</b>			
Employee Benefits	1,493,488	-	1,493,488
General Services	221,817	-	221,817
Information Technology	1,855,253	-	1,855,253
Risk Management (Liability)	1,339,755	50,000	1,389,755
Vehicle and Equipment Replacement	570,276	-	570,276
Workers' Compensation	1,681,224	-	1,681,224
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>7,161,813</b>	<b>50,000</b>	<b>7,211,813</b>

CITY OF PETALUMA, CA

PRELIMINARY FY 2018-19 BUDGET

APPROPRIATIONS BY DEPARTMENT AND FUND

	Budgeted Appropriations	Budgeted Transfers Out	Total Budget
<b>CAPITAL PROJECT FUNDS</b>			
Facilities CIP	1,129,000	-	1,129,000
Parks and Recreation CIP	2,410,000	-	2,410,000
Public Works/Surface Water CIP	7,052,000	-	7,052,000
Airport CIP	355,000		355,000
Marina CIP	18	-	18
Transit CIP	1,444	-	1,444
Waste Water/Recycled Water CIP	15,272,000	-	15,272,000
Water CIP	<u>2,947,000</u>	-	<u>2,947,000</u>
<b>TOTAL CAPITAL PROJECT FUNDS</b>	<b>29,166,462</b>	<b>-</b>	<b>29,166,462</b>
Successor Agency Debt	5,165,359	-	5,165,359
Successor Agency Admin	<u>236,628</u>	-	<u>236,628</u>
<b>TOTAL SUCCESSOR AGENCY FUNDS</b>	<b>5,401,987</b>	<b>-</b>	<b>5,401,987</b>
<b>GRAND TOTAL</b>	<b><u>\$ 137,615,958</u></b>	<b><u>\$ 33,140,446</u></b>	<b><u>\$ 170,756,404</u></b>





Resolution No. 2018-080 N.C.S.  
of the City of Petaluma, California

**RESOLUTION ADOPTING THE UPDATED  
AUTHORIZED AND FUNDED POSITION SCHEDULE**

**WHEREAS**, the City Manager has prepared and submitted to the City Council a recommended budget for the period from July 1, 2018 through June 30, 2019, as required by Section 59 of the City Charter; and

**WHEREAS**, the recommended budget includes authorized and funded positions; and,

**WHEREAS**, the schedule has been updated to include positions recommended in the FY 2018-19 Budget; and,

**WHEREAS**, the City Council has reviewed the authorized and funded position schedule;

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Petaluma hereby adopts the Updated Authorized and Funded Position Schedule, attached hereto to as Exhibit A.

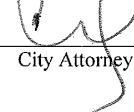
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Under the power and authority conferred upon this Council by the Charter of said City.

---

**REFERENCE:** I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 21<sup>st</sup> day of May 2018, by the following vote:

Approved as to form:

  
City Attorney

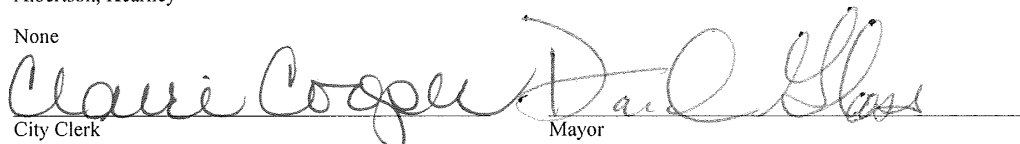
**AYES:** Barrett, Mayor Glass, Vice Mayor Healy, King, Miller

**NOES:** None

**ABSENT:** Albertson, Kearney

**ABSTAIN:** None

**ATTEST:**

  
City Clerk Mayor

Resolution No. 2018-080 N.C.S.

FULL TIME POSITIONS - AUTHORIZED AND FUNDED FY 2018-19 ALLOCATION BY HOME DEPARTMENT									
DEPARTMENT POSITION	FY 16-17		FY 17-18		FY 18-19		Allocation		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b>CITY CLERK</b>									
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Deputy City Clerk	1.00	0.00	1.00	0.00	1.00	1.00	1.00		
Secretary Confidential	1.00	1.00	1.00	1.00	1.00	0.00			
<b>Total City Clerk</b>	<b>3.00</b>	<b>2.00</b>	<b>3.00</b>	<b>2.00</b>	<b>3.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CITY ATTORNEY</b>									
City Attorney	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Assistant City Attorney	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Legal Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
<b>Total City Attorney</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CITY MANAGER</b>									
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Asst. City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Senior Planner	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Exec. Asst. to City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
<b>Total City Manager</b>	<b>5.00</b>	<b>4.00</b>	<b>5.00</b>	<b>4.00</b>	<b>5.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>0.00</b>
<b>ECONOMIC DEV./REDEVELOPMENT</b>									
Economic Development Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
<b>Total Econ. Dev./Relev.</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>
<b>HUMAN RESOURCES</b>									
Director Human Resources	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Human Resources Analyst I/III	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Human Resources Asst. II Conf	1.00	0.60	1.00	0.60	1.00	0.60	0.60		
Human Resources Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
<b>Total Human Resources</b>	<b>4.00</b>	<b>3.60</b>	<b>4.00</b>	<b>3.60</b>	<b>4.00</b>	<b>3.60</b>	<b>3.60</b>	<b>0.00</b>	<b>0.00</b>
<b>RECREATION</b>									
Museum Coordinator	0.50	0.50	0.50	0.50	0.50	0.50	0.50		
Recreation Coordinator	3.00	3.00	3.00	3.00	3.00	3.00	3.00		
Recreation Specialist	1.25	1.25	0.65	0.65	0.65	0.65	0.65		
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Tiny Tots Program Coordinator	0.60	0.60	0.60	0.60	0.60	0.60	0.60		
Tiny Tots Teacher	0.60	0.60	0.60	0.60	0.60	0.60	0.60		
Secretary	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
<b>Total Recreation</b>	<b>8.95</b>	<b>8.95</b>	<b>8.35</b>	<b>8.35</b>	<b>8.35</b>	<b>8.35</b>	<b>8.35</b>	<b>0.00</b>	<b>0.00</b>
<b>FINANCE DEPARTMENT</b>									
Director of Finance	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Principal Financial Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Senior Accountant	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accountant	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Accountant Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accounting Assistant VII	6.00	6.00	6.00	6.00	6.00	6.00	6.00		
Accounting Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Administrative Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Revenue/Collections Specialist	0.00	0.00	1.00	1.00	1.00	1.00	1.00		
Commercial Services Mgr.	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Finance and Acct Mgr.	1.00	0.00	1.00	0.00	1.00	0.00			
Mail Service Assistant	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Office Assistant II	1.00	1.00	1.00	1.00	1.00	1.00			1.00
<b>Total Finance</b>	<b>18.00</b>	<b>16.00</b>	<b>19.00</b>	<b>17.00</b>	<b>19.00</b>	<b>17.00</b>	<b>15.00</b>	<b>0.00</b>	<b>2.00</b>

FULL TIME POSITIONS - AUTHORIZED AND FUNDED									
FY 2018-19 ALLOCATION BY HOME DEPARTMENT									
DEPARTMENT POSITION	FY 16-17		FY 17-18		FY 18-19		----- Allocation -----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b>INFORMATION TECHNOLOGY</b>									
Info Tech Specialist 1/2/3	4.00	4.00	4.00	4.00	4.00	4.00			4.00
Information Technology Manager	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Geographic Info Systems Mgr.	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Programmer Analyst	1.00	1.00	1.00	1.00	1.00	1.00			1.00
<b>Total Information Technology</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.00</b>
<b>FIRE</b>									
Administrative Assistant Conf	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Assistant Fire Chief	0.00	0.00	1.00	1.00	1.00	1.00	1.00		
Fire Battalion Chief - EMS Mgr	1.00	1.00	0.00	0.00	0.00	0.00	0.00		
Fire Battalion Chief	3.00	3.00	3.00	3.00	3.00	3.00	3.00		
Fire Captain	9.00	9.00	9.00	9.00	9.00	9.00	9.00		
Fire Engineer	3.00	3.00	3.00	3.00	3.00	3.00	3.00		
Fire Engineer/Paramedic	6.00	6.00	6.00	6.00	6.00	6.00	6.00		
Fire Inspector	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Firefighter	9.00	9.00	9.00	9.00	9.00	9.00	9.00		
Firefighter/Paramedic	21.00	21.00	21.00	21.00	21.00	21.00	21.00		
Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
<b>Total Fire</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>0.00</b>	<b>0.00</b>
<b>POLICE</b>									
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Deputy Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Administrative Assistant Conf	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Abandoned Vehicle Abatement Office	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Community Service Officer	5.00	3.00	5.00	3.00	5.00	3.00	3.00		
Evidence Technician	0.50	0.50	0.50	0.50	0.50	0.50	0.50		
Property Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Police Lieutenant	4.00	4.00	4.00	4.00	4.00	4.00	4.00		
Police Officer	60.00	50.00	60.00	50.00	60.00	50.00	49.00		1.00
Police Records Assistant III	5.50	4.50	5.50	4.50	5.50	5.00	5.00		
Parking Enforcement Officer	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Police Records Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Police Sergeant	10.00	9.00	10.00	9.00	10.00	9.00	9.00		
Public Safety Dispatcher	12.00	10.70	12.00	10.60	12.00	10.60	10.60		
Public Safety Dispatch Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Neighbor. Pres. Coord.	1.00	1.00	1.00	1.00	1.00	1.00	0.55	0.45	
Volunteer Coordinator	0.00	0.00	0.00	0.00	1.00	1.00	1.00		
Public Safety Comm Mgr	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
<b>Total Police</b>	<b>109.00</b>	<b>91.70</b>	<b>109.00</b>	<b>91.60</b>	<b>110.00</b>	<b>93.10</b>	<b>90.65</b>	<b>0.45</b>	<b>2.00</b>
<b>HOUSING</b>									
Housing Administrator	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Housing Program Specialist	1.00	0.00	1.00	0.00	1.00	0.00			
<b>Total Housing Division</b>	<b>2.00</b>	<b>1.00</b>	<b>2.00</b>	<b>1.00</b>	<b>2.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>

FULL TIME POSITIONS - AUTHORIZED AND FUNDED									
FY 2018-19 ALLOCATION BY HOME DEPARTMENT									
DEPARTMENT POSITION	FY 16-17		FY 17-18		FY 18-19		Allocation		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b>BUILDING SERVICES</b>									
Building Inspector VII	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Permit Processing Tech	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Chief Bldg Official	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Plans Examiner	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Senior Building Inspector	1.00	0.00	1.00	1.00	1.00	1.00		1.00	
<b>Total Building Services</b>	<b>7.00</b>	<b>6.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>	<b>7.00</b>	<b>0.00</b>
<b>RISK MANAGEMENT</b>									
Risk and Safety Officer	1.00	0.00	1.00	1.00	1.00	1.00			1.00
Risk Manager	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
HR Assistant VII Conf	0.00	0.00	1.00	1.00	1.00	1.00			1.00
<b>Total Risk Management</b>	<b>3.00</b>	<b>0.00</b>	<b>4.00</b>	<b>2.00</b>	<b>4.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>
<b>PUBLIC WORKS &amp; UTILITIES</b>									
Administrative Assistant	2.00	1.00	2.00	2.00	2.00	2.00	0.10	0.80	0.10
Administrative Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Airport Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Airport Maintenance Worker	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Associate Civil Engineer	3.00	3.00	3.00	3.00	3.00	3.00		1.05	1.95
Asst. Operations Manager	2.00	2.00	2.00	2.00	2.00	2.00	0.20	1.00	0.80
Asst. Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Dir. Public Works & Utilities	1.00	1.00	1.00	1.00	1.00	1.00	0.07	0.83	0.10
Assistant, PW & Utilities Director	0.00	0.00	0.00	0.00	1.00	1.00	0.08	0.20	0.72
Deputy Director DP&U	1.00	1.00	1.00	1.00	0.00	0.00			
Budget Grants/Project Manager	1.00	0.00	1.00	0.00	1.00	0.00			
City Engineer	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Electrical Maintenance Supervisor	0.00	0.00	1.00	1.00	1.00	1.00		1.00	
Electrical Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Engineering Tech II	3.00	2.00	3.00	2.00	3.00	2.00	0.10	1.05	0.85
Environmental Compliance Inspector	1.00	1.00	1.00	1.00	2.00	2.00		2.00	
Environmental Services Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Tech	3.00	3.00	3.00	3.00	3.00	3.00		3.00	
Equipment Mechanic	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Equipment Maintenance Lead Worker	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Facilities Maintenance Worker VII	2.00	2.00	2.00	2.00	2.00	2.00	1.85	0.15	
Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Management Analyst II	1.00	1.00	1.00	1.00	1.00	1.00	0.05	0.80	0.15
Mechanical Technician	2.00	2.00	2.00	2.00	3.00	3.00		3.00	
Office Assistant II	3.00	2.00	3.00	0.00	3.00	0.00		0.00	
Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00		0.80	0.20
Parks & Facilities Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.70		0.30
Parks Maintenance Foreworker	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Parks Maintenance Lead Worker	3.00	0.00	3.00	1.00	3.00	1.00	1.00		
Parks Maintenance Worker VII	10.00	7.00	10.00	6.00	10.00	6.00	6.00		
Project Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.20		0.80
Public Works Crew Supervisor	2.00	1.00	2.00	1.00	2.00	1.00	0.10		0.90
Public Works Inspector I	1.00	0.00	1.00	0.00	1.00	0.00			
Public Works Inspector II	3.00	3.00	3.00	3.00	3.00	3.00	1.30		1.70
Public Works Supervisor	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	3.00	3.00	3.00	3.00	3.00	3.00	0.55	3.15	0.30
Senior Civil Engineer	3.00	3.00	3.00	3.00	3.00	3.00	0.30	0.30	2.40
Senior Engineering Technician	3.00	3.00	3.00	3.00	3.00	3.00	0.75	1.20	1.05
Senior Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	

FULL TIME POSITIONS - AUTHORIZED AND FUNDED									
FY 2018-19 ALLOCATION BY HOME DEPARTMENT									
DEPARTMENT POSITION	FY 16-17		FY 17-18		FY 18-19		-----Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
Senior Mechanical Technician	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Street Maintenance Lead Wkr	2.00	2.00	2.00	2.00	2.00	2.00			2.00
Street Maintenance Worker II	9.00	8.00	8.00	7.00	8.00	7.00			7.00
Street Maintenance Worker III	0.00	0.00	1.00	1.00	1.00	1.00			1.00
Traffic Signal Light Technician II	3.00	2.00	3.00	2.00	3.00	2.00			2.00
Senior Transit Specialist	0.50	0.50	0.50	0.50	0.50	0.50		0.50	
Transit Marketing Coordinator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Transit Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Manager	1.00	0.00	1.00	0.00	1.00	0.00			
Utility Services Crew Foreworker	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Service Lead Worker	4.00	4.00	4.00	4.00	4.00	4.00		4.00	
Utility Service Worker I/II	11.00	11.00	11.00	11.00	11.00	11.00		11.00	
Utility Service Worker III	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Technician	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Water Recycling Lead Operator	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Water Recycling Operator I/II	5.00	5.00	5.00	5.00	5.00	7.00		7.00	
Water Recycling Operator Superviso	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Water Resources Tech	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Water Service Rep Lead Worker	1.00	0.00	1.00	0.00	1.00	0.00			
Water Service Representative	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
<b>Total Public Works &amp; Utilities</b>	<b>122.50</b>	<b>104.50</b>	<b>123.50</b>	<b>104.50</b>	<b>127.50</b>	<b>108.50</b>	<b>16.45</b>	<b>67.43</b>	<b>24.62</b>
<b>Total Position Summary</b>	<b>352.45</b>	<b>307.75</b>	<b>354.85</b>	<b>311.05</b>	<b>359.85</b>	<b>316.55</b>	<b>203.05</b>	<b>74.88</b>	<b>38.62</b>

Resolution No. 2018-080 N.C.S.



**EFFECTIVE DATE  
OF ORDINANCE**

July 4, 2018

**ORDINANCE NO. 2649 N.C.S.**

1 Introduced by Seconded by  
2  
3  
4 Kathy Miller Chris Albertson  
5  
6  
7

8 **AN ORDINANCE APPROPRIATING FUNDS FOR THE OPERATION OF THE**  
9 **CITY OF PETALUMA GENERAL FUND FROM JULY 1, 2018 THROUGH JUNE 30, 2019**

10  
11  
12 **BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PETALUMA AS FOLLOWS:**

13  
14 Section 1. There is hereby appropriated for the usual and ordinary expenses of the City  
15 of Petaluma for the period of July 1, 2018 through June 30, 2019, the amounts set in the attached  
16 Exhibit A, incorporated by herein reference, and distributed to the various funds as set out in said  
17 exhibit and shall be expended and used in accordance therewith.  
18

19 Section 2. Changes with relation to the above appropriations between each respective  
20 department or fund may be made by resolution adopted by the City Council. The City  
21 Manager may administratively make changes within the departmental appropriations as  
22 approved, so long as the total amounts do not exceed, as a result of the change, the amounts  
23 set forth in the approved appropriation.  
24

25 Section 3. The City Council hereby finds and determines the amount of appropriations  
26 provided hereby does not exceed the estimated revenue, other sources and available fund  
27 balances in the amounts set in Exhibit A, which will be on file with the City Clerk for the fiscal year  
28 ending June 30, 2019.  
29

30 Section 4. All ordinance or parts of ordinances in conflict herewith are hereby repealed.  
31

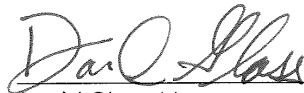
32 Section 5. The City Clerk is hereby directed to post/publish this ordinance or a synopsis of  
33 this ordinance for the period and in the manner required by the City Charter.  
34

35 **INTRODUCED**, and ordered posted/~~published~~, this 21<sup>st</sup> day of May 2018.  
36

37 **ADOPTED** this 4<sup>th</sup> day of June 2018, by the following vote:  
38

39 Ayes: Albertson, Barrett, Mayor Glass, Vice Mayor Healy, Kearney, King, Miller  
40 Noes: None  
41 Abstain: None  
42 Absent: None  
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\_\_\_\_\_  
David Glass, Mayor

ATTEST:

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Claire Cooper, City Clerk

  
\_\_\_\_\_  
Lisa Tennenbaum, Assistant City Attorney



<p><b>EFFECTIVE DATE OF ORDINANCE</b></p> <p>July 4, 2018</p>
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**ORDINANCE NO. 2650 N.C.S.**

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Introduced by  
Kathy Miller

Seconded by  
Chris Albertson

**AN ORDINANCE APPROPRIATING FUNDS FOR THE OPERATION OF THE  
CITY OF PETALUMA ENTERPRISE FUNDS FROM JULY 1, 2018 THROUGH JUNE 30, 2019**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PETALUMA AS FOLLOWS:**

Section 1. There is hereby appropriated for the usual and ordinary expenses of the City of Petaluma for the period of July 1, 2018 through June 30, 2019, the amounts set in the attached Exhibit A, incorporated by herein reference, and distributed to the various funds as set out in said exhibit and shall be expended and used in accordance therewith.

Section 2. Changes with relation to the above appropriations between each respective department or fund may be made by resolution adopted by the City Council. The City Manager may administratively make changes within the departmental appropriations as approved, so long as the total amounts do not exceed, as a result of the change, the amounts set forth in the approved appropriation.

Section 3. The City Council hereby finds and determines the amount of appropriations provided hereby does not exceed the estimated revenue, other sources and available fund balances in the amounts set in Exhibit A, which will be on file with the City Clerk for the fiscal year ending June 30, 2019.

Section 4. All ordinance or parts of ordinances in conflict herewith are hereby repealed.

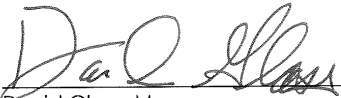
Section 5. The City Clerk is hereby directed to post/publish this ordinance or a synopsis of this ordinance for the period and in the manner required by the City Charter.

**INTRODUCED**, and ordered posted/~~published~~, this 21<sup>st</sup> day of May 2018.

**ADOPTED** this 4<sup>th</sup> day of June 2018, by the following vote:

Ayes: Albertson, Barrett, Mayor Glass, Vice Mayor Healy, Kearney, King, Miller  
Noes: None  
Abstain: None  
Absent: None

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\_\_\_\_\_  
David Glass, Mayor

ATTEST:

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Claire Cooper, City Clerk

  
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Lisa Tennenbaum, Assistant City Attorney

<b>EFFECTIVE DATE OF ORDINANCE</b>
July 4, 2018

**ORDINANCE NO. 2651 N.C.S.**

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Introduced by	Seconded by
Kathy Miller	Chris Albertson

**AN ORDINANCE APPROPRIATING FUNDS FOR THE OPERATION OF THE  
CITY OF PETALUMA UTILITIES FUNDS FROM JULY 1, 2018 THROUGH JUNE 30, 2019**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PETALUMA AS FOLLOWS:**

Section 1. There is hereby appropriated for the usual and ordinary expenses of the City of Petaluma for the period of July 1, 2018 through June 30, 2019, the amounts set in the attached Exhibit A, incorporated by herein reference, and distributed to the various funds as set out in said exhibit and shall be expended and used in accordance therewith.

Section 2. Changes with relation to the above appropriations between each respective department or fund may be made by resolution adopted by the City Council. The City Manager may administratively make changes within the departmental appropriations as approved, so long as the total amounts do not exceed, as a result of the change, the amounts set forth in the approved appropriation.

Section 3. The City Council hereby finds and determines the amount of appropriations provided hereby does not exceed the estimated revenue, other sources and available fund balances in the amounts set in Exhibit A, which will be on file with the City Clerk for the fiscal year ending June 30, 2019.

Section 4. All ordinance or parts of ordinances in conflict herewith are hereby repealed.

Section 5. The City Clerk is hereby directed to post/publish this ordinance or a synopsis of this ordinance for the period and in the manner required by the City Charter.

**INTRODUCED**, and ordered posted/~~published~~, this 21<sup>st</sup> day of May 2018.

**ADOPTED** this 4<sup>th</sup> day of June 2018, by the following vote:

Ayes:	Albertson, Barrett, Mayor Glass, Vice Mayor Healy, Kearney, King, Miller
Noes:	None
Abstain:	None
Absent:	None

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\_\_\_\_\_  
David Glass, Mayor

ATTEST:

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Claire Cooper, City Clerk

  
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Lisa Tennenbaum, Assistant City Attorney

<b>EFFECTIVE DATE OF ORDINANCE</b>
July 4, 2018

**ORDINANCE NO. 2652 N.C.S.**

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Introduced by	Seconded by
Kathy Miller	Chris Albertson

**AN ORDINANCE APPROPRIATING FUNDS FOR THE OPERATION OF THE  
CITY OF PETALUMA INTERNAL SERVICE FUNDS FROM JULY 1, 2018 THROUGH JUNE 30, 2019**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PETALUMA AS FOLLOWS:**

Section 1. There is hereby appropriated for the usual and ordinary expenses of the City of Petaluma for the period of July 1, 2018 through June 30, 2019, the amounts set in the attached Exhibit A, incorporated by herein reference, and distributed to the various funds as set out in said exhibit and shall be expended and used in accordance therewith.

Section 2. Changes with relation to the above appropriations between each respective department or fund may be made by resolution adopted by the City Council. The City Manager may administratively make changes within the departmental appropriations as approved, so long as the total amounts do not exceed, as a result of the change, the amounts set forth in the approved appropriation.

Section 3. The City Council hereby finds and determines the amount of appropriations provided hereby does not exceed the estimated revenue, other sources and available fund balances in the amounts set in Exhibit A, which will be on file with the City Clerk for the fiscal year ending June 30, 2019.

Section 4. All ordinance or parts of ordinances in conflict herewith are hereby repealed.

Section 5. The City Clerk is hereby directed to post/publish this ordinance or a synopsis of this ordinance for the period and in the manner required by the City Charter.

**INTRODUCED**, and ordered posted/published, this 21<sup>st</sup> day of May 2018.

**ADOPTED** this 4<sup>th</sup> day of June 2018, by the following vote:

Ayes:	Albertson, Barrett, Mayor Glass, Vice Mayor Healy, Kearney, King, Miller
Noes:	None
Abstain:	None
Absent:	None

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\_\_\_\_\_  
David Glass, Mayor

ATTEST:

APPROVED AS TO FORM:

  
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Claire Cooper, City Clerk

  
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Lisa Tennenbaum, Assistant City Attorney

<b>EFFECTIVE DATE OF ORDINANCE</b>
July 4, 2018

**ORDINANCE NO. 2653 N.C.S.**

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Introduced by	Seconded by
Kathy Miller	Chris Albertson

**AN ORDINANCE APPROPRIATING FUNDS FOR THE OPERATION OF THE  
CITY OF PETALUMA SPECIAL REVENUES AND TRUST FUNDS  
FROM JULY 1, 2018 THROUGH JUNE 30, 2019**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PETALUMA AS FOLLOWS:**

Section 1. There is hereby appropriated for the usual and ordinary expenses of the City of Petaluma for the period of July 1, 2018 through June 30, 2019, the amounts set in the attached Exhibit A, incorporated by herein reference, and distributed to the various funds as set out in said exhibit and shall be expended and used in accordance therewith.

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Section 3. The City Council hereby finds and determines the amount of appropriations provided hereby does not exceed the estimated revenue, other sources and available fund balances in the amounts set in Exhibit A, which will be on file with the City Clerk for the fiscal year ending June 30, 2019.

Section 4. All ordinance or parts of ordinances in conflict herewith are hereby repealed.


Section 5. The City Clerk is hereby directed to post/publish this ordinance or a synopsis of this ordinance for the period and in the manner required by the City Charter.

**INTRODUCED**, and ordered posted/~~published~~, this 21<sup>st</sup> day of May 2018.

**ADOPTED** this 4<sup>th</sup> day of June 2018, by the following vote:

Ayes:	Albertson, Barrett, Mayor Glass, Vice Mayor Healy, Kearney, King, Miller
Noes:	None
Abstain:	None
Absent:	None

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\_\_\_\_\_  
David Glass, Mayor

ATTEST:

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Claire Cooper, City Clerk

  
\_\_\_\_\_  
Lisa Tennenbaum, Assistant City Attorney



<b>EFFECTIVE DATE OF ORDINANCE</b>
July 4, 2018

**ORDINANCE NO. 2654 N.C.S.**

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Introduced by	Seconded by
Kathy Miller	Chris Albertson

**AN ORDINANCE APPROPRIATING FUNDS FOR THE OPERATION OF THE  
CITY OF PETALUMA CAPITAL PROJECTS AND DEBT FUNDS  
FROM JULY 1, 2018 THROUGH JUNE 30, 2019**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PETALUMA AS FOLLOWS:**

Section 1. There is hereby appropriated for the usual and ordinary expenses of the City of Petaluma for the period of July 1, 2018 through June 30, 2019, the amounts set in the attached Exhibit A, incorporated by herein reference, and distributed to the various funds as set out in said exhibit and shall be expended and used in accordance therewith.

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Section 3. The City Council hereby finds and determines the amount of appropriations provided hereby does not exceed the estimated revenue, other sources and available fund balances in the amounts set in Exhibit A, which will be on file with the City Clerk for the fiscal year ending June 30, 2019.

Section 4. All ordinance or parts of ordinances in conflict herewith are hereby repealed.

Section 5. The City Clerk is hereby directed to post/publish this ordinance or a synopsis of this ordinance for the period and in the manner required by the City Charter.

**INTRODUCED**, and ordered posted/~~published~~, this 21<sup>st</sup> day of May 2018.

**ADOPTED** this 4<sup>th</sup> day of June 2018, by the following vote:

Ayes:	Albertson, Barrett, Mayor Glass, Vice Mayor Healy, Kearney, King, Miller
Noes:	None
Abstain:	None
Absent:	None

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\_\_\_\_\_  
David Glass, Mayor

ATTEST:

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Claire Cooper, City Clerk

  
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Lisa Tennenbaum, Assistant City Attorney

*Note: The following message was presented to the City Council with the Preliminary FY 18-19 Budget on May 7, 2018. At the budget workshop held May 14, 2018, staff presented and discussed the proposed budget and sought Council input and guidance. The Adopted FY 18-19 Budget incorporates changes discussed at the workshop including an additional \$60,000 from the Housing-In-Lieu fund for PEP Housing. This change accounts for the difference between the amounts listed in this message and the Adopted FY 18-19 budget. The adopted appropriation is \$170,756,404.*

## CITY MANAGER'S BUDGET MESSAGE

Fiscal Year 2018-19  
City of Petaluma, California

Honorable Mayor and Members of the City Council:

Recommended for your consideration and approval is the proposed budget for Fiscal Year 2018/19.

The proposed budget is balanced, but that's nothing new. I'm responsible for developing a balanced budget every year that accurately projects resources to fund City services, and presents a thoughtful spending plan tailored to the limits of those resources. Being "balanced" in 2018/19 is more noteworthy, as for the first time in over a decade General Fund revenues equal or exceed expenditures. Balance in the General Fund does not rely on working capital carryover; those monies are preserved for future use when their availability is more critical. We were fortunate in 2017 to see a surge in sales tax revenues, and continued growth in property, business license, and transient occupancy tax proceeds. These trends should continue through 2018/19, and this healthier-than-expected revenue picture keeps pace this year with steep and sustained staffing cost increases. It also improves our long-term financial forecast, moving the "red ink" out two years from the forecast a year ago.

In most respects 2018/19's is a status-quo budget. It neither expands spending in reliance on an improved revenue picture, nor contracts services in anticipation of harder times ahead. The 2018/19 budget funds a combination of 5.5 new positions and position upgrades. New positions are allocated to the Wastewater Utility. This budget continues to support previously bargained employee salary adjustments and rising PERS rates. TOT continues to render significant assistance. This budget channels \$1,375,000 in current-year TOT to fund basic City services, an increase of \$300,000 over 2017/18. TOT fund balances are again directed to one-time uses including \$207,000 in facilities, 200,000 for an ambulance, and \$100,000 to update the City's Economic Development Strategy. The Strategy is carried forward from 2017/18, with a recommended augmentation of \$25,000. The 2018/19 budget continues or completes capital projects initiated in prior years and adds new projects based on available resources, including deferred maintenance at a handful of City facilities. Of the \$1,129,000 budgeted for facility improvements in the General Fund CIP, only \$48,000 derives from the General Fund. The equivalent of 1.5 new FTEs are also recommended in the General Fund. This includes upgrading a position and funding a part-time position in the Police Department, and upgrading a Secretary to a Deputy City Clerk. Police positions will help the department better utilize technology and volunteer resources. The Deputy Clerk upgrade recognizes the duties currently performed by the incumbent.

It might be tempting to view status quo this year in too-positive a light. It's definitely an accomplishment when one considers how razor-thin Petaluma's margins were eight years ago. This status quo leaves a lot to be desired, however, and has been working only

because of the ingenuity and commitment of City staff, and our partnerships with a network of volunteers and non-profit agencies. It may be working for the moment, but it is not sustainable. Ingenuity, commitment, and volunteerism can go only so far.

The 2018/19 budget recommends 316.55 funded positions, the highest funded staffing level in nine years. But another 43 positions remain frozen, un-funded, and vacant. All but one department in the City maintains some share of these vacancies. Seventeen of them are in the police department. Nineteen more are in Public Works and Utilities, and of those, six are in parks maintenance. The Fire Department carries no vacancies, but they have been at minimum staffing for a decade. In the public safety departments, short-staffing generates excessive overtime, with attendant risks of mistake and occupational injury. It complicates scheduling, and impacts employee morale. And for as much heart as grounds staff put into their work, we are losing the battle where upkeep of our public buildings, spaces, and rights of way is concerned. With frozen vacancies, the parks maintenance function is at 60 percent of full strength. With absences due to long-term injuries, the function currently operates at only 40 percent of full strength. Frozen vacancies and eliminated positions have also hit mid-level management and technical positions hard, across the organization. These open vacancies are necessary to keep expenses in line, but have chronic impacts. Contracting this group has slowed down work product, impaired long-range planning and program and performance management, is bad for morale, and creates labor unrest.

Accounting for just these vacancies, Petaluma's current staffing levels are approximately 12 percent less than ten years ago. During the same period, Petaluma's population increased by approximately 14 percent, based on the State Department of Finance's 2018 population estimate of 62,708. The City's General Plan 2025 anticipated adding positions to keep up with this growth. So what may appear to be the status quo is better characterized a slow slide in the wrong direction.

In addition, the recommended budget cannot adequately address deferred capital and infrastructure replacement needs. Each year we do not fully invest in vehicle replacement, building renovation, and road repair puts us that much closer to failures in each of those areas. We have been chipping away at this problem. We've invested TOT funds the past three years into building projects that once would previously have been funded from the General Fund. We've also used TOT to replace mowers, and to finance police and fire vehicle replacements. We've established charges that require our utilities to pay for their impacts on City streets, and are using that money to help fix roads. But these are not effective substitutes for new revenues such as would result from a tax increase.

Looking forward, Petaluma faces the same long-term threats as were discussed in past budget messages. This is a labor-intensive operation; 80 percent of the General Fund budget is in Salaries and Benefits. Quality employees require fair and competitive compensation, and pay raises must be granted periodically to retain them and to preserve morale. But pay raises increase both base salaries *and* retirement costs. Health care costs increase on a separate trajectory. For the past two years I have underscored the threat rising pension costs pose to Petaluma's fiscal viability. California Public Employees Retirement System (PERS) rate increases pose a statewide problem that affects every member in the system. In Petaluma, increases in excess of \$1 million a year are projected to occur, every year, for at least a decade.

Petaluma is not sitting idly, waiting to implode. In 2012, the City negotiated second, lesser tiers of benefits for new employees hired before December 31, 2012. This tier applies to individuals coming to Petaluma from other PERS-member agencies. In January 2013, the State of California implemented a third, lesser tier of benefits for employees hired after that date. These two changes saved the City well in excess of \$400,000 since 2013. In the last two years, the City also bargained for employees to assume an increased share of PERS costs. Two bargaining groups and executive level staff assumed three (3) additional percent of the PERS rate, two more groups assumed four (4) percent. In 2016 and 2017 the City Council conducted workshops to evaluate alternatives to further reduce PERS liability. Earlier in 2018 the City Council exercised one of those alternatives, buying down specific PERS obligations to reduce the magnitude of current and future rate increases. Financed with an internal borrowing that benefits the donor funds as well as the General Fund, the City bought down approximately \$7.7 million in PERS obligations. This will net estimated savings of over \$240,000 a year for the life of the borrowing. The effect of these savings is significant enough in 2018/19 to reduce the cost of Miscellaneous employee retirements *below* 2017/18 levels. Safety rates were not affected as dramatically, and are higher than they were in 2017/18. The reader will see that effect noted later in this message, and throughout the 2018/19 budget narratives.

Any further reform must come from the State level. A variety of bills addressing PERS costs were introduced in the legislature this session. As of this writing, nothing has been adopted that provides more relief. The State Supreme Court will hear cases later this year; their rulings may affect the so-called “California Rule”. Such a change can open the door for more effective relief from this looming threat. Short of that rescue, Petaluma has two choices to meet rising costs: cut additional staff and curtail services, or successfully raise revenues to meet this challenge.

**A total budget, all funds, of \$170.7 million** is recommended for FY 2018/19. This is a decrease of \$47.5 million (-22%) from the revised budget for 2017/18. Appropriations are supported by **total estimated resources of \$161.5 million**. Adjusted to remove Transfers-In, and Transfers-Out, which are \$33.1 million each, recommended expenditures for 2018/19 are \$137.6 million and estimated revenues are \$128.4 million. The difference is offset from Fund balances. Although the total budget decrease is a large one, it can be explained by three sets of changes: completing public works projects in 2017/18; eliminating corresponding transfers from the funding budgets to the Capital budget; and removing a one-time payment to CalPERS to buy down a portion of the City’s unfunded liability obligations. Completed projects include the \$7 million payment transferred to the Sonoma County Transportation Authority for the Rainier undercrossing; Capri Creek and Denman Reach projects (\$1.9 M); Ellis Creek Solids Handling project (\$5.7M); Petaluma Boulevard Sewer Trunk Main project (\$2M), Recycled Water projects (\$2.5M); and the LED Streetlight Retrofit (\$.7M). The payment to CalPERS bought down approximately \$7.7 million of the City’s unfunded liability.

The following table summarizes changes in the City’s seven fund types: the General Fund; Special Revenue Funds; Enterprise Funds; Utilities; Internal Service Funds; Capital Improvement Funds; and Successor Agency to the former Petaluma Community Development Commission. A description of these fund types is provided on Page S-1. Appropriations in these categories for 2018/19 include “Transfers-out”.

<b>Category</b>	<b>FY 2017/18</b>	<b>FY 2018/19</b>	<b>Change</b>
General Fund	\$ 45,218,388	\$ 46,706,167	\$ 1,487,779
Special Revenue Funds	\$ 24,201,545	\$ 18,432,911	\$ (5,768,634)
Enterprise Funds	\$ 7,382,498	\$ 7,670,346	\$ 287,848
Utilities	\$ 70,316,893	\$ 56,106,718	\$ (14,210,175)
Internal Service Funds	\$ 18,418,910	\$ 7,211,813	\$ (11,207,097)
Capital Project Funds	\$ 46,975,992	\$ 29,166,462	\$ (17,809,530)
Successor Agency Funds	\$ 5,714,732	\$ 5,401,987	\$ (312,745)

Decreases are in Capital Projects, (-\$17,809,530), Utilities, (-\$14,210,175), Internal Service Funds (-\$11,207,097), Special Revenue Funds, (-\$5,768,634), and Successor Agency Funds (-\$312,745). Decreases reflect reduced Public Works and Utility-related Capital project activity, and a corresponding reduction in the amounts of transfers from the Special Revenue and Utility funds to pay for those projects. The Internal Service fund reduction is largely due to the one-time payment in 2017/18 to CalPERS for paying down a portion of unfunded liability. The Successor Agency is \$312,745 less than 2017/18, reflecting slightly reduced debt service due to the refinancing of 2011 debt that was completed in 2017/18. These decreases are partially offset by increases in the General Fund and Enterprise funds of \$1,487,779 and \$287,848, respectively. Enterprise increases include one-time funding for a Transit bus and vehicle purchase, increased costs associated with the recently-extended contract with MV Transportation, and a new Transit and Paratransit Maintenance Contract. Greater detail regarding all funds can be found in the summary section and schedules, in the budget narratives, and in the Capital Improvement Plan. The majority of this message will focus on the General Fund, with a briefer discussion of the Streets Fund, as was the case in previous years.

### General Fund Comparison FY 2017/18 to 2018/19

<b>Revenues</b>	<b>FY 2017/18 Revised</b>	<b>FY 2018/19 Proposed</b>	<b>Amount of Change</b>	<b>Percent Change</b>
Taxes	\$ 28,605,711	\$ 29,466,204	\$ 860,493	3.0%
Licenses/Permits/Fees	1,098,000	1,117,300	19,300	1.8%
Fines/Forefitures/Penalties	893,250	945,000	51,750	5.8%
Earnings/Rent	437,700	434,201	(3,499)	-0.8%
Intergovernmental	5,941,238	6,145,271	204,033	3.4%
Charges for Services	6,342,000	6,347,919	5,919	0.1%
Other	14,000	14,000	-	0.0%
Transfers-In	1,593,212	1,937,512	344,300	21.6%
From Designated Reserves	1,013,485	300,000	(713,485)	-70.4%
<b>Total Revenues</b>	<b>\$ 45,938,596</b>	<b>\$ 46,707,407</b>	<b>\$ 768,812</b>	<b>1.7%</b>

<b>Expenditures</b>	<b>FY 2017/18 Revised</b>	<b>FY 2018/19 Proposed</b>	<b>Amount of Change</b>	<b>Percent Change</b>
Salaries	\$ 22,355,904	\$ 22,975,695	\$ 619,791	2.8%
Benefits	12,930,888	14,070,588	\$ 1,139,700	8.8%
Services/Supplies	6,522,610	6,642,988	\$ 120,378	1.8%
Intra-governmental	1,839,433	1,876,843	\$ 37,410	2.0%
Capital	189,500	-	\$ (189,500)	-100.0%
Transfers Out	1,380,053	1,140,053	\$ (240,000)	-17.4%
<b>Total Expenditures</b>	<b>\$ 45,218,388</b>	<b>\$ 46,706,167</b>	<b>\$ 1,487,779</b>	<b>3.3%</b>
<b>Difference</b>	<b>\$ 720,208</b>	<b>\$ 1,240</b>		
<b>Beginning Carry-over</b>	<b>\$ 2,040,912</b>	<b>\$ 2,761,120</b>		
<b>Ending Carry-over</b>	<b>\$ 2,761,120</b>	<b>\$ 2,762,360</b>		

A General Fund **budget of \$46.7 million** is recommended for **FY 2018/19**, an increase of \$1,487,779 (3.3%) over the revised budget for 2017/18. Estimated **revenues are \$46.7 million**, and are \$768,812 (1.7%) greater than revised estimates for 2017/18. The difference between the two, a positive balance of **\$1,240 adds to the working capital carryover**. Working capital is projected at \$2,761,120 on June 30, 2018. The balance at June 30, 2019 is estimated at \$2,762,360.

### General Fund Revenues

Viewed as a percentage, some changes in revenue categories between fiscal years 2017/18 and 2018/19 appear larger than the dollar differences they represent. My comments focus on the revenue categories responsible for significant change between years. Three of these categories, Taxes (+\$860,493), Intergovernmental (+\$204,033), and Transfers In (+\$344,300) are worth additional discussion.

Taxes are increased \$860,493 (3%) over 2017/18. Of that, the Sales Tax estimate of \$13.7 million is approximately \$610,000 (5%) greater than revised estimates for 2017/18. This reflects strong performance in the Construction category and lesser increases in the Transportation, Food Products, and General Retail categories. Working with our sales tax consultant to identify the reasons for these changes, it appears increases are due to rebuilding, and replacing vehicles and lost possessions after the Sonoma County wildfires. We are working with the consultant to refine the forecast and will provide updates during the year. Property Tax of \$10.15 million is approximately \$200,000 (2%) greater than revised estimates for 2017/18. This reflects a strong housing market, and is net of negative property tax adjustments allocated to Petaluma as a result of the Sonoma County fires. The combined increase in Business License, Property Transfer tax and Franchise fees is \$51,000 (3.5%) over 2017/18.

Intergovernmental revenues of \$6,145,271 are \$204,033 (3.4%) greater than in 2017/18. The change primarily reflects an increase in Motor Vehicle Licensing fees.

Transfers-In of \$1,937,512 are \$344,300 (21.6%) greater than revised estimates for 2017/18, and reflect increased transfers in from Transient Occupancy Tax fund and a transfer from the Risk Management Fund to cover the anticipated cost of outside legal support in 2018/19.

All these increases are partially offset by a reduction in Transfers from Designated Reserves (-\$713,485). This reflects elimination of a non-recurring transfer for the Police Department Radio project and another for the partial purchase of a Fire truck . It also reflects the final year of a three-year set of transfers from reserves for salary, established by the City Council in 2015/16, to cover employee salary increases for 2015-16, 2016-17 and 2017-18. Additional money has since been directed to the reserve to support further salary and benefit adjustments. Reserves currently contain \$1.9 million for salary and benefits. Although some of that is spoken for, no release is yet budgeted in 2018/19. Release of these reserves will occur as needed each year through 2020/21.

Further information regarding the various General Fund revenue categories can be found in the summary pages of this document, on Pages OPS-2through OPS-6.

### **General Fund Expenditures**

Total expenditures increase \$1,487,779 (3.3%) over the revised budget for 2017/18 and represent increases in Salaries, Benefits, Services and Supplies and Intragovernmental charges, partially offset by decreases in Capital equipment and Transfers-Out.

Salaries of \$22,975,695 are \$619,791 (2.8%) greater in 2018/19 than last year. This reflects salary adjustments approved during 2017/18, anticipated employee salary adjustments resulting from current negotiations and litigation, and the cost of a position upgrade and filling a part time position in the Police Department. Increases also reflect the effect of annual salary step advancements for those employees who are not yet at the top step of their respective salary ranges.

Benefits of \$14,070,588 are \$1,139,700 (8.8%) greater in 2018/19 than last year. This primarily reflects increases in PERS costs, affected by increases in employee base wages on which PERS costs are calculated, and the anticipated increase in PERS rates as part of their multi-year rate adjustment. In 2018/19, PERS costs will increase overall but are partially offset by savings from paying down a portion of PERS unfunded liability during 2017/18. PERS rates will reflect the updated rate changes - 21.038% to 20.439% for Miscellaneous employees, and from 48.093% to 52.431% for Safety employees. Health benefit cost increases and employee benefit selection also contribute to the overall increase.

Services and Supplies of \$6,642,988 are increased \$120,378 (1.8%) over the revised budget for 2017/18. This primarily reflects \$135,000 included in Elections for the November 2018 election, partially offset by minor reductions in other budgets.



The Intra-Governmental Services increase of \$37,410 reflects updated costs and allocations for the General Fund's share of the Risk, General Services and Information Technology budgets. This reflects increased operating costs of each of these funds.

The Capital equipment decrease of \$189,500 eliminates one-time capital purchases in 2017/18 for the Police Department Radio System Upgrade project and two ambulance gurneys for the Fire Department.

The Transfers-Out Category moves money from the General Fund into other funds. The amount recommended for 2018/19 is \$240,000 (-17.4%) less than last year. This reflects elimination of a one-time transfer made last year from reserves for a portion of the purchase of a fire truck and a new command vehicle.

### **Working Capital Carry-over (Fund Balance)**

Working Capital carry over on July 1, 2018 is projected at \$2,761,120. The June 30, 2019 ending balance is estimated at \$2,762,360. This preserves the entire fund balance, for use in 2019/20. Fund balance is projected in that year to decrease by 34 percent to \$1,844,067, with the remainder exhausted in 2020/21.

### **General Fund Reserve**

A **Reserve of \$8.7 million** is maintained separate of the fund balance, and in total amounts to 18.6 percent of the General Fund budget. Within this reserved amount is approximately **\$4.2 million** reserved for emergencies. This represents 9.0% of the General Fund budget. The reserve for emergencies will continue to be increased using one-time revenues until the Council's 15% target has been reached or until City Council policy changes. An additional **\$ 3.5 million** represents designated reserves, those retained for specific purposes, such as salary increases or General Plan updates. The balance, approximately **\$1 million**, is assigned for encumbrances.

The foregoing represents the highlights of the recommended General Fund budget for FY 2018/19. Details are contained in financial summaries, program descriptions, objectives and accomplishments, and the narratives provided for each department.

### **Updated Financial Forecast**

The Finance Department updates the five-year financial forecast twice a year. Revisions track changing conditions and update assumptions. Each forecast is adjusted to account for one-time and ongoing changes in revenues, expenditures, and fund balances and for known economic circumstances.

The Financial Forecast was last updated in February, 2018. Forecasting at that time projected working capital carryover would be exhausted in early FY 20/21, followed by increasing deficits each year thereafter. This was an improvement over the forecast developed a year ago, which projected working capital carryover would be exhausted by the end of 2018/19. The outlook has further improved since February. The forecast incorporating the recommended 2018/19 budget projects working capital carryover will

not be exhausted until the end of FY 20/21. This projection takes into account stronger-than expected sales tax receipts in 2017/18 and 2018/19 and their corresponding positive effect on fund balance; the \$240,000 annual savings that is being achieved from buying down a portion of the City’s PERS liability in 2017/18; and channeling additional support to basic services from TOT. The breathing room this improved financial position provides will enable staff and the City Council further opportunity to develop revenue options and to take advantage of election dates through 2020. The following summarizes the current revised financial projection, based on the recommended Proposed Budget, through fiscal year 2023/24.

**General Fund Long Term Operating Forecast  
 May 2018**

<i>(In Millions)</i>	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Revenues	\$ 45.9	\$ 46.7	\$ 48.4	\$ 49.6	\$ 50.6	\$ 51.3	\$ 52.3
Expenditures	\$ 45.2	\$ 46.7	\$ 49.3	\$ 51.6	\$ 53.8	\$ 55.9	\$ 58.0
Revenues over/(under) Expenditures	\$ 0.7	\$ 0.0	\$ (0.9)	\$ (2.0)	\$ (3.1)	\$ (4.6)	\$ (5.6)
Beginning Fund Balance	\$ 2.0	\$ 2.8	\$ 2.8	\$ 1.8	\$ (0.1)	\$ (3.3)	\$ (7.9)
Ending Fund Balance	\$ 2.8	\$ 2.8	\$ 1.8	\$ (0.1)	\$ (3.3)	\$ (7.9)	\$ (13.5)

Three basic options exist to avoid forecasted deficits: cutting costs to bring them into line with revenue projections; increasing revenues through a combination of enhancements and augmentations; or drawing down reserves, as was done between 2008/09 and 2010/11. Spending reserves is not recommended as that action alone is not a solution. Using undesignated reserves, at their existing levels, would preserve a positive balance only one additional year. Reserves would be exhausted in 2022/23, and a deficit of approximately \$9.3 million would still exist in 2023/24. The City would be exposed in the meanwhile, with little or nothing left for an emergency.

I hope my earlier comments regarding the status quo, unmet needs, and PERS threats underscore that avoiding future budget deficits won’t come from any significant expense side solution. As I’ve indicated in previous years, City services are at a tipping point. Further cuts will negatively impact our health and safety, and diminish overall quality of life – and are not recommended, leaving us needing a revenue side solution. This has been discussed countless times in past budget messages, in goal setting sessions and in revenue workshops. Forecasts have shown improvement over the years, but the underlying need for more revenue remains the same.

## The Streets Fund

The same kinds of pressures threatening the General fund have also faced the Streets fund in the recent past. With the adoption of SB1 in 2016/17, and a road impact fee incorporated into the City's water and waste water rate structures in 2017/18, the short-term pressure has been taken off of this set of budgets, although how long that relief will last will be determined by whether a current effort to repeal SB1 is successful. Although the relief these two sources provides is gladly received, it's still insufficient to support the renovation and maintenance needed annually to improve and maintain all our streets to a rating of "good". Together, nevertheless, they enable us to double the amount of funding allocated to Streets projects in 2018/19.

### Streets Fund Comparison FY 2017/18 to FY 018/19

Revenues	FY 2017/18 Revised	FY 2018/19 Proposed	Amount of Change	Percent Change
Gas Tax (HUT- excluding SB1)	\$ 1,339,904	\$ 1,486,833	\$ 146,929	10.97%
Gas Tax SB1	347,558	1,081,268	\$ 733,710	211.10%
Franchise Fee Revenue	1,599,014	1,566,388	\$ (32,626)	-2.04%
Measure M	445,093	464,938	\$ 19,845	4.46%
Other	54,526	47,285	\$ (7,241)	-13.28%
Transfers In	-	776,000	\$ 776,000	100.00%
<b>Total Revenues</b>	<b>\$ 3,786,095</b>	<b>\$ 5,422,712</b>	<b>\$ 1,636,617</b>	<b>43.23%</b>

Expenditures	FY 2017/18 Revised	FY 2018/19 Proposed	Amount of Change	Percent Change
Salaries	\$ 1,178,603	\$ 1,165,484	\$ (13,119)	-1.11%
Benefits	562,827	548,371	\$ (14,456)	-2.57%
Services and Supplies	1,234,138	1,160,726	\$ (73,412)	-5.95%
Intragovernmental	183,461	189,471	\$ 6,010	3.28%
Capital	112,750	100,220	\$ (12,530)	-11.11%
Transfers Out	1,191,174	2,288,824	\$ 1,097,650	100.00%
<b>Total Expenditures</b>	<b>\$ 4,462,953</b>	<b>\$ 5,453,096</b>	<b>\$ 990,143</b>	<b>22.2%</b>

**Difference** \$ (676,858) \$ (30,384)

**Beginning Carry-over** \$ 2,714,447 \$ 2,037,589

**Ending Carry-over** \$ 2,037,589 \$ 2,007,205

A Streets Fund **budget of \$5,453,096** is recommended for 2018/19. This is an increase of \$990,143 (22.2%) over the revised budget for 2017/18. Estimated **revenues are \$5,422,712** and are \$1,636,617 (43.2%) more than revised estimates for 2017/18. The difference between the two, (\$30,384), is provided by working capital carryover.

### **Streets Fund Revenue**

Streets Fund revenue estimates for 2018/19 are \$1,636,617 greater than revised estimates for 2017/18. This increase reflects the increased Highway Users Tax resulting from the recently adopted Senate Bill 1 (SB 1) and Pavement Management fees incorporated into the water and waste water rates approved by City Council in 2017/18. SB 1, if it is not repealed, is expected to provide \$1.1m annually. Fees associated with the pavement management program should provide approximately \$800,000 per year. Both revenue sources will be increased annually by the change in the California Consumer Price Index.

### **Streets Fund Expenditures**

Streets Fund expenditures recommended for 2018/19 are \$990,143 (22.2%) greater in 2018/19 than the revised budget for 2017/18. This reflects an increase in budgeting for Capital projects, supported by an increase in SB1 revenues.

Salaries are \$13,119 (-1.11%) less than in 2017/18. This reflects the net effect of staffing allocation changes and non-recurring salary costs, largely offset by increases from employee salary step advancements.

Benefit reductions of \$14,456 (-2.57%) reflect the net effect of increased health benefit and workers compensation costs, more than fully offset by savings in the City's PERS rates for Miscellaneous employees, realized from paying down a portion of the City's unfunded liability during 2017/18. Reductions also reflect position allocation changes; and savings associated with employee turn-over.

Services and Supplies are decreased by \$73,412 (-5.95%) and eliminate non-recurring and reimbursed costs related to assignment of the Solid Waste franchise in 2017/18.

Capital equipment has decreased \$12,530 (-11.1%) and reflects the difference between the equipment to be purchased in 2018/19 and last year's purchases.

All of these decreases are more than offset by a \$1,097,650 increase in Transfers and Intragovernmental (\$6,010). Transfers direct money from this fund to the CIP for projects. As noted, this activity has increased as a result of additional resources, Highway Users Tax (SB 1) and Pavement Management Fees, available to fund CIP projects in 2018/19. Intragovernmental increases reflect updated allocations and changes in charges allocated to this budget.

### **Working Capital Carry-over (Fund Balance)**

Working Capital carry-over on July 1, 2018 is estimated at \$2,037,589, and is projected to decrease by \$30,384 by June 30, 2019, a one and a half percent (1.5%) decrease.

## In Conclusion

I have mentioned several times in this message, briefly, the need to secure new long-term funding sources. The Council conducted three sessions this past year to consider options for increasing tax revenues. Two taxing sources ultimately warranted further consideration, the TOT, and the sales tax. Both options were surveyed in February 2018. At about the same time a California Business Roundtable effort to place greater constraints on local agency revenue-raising was initiated. Surveying indicated more than a simple majority of voters might support a two (2) percent TOT increase, but only a bare majority might support a sales tax. The Business Roundtable initiative, if it qualifies for the November ballot, would require 66 2/3 percent for any tax measure to pass and would retroactively apply to any measure passed after January 1, 2018. Surveying suggested a supermajority is not currently achievable for a sales tax, and is questionable for a TOT increase. Accordingly, we are waiting to see if the Business Roundtable initiative qualifies before further consideration of any tax increase attempt in November. Underscored by the polling is our need to make a better case to the public than we have thus far been able to convey regarding the City's financial position and needs. We have two general election cycles in which to do so, and opportunities for special elections in between, before FY 2020/21.

Presenting a proposed budget to the City Council by the first-Monday-in-May deadline is more difficult than it may appear. Some year-end revenue estimates are not yet available, nor has the Governor's Revise of the State budget been released. Further, the process relies on receiving prior year fund balances through the annual audit and mid-year expense estimates that cannot be made available to departments much sooner than the beginning of February. Completing forms, conducting budget meetings, revising revenue estimates, achieving a trial balance, all must occur before work on the document can begin. The budget is developed in a compacted timeframe, and is done so in addition to other departmental workload rather than instead of it. This year's budget was also initiated in a transition from our previous Finance Director to our new one. In spite of uncertainties, compacted timeline, and transition, from my perspective the proposed budget for 2018/19 came together more easily, and sooner than any of its predecessors. This is due largely to the leadership provided by our new Finance Director, Corey Garberolio, the labors of her staff, and department budget representatives who did their best to comply with deadlines and guidance. I appreciate all their efforts, and extend thanks to them all. I'd also like to thank the City Council for the time and energy you will put into reviewing it these next several weeks. I look forward to discussing our recommendations with you at the workshop scheduled for May 14, 2018, and during the budget meetings set for May 21, and June 4, 2018.

Sincerely,



John C. Brown  
City Manager  
May 7, 2018



## 2018-19 ALL FUNDS BUDGET SUMMARY

Budgeted appropriations for fiscal year 2018-19 total \$170,756,404. This amount represents all funds of the City and their major components; operations, capital improvements, debt service, and transfers.

The City of Petaluma's budget is grouped into various fund categories. The categories include the following fund types and appropriations:

**General Fund** appropriations are \$46,706,167. The General Fund is used to account for resources traditionally associated with government. These include City Administration, Finance, Public Safety, Building Services, Public Works, Parks and Recreation.

**Special Revenue Funds** appropriations are \$18,492,911. This includes Street Maintenance, Housing, Landscape Assessment Districts, Developer Impact Fees, Grants, and Transient Occupancy funds. These funds are used for various projects and programs throughout the City which include the acquisition, development, and enhancement of neighborhood and community parks as well as housing assistance to people with low and moderate incomes.

**Enterprise Funds** appropriations are \$7,670,346. The Enterprise Funds account for the daily operation and maintenance of the Petaluma Airport, Development and Building Services, Petaluma Marina and Petaluma Transit Services.

**Utility Funds** appropriations are \$56,106,718. The Utilities provide for the comprehensive and integrated management of Petaluma's water resources, storm water and the collection and treatment of wastewater.

**Internal Service Funds** appropriations are \$7,211,813. Funds include Employee Benefits, General Services, Information Technology, Risk Management, Vehicle and Equipment Replacement, and Workers' Compensation. All Internal Service Fund costs are charged back to user departments in the City.

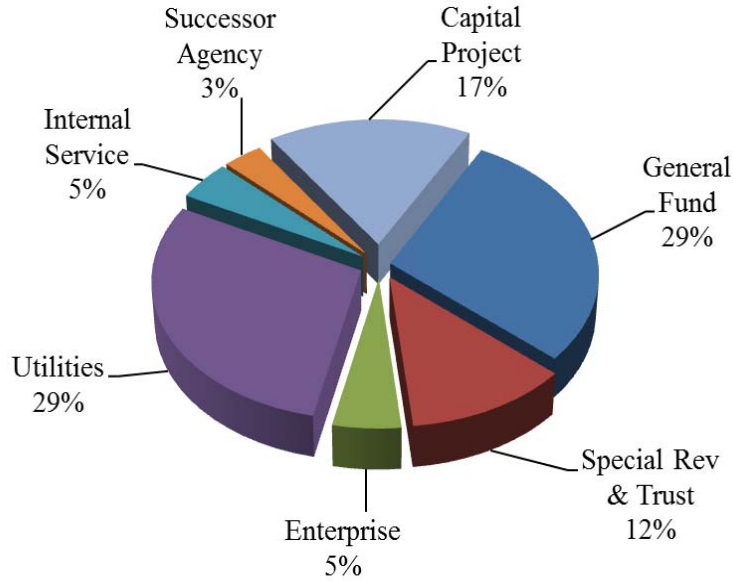
**Successor Agency Funds** appropriations are \$5,401,987. These funds provide for debt service, program expenditures, and intergovernmental charges through the transfer of tax increment revenue received.

**Capital Project Funds** appropriations are \$29,166,462. These funds account for the collection of resources and the related expenditure on acquisition and construction of major capital improvement projects in the City. These funds include Airport, Facilities, Parks, Public Works, Surface Water, Transit, Water, Recycled Water and Wastewater.

The charts on the next page show where the funds come from and where they are used.

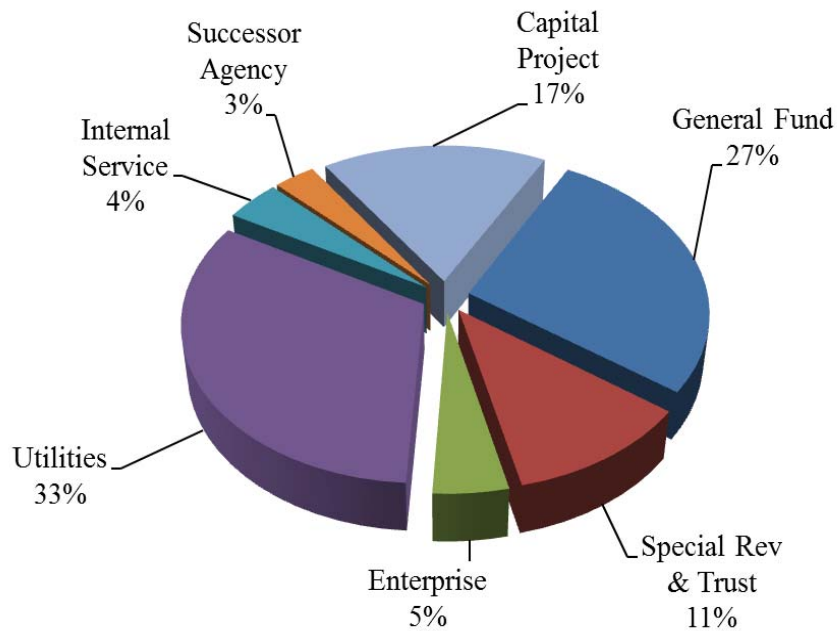
### WHERE THE MONEY COMES FROM...

**2018-2019**  
**ESTIMATED REVENUES - \$161,496,290**



### WHERE THE MONEY GOES...

**2018-2019**  
**ESTIMATED APPROPRIATIONS - \$170,756,404**





FUND SUMMARY  
FISCAL YEAR 2017-18 Estimate

Fund Description	Beg. Bal. 7/1/2017	Estimated Revenues	Transfers In	Estimated Expenditures	Transfers Out	YE		Est. Fund Bal. 6/30/2018
						Adjustments/R	eserve	
<b>GENERAL FUND OPERATING</b>	<b>\$ 2,040,912</b>	<b>\$ 43,331,899</b>	<b>\$ 1,668,212</b>	<b>\$ (43,324,850)</b>	<b>\$ (1,255,053)</b>	<b>\$ 300,000</b>	<b>\$ 2,761,120</b>	
General Fund Designated Reserves	9,421,789	-	-	(588,485)	(125,000)	-	8,708,304	
<b>TOTAL GENERAL FUND \$</b>	<b>11,462,701</b>	<b>43,331,899</b>	<b>1,668,212</b>	<b>(43,913,335)</b>	<b>(1,380,053)</b>	<b>300,000</b>	<b>11,469,424</b>	
Community Development Block Grant	94,768	344,057	-	(315,033)	(25,000)	-	98,792	
Home/Begin Grants	665,912	3,492	-	-	-	-	669,404	
Housing Successor Agency	153,782	26,308	112,500	(405,377)	-	143,400	30,613	
Mobile Home Rent Program	72,747	23,237	-	(1,500)	(12,500)	-	81,984	
Aquatic Facility Impact Fees	86,512	510	-	-	-	-	87,022	
Commercial Linkage Fees	1,401,840	236,659	-	(72,538)	(25,000)	(135,259)	1,405,702	
Community Facilities Impact Fees	1,051,886	6,513	-	-	-	-	1,058,399	
Community Facilities Impact Fees - 08	193,810	1,203	-	-	-	-	195,013	
Fire Suppression Impact Fees	287,269	1,725	-	-	-	-	288,994	
Housing In-Lieu Fees	3,662,748	987,156	-	(365,665)	(50,000)	-	4,234,239	
Library Facility Impact Fees	250,966	1,526	-	-	-	-	252,492	
Parkland Acq/Dev Impact Fees	-	-	-	-	-	-	-	
Parkland Acquisition Impact Fees	1,035,543	351,037	-	(6,897)	-	-	1,379,683	
Parkland Development Impact Fees-08	1,141,217	1,233,300	-	(24,590)	(410,000)	-	1,939,927	
Open Space Acquisition Impact Fees - 08	189,947	89,385	-	(1,766)	(51,400)	-	226,166	
Quimby Act Dedication and In-Lieu-08	140	33,250	-	(665)	-	-	32,725	
Law Enforcement Facility Impact Fees	467,289	2,873	-	-	-	-	470,162	
Public Facilities Impact Fees	201,566	1,137	-	-	-	-	202,703	
Public Facilities Impact Fees-08	174,895	1,104	-	-	-	-	175,999	
City Facilities Development Impact Fee	1,585,686	1,336,743	-	(26,560)	(86,700)	(616,538)	2,279,331	
Storm Drainage Impact Fees	2,219,815	13,997	-	-	-	-	2,147,112	
Storm Drainage Impact Fees - 08	297,771	9,189	-	(149)	-	-	306,811	
Traffic Mitigation Impact Fees	3,366,538	15,115	-	-	(44,000)	-	3,337,653	
Traffic Mitigation Impact Fees-08	20,491,748	8,507,149	-	(75,221)	(7,000,000)	(1,624,488)	20,299,188	
Public Art Fees	399,096	1,651	-	(220,500)	-	-	180,247	
3% Admin Impact Fees	384,609	2,153	-	(7,499)	-	-	379,263	
General Government Grants	652	-	-	-	-	-	652	
Fire Department Grants	-	-	-	-	(132,000)	-	-	
Parks and Rec Grants	-	132,000	-	-	-	-	-	
Police Grants	(54,732)	275,549	45,000	(324,549)	-	-	(58,732)	
Public Works Grants	900,737	1,848,000	-	-	(2,953,350)	2,505,000	2,300,387	
Gas Tax	770,480	1,692,717	-	(35,205)	(1,636,850)	-	791,142	
Landscape Assessment Districts	414,636	395,124	-	(473,817)	-	-	335,943	
Abandoned Vehicle Abatement	219,460	81,270	-	(101,187)	-	-	199,543	
Asset Seizures	260,608	61,759	-	(36,645)	(75,000)	-	210,722	
Street Maintenance Gas Tax	1,943,967	2,090,528	1,639,700	(3,236,574)	(1,191,174)	-	1,246,447	
Transient Occupancy Tax	1,708,155	2,754,585	27,560	(654,825)	(3,354,093)	-	481,382	
Haz Mat Fines	44,604	271	-	(30,032)	-	-	14,843	
Fire in-Lieu Fees	-	-	-	-	(217,700)	-	-	
SLESF	117,705	100,306	-	(18,484)	(445,000)	445,000	311	
Donations	322,455	-	-	-	(445,000)	-	303,971	
Prince Park Trust	703,119	4,432	-	-	(56,500)	-	651,051	
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>47,229,950</b>	<b>22,667,010</b>	<b>1,824,760</b>	<b>(6,435,278)</b>	<b>(17,766,267)</b>	<b>717,115</b>	<b>48,237,290</b>	

FUND SUMMARY  
FISCAL YEAR 2017-18 Estimate

Fund Description	Beg. Bal. 7/1/2017	Estimated Revenues	Transfers In	Estimated Expenditures	Transfers Out	YE Adjustments/R eserve	Est. Fund Bal. 6/30/2018
<b>PRIVATE &amp; PERMANENT TRUST FUNDS</b>							
Wickersham Park Trust	24,036	154	-	-	-	-	24,190
Child Care Trust	164,850	1,053	-	-	-	-	165,903
Thomas Lee Charity Trust	24,302	144	-	-	-	-	24,446
<b>PRIVATE &amp; PERMANENT TRUST FUNDS</b>	<b>213,187</b>	<b>1,351</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>214,538</b>
<b>ENTERPRISE FUNDS</b>							
Airport Operations	1,309,579	1,825,101	-	(1,799,778)	(277,000)	-	1,057,902
Development Services	1,131,489	1,505,747	-	(1,595,163)	-	-	1,042,073
Marina	(409,343)	270,600	-	(266,253)	-	-	(404,996)
Transit	139,970	3,272,482	-	(3,300,304)	(144,000)	-	(31,852)
<b>TOTAL ENTERPRISE FUNDS</b>	<b>2,171,695</b>	<b>6,873,930</b>	<b>-</b>	<b>(6,961,498)</b>	<b>(421,000)</b>	<b>-</b>	<b>1,663,127</b>
<b>UTILITIES</b>							
Waste Water Utility	36,341,319	26,665,400	160,895	(21,252,676)	(27,177,623)	-	14,737,315
Waste Water Rate Stabilization	3,593,202	1,815	-	-	-	-	3,595,017
Water Utility	10,715,613	15,626,994	136,587	(15,155,556)	(6,305,231)	-	5,018,407
Storm Utility	2,654	-	498,473	(425,807)	-	-	75,320
<b>TOTAL UTILITIES</b>	<b>50,652,788</b>	<b>42,294,209</b>	<b>795,955</b>	<b>(36,834,039)</b>	<b>(33,482,854)</b>	<b>-</b>	<b>23,426,059</b>
<b>INTERNAL SERVICE FUNDS</b>							
Employee Benefits	1,297,647	1,212,912	6,950,330	(9,135,688)	-	-	325,201
General Services	198,767	221,318	-	(220,470)	-	-	199,615
Information Technology	13,189	1,785,248	-	(1,790,729)	-	-	7,708
Risk Management (Liability)	5,610,934	1,399,955	-	(1,420,422)	(1,350,066)	-	4,240,401
Vehicle and Equipment Replacement	2,108,116	909	955,000	(2,839,752)	-	-	224,273
Workers' Compensation	3,978,900	1,422,311	-	(1,661,783)	-	-	3,739,428
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>13,207,553</b>	<b>6,042,653</b>	<b>7,905,330</b>	<b>(17,068,844)</b>	<b>(1,350,066)</b>	<b>-</b>	<b>8,736,626</b>
<b>CAPITAL PROJECT FUNDS</b>							
Facilities CIP	47,869	-	1,305,081	(1,305,081)	(27,560)	-	20,309
Community Development CIP	-	-	-	-	-	-	-
Fire CIP	499,933	-	-	-	-	-	499,933
Parks and Recreation CIP	35,664	-	661,400	(610,000)	-	-	87,064
Police CIP	-	-	-	-	-	-	-
Public Works/Surface Water CIP	1,400,639	2,407,100	12,666,224	(16,563,224)	(2,850)	-	(92,111)
FEMA Permanent CIP	(1,014,328)	-	-	-	-	-	(1,014,328)
TDA CIP	-	-	-	-	-	-	-
Airport CIP	785	-	277,000	(589,000)	-	-	(311,215)
Marina CIP	13,263	-	-	(575)	-	-	12,688
Transit CIP	(30,221)	-	178,000	(178,000)	-	-	(30,221)
Waste Water/Recycled Water CIP	(1,309,781)	281,000	24,702,425	(24,868,500)	(127,315)	-	(1,322,171)
Water CIP	(742,200)	-	2,650,165	(2,627,300)	(76,587)	-	(795,922)
<b>TOTAL CAPITAL PROJECT FUNDS</b>	<b>(1,098,378)</b>	<b>2,688,100</b>	<b>42,440,295</b>	<b>(46,741,680)</b>	<b>(234,312)</b>	<b>-</b>	<b>(2,945,975)</b>
<b>SUCCESSOR AGENCY FUNDS</b>							
Successor Agency Debt	2,305,796	5,481,427	-	(5,481,427)	-	-	2,305,796
Successor Agency Admin	(513,506)	281,566	-	(233,305)	-	-	(465,245)
<b>TOTAL SUCCESSOR AGENCY FUNDS</b>	<b>1,792,290</b>	<b>5,762,993</b>	<b>-</b>	<b>(5,714,732)</b>	<b>-</b>	<b>-</b>	<b>1,840,551</b>
<b>TOTAL ALL FUNDS</b>	<b>125,631,786</b>	<b>129,662,145</b>	<b>54,634,552</b>	<b>(163,669,406)</b>	<b>(54,634,552)</b>	<b>1,017,115</b>	<b>92,641,640</b>

FUND SUMMARY  
FISCAL YEAR 2018-2019

Fund Description	Est. Fund Bal. 7/01/2018	Budgeted Revenues	Budgeted Transfers In	Budgeted Expenditures	Budgeted Transfers Out	YE		Proj. Fund Bal. 6/30/2019
						Adjustments/R eserve	eserve	
<b>GENERAL FUND OPERATING</b>	<b>\$ 2,761,120</b>	<b>\$ 44,469,895</b>	<b>\$ 1,937,512</b>	<b>\$ (45,566,114)</b>	<b>\$ (1,140,053)</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 2,762,360</b>
General Fund Designated Reserves	8,708,304	-	-	-	-	-	-	8,708,304
	<b>\$ 11,469,424</b>	<b>\$ 44,469,895</b>	<b>\$ 1,937,512</b>	<b>\$ (45,566,114)</b>	<b>\$ (1,140,053)</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 11,470,664</b>
Community Development Block Grant	98,792	330,245	-	(314,728)	(50,000)	-	-	64,309
Home/Begin Grants	669,404	5,217	-	-	-	-	-	674,621
Housing Successor Agency	30,613	26,652	200,000	(231,401)	-	-	-	25,864
Mobile Home Rent Program	81,984	23,710	-	(3,000)	(13,500)	-	-	89,194
Aquatic Facility Impact Fees	87,022	689	-	-	-	-	-	87,711
Commercial Linkage Fees	1,405,702	239,973	-	(142,329)	(48,000)	-	-	1,455,346
Community Facilities Impact Fees	1,058,399	8,300	-	-	-	-	-	1,066,699
Community Facilities Impact Fees - 08	195,013	1,519	-	-	-	-	-	196,532
Fire Suppression Impact Fees	288,994	2,279	-	-	-	-	-	291,273
Housing In-Lieu Fees	4,234,239	229,014	-	(344,992)	(88,500)	-	-	4,029,761
Library Facility Impact Fees	252,492	1,985	-	-	-	-	-	254,477
Parkland Acq/Dev Impact Fees	-	-	-	-	-	-	-	-
Parkland Acq/Dev Impact Fees	1,379,683	266,049	-	(5,152)	-	-	-	1,640,580
Parkland Acquisition Impact Fees-08	1,939,927	954,621	-	(18,892)	(2,410,000)	-	-	465,656
Parkland Development Impact Fees-08	226,166	69,491	-	(1,359)	-	-	-	294,298
Open Space Acquisition Impact Fees - 08	32,725	33,255	-	(665)	-	-	-	65,315
Quimby Act Dedication and In-Lieu-08	470,162	3,685	-	-	-	-	-	473,847
Law Enforcement Facility Impact Fees	202,703	1,623	-	-	-	-	-	204,326
Public Facilities Impact Fees	175,999	1,371	-	-	-	-	-	177,370
Public Facilities Impact Fees-08	2,279,331	1,015,008	-	(20,030)	(103,000)	-	-	3,274,309
City Facilities Development Impact Fee	2,147,112	17,321	-	-	-	-	-	2,061,433
Storm Drainage Impact Fees	306,811	2,695	-	-	-	-	-	309,506
Storm Drainage Impact Fees - 08	3,337,653	25,384	-	(64,711)	(7,000)	-	-	3,356,037
Traffic Mitigation Impact Fees	20,299,188	3,401,206	-	(186,930)	-	-	-	23,635,683
Traffic Mitigation Impact Fees-08	180,247	43,340	-	-	-	-	-	36,657
Public Art Fees	379,263	122,154	-	(1,410)	-	-	-	500,007
3% Admin Impact Fees	652	-	-	-	-	-	-	652
General Government Grants	-	-	-	-	-	-	-	-
Fire Department Grants	-	-	-	-	-	-	-	-
Parks and Rec Grants	-	-	-	-	-	-	-	-
Police Grants	(58,732)	305,552	60,000	(365,922)	(1,589,000)	-	-	(59,102)
Public Works Grants	2,300,387	-	-	-	(2,491,057)	-	-	711,387
Gas Tax	791,142	2,575,677	-	(38,202)	-	-	-	837,560
Landscape Assessment Districts	335,943	394,913	-	(537,237)	-	-	-	193,619
Abandoned Vehicle Abatement	199,543	81,539	-	(102,248)	-	-	-	178,834
Asset Seizures	210,722	2,001	-	(35,982)	(90,000)	-	-	86,741
Street Maintenance Gas Tax	1,246,447	2,071,035	3,267,057	(3,126,070)	(2,288,824)	-	-	1,169,645
Transient Occupancy Tax	481,382	3,274,614	-	(648,550)	(2,664,012)	-	-	443,434
Haz Mat Fines	14,843	304	-	(32)	-	-	-	15,115
Fire in-Lieu Fees	-	-	-	-	-	-	-	-
SLESF	311	101,158	-	-	(100,000)	-	-	1,469
Donations	303,971	-	-	(18,676)	(285,000)	-	-	295
Prince Park Trust	651,051	5,509	-	-	(56,500)	-	-	600,060
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>48,237,290</b>	<b>15,639,088</b>	<b>3,527,057</b>	<b>(6,208,518)</b>	<b>(12,284,393)</b>	<b>-</b>	<b>-</b>	<b>48,910,524</b>

FUND SUMMARY  
FISCAL YEAR 2018-2019

Fund Description	Est. Fund Bal. 7/01/2018	Budgeted Revenues	Budgeted Transfers In	Budgeted Expenditures	Budgeted Transfers Out	YE Adjustments/R eserve	Proj. Fund Bal. 6/30/2019
<b>PRIVATE &amp; PERMANENT TRUST FUNDS</b>							
Wickersham Park Trust	24,190	188	-	-	-	-	24,378
Child Care Trust	165,903	1,292	-	-	-	-	167,195
Thomas Lee Charity Trust	24,446	176	-	-	-	-	24,622
<b>PRIVATE &amp; PERMANENT TRUST FUNDS</b>	<b>214,538</b>	<b>1,656</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>216,194</b>
<b>ENTERPRISE FUNDS</b>							
Airport Operations	1,057,902	2,453,555	-	(1,820,410)	(355,000)	-	1,336,047
Development Services	1,042,073	1,574,685	-	(1,632,815)	-	-	983,943
Marina	(404,996)	253,600	-	(209,816)	-	-	(361,212)
Transit	(31,852)	3,688,762	-	(3,652,305)	-	-	4,605
<b>TOTAL ENTERPRISE FUNDS</b>	<b>1,663,127</b>	<b>7,970,602</b>	<b>-</b>	<b>(7,315,346)</b>	<b>(355,000)</b>	<b>-</b>	<b>1,963,383</b>
<b>UTILITIES</b>							
Waste Water Utility	14,737,315	28,508,747	93,580	(21,465,561)	(15,614,000)	-	6,260,081
Waste Water Rate Stabilization	3,595,017	-	-	-	-	-	3,595,017
Water Utility	5,018,407	18,157,044	-	(14,848,964)	(3,697,000)	-	4,629,487
Storm Utility	75,320	178,991	498,473	(481,193)	-	-	271,591
<b>TOTAL UTILITIES</b>	<b>23,426,059</b>	<b>46,844,782</b>	<b>592,053</b>	<b>(36,795,718)</b>	<b>(19,311,000)</b>	<b>-</b>	<b>14,756,176</b>
<b>INTERNAL SERVICE FUNDS</b>							
Employee Benefits	325,201	1,307,303	200,000	(1,493,488)	-	-	339,016
General Services	199,615	243,624	-	(221,817)	-	-	221,422
Information Technology	7,708	1,855,253	-	(1,855,253)	-	-	7,708
Risk Management (Liability)	4,240,401	1,493,854	-	(1,339,755)	(50,000)	-	4,344,500
Vehicle and Equipment Replacement	224,273	10,842	800,000	(570,276)	-	-	464,839
Workers' Compensation	3,739,428	1,539,472	-	(1,681,224)	-	-	3,598,076
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>8,736,626</b>	<b>6,450,748</b>	<b>1,000,000</b>	<b>(7,161,813)</b>	<b>(50,000)</b>	<b>-</b>	<b>8,975,561</b>
<b>CAPITAL PROJECT FUNDS</b>							
Facilities CIP	20,309	-	376,000	(1,129,000)	-	-	(732,691)
Community Development CIP	-	-	-	-	-	-	-
Fire CIP	499,933	-	-	-	-	-	499,933
Parks and Recreation CIP	87,064	-	2,410,000	(2,410,000)	-	-	87,064
Police CIP	-	-	-	-	-	-	-
Public Works/Surface Water CIP	(92,111)	1,541,322	4,707,824	(7,052,000)	-	-	(894,965)
FEMA Permanent CIP	(1,014,328)	-	-	-	-	-	(1,014,328)
TDA CIP	-	-	-	-	-	-	-
Airport CIP	(311,215)	-	355,000	(355,000)	-	-	(311,215)
Marina CIP	12,688	-	-	(18)	-	-	12,670
Transit CIP	(30,221)	-	-	(1,444)	-	-	(31,665)
Waste Water/Recycled Water CIP	(1,322,171)	15,288,000	15,288,000	(15,272,000)	-	-	(1,306,171)
Water CIP	(795,922)	-	2,947,000	(2,947,000)	-	-	(795,922)
<b>TOTAL CAPITAL PROJECT FUNDS</b>	<b>(2,945,975)</b>	<b>1,541,322</b>	<b>26,083,824</b>	<b>(29,166,462)</b>	<b>-</b>	<b>-</b>	<b>(4,487,291)</b>
Successor Agency Debt	2,305,796	5,165,359	-	(5,165,359)	-	-	2,305,796
Successor Agency Admin	(465,245)	272,392	-	(236,628)	-	-	(429,481)
<b>TOTAL SUCCESSOR AGENCY FUNDS</b>	<b>1,840,551</b>	<b>5,437,751</b>	<b>-</b>	<b>(5,401,987)</b>	<b>-</b>	<b>-</b>	<b>1,876,315</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 92,641,640</b>	<b>\$ 128,355,844</b>	<b>\$ 33,140,446</b>	<b>\$ (137,615,958)</b>	<b>\$ (33,140,446)</b>	<b>\$ 300,000</b>	<b>\$ 83,681,526</b>

## Sources and Uses of Funds Fiscal Year 18/19

	General Fund	Special Revenue & Trust Funds incl. LMH	Enterprise Funds	Utilities	Internal Service Funds	Capital Project Funds	Successor Agency Funds	All Funds
Taxes Revenue	29,466,202	4,822,879	84,000	178,991			5,415,359	39,967,431
Licenses, Permits and Fees	2,062,300	6,007,942	1,446,500	5,000				9,521,742
Use of Property Revenue	434,202	399,750	1,374,549	450,980	113,316	322	22,392	2,795,511
Intergovernmental	6,145,272	3,848,590	3,821,553			1,491,000		15,306,415
Charges for Sales						50,000		50,000
Charges for Services/Sales	6,347,919	549,583	125,000		6,234,317			13,256,819
Utility Revenue			220,000	45,450,000				45,670,000
Sales Revenue	6,000		898,500	255,000				1,159,500
Other Revenue	8,000	12,000	500	504,811	103,115			628,426
<b>Total Revenues</b>	<b>\$ 44,469,895</b>	<b>\$ 15,640,744</b>	<b>\$ 7,970,602</b>	<b>\$ 46,844,782</b>	<b>\$ 6,450,748</b>	<b>\$ 1,541,322</b>	<b>\$ 5,437,751</b>	<b>\$ 128,355,844</b>
<b>Other Sources:</b>								
Transfers In	1,937,512	3,527,057		592,053	1,000,000	26,083,824		33,140,446
<b>Total Revenue and Other Sources</b>	<b>\$ 46,407,407</b>	<b>\$ 19,167,801</b>	<b>\$ 7,970,602</b>	<b>\$ 47,436,835</b>	<b>\$ 7,450,748</b>	<b>\$ 27,625,146</b>	<b>\$ 5,437,751</b>	<b>\$ 161,496,290</b>
<b>Expenditures and Expenses</b>								
Salaries and Benefits	37,046,282	2,315,685	1,504,321	7,754,199	1,501,793	1,319,140	65,757	51,507,177
Services and Supplies	1,127,739	645,010	1,074,200	9,634,900	117,410		500	12,599,759
Professional Services,Maint, Repair	3,949,175	1,644,243	2,747,780	4,111,800	996,932	27,528,294	39,450	41,017,674
Intragovernmental Charges	1,876,842	725,877	589,407	2,460,508	312,523	214,028	125,571	6,304,756
Utilities, Rent, Training	1,498,356	322,033	287,050	2,437,500	3,073,783		5,350	7,624,072
Advertising,Promotion,Debt	67,720	430,450	547,588	9,998,989	930,372	5,000	5,165,359	17,145,478
Capital Expenditures		125,220	565,000	397,822	229,000	100,000		1,417,042
<b>Total Expenditures and Expenses</b>	<b>\$ 45,566,114</b>	<b>\$ 6,208,518</b>	<b>\$ 7,315,346</b>	<b>\$ 36,795,718</b>	<b>\$ 7,161,813</b>	<b>\$ 29,166,462</b>	<b>\$ 5,401,987</b>	<b>\$ 137,615,958</b>
<b>Other Uses:</b>								
Transfers Out	1,140,053	12,284,393	355,000	19,311,000	50,000			33,140,446
<b>Total Expenditures, Expenses and Other Uses</b>	<b>\$ 46,706,167</b>	<b>\$ 18,492,911</b>	<b>\$ 7,670,346</b>	<b>\$ 56,106,718</b>	<b>\$ 7,211,813</b>	<b>\$ 29,166,462</b>	<b>\$ 5,401,987</b>	<b>\$ 170,756,404</b>



**2019 Budget  
 General Fund Revenue by Account Type**

Account Type	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
TAXES REVENUE	27,626,228	28,386,561	28,605,711	29,466,202
FEES/PERMITS AND FINES REVENUE	1,781,282	2,330,060	1,991,250	2,062,300
USE OF PROPERTY REVENUE	393,647	449,484	437,700	434,202
INTERGOVERNMENTAL REVENUE	5,385,022	5,716,830	5,941,238	6,145,272
CHARGES FOR SERVICE REVENUE	6,924,266	6,984,903	6,342,000	6,347,919
SALES REVENUE	15,641	14,789	5,000	6,000
MISCELLANEOUS	44,879	75,618	9,000	8,000
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	1,691,267	1,841,484	1,668,212	1,937,512
<b>GENERAL FUND REVENUE</b>	<b>43,862,232</b>	<b>45,799,729</b>	<b>45,000,111</b>	<b>46,407,407</b>

**2019 Budget**  
**General Fund Revenue by Function**

Function	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
GENERAL GOVERNMENT	37,553,964	38,813,616	38,823,711	40,150,607
PLANNING	876,183	1,069,168	767,500	627,000
FIRE	3,139,462	3,179,074	2,918,750	3,044,500
PARK/REC	901,965	1,001,950	860,000	865,000
POLICE	1,073,286	1,126,153	1,354,150	1,437,800
PUBLIC WORKS	317,372	609,768	276,000	282,500
<b>GENERAL FUND REVENUE</b>	<b>43,862,232</b>	<b>45,799,729</b>	<b>45,000,111</b>	<b>46,407,407</b>



**2019 Budget**  
**General Fund Revenue by Cost Center**

Cost Center	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
GENERAL FUND COST CENTER	37,503,534	38,767,070	38,777,711	40,104,607
ANIMAL SERVICES ADMIN/OPERATIONS	600	520	-	-
FINANCE ADMIN	-	30	-	-
NON DEPARTMENTAL	49,830	45,996	46,000	46,000
PLANNING ADMIN	291,599	393,906	227,500	227,000
PLANNING COST RECOVERY	584,584	675,262	540,000	400,000
FIRE ADMIN	858,009	882,150	604,500	614,500
FIRE PREVENTION	131,233	144,772	115,000	115,000
AMBULANCE	2,150,220	2,152,152	2,199,250	2,315,000
PARK/REC ADMIN	14,334	26,603	10,000	10,000
PR CAVANAGH CENTER	-	(200)	-	-
PR COMMUNITY CENTER	251,316	269,767	260,000	260,000
PR YOUTH/TEENS PROGRAMS	362,395	396,594	330,000	340,000
PR CONTRACT CLASSES	120,004	145,526	115,000	115,000
PR SPORTS PROGRAMS	41,564	54,454	45,000	45,000
PR LUCHESSI FIELD TURF	-	(194)	-	-
PR SPORTS FIELD LIGHTS	79,447	87,188	65,000	70,000
PR SENIOR PROGRAMS	28,245	22,212	30,000	20,000
PR SPECIAL EVENTS	4,660	-	5,000	5,000
POLICE ADMIN	1,073,286	1,126,153	1,354,150	1,437,800
PUB WORKS ADMIN	291,138	595,816	257,000	277,500
TURNING BASIN/D ST BRIDGE	26,234	13,952	19,000	5,000
<b>GENERAL FUND REVENUE</b>	<b>43,862,232</b>	<b>45,799,729</b>	<b>45,000,111</b>	<b>46,407,407</b>

**2019 Budget**  
**General Fund Appropriations by Account Type**

Account Type	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	20,838,411	21,950,182	22,355,904	22,975,694
BENEFITS	10,969,238	11,912,954	12,930,887	14,070,588
SUPPLIES	1,302,945	1,385,099	1,003,549	1,127,739
PROF SERVICES, MAINT, REPAIR	3,822,636	4,149,104	4,053,489	3,949,175
INTRAGOVERNMENTAL SERVICES	1,958,638	1,958,638	1,839,433	1,876,842
UTILITIES, RENT, TRAINING	1,517,720	1,653,201	1,476,845	1,498,356
ADVERTISING, PROMOTION, DEBT	30,043	30,121	63,728	67,720
CAPITAL EXPENDITURES	318,964	29,708	189,500	-
TRANSFERS	1,704,068	1,497,654	1,380,053	1,140,053
<b>GENERAL FUND APPROPRIATIONS</b>	<b>42,462,663</b>	<b>44,566,661</b>	<b>45,293,388</b>	<b>46,706,167</b>
LESS INTRAGOVERNMENTAL OFFSET	(2,858,548)	(2,858,548)	(2,635,700)	(2,743,619)
<b>GENERAL FUND NET COST</b>	<b>39,604,115</b>	<b>41,708,113</b>	<b>42,657,688</b>	<b>43,962,548</b>

**2019 Budget**  
**General Fund Appropriations by Function**

Function	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
GENERAL GOVERNMENT	6,862,162	6,940,557	7,768,757	8,294,784
PLANNING	754,910	819,962	683,828	684,202
FIRE	12,722,045	13,915,229	13,397,042	13,963,046
PARK/REC	1,676,885	1,681,573	1,841,754	1,780,691
POLICE	16,791,871	17,200,356	17,610,649	18,173,598
PUBLIC WORKS	3,654,790	4,008,984	3,991,358	3,809,846
<b>GENERAL FUND APPROPRIATIONS</b>	<b>42,462,663</b>	<b>44,566,661</b>	<b>45,293,388</b>	<b>46,706,167</b>
LESS INTRAGOVERNMENTAL OFFSET	(2,858,548)	(2,858,548)	(2,635,700)	(2,743,619)
<b>GENERAL FUND NET COST</b>	<b>39,604,115</b>	<b>41,708,113</b>	<b>42,657,688</b>	<b>43,962,548</b>

**2019 Budget**  
**General Fund Appropriations by Cost Center**

Cost Center	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
GENERAL FUND COST CENTER	1,705,156	1,498,742	1,381,420	1,222,958
CITY COUNCIL ADMIN/OPERATIONS	111,086	106,905	111,009	113,923
CITY ATTORNEY ADMIN/OPERATIONS	740,868	917,773	927,228	1,021,788
CITY CLERK ADMIN/OPERATIONS	179,139	201,824	276,107	244,739
CITY CLERK ELECTIONS	62,244	96,394	17,455	171,114
CITY MANAGER ADMIN/OPERATIONS	803,263	827,864	847,266	834,289
ECONOMIC DEVELOPMENT	299,142	305,147	395,273	411,799
FINANCE ADMIN	679,419	690,940	638,144	666,497
FINANCE ACCOUNTING SERVICE	569,960	671,092	709,136	720,538
FINANCE COMMERCIAL SERVICE	545,896	476,475	712,543	673,642
HUMAN RESOURCES ADMIN/OPERATIONS	520,850	519,269	554,976	556,931
NON DEPARTMENTAL	645,139	628,132	1,198,200	1,656,566
PLANNING ADMIN	137,632	144,962	139,828	140,202
PLANNING COST RECOVERY	617,278	675,000	544,000	544,000
FIRE ADMIN	1,315,825	1,297,375	1,259,701	1,301,625
FIRE DISASTER PREPAREDNESS	4,064	2,660	2,600	2,600
FIRE HAZARDOUS MATERIALS	157,693	115,014	133,425	157,986
FIRE PREVENTION	270,083	241,863	269,057	320,213
FIRE SUPPRESSION	10,387,644	11,440,600	11,086,760	11,552,090
FIRE SUPPRESSION-APPARATUS	159,061	212,508	103,444	103,600
FIRE SUPPRESSION-BUILDING/GROUNDS	21,989	26,081	23,500	19,500
FIRE SUPPRESSION-COMMUNICATIONS	85,627	16,638	22,900	21,400
FIRE SUPPRESSION-SUPPLIES	36,060	62,579	55,000	53,500
FIRE SUPPRESSION-TRAINING	11,463	13,315	17,000	17,800
AMBULANCE	272,536	486,596	423,655	412,732
PARK/REC ADMIN	779,770	733,969	787,576	762,620
PR CAVANAGH CENTER	12,936	14,750	12,850	12,850
PR COMMUNITY CENTER	162,949	144,058	203,642	188,289
PR LIBRARY/MUSEUM	41,678	37,969	60,588	33,194
PR YOUTH/TEENS PROGRAMS	307,362	326,528	397,568	377,556
PR CONTRACT CLASSES	74,589	67,649	72,500	72,500

**2019 Budget**  
**General Fund Appropriations by Cost Center**

Cost Center	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
PR SPORTS PROGRAMS	49,191	38,995	53,506	53,596
PR AQUATIC PROGRAMS	163,852	209,694	156,850	156,850
PR SENIOR PROGRAMS	67,222	98,345	79,174	76,237
PR SPECIAL EVENTS	17,336	9,616	17,500	47,000
POLICE ADMIN	3,060,092	3,005,973	2,950,578	3,106,690
POLICE COMMUNICATION	1,213,296	1,378,510	1,466,492	1,321,462
POLICE CAD/RMS	311,343	365,583	412,626	412,626
POLICE INVESTIGATION	1,175,966	1,302,804	1,320,916	1,380,637
POLICE PATROL	8,744,011	8,685,459	8,854,844	9,171,314
POLICE AUTO THEFT	137,440	198,352	188,526	198,464
POLICE TRAFFIC SAFETY	1,298,388	1,346,889	1,468,502	1,582,072
POLICE RECORDS	556,047	630,918	631,664	680,772
PARKING ENFORCEMENT	295,288	285,868	316,501	319,561
PUB WORKS ADMIN	404,802	381,375	485,067	440,245
PUB WORKS ENGINEERING DEVELOPMENT	331,466	377,647	374,901	354,198
PUB WORKS ENGINEERING CIP	104,306	92,348	128,500	130,147
PUB WORKS ENGINEERING TRAFFIC	15,011	47,602	69,758	61,869
PUB WORKS BLDG/FACILITY MAINTENANCE	716,199	752,929	697,286	715,185
PUB WORKS AUTO/EQUIP MAINT SHOP	214,994	220,577	214,451	215,231
PUB WORKS STREET SIGNALS	105	-	-	-
PUB WORKS STREET LIGHTS	181,428	178,715	175,000	175,000
PUB WORKS PARKS MAINTENANCE	1,619,977	1,767,375	1,627,951	1,598,816
DOWNTOWN STREETS/SIDEWALKS MAINT	51,448	158,753	136,200	85,000
PUB WORKS TURNING BASIN/D ST BRIDGE	15,054	31,663	82,244	34,155
<b>GENERAL FUND APPROPRIATIONS</b>	<b>42,462,663</b>	<b>44,566,661</b>	<b>45,293,388</b>	<b>46,706,167</b>
LESS INTRAGOVERNMENTAL OFFSET	(2,858,548)	(2,858,548)	(2,635,700)	(2,743,619)
<b>GENERAL FUND NET COST</b>	<b>39,604,115</b>	<b>41,708,113</b>	<b>42,657,688</b>	<b>43,962,548</b>

**2019 Budget  
 Special Revenue & Trust Funds  
 Revenue by Account Type**

Account Type	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
TAXES REVENUE	3,904,021	4,229,535	4,347,340	4,822,879
FEES/PERMITS AND FINES REVENUE	4,648,781	4,211,527	8,043,082	6,007,942
USE OF PROPERTY REVENUE	1,379,726	1,789,224	209,371	399,750
INTERGOVERNMENTAL REVENUE	5,145,902	3,948,209	4,917,104	3,848,590
CHARGES FOR SERVICE REVENUE	549,267	528,123	439,964	549,583
SALES REVENUE	(3,600)			
MISCELLANEOUS	1,207,097	191,092	11,500	12,000
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	2,389,229	1,982,833	1,824,760	3,527,057
<b>SPECIAL REVENUE FUNDS</b>	<b>19,220,423</b>	<b>16,880,543</b>	<b>19,793,121</b>	<b>19,167,801</b>

**2019 Budget  
Special Revenue & Trust Funds  
Revenue by Fund**

Fund	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
AQUATIC CENTER FACILITIES IMPACT FEES	756	9,095	510	689
COMMERCIAL LINKAGE FEES	542,411	339,829	236,659	239,973
COMMUNITY FACILITIES IMPACT FEES	5,293	28,586	6,513	8,300
COMMUNITY CENTER FACILITIES IMP FEES-08	1,267	14,107	1,203	1,519
FIRE SUPPRESSION FACILITIES IMPACT FEES	2,093	23,751	1,725	2,279
HOUSING IN-LIEU IMPACT FEES	1,946,449	1,299,850	987,156	229,014
LIBRARY FACILITY IMPACT FEES	1,664	15,611	1,526	1,985
PARK LAND ACQUISITION IMPACT FEES-08	128,633	116,392	351,037	266,049
PARK LAND DEVELOPMENT IMPACT FEES-08	790,596	289,404	1,233,300	954,621
OPEN SPACE ACQUISITION IMPACT FEES-08	36,764	37,595	89,385	69,491
QUIMBY ACT DEDICATION AND IN-LIEU FEE-08	1	1	33,250	33,255
LAW ENFORCEMENT FACILITIES IMPACT FEES	3,007	21,264	2,873	3,685
PUBLIC FACILITIES IMPACT FEES	1,143	26,403	1,137	1,623
PUBLIC FACILITY-08	1,916	10,010	1,104	1,371
CITY FACILITIES DEVELOPMENT IMPACT FEE	291,403	258,195	1,336,743	1,015,009
STORM DRAINAGE IMPACT FEES	28,914	375,126	13,997	17,321
STORM DRAINAGE IMPACT FEES - 08	38,333	51,023	9,189	2,695
TRAFFIC IMPACT FEES	17,561	50,258	15,115	25,384
TRAFFIC IMPACT FEES - 08	2,366,294	2,142,368	3,807,149	3,401,206
PUBLIC ART FEES	125,852	64,402	1,651	43,340
3% ADMIN FEE - 08	93,811	85,540	2,153	122,154
GENERAL GOV GRANTS	7,286	1,286	-	-
CDBG	358,159	352,306	344,057	330,245
HOME/BEGIN	518,883	548,297	3,492	5,217
PARKS AND REC GRANTS	2,000,000	211,100	132,000	-
POLICE GRANTS	164,307	438,554	320,549	365,552
PUBLIC WORKS GRANTS	530,843	1,110,129	1,848,000	-
DONATIONS/DEVELOPER CONTRIB	88,902	79,631	-	-
ABANDONED VEHICLE ABATEMENT	92,609	82,982	81,270	81,539
ASSET SEIZURES	142,024	79,365	61,759	2,001
HAZ MAT FINES-FIRE	10,035	8,559	271	304
SLESF	127,119	217,705	100,306	101,158
GAS TAX	1,315,834	1,155,688	1,692,717	2,575,677
STREET MAINTENANCE (HUT)	3,737,325	3,495,144	3,534,857	5,205,805
SOLID WASTE CONTRACT MANAGEMENT	43,822	44,273	195,371	132,286
LANDSCAPE ASSESSMENT DISTRICTS	401,381	403,336	395,124	394,913
TRANSIENT OCCUPANCY TAX	2,497,387	2,663,287	2,782,145	3,274,614
PRINCE PARK TRUST	2,666	5,685	4,432	5,509
WICKERSHAM PARK TRUST	82	184	154	188
SUCCESSOR AGENCY HOUSING	663,249	695,376	138,808	226,652
MOBILE HOME RENT PROGRAM	93,708	27,413	23,237	23,710
CHILD CARE TRUST	559	1,261	1,053	1,292
THOMAS LEE CHARITY TRUST	82	172	144	176
<b>SPECIAL REVENUE FUNDS</b>	<b>19,220,423</b>	<b>16,880,543</b>	<b>19,793,121</b>	<b>19,167,801</b>

**2019 Budget  
Special Revenue & Trust Funds  
Appropriations by Account Type**

Account Type	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	1,326,202	1,504,045	1,542,073	1,546,503
BENEFITS	574,415	694,378	764,280	769,182
SUPPLIES	516,099	349,168	600,988	645,010
PROF SERVICES, MAINT, REPAIR	1,558,799	1,479,435	1,797,743	1,644,243
INTRAGOVERNMENTAL SERVICES	702,083	692,249	739,697	725,877
UTILITIES, RENT, TRAINING	399,226	355,980	402,297	322,033
ADVERTISING, PROMOTION, DEBT	271,393	301,751	450,450	430,450
CAPITAL EXPENDITURES	93,554	61,088	137,750	125,220
TRANSFERS	7,618,827	6,443,256	17,766,267	12,284,393
<b>SPECIAL REVENUE FUNDS</b>	<b>13,060,598</b>	<b>11,881,350</b>	<b>24,201,545</b>	<b>18,492,911</b>



**2019 Budget  
Special Revenue & Trust Funds  
Appropriations by Fund**

Fund	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
AQUATIC CENTER FACILITIES IMPACT FEES	10	169	-	-
COMMERCIAL LINKAGE FEES	392,895	74,444	97,538	190,329
COMMUNITY FACILITIES IMPACT FEES	-	25,467	-	-
COMMUNITY CENTER FACILITIES IMP FEES-08	13	253	-	-
FIRE SUPPRESSION FACILITIES IMPACT FEES	21,023	433	-	-
HOUSING IN-LIEU IMPACT FEES	220,798	326,495	415,665	433,492
LIBRARY FACILITY IMPACT FEES	17	275	-	-
PARKLAND ACQ AND DVLPMNT IMPACT FEES	-	-	-	-
PARK LAND ACQUISITION IMPACT FEES-08	2,516	2,178	6,897	5,152
PARK LAND DEVELOPMENT IMPACT FEES-08	240,709	292,940	434,590	2,428,892
OPEN SPACE ACQUISITION IMPACT FEES-08	726	5,725	53,166	1,359
QUIMBY ACT DEDICATION AND IN-LIEU FEE-08	-	-	665	665
LAW ENFORCEMENT FACILITIES IMPACT FEES	30	355	-	-
PUBLIC FACILITIES IMPACT FEES	11	500	-	-
PUBLIC FACILITY-08	27	174	-	-
CITY FACILITIES DEVELOPMENT IMPACT FEE	5,747	4,943	26,560	20,030
STORM DRAINAGE IMPACT FEES	668,406	361,246	86,700	103,000
STORM DRAINAGE IMPACT FEES - 08	751	979	-	-
TRAFFIC IMPACT FEES	-	317,127	44,149	7,000
TRAFFIC IMPACT FEES - 08	255,555	41,287	7,075,221	64,711
PUBLIC ART FEES	35,369	47,483	220,500	186,930
3% ADMIN FEE - 08	60,272	55,659	7,499	1,410
GENERAL GOVERNMENT GRANTS	7,286	1,285	-	-
CDBG	347,570	341,681	340,033	364,728
HOME/BEGIN	(25,000)	-	-	-
PARKS AND REC GRANTS	2,000,000	211,100	132,000	-
POLICE GRANTS	166,682	491,113	324,549	365,922
PUBLIC WORKS GRANTS	530,843	1,110,033	2,953,350	1,589,000
DONATIONS/DEVELOPER CONTRIB	102,674	42,107	463,484	303,676
ABANDONED VEHICLE ABATEMENT	169,440	99,132	101,188	102,248
ASSET SEIZURES	93,520	99,870	111,645	125,982
HAZ MAT FINES-FIRE	4,831	70	30,032	32
SLESF	155,655	100,000	217,700	100,000
GAS TAX	1,887,724	1,224,134	1,672,055	2,529,259
STREET MAINTENANCE (HUT)	1,754,839	2,109,783	2,845,302	3,934,571
STREET SIGNS AND MARKINGS	569,429	480,414	621,947	706,441
STREET SIGNALS AND LIGHTS	600,117	685,414	768,361	661,603
SOLID WASTE CONTRACT MGMT	59,507	2,198	192,137	112,279
LANDSCAPE ASSESSMENT DISTRICTS	401,848	446,602	473,817	537,237
TRANSIENT OCCUPANCY TAX	1,948,539	2,448,932	4,008,918	3,312,562
PRINCE PARK TRUST	56,500	56,500	56,500	56,500
SUCCESSOR AGENCY HOUSING	322,486	362,680	405,377	231,401
MOBILE HOME RENT PROGRAM	1,233	10,170	14,000	16,500
<b>SPECIAL REVENUE FUNDS</b>	<b>13,060,598</b>	<b>11,881,350</b>	<b>24,201,545</b>	<b>18,492,911</b>

**2019 Budget  
 Enterprise Funds Revenue by Account Type**

Account Type	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
TAXES REVENUE	82,727	92,516	92,000	84,000
FEES/PERMITS AND FINES REVENUE	1,934,916	1,801,550	1,384,500	1,446,500
USE OF PROPERTY REVENUE	1,264,133	1,270,515	1,287,048	1,374,549
INTERGOVERNMENTAL REVENUE	4,069,323	6,228,526	2,965,982	3,821,553
CHARGES FOR SERVICE REVENUE	134,929	207,881	126,500	125,000
UTILITY REVENUE	280,665	264,875	285,000	220,000
SALES REVENUE	735,237	694,359	732,300	898,500
MISCELLANEOUS	2,072	3,154	600	500
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBTN	215,675	461,943	-	-
<b>ENTERPRISE FUNDS REVENUE</b>	<b>8,719,677</b>	<b>11,025,319</b>	<b>6,873,930</b>	<b>7,970,602</b>

**2019 Budget  
 Enterprise Funds Revenue by Fund**

Fund	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
AIRPORT	1,816,317	1,867,450	1,825,101	2,453,555
BUILDING SERVICES	2,056,526	2,006,775	1,505,747	1,574,685
MARINA	465,112	261,064	270,600	253,600
TRANSIT	4,381,722	6,890,030	3,272,482	3,688,762
<b>ENTERPRISE FUNDS REVENUE</b>	<b>8,719,677</b>	<b>11,025,319</b>	<b>6,873,930</b>	<b>7,970,602</b>

**2019 Budget  
 Enterprise Funds Revenue by Cost Center**

Cost Center	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
AIRPORT ADMIN/OPERATIONS	1,816,317	1,867,450	1,825,101	2,453,555
BUILDING ADMIN	38,912	47,320	34,947	38,185
BUILDING SERVICES	1,919,530	1,790,584	1,370,800	1,436,500
BUILDING SVC COST RECOVERY	98,084	168,871	100,000	100,000
MARINA ADMIN/OPERATIONS	465,112	261,064	270,600	253,600
TRANSIT ADMIN	2,979,035	2,785,644	2,340,725	1,766,856
TRANSIT CITY ROUTES	1,183,837	3,835,530	740,933	1,559,857
PARATRANSIT	218,850	268,856	190,824	362,049
<b>ENTERPRISE FUNDS REVENUE</b>	<b>8,719,677</b>	<b>11,025,319</b>	<b>6,873,930</b>	<b>7,970,602</b>

**2019 Budget  
Enterprise Funds Appropriations by Account Type**

Account Type	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	878,863	925,678	1,036,589	1,057,164
BENEFITS	385,691	382,492	461,445	447,157
SUPPLIES	910,924	936,745	986,350	1,074,200
PROF SERVICES, MAINT, REPAIR	3,672,599	3,637,074	2,688,541	2,747,780
INTRAGOVERNMENTAL SERVICES	611,573	611,573	585,627	589,407
UTILITIES, RENT, TRAINING	284,614	294,888	286,561	287,050
ADVERTISING, PROMOTION, DEBT	1,309,218	1,349,932	517,385	547,588
CAPITAL EXPENDITURES	-	-	399,000	565,000
TRANSFERS	465,601	675,683	421,000	355,000
<b>ENTERPRISE FUNDS APPROPRIATIONS</b>	<b>8,519,083</b>	<b>8,814,065</b>	<b>7,382,498</b>	<b>7,670,346</b>

**2019 Budget  
Enterprise Funds Appropriations by Fund**

Fund	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
AIRPORT	1,748,339	1,695,814	2,076,778	2,175,410
BUILDING SERVICES	1,690,098	1,633,477	1,595,163	1,632,815
MARINA	481,535	500,219	266,253	209,816
TRANSIT	4,599,111	4,984,555	3,444,304	3,652,305
<b>ENTERPRISE FUNDS APPROPRIATIONS</b>	<b>8,519,083</b>	<b>8,814,065</b>	<b>7,382,498</b>	<b>7,670,346</b>

**2019 Budget  
Enterprise Funds Appropriations by Cost Center**

Cost Center	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
AIRPORT ADMIN/OPERATIONS	1,147,585	1,133,047	1,350,078	1,393,510
AIRPORT FUELING	556,820	519,652	637,000	674,700
AIRPORT HANGARS	43,934	43,115	89,700	107,200
BUILDING SERVICES	1,583,793	1,457,911	1,436,163	1,473,815
BUILDING SVC COST RECOVERY	106,305	175,566	159,000	159,000
MARINA ADMIN/OPERATIONS	481,535	500,219	266,253	209,816
TRANSIT ADMIN	1,931,842	1,697,837	917,498	627,258
TRANSIT CITY ROUTES	2,050,724	2,592,178	1,866,406	1,976,028
PARATRANSIT	616,545	694,540	660,400	1,049,019
<b>ENTERPRISE FUNDS APPROPRIATIONS</b>	<b>8,519,083</b>	<b>8,814,065</b>	<b>7,382,498</b>	<b>7,670,346</b>

**2019 Budget  
Utilities Revenue by Account Type**

Account Type	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
TAXES REVENUE	-	-	-	178,991
FEES/PERMITS AND FINES REVENUE	1,550	10,650	7,000	5,000
USE OF PROPERTY REVENUE	423,582	358,633	495,433	450,980
INTERGOVERNMENTAL REVENUE	57,125	24,366	-	-
CHARGES FOR SERVICE REVENUE	-	8,260	-	-
UTILITY REVENUE	40,095,550	38,752,201	41,325,000	45,450,000
SALES REVENUE	41,701	34,898	30,000	255,000
MISCELLANEOUS	61,005	167,362	436,776	504,811
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBTN	729,647	615,403	795,955	592,053
<b>UTILITIES REVENUE</b>	<b>41,410,160</b>	<b>39,971,773</b>	<b>43,090,164</b>	<b>47,436,835</b>

**2019 Budget  
Utilities Revenue by Fund**

Fund	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
WASTE WATER	27,255,593	24,827,926	26,826,295	28,602,327
WASTE WATER RATE STABILIZATION	21,443	(14,404)	1,815	-
WATER	13,496,354	14,636,238	15,763,581	18,157,044
STORM WATER	636,770	522,013	498,473	677,464
<b>UTILITIES REVENUE</b>	<b>41,410,160</b>	<b>39,971,773</b>	<b>43,090,164</b>	<b>47,436,835</b>

**2019 Budget  
Utilities Revenue by Cost Center**

Cost Center	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
WASTE WATER ADMIN	24,266,554	23,680,028	25,826,295	27,502,327
WASTE WATER CAPACITY FEES	2,989,039	1,147,023	1,000,000	1,100,000
WASTE WATER RATE STABILIZATION	21,443	(14,404)	1,815	-
WASTE WATER ELLIS CREEK	-	875	-	-
WATER ADMIN	13,123,448	14,319,055	15,572,581	18,057,044
WATER CAPACITY FEES	309,798	291,102	191,000	100,000
WATER CONSERVATION	63,108	26,081	-	-
STORM DRAINAGE UTILITY ADMIN	636,770	522,013	498,473	677,464
<b>UTILITIES REVENUE</b>	<b>41,410,160</b>	<b>39,971,773</b>	<b>43,090,164</b>	<b>47,436,835</b>

**2019 Budget  
Utilities Appropriations by Account Type**

Account Type	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	4,449,541	4,796,952	5,145,778	5,417,668
BENEFITS	1,942,982	2,067,360	2,226,246	2,336,531
SUPPLIES	6,849,568	6,966,104	9,460,250	9,634,900
PROF SERVICES, MAINT, REPAIR	2,892,682	2,703,655	4,132,000	4,111,800
INTRAGOVERNMENTAL SERVICES	2,639,471	2,539,471	2,385,447	2,460,508
UTILITIES, RENT, TRAINING	1,743,069	1,791,605	2,285,500	2,437,500
ADVERTISING, PROMOTION, DEBT	10,629,948	14,565,426	10,574,218	9,998,989
CAPITAL EXPENDITURES	-	-	624,600	397,822
TRANSFERS	7,614,119	12,242,704	33,482,854	19,311,000
<b>UTILITIES APPROPRIATIONS</b>	<b>38,761,380</b>	<b>47,673,277</b>	<b>70,316,893</b>	<b>56,106,718</b>

**2019 Budget  
Utilities Appropriations by Fund**

Fund	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
WASTE WATER	22,087,546	30,294,711	48,430,299	37,079,561
WATER	16,113,629	16,916,753	21,460,787	18,545,964
STORM DRAINAGE UTILITY	560,205	461,813	425,807	481,193
<b>UTILITIES APPROPRIATIONS</b>	<b>38,761,380</b>	<b>47,673,277</b>	<b>70,316,893</b>	<b>56,106,718</b>

**2019 Budget  
Utilities Appropriations by Cost Center**

Cost Center	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
WASTE WATER ADMIN	14,595,519	22,572,609	38,693,667	26,694,860
WASTE WATER COLLECT SYSTEM	973,520	947,912	1,108,487	1,196,397
WASTE WATER SEWAGE PUMP STATIONS	352,664	400,977	601,619	599,877
WASTE WATER CUSTOMER SVC	101,991	105,552	113,100	113,100
WASTE WATER INDUSTRIAL	362,770	457,349	606,173	579,345
WASTE WATER RECLAMATION	875,009	994,938	1,116,624	1,106,922
WASTE WATER STORM DRAIN	268,404	177,150	186,666	175,509
WASTE WATER ELLIS CREEK OPERATIONS	4,557,669	4,638,224	6,003,963	6,613,551
WATER ADMIN	6,925,692	7,423,035	9,132,798	6,334,614
WATER CONSERVATION	771,694	452,076	715,587	710,899
WATER CUSTOMER SERVICES	650,656	576,669	628,364	635,385
WATER LEAK DETECT/CROSS CONNECT	124,701	122,192	135,860	136,928
WATER PUMPING	201,862	388,466	431,050	432,322
WATER SOURCE OF SUPPLY	5,287,745	5,558,225	7,297,500	7,516,350
WATER TRANSMISSION & DISTRIBUTION	2,151,279	2,396,090	3,119,628	2,779,466
STORM DRAINAGE UTILITY ADMIN	560,205	461,813	425,807	481,193
<b>UTILITIES APPROPRIATIONS</b>	<b>38,761,380</b>	<b>47,673,277</b>	<b>70,316,893</b>	<b>56,106,718</b>

**2019 Budget**  
**Internal Service Funds Revenue by Account Type**

Account Type	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
USE OF PROPERTY REVENUE	63,680	53,946	73,855	113,316
CHARGES FOR SERVICE REVENUE	6,143,279	6,309,456	5,968,798	6,234,317
SALES REVENUE	5,281	4,083	-	-
MISCELLANEOUS	16,354	49,600	-	103,115
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBTN	600,000	800,000	7,905,330	1,000,000
<b>INTERNAL SERVICE FUNDS REVENUE</b>	<b>6,828,594</b>	<b>7,217,085</b>	<b>13,947,983</b>	<b>7,450,748</b>

**2019 Budget**  
**Internal Service Funds Revenue by Fund**

Fund	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
EE BENEFITS	1,266,737	1,344,042	8,163,242	1,507,303
GENERAL SERVICES	235,558	238,211	221,318	243,624
INFORMATION TECHNOLOGY	1,800,940	1,799,228	1,785,248	1,855,253
RISK MANAGEMENT	1,725,638	1,751,264	1,399,955	1,493,854
VEH/EQUIPMENT REPLACE	400,261	598,549	955,909	810,842
WORKERS COMP	1,399,460	1,485,791	1,422,311	1,539,872
<b>INTERNAL SERVICE FUNDS REVENUE</b>	<b>6,828,594</b>	<b>7,217,085</b>	<b>13,947,983</b>	<b>7,450,748</b>

**2018 Budget  
 Internal Service Funds Appropriations by Account Type**

Account Type	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	764,972	895,719	1,086,089	1,026,525
BENEFITS	377,504	416,062	8,653,020	475,268
SUPPLIES	112,831	113,162	117,690	117,410
PROF SERVICES, MAINT, REPAIR	1,142,476	913,472	989,202	996,932
INTRAGOVERNMENTAL SERVICES	66,562	66,562	323,938	312,523
UTILITIES, RENT, TRAINING	1,685,831	3,381,877	3,031,223	3,073,783
ADVERTISING, PROMOTION, DEBT	219,259	304,331	395,456	930,372
CAPITAL EXPENDITURES	-	-	2,472,226	229,000
TRANSFERS	-	200,000	1,350,066	50,000
<b>INTERNAL SERVICE FUNDS APPROPRIATIONS</b>	<b>4,369,435</b>	<b>6,291,185</b>	<b>18,418,910</b>	<b>7,211,813</b>

**2019 Budget  
 Internal Service Funds Appropriations by Fund**

Fund	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
EE BENEFITS	789,751	822,983	9,135,688	1,493,488
GENERAL SERVICES	207,409	193,931	220,470	221,817
INFORMATION TECHNOLOGY	1,736,510	1,764,743	1,790,729	1,855,253
RISK MANAGEMENT	(210,911)	1,949,653	2,770,488	1,389,755
VEH/EQUIPMENT REPLACE	167,319	265,976	2,839,752	570,276
WORKERS COMP	1,679,357	1,293,899	1,661,783	1,681,224
<b>INTERNAL SERVICE FUNDS APPROPRIATIONS</b>	<b>4,369,435</b>	<b>6,291,185</b>	<b>18,418,910</b>	<b>7,211,813</b>

**2019 Budget  
 Capital Projects Revenue by Account Type**

Account Type	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
FEES/PERMITS AND FINES REVENUE	805,306	-	-	-
USE OF PROPERTY REVENUE	23,285	16,397	-	322
INTERGOVERNMENTAL REVENUE	759,023	1,374,062	459,100	1,491,000
CHARGES FOR SERVICE REVENUE	-	7,450	60,000	50,000
MISCELLANEOUS	250	353,286	2,169,000	-
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	12,397,704	16,533,626	42,440,295	26,083,824
<b>CAPITAL PROJECTS REVENUE</b>	<b>13,985,568</b>	<b>18,284,821</b>	<b>45,128,395</b>	<b>27,625,146</b>

**2019 Budget  
 Capital Projects Revenue by Fund**

Fund	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
FACILITIES CIP	173,000	448,979	1,305,081	376,000
FIRE CIP	21,000	-	-	-
PARK AND REC CIP	3,365,321	473,046	661,400	2,410,000
PUBLIC WORKS CIP	2,325,912	4,318,104	15,073,324	6,249,146
FEMA CIP	-	121,616	-	-
AIRPORT CIP	-	95,362	277,000	355,000
MARINA CIP	15,000	-	-	-
TRANSIT CIP	470,822	399,844	178,000	-
WASTE WATER CIP	4,289,609	8,181,166	24,983,425	15,288,000
WATER CIP	3,324,904	4,246,704	2,650,165	2,947,000
<b>CAPITAL PROJECTS REVENUE</b>	<b>13,985,568</b>	<b>18,284,821</b>	<b>45,128,395</b>	<b>27,625,146</b>



**2019 Budget  
 Capital Projects Appropriations by Account Type**

Account Type	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	242,727	318,502	932,887	952,606
BENEFITS	103,425	116,622	360,590	366,534
SUPPLIES	175	3,088	150,000	-
PROF SERVICES, MAINT, REPAIR	1,830,898	5,425,172	45,105,337	27,528,294
INTRAGOVERNMENTAL SERVICES	54,252	67,994	170,866	214,028
UTILITIES, RENT, TRAINING	498	2,030	-	-
ADVERTISING, PROMOTION, DEBT	47,427	19,685	-	5,000
CAPITAL EXPENDITURES	-	189,236	22,000	100,000
TRANSFERS	410,011	762,801	234,312	-
<b>CAPITAL PROJECTS APPROPRIATIONS</b>	<b>2,689,413</b>	<b>6,905,130</b>	<b>46,975,992</b>	<b>29,166,462</b>

**2019 Budget  
 Capital Projects Appropriations by Fund**

Fund	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
FACILITIES CIP	152,944	487,693	1,332,641	1,129,000
FIRE CIP	20,866	-	-	-
PARK AND REC CIP	1,256,399	559,081	610,000	2,410,000
PUBLIC WORKS CIP	1,257,581	4,546,921	16,566,074	7,052,000
FEMA/OES CIP	-	-	-	-
AIRPORT CIP	-	92,446	589,000	355,000
MARINA CIP	-	4,106	575	18
TRANSIT CIP	-	250,183	178,000	1,444
WASTE WATER CIP	-	964,700	24,995,815	15,272,000
WATER CIP	1,623	-	2,703,887	2,947,000
<b>CAPITAL PROJECTS APPROPRIATIONS</b>	<b>2,689,413</b>	<b>6,905,130</b>	<b>46,975,992</b>	<b>29,166,462</b>

**2019 Budget  
 Successor Agency Revenue by Account Type**

Account Type	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
TAXES REVENUE	5,685,097	5,698,495	5,731,427	5,415,359
USE OF PROPERTY REVENUE	7,986	22,470	31,566	22,392
INTERGOVERNMENTAL REVENUE	-	-	-	-
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	-	-	-	-
<b>SUCCESSOR AGENCY REVENUE</b>	<b>5,693,083</b>	<b>5,720,965</b>	<b>5,762,993</b>	<b>5,437,751</b>

**2019 Budget  
 Successor Agency Revenue by Fund**

Fund	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SUCCESSOR AGENCY DEBT SERVICE	5,485,446	5,441,735	5,481,427	5,165,359
SUCCESSOR AGENCY ADMIN	207,637	279,230	281,566	272,392
<b>SUCCESSOR AGENCY REVENUE</b>	<b>5,693,083</b>	<b>5,720,965</b>	<b>5,762,993</b>	<b>5,437,751</b>

**2019 Budget  
 Successor Agency Appropriations by Account Type**

Account Type	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	40,227	44,659	47,283	47,639
BENEFITS	17,096	16,908	18,074	18,118
SUPPLIES	405	335	500	500
PROF SERVICES, MAINT, REPAIR	125,037	26,040	39,450	39,450
INTRAGOVERNMENTAL SERVICES	420,954	420,954	122,648	125,571
UTILITIES, RENT, TRAINING	4,232	4,583	5,350	5,350
ADVERTISING, PROMOTION, DEBT	3,054,971	2,764,598	5,481,427	5,165,359
TRANSFERS	-	5,547,823	-	-
<b>SUCCESSOR AGENCY APPROPRIATIONS</b>	<b>3,662,922</b>	<b>8,825,900</b>	<b>5,714,732</b>	<b>5,401,987</b>

**2019 Budget  
 Successor Agency Appropriations by Fund**

Fund	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SUCCESSOR AGENCY DEBT SERVICE	3,064,971	8,312,421	5,481,427	5,165,359
SUCCESSOR AGENCY ADMIN	597,951	513,479	233,305	236,628
<b>SUCCESSOR AGENCY APPROPRIATIONS</b>	<b>3,662,922</b>	<b>8,825,900</b>	<b>5,714,732</b>	<b>5,401,987</b>



## General Fund Operating Budget Overview

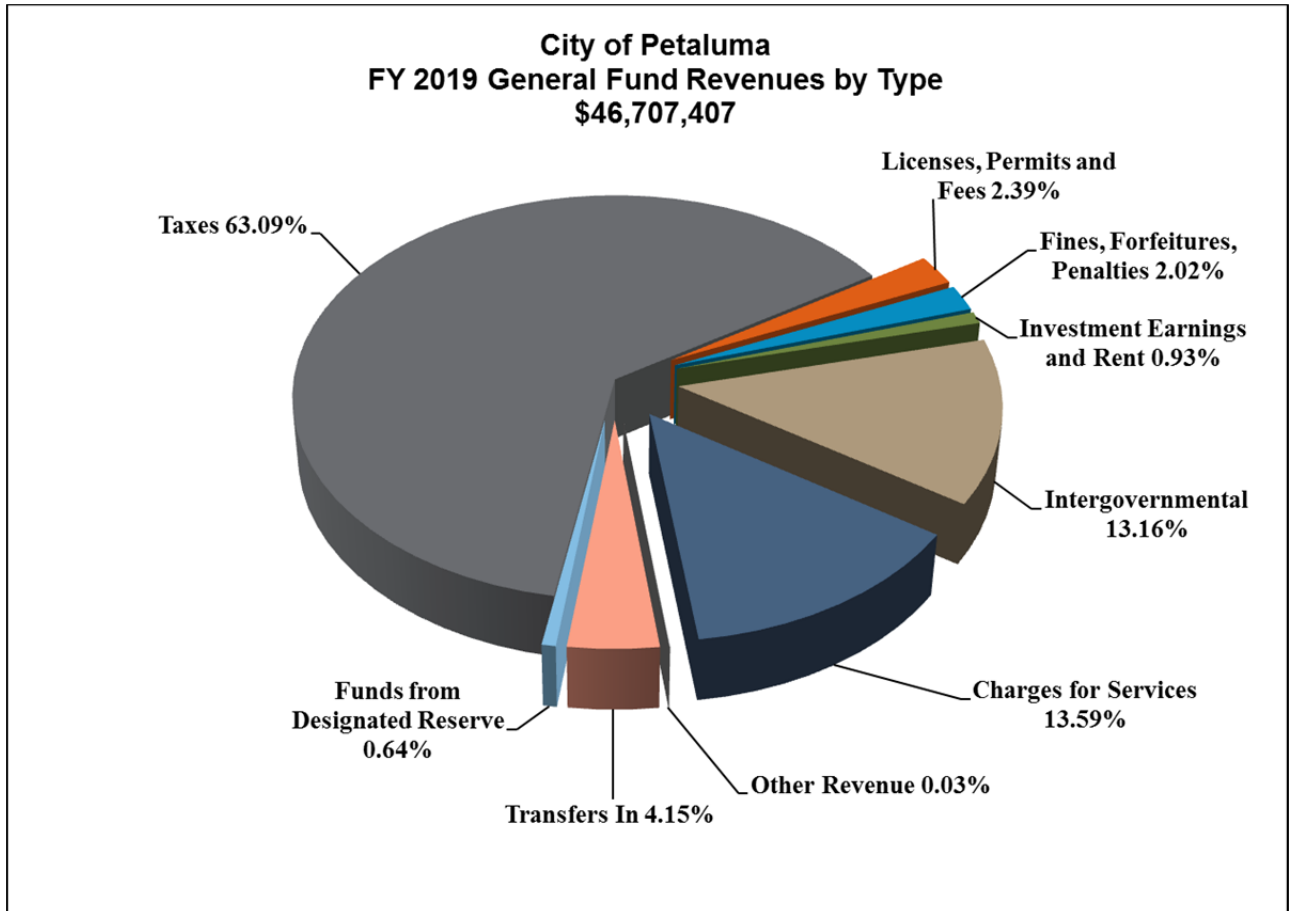
FY 18-19 Budget

	FY 2016 Actual	FY 2017 Actual	FY 2018 Revised Budget	FY 2019 Adopted Budget
<b>Revenues</b>				
Taxes	\$ 27,626,228	\$ 28,386,561	\$ 28,605,711	\$ 29,466,204
Licenses, Permits and Fees	1,235,542	1,655,956	1,098,000	1,117,300
Fines, Forfeitures, Penalties	545,740	674,103	893,250	945,000
Investment Earnings and Rent	392,166	449,483	437,700	434,201
Intergovernmental	5,385,022	5,716,830	5,941,238	6,145,271
Charges for Services	6,926,428	6,984,902	6,342,000	6,347,919
Other Revenue	80,673	90,407	14,000	14,000
Transfers In	<u>1,691,267</u>	<u>1,841,483</u>	<u>1,592,970</u>	<u>1,937,512</u>
<b>Total Revenues</b>	<b><u>\$ 43,883,066</u></b>	<b><u>\$ 45,799,725</u></b>	<b><u>\$ 44,924,869</u></b>	<b><u>\$ 46,407,407</u></b>
<b>Funds from Designated Reserve</b>			<b><u>\$ 1,013,728</u></b>	<b><u>\$ 300,000</u></b>
<b>Total Sources</b>			<b><u>\$ 45,938,596</u></b>	<b><u>\$ 46,707,407</u></b>
<b>Expenditures/Appropriations</b>				
Salaries	\$ 20,838,411	\$ 21,950,162	\$ 22,355,904	\$ 22,975,694
Benefits	10,969,238	11,912,940	12,930,888	14,070,588
Services and Supplies	6,672,008	7,218,964	6,522,610	6,642,988
Capital	318,964	29,708	189,500	-
Transfers Out	1,704,068	1,497,654	1,380,053	1,140,053
Intragovernmental	<u>1,958,638</u>	<u>1,958,638</u>	<u>1,839,433</u>	<u>1,876,843</u>
<b>Total Expenditures/Appropriations</b>	<b><u>\$ 42,461,327</u></b>	<b><u>\$ 44,568,066</u></b>	<b><u>\$ 45,218,388</u></b>	<b><u>\$ 46,706,167</u></b>
<b>Difference</b>	<b><u>\$ 1,421,739</u></b>	<b><u>\$ 1,231,659</u></b>	<b><u>\$ 720,208</u></b>	<b><u>\$ 1,240</u></b>
<b>Beginning Working Capital Balance</b>	<b>\$ 1,872,875</b>	<b>\$ 1,998,762</b>	<b>\$ 2,040,912</b>	<b>\$ 2,761,120</b>
<b>Ending Working Capital Balance *</b>	<b><u>\$ 1,998,762</u></b>	<b><u>\$ 2,040,912</u></b>	<b><u>\$ 2,761,120</u></b>	<b><u>\$ 2,762,360</u></b>

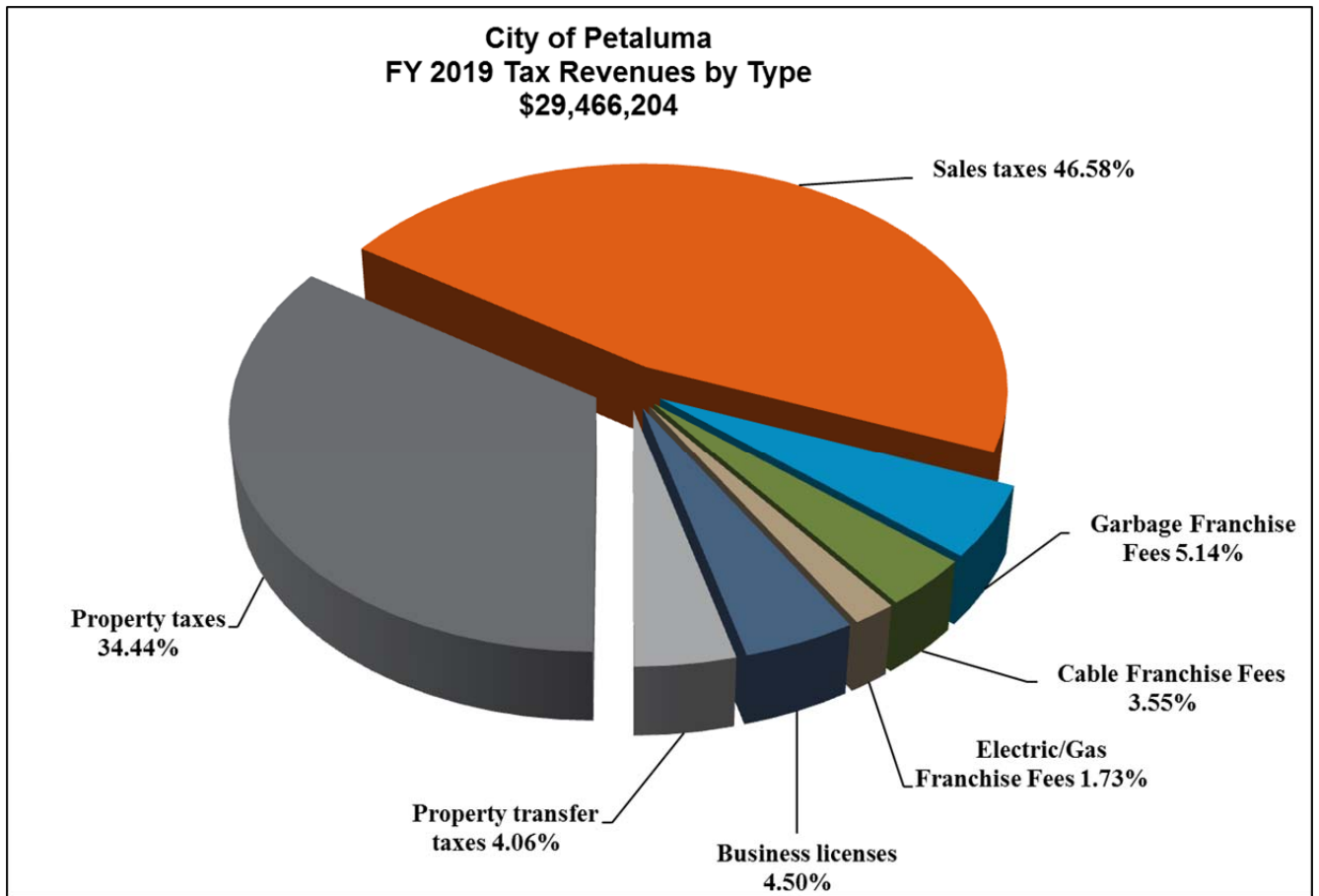
\* Note: Does not include designated reserves

**Revenues:**

Total General Fund revenues in FY 19 are projected to be \$46,707,407. This represents a 1.7% increase from FY 18 revised revenues. The chart below shows total General Fund revenues by type.



Tax revenues make up 63% of total General Fund revenues. The chart on the next page shows tax revenues by type as a percentage of total tax revenue.



Sales Tax revenue is the largest revenue source in the General Fund. Sales Tax represents 47% of General Fund tax revenues and is projected to approximate \$13.7 million during FY 19. This represents an increase of \$.6 million or 5% over FY 18 revised revenue. The majority of this increase is driven by a large increase in the Construction category and smaller increases in General Retail, Food Products and Transportation tax categories. The increases presented in these categories are larger than in past years and reflect the impact of rebuilding and replacing vehicles as a result of the Sonoma County wildfires. This impact is difficult to forecast into the future given the rarity of such an occurrence. We continue to work closely with the sales tax consultants to refine the forecast and provide updates as results are provided.

Property Tax revenue is the second largest individual source of revenue in the General Fund and makes up 34% of General Fund tax revenues. FY 19 overall property tax revenues are projected to be \$10.15 million. This amount is up \$.2 million from FY 18 and represents an overall increase of 2%. This estimate was developed in conjunction with the Sonoma County Auditor/Controller's office. The County considers economic

factors, Proposition 8 reassessments, median home prices, and the number of property resales in estimating a growth factor for the upcoming year.

Franchise Fee revenues make up \$3.1 million or 11% of General Fund tax revenues. Franchise Fees overall will increase slightly by .5% from FY 18 amounts. This revenue category is continuing a pattern of slow overall growth over time.

Business License revenues make up approximately 4.5% of General Fund tax revenues. Revenues in this category are estimated to be \$1.3 million in FY 19, and are up about 6% from FY 18 revised projections. This increase is partially due to a one time non recurring reduction that occurred this fiscal year.

Property Transfer Taxes are projected to be \$1.2m during FY 19. This amount is down about 3% from FY 18. This is due to a large non-recurring property transfer tax payment that occurred this fiscal year.

Licenses, Permits and Fees revenue are projected to be \$1.1m during FY 19. This category is virtually flat year over year.

Fines, Forfeitures and Penalties revenue is expected to be up approximately \$.05 million next fiscal year due to higher citation revenue, along with increased revenue associated with the Revenue/Collection Specialist Position.

Investment Earnings & Rent are also expected to be virtually flat year over year.

Intergovernmental revenues are projected to be up \$.2 million next fiscal year due mainly to higher anticipated Motor Vehicle License Fees.

Charges for Services revenues are projected to be \$6.35 million next fiscal year. This is a slight increase from FY 18 due mainly to higher ambulance transport fees and intragovernmental revenues offset by a reduction due to a one-time non-recurring planning fee and disaster recovery revenue that occurred this fiscal year.

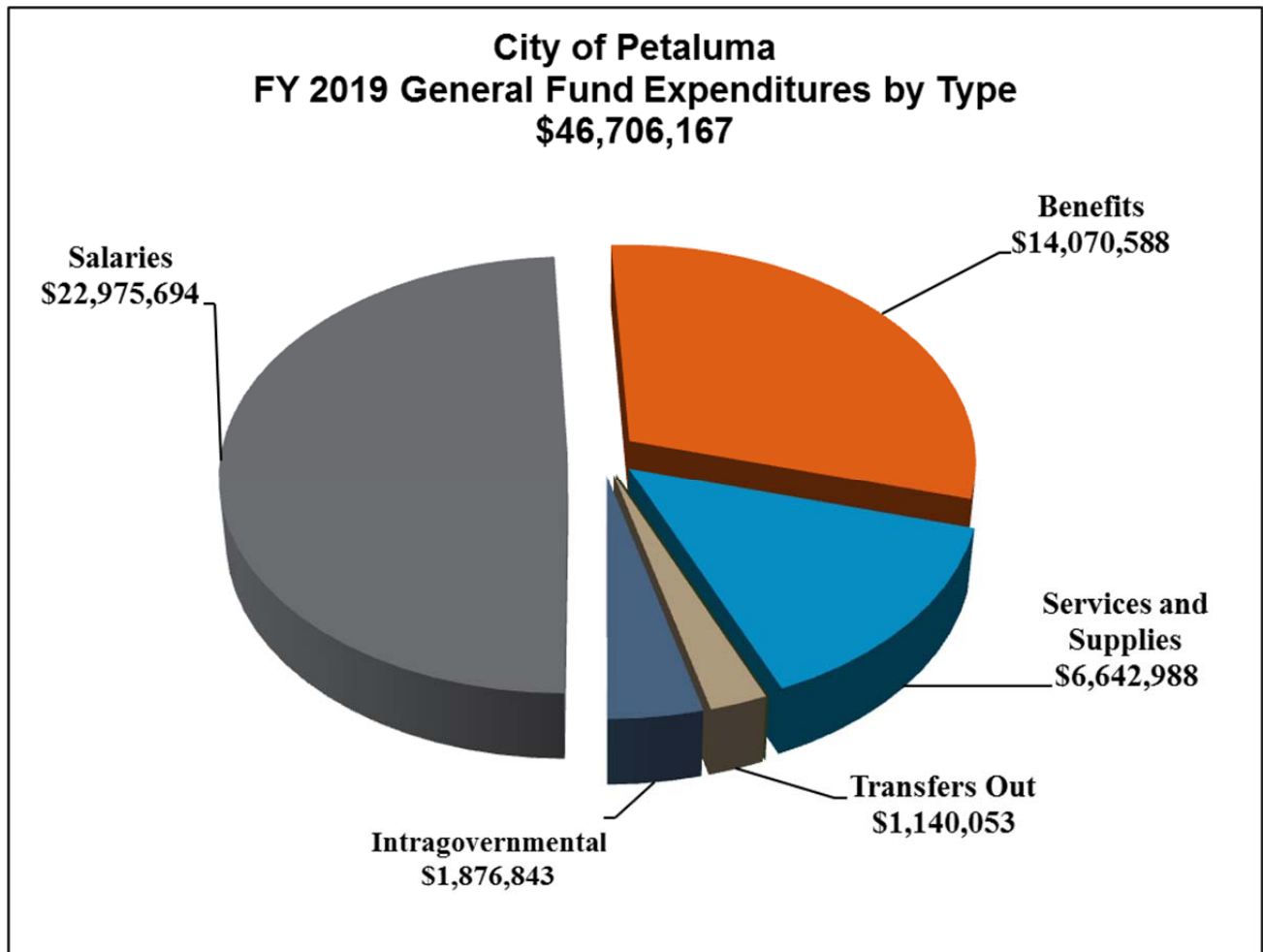
Transfers into the General Fund during the upcoming fiscal year will be approximately \$1.9 million, up about \$.3 million from this fiscal year. This is due to higher transfers in from Transient Occupancy Tax generated from newly established hotels, along with a slightly higher transfer in from the Risk Management Fund for legal services.

Funds transferred in from designated reserves will be \$.3 million, a decrease of \$.7 million from FY 18. This is due to less committed reserves transferring in to cover employee compensation as well as less capital asset purchases from designated reserves.



**Expenditures:**

Overall General Fund expenditures are projected to increase approximately \$1.5 million next year from FY 18. The chart below shows expenditures by type.



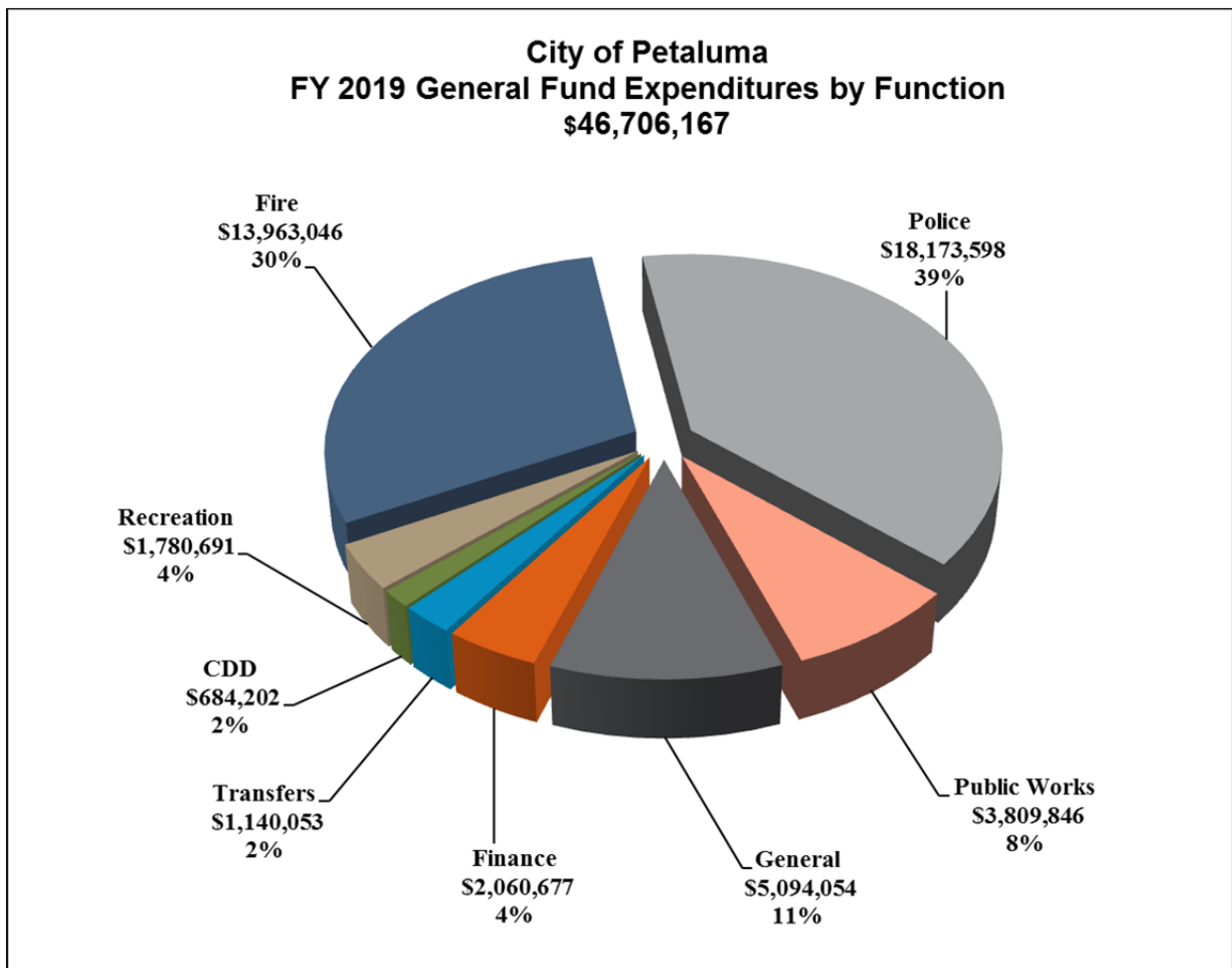
Salaries are expected to be higher by about \$.65 million due to negotiations and cost of living adjustments. The addition of a full time Police Records Clerk and Volunteer Coordinator are also contributing to the increase.

Benefits are expected to increase next fiscal year by approximately \$1.15 million. This is mainly due to an increase in PERS costs related to increased contribution rates which are slightly offset by savings from the paying down a portion of the PERS Unfunded

Liability– Miscellaneous from 21.038% to 20.439% fully offset by an increase in Safety from 48.093% to 52.431%.

Services and supplies are increasing by approximately \$.1 million due mainly to increased costs in City Clerk Elections budget to cover the cost of the upcoming election cycle. Capital expenditures are decreasing by \$.2 million due to one-time non-recurring capital purchases in 2017/18 for the Police Department Radio Upgrade Project and two new electric gurneys for the Fire Department.

Transfers out are decreasing by \$.2 million due mainly to a non-recurring additional transfer to Vehicle Replacement to fund the Fire Department capital asset purchases. Transfers out will continue to include transfers to the Employee Benefits fund of \$200k to pay down the OPEB liability and \$300k for Vehicle Replacement. Also included are transfers to cover storm water costs, the planned payback of the inter-fund loan to the storm drainage impact fee fund and the payment related to the litigation settlement. The chart below shows General Fund expenditures by function.



## Five-Year Forecast Update

The revised long term General Fund forecast is located below. Revenue and expenditure assumptions have been updated. Property Tax growth is expected to be nominal over the next several years. The average Sales Tax revenue growth is anticipated to slow, and be in the 2% range annually over the next several years. Expenditures have been updated and will be increasing significantly over the duration of the forecast due mainly to continued benefit cost increases.

### General Fund Long Term Operating Forecast

Revenue Categories	Revised 2018	Budget 2019	Forecast 2020	Forecast 2021	Forecast 2022	Forecast 2023	Forecast 2024
Property Taxes	\$ 9,949,123	\$ 10,146,993	\$ 10,400,668	\$ 10,608,681	\$ 10,820,855	\$ 11,037,272	\$ 11,258,017
Sales and Use Taxes	13,113,465	13,725,100	14,201,600	14,448,900	14,699,800	14,945,800	15,190,700
Business License Tax	1,252,250	1,327,020	1,366,831	1,407,836	1,450,071	1,493,573	1,538,380
Property Transfer Tax	1,230,000	1,196,000	1,225,900	1,250,418.00	1,275,426	1,300,934.89	1,326,953.58
Franchise Fees	3,060,873	3,071,091	3,163,224	3,258,120	3,355,864	3,456,540	3,560,236
Licenses and Permits	1,098,000	1,117,300	1,150,819	1,185,344	1,220,904	1,257,531	1,295,257
Fines & Forfeitures & Penalties	893,250	945,000	963,900	983,178	1,002,842	1,022,898	1,043,356
Investment Earnings and Rent	437,700	434,201	447,227	460,644	474,463	488,697	503,358
Intergovernmental Revenues	5,941,238	6,145,271	6,329,629	6,519,518	6,715,104	6,916,557	7,124,053
Charges for Services	6,342,000	6,347,919	6,474,877	6,604,375	6,736,462	6,871,192	7,008,616
Other Revenues	14,000	14,000	14,280	14,566	14,857	15,154	15,457
Transient Occupancy Tax Trf	1,289,012	1,701,012	1,789,012	1,989,012	1,989,012	1,989,012	1,989,012
Other Transfers and Sources	1,317,685	536,500	886,500	886,500	886,500	486,500	486,500
<b>Total Revenues</b>	<b>\$ 45,938,596</b>	<b>\$ 46,707,407</b>	<b>\$ 48,414,467</b>	<b>\$ 49,617,091</b>	<b>\$ 50,642,159</b>	<b>\$ 51,281,660</b>	<b>\$ 52,339,896</b>

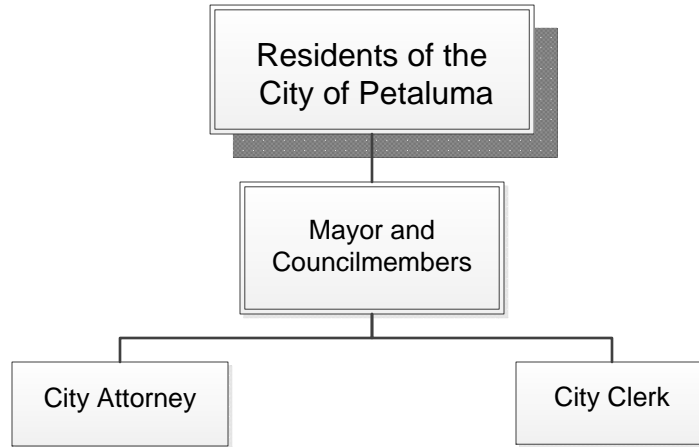
Expenditure Categories	Revised 2018	Budget 2019	Forecast 2020	Forecast 2021	Forecast 2022	Forecast 2023	Forecast 2024
Salaries and Wages	\$ 22,355,904	\$ 22,975,694	\$ 23,795,010	\$ 24,326,010	\$ 24,868,958	\$ 25,424,122	\$ 25,991,777
Benefits	12,930,888	14,070,588	15,745,004	17,318,511	18,851,263	20,267,089	21,623,220
Services & Supplies	6,522,610	6,642,988	6,775,848	6,911,365	7,049,592	7,190,584	7,334,396
Intragovernmental	1,839,433	1,876,843	1,876,843	1,876,843	1,876,843	1,876,843	1,876,843
Fixed Assets & Cap. Outlay	189,500	-	-	-	-	-	-
Storm water transfer	592,053	592,053	592,053	592,053	592,053	592,053	592,053
Transfers Out	788,000	548,000	548,000	548,000	548,000	548,000	548,000
<b>Total Expenditures</b>	<b>\$ 45,218,388</b>	<b>\$ 46,706,167</b>	<b>\$ 49,332,759</b>	<b>\$ 51,572,784</b>	<b>\$ 53,786,711</b>	<b>\$ 55,898,693</b>	<b>\$ 57,966,291</b>

<b>Rev. Over (Under) Exp.</b>	<b>\$ 720,208</b>	<b>\$ 1,240</b>	<b>\$ (918,292)</b>	<b>\$ (1,955,693)</b>	<b>\$ (3,144,552)</b>	<b>\$ (4,617,033)</b>	<b>\$ (5,626,394)</b>
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<b>Unassigned Bal. Beg. of Yr</b>	<b>\$ 2,040,912</b>	<b>\$ 2,761,120</b>	<b>\$ 2,762,360</b>	<b>\$ 1,844,067</b>	<b>\$ (111,625)</b>	<b>\$ (3,256,177)</b>	<b>\$ (7,873,209)</b>
<b>Unassigned Bal. End of Yr</b>	<b>\$ 2,761,120</b>	<b>\$ 2,762,360</b>	<b>\$ 1,844,067</b>	<b>\$ (111,625)</b>	<b>\$ (3,256,177)</b>	<b>\$ (7,873,209)</b>	<b>\$ (13,499,604)</b>



## Legislative



## CITY COUNCIL

11300 CITY COUNCIL ADMIN/OPERATIONS	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	47,772	51,035	54,083	55,662
BENEFITS	47,185	39,949	40,316	41,774
SERVICES & SUPPLIES	16,129	15,921	16,610	16,487
<b>CITY COUNCIL ADMIN/OPERATIONS</b>	<b>111,086</b>	<b>106,905</b>	<b>111,009</b>	<b>113,923</b>
LESS INTRAGOVERNMENTAL OFFSET	(46,014)	(46,014)	(39,844)	(43,163)
<b>CITY COUNCIL ADMIN/OPERATIONS NET COST</b>	<b>65,072</b>	<b>60,891</b>	<b>71,165</b>	<b>70,760</b>

### **CITY COUNCIL OVERVIEW**

The City of Petaluma was incorporated in 1858. Voters approved the City Charter in 1947, which, along with State and Federal laws, governs how City business is conducted. The City operates under the Council/Manager form of government, with legislative and policy authority vested in the City Council, and administrative authority vested in the City Manager. The City Council adopts citywide goals, priorities, and plans, and provides policy direction for City staff. The City Council appoints the City Manager, the City Attorney, and the City Clerk. The City Council also appoints the members of the City's advisory boards, commissions and committees. The City Council typically meets twice a month in regular session, but conducts special meetings and study sessions as needed. Council members also attend regional coordination meetings, are assigned as liaisons to certain of the City's citizen's advisory bodies, and participate as members of regional boards and agencies.

### **2017-2018 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

The City Council made progress towards its goals this past fiscal year, and addressed a number of its stated priorities. A partial listing of some accomplishments includes:

- Conducted workshops on cannabis regulation, taxation and revenue enhancement, dredging, storm water management, PERS liability, housing fees and policies, and budget review and financial forecasting. Several workshops were the basis for further Council direction or action.
- Revised legislation to address cultivation, sales, and manufacturing of medical and recreational cannabis; adopted cannabis regulations; and designated appropriate zoning.
- Revised the zoning ordinance to permit junior accessory dwelling units (ADU's) and relax parking requirements for ADU's.
- Reviewed proposals to develop affordable multi-family housing on Housing Successor Agency-owned property at 951 Petaluma Boulevard South, and approved an exclusive negotiating agreement with Petaluma Ecumenical Properties.
- Adopted emergency temporary housing measures to provide relief for victims of the Sonoma Complex fires.
- Assigned the City's exclusive solid waste franchise agreement from Petaluma Refuse and Recycling, to Recology.

- Approved a seven (7) year extension of the MV Transit agreement.
- Provided final direction regarding changes to the housing impact fee structure and inclusionary housing policies.
- Refinanced 2011 Successor Agency and Wastewater debt, to take advantage of favorable interest rates, resulting in savings to the City of \$600,000 and \$4.5 million, respectively.
- Approved internal loan to pay-down specific PERS obligations, reducing unfunded liability and resulting in savings of \$2.4 million over the financing period.
- Shifted three (3) percent of the City's share of PERS costs to the Employee's share, for all Miscellaneous employees and the members of the Public Safety Mid-level Managers Association; and revised associated CalPERS agreements.
- Approved non-PERS-able salary adjustments for the members of a majority of employee bargaining units.
- Awarded contracts for the Ellis Creek Biomass to Biofuel project, and for the City-wide LED Streetlight Retrofit project.
- Adopted a resolution reaffirming the City's intention to reduce greenhouse gas emissions and adopting local implementation measures as identified in the Climate Action 2020 plan.

### **2018-2019 CITY COUNCIL GOALS and PRIORITIES**

#### **I. GOAL: MAINTAIN FISCAL SUSTAINABILITY**

##### **1. Priority: Enhance Existing Revenue Sources**

- a. Increase Revenue Collections through Aggressive Utilization of Revenue and Collections Officer Position
- b. Evaluate New Opportunities and Increase Existing User Fees
- c. Educate the Public and Business Community on City Finances

##### **2. Priority: Limit/Reduce Expenditures**

- a. Investigate, and Implement Consolidation Strategies to Reduce the Cost of Services or Enhance Service Delivery, as Opportunities Arise
- b. Continue to Seek Cost-Effective Means to Reduce Future PERS Liability

##### **3. Priority: Establish New Revenue Sources**

- a. Revisit Consideration and Initiation of a Sales Tax Increase

b. Consider other Tax Increase Opportunities

4. **Priority:** Establish Fiscally Sustainable Funding for Storm Water Management

**II. GOAL: INVEST IN HUMAN RESOURCES AND INFORMATION TECHNOLOGY**

1. **Priority:** Establish an In-House Leadership Academy for Management and Supervisory Staff

- a. Develop Program Design
- b. Conduct Program with New and Existing Staff

2. **Priority:** Develop and Revise Written Human Resources Guidance

- a. Update Personnel System Ordinance, Related Ordinances and Resolutions
- b. Develop Personnel Policies and Procedures Manual

3. **Priority:** Develop Materials and Provide Staff Training

- a. Resolutions
- b. Ordinances
- c. Contracts
- d. Leases
- e. Requests for Proposals

4. **Priority:** Plan for City-wide Computer System Replacement

- a. Determine the Useful Life of the Current System
- b. Evaluate Replacement Options
- c. Identify and Secure Funding Sources

5. **Priority:** Continue to Develop the City's Website and Social Media to Allow for More Efficient and Interactive Communication Between Residents and City Departments

- a. Digitize Document storage
- b. Expand the Number of On-Line Applications for a Variety of Permits

6. **Priority:** Update the City Charter

7. **Priority:** Update and Make Consistent Advisory Bodies' Enabling Legislation



- a. Airport Commission
- b. Building Board of Appeals
- c. Recreation, Music & Parks Commission
- d. Transit Advisory Committee

**III. GOAL: ESTABLISH / REVISE LOCAL LEGISLATION**

1. **Priority:** Review and Amend the Elements of the General Plan 2025 to Reflect Changes Since its Adoption in 2008
  - a. Updates to Reflect FEMA Mapping Update
  - b. Conduct UGB Assessment (Policy 1-P-37)
  - c. Update Exhibits and Figures to Reflect Implementation
  - d. Incorporate and Update References to New/Updated Plans and Studies
  - e. Update acceptable traffic CEQA thresholds to transition from LOS to VMT, in keeping with anticipated state CEQA guidelines
2. **Priority:** Continue to Develop and Implement Procedural and Legislative Changes that Support the Development Review Process
  - a. Revise Local CEQA Guidelines
  - b. Update IZO Chapter 15 and Historic District Guidelines, Historic Preservation Regulations, Guidelines and Resources
  - c. Apply for CLG certification and the next available grant cycle for matching funds to update
  - d. Complete Sign Code Update
3. **Priority:** Update Marijuana Ordinance to Address Recreational Use
4. **Priority:** Collaborate with the County of Sonoma to Adopt Extended Producer Responsibility Ordinance for Drugs and Sharps
5. **Priority:** Conduct Workshops, Monthly or as Needed, on Topics Which May Require Legislative Action
  - a. Water and Wastewater Rates
  - b. Tax and Revenue Initiatives
  - c. Marijuana Regulation
  - d. General Plan Amendments/Updates
  - e. Sea Level Rise
  - f. Housing Strategies
  - g. Transit Consolidation

- h. Storm Water Funding
- i. Age Friendly Community

**IV. GOAL: PROMOTE HEALTHY DEVELOPMENT, SUSTAINABILITY, AND ECONOMIC DEVELOPMENT**

1. **Priority:** Plan and Implement Age-Friendly Community Strategies
  - a. Work with the County of Sonoma, and Other Agencies to establish planning process to obtain Age Friendly Community status
  - b. Develop work plan across all departments to fully recognize and incorporate requirements and guidelines for Petaluma as an all ages community
2. **Priority:** Sustainability Practices
  - a. Design and Deliver Cost-Effective Energy and Other Resource Savings Projects for City Facilities and Infrastructure
3. **Priority:** Implement the Central Petaluma Specific Plan – Maximize Development Potential Around Transit-Oriented Development
  - a. Work with SMART to Site Second Station
  - b. Work with SMART, Developers, and Stakeholders to Create Parking Adjacent to the SMART station and Downtown
4. **Priority:** Update the 5-Year Economic Development Strategy
5. **Priority:** Identify and Implement Programs to Increase Affordable Housing
  - a. Revise Housing-related Development Impact Fees
  - b. Seek to Provide Housing for All Income Levels
  - c. Focus Attention on Affordable Housing to Attract/Retain Talent
6. **Priority:** Create and Implement Programs to Attract Talent and Develop the Local Workforce
7. **Priority:** Conclude Fairgrounds Lease Negotiations
  - a. Complete Joint City/Fair Feasibility Analysis
  - b. Revise Lease or Develop Use Agreement
  - c. Initiate Public Process as Prerequisite to Property Development

**8. Priority:** Establish Sustainability Agency for Petaluma Ground Water Basin

- a. Work with Eligible Agencies in the Basin to Establish a Consolidated Agency by June 30, 2017, Consistent with Prior City Council Direction; or in the alternative
- b. Establish by June 30, 2017 a Petaluma-specific GSA to regulate groundwater use inside Petaluma Corporate Limits

**V. GOAL: ENHANCE PUBLIC SAFETY**

**1. Priority:** Continue to implement "Petaluma Policing"

- a. Continue to Build Public Trust and Legitimacy through Outreach, Social Media and Programs
- b. Conduct District Level Neighborhood Meetings
- c. Obtain CALEA Certification

**2. Priority:** Reduce Major Crimes by 5% Annually

- a. Develop intelligence-led policing strategies to target crime and offenders
- b. Increase available time by patrol to more than 30% to allow proactive policing to detect and deter crime before it occurs
- c. Analyze and deploy resources to known crime locations and known offenders to reduce crime

**3. Priority:** Increase Traffic Safety and Reduce Collisions

- a. Emphasize traffic safety education and awareness
- b. Increase traffic safety enforcement by 50%
- c. Reduce fatal traffic collisions by 50%
- d. Reduce Injury Collisions by 25%

**4. Priority:** Implement Downtown Sprinkler Ordinance and Conduct Outreach

**5. Priority:** Provide an Additional Paramedic Ambulance

**6. Priority:** Dredge Petaluma River and Marina/Turning Basin

- a. Continue working with Federal and Regional Partners to Obtain Necessary Clearances
- b. Identify and Pursue Funding Sources to Conduct Dredging Activities

7. **Priority:** Continue to Plan and Deliver Flood Protection Projects

- a. Complete next Phase of Denman Reach Project

VI. **GOAL:** **PLAN AND DELIVER CAPITAL IMPROVEMENTS**

1. **Priority:** Coordinate with Caltrans, SCTA and Others to Deliver Regional and Local Highway Transportation Improvements

- a. Highway 101 Widening
- b. Rainier Undercrossing/Interchange
- c. Southern Crossing

2. **Priority:** Prepare Capital Replacement for Streets, Sidewalks, Multi-Use Paths and Traffic Signals

- a. Identify Funding Sources
- b. Initiate Construction

3. **Priority:** Complete E. Washington Park, Phase II

- a. Baseball Facilities

4. **Priority:** Conduct Park Planning and/or Acquisition Activities

- a. Lafferty Ranch

5. **Priority:** Renovate and Expand Fire Stations 2 and 3

- a. Continue to direct TOT funding to building renovations
- b. Seek funding for expansions
- c. Continue to seek funding to Relocate Fire Station 1

**ADOPTED BUDGET**

<u>11300 CITY COUNCIL ADMIN/OPERATIONS</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SALARY	47,772	51,035	54,083	55,662
BENEFITS	47,185	39,949	40,316	41,774
SERVICES & SUPPLIES	16,129	15,921	16,610	16,487
<b>CITY COUNCIL ADMIN/OPERATIONS</b>	<b>111,086</b>	<b>106,905</b>	<b>111,009</b>	<b>113,923</b>
LESS INTRAGOVERNMENTAL OFFSET	(46,014)	(46,014)	(39,844)	(43,163)
<b>CITY COUNCIL ADMIN/OPERATIONS NET COST</b>	<b>65,072</b>	<b>60,891</b>	<b>71,165</b>	<b>70,760</b>

A total City Council budget of \$113,923 is recommended for 2018/19. This is an increase of \$2,914 (2.6%) over the revised budget for 2017/18, and reflects the net effect of services and supplies reductions partially offset by minor increases in salary and benefits costs.

Salaries of \$55,662 are recommended for 2018/19, an increase of \$1,579 (2.9%) over 2017/18. Benefits of \$41,774 are recommended for 2018/19, an increase of \$1,458 (3.6%) over 2017/2018. These changes represent the estimated cost in 2018/19 of the present City Council, including the current benefit choices selected by each member.

Services and Supplies are budgeted at \$16,487, a decrease of \$123 from 2017/18. This slight reduction reflects a decrease in the allocation of overhead costs directed to this budget, based on charges for 2018/19.

**POLICY OPTIONS**

None

## CITY CLERK

CITY CLERK	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	143,618	160,354	158,313	164,938
BENEFITS	41,706	55,023	54,626	64,337
SERVICES & SUPPLIES	56,059	82,841	80,623	186,578
<b>CITY CLERK</b>	<b>241,383</b>	<b>298,218</b>	<b>293,562</b>	<b>415,853</b>
LESS INTRAGOVERNMENTAL OFFSET	(85,007)	(85,007)	(89,713)	(106,798)
<b>CITY CLERK</b>	<b>156,376</b>	<b>213,211</b>	<b>203,849</b>	<b>309,055</b>

### **CITY CLERK DEPARTMENT OVERVIEW**

The City Clerk/Public Information Officer (PIO) is a charter officer appointed by the City Council, and serves as liaison between the public, the media, the Mayor, and Council Members. The City Clerk also serves as Clerk of the Council and Recording Secretary of the Petaluma Community Development Successor Agency, Oversight Board to the Petaluma Community Development Successor Agency, Public Financing Authority, Public Financing Corporation, and as the City's Election Official. The Charter of the City of Petaluma and the Government Code determine the City Clerk's statutory functions. The primary responsibilities of the Office of the City Clerk include:

#### ***City Council Support:***

- Maintaining accurate records and a legislative history of City Council actions.

#### ***Legislative:***

- Legislative action organization and administration.
- Providing legislative and historical research for City departments and the public.
- Municipal code and charter administration.

#### ***Elections:***

- Processing elections for the City and Board of the Petaluma Joint Union High School District.
- Campaign and Statement of Economic Interest reporting.

#### ***Public Relations and Information:***

- Ensuring the availability and accessibility of public information. Oversees the receipt and processing of requests for records and information made by the public in accordance with the California Public Records Act.

#### ***Records and Information Management:***

- Administering the City's centralized Records and Information Management Program, including document imaging, record retention, and record management systems and technology.
- Providing safekeeping and storage of the City's official records and archives.
- Bid and contract administration.

**FTE POSITION SUMMARY**

**Full Time Positions - Authorized and Funded - Allocation by Home Department**

DEPARTMENT POSITION	FY 16-17		FY 17-18		FY 18-19		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>CITY CLERK</u></b>									
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Deputy City Clerk	1.00	0.00	1.00	0.00	1.00	1.00	1.00		
Secretary Confidential	1.00	1.00	1.00	1.00	1.00	0.00			
<b>Total City Clerk</b>	<b>3.00</b>	<b>2.00</b>	<b>3.00</b>	<b>2.00</b>	<b>3.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>

**2017-2018 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Created a citywide policy with the City Attorney’s Office for the Public Records Act Request Program including successfully transferring the program from the City Attorney’s Office to the City Clerk’s Office, and training all departments on compliance with the new policy. In 2017, the City Clerk’s office processed 101 Public Records Act requests.
- Coordinated meetings with consultant and departments to provide direction on each division’s role in the process of updating the Records Retention Schedule; collaborated with the City Attorney’s office on the legal components of the schedule, ensuring lawful compliance for each department and division, including the citywide schedule.
- Department support staff completed 120 hours of Technical Training for Clerks at UC Riverside and is on track to receive certification for Certified Municipal Clerk in 2018. This training has increased staff proficiency and services the office provides to the Public, City Staff and City Council.
- Trained with Laserfiche account manager on unused functionality in the system including strategies, tips and best practices for immediate use.
- Continued to enhance and expand the Records and Document Search Program, which makes public documents available to the public through a link on the City’s website, including user friendly improvements to the search interface as well as increasing the number and type of documents available.

**2018-2019 DEPARTMENTAL GOALS and PRIORITIES**

- Complete revision of Records Retention Schedules and present for approval by end of fiscal.
- Implement Records Retention Schedules by encouraging departments to retrieve and inventory records stored offsite for which there is no inventory and working with departments to identify records eligible for destruction.
- Arrange for more departmental training in use of the City’s Electronic Document Management System (EDMS), and encourage departments to store scanned records in the EDMS, making these records searchable and freeing up space on City network drives.
- Complete digitization of records from microfilm/microfiche.

**ADOPTED BUDGET**

CITY CLERK	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	143,618	160,354	158,313	164,938
BENEFITS	41,706	55,023	54,626	64,337
SERVICES & SUPPLIES	56,059	82,841	80,623	186,578
<b>CITY CLERK</b>	<b>241,383</b>	<b>298,218</b>	<b>293,562</b>	<b>415,853</b>
LESS INTRAGOVERNMENTAL OFFSET	(85,007)	(85,007)	(89,713)	(106,798)
<b>CITY CLERK</b>	<b>156,376</b>	<b>213,211</b>	<b>203,849</b>	<b>309,055</b>

A City Clerk department budget of \$415,853 is recommended for 2018/19. This is an increase of \$122,291 over 2017/18.

Salaries are recommended at \$164,938 representing an increase of \$6,625 over 2017/18. This increase is attributed to 10% of the Secretary-Confidential position being transferred back to the City Clerk budget from the Risk Management division. There is also a slight increase as a result of funding the Deputy City Clerk position and un-funding the Secretary Confidential position.

Benefits are recommended at \$64,337 representing an increase of \$9,711 over 2017/18. This is due to increased re-allocation of costs transferred from the Risk Management division slightly offset by savings in the City's PERS rates for Miscellaneous employees, realized from paying down a portion of the City's unfunded liability during 2017/18.

Services and Supplies are recommended at \$186,578, an increase of \$105,955 over 2017/18. This increase represents the City's estimated cost of the November 2018 election.

**CITY CLERK ADMINISTRATION/OPERATIONS**

The City Clerk Administration and Operations primary responsibilities include City Council Support, Legislative Administration, Elections, Public Relations and Information and Records and Information Management.

**ADOPTED BUDGET**

11320 CITY CLERK ADMIN/OPERATIONS	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	94,486	107,594	145,082	138,504
BENEFITS	28,743	39,080	50,402	54,657
SERVICES & SUPPLIES	55,910	55,150	80,623	51,578
<b>CITY CLERK ADMIN/OPERATIONS</b>	<b>179,139</b>	<b>201,824</b>	<b>276,107</b>	<b>244,739</b>
LESS INTRAGOVERNMENTAL OFFSET	(75,123)	(75,123)	(80,310)	(92,031)
<b>CITY CLERK ADMIN/OPERATIONS NET COST</b>	<b>104,016</b>	<b>126,701</b>	<b>195,797</b>	<b>152,708</b>

A City Clerk Admin/Operations budget of \$244,739 is recommended for 2018/19. This is a decrease of \$31,368 from 2017/18.



Salaries are recommended at \$138,504, a decrease of \$6,578 from 2017/18. This decrease is attributed to the revised allocation between City Clerk Admin/Operations (11320) and City Clerk Elections (11321), plus the transfer of 10% of the Secretary-Confidential position from the Risk Management Division. There is also a slight increase as a result of funding the Deputy City Clerk position and un-funding the Secretary Confidential position.

Benefits are recommended at \$54,657, an increase of \$4,255 over 2017/18. This increase is attributed to the revised allocation between City Clerk Admin/Operations (11320) and City Clerk Elections (11321), the transfer of 10% of the Secretary-Confidential position from the Risk Management Division and a change in benefit selection by the employee offset slightly by savings in the City's PERS rates for Miscellaneous employees, realized from paying down a portion of the City's unfunded liability during 2017/18.

Services and Supplies are recommended at \$51,578, a decrease of \$29,045 from 2017/18 due to decreased professional service-related costs for completed projects.

**POLICY OPTIONS**

\$9,600 in salaries and benefits is recommended in 2018/19 for the Deputy City Clerk position. This previously authorized position will replace the Secretary Confidential position. This position reflects the training, experience, and impending certification by the International Institute of Municipal Clerks (IIMC) of the current Secretary-Confidential. The increased workload from Public Records Requests and the current Records Retention Schedule and Records Digitization Projects reflects the need for this position.

**CITY CLERK ELECTIONS**

City Clerk Elections handles processing elections for the City and Board of the Petaluma Joint Union High School District as well as Campaign and Statement of Economic Interest reporting.

**ADOPTED BUDGET**

11321 CITY CLERK ELECTIONS	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	49,132	52,760	13,231	26,434
BENEFITS	12,963	15,943	4,224	9,680
SERVICES & SUPPLIES	149	27,691	-	135,000
<b>CITY CLERK ELECTIONS</b>	<b>62,244</b>	<b>96,394</b>	<b>17,455</b>	<b>171,114</b>
LESS INTRAGOVERNMENTAL OFFSET	(9,884)	(9,884)	(9,403)	(14,767)
<b>CITY CLERK ELECTIONS NET COST</b>	<b>52,360</b>	<b>86,510</b>	<b>8,052</b>	<b>156,347</b>

A City Clerk Elections budget of \$171,114 is recommended for 2018/19, an increase of \$153,659 over 2017/18.

Salaries are recommended at \$26,434, an increase of \$13,203 over 2017/18. This increase is attributed to the revised allocation between City Clerk Admin/Operations

(11320) and City Clerk Elections (11321), plus the transfer of 10% of the Secretary-Confidential position from the Risk Management Division. There is also a slight increase as a result of funding the Deputy City Clerk position and un-funding the Secretary Confidential position.

Benefits are recommended at \$9,680, an increase of \$5,460 over 2017/18. This increase is attributed to the revised allocation between City Clerk Admin/Operations (11320) and City Clerk Elections (11321), the transfer of 10% of the Secretary-Confidential position from the Risk Management Division and a change in benefit selection by the employee offset slightly by savings in the City's PERS rates for Miscellaneous employees, realized from paying down a portion of the City's unfunded liability during 2017/18.

Services and Supplies of \$135,000 are recommended, which represents an increase of \$135,000 over 2017/18. This increase represents the City's estimated cost of the November 2018 election.

### **POLICY OPTIONS**

The recommended budget includes \$135,000 to cover the costs of the upcoming November 2018 election cycle.

**CITY ATTORNEY**

11310 CITY ATTORNEY ADMIN/OPERATIONS	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	471,429	540,256	526,637	572,652
BENEFITS	144,419	183,899	206,696	202,917
SERVICES & SUPPLIES	125,020	193,618	193,895	246,219
<b>CITY ATTORNEY ADMIN/OPERATIONS</b>	<b>740,868</b>	<b>917,773</b>	<b>927,228</b>	<b>1,021,788</b>
LESS INTRAGOVERNMENTAL OFFSET	(820,268)	(820,268)	(263,850)	(335,369)
<b>CITY ATTORNEY ADMIN/OPERATIONS NET COST</b>	<b>(79,400)</b>	<b>97,505</b>	<b>663,378</b>	<b>686,419</b>

**CITY ATTORNEY DEPARTMENT OVERVIEW**

The City Attorney’s Office was created by the City Council effective July 1, 2013, with the hiring of an in-house City Attorney. The City Attorney’s Office is responsible for providing, coordinating and managing the provision of all of the City’s legal service needs. By City Charter, the City Attorney: prosecutes Charter and Municipal Code violations; attends to all suits and matters to which the City is a party or in which the City has an interest; gives written advice to City officials and bodies whenever required to do so; passes on the sufficiency and validity of bonds and contracts of the City; and drafts proposed ordinances, resolutions, laws, rules, contracts, bonds and all other legal papers for the City. The City Attorney’s Office consists of the City Attorney, two Assistant City Attorneys and a Legal Assistant. The City Attorney’s Office provides legal services and support for the City Council, all City subordinate bodies (commissions and committees), the City Manager, Assistant City Manager and all City departments. In accordance with City Council goals focused on maintaining long-term financial sustainability of the City, the City Attorney’s Office seeks to maximize in-house performance of the City’s legal services.

**FTE POSITION SUMMARY**

**Full Time Positions - Authorized and Funded - Allocation by Home Department**

DEPARTMENT POSITION	FY 16-17		FY 17-18		FY 18-19		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<u>CITY ATTORNEY</u>									
City Attorney	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Assistant City Attorney	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Legal Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
<b>Total City Attorney</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>0.00</b>

### **2017-18 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

During 2017-2018, the City Attorney's Office:

- worked with Public Works and Utilities staff regarding establishment of a quiet zone along the entire SMART rail corridor in Petaluma;
- worked with Police Department, Economic Development and Planning staff to research, draft and present for City Council action a new Petaluma Municipal Code chapter, zoning amendments and administrative regulations governing limited commercial cannabis activity in the City;
- worked with Public Works and Utilities staff to facilitate the successful assignment of the City's solid waste franchise and bio-solids hauling agreements to Recology, Marin;
- worked with Housing and Planning staff to prepare for Council action an urgency ordinance providing temporary housing options for community members displaced by the Sonoma complex fires;
- continued to assist Police Department staff with review of department policies to ensure community members' civil rights are protected consistent with the City Council's direction and in accordance with state and federal law; and
- managed 9 pending litigation matters, including 3 completely in-house and resolved 3 pending litigation matters.

### **2018-2019 DEPARTMENTAL GOALS, PROGRAM INITIATIVES and PRIORITIES**

The departmental Goals and Priorities for FY 2018/19 include:

- assisting with implementation of an updated City purchasing program, including Council action on an updated purchasing ordinance, preparation of implementing documents and staff training;
- completion of updated public records and subpoena policy materials and related staff training;
- completion of training materials and staff training on preparation of staff reports, resolutions, ordinances, and certifications;
- coordination with outside counsel on pending litigation that seeks to preserve former Community Development Commission economic development and housing funds;
- managing/acting as co-counsel in all pending City litigation matters, maximizing in-house handling of City litigation; and
- assisting Public Works and Utilities staff in developing groundwater sustainability agency agreements and preparation for City Council action on formation of a groundwater sustainability agency.

In addition to the priorities identified above, the City Attorney's Office will continue its ongoing Council agenda and agreement review duties and support City departments responsible for completing other Council priorities, especially those involving new legislation, legal opinions and new agreements and policies.

**ADOPTED BUDGET**

11310 CITY ATTORNEY ADMIN/OPERATIONS	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	471,429	540,256	526,637	572,652
BENEFITS	144,419	183,899	206,696	202,917
SERVICES & SUPPLIES	125,020	193,618	193,895	246,219
<b>CITY ATTORNEY ADMIN/OPERATIONS</b>	<b>740,868</b>	<b>917,773</b>	<b>927,228</b>	<b>1,021,788</b>
LESS INTRAGOVERNMENTAL OFFSET	(820,268)	(820,268)	(263,850)	(335,369)
<b>CITY ATTORNEY ADMIN/OPERATIONS NET COST</b>	<b>(79,400)</b>	<b>97,505</b>	<b>663,378</b>	<b>686,419</b>

A City Attorney department budget of \$1,021,788 is recommended for 2018/19. This is an increase of \$94,560 over 2017/18. The overall budget increase is driven by increases in salaries and outside legal services costs, each of which are addressed below.

Salaries are recommended at \$572,652 representing an increase of \$46,015 over 2017/18. This increase is due to employees advancing to the next step within salary range as well as previously negotiated salary adjustments and the removal of a one-time reduction for a position that has returned from leave.

Benefits are recommended at \$202,917 representing a decrease of \$3,779 from 2017/18. This change is attributed to increased health benefit costs offset by savings in the City's PERS rates for Miscellaneous employees, realized from paying down a portion of the City's unfunded PERS liability during 2017/18.

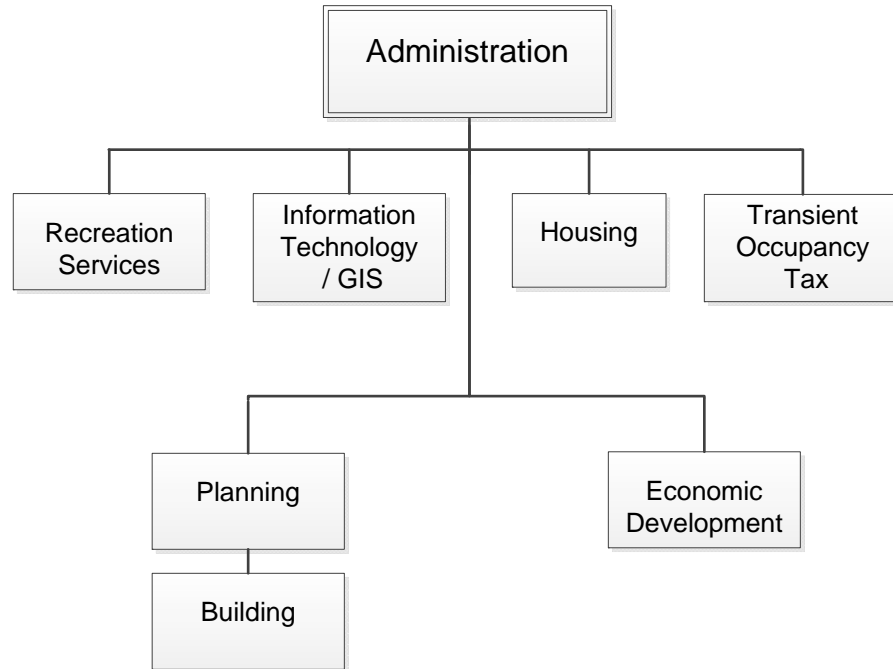
Services and Supplies are recommended at \$246,219, an increase of \$53,324 over 2017/18. This increase reflects an increase in the amount budgeted for outside legal service costs, based in part on the increased costs incurred in this category during fiscal year 2017/2018.

**POLICY OPTIONS**

As is reflected above, in 2017/2018 the City incurred significantly increased outside legal services costs (in comparison to the 2016/2017 fiscal year), in addition to maintaining an active in-house litigation program. The increased outside legal service costs primarily resulted from labor and employment disputes with City bargaining units. Outside legal service costs were also incurred for legal representation in bargaining.



## Executive



CITY MANAGER  
RECREATION SERVICES  
INFORMATION TECHNOLOGY  
ECONOMIC DEVELOPMENT  
PLANNING/BUILDING  
HOUSING  
TRANSIENT OCCUPANCY TAX

**CITY MANAGER**

by Account Type	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	2,706,929	2,816,770	3,030,289	2,994,727
BENEFITS	980,801	955,255	1,108,471	1,043,051
SERVICES & SUPPLIES	4,884,357	4,729,371	4,802,441	4,792,271
CAPITAL EXPENDITURES	-	-	27,750	54,000
TRANSFERS	1,622,242	2,095,772	3,466,593	2,864,012
<b>CITY MANAGER</b>	<b>10,194,329</b>	<b>10,597,168</b>	<b>12,435,544</b>	<b>11,748,062</b>
LESS INTRAGOVERNMENTAL OFFSET	(505,718)	(505,718)	(589,509)	(611,981)
<b>CITY MANAGER NET COST</b>	<b>9,688,611</b>	<b>10,091,450</b>	<b>11,846,035</b>	<b>11,136,080</b>

by Cost Center	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
CITY MANAGER ADMIN/OPERATIONS	803,263	827,864	847,266	834,289
ECONOMIC DEVELOPMENT	299,142	305,147	395,273	411,799
PLANNING ADMIN	137,632	144,962	139,828	140,202
PLANNING COST RECOVERY	617,278	675,000	544,000	544,000
PARK/REC ADMIN	779,770	733,969	787,576	762,620
PR CAVANAGH CENTER	12,936	14,750	12,850	12,850
PR COMMUNITY CENTER	162,949	144,058	203,642	188,289
PR LIBRARY/MUSEUM	41,678	37,969	60,588	33,194
PR YOUTH/TEENS PROGRAMS	307,362	326,528	397,568	377,556
PR CONTRACT CLASSES	74,589	67,649	72,500	72,500
PR SPORTS PROGRAMS	49,191	38,995	53,506	53,596
PR AQUATIC PROGRAMS	163,852	209,694	156,850	156,850
PR SENIOR PROGRAMS	67,222	98,345	79,174	76,237
PR SPECIAL EVENTS	17,336	9,616	17,500	47,000
COMMERCIAL LINKAGE FEES	392,895	74,444	97,538	190,329
HOUSING IN-LIEU IMPACT FEES	220,798	326,495	415,665	433,492
CDBG	347,570	341,681	340,033	364,728
SUCCESSOR AGENCY HOUSING	322,486	362,680	405,377	231,401
MOBILE HOME RENTAL STABILIZATION	1,233	10,170	14,000	16,500
TRANSIENT OCCUPANCY TAX	1,948,539	2,448,932	4,008,918	3,312,562
BUILDING SERVICES	1,583,793	1,457,911	1,436,163	1,473,815
BUILDING SVC COST RECOVERY	106,305	175,566	159,000	159,000
INFORMATION TECH ADMIN/OPERATIONS	1,736,510	1,764,743	1,790,729	1,855,253
<b>CITY MANAGER</b>	<b>10,194,329</b>	<b>10,597,168</b>	<b>12,435,544</b>	<b>11,748,062</b>
LESS INTRAGOVERNMENTAL OFFSET	(505,718)	(505,718)	(589,509)	(611,981)
<b>CITY MANAGER NET COST</b>	<b>9,688,611</b>	<b>10,091,450</b>	<b>11,846,035</b>	<b>11,136,080</b>



**CITY MANAGER DEPARTMENT OVERVIEW**

Under the Council/Manager form of government and the City Charter, the City Manager is the administrative head of the City. The City Manager is appointed by the City Council based on qualifications, provides policy advice to, and serves at the pleasure of, the City Council. The Manager organizes City departments for efficient and effective delivery of services, acts as the City’s Personnel, Budget, and Purchasing Officer, and provides the strategic planning necessary to accommodate anticipated future needs. The City Manager recommends the annual and capital budgets to the City Council, and keeps the Council informed as to the fiscal condition and operational needs of the City. In addition to the general direction the Manager provides to all City departments, s/he manages or oversees Information Technology, Recreation Services, Economic Development, Housing, Building, Advance and Current Planning functions, the Transient Occupancy Tax program, and the Successor Agency to the Former Petaluma Community Development Commission (PCDC).

**FTE POSITION SUMMARY**

**Full Time Positions - Authorized and Funded - Allocation by Home Department**

DEPARTMENT POSITION	FY 16-17		FY 17-18		FY 18-19		Allocation		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>CITY MANAGER</u></b>									
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Asst. City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Senior Planner	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Exec. Asst. to City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
<b>Total City Manager</b>	<b>5.00</b>	<b>4.00</b>	<b>5.00</b>	<b>4.00</b>	<b>5.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>0.00</b>

**2017-2018 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Coordinated an interfund loan of \$6.7 million to pay down specific PERS obligations, to save an estimated \$2.4 million in PERS costs over the next ten years (Goal I.2.b).
- Obtained State Department of Finance approval to use, and received full payment of, all remaining monies held in trust from 2011 Redevelopment Bonds.
- Facilitated City Council workshops on revenue measures, and completed voter surveying regarding potential June and November 2018 tax increase measures.
- Updated cannabis regulations to provide for local cultivation, limited sale and delivery, and manufacturing of cannabis products.
- Completed nexus studies to update Housing In-Lieu and Commercial Linkage fees, and facilitated Council deliberations regarding fee increases and changes in affordable housing policies.
- Implemented temporary emergency housing options related to Sonoma fires.
- Appointed Corey Garberolio as Petaluma’s Finance Director.
- Completed the first phase of City Hall security improvements
- Submitted Open Space applications to acquire La Cresta Ridge and a portion of McNear Peninsula.

**2018-2019 DEPARTMENTAL GOALS and PRIORITIES**

- Continue to coordinate the activities of City Departments to achieve City Council goals for the remainder of the current goal period.
- Facilitate City Council goals for the two-year period covering 2019 and 2020.
- Update the Economic Development Strategy and Implementation Plan.
- Organize, coordinate, and conduct all education and outreach activities necessary to support one or more successful revenue measures on one or more ballots to be held between 2018 and 2020.
- Award successor Animal Services agreement following request for proposals process.
- Complete Development and Disposition Agreement with Petaluma Ecumenical Properties for affordable housing project at 951 Petaluma Boulevard South.
- Initiate/complete right-of-way acquisition for Rainier Cross town connector.
- Complete Fairgrounds negotiations.

**ADOPTED BUDGET**

**CITY MANAGER**

by Account Type	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	2,706,929	2,816,770	3,030,289	2,994,727
BENEFITS	980,801	955,255	1,108,471	1,043,051
SERVICES & SUPPLIES	4,884,357	4,729,371	4,802,441	4,792,271
CAPITAL EXPENDITURES	-	-	27,750	54,000
TRANSFERS	1,622,242	2,095,772	3,466,593	2,864,012
<b>CITY MANAGER</b>	<b>10,194,329</b>	<b>10,597,168</b>	<b>12,435,544</b>	<b>11,748,062</b>
LESS INTRAGOVERNMENTAL OFFSET	(505,718)	(505,718)	(589,509)	(611,981)
<b>CITY MANAGER NET COST</b>	<b>9,688,611</b>	<b>10,091,450</b>	<b>11,846,035</b>	<b>11,136,080</b>

A total net budget of \$11,748,062 is recommended for 2018/19. This represents a decrease of \$687,482 (-5.5%) from the revised budget for 2017/18.

Salaries are recommended at \$2,994,727, a decrease of \$35,562 (-1.2%) from 2017/18. This decrease reflects a vacant position, budgeted at a lower step in the salary range.

Benefits totaling \$1,043,051 are recommended for 2018/19, a decrease of \$65,420 (-5.9%) from 2017/18. The decrease is attributed to filling vacant positions at lower steps within their salary ranges, as well as savings in the City's PERS rates for Miscellaneous employees realized from paying down a portion of the City's unfunded PERS liability.

Services and supplies of \$4,792,271 are recommended for 2018/19, a decrease of \$10,170 (0.2%) from 2017/18. This reflects the combined effect of decreased funding to outside agencies through the Successor Agency Housing Fund (-\$181,000) and Housing in-Lieu Impact Fees Fund (-\$8,000); partially offset by increases in the Commercial Linkage Fee Fund (\$75,000) for the First Time Home Buyers Program; a \$32,000 increase in the Building Services fund for permit tracking software and scanning services; an increase of \$55,163 for increased video system maintenance and NeoGov HR software and increased intragovernmental charges (\$18,000) for all cost centers in the City Manager's budgets

Capital expenditures of \$54,000 represent an increase of \$26,250 over the revised budget for 2017/18. This increase reflects the net difference of eliminating one-time costs from 2017/18 from the Information Technology fund, and budgeting in 2018/19 to update 9-1-1 recording capability (\$26,000) and for intrusion protection software, network storage and video surveillance services (\$28,000).

Transfers Out of \$2,864,012 are recommended for 2018/19, a decrease of \$602,581 (-17.4%) from 2017/18. This change reflects decreased transfers from Transient Occupancy Tax fund to support Capital Improvement Projects, slightly offset by increased transfers out of the Commercial Linkage Fee Fund. The activity related to these transfers is discussed in the budget narratives for the Transient Occupancy Tax and Commercial Linkage Fee funds found elsewhere in this section.

**CITY MANAGER ADMINISTRATION/OPERATIONS**

The City Manager’s office provides administrative support to the Mayor and Council, and develops agenda materials for meetings of the City Council. The City Manager provides general management, oversight, and direction to all the City’s departments, in the execution of City Council policy. All City employees answer directly or indirectly to, or are under the administrative control of, the City Manager. The Manager’s Office is the liaison with other cities, the County, and State government on matters of mutual importance, and represents the Council in intergovernmental affairs. The Office also responds to inquiries and complaints, conducts investigations, and coordinates and issues film permits.

**ADOPTED BUDGET**

11330 CITY MANAGER ADMIN/OPERATIONS	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	536,055	558,801	564,231	570,591
BENEFITS	217,486	220,932	228,951	209,157
SERVICES & SUPPLIES	49,722	48,131	54,084	54,541
<b>CITY MANAGER ADMIN/OPERATIONS</b>	<b>803,263</b>	<b>827,864</b>	<b>847,266</b>	<b>834,289</b>
LESS INTRAGOVERNMENTAL OFFSET	(379,763)	(379,763)	(258,710)	(271,116)
<b>CITY MANAGER ADMIN/OPERATIONS NET COST</b>	<b>423,500</b>	<b>448,101</b>	<b>588,556</b>	<b>563,173</b>

A total net Administration/Operations budget of \$834,289 is recommended for 2018/19, which is a \$12,977 (- 1.5%) decrease from the revised budget for 2017/18.

Salaries are recommended at \$570,591, an increase of \$6,360 (1%) over 2017/18. This reflects increases associated with previously-bargained cost of living adjustments partially offset by a decrease due to filling the vacant Senior Planner position at a lower step in the salary range.

Benefits are recommended at \$209,157, a decrease of \$19,794(-8.6%) from the revised budget for 2017/2018. The decrease reflects the net effect of increases associated with previously bargained cost of living adjustments, offset by a decrease due to filling the Senior Planner position at a lower step in the salary range, and from savings in the City’s PERS rates for Miscellaneous employees realized from paying down a portion of the City’s unfunded PERS liability.

Services and supplies are budgeted at \$54,541 which is an increase of \$457 (0.8%) from 2017/18. Actual Services and Supplies remain flat from 2017/18; the increase reflects a slight change in intragovernmental charges.

**POLICY OPTIONS**

None

**TRANSIENT OCCUPANCY TAX - COMMUNITY PROMOTION**

The City assesses a transient occupancy tax (TOT) of ten percent (10%), on stays of 30 days or less, at hotels, motels, inns, RV parks and campgrounds, and short-term vacation rentals. The City also collects an assessment of two percent (2%) for the County of Sonoma’s tourism program. The City Council can use TOT proceeds for any governmental purpose, retains a share to fund basic City services, and also uses proceeds to support activities that encourage tourism, lodging, and economic development. Funds in excess of what is retained by the City for basic services to residents and visitors to Petaluma are used to support the Petaluma Visitor’s Program (PVP), operated under contract with the Petaluma Downtown Association.

TOT funding is also retained by the City to help support the City’s Economic Development program, is budgeted for downtown beautification, and downtown sidewalk maintenance and repair, and supports ongoing annual contributions to the City’s Vehicle Replacement Fund. TOT funds are also allocated to pay for city staff time supporting special events for park maintenance and for a variety of one-time uses including capital projects and special studies. TOT funds are accounted for in a dedicated fund, where revenues accrue, services are charged, and transfers to other budgets are appropriated.

**ADOPTED BUDGET**

<u>2520 TRANSIENT OCCUPANCY TAX</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SERVICES & SUPPLIES	454,427	470,941	654,825	648,550
TRANSFERS	1,494,112	1,977,991	3,354,093	2,664,012
<b>TRANSIENT OCCUPANCY TAX</b>	<b>1,948,539</b>	<b>2,448,932</b>	<b>4,008,918</b>	<b>3,312,562</b>

A Transient Occupancy Tax budget of \$3,312,562 is recommended for 2018/19. This represents a decrease of \$696,356 (-17%) from the revised budget for 2017/18, and primarily reflects a decrease in funding Capital Projects to reflect the completion of a number of projects budgeted in 2017/18. One-time uses recommended for 2018/19 are itemized in the Policy Options portion of this narrative budget, and include completing replacement of the Police HVAC system, remodeling bathrooms in Fire Stations #2 and #3, and periodic budgeting for Downtown Sidewalk ADA projects. Funds are also recommended to re-budget at a higher level an update of the City’s Economic Development Strategy and Implementation Plan. Projects new in 2018/19 include the Library Roof Replacement, Reserve Apparatus Storage, and an Ambulance replacement.

**POLICY OPTIONS**

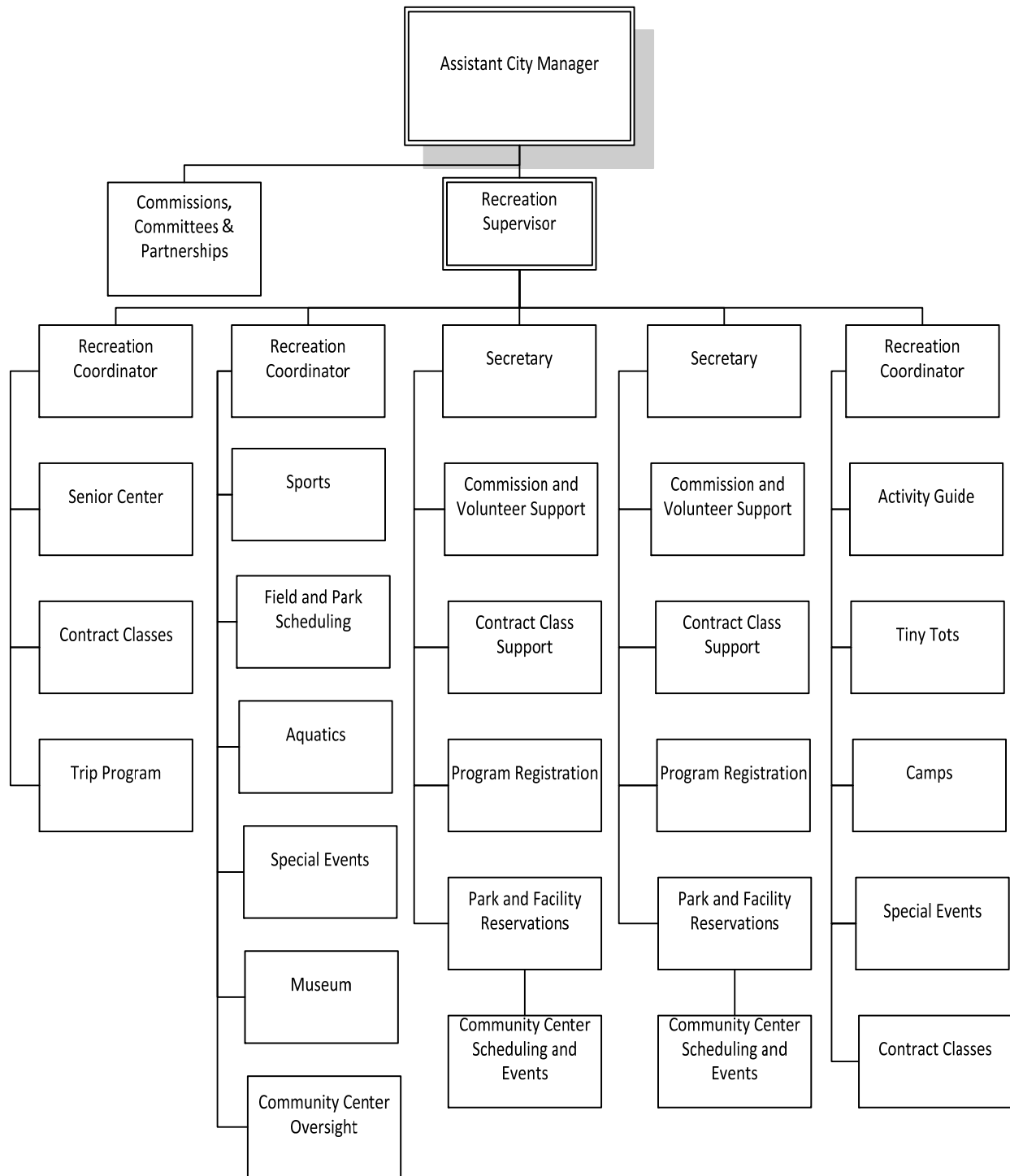
It is recommended that annual revenues accruing to this fund continue to fund the ongoing efforts noted in the narrative, but at a level \$300,000 higher than 2017/18 and as a means of helping to offset escalating salary and benefit costs in the General Fund. Also recommended as ongoing is maintenance of the public restroom at the Depot buildings adjacent to the Downtown SMART station (\$12,000). Accumulated balance in this fund is also recommended to complete or fund new one-time projects and activities, for the uses listed, in the amounts noted, below. All recommended uses, one-time and ongoing, were discussed with and approved by the City Council’s TOT subcommittee in April 2018. Budgeting for these projects will leave an estimated balance in the fund of approximately \$546,832 at June 30, 2019.

**Projects/Equipment**

**Recommended**

Police Station HVAC	\$ 7,000
Fire Station 2 & 3 Remodel	\$ 86,000
Downtown Sidewalk ADA	\$250,000
Economic Development Plan	\$100,000
Library Roof Replacement	\$ 80,000
Reserve Apparatus Storage	\$ 40,000
Ambulance	\$200,000

**RECREATION SERVICES DIVISION**



**RECREATION SERVICES DIVISION OVERVIEW**

Recreation Services plans, coordinates and implements recreation programs and classes for toddlers, youth, teens, adults and older adults. Included is the operation of the Petaluma Community Center, Kenilworth Recreation Center, Petaluma Swim Center, Cavanagh Pool, the Novak Senior Center, Petaluma Historical Library and Museum, and oversight of the agreement for Mentor Me operations of the Cavanagh Recreation Center. The division is also responsible for planning and implementing community-wide special events; presenting a wide array of recreation classes and camps; managing aquatic programming and pool operations; and, providing a comprehensive adult sports program. The Parks Maintenance function has been aligned with the Public Works Department since 2009-2010. Nevertheless, communication, coordination and collaboration between the Recreation and Parks divisions are essential components in providing quality and seamless Parks and Recreation services. The Division continues to support the Recreation, Music and Parks Commission, Youth Commission, Senior Advisory Committee and the Petaluma Museum Association Board of Directors. As well, the Division is highly engaged in a variety of volunteer and partnership projects with several advocacy groups.

**FTE POSITION SUMMARY**

**Full Time Positions - Authorized and Funded - Allocation by Home Department**

DEPARTMENT POSITION	FY 16-17		FY 17-18		FY 18-19		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
	<b>RECREATION</b>								
Museum Coordinator	0.50	<b>0.50</b>	0.50	<b>0.50</b>	0.50	<b>0.50</b>	0.50		
Recreation Coordinator	3.00	3.00	3.00	3.00	3.00	3.00	3.00		
Recreation Specialist	1.25	<b>1.25</b>	0.65	<b>0.65</b>	0.65	<b>0.65</b>	0.65		
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Tiny Tots Program Coordinator	0.60	<b>0.60</b>	0.60	<b>0.60</b>	0.60	<b>0.60</b>	0.60		
Tiny Tots Teacher	0.60	<b>0.60</b>	0.60	<b>0.60</b>	0.60	<b>0.60</b>	0.60		
Secretary	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
<b>Total Recreation</b>	<b>8.95</b>	<b>8.95</b>	<b>8.35</b>	<b>8.35</b>	<b>8.35</b>	<b>8.35</b>	<b>8.35</b>	<b>0.00</b>	<b>0.00</b>

**2017-2018 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- With City Council review and approval, Recreation partnered with the non-profit, Miracle League of North Bay to design, construct, and use an adaptive baseball field and playground within Lucchesi Park. The Miracle League Playground was completed following a successful collaboration with the KaBoom! playground design team and hundreds of volunteers.
- The Movies in the Park event series was revived during the summer of 2017. Two events were offered at Lucchesi Park with food vendors and kid’s activities.
- Construction was completed on the Petaluma Community Sports Field Restroom and Concession project.
- Design for the baseball facility at Petaluma Community Sports Fields continued toward completion.
- The Division continued to engage with park users, volunteers and non-profit organizations on park and recreation initiatives including; Miracle League of North



Bay for accessible playground and ballfield development; Petaluma Small Craft Coalition on Floathouse development; Friends of the Petaluma River on a grant application for property acquisition at McNear Peninsula; LaCresta Ridge Coalition and West Petaluma Hills Wildlife Corridor Coalition on a grant for property acquisition; Petaluma Wetlands Alliance on wetlands operations and projects; and, Daily Acts, Petaluma Library and Publics Works Water Conservation on a Demonstration and Education garden at Kenilworth Park.

- The Division successfully implemented the new on-line registration software, ETrak, which is user friendly and saves money as compared to the former system.
- Recreation conducted coordination with three Rotary Clubs to select, acquire, and plant 150 trees in 18 different parks throughout the City.
- Staff worked with playground designers on a new installation at Miwok Park, identified as the top priority for playground replacement. Estimated completion is summer 2018.
- The childcare programs were expanded to include daily programs for preschool children ages 3-5 until 5:00 p.m. Specialized summer camp programs, conducted weekly, for 4<sup>th</sup> and 5<sup>th</sup> grade youth participants were also presented.
- Special events included presentation of the annual July 4th Fireworks program in partnership with the Sonoma Marin Fairgrounds; the Petaluma Turkey Trot fun-run held on Thanksgiving morning; Week of the Young Child; A free, Swim America 'Make A Splash' special event program with swim instruction, water safety orientation, recreation swimming and a BBQ; Two installments of the Movies in the Park program at Lucchesi Park, and six weekend tournaments utilizing the all-weather capabilities of the three multi-use athletic fields at Petaluma Community Sports Fields.
- The swim center operated throughout winter as a result of the closure of the Petaluma High School pool. Keeping the pool open accommodated local high school swim teams, community swim clubs and other off season aquatic users.

**2018-2019 DIVISION GOALS, PROGRAM INITIATIVES and PRIORITIES**

- Complete final design for baseball field at Petaluma Community Sports Fields, assemble project specifications, solicit and award bid for construction.
- Assemble project specifications and solicit bids for interior facility improvements at the Community Center which includes but is not limited to; flooring in the meeting and craft rooms, carpet throughout, repairing gutters over lobby, resealing windows and replacing damaged walls.
- Expand enrollment opportunities in Tiny Tot and camp programs.
- Support Miracle League of North Bay organization and project through design and construction phases.

**ADOPTED BUDGET**

<u>RECREATION</u>	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	760,888	758,687	861,901	817,596
BENEFITS	192,369	162,353	242,440	224,545
SERVICES & SUPPLIES	723,628	760,533	737,413	738,550
<b>RECREATION</b>	<b>1,676,885</b>	<b>1,681,573</b>	<b>1,841,754</b>	<b>1,780,691</b>

A Division budget of \$1,780,691 is recommended for 2018/19. This is a decrease \$61,063 from 2017/18.

Salaries are recommended at \$817,596 a decrease of \$44,305 from 2017/18. The decrease is a result of filling vacancies at lower levels in the respective salary ranges, non-recurring one-time bonuses that were paid during FY 2018, and minor decreases in hours for part-time staffing. The 2018/19 estimated cost of currently funded full-time and part-time staffing levels includes increases in wages for step increases, living wage positions, and positions benchmarked to living wage.

Benefits are recommended at \$224,545, a decrease of \$17,895 from 2017/18. The decrease reflects savings in the City’s PERS rates for miscellaneous employees, realized from paying down a portion of the City’s unfunded PERS liability during 2017/18, and a change in benefit allocation for part-time employees.

Other expenditures for services and supplies, intergovernmental charges and utilities are recommended at \$738,550, reflecting an increase of \$1,137 over 2017/18 levels. Services and Supplies, and Utilities remain at the same levels as the prior year, and the increase of \$1,137 is in intergovernmental charges.

**RECREATION SERVICES ADMINISTRATION**

The Assistant City Manager conducts administrative oversight of the division and is responsible for supervision of recreation programming, community centers, the Museum, and administration of the contracts for pool management and Cavanagh Center operations. The division also supports the Recreation, Music and Parks Commission, Youth Commission, Petaluma Historical Library and Museum Board of Directors, the Senior Advisory Committee and various project oriented groups. Additional responsibility includes providing comprehensive leadership for Parks and Recreation, support to Public Works Park Maintenance, as well as identification of division priorities such as park acquisition and development.

**ADOPTED BUDGET**

14100 PARK/REC ADMIN	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	366,457	336,838	371,981	347,532
BENEFITS	151,468	118,665	151,332	178,588
SERVICES & SUPPLIES	261,845	278,466	264,263	236,500
<b>PARK/REC ADMIN</b>	<b>779,770</b>	<b>733,969</b>	<b>787,576</b>	<b>762,620</b>

An Administration budget of \$762,620 is recommended for 2018/19. This is a decrease of \$24,956 from 2017/18.

Full-time salaries are recommended at \$347,532, and are decreased by \$24,449 from 2017/18. The decrease is attributable to the filling of vacancies at lower steps in the respective salary ranges, and non-recurring one-time bonuses that were awarded in FY 2018. This budget reflects the estimated cost of the currently funded staffing level.

Full-time employee benefits are recommended at \$178,588, an increase of \$27,256 over 2017/18. The increase is attributable to the upward adjustment in the City's health care contribution, and budgeting allocated vacant positions at the family rate for medical benefits. The increase is partially off-set by savings in the City's PERS rates for miscellaneous employees, realized from paying down a portion of the City's unfunded PERS liability during 2017/18.

Services and Supplies of \$236,500 are recommended, which represents a decrease of \$27,763 from 2017/18 levels. The decrease reflects that the new electronic registration software, E-Trak, is fully installed and operational and results in annual savings which are redistributed to the Special Events budget to support increased programming.

**POLICY OPTIONS**

None

**CAVANAGH RECREATION CENTER**

Formerly the McNear branch of the Petaluma Boys and Girls Club, Cavanagh Recreation Center was purchased in December of 1996 by the City of Petaluma. In 2014 the City executed an agreement with Mentor Me for occupancy, operation and renovation of the facility. The agreement requires that existing City programs continue to have access, allows Mentor Me to operate on-site, and also allows Mentor Me to plan and fund renovations to the building, subject to City review and approval.

**ADOPTED BUDGET**

14200 PR CAVANAGH CENTER	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SERVICES & SUPPLIES	12,936	14,750	12,850	12,850
<b>PR CAVANAGH CENTER</b>	<b>12,936</b>	<b>14,750</b>	<b>12,850</b>	<b>12,850</b>

A Cavanagh Recreation Center budget of \$12,850 is recommended for 2018/19. This is the same amount that was budgeted for 2017/18.

There are no salaries or benefits included in this budget. The only funds in this cost center are for utility services necessary for Cavanagh Pool operations.

**POLICY OPTIONS**

None

**PETALUMA COMMUNITY CENTER**

The Petaluma Community Center provides space for private parties, weddings, fundraisers, meetings, and a wide array of activities and events. The Community Center also provides space for enrichment classes, fitness classes, day camps, special events, pre-school programs, and other services that encourage healthy life styles, social connections and new learning experiences.

**ADOPTED BUDGET**

<i>14210 PR COMMUNITY CENTER</i>	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	95,356	91,389	98,674	99,522
BENEFITS	12,880	12,415	26,468	10,267
SERVICES & SUPPLIES	54,713	40,254	78,500	78,500
<b>PR COMMUNITY CENTER</b>	<b>162,949</b>	<b>144,058</b>	<b>203,642</b>	<b>188,289</b>

A Community Center budget of \$188,289 is recommended for 2018/19. This represents a decrease of \$15,353 from 2017/18.

Part-time salaries are increased by \$848 over 2017/18. The budget includes increases in wages for living wage positions, and positions benchmarked to living wage.

Part-time benefits are decreased by \$16,201 from 2017/18. This reflects a change in benefit allocation for part-time employees.

Services and Supplies of \$78,500 are recommended, which represents the same amount budgeted for 2017/18.

**POLICY OPTIONS**

None

**CARNEGIE LIBRARY/MUSEUM**

The Petaluma Historical Library and Museum is housed in the Petaluma Carnegie Free Public Library Building at 4<sup>th</sup> and B Streets. This building was completed in 1906 with money from the Carnegie-Fund. The Historical Library Museum has been accepted for inclusion in both the National Register of Historic Places in Washington D.C. and the California Register of Historic Places. Through the efforts of community volunteers, the Historical Library Museum Association (PMA) coordinates and presents programming and oversees artifact collection, preservation and display. The City of Petaluma provides building and grounds maintenance and administrative support to the PMA Board of Directors. Recreation staff will continue to support the efforts of the PMA in planning and fundraising for renovation of the facility.

**ADOPTED BUDGET**

<i>14220 PR LIBRARY/MUSEUM</i>	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	16,795	17,066	28,559	17,165
BENEFITS	978	992	17,029	1,029
SERVICES & SUPPLIES	23,905	19,911	15,000	15,000
<b>PR LIBRARY/MUSEUM</b>	<b>41,678</b>	<b>37,969</b>	<b>60,588</b>	<b>33,194</b>

A Carnegie Library/Museum budget of \$33,194 is recommended for 2018/19. This is a decrease of \$27,394 from 2017/18.

Part-time salaries are recommended at \$17,165, which is a decrease of \$11,394 from 2017/18. The decrease is a result of reducing part time hours after completing a sizable collections inventory and archive project. The salary budget is the cost of the currently funded part-time staff, including wage adjustments to the part-time position that is benchmarked to living wage.

Benefits are recommended at \$1,029 and are decreased by \$16,000 from 2017/18. The decrease reflects a change in benefit allocation for part-time employees.

Services and Supplies of \$15,000 are recommended, which represent the same level of funding as 2017/18.

**POLICY OPTIONS**

None

**YOUTH PROGRAM**

The Teeny Tiny Tots (ages 18-36 months), Tiny Tots (ages 3-5) and KinderReady (ages 4-5) pre-school programs offer children a positive first learning experience while promoting physical, social, emotional, cognitive and creative development. Children are assessed several times during the school year as they progress toward achieving developmental milestones. Summer camps include Camp Sunshine (ages 3-5), Kids Klub (grades 1-3), Camp K2 (grades 4-6) and Camp Explorers (grades 6-8), which are offered for 9-10 weeks each summer.

**ADOPTED BUDGET**

<u>14420 PR YOUTH/TEENS PROGRAMS</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SALARY	239,471	249,215	311,300	303,977
BENEFITS	21,849	23,130	41,918	29,729
SERVICES & SUPPLIES	46,042	54,183	44,350	43,850
<b>PR YOUTH/TEENS PROGRAMS</b>	<b>307,362</b>	<b>326,528</b>	<b>397,568</b>	<b>377,556</b>

A Youth Program budget of \$377,556 is recommended for 2018/19. This is a decrease of \$20,012 from 2017/18.

Part-time salaries are recommended at \$303,977 and are decreased by \$7,323 from 2017/18. The decrease reflects a reduction in part-time hours. The recommended budget will support traditional summer camp offerings and maintain enrollment capacity of the preschool.

Benefits are recommended at \$29,729, and are decreased by \$12,189 from 2017/18. The decrease reflects a reduction in the allocation of part-time hours and a change in benefit allocation for part-time employees.

Services and Supplies of \$43,850 are recommended, which represents a decrease of \$500 from 2017/18. The reduction was reallocated to the Special Events cost center.

**POLICY OPTIONS**

None

**CONTRACT CLASSES**

Classes are held at the Petaluma Community Center as well as at offsite locations. Classes are advertised in the Activity Guide and are distributed by the Argus Courier to Petaluma residents with newspaper subscriptions. The Activity Guide is also distributed to various locations within the community including the Visitors Center, Chamber of Commerce, City Hall, Library, and Museum. The guide is also available on-line at the city's website and promoted on Facebook. All classes are taught by contract instructors. The City receives all income from registration, pays the contractor, and retains 35% to 45% of the proceeds.

**ADOPTED BUDGET**

14500 PR CONTRACT CLASSES	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SERVICES & SUPPLIES	74,589	67,649	72,500	72,500
<b>PR CONTRACT CLASSES</b>	<b>74,589</b>	<b>67,649</b>	<b>72,500</b>	<b>72,500</b>

A Contract Class budget of \$72,500 is recommended for 2018/19. This represents the same level of funding as 2017/18.

There are no salaries or benefits included in this budget.

The Contract Classes budget in 2018/19 reflects the current program offerings.

**POLICY OPTIONS**

None



**SPORTS PROGRAM**

This budget includes adult sports leagues, instructional programs (youth and adult) and also supports scheduling for all City athletic fields and some School District athletic fields. Included in this effort is the keeping of a master schedule of school and City fields and acting as liaison with community groups and individuals regarding availability, suitability, and condition of the current inventory of playing fields.

**ADOPTED BUDGET**

14600 PR SPORTS PROGRAMS	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	5,840	5,376	5,275	5,460
BENEFITS	146	134	131	136
SERVICES & SUPPLIES	43,205	33,485	48,100	48,000
<b>PR SPORTS PROGRAMS</b>	<b>49,191</b>	<b>38,995</b>	<b>53,506</b>	<b>53,596</b>

A Sports Program budget of \$53,596 is recommended for 2018/19. This represents an increase of \$90 from 2017/18.

Part-time salaries and benefits are recommended at \$5,596 an increase of \$190 over 2017/18.

Services and Supplies of \$48,000 are recommended, which represents a \$100 decrease from 2017/18. The decrease was reallocated to the Special Events cost center.

**POLICY OPTIONS**

None

**AQUATICS**

Petaluma Swim Center and Cavanagh Pool provide comprehensive programming including instructional classes, fitness, open recreation swim, rentals and hours/space for swim clubs and special interest classes. Beginning in 2009 the program was presented under a management contract, whereby a contracted partner of the City conducts all pool operations. The management model was implemented in order to reduce expenses, work toward program improvement and ultimately establish more consistent season schedules. The result has been continuation and improvement in all aquatic programming, extension of the swim season, and a reduction in City expense for aquatic programming.

In 2017/2018 the Petaluma Swim Center and Cavanagh Pool operated throughout winter. Keeping the pools open accommodated local high school swim teams, community swim clubs, aqua fitness groups, and other off season aquatic users.

**ADOPTED BUDGET**

14700	PR AQUATIC PROGRAMS	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
	SERVICES & SUPPLIES	163,852	209,694	156,850	156,850
	<b>PR AQUATIC PROGRAMS</b>	<b>163,852</b>	<b>209,694</b>	<b>156,850</b>	<b>156,850</b>

An Aquatics budget of \$156,850 is recommended for 2018/19. This represents the same level of funding as 2017/18.

There are no salaries or benefits included in this budget.

The 2018/19 Aquatics budget recommendation reflects the current program offerings and hours of operation.

**POLICY OPTIONS**

None

**SENIOR PROGRAM**

Petaluma Senior Center has become a resource center that offers active adult programs for the purpose of supporting the health, wellness and independence of older adults. The goal of the Senior Center program is to promote self-managed programs, encouraging physical activity and fitness. Additional programming includes teaching fall prevention and balance, nutrition programs that encourage healthy eating and programs that promote social engagement.

**ADOPTED BUDGET**

<i>14800 PR SENIOR PROGRAMS</i>	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	32,423	55,399	46,112	43,940
BENEFITS	4,791	6,819	5,562	4,797
SERVICES & SUPPLIES	30,008	36,127	27,500	27,500
<b>PR SENIOR PROGRAMS</b>	<b>67,222</b>	<b>98,345</b>	<b>79,174</b>	<b>76,237</b>

A Senior Program budget of \$76,237 is recommended for 2018/19. This is a decrease of \$2,937 from 2017/18.

Part-time salaries are recommended at \$43,940, and are decreased by \$2,172 from 2016/17. The decrease is a result of filling vacant positions at lower steps in the salary range.

Benefits are recommended at \$4,797, and are decreased by \$765 from 2017/18.

Services and Supplies of \$27,500 are recommended, which represents the same level of funding as 2017/18.

**POLICY OPTIONS**

None

**SPECIAL EVENTS**

This budget supports special event program development. Providing special events helps individuals and families get connected to Petaluma and are integral and essential to vibrant communities. Successful programs require staff time and other resources to properly produce an event.

**ADOPTED BUDGET**

14900 PR SPECIAL EVENTS	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	4,420	3,404	-	-
BENEFITS	257	198	-	-
SERVICES & SUPPLIES	12,659	6,014	17,500	47,000
<b>PR SPECIAL EVENTS</b>	<b>17,336</b>	<b>9,616</b>	<b>17,500</b>	<b>47,000</b>

A Special Events budget of \$47,000 is recommended for 2018/19, which is an increase of \$29,500 over 2017/18.

There are no salaries or benefits included in this budget.

Services and Supplies of \$47,000 are recommended, which represents an increase of \$29,500 over 2017/2018. The increase is the result of the reallocation of services and supplies funding from other Recreation cost centers. The increase reflects a commitment by the division to present the 4<sup>th</sup> of July Fireworks display, Movies in the Park and the Turkey Trot Fun Run. Movies in the Park are planned for expansion in 2018/2019, and additional programming that is visible and viable to the community will also be considered for presentation.

**POLICY OPTIONS**

None

**INFORMATION TECHNOLOGY OVERVIEW**

The Information Technology Division is charged with responsibility for the City's diverse technology assets. Technology solutions are conceived jointly by IT and the departments, and then are planned and deployed appropriately and efficiently.

This division supports the technological needs of all the operating departments – over 300 full time users, 300 desktop computers, over six dozen laptop/mobiles, over six dozen network servers, and an interconnecting wide area network that covers 30 different locations. All users are provided with broad application, email, and internet support, telephone (both cellular and land lines) and communication services. IT operates and manages the City's website. The Division supports over 250 systems for public safety, including dispatch, police and fire records; many databases for enterprise-wide financial systems and permitting; para-transit and fixed route scheduling; customer resource and requests (CRM) and work order systems; Geographic Information Systems (GIS) and computer-aided drafting (CAD); document management and web-streaming and archiving for all meetings; police body cameras, video surveillance and door access controls (key cards); and a collection of web-front ended systems for various uses, including payments. Many of the application and management systems are cloud-based. The city has also become increasingly dependent upon video surveillance systems, which include over 100 cameras and access control (key cards).

The IT division provides data management, network security, purchasing, and environmentally-friendly equipment disposal. IT provides general project assistance to all departments and on all levels. The division serves as the staff liaison to the Technology and Telecommunications Committee, is the City representative to Petaluma Community Access (PCA), and coordinates and monitors video/cable TV franchise issues for the City.

The IT Division utilizes a part time contract position to conduct the bulk of the work on Police mobile computer maintenance, police body cameras and video surveillance. The Division also utilizes three Police volunteers – two to review and monitor the web site for updates and corrections and a third to assist with video surveillance systems

**FTE POSITION SUMMARY**

**Full Time Positions - Authorized and Funded - Allocation by Home Department**

DEPARTMENT POSITION	FY 16-17		FY 17-18		FY 18-19		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>INFORMATION TECHNOLOGY</u></b>									
Info Tech Specialist 1/2/3	4.00	4.00	4.00	4.00	4.00	4.00			4.00
Information Technology Manager	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Geographic Info Systems Mgr.	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Programmer Analyst	1.00	1.00	1.00	1.00	1.00	1.00			1.00
<b>Total Information Technology</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.00</b>

**ADOPTED BUDGET**

<i>73100 INFORMATION TECH ADMIN/OPS</i>	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	687,717	735,031	742,510	739,039
BENEFITS	241,811	249,200	261,081	247,663
SERVICES & SUPPLIES	806,982	780,512	759,388	814,551
CAPITAL EXPENDITURES	-	-	27,750	54,000
<b>INFORMATION TECH ADMIN/OPS</b>	<b>1,736,510</b>	<b>1,764,743</b>	<b>1,790,729</b>	<b>1,855,253</b>

An Information Technology budget of \$1,855,253 is recommended for 2018/19. This represents an increase of \$64,524 over 2017/18.

Salaries are recommended at \$739,039 for 2018/19 representing a decrease of \$3,471 from 2017/18. This is due to filling a vacant position at a lower step in the salary range.

Benefits are recommended at \$247,663 for 2018/19 representing a decrease of \$13,418 from 2017/18. This is mainly attributed to savings in the City’s PERS rates for miscellaneous employees, realized from paying down a portion of the City’s unfunded liability during 2017/18 offset slightly by employee benefit selections.

Services and Supplies and are recommended at \$814,551, an increase of \$55,163 over 2017/18. This is due primarily to increased maintenance for video systems and NeoGov HR software.

Capital Expenditures are recommended at \$54,000, an increase of \$26,250 over 2017/18. This increase is due to increased capital expenditures for network protection software and Voiceprint 9-1-1 voice recorder equipment.

**POLICY OPTIONS**

This budget includes recommended increases for the following:

As malware and ransomware continues to increase, the need exists to enhance this security function. The cost of this protection is \$28,000.

Video systems added in FY 17-18 require maintenance. The annual maintenance cost is \$18,000.

The existing voice recorder is over 5 years old and is no longer supported. Voiceprint 9-1-1 voice recorder system is \$26,000.

Human Resources NeoGov Software requires annual maintenance. The annual maintenance is \$22,000.

**ECONOMIC DEVELOPMENT DIVISION OVERVIEW**

The ED Division supports a healthy, diversified local economy by helping businesses start, thrive, and grow in Petaluma. The ED Division has developed award-winning tools and programs to assist businesses in areas such as:

- Navigating City requirements.
- Recruiting/retaining a quality workforce.
- Finding and/or modifying commercial real estate to meet space and infrastructure needs.
- Accessing incentives and other services offered by state and regional economic development programs.
- Staying informed about and engaged in the larger Petaluma community.

The Division offers customized assistance to established businesses as well as to startups and those interested in starting a business. It also supports a strong mass communications program through its website (petalumastar.com); social media; quarterly newsletter; and through its participation in stories published in local newspapers and magazines. The Division’s communications are designed for existing Petaluma businesses; prospective businesses; and top talent who are being recruited by Petaluma businesses.

The ED Division develops and maintains relationships with County agencies, business groups and local business leaders to identify and address business concerns early. Strong relationships allow the ED Division to offer resources and support to local businesses from throughout the region and state. The ED Division works with regional programs and resources to help maintain and develop a strong workforce in Petaluma.

The Division oversees the City’s tourism program and the Petaluma Community Development Successor Agency and Oversight Board, and addresses all activities required by the dissolution of the former Petaluma Community Development Commission.

**FTE POSITION SUMMARY**

**Full Time Positions - Authorized and Funded - Allocation by Home Department**

DEPARTMENT POSITION	FY 16-17		FY 17-18		FY 18-19		Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>ECONOMIC DEV./REDEVELOPMENT</u></b>									
Economic Development Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
<b>Total Econ. Dev./Redev.</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>

**ADOPTED BUDGET**

11340 ECONOMIC DEVELOPMENT	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	163,866	170,475	173,598	170,002
BENEFITS	55,826	52,970	54,810	55,679
SERVICES & SUPPLIES	79,450	81,702	166,865	186,118
<b>ECONOMIC DEVELOPMENT</b>	<b>299,142</b>	<b>305,147</b>	<b>395,273</b>	<b>411,799</b>
LESS INTRAGOVERNMENTAL OFFSET	(125,955)	(125,955)	(330,799)	(340,865)
<b>ECONOMIC DEVELOPMENT NET COST</b>	<b>173,187</b>	<b>179,192</b>	<b>64,474</b>	<b>70,934</b>

An Economic Development Budget of \$411,799 is recommended for 2018/19. This represents an increase of \$16,526 over 2017/18.

Salaries are recommended at \$170,002 representing a decrease of \$3,596 from 2017/18. This primarily reflects the elimination in 2018/19 of a one-time negotiated salary cost that was included in the 2017/18 budget.

Benefits are recommended at \$55,679 representing an increase of \$869 over 2017/18. This is attributed to increases in health benefit costs slightly offset by savings in the City's PERS rates for Miscellaneous employees, realized from paying down a portion of the City's unfunded liability during 2017/18.

Services and supplies are recommended at \$186,118, an increase of \$19,253 over 2017/18. This primarily reflects increased professional services budget to update the 2010 Economic Development Strategy which was originally budgeted for \$75,000 in 2017/18, but was ultimately insufficient to complete the project.

**POLICY OPTIONS**

\$25,000 is recommended to help update to the Economic Development Strategy. The recommended policy item brings to \$100,000 the amount included in the 2018/19 budget for this project. This funding is supported by Transient Occupancy Tax revenues.



**PLANNING DIVISION**

The Planning Division is responsible for all development and associated improvements on private property, including residential, industrial, and commercial projects. The Planning Division leads the effort to implement the City’s General Plan and enforce the regulations in the Implementing Zoning Ordinance, Smart Code, and other adopted regulations. M-Group staffing is flexible depending on activity and currently consists of approximately eight full time equivalent professional planning positions including a Planning Manager.

The Division also serves to interpret City policies, ordinances, and codes, and works closely with the City Manager and other City departments. Planning staff interacts with a variety of public and private organizations and citizen groups in developing programs and implementing policies to find creative solutions to planning issues. Planning staff develops specific proposals for action on current City planning proposals; makes interpretations of City regulations and various ordinances, codes and applicable laws to ensure compliance; and, works closely with the City Council, citizen boards and commissions, and public and private officials to provide technical assistance, advice, and recommendations related to urban development within the overarching vision of the City's General Plan.

The Planning staff provides project and environmental review for all planning entitlement proposals including subdivisions, planned unit developments, commercial and residential design review, historic district review, use permits, variances and annexations. Planning also provides environmental review support for other City Departments, including Public Works and Utilities. The planning team performs a wide range of customer service activities such as operating the public counter, preliminary development review, business license clearance, responding to zoning related inquiries, zoning abatements, building permit clearances for zoning compliance purposes and mitigation monitoring.

The planning team directly supports the City Council, the Planning Commission, the Historic and Cultural Preservation Committee, the Public Art Committee, and facilitates the City’s Development Review Committee.

**ADOPTED BUDGET**

<u>PLANNING</u>	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SERVICES & SUPPLIES	754,910	819,962	683,828	684,202
<b>PLANNING</b>	<b>754,910</b>	<b>819,962</b>	<b>683,828</b>	<b>684,202</b>

There are no salaries and benefits budgeted in this cost center.

A total Planning budget of \$684,202 is recommended for 2018/19, a slight increase of \$374 over 2017/18.

Services and supplies are recommended at \$684,202, an increase of \$374 over 2017/18.

**PLANNING ADMINISTRATION**

In addition to professional planners, M-Group’s Petaluma staff includes a full time administrative position. This position provides the following support to planners, other city departments and staff, and boards and commissions:

- Creates and disseminates all public noticing
- Clerks Planning Commission and Historic and Cultural Preservation meetings
- Completes packets for Boards and Commissions
- Oversees cost recovery invoicing
- Regular reconciliation for all cost recovery accounts with the Finance Department
- Provides administrative support to the Building Division
- Facilitates intake and approval of associated agreements, cash bond deposits, outside contracts

**ADOPTED BUDGET**

12100 PLANNING ADMIN	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SERVICES & SUPPLIES	137,632	144,962	139,828	140,202
<b>PLANNING ADMIN</b>	<b>137,632</b>	<b>144,962</b>	<b>139,828</b>	<b>140,202</b>

There are no salaries and benefits budgeted in this cost center.

A Planning Administration budget of \$140,202 is recommended for 2018/19. This represents a slight increase of \$374 over 2017/18.

Services and supplies are recommended at \$140,202, an increase of \$374 over 2017/18.

**POLICY OPTIONS**

None

**PLANNING COST RECOVERY**

The review of all development applications are completed on a cost recovery basis where the full cost of time and materials associated with the processing and review of applications is paid by the applicant. An initial deposit is collected upon submittal and is based on the scope of the project and requested entitlement and consistent with the fee schedule adopted by the City Council. When the cost recovery account for any given project is exhausted the applicant is invoiced for the anticipated additional costs associated with the application. If there is a remaining balance in the cost recovery account upon completion of the project that amount is refunded to the applicant. Monthly invoices are sent to all cost recovery applicants with a negative balance requesting payment.

**ADOPTED BUDGET**

<i>12700 PLANNING COST RECOVERY</i>	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SERVICES & SUPPLIES	617,278	674,307	544,000	544,000
<b>PLANNING COST RECOVERY</b>	<b>617,278</b>	<b>674,307</b>	<b>544,000</b>	<b>544,000</b>

There are no salaries and benefits budgeted in this cost center.

A Planning Cost Recovery budget of \$544,000 is recommended for 2018/19. This represents no change from 2017/18.

Services and supplies are recommended at \$544,000, no change from 2017/18.

**POLICY OPTIONS**

None

**BUILDING DIVISION**

The Building Division is entrusted with the protection of public health and safety in all buildings in the City through the enforcement of State and Local Building Codes. In addition to 7 full-time staff, the Building Division utilizes the assistance of one primary outside plan check engineer consultant to assure that plan review turnaround times are consistently met.

The Building Division is responsible for plan review of all proposed construction to ensure that State and Local Building Code requirements are reflected on plans. These codes include disabled access and energy conservation. The Building Division also performs field inspections of all approved building construction to assure compliance with the approved plans and State and Local Building Codes.

Division staff maintains a presence at the Front Counter so the general public and the construction community can talk to the Chief Building Official, Plan Checkers or Field Inspectors and ask questions about the requirements and regulations that apply to projects. The Building Division also answers questions by E-Mail, fax, and phone. The Building Division also investigates complaints about unpermitted construction and substandard housing through the Code Enforcement Officer and Field Inspectors.

**FTE POSITION SUMMARY**

**Full Time Positions - Authorized and Funded - Allocation by Home Department**

DEPARTMENT POSITION	FY 16-17		FY 17-18		FY 18-19		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>BUILDING SERVICES</u></b>									
Building Inspector VII	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Permit Processing Tech	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Chief Bldg Official	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Plans Examiner	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Senior Building Inspector	1.00	0.00	1.00	1.00	1.00	1.00		1.00	
<b>Total Building Services</b>	<b>7.00</b>	<b>6.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>	<b>7.00</b>	<b>0.00</b>

**ADOPTED BUDGET**

BUILDING	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	498,063	526,788	617,123	626,041
BENEFITS	247,663	244,440	294,077	278,829
SERVICES & SUPPLIES	944,372	862,249	683,963	727,945
<b>BUILDING</b>	<b>1,690,098</b>	<b>1,633,477</b>	<b>1,595,163</b>	<b>1,632,815</b>

A total Building budget of \$1,632,815 is recommended for 2018/19, this represents an increase of \$37,652 over 2017/18.

Salaries are recommended at \$626,041 an increase of \$8,918 over 2017/18. This reflects increases associated with previously negotiated salary adjustments.

Benefits are recommended at \$278,829 a decrease of \$15,248 from 2017/18. This change is attributed to savings in the City's PERS rates for Miscellaneous employees, realized from paying down a portion of the City's unfunded PERS liability during 2017/18 slightly offset by increased health benefit costs.

Services and Supplies are recommended at \$727,945 an increase of \$43,982 over 2017/18. This is mainly due to the purchase of permit tracking software.

**BUILDING SERVICES**

Building Services is responsible for plan review of all proposed construction to ensure that State and Local Building Code requirements are reflected on plans. The Building Division staff consists of seven full-time employees. In addition, Building Services utilizes the assistance of one primary outside plan check engineer consultant to assure that plan review turnaround times are consistently met. Staff maintains a presence at the Front Counter so the general public and the construction community can talk to the Chief Building Official, Plan Checkers or Field Inspectors about requirements and regulations that apply to projects.

**ADOPTED BUDGET**

63200 BLDG SVC	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	498,063	526,788	617,123	626,041
BENEFITS	247,663	244,440	294,077	278,829
SERVICES & SUPPLIES	838,067	686,683	524,963	568,945
<b>BLDG SVC</b>	<b>1,583,793</b>	<b>1,457,911</b>	<b>1,436,163</b>	<b>1,473,815</b>

A Building Services budget of \$1,473,815 is recommended for 2018/19. This represents an increase of \$37,652 over 2017/18.

Salaries and benefits are recommended at \$626,041 representing an increase of \$8,918 over 2017/18. This reflects increases associated with previously negotiated salary adjustments.

Benefits are recommended at \$278,829 representing a decrease of \$15,248 over 2017/18. This change is attributed to savings in the City’s PERS rates for Miscellaneous employees, realized from paying down a portion of the City’s unfunded PERS liability during 2017/18, slightly offset by increased health benefit costs.

Services and supplies are recommended at \$568,945, an increase of \$43,982 overall. This is due mainly to the purchase of permit tracking software budgeted in 2018/19.

**POLICY OPTIONS**

Purchase of permit tracking software.

**BUILDING COST RECOVERY**

Building Cost Recovery accounts for activity related to development applications completed on a cost recovery basis where the full cost of time and materials associated with the processing and review of applications is paid by the applicant. This cost center accounts for activity performed by the Metropolitan Planning Group for projects created prior to 2010.

**ADOPTED BUDGET**

63500 BLDG SVC COST RECOVERY	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SERVICES & SUPPLIES	106,305	175,566	159,000	159,000
<b>BLDG SVC COST RECOVERY</b>	<b>106,305</b>	<b>175,566</b>	<b>159,000</b>	<b>159,000</b>

There are no salaries and benefits budgeted in this cost center.

A Cost Recovery budget of \$159,000 is recommended for 2018/19. This represents no change from 2017/18.

Services and supplies are recommended at \$159,000, no change from 2017/18.

**POLICY OPTIONS**

None

**HOUSING DIVISION**

The Housing Division is responsible for addressing our City Council's goals to: enhance the quality of life for our low-income community through its programs; facilitate the provision of programs, projects and shelter for residents with special needs; provide affordable rental housing; promote housing choices and opportunities; and to promote principles of sustainability.

The Division also ensures compliance with federal, state, and local affordability and program compliance; coordinates community nonprofit efforts; nurtures relationships with local agencies (Sonoma County & Santa Rosa), regional (ABAG), state (HCD), and federal (HUD) housing partners.

**FTE POSITION SUMMARY**

**Full Time Positions - Authorized and Funded - Allocation by Home Department**

DEPARTMENT POSITION	FY 16-17		FY 17-18		FY 18-19		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b>HOUSING</b>									
Housing Administrator	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Housing Program Specialist	1.00	0.00	1.00	0.00	1.00	0.00			0.00
<b>Total Housing Division</b>	<b>2.00</b>	<b>1.00</b>	<b>2.00</b>	<b>1.00</b>	<b>2.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>

**ADOPTED BUDGET – (All Housing Funds)**

HOUSING	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	60,340	66,988	70,926	71,458
BENEFITS	25,646	25,360	27,112	27,178
SERVICES & SUPPLIES	1,045,866	905,341	1,062,075	937,814
TRANSFERS	128,130	117,781	112,500	200,000
<b>HOUSING</b>	<b>1,259,982</b>	<b>1,115,470</b>	<b>1,272,613</b>	<b>1,236,450</b>

A Housing budget of \$1,236,450 is recommended for 2018/19. This represents a decrease of \$36,163 from 2017/18.

Salaries are recommended at \$71,458 representing a slight increase of \$532 over 2017/18. This increase is due to previously negotiated salary and benefit adjustments offset by the elimination of a one-time adjustment that was included in the 2017/18 budget.

Benefits are recommended at \$27,178 representing an increase of \$66 over 2017/18. This increase is due to previously negotiated salary and benefit adjustments offset slightly by savings in the City's PERS rates for Miscellaneous employees, realized from paying down a portion of the City's unfunded liability during 2017/18.

Services and supplies of \$937,814 are recommended which represents a decrease of \$124,261 from 2017/18 due to reduced program funding to outside agencies.

Transfers are budgeted at \$200,000, an increase of \$87,500 over 2017/18 as the allocation of housing administrative costs (salary, benefits, & intragovernmental charges) were allocated based on a percentage of staff time spent managing the program.

**ADOPTED BUDGET – Commercial Linkage**

21150 COMMERCIAL LINKAGE	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SERVICES & SUPPLIES	342,895	49,444	72,538	142,329
TRANSFERS	50,000	25,000	25,000	48,000
<b>COMMERCIAL LINKAGE FEES</b>	<b>392,895</b>	<b>74,444</b>	<b>97,538</b>	<b>190,329</b>

A Commercial Linkage Fee budget of \$190,329 is recommended for 2018/19. This is an increase of \$92,791 over 2017/18.

There are no salaries or benefits included in this budget.

Services and Supplies of \$142,329 are recommended, which represents an increase of \$69,791 over 2017/18. The change represents increased program funding to the Housing Land Trust to preserve one of the City’s older first-time homebuyer properties.

Transfers are budgeted at \$48,000, an increase of \$23,000 over 2017/18 calculated at 24% of the housing administrative costs allocated as a percentage of staff time.

**POLICY OPTIONS**

Recommended are the following amounts to the following agencies for the following projects:

- \$60,000 – Housing Land Trust of Sonoma County for the First Time Home Buyers marketing program for Brody Ranch
- \$75,000 – Housing Land Trust of Sonoma County for permanent subsidy of older First Time Home Buyer property

**ADOPTED BUDGET – In Lieu Housing**

21300 HOUSING IN-LIEU IMPACT FEES	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SERVICES & SUPPLIES	170,798	276,495	365,665	344,992
TRANSFERS	50,000	50,000	50,000	88,500
<b>HOUSING IN-LIEU IMPACT FEES</b>	<b>220,798</b>	<b>326,495</b>	<b>415,665</b>	<b>433,492</b>

A Housing In-Lieu Impact Fee budget of \$433,492 is recommended for 2018/2019. This is an increase of \$17,827 from 2017/18.

There are no salaries or benefits included in this budget.



A budget for Services and Supplies of \$344,992 is recommended, which represents a decrease of \$20,673 from 2017/18. The change is due to a decrease in program funding allocations.

Transfers are budgeted at \$88,500, an increase of \$38,400 over 2017/18 calculated at 44% of the housing administrative costs allocated as a percentage of staff time.

**POLICY OPTIONS**

Recommended are the following amounts to the following agencies for the following projects:

- \$95,000 – Petaluma People Services Center for administration of rental assistance and fair housing programs
- \$88,000 – PEP Housing for rehabilitation of community room at 575 Vallejo Street
- \$80,000 – Committee on the Shelterless for administration of Mary Isaak homeless shelter
- \$60,000 – PEP Housing for 951 Petaluma Blvd. South pre-development costs

**ADOPTED BUDGET – CDBG**

<i>22210 CDBG</i>	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SERVICES & SUPPLIES	319,440	308,900	315,033	314,728
TRANSFERS	28,130	32,781	25,000	50,000
<b>CDBG</b>	<b>347,570</b>	<b>341,681</b>	<b>340,033</b>	<b>364,728</b>

A CDBG budget of \$364,728 is recommended for 2018/19; an increase of \$24,695 over 2017/2018.

There are no salaries or benefits included in this budget.

Services and Supplies of \$314,728 are recommended, a slight decrease of \$305 from 2017/18 caused by an increase in Administrative costs.

Transfers are recommended at \$50,000, an increase of \$25,000 over 2017/18 calculated at 25% of the housing administrative costs allocated as a percentage of staff time.

**POLICY OPTIONS**

Recommended are the following amounts to the following agencies for the following projects:

- \$50,000 – Petaluma People Services Center for Meals on Wheels
- \$241,000 – Rebuilding Together Petaluma for the home modification and repair program
- \$3,900 – North Bay Children’s Center for an outdoor garden classroom at Valley Vista

**ADOPTED BUDGET – Housing Successor**

51150 SUCCESSOR AGENCY HOUSING	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	60,340	66,988	70,926	71,458
BENEFITS	25,646	25,360	27,112	27,178
SERVICES & SUPPLIES	236,500	270,332	307,339	132,765
<b>SUCCESSOR AGENCY HOUSING</b>	<b>322,486</b>	<b>362,680</b>	<b>405,377</b>	<b>231,401</b>

A Successor Agency Housing budget of \$231,401 is recommended for 2018/19. This is a decrease of \$173,976 from 2017/18.

Salaries are recommended at \$71,458, an increase of \$532 over 2017/18. This increase is due to previously negotiated salary and benefit adjustments offset by the elimination of a one-time adjustment that was included in the 2017/18 budget.

Benefits are recommended at \$27,178, an increase of \$66 over 2017/18. This increase is due to previously negotiated salary and benefit adjustments offset by savings in the City’s PERS rates for Miscellaneous employees, realized from paying down a portion of the City’s unfunded liability during 2017/18.

Services and Supplies of \$132,765 are recommended, which represents a decrease of \$237,574 from 2017/18 due to reduced program costs for first time homebuyers property.

**ADOPTED BUDGET – Mobile Home Rent Stabilization**

51160 MOBILE HOME RENTAL STABILIZATION	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SERVICES & SUPPLIES	1,233	170	1,500	3,000
TRANSFERS	-	10,000	12,500	13,500
<b>MOBILE HOME RENTAL STABILIZATION</b>	<b>1,233</b>	<b>10,170</b>	<b>14,000</b>	<b>16,500</b>

A Mobile Home Rent Stabilization Budget of \$16,500 is recommended for 2018/19. This is an increase of \$2,500 over 2017/18.

There are no salaries or benefits included in this budget.

Services and Supplies budget of \$3,000 is recommended for 2018/19. This represents an increase over 2017/18 to cover any future arbitration.

Transfers are recommended at \$13,500 for 2018/19, an increase of \$1,000 over 2017/18 and incorporates charges for city staff time spent administering the ordinance, coordinating with the County of Sonoma, and responding to resident and owner inquires and requests.

**NON DEPARTMENTAL**

The Non Departmental budget provides for General Fund expenses which are of a citywide benefit and/or not more appropriately charged to any other budget, such as Petaluma’s dues for agencies such as ABAG, LAFCO, and the League of California Cities. Appropriations are also used to offset anticipated employee separation costs, and/or to budget monies held in reserve for employee salary adjustments.

**ADOPTED BUDGET**

11800 NON DEPARTMENTAL	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	-	-	-	225,000
BENEFITS	-	-	500,000	725,000
SERVICES & SUPPLIES	645,139	628,132	698,200	706,565
<b>NON DEPARTMENTAL</b>	<b>645,139</b>	<b>628,132</b>	<b>1,198,200</b>	<b>1,656,565</b>

A Non Departmental budget of \$1,656,565 is recommended for 2018/19. This is an increase of \$458,365 over 2017/18.

Salaries and benefits are recommended at \$950,000, an increase of \$450,000 over 2017/18. This increase represents funding to support anticipated employee salary adjustments.

Services and Supplies of \$706,565 are recommended, which is an increase of \$8,365 over 2017/18, and reflects increases in membership dues for 2018/19.

**POLICY OPTIONS**

None

**GENERAL FUND COST CENTER**

The General Fund cost center contains activity related to transfers in and out of the general fund.

**ADOPTED BUDGET**

11100 GENERAL FUND COST CENTER	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
BENEFITS	-	-	-	81,402
SERVICES & SUPPLIES	1,088	1,088	1,367	1,503
TRANSFERS	1,704,068	1,497,654	1,380,053	1,140,053
<b>GENERAL FUND COST CENTER</b>	<b>1,705,156</b>	<b>1,498,742</b>	<b>1,381,420</b>	<b>1,222,958</b>

A General Fund budget of \$1,222,958 is recommended for 2018/19. This represents a decrease of \$158,462 from 2017/18.

There are no salaries budgeted in this cost center. Benefits in this cost center reflect the cost of managing the Employee Benefit Fund which will be allocated by Payroll by employee.

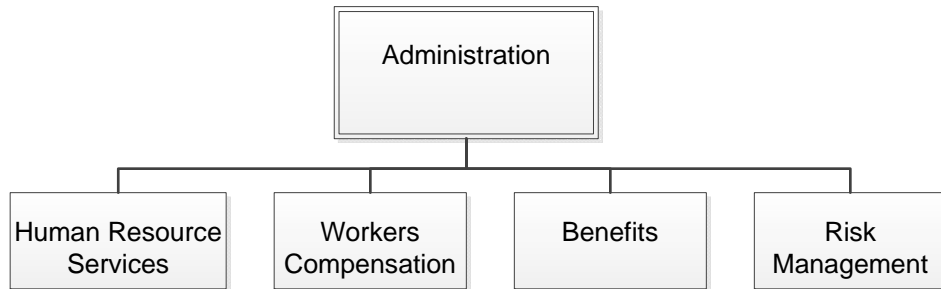
Services and supplies are budgeted at \$1,503, an increase of \$136 over 2017/18.

Transfers Out is budgeted at \$1,140,053 for 2018/19, a decrease of \$240,000 from 2017/18. This change is due mainly to lower transfers for capital purchases.

**POLICY OPTIONS**

None

## Human Resources



**HUMAN RESOURCES**

	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	348,039	377,383	595,914	559,092
BENEFITS	214,857	218,162	8,484,967	318,964
SERVICES & SUPPLIES	2,216,151	3,760,551	3,691,988	4,193,342
TRANSFERS	-	200,000	1,350,066	50,000
<b>HR ADMIN/EE BENEFITS/ RISK</b>	<b>2,779,047</b>	<b>4,556,096</b>	<b>14,122,935</b>	<b>5,121,398</b>
LESS INTRAGOVERNMENTAL OFFSET	(161,100)	(161,100)	(389,446)	(400,966)
<b>HUMAN RESOURCES/EE BENEFITS/RISK NET COST</b>	<b>2,617,947</b>	<b>4,394,996</b>	<b>13,733,489</b>	<b>4,720,432</b>

by Cost Center	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
HUMAN RESOURCES ADMIN/OPERATIONS	<b>520,850</b>	<b>519,269</b>	<b>554,976</b>	<b>556,931</b>
LESS INTRAGOVERNMENTAL OFFSET	(161,100)	(161,100)	(389,446)	(400,966)
<b>HR ADMIN/OPERATIONS NET COST</b>	<b>359,750</b>	<b>358,169</b>	<b>165,530</b>	<b>155,965</b>
EE BENEFIT-ADMIN/OTHER	63,457	37,099	173,981	187,139
EE BENEFIT-DENTAL PROGRAM	429,234	467,212	395,000	395,000
EE BENEFIT-RETIREE BENEFITS	261,821	268,872	8,503,707	313,423
EE BENEFIT-UNEMPLOYMENT PROGRAM	4,940	13,483	30,000	30,000
EE BENEFIT-VISION PROGRAM	30,299	36,317	33,000	33,000
EE BENEFIT	-	-	-	534,926
WORKERS COMP	1,679,357	1,293,899	1,661,783	1,681,224
<b>EMPLOYEE BENEFITS</b>	<b>2,469,108</b>	<b>2,116,882</b>	<b>10,797,471</b>	<b>3,174,712</b>
RISK MGMT ADMIN/OPERATIONS	(210,911)	1,949,653	2,770,488	1,389,755
<b>RISK MGMT ADMIN/OPERATIONS</b>	<b>(210,911)</b>	<b>1,949,653</b>	<b>2,770,488</b>	<b>1,389,755</b>
<b>HUMAN RESOURCES/EE BENEFITS/RISK NET COST</b>	<b>2,617,947</b>	<b>4,424,704</b>	<b>13,733,489</b>	<b>4,720,432</b>

**HUMAN RESOURCES DEPARTMENT OVERVIEW**

The Human Resources Department provides a full range of human resources services and support to departments within the City. Those services include recruitment and staffing; employee orientation and training; classification and compensation; policy development and documentation; performance management; risk management; labor relations; and, employee relations. The Department also ensures compliance with federal, state, and local employment law, manages the City’s benefit programs, and oversees the City’s workplace safety program. The Risk Management division has fully transitioned to the Human Resources Department from the City Manager and is reflected in the total Human Resources budget.

**FTE POSITION SUMMARY**

**Full Time Positions - Authorized and Funded - Allocation by Home Department**

DEPARTMENT POSITION	----- Allocation-----								
	FY 16-17		FY 17-18		FY 18-19		General	Enterprise	Other
	Authorized	Funded	Authorized	Funded	Authorized	Funded	Fund	Funds	Funds
<b><u>HUMAN RESOURCES</u></b>									
Director Human Resources	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Human Resources Analyst II/III	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Human Resources Asst. II Conf	1.00	0.60	1.00	0.60	1.00	0.60	0.60		
Human Resources Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
<b>Total Human Resources</b>	<b>4.00</b>	<b>3.60</b>	<b>4.00</b>	<b>3.60</b>	<b>4.00</b>	<b>3.60</b>	<b>3.60</b>	<b>0.00</b>	<b>0.00</b>

**2017-2018 ACCOMPLISHMENTS and HIGHLIGHTS**

- Ensuring that City staffing needs are met in a timely manner remains the highest priority for Human Resources. By the end of the fiscal year HR will have conducted roughly forty-five (45) full-time and part-time recruitments and will have screened approximately 1,500 applications from potential job applicants.
- Amended the contract for CalPERS to reflect a 3% employee contribution for Unit 10, Unit 8, and Unrepresented Executive Management employees.
- Implemented NeoGOV, an online HR software, to modernize recruitment, onboarding and online testing processes to streamline various recruitment processes.
- Selected an insurance broker who created annual open enrollment materials and marketed our plans for cost containment.
- Developed a Supervisory/Management Training Academy through the SRJC Petaluma campus for current and future leaders.
- Implemented Risk Console, a risk management information system used by Risk Management.
- Focused on Safety by introducing a Citywide Safety Program and establishing an Employee Safety Committee and distributing the first issue of Safety First Newsletter to all City employees.

**2018-2019 DEPARTMENTAL GOALS and PRIORITIES**

- Work with bargaining units to negotiate new contracts and negotiate contract re-openers related to compensation and benefits.
- Issue access codes and badges for City-wide security upgrades.
- Update City of Petaluma Personnel Rules and Regulations and Administrative Policies
- Complete a Request for Proposal for a classification and compensation consultant.
- Host a variety of City-wide trainings, including Harassment Prevention, Workplace Security and various supervisorial and managerial trainings through the LCW Consortium.

**ADOPTED BUDGET**

	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	348,039	377,383	595,914	559,092
BENEFITS	214,857	218,162	8,484,967	318,964
SERVICES & SUPPLIES	2,216,151	3,760,551	3,691,988	4,193,342
TRANSFERS	-	200,000	1,350,066	50,000
<b>HR ADMIN/EE BENEFITS/ RISK</b>	<b>2,779,047</b>	<b>4,556,096</b>	<b>14,122,935</b>	<b>5,121,398</b>
LESS INTRAGOVERNMENTAL OFFSET	(161,100)	(161,100)	(389,446)	(400,966)
<b>HUMAN RESOURCES/EE BENEFITS/RISK NET COST</b>	<b>2,617,947</b>	<b>4,394,996</b>	<b>13,733,489</b>	<b>4,720,432</b>

A Human Resources Department budget of \$5,121,398 is recommended for 2018/19. This represents a decrease of \$9,001,537 from 2017/18.

Salaries are recommended at \$559,092 for 2018/19 representing a decrease of \$36,822 from 2017/18. This change is attributed to less part time salaries budgeted and the elimination of a one-time salary cost that was included in 2017/18. These decreases are partially offset by increases for previously negotiated salary adjustments, step increases and the Human Resources Analyst being filled at a level higher than previously budgeted.

Benefits are recommended at \$318,964 for 2018/19 representing a decrease of \$8,166,003 from 2017/18. This large decrease is due to the elimination in 2018/19 of a one-time payment to CalPERS to pay down a portion of the PERS Unfunded Liability. The decrease is offset slightly by higher health benefit costs and employee benefit selections.

Services and supplies are recommended at \$4,193,342 for 2018/19, an increase of \$501,354 over 2017/18. This increase is mainly due to the annual inter-fund loan payment to the lending funds for the PERS pay down of the Unfunded Liability.

**POLICY OPTIONS**

None



**ADOPTED BUDGET**

Human Resources Administration provides a full range of human resources services and support to departments within the City.

11600 HUMAN RESOURCES ADMIN/OPERATIONS	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	345,295	323,907	352,867	375,201
BENEFITS	116,974	87,560	136,858	133,443
SERVICES & SUPPLIES	58,581	78,094	65,251	48,287
CAPITAL EXPENDITURES	-	29,708	-	-
<b>HR ADMIN/OPERATIONS</b>	<b>520,850</b>	<b>519,269</b>	<b>554,976</b>	<b>556,931</b>
LESS INTRAGOVERNMENTAL OFFSET	(161,100)	(161,100)	(389,446)	(400,966)
<b>HR ADMIN/OPERATIONS NET COST</b>	<b>359,750</b>	<b>358,169</b>	<b>165,530</b>	<b>155,965</b>

A Human Resources Administration General Fund budget of \$556,931 is recommended for 2018/19. This represents an increase of \$1,955 over 2017/18.

Salaries are recommended at \$375,201 for 2018/19 representing an increase of \$22,334 over 2017/18. This increase is due to previously negotiated salary adjustments, step increases and increased costs due to the Human Resources Analyst being filled at a level higher than previously budgeted. This increase is partially offset by the elimination of a one-time salary cost that was included in 2017/18.

Benefits are recommended at \$133,443 for 2018/19 representing a decrease of \$3,415 from 2017/18. This is attributed to increases directly related to the additional salary costs impacting various benefit allocations and increased health benefit costs all of which are offset by savings in the City's PERS rates for Miscellaneous employees, realized from paying down a portion of the City's unfunded liability during 2017/18.

Services and supplies are recommended at \$48,287, a decrease of \$16,964 from 2017/18. The decrease is due to transferring the budget for legal appropriations from Human Resources to the Legal Department.

**POLICY OPTIONS**

None

**EMPLOYEE BENEFITS**

The Human Resources Department administers employee and retiree health benefits, self-insured dental and vision programs, and Unemployment Program.

**ADOPTED BUDGET**

<i>EE BENEFITS</i>	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	2,744	(25,059)	-	-
BENEFITS	97,883	106,207	8,315,284	125,000
SERVICES & SUPPLIES	689,124	741,835	820,404	1,368,488
<b>EE BENEFITS</b>	<b>789,751</b>	<b>822,983</b>	<b>9,135,688</b>	<b>1,493,488</b>

Employee Benefits budget of \$1,493,488 is recommended for 2018/19. This is a decrease of \$7,642,200 from 2017/18.

Benefits are recommended at \$125,000 for 2018/19. This is a decrease of \$8,190,284 from 2017/18. This large decrease is due to the elimination in 2018/19 of a one-time pay down of the PERS Unfunded Liability in the amount of \$7.5 million from the Employees Benefit Fund as well as a reduction of \$.7 million due to a change in budgeting costs related to the OPEB contributions.

Services and Supplies are recommended at \$1,368,488 for 2018/19. This is an increase of \$548,084 over 2017/18. This increase represents the inter-fund loan payment due annually to the lending funds for the pay down of the PERS Unfunded Liability.

**WORKERS' COMPENSATION**

Human Resources manages the City's self-insured Workers' Compensation (WC) program, which pays medical costs and wage replacement in accordance with California law for employees injured on the job.

**ADOPTED BUDGET**

<i>76100 WORKERS COMP</i>	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SERVICES & SUPPLIES	1,679,357	1,293,899	1,661,783	1,681,224
<b>WORKERS COMP</b>	<b>1,679,357</b>	<b>1,293,899</b>	<b>1,661,783</b>	<b>1,681,224</b>

The Workers Compensation budget of \$1,681,224 is recommended for 2018/19. This represents an increase of \$19,441 over 2017/18. This increase is based on higher Excess WC insurance premiums, which factor increased payroll into the premium cost, and increased third party administration services and fees.

**POLICY OPTIONS**

None

**RISK MANAGEMENT OVERVIEW**

Risk Management is responsible for the management and administration of the City’s self-insurance and purchased insurance programs. It also provides a multitude of risk management services and guidance to the City Council, City Management, and City staff.

Risk Management is a division of the Human Resources Department. Its primary objectives are the City of Petaluma’s safety program, risk avoidance, and implementation of various risk transfer programs and activities that minimize the City’s exposure to litigation. Risk Management strives to manage, control, minimize or eliminate risk, to the extent that citizens and personnel can be reasonably protected from hazards, while insuring that the financial solvency of the City will not be jeopardized so that City resources can be conserved for other uses. This function also assumes the primary responsibility for the administration and processing of all property and casualty claims and for risk identification, risk transfer, risk analysis and insurance coverage procurement.

The Risk Management program is oriented toward comprehensive pro-active global minimization or elimination of risk, to the greatest extent practical; retention of the remaining risk when feasible; and protection against unpredictable loss by reasonable use of available insurance and/or alternate funding.

**FTE POSITION SUMMARY**

**Full Time Positions - Authorized and Funded - Allocation by Home Department**

DEPARTMENT POSITION	FY 16-17		FY 17-18		FY 18-19		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>RISK MANAGEMENT</u></b>									
Risk and Safety Officer	1.00	0.00	1.00	1.00	1.00	1.00			1.00
Risk Manager	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
HR Assistant VII Conf	0.00	0.00	1.00	1.00	1.00	1.00			1.00
<b>Total Risk Management</b>	<b>3.00</b>	<b>0.00</b>	<b>4.00</b>	<b>2.00</b>	<b>4.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>

**ADOPTED BUDGET**

74100 RISK MGMT ADMIN/OPERATIONS	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY		78,535	243,047	183,891
BENEFITS		24,395	32,825	60,521
SERVICES & SUPPLIES	(210,911)	1,646,723	1,144,550	1,095,343
TRANSFERS	-	200,000	1,350,066	50,000
<b>RISK MGMT ADMIN/OPERATIONS</b>	<b>(210,911)</b>	<b>1,949,653</b>	<b>2,770,488</b>	<b>1,389,755</b>

A Risk Management budget of \$1,389,755 is recommended for 2018/19. This represents a decrease of \$1,380,733 from 2017/18.

Salaries are recommended at \$183,891 a decrease of \$59,156 from 2017/18. This represents the elimination of part-time salaries due to the filling of the HR Assistant I/II Confidential position.

Benefits are recommended at \$60,521 an increase of \$27,696 over 2017/18. This increase is attributed to the recently filled position mentioned above offset slightly by savings in the City's PERS rates for Miscellaneous employees, realized from paying down a portion of the City's unfunded liability during 2017/18.

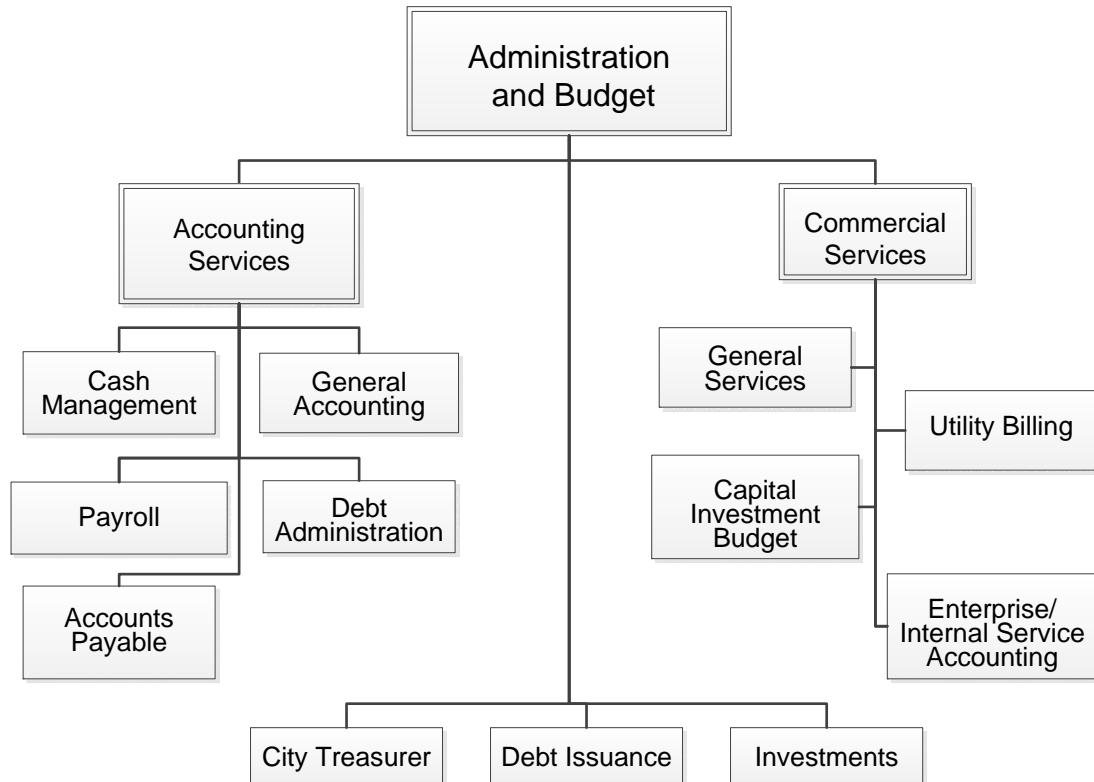
Services and Supplies are recommended at \$1,095,343 a decrease of \$49,207 from 2017/18. This is mainly due to lower professional services budgeted due to the elimination of an outside third-party risk management consultant, partially offset by the hiring of staff to perform the Risk Management function in house.

Transfers are recommended at \$50,000, a decrease of \$1,300,066 from 2017/18 due to the elimination in 2018/19 of a one-time borrowing for the pay down of the PERS Unfunded Liability.

**POLICY OPTIONS/CHANGES**

None

## Finance Department



**FINANCE DEPARTMENT**

by Account Type	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	1,097,760	1,197,613	1,309,624	1,311,306
BENEFITS	417,867	393,742	482,442	499,168
SERVICES & SUPPLIES	487,057	441,083	488,227	472,020
<b>FINANCE DEPT</b>	<b>2,002,684</b>	<b>2,032,438</b>	<b>2,280,293</b>	<b>2,282,494</b>
LESS INTRAGOVERNMENTAL OFFSET	(1,240,441)	(1,240,441)	(1,263,338)	(1,245,343)
<b>FINANCE DEPT NET COST</b>	<b>762,243</b>	<b>791,997</b>	<b>1,016,955</b>	<b>1,037,151</b>

by Cost Center	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
FINANCE ADMIN	679,419	690,940	638,144	666,497
FINANCE ACCOUNTING SERVICE	569,960	671,092	709,136	720,538
FINANCE COMMERCIAL SERVICE	545,896	476,475	712,543	673,642
<b>FINANCE</b>	<b>1,795,275</b>	<b>1,838,507</b>	<b>2,059,823</b>	<b>2,060,677</b>
LESS INTRAGOVERNMENTAL OFFSET	(1,240,441)	(1,240,441)	(1,263,338)	(1,245,343)
<b>FINANCE NET COST</b>	<b>554,834</b>	<b>598,066</b>	<b>796,485</b>	<b>815,334</b>
GENERAL SVC-ADMIN	7,564	6,564	6,608	7,038
GENERAL SVC-MAIL SERVICES	83,634	92,296	100,732	105,362
GENERAL SVC-PRINTING SERVICES	116,211	95,071	113,130	109,417
<b>GENERAL SERVICES</b>	<b>207,409</b>	<b>193,931</b>	<b>220,470</b>	<b>221,817</b>
<b>FINANCE DEPT NET COST</b>	<b>762,243</b>	<b>791,997</b>	<b>1,016,955</b>	<b>1,037,151</b>

**FINANCE DEPARTMENT**

The Finance Department oversees the management and operations of financial and commercial services functions of the City. Functional divisions within the Department include Finance Administration and Budget, Accounting, and Commercial and General Services. The department mission is to serve the community of Petaluma by providing honest, dedicated and trustworthy services; support the City Council, City Manager, and City staff with services that contribute and add value to the work and mission of the City; and, create a positive and productive workplace where all are respected, valued and empowered to deliver excellent service to the community of Petaluma.

**FTE POSITION SUMMARY**

**Full Time Positions - Authorized and Funded - Allocation by Home Department**

DEPARTMENT POSITION	FY 16-17		FY 17-18		FY 18-19		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>FINANCE DEPARTMENT</u></b>									
Director of Finance	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Principal Financial Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Senior Accountant	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accountant	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Accountant Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accounting Assistant I/II	6.00	6.00	6.00	6.00	6.00	6.00	6.00		
Accounting Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Administrative Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Revenue/Collections Specialist	0.00	0.00	1.00	1.00	1.00	1.00	1.00		
Commercial Services Mgr.	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Finance and Acct Mgr.	1.00	0.00	1.00	0.00	1.00	0.00			
Mail Service Assistant	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Office Assistant II	1.00	1.00	1.00	1.00	1.00	1.00			1.00
<b>Total Finance</b>	<b>18.00</b>	<b>16.00</b>	<b>19.00</b>	<b>17.00</b>	<b>19.00</b>	<b>17.00</b>	<b>15.00</b>	<b>0.00</b>	<b>2.00</b>

**2017-2018 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Refinanced the 2011 Waste Water Revenue Refunding Bonds and the Series 2007 and 2011 Tax Allocation Bonds saving the City approximately \$5,700,000 over the life of the refunding.
- Paid down the PERS Unfunded Liability saving the City approximately \$2,494,000.
- Continued enhancements to online City payment portals improving access and options for reviewing and paying City issued billings.
- Completed RFP for Banking Services and awarded contract.

**2018-2019 DEPARTMENTAL GOALS and PRIORITIES**

- Prepare and present to Council reserve policies for all major funds.
- Complete an update of the City’s Cost Allocation Plan.
- Enhance accounts receivable collections.
- Increase mail processing efficiency with new technology.

**ADOPTED BUDGET**

by Account Type	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SALARY	1,097,760	1,197,613	1,309,624	1,311,306
BENEFITS	417,867	393,742	482,442	499,168
SERVICES & SUPPLIES	487,057	441,083	488,227	472,020
<b>FINANCE DEPT</b>	<b>2,002,684</b>	<b>2,032,438</b>	<b>2,280,293</b>	<b>2,282,494</b>
LESS INTRAGOVERNMENTAL OFFSET	(1,240,441)	(1,240,441)	(1,263,338)	(1,245,343)
<b>FINANCE DEPT NET COST</b>	<b>762,243</b>	<b>791,997</b>	<b>1,016,955</b>	<b>1,037,151</b>

A Finance Department budget of \$2,282,494 is recommended for 2018/19. This minor increase of \$2,201 is .1% over the revised budget for 2017/18.

Salaries are recommended at \$1,311,306, representing a slight increase of \$1,682 over 2017/18. This reflects increases for position step changes and previously-bargained cost of living adjustments offset by the elimination of a one-time salary cost included in the 2017/18 budget.

Benefits are recommended at \$499,168, representing an increase of \$16,726 over 2017/18. This is attributed to employee benefit selections and increases in health benefit costs slightly offset by savings in the City’s PERS rates for Miscellaneous employees, realized from paying down a portion of the City’s unfunded liability during 2017/18.

Services and supplies are recommended at \$472,020, a decrease of \$16,207 overall from FY 2017/18. This decrease is primarily due to less professional services budgeted in 2018/19.



**FINANCE ADMINISTRATION AND BUDGET**

Finance Administration and Budget provides oversight of the Department and coordinates the preparation of the City’s annual budget. The City’s long term financial planning process is also facilitated in this Division. Consulting services are also provided to the City Manager and City Council regarding financial matters.

**ADOPTED BUDGET**

11400 FINANCE ADMIN	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	243,651	273,281	223,004	242,227
BENEFITS	77,143	59,759	63,971	67,838
SERVICES & SUPPLIES	358,625	357,900	351,169	356,432
<b>FINANCE ADMIN</b>	<b>679,419</b>	<b>690,940</b>	<b>638,144</b>	<b>666,497</b>
LESS INTRAGOVERNMENTAL OFFSET	(399,619)	(399,619)	(437,794)	(436,649)
<b>FINANCE ADMIN NET COST</b>	<b>279,800</b>	<b>291,321</b>	<b>200,350</b>	<b>229,848</b>

A Finance Administration budget of \$666,497 is recommended for 2018/19. This represents an increase of \$28,353 over 2017/2018.

Salaries are recommended at \$242,227, representing an increase of \$19,223 over 2017/18. This increase is due to a non-recurring reduction in 2017/18 for a vacant position that will be filled in 2018/19 and slightly offset by the elimination of a one-time salary cost included in the 2017/18 budget.

Benefits are recommended at \$67,838 and represents an increase of \$3,867 over 2017/18. This is attributed to employee benefit selections and increases in health benefit costs slightly offset by savings in the City’s PERS rates for Miscellaneous employees, realized from paying down a portion of the City’s unfunded liability during 2017/18.

Services and supplies are recommended at \$356,432, an increase of \$5,263 from 2017/2018. This is mainly due to higher Intragovernmental charges and office equipment lease costs in 2018/19.

**POLICY OPTIONS**

None

**ACCOUNTING SERVICES**

The Accounting Services Division provides financial services for the City and is responsible for maintaining the City’s accounting, payroll, and accounts payable systems. The Division is also responsible for grant fiscal management, capital asset reporting and the treasury function. The Team’s primary objective is maintenance of complete and accurate financial records, safeguarding of City assets, implementation of effective internal controls and accurate and timely payments to vendors and employees. Financial records are maintained in compliance with Generally Accepted Accounting Principles. The group works with the City’s independent auditor and produces the Comprehensive Annual Financial Reports and Single Audit Reports. The Division provides information to outside agencies, City staff, the City Manager and the City Council.

**ADOPTED BUDGET**

11410 FINANCE ACCOUNTING SERVICE	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	386,302	470,734	481,549	492,516
BENEFITS	150,756	176,700	195,937	199,772
SERVICES & SUPPLIES	32,902	23,658	31,650	28,250
<b>FINANCE ACCOUNTING SERVICE</b>	<b>569,960</b>	<b>671,092</b>	<b>709,136</b>	<b>720,538</b>
LESS INTRAGOVERNMENTAL OFFSET	(328,869)	(328,869)	(338,228)	(385,890)
<b>FINANCE ACCOUNTING SERVICE NET COST</b>	<b>241,091</b>	<b>342,223</b>	<b>370,908</b>	<b>334,648</b>

An Accounting Services budget of \$720,538 is recommended for 2018/19. This represents an increase of \$11,402 over 2017/2018.

Salaries are recommended at \$492,516, an increase of \$10,967 over the prior year. This reflects increases for position step changes and previously-bargained cost of living adjustments offset by the elimination of a one-time salary cost included in the 2017/18 budget.

Benefits are recommended at \$199,772, representing an increase of \$3,835 over 2017/18. This is attributed to employee benefit selections and increases in health benefit costs slightly offset by savings in the City’s PERS rates for Miscellaneous employees, realized from paying down a portion of the City’s unfunded liability during 2017/18.

Services and supplies are recommended at \$28,250, a decrease of \$3,400 from 2017/2018. This is primarily due to a decrease in projected bank and trustee fees as a result of the new banking contract approved during 2017/18.

**POLICY OPTIONS**

None

**COMMERCIAL SERVICES**

In the Finance Department, the division is responsible for revenue generating billing, cashiering, receivable and collection and customer service activities. Staff is split between cashiering and deposit operations and billing and collection functions. The department handles over 240,000 billing transactions per year and processes over 600 receipts per day. The City has approximately 5,200 business licenses generating approximately \$1,200,000 in annual revenues to the General Fund. A primary goal for the department will be the development of more online payment options for customers.

**ADOPTED BUDGET**

<i>11420 FINANCE COMMERCIAL SERVICE</i>	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	393,296	346,386	504,539	472,968
BENEFITS	152,158	121,023	178,704	189,474
SERVICES & SUPPLIES	442	9,066	29,300	11,200
<b>FINANCE COMMERCIAL SERVICE</b>	<b>545,896</b>	<b>476,475</b>	<b>712,543</b>	<b>673,642</b>
LESS INTRAGOVERNMENTAL OFFSET	(511,953)	(511,953)	(487,316)	(422,804)
<b>FINANCE COMMERCIAL SERVICE NET COST</b>	<b>33,943</b>	<b>(35,478)</b>	<b>225,227</b>	<b>250,838</b>

A Commercial Services budget of \$673,642 is recommended for 2018/19. This represents a decrease of \$38,901 from 2017/2018.

Salaries are recommended at \$472,968, a decrease of \$31,571 from 2017/18. This decrease reflects salary allocation changes, increases for position step changes and previously-bargained cost of living adjustments offset by the elimination of a one-time salary cost included in the 2017/18 budget.

Benefits are recommended at \$189,474, an increase of \$10,770. This is attributed to employee benefit selections and increases in health benefit costs slightly offset by savings in the City’s PERS rates for Miscellaneous employees, realized from paying down a portion of the City’s unfunded liability during 2017/18.

Services and supplies are recommended at \$11,200, a decrease of \$18,100 overall from 2017/18. This decrease is due to decreased professional services carrying forward to the 2018/19 budget.

**POLICY OPTIONS**

None

**GENERAL SERVICES**

The Commercial Services Division manages the City’s General Services function, which includes mail, copying, purchasing and lockbox services.

**ADOPTED BUDGET**

<i>GENERAL SERVICES</i>	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	74,511	107,212	100,532	103,595
BENEFITS	37,810	36,260	43,830	42,084
SERVICES & SUPPLIES	95,088	50,459	76,108	76,138
<b>GENERAL SVC-MAIL SERVICES</b>	<b>207,409</b>	<b>193,931</b>	<b>220,470</b>	<b>221,817</b>

A General Services Division budget of \$221,817 is recommended for 2018/19. This minor increase of \$1,347 is .01% over the revised budget for 2017/18.

Salaries are recommended at \$103,595, representing an increase of \$3,063 resulting from a position step increase and related costs.

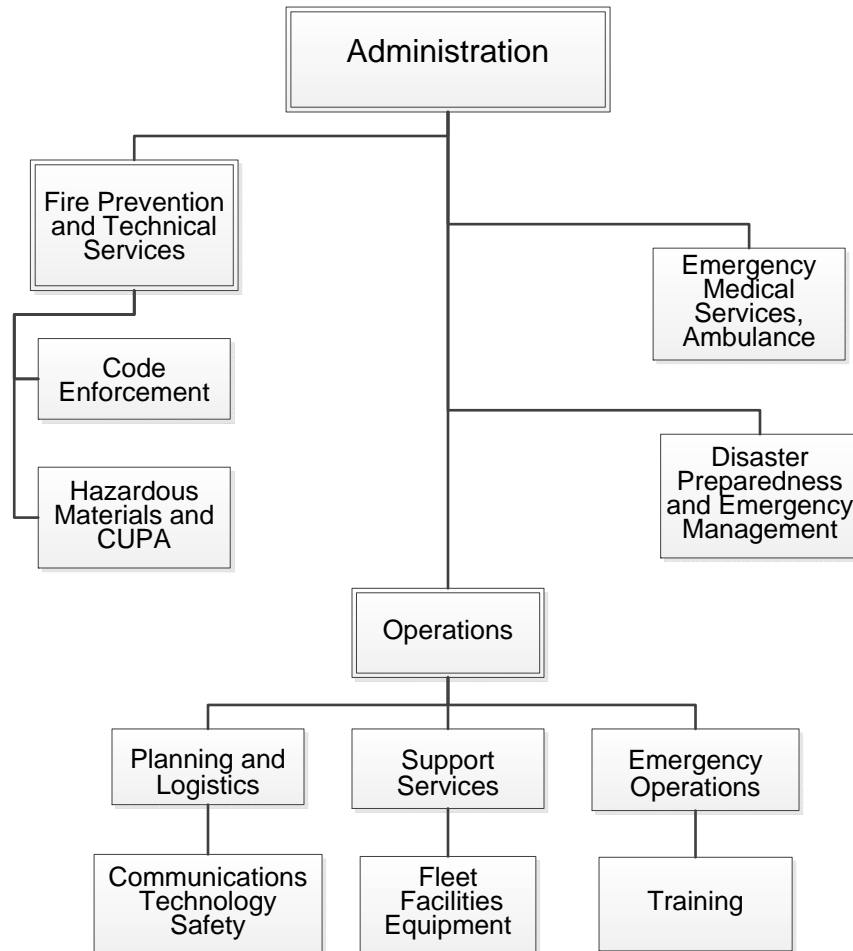
Benefits are recommended at \$42,084, a \$1,746 decrease from the previous year due to changes in employee benefit selections and savings in the City’s PERS rates for Miscellaneous employees, realized from paying down a portion of the City’s unfunded liability during 2017/18.

Services and supplies are recommended at \$76,138, a slight increase of \$30 overall.

**POLICY OPTIONS**

None

# Fire Department



**FIRE DEPARTMENT**

by Account Type	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SALARY	6,951,595	7,390,274	7,234,219	7,370,985
BENEFITS	4,370,236	4,960,429	4,955,295	5,386,105
SERVICES & SUPPLIES	1,400,214	1,564,526	1,167,528	1,205,956
CAPITAL EXPENDITURES	-	-	40,000	-
<b>TOTAL FIRE DEPARTMENT</b>	<b>12,722,045</b>	<b>13,915,229</b>	<b>13,397,042</b>	<b>13,963,046</b>

by Cost Center	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
FIRE ADMIN	1,315,825	1,297,375	1,259,701	1,301,625
FIRE DISASTER PREPAREDNESS	4,064	2,660	2,600	2,600
FIRE HAZARDOUS MATERIALS	157,693	115,014	133,425	157,986
FIRE PREVENTION	270,083	241,863	269,057	320,213
FIRE SUPPRESSION	10,387,644	11,440,600	11,086,760	11,552,090
FIRE SUPPRESSION-APPARATUS	159,061	212,508	103,444	103,600
FIRE SUPPRESSION-BUILDING/GROUNDS	21,989	26,081	23,500	19,500
FIRE SUPPRESSION-COMMUNICATIONS	85,627	16,638	22,900	21,400
FIRE SUPPRESSION-SUPPLIES	36,060	62,579	55,000	53,500
FIRE SUPPRESSION-TRAINING	11,463	13,315	17,000	17,800
AMBULANCE	272,536	486,596	423,655	412,732
<b>TOTAL FIRE DEPARTMENT</b>	<b>12,722,045</b>	<b>13,915,229</b>	<b>13,397,042</b>	<b>13,963,046</b>

**FIRE DEPARTMENT OVERVIEW**

The Petaluma Fire Department is responsible for the prevention and extinguishment of fires, medical treatment and transport of the sick and traumatically injured, extrication and rescue of victims, the overall management of emergency-related events impacting the health, welfare and safety of citizens and visitors to Petaluma and public education to all who seek it. Founded in 1857, the Department has delivered emergency services 24-hours a day, every day for over 160 years. Petaluma has grown to 60,000+, and the call volume for emergency service has likewise grown. During FY 2016/17, crews responded to 6,443 emergency events; averaging roughly 17+ active calls for service each day. Emergency calls for service are projected to hit 6,800 during FY 2018/19.

**FTE POSITION SUMMARY**

**Full Time Positions - Authorized and Funded - Allocation by Home Department**

DEPARTMENT POSITION	FY 16-17		FY 17-18		FY 18-19		----- Allocation -----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b>FIRE</b>									
Administrative Assistant Conf	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Assistant Fire Chief	0.00	0.00	1.00	1.00	1.00	1.00	1.00		
Fire Battalion Chief - EMS Mgr	1.00	1.00	0.00	0.00	0.00	0.00	0.00		
Fire Battalion Chief	3.00	3.00	3.00	3.00	3.00	3.00	3.00		
Fire Captain	9.00	9.00	9.00	9.00	9.00	9.00	9.00		
Fire Engineer	3.00	3.00	3.00	3.00	3.00	3.00	3.00		
Fire Engineer/Paramedic	6.00	6.00	6.00	6.00	6.00	6.00	6.00		
Fire Inspector	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Firefighter	9.00	9.00	9.00	9.00	9.00	9.00	9.00		
Firefighter/Paramedic	21.00	21.00	21.00	21.00	21.00	21.00	21.00		
Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
<b>Total Fire</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>0.00</b>	<b>0.00</b>

**2017-2018 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Participated in County-wide stakeholder EMS ambulance ordinance update workgroup to include recognition and inclusion of exiting public emergency medical providers.
- Improved emergency response efficiencies through boundary drops with Rancho Adobe Fire Protection District.
- Contributed a total of over 30 personnel and 6 fire engines to the 2017 October Firestorm in Sonoma and Napa Counties and 6 personnel and 1 fire engine to 4 Southern California fire events in December.
- Joined the California Firefighters Joint Apprenticeship Committee (JAC) program to promote class attendance and training tracking while providing financial assistance via the State Board of Education.
- Introduced one new Type I fire engine, one new ladder truck and one new command vehicle into the Department’s fleet.
- Provided public education of Hands-Only CPR and the use of Automated External Defibrillators (AEDs) to Petaluma middle-schoolers; disaster preparation public education was provided to the community through multiple community group presentations, including the annual Boy Scout Disaster Preparation fair and by public safety messages shared via social media.

**2018-2019 DEPARTMENTAL GOALS and PRIORITIES**

- Further collaborate with Coastal Valleys EMS Agency (CVEMSA) to gain written exclusivity in Petaluma’s historic ambulance response area outside the City limits.
- Conduct a unified firefighter academy with Region 9 members.
- Continue to upgrade and modernize Fire Department facilities with the end result being increased member privacy and accommodation of a more diverse work force.
- In response to the continued rise in call volume, implement a third 24-hour Advanced Life Support (ALS) ambulance at Station 2 to be staffed by increasing personnel levels at the Firefighter/Paramedic rank.
- Begin a firefighter intern program to improve recruitment and retention of Region 9 members.
- Fully adopt the Health & Wellness Initiative by having a more robust physical/medical evaluation performed on all Firefighters annually and providing members with qualified peer support.
- Start “Get Ready” program to prepare community members for major emergency or unexpected natural events.

**ADOPTED BUDGET**

	<b>FIRE DEPARTMENT</b>			
by Account Type	<b><i>2016 Actuals</i></b>	<b><i>2017 Actuals</i></b>	<b><i>2018 Revised</i></b>	<b><i>2019 Adopted</i></b>
SALARY	6,951,595	7,390,274	7,234,219	7,370,985
BENEFITS	4,370,236	4,960,429	4,955,295	5,386,105
SERVICES & SUPPLIES	1,400,214	1,564,526	1,167,528	1,205,956
CAPITAL EXPENDITURES	-	-	40,000	-
<b>TOTAL FIRE DEPARTMENT</b>	<b>12,722,045</b>	<b>13,915,229</b>	<b>13,397,042</b>	<b>13,963,046</b>

A Fire Department budget of \$13,963,046 is recommended for 2018/19. This is an increase of \$566,004 over 2017/18.

Salaries are recommended at \$7,370,985, an increase of \$136,766 over 2017/18. This increase is attributed to wage increases for step advancements and previously negotiated salary and benefit adjustments.

Benefits are recommended at \$5,386,105, an increase of \$430,810 over 2017/18. This increase is mainly due to increased retirement, health benefit and workers compensation costs as well as changes in benefit selections by employees.

Services and supplies are budgeted at \$1,205,956, an increase of \$38,428 over 2017/18. This is due to costs associated with an increase in contract hours (from 30-40/week) for the EMS Quality Improvement and Education Coordinator.

Capital Expenditures are recommended at \$0, a decrease of \$40,000 from 2017/18. This is due to less capital purchases recommended for 2018/19.



**FIRE DEPARTMENT ADMINISTRATION**

Fire Administration provides comprehensive administrative oversight to the Fire Department with an emphasis on strategic planning, personnel management and recruitment, budget preparation and expenditure control, implementation of new revenue-producing programs and it is responsible for the leadership, management and support of the Fire Department. This work is accomplished through cooperation from the Department’s five Divisions: Communication/Technology & Safety/Wellness/Training, EMS, Fire Prevention & Technical Services, Operations & Disaster Preparedness and Support Services. Fire Administration is responsible for insuring that the Mission, Goals and Policies of the City of Petaluma and the Petaluma Fire Department are accomplished.

**ADOPTED BUDGET**

13100 FIRE ADMIN	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	396,910	411,867	447,623	450,880
BENEFITS	214,257	198,607	234,544	262,259
SERVICES & SUPPLIES	704,658	686,901	577,534	588,486
<b>FIRE ADMIN</b>	<b>1,315,825</b>	<b>1,297,375</b>	<b>1,259,701</b>	<b>1,301,625</b>

A Fire Administration budget of \$1,301,625 is recommended for 2018/19 representing an increase of \$41,924 over 2017/18.

Salaries are recommended at \$450,880 representing an increase of \$3,257 over 2017/18. This increase is attributed to wage increases for step advancements and previously negotiated salary and benefit adjustments. Funds totaling \$57,419 will be received in 2018/19 as a reimbursement to the City of Petaluma for providing Fire Chief Services to Rancho Adobe Fire Protection District via a Shared Services Agreement. This amount is not included in the above-listed 2018/19 salaries and benefits total.

Benefits are recommended at \$262,259 representing an increase of \$27,715 over 2017/18. This is mainly due to increased retirement costs.

Services and supplies are budgeted at \$588,486, an increase of \$10,952 over 2017/18. This increase is mainly due to changes in Intragovernmental charges.

**POLICY OPTIONS**

None.

**DISASTER PREPAREDNESS PROGRAM**

The Fire Department is responsible for Emergency Management (EM) coordination and preparation in Petaluma. It provides EM information, training and support to all City departments on FEMA-required training associated with the National Incident Management System (NIMS), Standardized Emergency Management System (SEMS) and Incident Command System (ICS). Training on managing the Emergency Operations Center (EOC), as well as EM preparedness assistance to schools and citizen groups, are provided on an as-needed basis. The Department is the point of contact for EM information to Sonoma County and various State agencies and it is the representative agency for the California Region 2 Area to the State Office of Emergency Services.

**ADOPTED BUDGET**

<u>13200</u>	<u>FIRE DISASTER PREPAREDNESS</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
	SERVICES & SUPPLIES	4,064	2,660	2,600	2,600
	<b>FIRE DISASTER PREPAREDNESS</b>	<b>4,064</b>	<b>2,660</b>	<b>2,600</b>	<b>2,600</b>

There are no salaries or benefits in this budget section.

A Disaster Preparedness program budget for services and supplies of \$2,600 is recommended for 2018/19 and represents no change from 2017/18.

**POLICY OPTIONS**

None.

**FIRE PREVENTION & TECHNICAL SERVICES**

The Fire Prevention Bureau’s (FPB) primary mission is to provide fire and life safety public education to all age groups of the community, as well as to enforce local and State laws that promote safety and protect life and the environment, and personal and public property. The FPB provides detailed, pre-development plan reviews to insure compliance with the law, and it coordinates efforts with other City departments, such as Building and Planning, to ensure fire and life safety protection in all new, expanded and/or remodeled buildings. FPB personnel deliver fire prevention and life safety messages to multiple facets within the community throughout each year.

**ADOPTED BUDGET**

<u>13400 FIRE PREVENTION</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SALARY	157,683	155,631	144,141	190,723
BENEFITS	85,304	68,509	89,966	104,090
SERVICES & SUPPLIES	27,096	17,723	34,950	25,400
<b>FIRE PREVENTION</b>	<b>270,083</b>	<b>241,863</b>	<b>269,057</b>	<b>320,213</b>

A Fire Prevention & Technical Services budget of \$320,213 is recommended for 2018/19. This is an increase of \$51,156 over 2017/18.

Salaries are recommended at \$190,723 for 2018/19, an increase of \$46,582 over 2017/18. This represents an increase in hours for the part time plans examiner.

Benefits are recommended at \$104,090 for 2018/19 an increase of \$14,124 over 2017/18. This is due to increased retirement, health benefit and workers compensation costs as well as changes in benefit selections by employees.

Services and supplies of \$25,400 are recommended. This is a decrease of \$9,550 from 2017/18 mainly due to a reduction in contract employee costs budgeted in 2018/19.

**POLICY OPTIONS**

Included in the recommended budget is \$43,000 in part-time salaries which will provide 20 hours a week in part-time plans examiner services. This increase is necessary to address increased permit review activity and to perform building and fire protections system review and eliminate the need for outside consultant services.

**HAZARDOUS MATERIALS (HAZMAT-CUPA PROGRAM)**

The Fire Prevention Bureau (FPB) regulates the use of hazardous materials in Petaluma and is certified by CalEPA as a Certified Unified Program Agency (CUPA). The FPB employs hazardous materials specialists who respond to releases of hazardous materials in the community and provide technical support and oversight for cleanups. The FPB strives to assist businesses in Petaluma by providing training and education to help them understand the regulations to prevent accidents and releases of hazardous materials that could pose a significant health hazard and threat to life, property and the environment, if such a release occurred. FPB personnel work cooperatively with Fire Operations staff to maintain hazardous materials response readiness.

**ADOPTED BUDGET**

<i>13300 FIRE HAZARDOUS MATERIALS</i>	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	101,387	79,618	96,923	94,435
BENEFITS	53,817	32,555	34,652	61,701
SERVICES & SUPPLIES	2,489	2,841	1,850	1,850
<b>FIRE HAZARDOUS MATERIALS</b>	<b>157,693</b>	<b>115,014</b>	<b>133,425</b>	<b>157,986</b>

A Hazardous Materials budget of \$157,986 is recommended for 2018/19. This is an increase of \$24,561 over 2017/18.

Salaries are recommended at \$94,435 for 2018/19. This is a decrease of \$2,488 from 2017/18. This is the net effect of wage increases for step advancements.

Benefits are recommended at \$61,701 for 2018/19. This is an increase of \$27,049 over 2017/18. This is due to increased retirement, health benefit and workers compensation costs as well as changes in benefit selections by employees.

Services and supplies of \$1,850 are recommended for 2018/19, no change from 2017/18.

**POLICY OPTIONS**

None.

**SUPPRESSION DIVISION AND AMBULANCE-EMERGENCY RESPONSE**

The Emergency Response Division is responsible for all services related to emergency operations including fire suppression, emergency medical treatment and transport, extrication and rescue, communications and the health, safety and protection of all Fire Department members. This Division is responsible for the delivery of essential emergency services to all residents, businesses and visitors within four minutes or less, 90% of the time, when requested through the 911 system. The Department successfully maintains an ISO rating of 2. In California, less than one-third of all departments hold an ISO rating of 3 or better. The top priorities of the Suppression Division include life safety, property conservation and the environment.

**ADOPTED BUDGET**

<u>FIRE SUPPRESSION AND AMBULANCE</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SALARY	6,295,615	6,743,158	6,545,532	6,634,947
BENEFITS	4,016,858	4,660,758	4,596,133	4,958,055
SERVICES & SUPPLIES	661,907	854,401	550,594	587,620
CAPITAL EXPENDITURES	-	-	40,000	-
<b>FIRE SUPPRESSION AND AMBULANCE</b>	<b>10,974,380</b>	<b>12,258,317</b>	<b>11,732,259</b>	<b>12,180,622</b>

Suppression and Ambulance Services total division budget (cost centers 13500 & 13600) of \$12,180,622 is recommended for 2018/19. This represents an increase of \$448,363 over 2017/18.

Salaries are recommended at \$6,634,947, an increase of \$89,415 over 2017/18. This increase is attributed to wage increases for step advancements and increases in special pays as a result of employees qualifying due to various factors.

Benefits are recommended at \$4,958,055, an increase of \$361,922 over 2017/18. This is due to increased retirement, health benefit and workers compensation costs as well as changes in benefit selections by employees.

Services and supplies are recommended at \$587,620 for 2018/19. This is an increase of \$37,026 over 2017/18. This is due to costs associated with an increase in contract hours (from 30-40/week) for the EMS Quality Improvement and Education Coordinator.

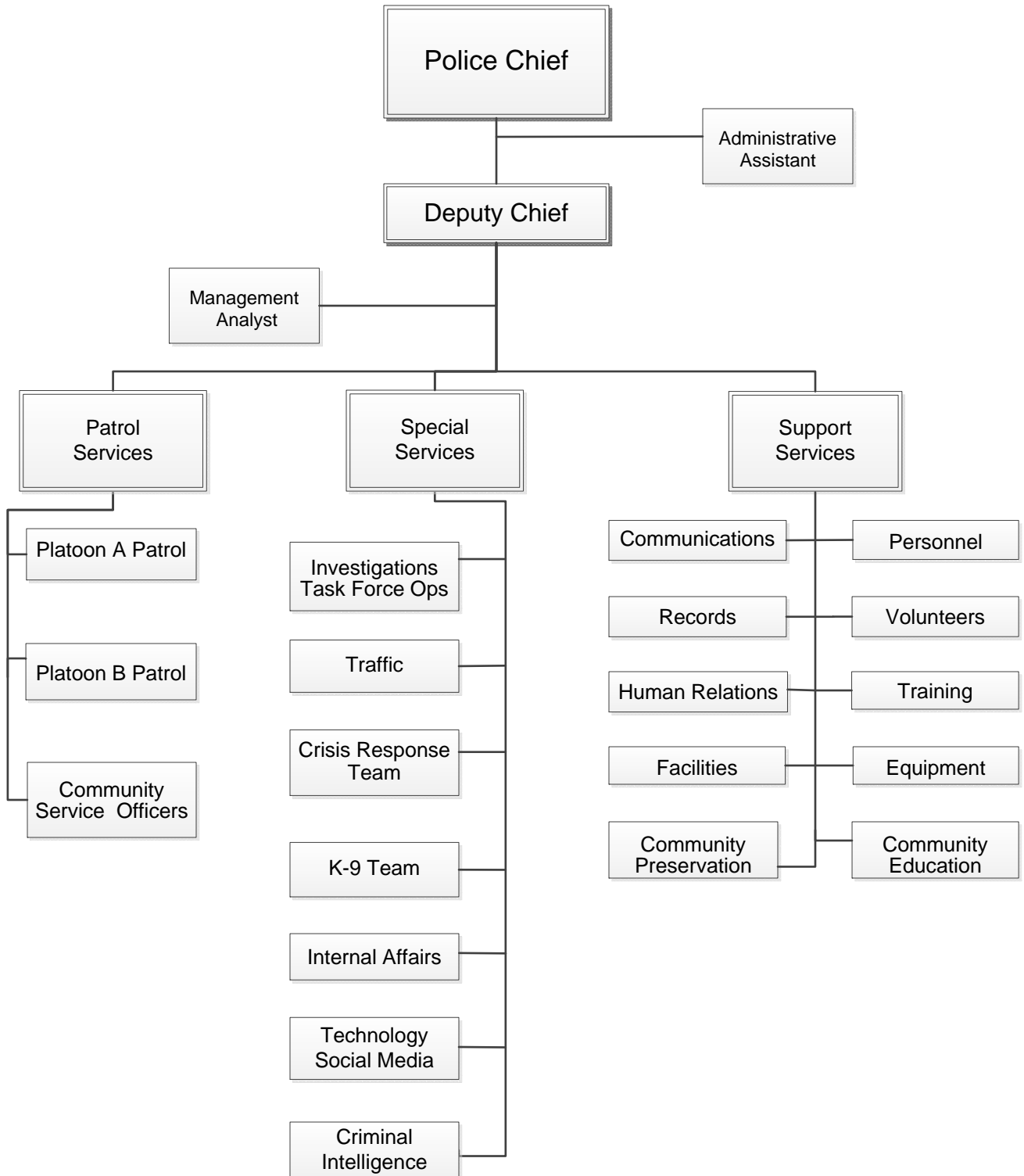
Capital Expenditures are recommended at \$0, a decrease of \$40,000 from 2017/18. No capital purchases recommended in 2018/19.

**POLICY OPTIONS**

\$36,920 in Services and Supplies are recommended for additional funding to increase contract hours from 30 to 40 per week for the EMS Quality Improvement and Education Coordinator. The CQI position has absorbed many tasks that the BC-EMS used to handle, has increased the training program, runs the PT BLS ambulance program and handles all State required reporting resulting from running an ambulance, purchasing narcotics and employing paramedics. More hours are needed to complete these tasks.



# Police Department



**POLICE DEPARTMENT**

	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SALARY	9,262,182	9,760,467	10,087,104	10,323,116
BENEFITS	4,927,445	5,431,433	5,679,626	6,146,628
SERVICES & SUPPLIES	2,541,265	2,537,613	2,129,656	2,172,024
CAPITAL EXPENDITURES	397,101	61,088	140,000	-
<b>TOTAL POLICE DEPARTMENT</b>	<b>17,127,993</b>	<b>17,790,601</b>	<b>18,036,386</b>	<b>18,641,768</b>

by Cost Center	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
POLICE ADMIN	3,060,092	3,005,973	2,950,578	3,106,690
POLICE COMMUNICATION	1,213,296	1,378,510	1,466,492	1,321,462
POLICE CAD/RMS	311,343	365,583	412,626	412,626
POLICE INVESTIGATION	1,175,966	1,302,804	1,320,916	1,380,637
POLICE PATROL	8,744,011	8,685,459	8,854,844	9,171,314
POLICE AUTO THEFT	137,440	198,352	188,526	198,464
POLICE TRAFFIC SAFETY	1,298,388	1,346,889	1,468,502	1,582,072
POLICE RECORDS	556,047	630,918	631,664	680,772
PARKING ENFORCEMENT	295,288	285,868	316,501	319,561
POLICE GRANTS	166,682	491,113	324,549	365,922
ABANDONED VEHICLE ABATEMENT	169,440	99,132	101,188	102,248
<b>TOTAL POLICE DEPARTMENT</b>	<b>17,127,993</b>	<b>17,790,601</b>	<b>18,036,386</b>	<b>18,641,768</b>



**POLICE DEPARTMENT**

The mission of the Police Department is to provide professional police services with innovation and excellence. The Police Department provides a full range of law enforcement services to the community. The department is divided into operational units with employees assigned to specific functions including uniformed patrol, traffic enforcement, parking enforcement, investigations, records, communications and administration. The FY 18-19 Police Department budget reflects this structure.

**FTE POSITION SUMMARY**

**Full Time Positions - Authorized and Funded - Allocation by Home Department**

DEPARTMENT POSITION	FY 16-17		FY 17-18		FY 18-19		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b>POLICE</b>									
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Deputy Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Administrative Assistant Conf	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Abandoned Vehicle Abatement Office	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Community Service Officer	5.00	3.00	5.00	3.00	5.00	3.00	3.00		
Evidence Technician	0.50	0.50	0.50	0.50	0.50	0.50	0.50		
Property Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Police Lieutenant	4.00	4.00	4.00	4.00	4.00	4.00	4.00		
Police Officer	60.00	50.00	60.00	50.00	60.00	50.00	49.00		1.00
Police Records Assistant I/II	5.50	4.50	5.50	4.50	5.50	5.00	5.00		
Parking Enforcement Officer	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Police Records Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Police Sergeant	10.00	9.00	10.00	9.00	10.00	9.00	9.00		
Public Safety Dispatcher	12.00	10.70	12.00	10.60	12.00	10.60	10.60		
Public Safety Dispatch Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Neighbor. Pres. Coord.	1.00	1.00	1.00	1.00	1.00	1.00	0.55	0.45	
Volunteer Coordinator	0.00	0.00	0.00	0.00	1.00	1.00	1.00		
Public Safety Comm Mgr	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
<b>Total Police</b>	<b>109.00</b>	<b>91.70</b>	<b>109.00</b>	<b>91.60</b>	<b>110.00</b>	<b>93.10</b>	<b>90.65</b>	<b>0.45</b>	<b>2.00</b>

**2017-2018 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Continued Implementation of Petaluma Policing Initiative. This involved the following:
  - **District Policing.** Designated officers have been assigned responsibility for 15 specific neighborhoods to establish community relationships, prioritize neighborhood issues, and develop problem-solving strategies. In addition, a sergeant position was modified, and specifically assigned to enable increased responsiveness to downtown concerns.
  - **Town Hall Meetings.** The structure of Town Hall Meetings was modified to include one “State of the City” meeting presented by the Chief of Police, one Beat Meeting presented by all the district officers in that beat, and several individual meetings handled by district officers. These include Coffee with a Cop, smaller neighborhood meetings, school presentations, community meetings, etc.

- **Community Academy.** Members of the community continue to participate in a 10-week orientation to police operations in the interest of education and transparency. Several Spanish speaking members of the community attend town hall and community academy meetings that are conducted in Spanish and facilitated through local churches.
- **Junior Police Camp.** Children continue to attend a 4-day camp designed to educate Petaluma youth and build relationships with the police.
- **Volunteer Programs.** Multiple community members are now participating in the Reserve Community Service Officer, Chaplaincy, Police Volunteer and Intern program.
- Continued to receive grant funding for a Homeless Outreach Officer to assist city homeless and to clean up camps and hazardous sites as a result of this issue. The grant is funded by Cal Recycle.
- Personnel were added to the Traffic Unit to address increased fatal and injury collisions through increased education and enforcement.
- The department completed several facility repairs including upgrades to the property room and station security.
- A new Professional Standards tracking system was implemented in order to monitor citizen complaints, internal investigations, officer-involved collisions, use of force incidents, and commendations.

### **2018-2019 DEPARTMENTAL GOALS and PRIORITIES**

- Continue the implementation of best practices in policing from the President's Task Force report on 21<sup>st</sup> Century Policing.
- Reduce Part 1 Crimes.
- Reduce fatal and injury traffic collisions through increased enforcement and continued education.
- Continue progression towards CALEA accreditation.
- Implement medical intervention for opioid epidemic to patrol officers by equipping and training them with Narcan.
- Expand Petaluma Policing to further community engagement.
- Continue to collaborate with mental health professionals and agencies to address the mental health crisis.
- Increase collaborative efforts with the Mary Isaak Center to address homeless issues in the community.

**ADOPTED BUDGET**

**POLICE DEPARTMENT**

	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SALARY	9,262,182	9,760,467	10,087,104	10,323,116
BENEFITS	4,927,445	5,431,433	5,679,626	6,146,628
SERVICES & SUPPLIES	2,541,265	2,537,613	2,129,656	2,172,024
CAPITAL EXPENDITURES	397,101	61,088	140,000	-
<b>TOTAL POLICE DEPARTMENT</b>	<b>17,127,993</b>	<b>17,790,601</b>	<b>18,036,386</b>	<b>18,641,768</b>

A Police Department budget of \$18,641,768 is recommended for 2018/19. This represents an increase of \$605,382 over 2017/18.

Salaries are recommended at \$10,323,116 representing an increase of \$236,012 over 2017/18. This change is due to two part-time civilian staff positions transitioning to full-time in addition to annual step increases and employee benefit selections.

Benefits are recommended at \$6,146,628 representing an increase of \$467,002 over 2017/18. This change is due to increased retirement costs, health benefit costs, workers compensation costs and full-time staffing positions as listed above.

Services and supplies are recommended at \$2,172,024, an increase of \$42,368 from 2017/18. This is due to slightly increased intragovernmental charges and an increase of \$30,000 for Personnel Safety equipment.

Capital expenditures are recommended at \$0, a decrease of \$140,000 from 2017/18. This is due to capital assets purchased for the Radio System Upgrade project in 2017/18 which are non-recurring in 2018/19.

**ADMINISTRATION**

Police Department Administration oversees the department’s three police divisions and coordinates with department staff to promote accountability, collaboration and sound fiscal oversight among the entire Police Department.

**ADOPTED BUDGET**

15100 POLICE ADMIN	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	1,119,351	1,088,339	1,225,555	1,349,974
BENEFITS	634,052	629,759	716,992	774,640
SERVICES & SUPPLIES	1,306,689	1,287,875	1,008,031	982,076
<b>POLICE ADMIN</b>	<b>3,060,092</b>	<b>3,005,973</b>	<b>2,950,578</b>	<b>3,106,690</b>

An Administration budget of \$3,106,690 is recommended for 2018/19. This represents an increase of \$156,112 over 2017/18.

Salaries are recommended at \$1,349,974 representing an increase of \$124,419 from 2017/18. This increase is due to step increases and the recently bargained salary and benefit adjustments as well as the transition of a part time Police Volunteer Coordinator to a full time position.

Benefits are recommended at \$774,640 representing an increase of \$57,648 from 2017/18. This change is due to increased retirement, health benefit and workers compensation costs and recently bargained salary and benefit adjustments.

Services and Supplies are recommended at \$982,076, a decrease of \$25,955 from 2017/18 due to a one-time budget reallocation to other Police Department cost centers that occurred in 2017/18.

**POLICY OPTIONS**

The increase in salaries and benefits is partially due to the transition of a part time Volunteer Coordinator to a full time position. This increase in hours is needed due to increased workload and responsibilities including community engagement and social media.

**COMMUNICATION**

The Communications Center receives a variety of calls for service such as: general questions regarding City services, civil disputes, and reporting emergency calls like injury traffic collisions. In addition to answering phone calls and dispatching field personnel, dispatchers process field requests and registration checks on individuals and vehicle; request towing services, and enter vehicles. As the Public Safety Answering Point (PSAP), the unit continues to receive all 911 and emergency calls for fire, ambulance and police services. However, once the initial call is determined to be of a fire/ambulance nature only, the call is transferred to REDCOM for the dispatching of the appropriate resources.

**ADOPTED BUDGET**

15200 POLICE COMMUNICATION	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	908,834	1,040,184	979,309	966,022
BENEFITS	290,105	327,750	334,683	342,940
SERVICES & SUPPLIES	14,357	10,576	12,500	12,500
CAPITAL EXPENDITURES	-	-	140,000	-
<b>POLICE COMMUNICATION</b>	<b>1,213,296</b>	<b>1,378,510</b>	<b>1,466,492</b>	<b>1,321,462</b>

A Communication budget of \$1,321,462 is recommended for 2018/19. This represents a decrease of \$145,030 from 2017/18.

Salaries are recommended at \$966,022 representing a decrease of \$13,287 from 2017/18. This decrease is due to vacant positions budgeted at a lower step within the salary range.

Benefits are recommended at \$342,940 representing an increase of \$8,257 from 2017/18. This is attributed to increases in health benefit and workers compensation costs slightly offset by savings in the City’s PERS rates for Miscellaneous employees, realized from paying down a portion of the City’s unfunded liability during 2017/18.

Services and Supplies are recommended at \$12,500, the same as 2017/18.

Capital expenditures are recommended at \$0, a decrease of \$140,000 from 2017/18. This is due to capital assets purchased for the Radio System Upgrade project in 2017/18 which are non-recurring in 2018/19.

**POLICY OPTIONS**

None

**CAD/RMS**

The Computer Aided Dispatch (CAD) and Records Management System (RMS) provide electronic systems to assist in the tracking calls for service and vital records keeping functions.

**ADOPTED BUDGET**

<u>15210</u>	<u>POLICE CAD/RMS</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
	SERVICES & SUPPLIES	311,343	365,583	412,626	412,626
	<b>POLICE CAD/RMS</b>	<b>311,343</b>	<b>365,583</b>	<b>412,626</b>	<b>412,626</b>

A CAD/RMS budget of \$412,626 is recommended for 2018/19. This is the same as 2017/18.

There are no salaries or benefits in this budget.

Services and supplies are recommended at \$412,626.

**POLICY OPTIONS**

None

**INVESTIGATION**

The Investigations Team is responsible for the investigation of the most serious crimes committed within the City of Petaluma. Such investigations are often lengthy, demanding and require detectives to draw upon their work experience and significant specialized training. The detectives have received specialized training in the investigation of homicides, sexual assault, child abuse, elder abuse, human trafficking, fraud/identity theft, and other crimes which require a high level of training and experience. Additionally, the detectives are responsible for the registration and monitoring of all sex, arson, and drug registrants who reside in Petaluma.

**ADOPTED BUDGET**

<u>15500 POLICE INVESTIGATION</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SALARY	715,196	760,094	805,333	858,861
BENEFITS	405,433	487,744	467,383	480,776
SERVICES & SUPPLIES	55,337	54,966	48,200	41,000
<b>POLICE INVESTIGATION</b>	<b>1,175,966</b>	<b>1,302,804</b>	<b>1,320,916</b>	<b>1,380,637</b>

An Investigation budget of \$1,380,637 is recommended for 2018/19. This represents an increase of \$59,721 over 2017/18.

Salaries are recommended at \$858,861 representing an increase of \$53,528 over 2017/18. This increase is attributed to step increases.

Benefits are recommended at \$480,776 representing an increase of \$13,393 over 2017/18. This change is due to increased retirement, health benefit and workers compensation costs, partially offset by decreases related to employee benefit selections.

Services and Supplies are recommended at \$41,000 representing a decrease of \$7,200 from 2017/18 due to less professional services budgeted in 2018/19.

**POLICY OPTIONS**

None

**PATROL**

The Patrol Division is comprised of the six (6) uniformed patrol teams that provide 24 hour a day general and emergency response to calls for service. The six patrol teams are divided into two platoons with opposite days off. Also included are the Code Enforcement, K-9 Unit, Gang Team, Field Training Officer program, Jail management, alcohol licenses, Planning Design Review, Alcohol Related Nuisance Ordinance and RBS compliance and EOC liaison. The division is managed by two (2) Lieutenants, one in charge of each platoon.

**ADOPTED BUDGET**

15600 POLICE PATROL	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	4,945,796	5,106,963	5,273,490	5,231,328
BENEFITS	2,823,336	2,972,001	3,094,074	3,368,456
SERVICES & SUPPLIES	655,915	606,495	487,280	571,530
CAPITAL EXPENDITURES	318,964	-	-	-
<b>POLICE PATROL</b>	<b>8,744,011</b>	<b>8,685,459</b>	<b>8,854,844</b>	<b>9,171,314</b>

A Patrol budget of \$9,171,314 is recommended for 2018/19. This represents an increase of \$316,470 over 2017/18.

Salaries are recommended at \$5,231,328 representing a decrease of \$42,162 from 2017/18. This is attributed to vacant positions budgeted at a lower step within the salary range and less budgeted overtime resulting in an overall decrease.

Benefits are recommended at \$3,368,456 representing an increase of \$274,382 over 2017/18. This change is due to increased retirement, health benefit and workers compensation costs offset by decreases related to employee benefit selections.

Services and supplies are recommended at \$571,530 representing an increase of \$84,250 over 2017/18. This represents the elimination of a one-time budget reallocation to other Police Department cost centers that occurred in 2017/18 and an increase of \$30,000 for Personnel Safety equipment.

Capital expenditures are recommended at \$0, same as 2017/18.

**POLICY OPTIONS**

An increase of \$30,000 is due to the cost of Personnel Safety Equipment including Ballistic helmets and Rifle-rated vests. This is essential safety equipment needed by first responders on scenes of critical incidents.



**AUTO THEFT**

Officer assigned to the local Auto Theft Task Force. The position is partially funded by a grant.

**ADOPTED BUDGET**

<u>15610 POLICE AUTO THEFT</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SALARY	83,768	115,806	108,296	112,266
BENEFITS	53,672	82,546	80,230	86,198
<b>POLICE AUTO THEFT</b>	<b>137,440</b>	<b>198,352</b>	<b>188,526</b>	<b>198,464</b>

An Auto Theft budget of \$198,464 is recommended for 2018/19. This represents an increase of \$9,938 from 2017/18.

Salaries are recommended at \$112,266 representing an increase of \$3,970 over 2017/18. This increase is due to increased budgeted holiday pay.

Benefits are recommended at \$86,198 representing an increase of \$5,968 from 2017/18. This is attributed to increased retirement, health and workers compensation costs.

There are no services and supplies in this budget.

**POLICY OPTIONS**

None

**TRAFFIC SAFETY**

Traffic Safety provides enforcement of Traffic Regulations throughout the community. The Traffic Team recognizes the impact fatal, injury, and property damage collisions have in the community. Preventing death, injury, and property damage on City streets remains the highest public safety priority. To further reduce injury and death, occupant protection/safety belt use, bicycle and pedestrian safety, and motorcycle safety are also high enforcement priorities.

**ADOPTED BUDGET**

<u>15620 POLICE TRAFFIC SAFETY</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SALARY	774,022	774,603	854,568	899,869
BENEFITS	485,821	553,256	585,434	653,703
SERVICES & SUPPLIES	38,545	19,030	28,500	28,500
<b>POLICE TRAFFIC SAFETY</b>	<b>1,298,388</b>	<b>1,346,889</b>	<b>1,468,502</b>	<b>1,582,072</b>

A Traffic Safety budget of \$1,582,072 is recommended for 2018/19. This represents an increase of \$113,570 over 2017/18.

Salaries are recommended at \$899,869 representing an increase of \$45,301 over 2017/18. This increase is attributed to step increases and an increase in special pays for qualifying employees.

Benefits are recommended at \$653,703 representing an increase of \$68,269 over 2017/18. This is attributed to increased retirement, health and workers compensation costs.

Services and Supplies are recommended at \$28,500, the same as 2017/18.

**POLICY OPTIONS**

None

**RECORDS**

Records Assistants manage subpoenas, process towed vehicle releases, provide clearance letters, deliver crime data to the press and the FBI, report crime statistics, issue taxi permits, solicitor permits, massage permits and registrations. The Property Technician is also under Records and is responsible for preserving evidence taken into police custody, maintains accurate chain of custody records, and manages the transfer and disposition of all items. The Records Unit is also responsible for staffing the Police Department’s front desk and non-emergency telephone lines during business hours.

**ADOPTED BUDGET**

15700 POLICE RECORDS	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	375,859	435,544	427,851	466,111
BENEFITS	163,253	178,448	187,113	206,661
SERVICES & SUPPLIES	16,935	16,926	16,700	8,000
<b>POLICE RECORDS</b>	<b>556,047</b>	<b>630,918</b>	<b>631,664</b>	<b>680,772</b>

A Records budget of \$680,772 is recommended for 2018/19. This represents an increase of \$49,108 from 2017/18.

Salaries are recommended at \$466,111 representing an increase of \$38,260 over 2017/18. This change is the result of increasing the Records Clerk position from part time to full time offset slightly by employee benefit selections.

Benefits are recommended at \$206,661 representing an increase of \$19,548 from 2017/18. This change is due to increased health benefit, workers compensation costs and employee benefit selections slightly offset by savings in the City’s PERS rates for Miscellaneous employees, realized from paying down a portion of the City’s unfunded liability during 2017/18.

Services and Supplies are recommended at \$8,000, representing a decrease of \$8,700 from 2017/18. This is due to less services cost budgeted in 2018/19.

**POLICY OPTIONS**

\$45,000 in Salaries and Benefits recommended for a full time Records Assistant position previously funded at part time. This increase in hours is needed due to increased workload and responsibilities including increased permit processing and other reporting duties.

**PARKING ENFORCEMENT**

The Parking Enforcement Team is staffed by two full-time Parking Enforcement Officers, (PEO) and one part-time PEO. The PEO's are responsible for enforcement of the City's Municipal Code regarding parking regulations, and a majority of their time is spent in the downtown business district.

**ADOPTED BUDGET**

<u>15800</u>	<u>PARKING ENFORCEMENT</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
	SALARY	151,847	127,524	154,756	159,242
	BENEFITS	39,594	36,768	52,745	51,319
	SERVICES & SUPPLIES	103,847	121,576	109,000	109,000
	<b>PARKING ENFORCEMENT</b>	<b>295,288</b>	<b>285,868</b>	<b>316,501</b>	<b>319,561</b>

A Parking Enforcement budget of \$319,561 is recommended for 2018/19. This represents an increase of \$3,060 over 2017/18.

Salaries are recommended at \$159,242 representing an increase of \$4,486 over 2017/18. This is due to step increases and slightly higher overtime budgeted in 2018/19.

Benefits are recommended at \$51,319 representing a decrease of \$1,426 from 2017/18. This is attributed to savings in the City's PERS rates for Miscellaneous employees, realized from paying down a portion of the unfunded PERS liability during 2017/18.

Services and Supplies are recommended at \$109,000, the same as 2017/18.

**POLICY OPTIONS**

None

**GRANTS**

The Police Department continuously looks for grant opportunities to offset the cost of new police services, technology acquisitions, and specialized programs.

**ADOPTED BUDGET**

<u>22500 POLICE GRANTS</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SALARY	116,154	237,566	185,995	206,765
BENEFITS	12,641	141,882	138,554	159,157
SERVICES & SUPPLIES	37,887	50,577	-	-
CAPITAL EXPENDITURES	-	61,088	-	-
<b>POLICE GRANTS</b>	<b>166,682</b>	<b>491,113</b>	<b>324,549</b>	<b>365,922</b>

A Grants budget of \$365,922 is recommended for 2018/19. This represents an increase of \$41,373 over 2017/18.

Salaries are recommended at \$206,756 representing an increase of \$20,770 over 2017/18. This is due to an increase in reimbursable costs funded by police grants in 2018/19.

Benefits are recommended at \$159,157 representing an increase of \$20,603 over 2017/18. This is due to an increase in reimbursable costs funded by police grants in 2018/19.

Services and supplies are recommended at \$0, the same as 2017/18.

Capital expenditures are recommended at \$0, the same as 2017/18.

**POLICY OPTIONS**

None

**ABANDONED VEHICLE ABATEMENT**

Abandoned Vehicle Abatement (AVA) consists of one full-time civilian officer. The AVA officer targets abandoned vehicles and vehicles left parked on City streets for more than 72 hours. The Department receives approximately 138 calls for service a month regarding abandoned vehicles and the goal is to reduce the number of calls for service and increase enforcement of abandoned vehicles left on City streets and private property.

**ADOPTED BUDGET**

<u>23100 ABANDONED VEHICLE ABATEMENT</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SALARY	71,355	73,844	71,951	72,678
BENEFITS	19,538	21,279	22,418	22,778
SERVICES & SUPPLIES	410	4,009	6,819	6,792
CAPITAL EXPENDITURES	78,137	-	-	-
<b>ABANDONED VEHICLE ABATEMENT</b>	<b>169,440</b>	<b>99,132</b>	<b>101,188</b>	<b>102,248</b>

An Abandoned Vehicle Abatement budget of \$102,248 is recommended for 2018/19. This represents an increase of \$1,060 over 2017/18.

Salaries are recommended at \$72,678 representing an increase of \$727 from 2017/18. This increase is due to slightly higher cost associated with employee benefit selections.

Benefits are recommended at \$22,778 representing an increase of \$360 over 2017/18. This increase is due to increased retirement and workers compensation costs.

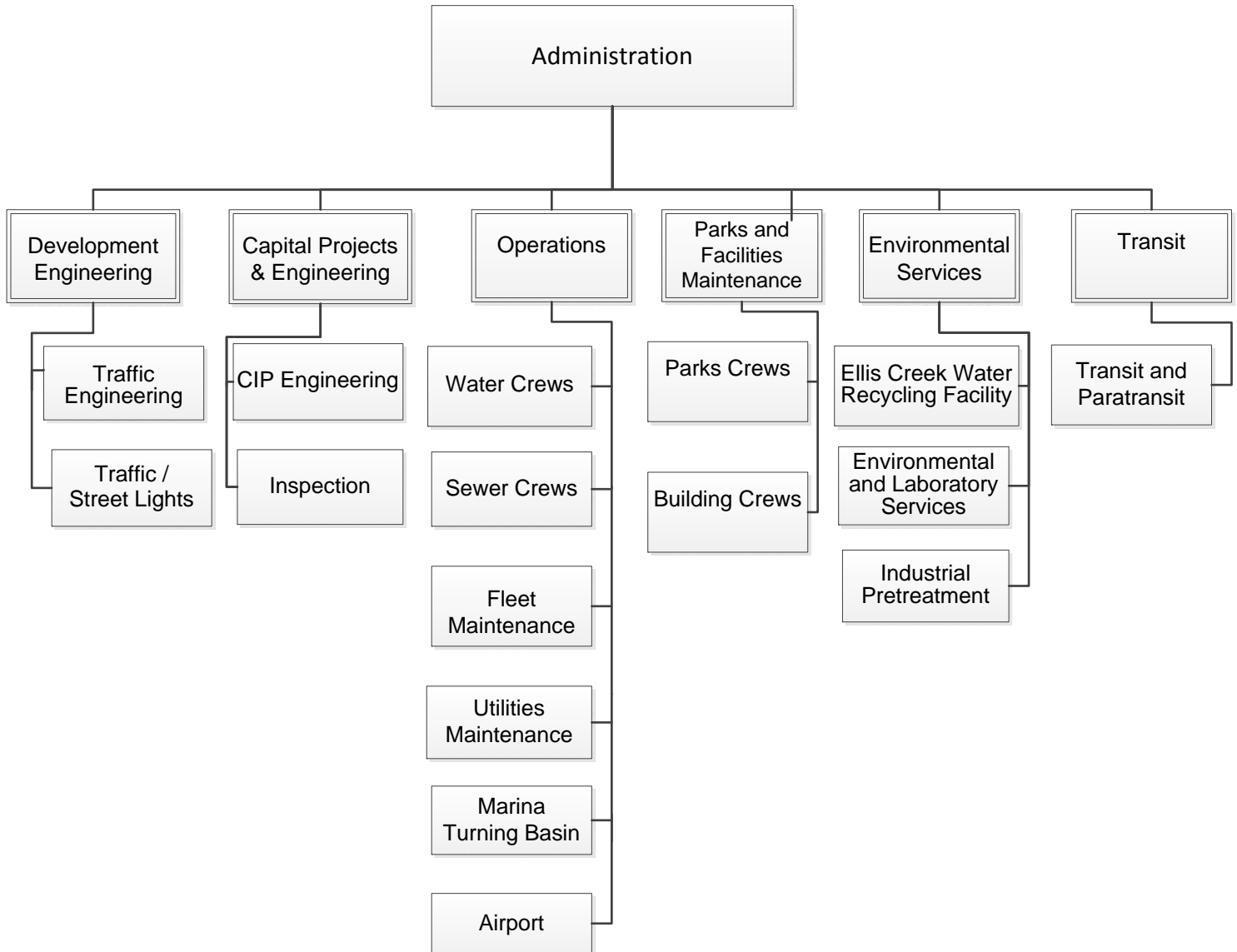
Services and supplies are recommended at \$6,792, a decrease of \$27 from 2017/18. This is due to slightly lower intragovernmental charges.

Capital expenditures are budgeted at \$0, same as 2017/18.

**POLICY OPTIONS**

None

## Public Works and Utilities



**PUBLIC WORKS AND UTILITIES**

by Account Type	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SALARY	7,223,965	7,777,595	8,170,250	8,446,076
BENEFITS	3,102,728	3,234,898	3,523,439	3,589,380
SERVICES & SUPPLIES	34,100,679	38,092,386	37,186,788	37,058,216
CAPITAL EXPENDITURES	-	-	1,056,850	895,932
TRANSFERS	10,091,247	14,706,515	36,731,878	24,445,881
<b>PUBLIC WORKS AND UTILITIES</b>	<b>54,518,619</b>	<b>63,811,394</b>	<b>86,669,205</b>	<b>74,435,485</b>

by Cost Center	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
PUB WORKS ADMIN	404,802	381,375	485,067	440,245
PUB WORKS ENGINEERING DEVELOPMENT	331,466	377,647	374,901	354,198
PUB WORKS ENGINEERING CIP	104,306	92,348	128,500	130,147
PUB WORKS ENGINEERING TRAFFIC	15,011	47,602	69,758	61,869
PUB WORKS BLDG/FACILITY MAINTENANCE	716,199	752,929	697,286	715,185
PUB WORKS AUTO/EQUIP MAINT SHOP	214,994	220,577	214,451	215,231
PUB WORKS PARKS MAINTENANCE	1,619,977	1,767,375	1,627,951	1,598,816
PUB WORKS STREET LIGHTS	181,533	178,715	175,000	175,000
DOWNTOWN STREETS/SIDEWALKS MAINTENANCE	51,448	158,753	136,200	85,000
PUB WORKS TURNING BASIN/D ST BRIDGE	15,054	31,663	82,244	34,155
GAS TAX	1,887,724	1,224,134	1,672,055	2,529,259
STREET MAINTENANCE (HUT)	1,754,839	2,109,783	2,845,302	3,934,571
STREET SIGNS AND MARKINGS	569,429	480,414	621,947	706,441
STREET SIGNALS AND LIGHTS	600,117	685,414	768,361	661,603
SOLID WASTE CONTRACT MGT	59,507	2,198	192,137	112,279
LAD ADMIN/OPERATIONS	401,848	446,602	473,817	537,237
AIRPORT ADMIN/OPERATIONS	1,147,585	1,133,047	1,350,078	1,393,510
AIRPORT FUELING	556,820	519,652	637,000	674,700
AIRPORT HANGARS	43,934	43,115	89,700	107,200
MARINA ADMIN/OPERATIONS	481,535	500,219	266,253	209,816
TRANSIT ADMIN	1,931,842	1,697,837	917,498	627,258
CITY ROUTES	2,050,724	2,592,178	1,866,406	1,976,028
PARATRANSIT	616,545	694,540	660,400	1,049,019
WASTE WATER ADMIN	14,595,519	22,572,609	38,693,667	26,694,860
WASTE WATER COLLECT SYSTEM	973,520	947,912	1,108,487	1,196,397
WASTE WATER SEWAGE PUMP STATIONS	352,664	400,977	601,619	599,877
WASTE WATER CUSTOMER SVC	101,991	105,552	113,100	113,100
WASTE WATER INDUSTRIAL	362,770	457,349	606,173	579,345
WASTE WATER RECLAMATION	875,009	994,938	1,116,624	1,106,922
WASTE WATER STORM DRAIN	268,404	177,150	186,666	175,509
WASTE WATER ELLIS CREEK OPERATIONS	4,557,669	4,638,224	6,003,963	6,613,551
WATER ADMIN	6,925,692	7,423,035	9,132,798	6,334,614
WATER CONSERVATION	771,694	452,076	715,587	710,899
WATER CUSTOMER SERVICES	650,656	576,669	628,364	635,385
WATER LEAK DETECT/CROSS CONNECT	124,701	122,192	135,860	136,928
WATER PUMPING	201,862	388,466	431,050	432,322
WATER SOURCE OF SUPPLY	5,287,745	5,558,225	7,297,500	7,516,350
WATER TRANSMISSION & DISTRIBUTION	2,151,279	2,396,090	3,119,628	2,779,466
STORM DRAINAGE UTILITY ADMIN	560,205	461,813	425,807	481,193
<b>TOTAL PUBLIC WORKS AND UTILITIES</b>	<b>54,518,619</b>	<b>63,811,394</b>	<b>86,669,205</b>	<b>74,435,485</b>



**PUBLIC WORKS AND UTILITIES OVERVIEW**

The department is comprised of the following operating units: Administration, Engineering, Environmental Services, Operations, and Transit. Capital Projects and Development Engineering cost centers are part of the Engineering unit, while Parks and Facilities Maintenance cost centers are part of the department's operation and maintenance function. The Marina and Airport are managed by the Administration unit and supported by both Engineering and Operations.

The Public Works and Utilities Department is responsible for the operation and maintenance of the City's public facilities including parks; transportation systems; streets; streetlights and traffic control devices; marina and airport; water, wastewater and stormwater infrastructure; and fleet. Comprehensive engineering services addresses new development and utility service permits, right-of-way management, design, construction management and inspections, and traffic engineering.

The mission of the Department is, "Working cooperatively with the public, Public Works and Utilities provides creative and responsible stewardship of the City's infrastructure and water resources". The Department relies on the sharing of equipment, resources and expertise across divisions and work groups, and cross training of personnel to maximize efficiencies and provide optimum public service within existing fiscal constraints.

**FTE POSITION SUMMARY**

**Full Time Positions - Authorized and Funded - Allocation by Home Department**

DEPARTMENT POSITION	FY 16-17		FY 17-18		FY 18-19		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>PUBLIC WORKS &amp; UTILITIES</u></b>									
Administrative Assistant	2.00	1.00	2.00	2.00	2.00	2.00	0.10	0.80	0.10
Administrative Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Airport Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Airport Maintenance Worker	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Associate Civil Engineer	3.00	3.00	3.00	3.00	3.00	3.00		1.05	1.95
Asst. Operations Manager	2.00	2.00	2.00	2.00	2.00	2.00	0.20	1.00	0.80
Asst. Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Dir. Public Works & Utilities	1.00	1.00	1.00	1.00	1.00	1.00	0.07	0.83	0.10
Assistant. PW & Utilities Director	0.00	0.00	0.00	0.00	1.00	1.00	0.08	0.20	0.72
Deputy Director DP&U	1.00	1.00	1.00	1.00	0.00	0.00			
Budget Grants/Project Manager	1.00	0.00	1.00	0.00	1.00	0.00			
City Engineer	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Electrical Maintenance Supervisor	0.00	0.00	1.00	1.00	1.00	1.00		1.00	
Electrical Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Engineering Tech II	3.00	2.00	3.00	2.00	3.00	2.00	0.10	1.05	0.85
Environmental Compliance Inspector	1.00	1.00	1.00	1.00	2.00	2.00		2.00	
Environmental Services Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Tech	3.00	3.00	3.00	3.00	3.00	3.00		3.00	

**Full Time Positions - Authorized and Funded - Allocation by Home Department**

DEPARTMENT POSITION	----- Allocation -----								
	FY 16-17		FY 17-18		FY 18-19		General	Enterprise	Other
	Authorized	Funded	Authorized	Funded	Authorized	Funded	Fund	Funds	Funds
<b><u>PUBLIC WORKS &amp; UTILITIES</u></b>									
Equipment Mechanic	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Equipment Maintenance Lead Worker	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Facilities Maintenance Worker I/II	2.00	2.00	2.00	2.00	2.00	2.00	1.85	0.15	
Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Management Analyst II	1.00	1.00	1.00	1.00	1.00	1.00	0.05	0.80	0.15
Mechanical Technician	2.00	2.00	2.00	2.00	3.00	3.00		3.00	
Office Assistant II	3.00	2.00	3.00	0.00	3.00	0.00		0.00	
Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00		0.80	0.20
Parks & Facilities Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.70		0.30
Parks Maintenance Foreworker	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Parks Maintenance Lead Worker	3.00	0.00	3.00	1.00	3.00	1.00	1.00		
Parks Maintenance Worker I/II	10.00	7.00	10.00	6.00	10.00	6.00	6.00		
Project Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.20		0.80
Public Works Crew Supervisor	2.00	1.00	2.00	1.00	2.00	1.00	0.10		0.90
Public Works Inspector I	1.00	0.00	1.00	0.00	1.00	0.00			
Public Works Inspector II	3.00	3.00	3.00	3.00	3.00	3.00	1.30		1.70
Public Works Supervisor	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	3.00	3.00	3.00	3.00	3.00	3.00	0.55	3.15	0.30
Senior Civil Engineer	3.00	3.00	3.00	3.00	3.00	3.00	0.30	0.30	2.40
Senior Engineering Technician	3.00	3.00	3.00	3.00	3.00	3.00	0.75	1.20	1.05
Senior Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Senior Mechanical Technician	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Street Maintenance Lead Worker	2.00	2.00	2.00	2.00	2.00	2.00			2.00
Street Maintenance Worker II	9.00	8.00	8.00	7.00	8.00	7.00			7.00
Street Maintenance Worker III	0.00	0.00	1.00	1.00	1.00	1.00			1.00
Traffic Signal Light Technician II	3.00	2.00	3.00	2.00	3.00	2.00			2.00
Senior Transit Specialist	0.50	0.50	0.50	0.50	0.50	0.50		0.50	
Transit Marketing Coordinator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Transit Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Manager	1.00	0.00	1.00	0.00	1.00	0.00			
Utility Services Crew Foreworker	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Service Lead Worker	4.00	4.00	4.00	4.00	4.00	4.00		4.00	
Utility Service Worker I/II	11.00	11.00	11.00	11.00	11.00	11.00		11.00	
Utility Service Worker III	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Technician	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Water Recycling Lead Operator	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Water Recycling Operator I/II/III	5.00	5.00	5.00	5.00	7.00	7.00		7.00	
Water Recycling Operator Supervisor	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Water Resources Tech	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Water Service Rep Lead Worker	1.00	0.00	1.00	0.00	1.00	0.00			
Water Service Representative	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
<b>Total Public Works &amp; Utilities</b>	<b>122.50</b>	<b>104.50</b>	<b>123.50</b>	<b>104.50</b>	<b>127.50</b>	<b>108.50</b>	<b>16.45</b>	<b>67.43</b>	<b>24.62</b>

**2017-2018 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Environmental: Major progress in upgrading the ability of the Ellis Creek WRF to meet its objectives of reliable and sustainable treatment of the City's municipal wastewater and handling of its beneficial byproducts including biosolids, recycled water, and biogas. Removal of excess vegetation in two wetland ponds; recycled water pond bypass piping; completion of the new anaerobic digester and thickening upgrades; and expansion of the recycled water delivery area with addition of Vino Farms and completion of the Sonoma Mountain Recycled Waterline project.

- Operations: Built resiliency into the City's utility systems by upgrading sewers in the downtown to limit sewer overflows; developed emergency sewer overflow facilities at the Hopper site; completed restoration of Paula Lane Reservoir; replaced downtown water main for fire protection of commercial buildings on the Boulevard; replaced hundreds of old, unreliable water service lines; and implemented asset management for segments of the operations.
- Engineering: Supported the orderly development and upgrading of the community through establishment of a Quiet Zone for rail operations within City limits; completed design and construction management of a number of facilities, pavement projects, sewer and waterline replacement projects; supported grant requests for new environmental enhancement projects including those at Denman Reach and at Corona Road; and completion of the major LED retrofit of City streetlights.
- Transit: Implemented SMART related route re-alignments of bus routes as outlined in the 2016 Short Range Transit Plan, completed implementation of coordinated traffic signal timing providing more efficient traffic flow, put into service three diesel-electric hybrid fixed route buses (50% fuel economy increase), implemented free bus fares at Santa Rosa Junior College (Petaluma Campus) in conjunction with Sonoma County Transit and Santa Rosa City Bus.

### **2018-2019 GOALS and PRIORITIES**

- Environmental: Complete and successfully start-up upgrades to the B2B project at Ellis Creek WRF to beneficially use bio-methane produced as a byproduct of industrial high-strength food processing and municipal wastewater treatment to produce Compressed Natural Gas (CNG) to fuel the City's refuse disposal vehicle fleet while allowing optimization of the solids handling and beneficial reuse program.
- Operations: Increase pavement restoration efforts with increase of funding derived from SB-1; and develop 5-year master plan for increased resiliency of the major export force main and the City's well field.
- Engineering: Commencement of design and land acquisition phases of two major transportation projects: Rainier Crosstown Expressway, and Caulfield "Southern Crossing" Bridge; and continuation of traffic signal timing upgrades to improve traffic flow at key locations of Washington and Petaluma Boulevards, and on Old Redwood Highway.
- Transit: Continue to refine fixed route schedules to better connect Petaluma Transit to SMART and Petaluma schools, implement a revised fare structure in 2018, integrate Petaluma Transit into 511 and Google real-time systems, create Transportation Network Company pilot program, update bus stop design standards, create bus fleet electrification plan.

**ADOPTED BUDGET**

**PUBLIC WORKS AND UTILITIES**

by Account Type	<b><i>2016 Actuals</i></b>	<b><i>2017 Actuals</i></b>	<b><i>2018 Revised</i></b>	<b><i>2019 Adopted</i></b>
SALARY	7,223,965	7,777,595	8,170,250	8,446,076
BENEFITS	3,102,728	3,234,898	3,523,439	3,589,380
SERVICES & SUPPLIES	34,100,679	38,092,386	37,186,788	37,058,216
CAPITAL EXPENDITURES	-	-	1,056,850	895,932
TRANSFERS	10,091,247	14,706,515	36,731,878	24,445,881
<b>PUBLIC WORKS AND UTILITIES</b>	<b>54,518,619</b>	<b>63,811,394</b>	<b>86,669,205</b>	<b>74,435,485</b>

A Public Works and Utilities Department budget of \$74,435,485 is recommended for 2018/19. This represents a decrease of \$12,233,720 from 2017/18 and includes budgets in Utilities, Enterprise, and Special Revenue funds as well as costs supported by the General Fund.

Total salaries are recommended at \$8,446,076, representing an increase of \$275,826 over 2017/18. The budget reflects anticipated step increases, employee benefit selections, and the addition of an Environmental Compliance Inspector, a Mechanical Technician, and two Recycling Plant Operators starting at the end of the calendar year.

Benefits are budgeted at \$3,589,380 and represent an increase of \$65,941 over 2017/18. The increase in benefits costs is attributed to additional positions, changes in benefit selections by employees and an increase in the City contribution to health benefits. Increases are partially offset by savings in the City's PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City's unfunded PERS liability during 2017/18.

Total services and supplies are budgeted at \$37,058,216, a decrease of \$128,572 from 2017/18. This is reflective of savings from the refinance of bonds in 2017/18 offset by increases in utility costs, professional services, wholesale water and other supplies required to operate.

Capital expenditures are budgeted at \$895,932, reflecting a decrease of \$160,918 from 2017/18. This is due to less capital purchases recommended in 2018/19.

Transfers out are budgeted at \$24,445,881 representing a decrease of \$12,285,997 due primarily to decreased activity related to CIP projects and a corresponding decrease in transfers.

**POLICY OPTIONS**

Further explanations of budget changes can be found in the individual division narratives.

**ADMINISTRATION**

Administration staff promotes accountability, collaboration and sound fiscal oversight while coordinating customer service requests and supporting the asset management and work order systems. Administration is responsible for final preparation and coordination of Council agenda reports from the department; budget and annual report document preparation; annual fiscal projections; grant and contract administration; oversight of asset management and customer service requests; management of utility rates; contract management of the Refuse, and Construction and Debris Franchise Agreements, and marina and airport licenses and leases; and clerical support of department and division managers.

**ADOPTED BUDGET**

16100 PUB WORKS ADMIN	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	51,889	49,562	68,789	34,761
BENEFITS	20,438	20,962	12,425	11,932
SERVICES & SUPPLIES	332,475	310,851	403,853	393,552
<b>PUB WORKS ADMIN</b>	<b>404,802</b>	<b>381,375</b>	<b>485,067</b>	<b>440,245</b>

A Public Works Administrative budget of \$440,245 is recommended for 2018/19. This is a decrease of \$44,822 from 2017/18.

Salaries are recommended at \$34,761, a decrease of \$34,028 from 2017/18. This is due to decreases from a change in staffing allocation.

Benefits are recommended at \$11,932, a decrease of \$493 from 2017/18. Reduction is the net effect of increased health benefit costs, offset by decreases due to a change in staffing allocation, as well as savings in the City's PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City's unfunded PERS liability during 2017/18.

Services and Supplies of \$393,552 are recommended which represents a decrease of \$10,301 from 2017/18 due mainly to decreased use of consultants and corresponding charges.

**POLICY OPTIONS**

None

**WASTE WATER ADMINISTRATION**

Wastewater Administration serves the Wastewater Enterprise operations, located at the Ellis Creek Water Recycling Facility (WRF) and the Field Office; and works collaboratively with operational staff to promote efficiency, accountability, fiscal and asset management, and provide customer service. Primary responsibilities include preparation of Council agenda reports and other correspondence, budget analysis and coordination, fiscal projections and analysis, grant and contract administration, coordination of asset management and customer service request programs, and management of utility rates. The cost center includes transfers to CIP accounts, intergovernmental charges, and membership costs to key wastewater and recycled water agencies including NBWRA, BACWA, and CASA.

**ADOPTED BUDGET**

<i>66100 WASTE WATER ADMIN</i>	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	242,320	308,649	346,449	346,460
BENEFITS	84,893	119,713	119,281	133,358
SERVICES & SUPPLIES	10,278,806	14,161,247	11,050,314	10,601,042
TRANSFERS	3,989,500	7,983,000	27,177,623	15,614,000
<b>WASTE WATER ADMIN</b>	<b>14,595,519</b>	<b>22,572,609</b>	<b>38,693,667</b>	<b>26,694,860</b>

A Waste Water Administrative budget of \$26,694,860 is recommended for 2018/19. This is a decrease of \$11,998,807 from 2017/18.

Salaries are recommended at \$346,460, and are essentially flat year over year.

Benefits are recommended at \$133,358, an increase of \$14,077 over 2017/18. Higher costs are the net effect of increased health benefit costs, offset by savings in the City's PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City's unfunded PERS liability during 2017/18.

Services and Supplies of \$10,601,042 are recommended which represent a decrease of \$449,272 from 2017/18 due to savings from debt refinancing.

Transfers Out of \$15,614,000 are recommended which represents a decrease of \$11,563,623 from 2017/18. This represents a decrease in CIP projects and a corresponding decrease in transfers.

**POLICY OPTIONS**

None

**WATER ADMINISTRATION**

Water Administration serves the Water Enterprise operations, located primarily at the Field Office; and works collaboratively with operational staff to promote efficiency, accountability, fiscal and asset management, and customer service. Primary responsibilities include preparation of Council agenda reports and other correspondence, budget analysis and coordination, fiscal projections and analysis, grant and contract administration, coordination of asset management and customer service request programs, and management of utility rates. The cost center includes transfers to CIP accounts and intergovernmental charges.

**ADOPTED BUDGET**

67100 WATER ADMIN	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	248,583	371,856	449,742	422,575
BENEFITS	86,629	143,582	161,360	161,409
SERVICES & SUPPLIES	2,965,861	2,647,893	2,216,465	2,053,630
TRANSFERS	3,624,619	4,259,704	6,305,231	3,697,000
<b>WATER ADMIN</b>	<b>6,925,692</b>	<b>7,423,035</b>	<b>9,132,798</b>	<b>6,334,614</b>

A Water Administrative budget of \$6,334,614 is recommended for 2018/19. This is a decrease of \$2,798,184 from 2017/18.

Salaries are recommended at \$422,575, a decrease of \$27,167 from 2017/18 due to advancements through the salary ranges offset by changes in staffing allocation.

Benefits are recommended at \$161,409, and are essentially flat year over year. This is the net effect of increased health benefit costs, offset by savings in the City's PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City's unfunded PERS liability during 2017/18.

Services and Supplies of \$2,053,630 are recommended which represents a decrease of \$162,835 from 2017/18 mainly due to savings from debt refinancing and decreased use of consultants.

Transfers Out of \$3,697,000 are recommended, which represents a decrease of \$2,608,231 from 2017/18. This represents a decrease in activity related to CIP projects and a corresponding decrease in transfers.

**POLICY OPTIONS**

None

**STORM DRAINAGE UTILITY ADMINISTRATION**

Storm Drain Utility Administration, managed jointly by the Operations and Environmental Divisions, encompasses the City’s non-wastewater related stormwater maintenance and operations activities, and regulatory compliance functions including maintenance of City drainage waterways, drainage inlets, manholes, and culverts. The City’s NPDES Storm Water Program Municipal Separate Storm Sewer System (MS4) permit activities and flood alert system are funded by this cost center.

**ADOPTED BUDGET**

<i>68100 STORM DRAINAGE UTILITY ADMIN</i>	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	178,486	186,321	180,076	185,550
BENEFITS	73,715	82,237	75,168	79,304
SERVICES & SUPPLIES	308,004	193,255	165,213	216,339
CAPITAL EXPENDITURES	-	-	5,350	-
<b>STORM DRAINAGE UTILITY ADMIN</b>	<b>560,205</b>	<b>461,813</b>	<b>425,807</b>	<b>481,193</b>

A Storm Drainage Utility Administrative budget of \$481,193 is recommended for 2018/19. This is an increase of \$55,386 over 2017/18.

Salaries are recommended at \$185,550, an increase of \$5,474 over 2017/18 due to step advancements through the salary ranges slightly offset by non-recurring salary costs.

Benefits are recommended at \$79,304, an increase of \$4,136 over 2017/18. Higher costs are the net effect of increased health benefit costs, changes in benefit selection, as well as savings in the City’s PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City’s unfunded PERS liability during 2017/18.

Services and Supplies of \$216,339 are recommended which represents an increase of \$51,126 over 2017/18 due mainly to increased equipment and permitting costs.

Capital expenditures are recommended at \$0 for 2018/19, a decrease of \$5,350 from 2017/18.

**POLICY OPTIONS**

None



**SOLID WASTE CONTRACT MANAGEMENT**

Solid Waste Contract Management provides oversight and contract administration resources for the responsible management of the City’s Refuse and Recycle Franchise Agreement and for the franchise agreements for several Construction and Debris Hauler contractors. Primary responsibilities include holding the contractors accountable to the franchise agreements, including performing critical reviews of the annual reports and refuse rate index calculations; providing City representation to the Sonoma County Solid Waste Management Agency; and responding to customer service requests.

**ADOPTED BUDGET**

<i>24113 SOLID WASTE CONTRACT MGT</i>	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	18,920	25,802	25,926	27,290
BENEFITS	6,530	8,059	8,536	8,142
SERVICES & SUPPLIES	34,057	(31,663)	157,675	76,847
<b>SOLID WASTE CONTRACT MGT</b>	<b>59,507</b>	<b>2,198</b>	<b>192,137</b>	<b>112,279</b>

A Solid Waste Contract Management budget of \$112,279 is recommended for 2018/19. This is a decrease of \$79,858 from 2017/18.

Salaries are recommended at \$27,290, an increase of \$1,364 over 2017/18 due to advancements through the salary ranges.

Benefits are recommended at \$8,142, a decrease of \$394 from 2017/18. Decreases are due to savings from benefit selection, as well as savings in the City’s PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City’s unfunded PERS liability during 2017/18.

Services and Supplies of \$76,847 are recommended, a decrease of \$80,828 from 2017/18 due to non-recurring costs, funded by a deposit, directly related to updating the waste service contract completed in 2017/18. The FY 19 budgeted amount includes \$75,000 to cover the cost of consulting fees as part of the franchise transfer and verification of conditions and will be fully funded by the Franchisee. The remaining costs in this cost center are covered by an annual administration fee collected from the Franchisee.

**POLICY OPTIONS**

None

**PUBLIC WORKS AND UTILITIES – ENGINEERING DIVISION**

The Engineering Division provides engineering services for the City capital projects and development reviews, permitting and inspections, and traffic engineering. Combining these functions in a single division allows for sharing of engineering resources and creates a broader knowledge base of engineering related activities and functions, which adds value to the City.

**ADOPTED BUDGET**

<u>16200 PUB WORKS ENGINEERING DIVISION</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SALARY	230,209	276,709	256,116	241,536
BENEFITS	90,448	94,026	106,110	99,987
SERVICES & SUPPLIES	10,809	6,912	12,675	12,675
<b>PUB WORKS ENGINEERING DIVISION</b>	<b>331,466</b>	<b>377,647</b>	<b>374,901</b>	<b>354,198</b>

A Public Works and Utilities – Engineering Division budget of \$354,198 is recommended for 2018/19, a decrease of \$20,703 from 2017/18.

Salaries are recommended at \$241,536, a decrease of \$14,580 from 2017/18 due to a vacant position being budgeted at a lower step in the salary range.

Benefits are recommended at \$99,987, a decrease of \$6,123 from 2017/18. The decrease is due to savings from benefit selection, a vacant position budgeted at a lower step as well as savings in the City’s PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City’s unfunded PERS liability during 2017/18.

Services and Supplies are recommended at \$12,675, no change compared to 2017/18.

**POLICY OPTIONS**

None

**PUBLIC WORKS AND UTILITIES - CAPITAL PROJECTS**

Capital Projects, which is part of Engineering, is responsible for managing the City's CIP program and providing project management of the individual projects and grants related to the CIP. Tasks include: preliminary and final design services, permitting, inspections and construction management, grants administration, and setting annual water, sewer, and pavement improvement priorities. Capital improvements include streets rehabilitations and upgrades; new signage, street lights and traffic controls; bridge evaluations and repairs; upgrades to water and wastewater facilities; improvements to trails and parks; maintenance of public buildings; drainage and flood control systems; and upgrades to airport, marina and transit facilities. The CIP team, consisting of the project managers, engineers, inspectors, and technical staff, drives projects from conception to completion by effectively managing project budgets, design and permitting activities, and construction contractors while collaborating with other City departments, and funding and regulatory agencies.

**ADOPTED BUDGET**

16210 PUB WORKS ENGINEERING CIP	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	69,793	66,179	91,619	92,924
BENEFITS	33,112	24,414	34,806	35,148
SERVICES & SUPPLIES	1,401	1,755	2,075	2,075
<b>PUB WORKS ENGINEERING CIP</b>	<b>104,306</b>	<b>92,348</b>	<b>128,500</b>	<b>130,147</b>

A Public Works Capital Projects budget of \$130,147 is recommended for 2018/19, an increase of \$1,647 over 2017/18.

Salaries are recommended at \$92,924, an increase of \$1,305 over 2017/18 due to a change in allocated salaries in the upcoming fiscal year offset slightly by non-recurring salary costs.

Benefits are recommended at \$35,148, an increase of \$342 over 2017/18. The net increase is due to higher health benefit costs, a change in staffing allocation, as well as savings in the City's PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City's unfunded PERS liability during 2017/18.

Services and Supplies are recommended at \$2,075, no change compared to 2017/18.

**POLICY OPTIONS**

None

**PUBLIC WORKS ENGINEERING - TRAFFIC**

Managed by Engineering, traffic engineering provides funding to manage signal and streetlight maintenance and controls; review traffic infrastructure improvements; assess traffic impacts caused by private development and transportation permits; and reviews and prepares traffic and parking control plans. Staff serves as liaison to the Pedestrian and Bicycle Advisory Committee and participates in the Countywide Pedestrian and Bicycle, and the Sonoma-Marín Area Rail Transit (SMART) advisory committees.

**ADOPTED BUDGET**

16220 PUB WORKS ENGINEERING TRAFFIC	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	11,455	32,364	47,269	47,325
BENEFITS	2,184	13,307	20,589	12,644
SERVICES & SUPPLIES	1,372	1,931	1,900	1,900
<b>PUB WORKS ENGINEERING TRAFFIC</b>	<b>15,011</b>	<b>47,602</b>	<b>69,758</b>	<b>61,869</b>

A Public Works Engineering Traffic budget of \$61,869 is recommended for 2018/19, a decrease of \$7,889 from 2017/18.

Salaries are recommended at \$47,325, and are essentially flat year over year.

Benefits are recommended at \$12,644, a decrease of \$7,945 from 2017/18 due to employee benefit selections as well as savings in the City’s PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City’s unfunded PERS liability during 2017/18.

Services and Supplies are recommended at \$1,900, no change compared to 2017/18.

**POLICY OPTIONS**

None

**STREET SIGNALS and LIGHTS**

Street Signals and Lights, managed by Engineering, provides for the proper operation of streetlights and traffic signals which comprises nearly 6,000 City-owned street lights and 50 traffic-signal-controllers. Traffic signal technicians perform preventative maintenance and respond to nearly 3,000 annual requests for underground service alerts.

**ADOPTED BUDGET – Street Signals**

<u>24112 STREET SIGNALS AND LIGHTS</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SALARY	212,212	235,674	205,195	217,732
BENEFITS	82,233	81,426	87,344	83,797
SERVICES & SUPPLIES	305,672	368,314	475,822	309,964
CAPITAL EXPENDITURES	-	-	-	50,110
<b>STREET SIGNALS AND LIGHTS</b>	<b>600,117</b>	<b>685,414</b>	<b>768,361</b>	<b>661,603</b>

A Street Signals and Lights budget of \$661,603 is recommended for 2018/19, a decrease of \$106,758 from 2017/18.

Salaries are recommended at \$217,732, an increase of \$12,537 over 2017/18 due to step increases offset by non-recurring salary costs.

Benefits are recommended at \$83,797, a decrease of \$3,547 from 2017/18. Reduction in benefits is due to a change in employee benefit selections as well as savings in the City’s PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City’s unfunded PERS liability during 2017/18.

Services and Supplies are recommended at \$309,964, a decrease of \$165,858 from 2017/18. This is due to the savings from the streetlight LED retrofit program offset by an increase in transfer out in the Street Maintenance cost center to cover project costs. The potential savings in staff and supply costs from the LED program are estimated.

Capital expenditures are recommended at \$50,110, an increase from 2017/18, for the purchase of a utility truck.

**ADOPTED BUDGET – Street Lights**

<u>16530 PUB WORKS STREET LIGHTS</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SERVICES & SUPPLIES	181,533	178,715	175,000	175,000
<b>PUB WORKS STREET LIGHTS</b>	<b>181,533</b>	<b>178,715</b>	<b>175,000</b>	<b>175,000</b>

Services and Supplies are recommended at \$175,000 for 2018/19, no change from 2017/18. This budget is allocated to utility services provided by PG&E and Sonoma Clean Power.

**POLICY OPTIONS**

The 2018/19 recommended budget includes \$50,110 for the replacement of the current 13 year old utility truck that is experiencing mechanical issues.

**WASTE WATER PUMP STATIONS**

Waste Water Pump Stations, managed by Environmental Services, funds the reliable operations and management of the City’s nine sewer pump stations that deliver 6.7 million gallons per day (mgd) average dry weather flow, and up to 36 mgd wet weather flow of wastewater to the Ellis Creek Water Recycling Facility (ECWRF).

**ADOPTED BUDGET**

<u>66250 WASTE WATER SEWAGE PUMP STATIONS</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SALARY	124,040	116,138	150,926	154,936
BENEFITS	56,910	47,657	60,993	55,241
SERVICES & SUPPLIES	171,714	237,182	389,700	389,700
<b>WASTE WATER SEWAGE PUMP STATIONS</b>	<b>352,664</b>	<b>400,977</b>	<b>601,619</b>	<b>599,877</b>

A Waste Water Pump Station budget of \$599,877 is recommended for 2018/19. This is a decrease of \$1,742 from 2017/18.

Salaries are recommended at \$154,936, an increase of \$4,010 over 2017/18 due to step advancements through the salary ranges.

Benefits are recommended at \$55,241, a decrease of \$5,752 from 2017/18 due to a change in employee benefit selections, as well as savings in the City’s PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City’s unfunded PERS liability during 2017/18.

Services and Supplies of \$389,700 are recommended, no change from 2017/18.

**POLICY OPTIONS**

None

**WASTE WATER INDUSTRIAL**

Waste Water Industrial, within Environmental Services, funds environmental compliance for wastewater treatment and disposal, industrial wastewater pretreatment, laboratory analysis, pollution prevention, biosolids disposal, and other permit requirements. Treated wastewater is analyzed for over 100 chemical constituents and results are submitted monthly to the State environmental regulators.

**ADOPTED BUDGET**

66400 WASTE WATER INDUSTRIAL	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	94,051	138,507	164,629	199,328
BENEFITS	42,647	67,676	81,844	91,317
SERVICES & SUPPLIES	226,072	251,166	290,700	288,700
CAPITAL EXPENDITURES	-	-	69,000	-
<b>WASTE WATER INDUSTRIAL</b>	<b>362,770</b>	<b>457,349</b>	<b>606,173</b>	<b>579,345</b>

A Waste Water Industrial budget of \$579,345 is recommended for 2018/19. This is a decrease of \$26,828 from 2017/18.

Salaries are recommended at \$199,328, an increase of \$34,699 over 2017/18. The increase is due to employees advancing in the salary step range and an increase in staffing allocation for the new Environmental Compliance Inspector.

Benefits are recommended at \$91,317, an increase of \$9,473 over 2017/18. The net change is due to the increase in staffing allocation and City contribution to health benefits, and is partially offset by savings in the City's PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City's unfunded PERS liability during 2017/18.

Services and Supplies of \$288,700 are recommended, a decrease of \$2,000 from 2017/18 due to a reduction in the use of consultants.

Capital expenditures are recommended at \$0 for 2018/19, a decrease of \$69,000 from 2017/18.

**POLICY OPTIONS**

\$41,000 is recommended to support a three quarter of a year's cost of an Environmental Compliance Inspector position. The estimated full year's cost of the position, including salaries and benefits is \$62,254. The full cost of this position is spread over many cost centers. This position will assist with maintaining compliance with permitting, tracking, and inspecting High Strength Waste, CNG and fuel credits, and regulating dental offices as Categorical Industrial Users. The position is funded by additional wastewater revenues due to sales of CNG and revenue related to increased high strength waste processing.

**WASTE WATER RECLAMATION**

Waste Water Reclamation within Environmental Services funds tertiary wastewater treatment, pumping, storage, and distribution of recycled water to urban and agricultural customers. It manages treatment expanded bed sand filtration and ultraviolet light disinfection prior to delivery to dairies, ranches, golf courses, vineyards, city parks, schools, greenbelts, the airport, and ECWRF buildings and grounds.

**ADOPTED BUDGET**

<i>66500 WASTE WATER RECLAMATION</i>	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	213,960	289,714	319,855	323,638
BENEFITS	96,396	115,918	121,469	112,784
SERVICES & SUPPLIES	564,653	589,306	675,300	670,500
<b>WASTE WATER RECLAMATION</b>	<b>875,009</b>	<b>994,938</b>	<b>1,116,624</b>	<b>1,106,922</b>

A Waste Water Reclamation budget of \$1,106,922 is recommended for 2018/19. This is a decrease of \$9,702 from 2017/18.

Salaries are recommended at \$323,638, an increase of \$3,783 over 2017/18. Increase is due to employees advancing in the salary step range offset slightly by non-recurring salary costs.

Benefits are recommended at \$112,784, a decrease of \$8,685 from 2017/18 due to a change in employee benefit selections, as well as savings in the City’s PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City’s unfunded PERS liability during 2017/18.

Services and Supplies of \$675,500 are recommended, no change from 2017/18.

**POLICY OPTIONS**

None



**WASTE WATER ELLIS CREEK OPERATIONS**

Waste Water Ellis Creek Operations within Environmental Services accounts for operations and maintenance of the liquids and solids train wastewater treatment facilities, and management of the polishing wetland areas. Ellis Creek Waste Water Recycling Facility (ECWRF) has an average dry and wet weather design capacity of 6.7 million gallons per day (mgd) and 36 mgd, respectively, and treats domestic, commercial, and industrial wastewater generated within the City’s service area including Penngrove.

**ADOPTED BUDGET**

<u>66700 WASTE WATER ELLIS CREEK OPERATIONS</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SALARY	1,095,598	1,198,337	1,393,276	1,611,769
BENEFITS	483,253	490,127	557,779	655,326
SERVICES & SUPPLIES	2,978,818	2,949,760	3,972,908	4,138,456
CAPITAL EXPENDITURES	-	-	80,000	208,000
<b>WASTE WATER ELLIS CREEK OPERATIONS</b>	<b>4,557,669</b>	<b>4,638,224</b>	<b>6,003,963</b>	<b>6,613,551</b>

A Waste Water Ellis Creek operations budget of \$6,613,551 is recommended for 2018/19. This is an increase of \$609,588 over 2017/18.

Salaries are recommended at \$1,611,769, an increase of \$218,493 over 2017/18. The increase is due to the funding for two new Water Recycling Plant Operator positions, a new Mechanical Technician, and partial funding for a new Environmental Compliance Inspector.

Benefits are recommended at \$655,326, an increase of \$97,547 over 2017/18 due to increased staffing and an increase in the City contribution to employee health benefits. Increases are partially offset by savings in the City’s PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City’s unfunded PERS liability during 2017/18.

Services and Supplies of \$4,138,456 are recommended, an increase of \$165,548 over 2017/18. This represents an increase in biosolids disposal and electrical costs and the increased cost of chemicals.

Capital expenditures are recommended at \$208,000 for 2018/19, an increase of \$128,000 over 2017/18. This increase is due to the cost of a new maintenance truck with service body and crane for mobile maintenance operations, and a truck for the new maintenance and operations staffing positions. The truck will run off CNG.

**POLICY OPTIONS**

The Wastewater Ellis Creek operations 2018/19 recommended budget includes an additional \$218,493 in salaries, \$97,547 in benefits, \$165,548 in services and supplies, and \$128,000 in capital expenditures for two new Water Recycling Plant Operators, a new Mechanical Technician, partial funding for a new Environmental Compliance

Inspector, and two vehicles needed to support the increase in maintenance and operations.

These new positions and equipment are needed due to the growing maintenance needs associated with an aging wastewater treatment plant and for the operations of the new biogas/CNG program and the additional high strength waste processing. These costs will be compensated through sales of CNG and fees collected from intake of high strength waste, and the increase in wastewater fees to cover maintenance needs of the aging facility.

**WATER CONSERVATION**

Water Conservation within Environmental Services funds water conservation out-reach programs including WaterWise house calls, drought response, and water supply planning. Water Conservation programs include Mulch Madness for turf replacement, rebates for toilets and washing machines, demonstration garden conversions, and public outreach at special events and on the web.

**ADOPTED BUDGET**

<i>67200 WATER CONSERVATION</i>	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	184,312	136,760	158,355	161,443
BENEFITS	96,358	63,609	76,895	78,272
SERVICES & SUPPLIES	491,024	251,707	470,637	471,184
CAPITAL EXPENDITURES	-	-	9,700	-
<b>WATER CONSERVATION</b>	<b>771,694</b>	<b>452,076</b>	<b>715,587</b>	<b>710,899</b>

A Water Conservation budget of \$710,899 is recommended for 2018/19. This is a decrease of \$4,688 from 2017/18.

Salaries are recommended at \$161,443, an increase of \$3,088 over 2017/18 due to employees advancing in the salary step range.

Benefits are recommended at \$78,272, an increase of \$1,377 over 2017/18. The net increase is due to increased health benefit costs, a change in staffing allocation, as well as savings in the City's PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City's unfunded PERS liability during 2017/18.

Services and Supplies of \$471,184 are recommended, an increase of \$547 over 2017/18 due to additional outreach.

Capital expenditures are recommended at \$0 for 2018/19, a decrease of \$9,700 from 2017/18.

**POLICY OPTIONS**

None

**AUTO/EQUIP MAINTENANCE SHOP**

The Automotive/Equipment Maintenance Shop, managed by Operations, maintains and repairs the City's fleet, ensuring the safe and reliable operation of nearly one hundred vehicles and pieces of mobile equipment.

**ADOPTED BUDGET**

<u>16400 PUB WORKS AUTO/EQUIP MAINT SHOP</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SALARY	139,804	145,043	136,890	138,114
BENEFITS	60,505	61,041	60,161	59,717
SERVICES & SUPPLIES	14,685	14,493	17,400	17,400
<b>PUB WORKS AUTO/EQUIP MAINT SHOP</b>	<b>214,994</b>	<b>220,577</b>	<b>214,451</b>	<b>215,231</b>

An Auto/Equip Maintenance Shop budget of \$215,231 is recommended for 2018/19. This is an increase of \$780 over 2017/18.

Salaries are recommended at \$138,114, an increase of \$1,224 over 2017/18. Increase is due to employees advancing in the salary step range.

Benefits are recommended at \$59,717, a decrease of \$444 from 2017/18 due to a change in employee benefit selections, as well as savings in the City's PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City's unfunded PERS liability during 2017/18.

Services and Supplies of \$17,400 are recommended, no change from 2017/18.

**POLICY OPTIONS**

None

**DOWNTOWN STREETS/SIDEWALKS MAINTENANCE**

Downtown Streets/Sidewalks Maintenance, overseen by Operations, funds street and sidewalk maintenance in the downtown area, regular sidewalk and parking garage cleaning and inspections to ensure that ADA standards are being met.

**ADOPTED BUDGET**

<u>16550 DOWNTOWN STREETS/SIDEWALKS MAINTENANCE</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SERVICES & SUPPLIES	51,448	158,753	136,200	85,000
<b>DOWNTOWN STREETS/SIDEWALKS MAINTENANCE</b>	<b>51,448</b>	<b>158,753</b>	<b>136,200</b>	<b>85,000</b>

A Downtown Street and Sidewalks Maintenance budget of \$85,000 is recommended for 2018/19. This is a decrease of \$51,200 from 2017/18.

Services and Supplies of \$136,200 are recommended, a decrease of \$51,200 from 2017/18 due to a reduction in construction contracts.

**POLICY OPTIONS**

None

**PUBLIC WORKS TURNING BASIN/D ST BRIDGE**

Public Works Turning Basin and D Street Bridge, managed by the Operations Division, funds the operation and maintenance of the D Street Bridge, and repairs to the City docks in the Turning Basin.

**ADOPTED BUDGET**

<u>16600 PUB WORKS TURNING BASIN/D ST BRIDGE</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SALARY	4,814	10,938	9,952	10,056
BENEFITS	1,842	3,182	3,176	3,195
SERVICES & SUPPLIES	8,398	17,543	69,116	20,904
<b>PUB WORKS TURNING BASIN/D ST BRIDGE</b>	<b>15,054</b>	<b>31,663</b>	<b>82,244</b>	<b>34,155</b>

A Public Works Turning Basin and D St Bridge budget of \$34,155 is recommended for 2018/19. This represents a decrease of \$48,089 from 2017/18.

Salaries are recommended at \$10,056, an increase of \$104 over 2017/18, and are essentially flat year over year.

Benefits are recommended at \$3,195, an increase of \$19 over 2017/18, and are essentially flat year over year.

Services and Supplies of \$20,904 are recommended, a decrease of \$48,212 from 2017/18 due to a reduction in non-recurring repairs and maintenance.

**POLICY OPTIONS**

None

**GAS TAX**

The Gas Tax fund receives gas tax revenues. These are transferred to the Street Operations fund and used to maintain City streets, signs, signals, and streetlights.

**ADOPTED BUDGET**

<u>24100 GAS TAX</u>	<u>2016 Actuals</u>	<u>2017 Revised</u>	<u>2018 Adopted</u>	<u>2019 Adopted</u>
SERVICES & SUPPLIES	36,462	38,302	35,205	38,202
TRANSFERS	1,851,262	1,185,832	1,636,850	2,491,057
<b>GAS TAX</b>	<b>1,887,724</b>	<b>1,224,134</b>	<b>1,672,055</b>	<b>2,529,259</b>

A Gas Tax budget of \$2,529,259 is recommended for 2018/19. This is an increase of \$857,204 over 2017/18.

Services and Supplies of \$38,202 are recommended, an increase of \$2,997 over 2017/18 mainly due to costs related to the garbage franchise agreement. These costs will be offset by a revenue reimbursement.

Transfers Out is recommended at \$2,491,057, an increase of \$854,207 over 2017/18. This represents an increased transfer to the Street Maintenance Fund to fund operating and capital expenditures. This increase in transfers out is funded by additional SB 1 revenue and Pavement Management Fees from Water and Wastewater rates.

**POLICY OPTIONS**

None

**STREET MAINTENANCE (HUT)**

Street Maintenance, a part of Operations, funds pavement and right-of-way rehabilitation and repairs, includes pothole patching, overlays, trench repair, dig-outs of broken pavement, crack sealing, weed abatement, debris removal, trail maintenance, and tree trimming. The street crews also provide emergency response during floods and natural disasters, and administer the sidewalk repair program.

**ADOPTED BUDGET**

<b>24110 STREET MAINTENANCE (HUT)</b>	<b>2016 Actuals</b>	<b>2017 Actuals</b>	<b>2018 Revised</b>	<b>2019 Adopted</b>
SALARY	533,637	567,372	622,760	590,301
BENEFITS	278,735	293,298	313,011	298,410
SERVICES & SUPPLIES	782,202	646,817	605,607	757,036
CAPITAL EXPENDITURES	-	-	112,750	-
TRANSFERS	160,265	602,296	1,191,174	2,288,824
<b>STREET MAINTENANCE (HUT)</b>	<b>1,754,839</b>	<b>2,109,783</b>	<b>2,845,302</b>	<b>3,934,571</b>

A Street Maintenance budget of \$3,934,571 is recommended for 2018/19. This is an increase of \$1,089,269 over 2017/18.

Salaries are recommended at \$590,301, a decrease of \$32,459 from 2017/18. This is due to step advancements through the salary ranges offset by positions being filled at lower steps offset by allocation changes.

Benefits are recommended at \$298,410, a decrease of \$14,601 from 2017/18. Decrease is due to changes in staffing allocations as well as savings in the City's PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City's unfunded PERS liability during 2017/18.

Services and supplies budget of \$757,036 is recommended for 2018/2019. This represents an increase of \$151,429 over 2017/2018 due to growing supply needs for signals and streetlights, equipment repairs and maintenance costs for aging service trucks.

Capital expenditures are recommended at \$0, a decrease of \$112,750 from 2017/18.

Transfers Out are recommended at \$2,288,824, an increase of \$1,097,650 over 2017/18. This represents an increase in CIP projects and a corresponding increase in transfers. This is also reflective of an increase for the interfund loan payment to cover the costs of the LED streetlight project offset by decreased utilities budgeted in the street signals cost center.



**POLICY OPTIONS**

The 2018/19 Street maintenance budget includes an increase of \$151,429 for services and supplies to fund repairs of signals and streetlights, and an increase of \$1,097,650 for transfers out to cover additional street maintenance paving projects.

The additional funding of street paving is through SB-1 funding. This could be repealed by voters. If this occurs, the additional street maintenance and paving projects would be delayed as a result of the decrease in street maintenance revenues.

**STREET SIGNS AND MARKINGS**

Street Signals and Markings, part of the Operations Division, installs and maintains street markings and signage including regulatory, directional, street, and special signs; and applies traffic markings such as crosswalks, fog lines, bike lanes, reflectors, painted curbs and yellow traffic buttons.

**ADOPTED BUDGET**

24111 STREET SIGNS AND MARKINGS	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	281,752	266,159	324,721	330,161
BENEFITS	134,213	111,428	153,936	158,022
SERVICES & SUPPLIES	153,464	102,827	143,290	168,148
CAPITAL EXPENDITURES	-	-	-	50,110
<b>STREET SIGNS AND MARKINGS</b>	<b>569,429</b>	<b>480,414</b>	<b>621,947</b>	<b>706,441</b>

A Street Signs and Markings budget of \$706,441 is recommended for 2018/19. This is an increase of \$84,494 over 2017/18.

Salaries are recommended at \$330,161, an increase of \$5,440 over 2017/18 due to employees advancing in the salary step ranges.

Benefits are recommended at \$158,022, an increase of \$4,086 over 2017/18 due to increased health benefit costs slightly offset by savings in the City’s PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City’s unfunded PERS liability during 2017/18.

Services and Supplies of \$168,148 are recommended, an increase of \$24,858 over 2017/18 due to increased costs for signs and other operating services including thermoplastic markings.

Capital expenditures are recommended at \$50,110 for 2018/19, an increase of \$50,110 over 2017/18 for purchase of a new utility truck to replace the current 13 year old truck which has been experiencing mechanical failures.

**POLICY OPTIONS**

The 2018/19 recommended budget includes \$50,110 for replacement of the current 13 year old utility truck experiencing mechanical issues. Failure to replace the vehicle would likely delay and reduce the ability to replace signs and complete the installation of the thermoplastic markings.

**WASTE WATER COLLECT SYSTEM**

Wastewater Collection System, under Operations, provides 24/7 collection and conveyance of domestic, commercial and industrial wastewater generated within Petaluma and Penngrove to the ECWRF. The system connects sewer lateral piping from sewer mains and trunks that convey business and residential sewer through more than 195 miles of sewer collection pipes. Operation and maintenance of the nine sewer pump stations are funded from a related cost center. A continuous inspection program identifies problem areas when (3) remote control TV cameras are inserted through the main pipelines. Preventative repairs and cleaning, done with the use of a high-pressure water jet vacuum truck, are initiated based on inspection results.

**ADOPTED BUDGET**

66200 WASTE WATER COLLECT SYSTEM	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	535,224	510,098	492,483	555,577
BENEFITS	213,793	230,407	231,554	240,420
SERVICES & SUPPLIES	224,503	207,407	384,450	400,400
<b>WASTE WATER COLLECT SYSTEM</b>	<b>973,520</b>	<b>947,912</b>	<b>1,108,487</b>	<b>1,196,397</b>

A Waste Water Collect System budget of \$1,196,397 is recommended for 2018/19. This is an increase of \$87,910 over 2017/18.

Salaries are recommended at \$555,577, an increase of \$63,094 over 2017/18 due to a change in staffing allocations, and employees advancing in the salary step range.

Benefits are recommended at \$240,420, an increase of \$8,866 over 2017/18. The net increase is due to a change in staffing allocations and increased health benefit costs, offset by savings in the City’s PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City’s unfunded PERS liability during 2017/18.

Services and Supplies of \$400,400 are recommended, an increase of \$15,950 over 2017/18 due to increased repair and maintenance costs.

**POLICY OPTIONS**

None

**WASTE WATER CUSTOMER SERVICES**

Customer Service is part of the Operations Division that works closely with the Finance Department to investigate and resolve customer-billing issues by addressing customer billing inquiries, respond to service orders, and requests for utility billing system support.

**ADOPTED BUDGET**

<u>66300 WASTE WATER CUSTOMER SVC</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SERVICES & SUPPLIES	101,991	105,552	113,100	113,100
<b>WASTE WATER CUSTOMER SVC</b>	<b>101,991</b>	<b>105,552</b>	<b>113,100</b>	<b>113,100</b>

A Waste Water Customer Service budget of \$113,100 is recommended for 2018/19. This is unchanged from 2017/18.

Services and Supplies of \$113,100 are recommended, no change from 2017/18.

**POLICY OPTIONS**

None

**WASTE WATER STORM DRAIN**

Waste Water Storm Drain, managed by Operations, funds the portion of storm drain maintenance program that is directly related to the operation of the Sewer Utility. Storm water crews clear, clean, and maintain approximately 4,645 storm drain catch basins, miles of culverts and open ditches, and the storm water pump stations located at Payran, Vallejo and Wilson Streets in order to reduce inflow of stormwater into the City’s sewer collection system.

**ADOPTED BUDGET**

<b>66600 WASTE WATER STORM DRAIN</b>	<b>2016 Actuals</b>	<b>2017 Actuals</b>	<b>2018 Revised</b>	<b>2019 Adopted</b>
SALARY	139,215	96,398	95,389	94,151
BENEFITS	63,034	40,389	46,527	41,958
SERVICES & SUPPLIES	66,155	40,363	39,400	39,400
CAPITAL EXPENDITURES	-	-	5,350	-
<b>WASTE WATER STORM DRAIN</b>	<b>268,404</b>	<b>177,150</b>	<b>186,666</b>	<b>175,509</b>

A Waste Water Storm Drain budget of \$175,509 is recommended for 2018/19. This is a decrease of \$11,157 from 2017/18.

Salaries are recommended at \$94,151, a decrease of \$1,238 from 2017/18 due to position allocation changes.

Benefits are recommended at \$41,958, a decrease of \$4,569 from 2017/18. The decrease is primarily due to savings in the City’s PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City’s unfunded PERS liability during 2017/18.

Services and Supplies of \$39,400 are recommended, no change from 2017/18.

Capital expenditures are recommended at \$0 for 2018/19, a decrease of \$5,350 from 2017/18. This is due to a one-time purchase in 2017/18 of a Tree Shredder Spreader.

**POLICY OPTIONS**

None

**WATER CUSTOMER SERVICES**

Water Customer Service is part of the Operations Division and works closely with the Finance Department to investigate and resolve customer-billing issues by addressing customer billing inquiries related to high water use or leaks, responds to service orders for meter turn-ons/off and read checks, and requests for utility billing system support.

**ADOPTED BUDGET**

<u>67300 WATER CUSTOMER SERVICES</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SALARY	217,786	177,054	159,834	161,034
BENEFITS	120,723	80,150	89,452	93,355
SERVICES & SUPPLIES	312,147	319,465	379,078	380,996
<b>WATER CUSTOMER SERVICES</b>	<b>650,656</b>	<b>576,669</b>	<b>628,364</b>	<b>635,385</b>

A Water Customer Services budget of \$635,385 is recommended for 2018/19. This is an increase of \$7,021 over 2017/18.

Salaries are recommended at \$161,034, an increase of \$1,200 over 2017/18 due to prior negotiated salary and benefit adjustments.

Benefits are recommended at \$93,355, an increase of \$3,903 over 2017/18 due to an increase in the City contribution to employee health benefits, partially offset by savings in the City's PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City's unfunded PERS liability during 2017/18.

Services and Supplies of \$380,996 are recommended, an increase of \$1,918 over 2017/18 due mainly to increased intragovernmental expenditures.

**POLICY OPTIONS**

None

**WATER LEAK DETECT/CROSS CONNECT**

Water Leak Detect/Cross Connect, under Operations, utilizes leak detection equipment to identify water leaks, and manages the California Department of Health Services mandated cross-connection control program.

**ADOPTED BUDGET**

<u>67400 WATER LEAK DETECT/CROSS CONNECT</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SALARY	82,885	81,239	80,707	81,398
BENEFITS	36,716	38,873	38,653	39,030
SERVICES & SUPPLIES	5,100	2,080	16,500	16,500
<b>WATER LEAK DETECT/CROSS CONNECT</b>	<b>124,701</b>	<b>122,192</b>	<b>135,860</b>	<b>136,928</b>

A Water Leak Detect/Cross Connect budget of \$136,928 is recommended for 2018/19. This is an increase of \$1,068 over 2017/18.

Salaries are recommended at \$81,398, an increase of \$691 over 2017/18 due to prior negotiated salary and benefit adjustments.

Benefits are recommended at \$39,030, an increase of \$377 over 2017/18 due to an increase in the City's contribution to employee health benefits, partially offset by savings in the City's PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City's unfunded PERS liability during 2017/18.

Services and Supplies of \$16,500 are recommended, no change from 2017/18.

**POLICY OPTIONS**

None

**WATER PUMPING**

Potable water from the wholesale supplier and from twenty-one City wells is distributed to customers through nine water pump stations (WPS), ten storage reservoirs with 10.1 million gallons of combined capacity, five pressure zones, and over 270 miles of water mains. Managed by Operations, this cost center funds the operations and maintenance of these WPS, reservoirs, and wells. The wholesale purchase of the City water supply from the Sonoma County Water Agency is accounted for by a related cost center.

**ADOPTED BUDGET**

67500 WATER PUMPING	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	-	59,554	46,298	46,362
BENEFITS	-	26,913	22,002	22,960
SERVICES & SUPPLIES	201,862	301,999	355,250	363,000
CAPITAL EXPENDITURES	-	-	7,500	-
<b>WATER PUMPING</b>	<b>201,862</b>	<b>388,466</b>	<b>431,050</b>	<b>432,322</b>

A Water Pumping budget of \$432,322 is recommended for 2018/19. This is an increase of \$1,272 over 2017/18.

Salaries are recommended at \$46,362, an increase of \$64 over 2017/18 and are essentially flat year over year.

Benefits are recommended at \$22,960, an increase of \$958 over 2017/18 due to increased health benefit costs, offset by savings in the City's PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City's unfunded PERS liability during 2017/18.

Services and Supplies of \$363,000 are recommended, an increase of \$7,750 over 2017/18. This change is due to a \$20,000 increase in budgeting for the cost of electricity and natural gas partially offset by a \$12,500 reduction in budgeting for operating supplies, based on anticipated needs in 2018/19.

Capital expenditures are recommended at \$0 for 2018/19, a decrease of \$7,500 over 2017/18.

**POLICY OPTIONS**

None



**WATER SOURCE OF SUPPLY**

Overseen by the Operations Division, this cost center funds the purchase of the City's water supply from the Sonoma County Water Agency under the terms of the wholesale water purchase agreement.

**ADOPTED BUDGET**

<u>67600 WATER SOURCE OF SUPPLY</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SERVICES & SUPPLIES	5,287,745	5,558,225	7,297,500	7,516,350
<b>WATER SOURCE OF SUPPLY</b>	<b>5,287,745</b>	<b>5,558,225</b>	<b>7,297,500</b>	<b>7,516,350</b>

A Water Source of Supply budget of \$7,516,350 is recommended for 2018/19. This is an increase of \$218,850 over 2017/18.

Services and Supplies of \$7,516,350 are recommended, an increase of \$218,850 or a 3.67% increase over 2017/18. This represents an increase in wholesale water costs.

**POLICY OPTIONS**

None

**WATER TRANSMISSION AND DISTRIBUTION**

Managed by the Operations Division, potable water is transmitted and distributed to City customers through nine water pump stations, ten active storage reservoirs with 10.1 million gallons of capacity, five pressure zones, and over 270 miles of transmission and distribution pipelines serving 19,739 metered customers with over 7,636 valves and appurtenances. This cost center funds the maintenance and repair of the pipelines, including a California State certified Water System Operator to assure water quality and reliability of service of the distribution system by overseeing continuous testing for pathogens and chlorine levels; and continuous monitoring of deliveries, leaks, and system pressures.

**ADOPTED BUDGET**

67700 WATER TRANSMISSION & DISTRIBUTION	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	1,093,081	1,126,327	1,107,759	1,073,447
BENEFITS	487,915	520,109	543,269	531,797
SERVICES & SUPPLIES	570,283	749,654	1,020,900	1,016,400
CAPITAL EXPENDITURES	-	-	447,700	157,822
<b>WATER TRANSMISSION &amp; DISTRIBUTION</b>	<b>2,151,279</b>	<b>2,396,090</b>	<b>3,119,628</b>	<b>2,779,466</b>

A Water Transmission and Distribution budget of \$2,779,466 is recommended for 2018/19. This is a decrease of \$340,162 from 2017/18.

Salaries are recommended at \$1,073,447, a decrease of \$34,312 from 2017/18. Salary decrease is due to a change in staffing allocation.

Benefits are recommended at \$531,797, a decrease of \$11,472 from 2017/18. This reflects a change in staffing allocation, as well as savings in the City's PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City's unfunded PERS liability during 2017/18.

Services and Supplies of \$1,016,400 are recommended, a decrease of \$4,500 from 2017/18. This reflects a \$43,500 reduction in operating supplies and services based on anticipated needs in 2018/19, partially offset by an increase of \$39,000 in State fees and testing requirements for the water system.

Capital expenditures are recommended at \$157,822 for 2018/19, a decrease of \$289,878 from 2017/18. This reflects the elimination of funding for purchases completed in 2017/18, and is partially offset by funding to replace a utility truck and backhoe in 2018/19.

**POLICY OPTIONS**

The recommended budget includes \$157,822 to replace a utility truck and backhoe, due to the age and condition of the existing equipment.

**AIRPORT ADMIN/OPERATIONS**

The Airport, managed by Administration, experiences approximately 60,000 take-offs and landings each year. The cost center supports the management of 167 City-owned aircraft storage hangars, 2 commercial business hangars, 4 executive hangars, 22 private hangars on City ground leases, and 118 tie-down spaces for a total capacity of 240 aircraft. In addition, an automated weather observation system and a ground communication outlet are supported because they are safety features important to charter aircraft business. A self-serve fueling island provides 24/7 Avgas and jet fuel is available on-call. These are accounted for in a related cost center.

**ADOPTED BUDGET**

61100 AIRPORT ADMIN/OPERATIONS	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	116,376	135,018	146,432	164,874
BENEFITS	55,079	48,303	48,899	79,782
SERVICES & SUPPLIES	976,130	854,364	877,747	793,854
TRANSFERS	-	95,362	277,000	355,000
<b>AIRPORT ADMIN/OPERATIONS</b>	<b>1,147,585</b>	<b>1,133,047</b>	<b>1,350,078</b>	<b>1,393,510</b>

An Airport Admin/Operations budget of \$1,393,510 is recommended for 2018/19. This is an increase of \$43,432 over 2017/18.

Salaries are recommended at \$164,874, an increase of \$18,442 over 2017/18. This increase is due to replacing part-time Airport Ramp Attendants with a full time Airport Maintenance Worker. This previously authorized position will provide additional customer service and support for users of the Petaluma Airport. This increased cost is partially offset by a reduction in part time salaries.

Benefits are recommended at \$79,782, an increase of \$30,883 over 2017/18. The increase is due to staffing changes from eliminating part-time ramp attendants with a full-time Airport Maintenance Worker. The increase is partially offset by savings in the City's PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City's unfunded PERS liability during 2017/18.

Services and Supplies of \$793,854 are recommended, a decrease of \$83,893 from 2017/18 due mainly to decreased repair and maintenance costs which will be allocated to the hangars cost center in 2018/19.

Transfers Out is budgeted at \$355,000, an increase of \$78,000 over 2017/18. This represents an increase in capital project activity and corresponding transfers out.

**POLICY OPTIONS**

\$81,575 in salaries and benefits is recommended in 2018/19 for the Airport Maintenance Worker position. This previously authorized full-time position will replace part-time Airport Ramp Attendants and will provide additional customer service and support for users of the Petaluma Airport. This position is funded through airport revenues and is partially offset through the elimination of part-time salaries.

**AIRPORT FUELING**

The Airport offers Avgas service via a self-serve fueling island 24/7 and jet fuel service available on-call during normal working hours. Net income from this cost center covers fuel costs and funds airport operations.

**ADOPTED BUDGET**

61200 AIRPORT FUELING	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SERVICES & SUPPLIES	556,820	519,652	637,000	674,700
<b>AIRPORT FUELING</b>	<b>556,820</b>	<b>519,652</b>	<b>637,000</b>	<b>674,700</b>

An Airport Fueling budget of \$674,700 is recommended for 2018/19. This is an increase of \$37,700 over 2017/18.

Services and Supplies of \$674,700 are recommended, an increase of \$37,700 over 2017/18 which reflects an increase in the cost of fuel purchased by the Airport and then resold to aviation customers.

**POLICY OPTIONS**

None

**AIRPORT HANGERS**

The Airport has 167 City-owned aircraft storage hangars, 2 commercial business hangars, 4 executive hangars, 22 private hangars on City ground leases, and 118 tie-down spaces for a total capacity of 240 aircraft. Hanger management is overseen by the Administration Division. Net income from the cost center funds airport operations and maintenance.

**ADOPTED BUDGET**

<u>61300 AIRPORT HANGARS</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SERVICES & SUPPLIES	43,934	43,115	89,700	107,200
<b>AIRPORT HANGARS</b>	<b>43,934</b>	<b>43,115</b>	<b>89,700</b>	<b>107,200</b>

An Airport Hangers budget of \$107,200 is recommended for 2018/19. This is an increase of \$17,500 over 2017/18.

Services and Supplies of \$107,200 are recommended, an increase of \$17,500 over 2017/18 due to implementation of the hangar maintenance program and additional maintenance costs.

**POLICY OPTIONS**

None

**MARINA ADMINISTRATION/OPERATIONS**

Overseen by the Administration Division, the Harbormaster manages the Petaluma Marina with 167 berths varying from 22' – 40' with an average occupancy rate of 52%. The Marina offers gasoline and diesel fuel sales for maritime vessels.

**ADOPTED BUDGET**

<u>64100 MARINA ADMIN/OPERATIONS</u>	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Revised</u>	<u>2019 Adopted</u>
SALARY	27,836	31,375	30,098	27,975
BENEFITS	6,113	7,207	6,214	5,904
SERVICES & SUPPLIES	432,586	461,637	229,941	175,937
TRANSFERS	15,000	-	-	-
<b>MARINA ADMIN/OPERATIONS</b>	<b>481,535</b>	<b>500,219</b>	<b>266,253</b>	<b>209,816</b>

A Marina budget of \$209,816 is recommended for 2018/19. This is a decrease of \$56,437 from 2017/18.

Salaries are recommended at \$27,975, a decrease of \$2,123 from 2017/18 due to a slight reduction in part time hours allocated to this cost center.

Benefits are recommended at \$5,904, a decrease of \$310 from 2017/18. The decrease is due to a change in staffing allocation and savings in the City's PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City's unfunded PERS liability during 2017/18.

Services and Supplies of \$175,937 are recommended, a decrease of \$54,004 from 2017/18. This is due to a decrease in the use of contract staffing. Harbormaster services are currently assigned to in-house staff.

Transfers Out is budgeted at \$0 in 2018/19, no change from 2017/18.

**POLICY OPTIONS**

None

**PUBLIC WORKS BLDG /FACILITY MAINTENANCE**

Public Works Building and Facility Maintenance is the part of Operations that maintains and repairs City facilities, including: Heating Ventilation and Air Conditioning equipment (HVAC), electrical and plumbing systems, minor remodeling and interior improvements, roofing and moisture exclusion systems, energy and water conservation upgrades, two pool mechanical systems and marina docks. Tasks include repairs due to vandalism, graffiti eradication, cleaning and repairing structures, and responding to requests from City staff and the public. Contracted janitorial services for City Hall, Community Center, Senior Center, Kennilworth Center, Transit Building, Police station and Parks/Depot Restrooms are accounted for in this cost center.

**ADOPTED BUDGET**

<i>16300 PUB WORKS BLDG/FACILITY MAINTENANCE</i>	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	167,695	178,361	172,695	172,351
BENEFITS	71,429	72,864	72,191	78,434
SERVICES & SUPPLIES	477,075	501,704	452,400	464,400
<b>PUB WORKS BLDG/FACILITY MAINTENANCE</b>	<b>716,199</b>	<b>752,929</b>	<b>697,286</b>	<b>715,185</b>

A Public Works Building/Facility Maintenance budget of \$715,185 is recommended for 2018/19. This is an increase of \$17,899 over 2017/18.

Salaries are recommended at \$172,351, a decrease of \$344 from 2017/18 and are essentially flat year over year.

Benefits are recommended at \$78,434, an increase of \$6,243 over 2017/18. This reflects increased health benefit costs partially offset by savings in the City's PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City's unfunded PERS liability during 2017/18.

Services and Supplies of \$464,400 are recommended for 2018/19, an increase of \$12,000 over 2017/18 to reflect budgeting for restroom maintenance and security at the Petaluma Depot facility.

**POLICY OPTIONS**

None

**PUBLIC WORKS PARKS MAINTENANCE**

Public Works Parks Maintenance, overseen by Operations, and supports the maintenance of nearly 100 sites citywide including parks, bus stops, medians, pedestrian and bike paths, public landscaping, and open space. These total over 300 acres, of which 113 acres are turf. An Arborist, funded by this cost center, supports the Tree Committee and Parks Commission, provides professional oversight of City trees including enforcement of related ordinances, and administers the City’s integrated pest management plan. Tasks include litter pickup, playground safety checks and repairs, restroom cleaning, irrigation maintenance and repair, mowing, turf and ball field maintenance, pruning, fertilization, weed control, repairs due to vandalism, graffiti eradication, cleaning and repairing structures, tree maintenance, mulching, and responding to requests from the public.

**ADOPTED BUDGET**

16540 PUB WORKS PARKS MAINTENANCE	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	644,312	697,779	608,475	664,616
BENEFITS	227,756	234,289	244,171	223,395
SERVICES & SUPPLIES	747,909	835,307	765,805	710,805
CAPITAL EXPENDITURES	-	-	9,500	-
<b>PUB WORKS PARKS MAINTENANCE</b>	<b>1,619,977</b>	<b>1,767,375</b>	<b>1,627,951</b>	<b>1,598,816</b>

A Public Works Parks Maintenance budget of \$1,598,816 is recommended for 2018/19. This is a decrease of \$29,135 from 2017/18.

Salaries are recommended at \$664,616, an increase of \$56,141 over 2017/18. This reflects filling the Parks & Facilities Manager position which was vacant for most of 2017/18. Salary savings from the vacancy in 17/18 were moved into services and supplies to provide maintenance support using temporary employees.

Benefits are recommended at \$223,395, a decrease of \$20,776 from 2017/18 due to staffing changes, as well as savings in the City’s PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City’s unfunded PERS liability during 2017/18.

Services and Supplies of \$710,805 are recommended for 2018/19, a decrease of \$55,000 from 2017/18. This represents a decrease in the use of temporary employee services, as previously noted.

Capital expenditures are recommended at \$0 for 2018/19, a decrease of \$9,500 from 2017/18.

**POLICY OPTIONS**

None



**PUBLIC WORKS LAD ADMIN/OPERATIONS**

Public Works Landscape Assessment Districts, managed by Operations, supports maintenance contracts, utilities, and supplies for 45 lighting and landscape assessment districts (LLAD) City-wide. Management responsibilities include developing and budgeting for an annual work plan to maintain and improve each of the LLADs, inspecting planting installations, testing irrigation systems and eliminating leaks, working with citizen groups and resolving complaints, and inspecting work performed by outside contractors and holding them accountable. Annually, staff develops individual assessment district work plans and prepares the annual LLAD budgets and engineering reports for each assessment district before recommending annual assessments. A public meeting is conducted by the City Council for any changes to the assessments.

**ADOPTED BUDGET**

<i>25100 LAD ADMIN/OPERATIONS</i>	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	27,132	29,811	34,599	30,118
BENEFITS	12,293	11,190	13,369	11,698
SERVICES & SUPPLIES	362,423	405,601	425,849	495,421
<b>LAD ADMIN/OPERATIONS</b>	<b>401,848</b>	<b>446,602</b>	<b>473,817</b>	<b>537,237</b>

A Public Works LAD Admin/operations budget of \$537,237 is recommended for 2018/19. This is an increase of \$63,420 over 2017/18.

Salaries are recommended at \$30,118, a decrease of \$4,481 from 2017/18. Decrease in salary costs is due to staffing changes.

Benefits are recommended at \$11,698, a decrease of \$1,671 from 2017/18 due to staffing changes, as well as savings in the City’s PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City’s unfunded PERS liability during 2017/18.

Services and Supplies of \$495,421 are recommended for 2018/19, an increase of \$69,572 over 2017/18. This reflects an increase in water and sewer costs.

**POLICY OPTIONS**

None

**TRANSIT ADMINISTRATION**

Petaluma Transit and Petaluma Paratransit are managed by the Transit Division which consists of City staff and a contracted transit operator. This cost center manages the City’s administrative functions including staffing, financial and operational oversight of the contract operations, and support of City Council and Transit Advisory Committee activities. The operation and maintenance contract is currently with MV Transportation, Inc. and is accounted for in a related cost center.

**ADOPTED BUDGET**

65100 TRANSIT ADMIN	2016 Actuals	2017 Actuals	2018 Revised	2019 Adopted
SALARY	227,434	226,583	242,936	238,274
BENEFITS	80,968	82,537	112,255	82,642
SERVICES & SUPPLIES	1,590,098	1,383,894	562,307	306,342
TRANSFERS	33,342	4,823	-	-
<b>TRANSIT ADMIN</b>	<b>1,931,842</b>	<b>1,697,837</b>	<b>917,498</b>	<b>627,258</b>

A Transit Administration budget of \$627,258 is recommended for 2018/2019, a decrease of \$290,240 from 2017/18. This decrease reflects the reduction of a large pass-through grant to SMART, which is expected to be completed in 2017/18.

Salaries are recommended at \$238,274, a decrease of \$4,662 from 2017/18. Changes in salary costs reflect filling a vacancy at a lower step in the salary range.

Benefits are recommended at \$82,642, a decrease of \$29,613 from 2017/18. The decrease is due to staffing changes, as well as savings in the City’s PERS rates for employees in the miscellaneous group, realized from paying down a portion of the City’s unfunded PERS liability during 2017/18.

Services and Supplies of \$306,342 is recommended for 2018/19, a decrease of \$255,965 from 2017/18. This decrease is caused by the reduction of a large pass-through grant to SMART, which is nearing completion.

Transfers Out is budgeted at \$0 in 2018/19, no change from 2017/18.

**POLICY OPTIONS**

None

**CITY ROUTES**

This cost center accounts for the contract services related to the fixed route system using a modern fleet of 14 buses operating 7 days per week on 6 distinct routes. Overall system productivity is near 20 passengers per hour, although much higher productivity occurs during school bell times. Expanded capacity is provided at school bell times to accommodate high volumes of student riders at the local middle and high schools. Routes operate on 30 and 60 minute headways weekdays from 6:15 am to 8:25 pm, Saturdays from 7:30 am to 8:25 pm, and Sundays from 8:30 am to 5:25 pm with limited holiday service. The Eastside Transit Center (ETC) is located next to the Washington Square Shopping Center; the Copeland Street Transit Mall is between Washington and D Street. Buses feature a low-floor, are fully accessible, and are equipped with Wi-Fi and a state-of-the-art automatic vehicle location/real time bus information system. Three new Diesel-Electric Hybrid buses were deployed in 2017/18.

**ADOPTED BUDGET**

<i>65200 CITY ROUTES</i>	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	4,474	26	-	-
BENEFITS	(4,132)	5	-	-
SERVICES & SUPPLIES	1,633,123	2,019,186	1,472,406	1,676,028
CAPITAL EXPENDITURES	-	(2,537)	250,000	300,000
TRANSFERS	417,259	575,498	144,000	-
<b>CITY ROUTES</b>	<b>2,050,724</b>	<b>2,592,178</b>	<b>1,866,406</b>	<b>1,976,028</b>

A City Routes budget of \$1,976,028 is recommended for 2018/19. This is an increase of \$109,622 over 2017/18.

Services and Supplies of \$1,676,028 is recommended for 2018/19, an increase of \$203,622 over 2017/18. This represents an increase in contract operation costs, office supplies, operating supplies, and fuel.

Capital expenditures are recommended at \$300,000 for 2017/18, an increase of \$50,000 over 2017/18, due to the cost of rebuilding a 40' New Flyer fixed route bus.

Transfers Out is budgeted at \$0 for 2018/19, a decrease of \$144,000 from 2017/18.

**POLICY OPTIONS**

\$275,000 in capital expenditures is recommended for 2018/19 to rebuild a 40' fixed route bus, to extend the life of the bus. The estimated cost of a new 40' fixed route bus is \$750,000. The rebuild is more cost effective and provides the ability to make other necessary purchases.

**PARATRANSIT**

This cost center accounts for the contract services related to the “on-call” paratransit that has the same operating schedule as Petaluma Transit and provides approximately 20,000 door-to-door trips annually for people whose disabilities prevent them from utilizing fixed route buses. All vehicles feature on board computers that communicate with Paratransit dispatch in real time.

**ADOPTED BUDGET**

65300 PARATRANSIT	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	4,680	5,888	-	-
BENEFITS	-	-	-	-
SERVICES & SUPPLIES	611,865	686,115	600,400	869,019
CAPITAL EXPENDITURES	-	2,537	60,000	180,000
<b>PARATRANSIT</b>	<b>616,545</b>	<b>694,540</b>	<b>660,400</b>	<b>1,049,019</b>

A Paratransit budget of \$1,049,019 is recommended for 2018/19. This is an increase of \$388,619 over 2017/18.

Salaries are recommended at \$0, no change from 2017/18.

Benefits are recommended at \$0, no change from 2017/18.

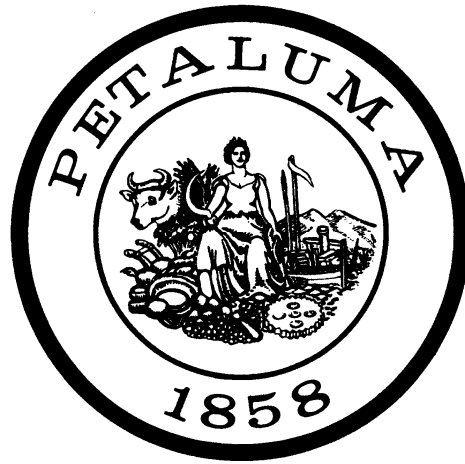
Services and Supplies budget of \$869,019 is recommended for 2018/19, an increase of \$268,619 over 2017/18. This represents an increase in operation costs related to a new paratransit operating contract.

Capital expenditures are recommended at \$180,000 for 2018/19, an increase of \$120,000 over 2017/18. This is for the purchase of 2 new paratransit vans that will replace current paratransit vehicles that have reached their end of life.

**POLICY OPTIONS**

\$180,000 in capital expenditures is recommended for 2018/19 to replace two paratransit vehicles. Failure to replace the vehicles would likely delay and reduce service to Paratransit riders.

CITY OF PETALUMA  
CALIFORNIA



Capital Improvement Program

Five Year Plan

Fiscal Years 2019-2023



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## FY 2018-19 Adopted CIP Budget

### USES AND SOURCES

(dollars in \$000)

<u>USES (dollars in \$000)/FUND</u>	Airport CIP 6190	Facilities CIP 3110	Parks CIP 3140	Public Works 3160	Surface Water 3160	Transit CIP 6590	Water CIP 6790	Recycled Water 6690	Waste Water CIP 6690	Budget FY 18-19 TOTAL	
Planning/Environmental	4	2	-	95	82	-	15	-	60	258	
Land & Easements	-	-	-	100	-	-	-	-	5	105	
Design	28	36	-	873	205	-	245	-	767	2,154	
Legal Services	1	-	-	4	-	-	2	-	5	12	
Administration	5	9	-	155	35	-	37	-	27	268	
Construction Contracts	278	904	2,250	2,789	1,946	-	2,050	-	11,223	21,440	
Construction Management	17	56	100	170	227	-	255	-	1,187	2,012	
Contingency	18	100	53	169	127	-	305	-	1,770	2,542	
CIP Overheads	4	22	7	47	28	-	38	-	228	374	
<b>TOTAL USES</b>	<b>\$ 355</b>	<b>\$ 1,129</b>	<b>\$ 2,410</b>	<b>\$ 4,402</b>	<b>\$ 2,650</b>	<b>\$ -</b>	<b>\$ 2,947</b>	<b>\$ -</b>	<b>\$ 15,272</b>	<b>\$ 29,165</b>	
<b><u>SOURCES (dollars in \$000)</u></b>											
Airport Operating	337										337
California Energy Commission Grant										2,000	
Caltrans Co-op Agreement										939	
Charges for Services										50	
Dept of Water Resources Grant										1,307	
Developer Fees										285	
General Fund										48	
Measure M										310	
Park Land Development Impact Fees										2,410	
Public Works Grants										222	
Road Maint and Rhab Acct (RMRA)										1,000	
SCWA Zone 2A Assessments										242	
State Grant	18										78
Storm Drainage Impact Fees										103	
Street Maintenance										1,289	
Transient Occupancy Tax										463	
Traffic Mitigation Impact Fees										7	
Waste Water Capital										13,288	
Water Capital										3,247	
Prior-year funds & timing of reimbursements	-	753	-	804	(1)	-	-	-	(16)	1,540	
<b>TOTAL SOURCES</b>	<b>\$ 355</b>	<b>\$ 1,129</b>	<b>\$ 2,410</b>	<b>\$ 4,402</b>	<b>\$ 2,650</b>	<b>\$ -</b>	<b>\$ 2,947</b>	<b>\$ -</b>	<b>\$ 15,272</b>	<b>\$ 29,165</b>	

## FY 2018-19 CIP Budget by Project

			<u>\$000</u>
Airport CIP	C61501604	Runway Electrical Improvements	\$ 18
	C61201806	Hangar Drainage Improvements	51
	C61501907	Airport Monument sign	44
	C61501913	Airport Security Gate Upgrades	100
	C61501912	Aviation Gas and Fuel Filter Upgrades	142
			<hr style="width: 100%; border: 0.5px solid black;"/> 355
Facilities CIP	C16201304	Community Center Interior Repairs	388
	C11201705	Police Department HVAC Replacement	96
	C11501910	Community Center Parking Lot Rehabilitation	196
	C00300405	Remodel of Fire Stations #2 & #3	206
	C11201912	Field Office Roof Replacement	115
	C11201913	Secure Equipment Storage and Bike Barn	48
	C11201603	Library Roof Replacement	80
			<hr style="width: 100%; border: 0.5px solid black;"/> 1,129
Parks CIP	C14501607	Petaluma Community Sports Fields Baseball Diamond	2,410
			<hr style="width: 100%; border: 0.5px solid black;"/> 2,410
Public Works	C16101201	Washington St Bridge Seismic Rehabilitation	89
	C00501204	Rainier Ave Cross-town Connector	350
	C03200503	River Trail - Washington to Lakeville	331
	C16101309	Channelization Lakeville & Pine View Way	215
	C16101601	Road Diet Extension Petaluma Blvd South	30
	C16501412	LED Streetlight Retrofit	769
	C16101519	Rivertrail - 101/Crossing	20
	C16501602	Downtown ADA Improvements	50
	C16101823	Pavement Restoration	1,500
	C16401824	Caulfield Bridge and Extension	285
	C16401925	Citywide Bridge Repair	193
	C16501933	D St. Bridge Improvements	65
	C16101935	Water St. Improvements	200
	C16101936	Petaluma Blvd. N. Guardrail Improvements	70
	e16082012	Payran UST	185
e16101718	Sidewalk Repair Revolving Loan	50	
			<hr style="width: 100%; border: 0.5px solid black;"/> 4,402
Surface Water	C16301413	Capri Creek Re-contouring and Terracing	75
	C16301518	Old Corona Road Water Quality Mitigation	966
	C16301417	Washington Creek Repair & Enhancement	105
	C16301620	Alert2 Stream and Precipitation Gauge Upgrade	15
	C16301722	Petaluma River Flood Management Denman Reach Phase 4	1,307
	C16502030	Corona Reach Linear Channel	122
	C16501931	Trash Capture Device Pilot	60
			<hr style="width: 100%; border: 0.5px solid black;"/> 2,650

## FY 2018-19 CIP Budget by Project

			<u>\$000</u>
Waste Water CIP	C66501003	Manhole Rehabilitation	356
	C66101627	Ellis Creek Bridge	170
	C66501518	CNG Fueling Station Ellis Creek	4,413
	C66501840	Chemical System Upgrade at Ellis Creek Phase 1	980
	C66501308	Chemical System Upgrade at Ellis Creek Phase 2	250
	C66401728	Ellis Creek High Strength Waste Facilities	3,839
	C66501519	Payran Lift Station Upgrade	480
	C66401822	Sewer Main Replacement	2,724
	C66502032	PIPS Forcemain Replacement	30
	C66501828	Ellis Creek Outfall Replacement	<u>2,030</u>
			15,272
Water CIP	C67401916	Wilson-Webster Water Main Replacements	890
	C67401917	Country Club & Victoria Pump Station Improvements	887
	C67501713	Water Service Replacements	<u>1,170</u>
			2,947
<b>TOTAL CIP BUDGET</b>			<b>\$ 29,165</b>



# AIRPORT PROJECTS FY 2018-2019

**AIRPORT CAPITAL IMPROVEMENT PROGRAM BUDGET FY 18-19**

**PROJECT SUMMARY**

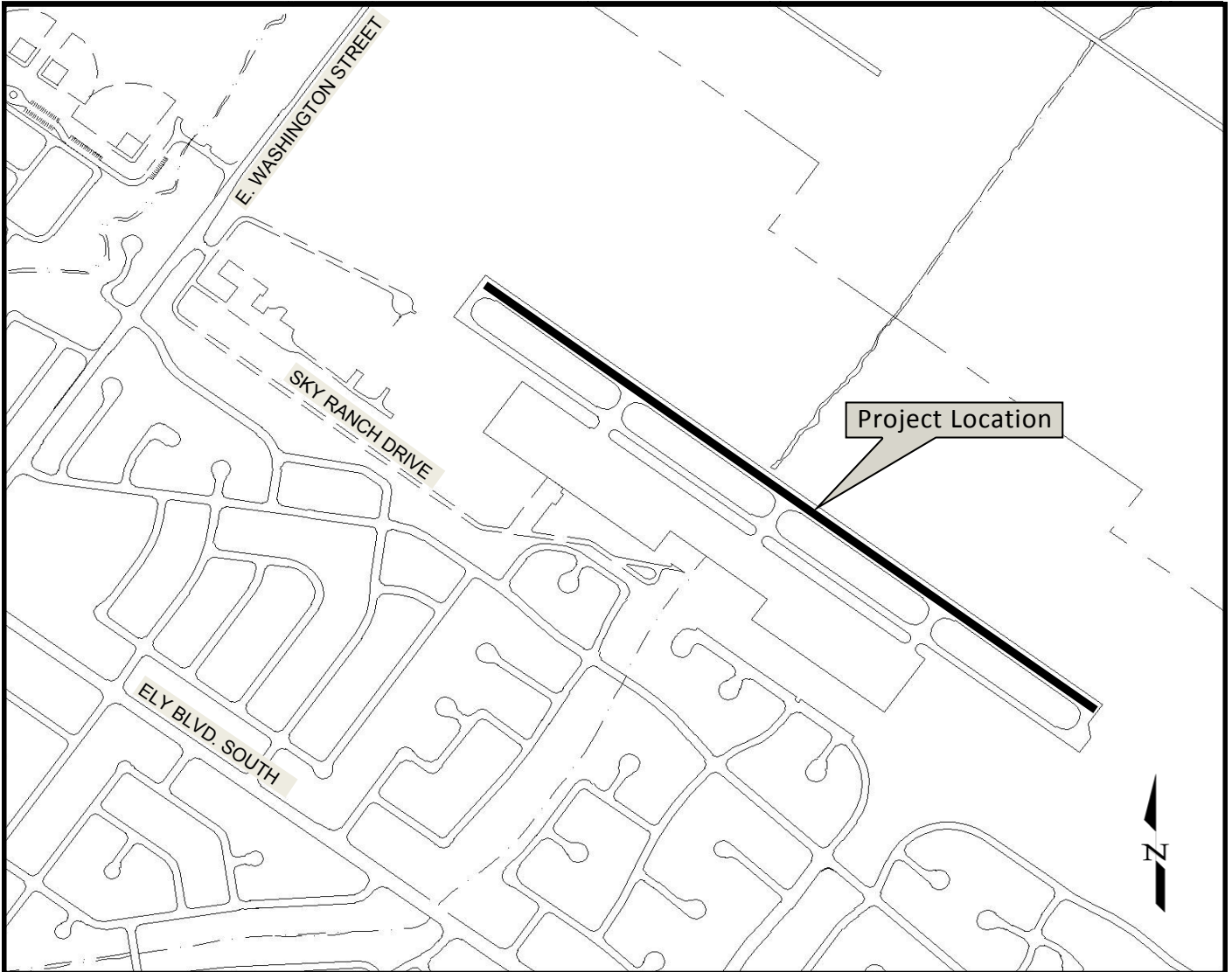
Fund 6190.61999

PROJECTS (dollars in \$000)	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				Total Project Estimate
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
C61501604 Runway Electrical Improvements	-	35	35	18	600	-	-	-	653
C61201806 Hangar Drainage Improvements	-	-	-	51	-	-	-	-	51
C61501907 Airport Monument Sign	-	2	2	44	-	-	-	-	46
C61501913 Airport Security Gate Upgrades	-	-	-	100	-	-	-	-	100
C61501912 Aviation Gas and Fuel Filter Upgrades	-	-	-	142	-	-	-	-	142
C61502009 Taxiway A Rehabilitation	-	-	-	-	-	-	95	-	95
C61502110 Aircraft Parking Apron Rehab	-	-	-	-	-	-	1,482	-	1,482
<b>TOTAL</b>	\$ -	\$ 37	\$ 37	\$ 355	\$ 600	\$ -	\$ 1,577	\$ -	\$ 2,569

**SOURCES (dollars in \$000)**

Airport Operating Fund	\$ -	\$ 2	\$ 2	\$ 337	\$ 48	\$ -	\$ 163	\$ -	\$ 550
State AIP Grant	-	35	35	18	27	-	69	-	149
FAA Grant	-	-	-	-	525	-	1,345	-	1,870
<b>TOTAL</b>	\$ -	\$ 37	\$ 37	\$ 355	\$ 600	\$ -	\$ 1,577	\$ -	\$ 2,569

AIRPORT





**Project Title: Runway Electrical Improvements**

**C61501604**

**PROJECT PURPOSE AND DESCRIPTION**

The project involves replacing the runway edge lights and airfield guidance signs. The current edge lights were installed in 1985 and are becoming obsolete. The electrical improvements will replace the current edge lights with a LED system that will reduce the electrical usage and provide a brighter environment. Replacing the current non-illuminated airfield guidance signs is required by the FAA. This project will be completed in the 19/20 FY and is funded primarily through a FAA grant with match funding through a combination of State grant and Airport Operating Funds.

**FINANCIAL OVERVIEW**

C61501604

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
Planning/Environmental			-	3					3
Land & Easements			-						-
Design		35	35	15					50
Legal Services			-		2				2
Administration			-		2				2
Construction Contracts			-		525				525
Construction Mgmt			-		35				35
Contingency			-		30				30
CIP Overheads			-		6				6
<b>TOTAL USES</b>	-	35	35	18	600	-	-	-	653

**SOURCES (dollars in \$000)**

Airport Operating Fund			-		48				48
State AIP Grant		35	35	18	27				80
FAA Grant			-		525				525
<b>TOTAL FUNDS</b>	-	35	35	18	600	-	-	-	653

**Project Title: Hangar Drainage Improvements**

**C61201806**

**PROJECT PURPOSE AND DESCRIPTION**

The project includes drainage improvements to Hangar 11 by increasing the slope of pavement away from the building. Currently when it rains, Hangar 11A and 11C are prone to flooding. The work will include the removal and replacement of existing concrete and asphalt with positive drainage away from the structure. This project will be completed in the 18/19 FY with Airport Operating Funds.

**FINANCIAL OVERVIEW**

C61201806

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-	5					5
Legal Services			-	1					1
Administration			-	1					1
Construction Contracts			-	33					33
Construction Mgmt			-	5					5
Contingency			-	5					5
CIP Overheads			-	1					1
<b>TOTAL USES</b>	-	-	-	51	-	-	-	-	51
<b>SOURCES (dollars in \$000)</b>									
Airport Operating Fund			-	51					51
<b>TOTAL FUNDS</b>	-	-	-	51	-	-	-	-	51

**Project Title: Airport Monument Sign**

**C61501907**

**PROJECT PURPOSE AND DESCRIPTION**

The project will include the purchase and installation of a new monument sign at the entrance to the Petaluma Airport on Sky Ranch Drive and East Washington Street. City code only allows for one airport sign. Currently there are multiple signs onsite. The new sign will be compliant with City code and sized to allow airport based businesses to include their names. This project will be completed in the 18/19 FY with Airport Operating funds.

**FINANCIAL OVERVIEW**

C61501907

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental		2	2						2
Land & Easements			-						-
Design			-	1					1
Legal Services			-						-
Administration			-						-
Construction Contracts			-	40					40
Construction Mgmt			-	2					2
Contingency			-						-
CIP Overheads			-	1					1
<b>TOTAL USES</b>	-	2	2	44	-	-	-	-	46

**SOURCES (dollars in \$000)**

Airport Operating Fund		2	2	44					46
<b>TOTAL FUNDS</b>	-	2	2	44	-	-	-	-	46

**Project Title: Airport Security Gate Upgrades**

**C61501913**

**PROJECT PURPOSE AND DESCRIPTION**

The current gate openers are becoming obsolete and do not meet the safety standards mandated for the Airport. The actuators need to be replaced for the three hangar gate locations as well as additional security features to meet the requirements of the FAA and enhance airport security. This project is to be completed in FY18/19 using Airport operating funds.

**FINANCIAL OVERVIEW**

C61501913

	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-	1					1
Land & Easements			-	-					-
Design			-	3					3
Legal Services			-	-					-
Administration			-	2					2
Construction Contracts			-	85					85
Construction Mgmt			-	5					5
Contingency			-	3					3
CIP Overheads			-	1					1
<b>TOTAL USES</b>	-	-	-	100	-	-	-	-	100
<b>SOURCES (dollars in \$000)</b>									
Airport Operating Fund			-	100					100
<b>TOTAL FUNDS</b>	-	-	-	100	-	-	-	-	100

**Project Title: Aviation Gas and Fuel Filter Upgrades**

**C61501912**

**PROJECT PURPOSE AND DESCRIPTION**

The Jet A Fuel system requires an update to meet current storage standards. This update includes the current filter vessels for Jet A, a relaxation tank to eliminate static electricity, and a vessel to check the fuel under pressure. The AvGas dispensers require an update to replace the outdated meters currently in use, and installation of an improved filter system. Regal Pacific Aviation Equipment has completed the design for the project with construction to be completed in FY18/19.

**FINANCIAL OVERVIEW**

c61501912

	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				Total Project Estimate
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-	-					-
Design			-	4					4
Legal Services			-	-					-
Administration			-	2					2
Construction Contracts			-	120					120
Construction Mgmt			-	5					5
Contingency			-	10					10
CIP Overheads			-	1					1
<b>TOTAL USES</b>	-	-	-	142	-	-	-	-	142
<b>SOURCES (dollars in \$000)</b>									
Airport Operating Fund			-	142					142
<b>TOTAL FUNDS</b>	-	-	-	142	-	-	-	-	142

**Project Title: Taxiway A Rehabilitation**

**C61502009**

**PROJECT PURPOSE AND DESCRIPTION**

The project involves rehabilitating inner taxiway A. The current pavement condition was rated as Medium to High Severity in the Airport Pavement Management System Report of 2017. There are cracks beginning to form and it is anticipated that, due to the declining pavement condition, rehabilitation should be undertaken in the next two to three years. Work will include dig outs, edge repairs, crack seal and overlay. This project is reimbursable from the Federal Aviation Administration and Caltrans Division of Aeronautics. Design and construction will be completed in FY 21/22 and is funded primarily through a FAA grant with match funding through a combination of State grant and Airport Operating Funds.

**FINANCIAL OVERVIEW**

C61502009

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-				95		95
Legal Services			-						-
Administration			-						-
Construction Contracts			-						-
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	-	-	-	-	-	-	95	-	95

**SOURCES (dollars in \$000)**

Airport Operating Fund			-				13		13
State AIP Grant			-				4		4
FAA Grant			-				78		78
<b>TOTAL FUNDS</b>	-	-	-	-	-	-	95	-	95

**Project Title: Aircraft Parking Apron Rehabilitation**

**C61502110**

**PROJECT PURPOSE AND DESCRIPTION**

The project involves rehabilitating the eastern half of the Aircraft Parking Apron and includes drainage upgrades. The pavement condition was rated as Medium to High in Severity in the Airport Pavement Management System Report of 2017. Current drainage is inadequate and water pools during heavy rains accelerating deterioration of the pavement and necessitating rehabilitation. The Federal Aviation Administration has already paid for design. Construction of this project is reimbursable from the Federal Aviation Administration and Caltrans Division of Aeronautics. Construction is anticipated to occur in FY 21/22.

**FINANCIAL OVERVIEW**

C61502110

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-						-
Legal Services			-				2		2
Administration			-				5		5
Construction Contracts			-				1,200		1,200
Construction Mgmt			-				120		120
Contingency			-				120		120
CIP Overheads			-				35		35
<b>TOTAL USES</b>	-	-	-	-	-	-	1,482	-	1,482
<b>SOURCES (dollars in \$000)</b>									
Airport Operating Fund			-				150		150
State AIP Grant			-				65		65
FAA Grant			-				1,267		1,267
<b>TOTAL FUNDS</b>	-	-	-	-	-	-	1,482	-	1,482





# FACILITIES PROJECTS FY 2018-2019

FACILITIES CAPITAL IMPROVEMENT PROGRAM BUDGET FY 18-19  
 PROJECT SUMMARY  
 Fund 3110.31100

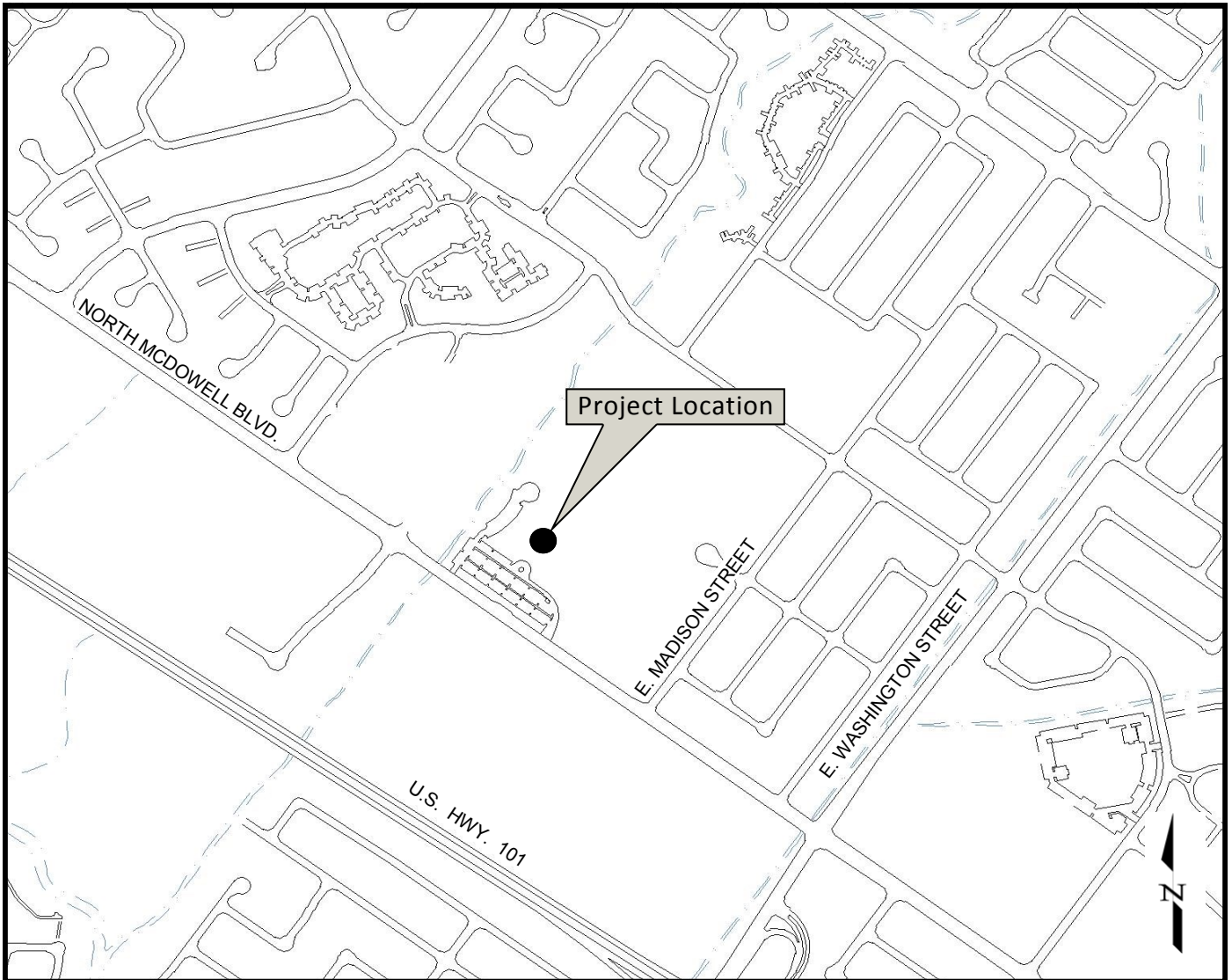
PROJECTS (dollars in \$000)	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				Total Project Estimate
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
C16201304 Community Center Interior Repairs	34	94	128	388	-	-	-	-	516
C11201705 Police Department HVAC Replacement	1	5	6	96	-	-	-	-	102
C11201501 Petaluma Library & Museum Seismic Retrofit	53	-	53	-	159	3,486	-	-	3,698
C11501910 Community Center Parking Lot Rehabilitation	7	197	204	196	-	-	-	-	400
C00300405 Remodel of Fire Stations #2 & #3	98	30	128	206	-	-	-	-	334
C11201912 Field Office Roof Replacement	-	-	-	115	-	-	-	-	115
C11201913 Secure Equipment Storage and Bike Barn	-	-	-	48	-	-	-	-	48
C11201603 Library Roof Replacement	-	-	-	80	-	-	-	-	80
C11501911 Reserve Apparatus Storage	-	-	-	-	50	-	-	-	50
C11202014 Cavanagh Roof Replacement	-	-	-	-	186	-	-	-	186
C11502015 Electric Vehicle Chargers	-	-	-	-	66	111	6	6	189
<b>TOTAL</b>	\$ 193	\$ 326	\$ 519	\$ 1,129	\$ 461	\$ 3,597	\$ 6	\$ 6	\$ 5,718

**SOURCES (dollars in \$000)**

General Fund	\$ -	\$ -	\$ -	\$ 48	\$ -	\$ -	\$ -	\$ -	\$ 48
Fire Suppression Impact Fees	98	-	98	-	10	-	-	-	108
Transient Occupancy Tax	106	1,110	1,216	213	-	-	-	-	1,429
Water Capital	-	-	-	115	-	-	-	-	115
Undetermined	-	-	-	-	409	3,597	6	6	4,018
<b>TOTAL</b>	\$ 204	\$ 1,110	\$ 1,314	\$ 376	\$ 419	\$ 3,597	\$ 6	\$ 6	\$ 5,718

COMMUNITY CENTER INTERIOR REPAIRS

FACILITIES



**Project Title: Community Center Interior Repairs**

**C16201304**

**PROJECT PURPOSE AND DESCRIPTION**

The project will make repairs to the building’s interior which has been damaged by roof leaks. Water damaged the ceiling tiles, walls, and flooring. The extent of the repairs needed to replace the dry wall will be determined during removal of the damaged area when the joists are exposed. Work will then include any repair of dry rot, along with new drywall, wall coverings or painting, replacement of ceiling tiles and replacement of flooring starting with the damaged areas but may include the entire community center depending on remaining funds after other repairs. These repairs are necessary to maintain the well-used community center. The project will be completed in FY 18/19 and is funded by Transient Occupancy Tax.

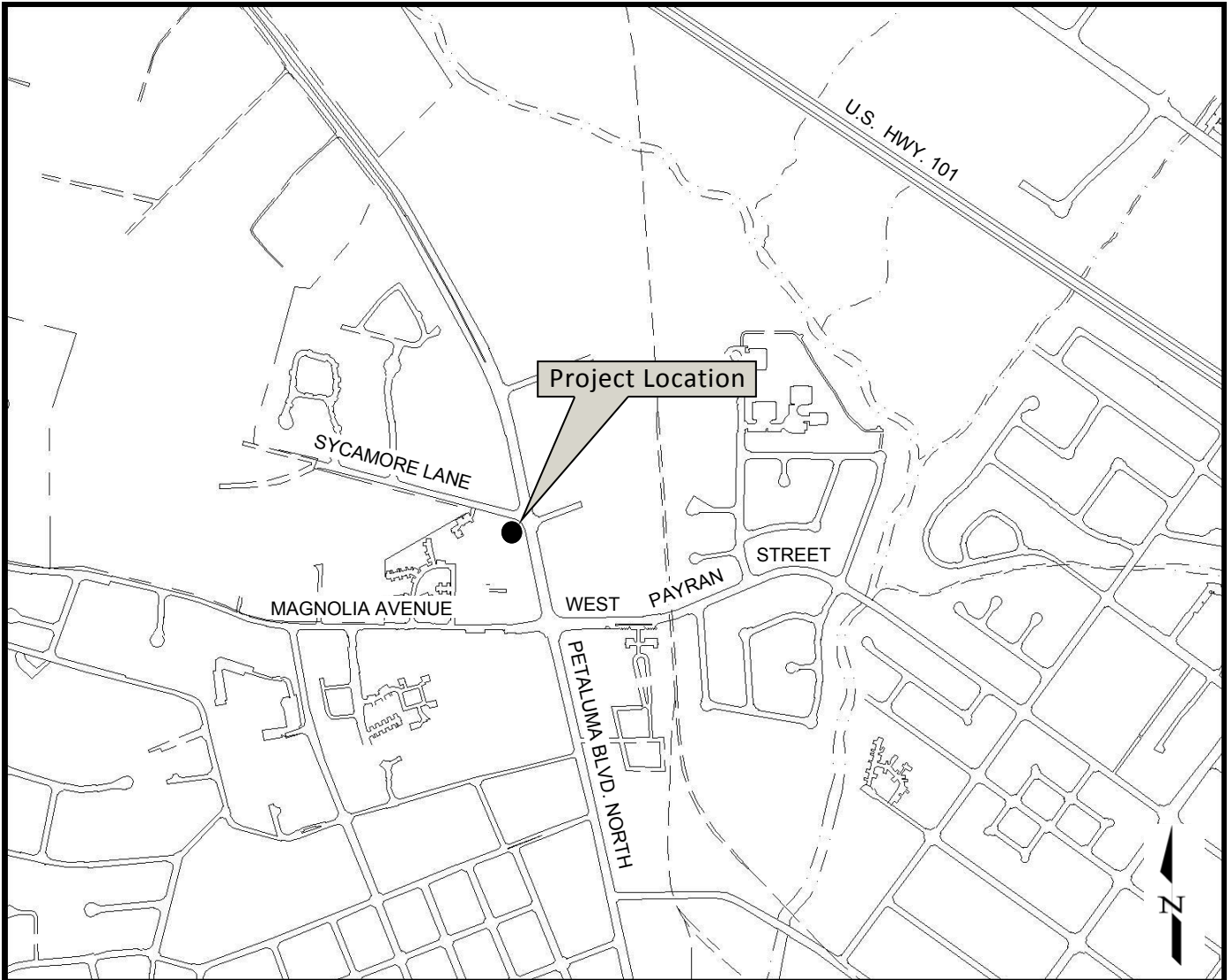
**FINANCIAL OVERVIEW**

C16201304

	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				Total Project Estimate
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	3	17	20						20
Land & Easements			-						-
Design	10	10	20	10					30
Legal Services			-						-
Administration			-						-
Construction Contracts	20	53	73	330					403
Construction Mgmt		7	7	15					22
Contingency		5	5	25					30
CIP Overheads	1	2	3	8					11
<b>TOTAL USES</b>	<b>34</b>	<b>94</b>	<b>128</b>	<b>388</b>	-	-	-	-	<b>516</b>
<b>SOURCES (dollars in \$000)</b>									
Transient Occupancy Tax	50	466	516						516
<b>TOTAL FUNDS</b>	<b>50</b>	<b>466</b>	<b>516</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>516</b>

**POLICE STATION HVAC REPLACEMENT**

**FACILITIES**



**Project Title: Police Department HVAC Replacement**

**C11201705**

**PROJECT PURPOSE AND DESCRIPTION**

Selected HVAC units were replaced in 2011. The remaining HVAC units were installed in 1985 and are beyond their expected life and need to be replaced. The new more energy-efficient HVAC units will be installed in FY 18/19 and are funded by Transient Occupancy Tax.

**FINANCIAL OVERVIEW**

C11201705

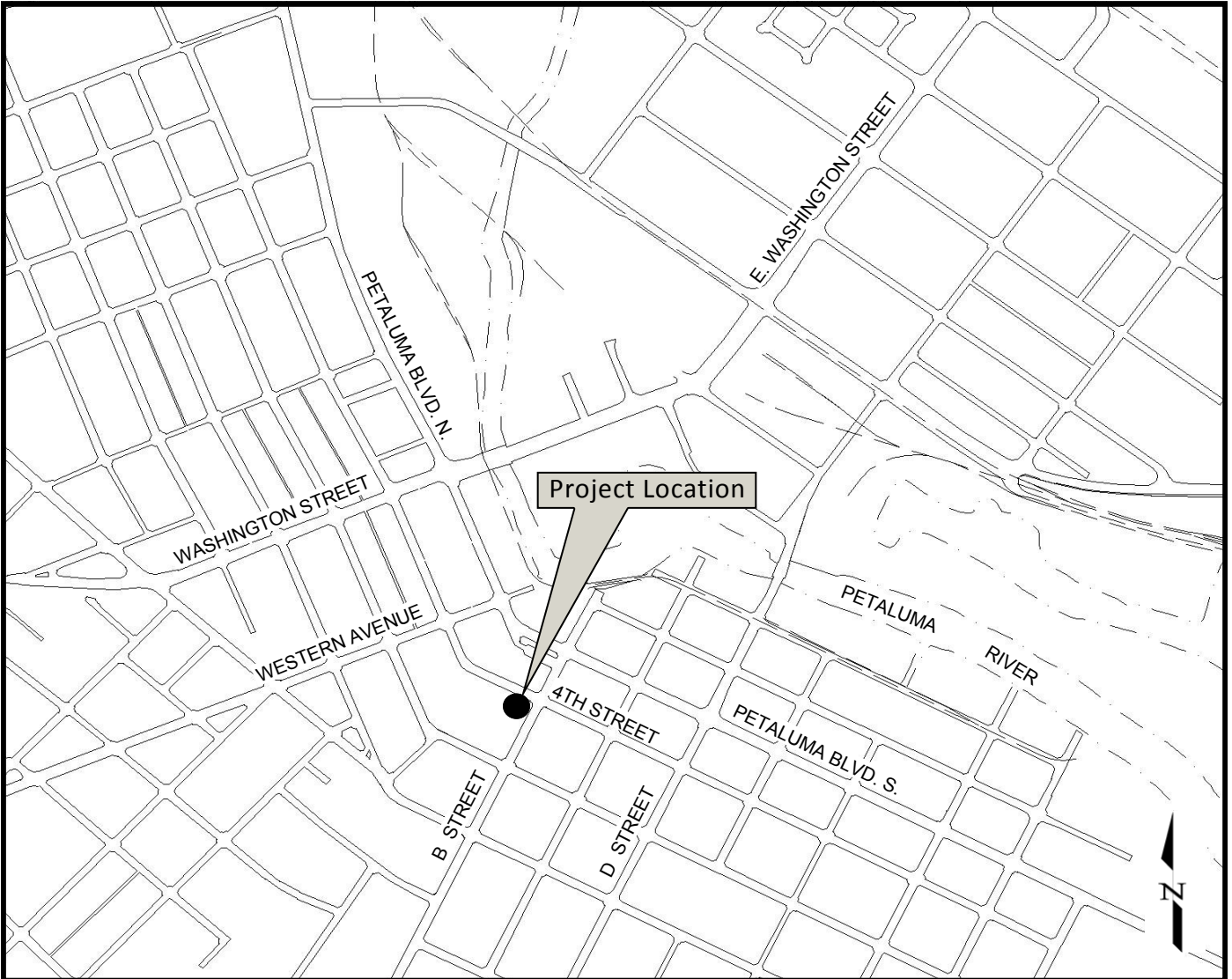
	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design	1	5	6						6
Legal Services			-						-
Administration			-	1					1
Construction Contracts			-	80					80
Construction Mgmt			-	5					5
Contingency			-	8					8
CIP Overheads			-	2					2
<b>TOTAL USES</b>	<b>1</b>	<b>5</b>	<b>6</b>	<b>96</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>102</b>

**SOURCES (dollars in \$000)**

Transient Occupancy Tax	1	94	95	7					102
<b>TOTAL FUNDS</b>	<b>1</b>	<b>94</b>	<b>95</b>	<b>7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>102</b>

PETALUMA LIBRARY & MUSEUM SEISMIC RETROFIT

FACILITIES



**Project Title: Petaluma Library & Museum Seismic Retrofit**

**C11201501**

**PROJECT PURPOSE AND DESCRIPTION**

The Petaluma Library and Museum, housed in the 1906 Carnegie Library building and listed on the National Register of Historic Places, is in need of seismic retrofitting and rehabilitation. The funds allocated in FY 15/16 were used to analyze and document the existing conditions and provide a summary report of recommended improvements and engineer estimates which can be used to seek grants and other funding. Future year's project costs encompass the seismic retrofit for historical renovation and replacement or improvement of various building systems. Funding for future years has not yet been identified.

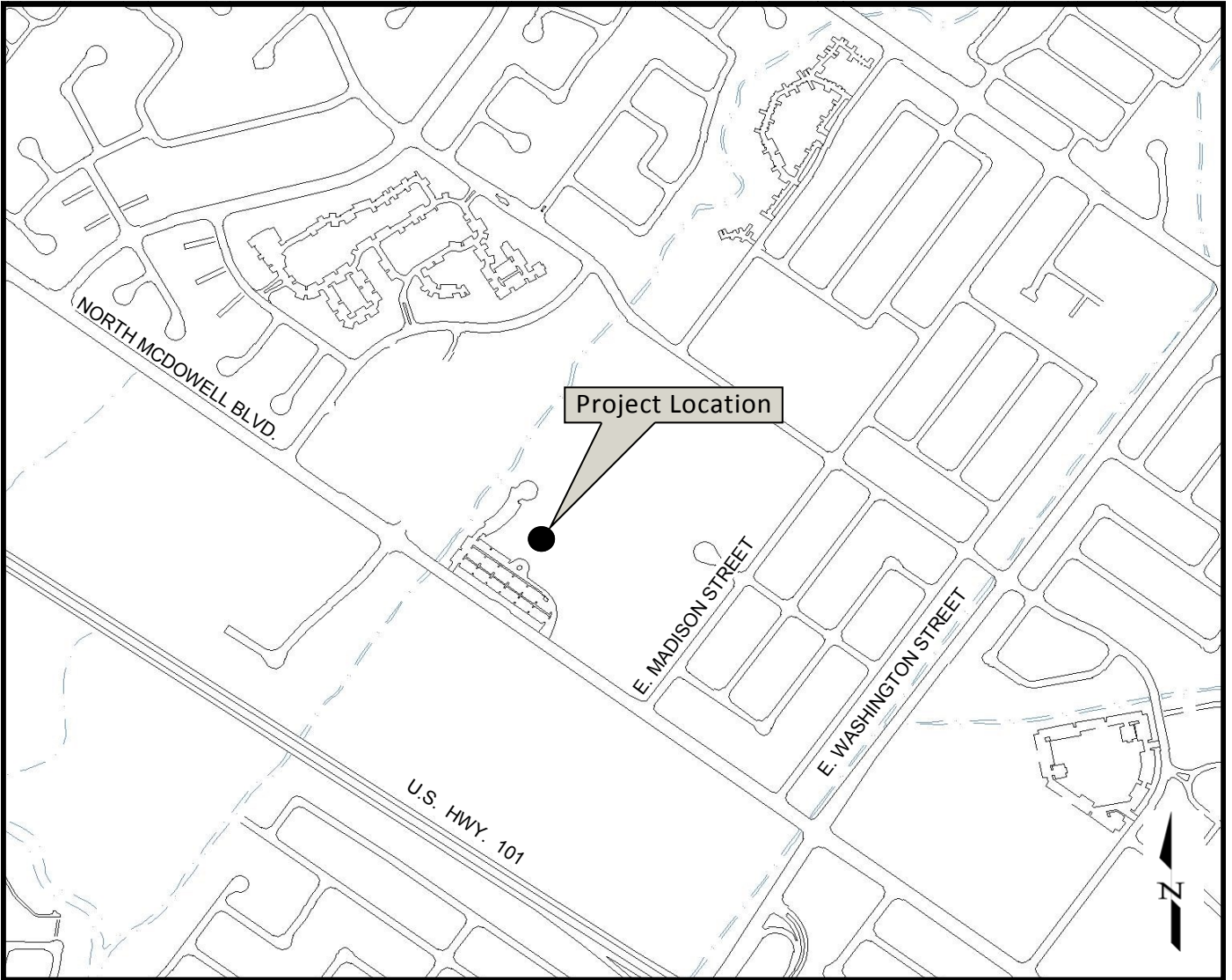
**FINANCIAL OVERVIEW**

C11201501

	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-		25				25
Land & Easements			-		-				-
Design	52		52		100				152
Legal Services			-		25				25
Administration			-		5				5
Construction Contracts			-			3,000			3,000
Construction Mgmt			-			100			100
Contingency			-			300			300
CIP Overheads	1		1		4	86			91
<b>TOTAL USES</b>	<b>53</b>	<b>-</b>	<b>53</b>	<b>-</b>	<b>159</b>	<b>3,486</b>	<b>-</b>	<b>-</b>	<b>3,698</b>
<b>SOURCES (dollars in \$000)</b>									
Transient Occupancy Tax	55		55						55
Undetermined			-		157	3,486			3,643
<b>TOTAL FUNDS</b>	<b>55</b>	<b>-</b>	<b>55</b>	<b>-</b>	<b>157</b>	<b>3,486</b>	<b>-</b>	<b>-</b>	<b>3,698</b>

COMMUNITY CENTER PARKING LOT

FACILITIES





**PROJECT TITLE: Community Center Parking Lot Rehabilitation**

**C11501910**

**PROJECT PURPOSE AND DESCRIPTION**

The Community Center parking lot has deteriorated over time due to significant tree root intrusion. There are significant damages to the concrete sidewalk, pathway, curbs and gutters around the parking lot. Additionally, street level lights for the connected pathway to the building are ineffective as the trees adjacent to the island area block the light. This project scope includes rehabilitation of the parking lot by excavating and removing tree roots from the parking area, installing aggregate base, repairing/replacing sidewalks and pathways, removing trees on the islands for pathway lighting, improving ADA accessibility and overlaying the parking area. This project was rescheduled for later in FY 17/18 and into FY 18/19 so as to not obstruct or interfere with the Miracle Field project.

**FINANCIAL OVERVIEW**

C11501910

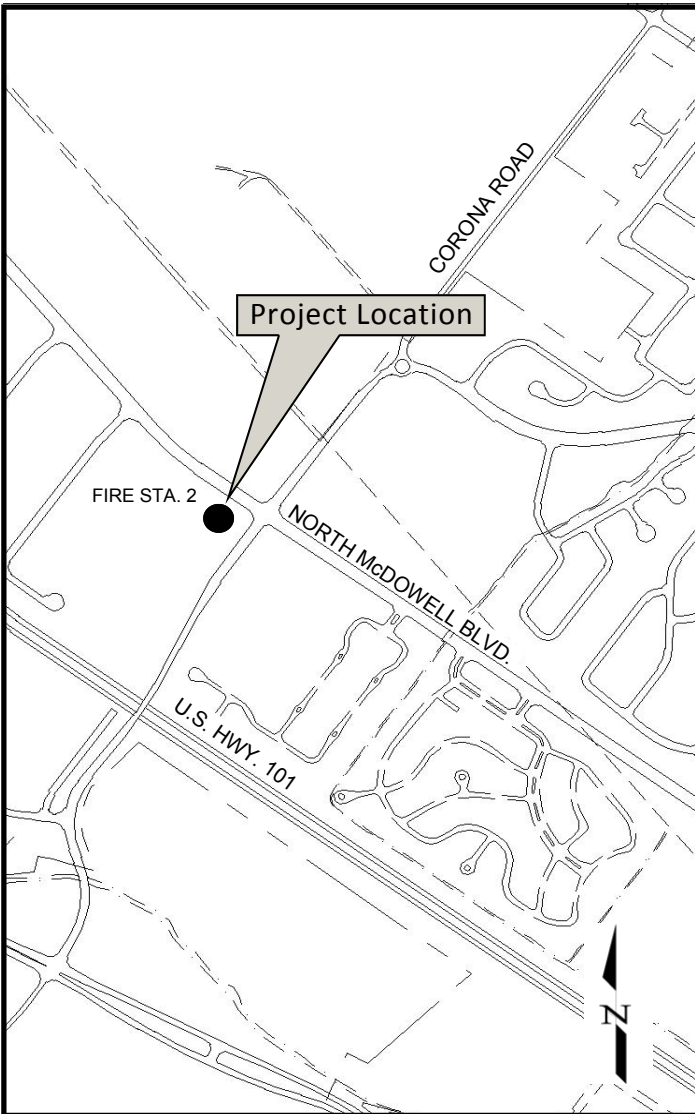
	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design	6	10	16						16
Legal Services		1	1						1
Administration		1	1						1
Construction Contracts		180	180	160					340
Construction Mgmt		5	5	5					10
Contingency			-	29					29
CIP Overheads	1		1	2					3
<b>TOTAL USES</b>	<b>7</b>	<b>197</b>	<b>204</b>	<b>196</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>400</b>

**SOURCES (dollars in \$000)**

Transient Occupancy Tax		400	400						400
<b>TOTAL FUNDS</b>	<b>-</b>	<b>400</b>	<b>400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>400</b>

REMODEL FIRE STATIONS #2 & #3

FIRE



**Project Title: Remodel of Fire Stations #2 & #3**

**C00300405**

**PROJECT PURPOSE AND DESCRIPTION**

Fire Stations 2 and 3 (FS2 & FS3) will be reconfigured and expanded to accommodate a growing and diverse workforce by adding on to the existing building footprints. These stations are ideally located to provide maximum emergency response coverage to the community. A “Standards of Coverage” optimization study was completed in conjunction with the Office of the California State Fire Marshal and the State Fire Training Academy which confirms this geographic analysis. These facilities need to remain in their current locations, but they are in need of modernization and reconfiguration in order to support the mission and values of the Department. The improved facilities will provide adequate accommodations for a diverse workforce, including another bathroom. This work will be completed in FY18/19.

**FINANCIAL OVERVIEW**

C00300405

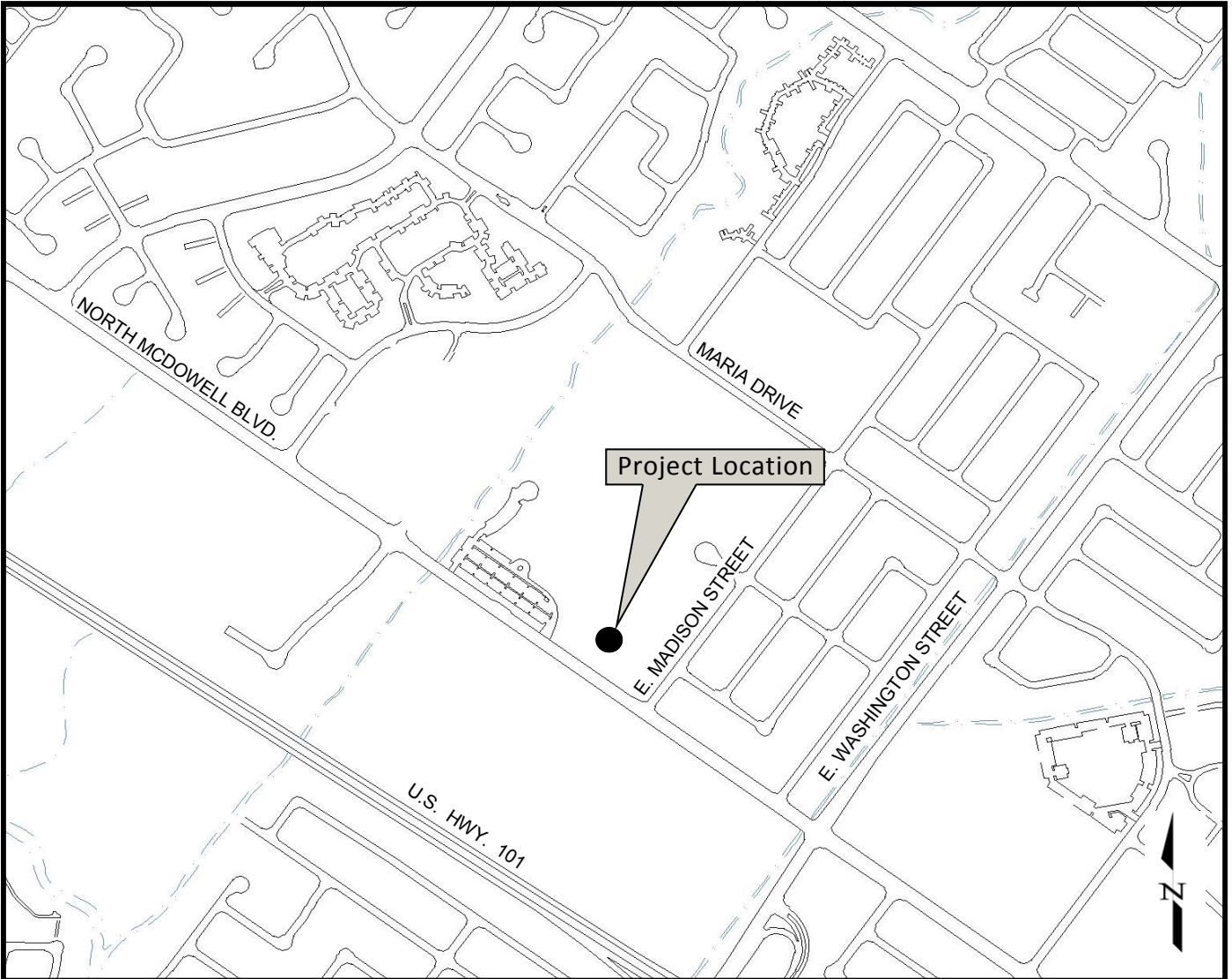
	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design	97	30	127	5					132
Legal Services			-						-
Administration			-						-
Construction Contracts			-	166					166
Construction Mgmt			-	15					15
Contingency			-	18					18
CIP Overheads	1		1	2					3
<b>TOTAL USES</b>	<b>98</b>	<b>30</b>	<b>128</b>	<b>206</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>334</b>

**SOURCES (dollars in \$000)**

Fire Suppression Impact Fees	98		98						98
Transient Occupancy Tax		150	150	86					236
<b>TOTAL FUNDS</b>	<b>98</b>	<b>150</b>	<b>248</b>	<b>86</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>334</b>

**WATER FIELD OFFICE ROOF REPLACEMENT**

**FACILITIES**



**PROJECT TITLE: Field Office Roof Replacement**

**C11201912**

**PROJECT PURPOSE AND DESCRIPTION**

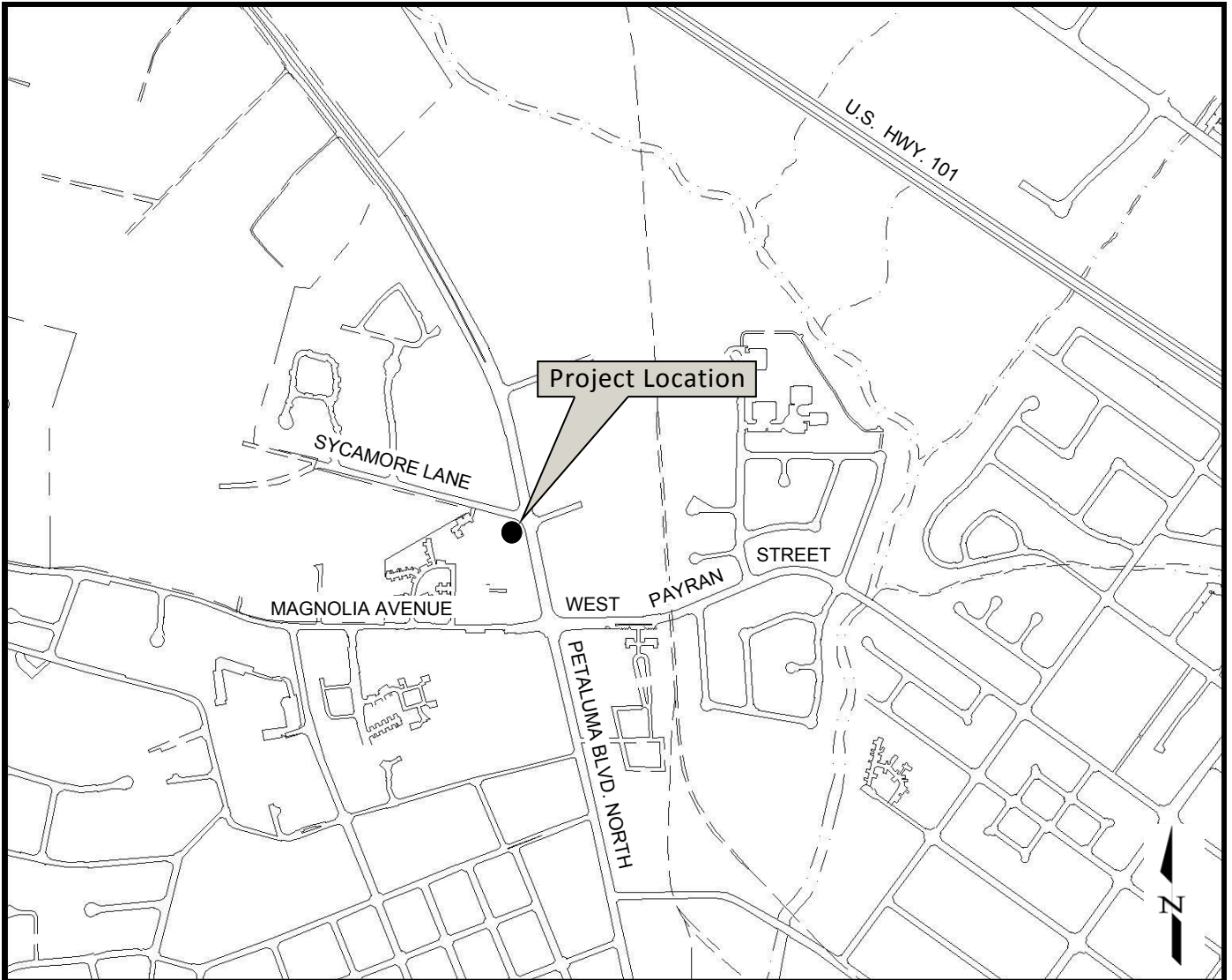
The Field Office roof needs replacement. The roof is 14 years old and the material is failing. A warranty claim has been filed.

**FINANCIAL OVERVIEW**

C11201912	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				Total Project Estimate
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-	10					10
Legal Services			-	-					-
Administration			-	5					5
Construction Contracts			-	80					80
Construction Mgmt			-	5					5
Contingency			-	10					10
CIP Overheads			-	5					5
<b>TOTAL USES</b>	-	-	-	115	-	-	-	-	115
<b>SOURCES (dollars in \$000)</b>									
Water Capital				115					115
<b>TOTAL FUNDS</b>	-	-	-	115	-	-	-	-	115

POLICE STATION

FACILITIES



**Project Title: Secure Equipment Storage and Bike Barn**

**C11201913**

**PROJECT PURPOSE AND DESCRIPTION**

Additional lockers for patrol equipment and a keyless entry Bike Barn are proposed for the Police Department. The recommendations were made by the Peace Officer Standards and Training (POST) and the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA).

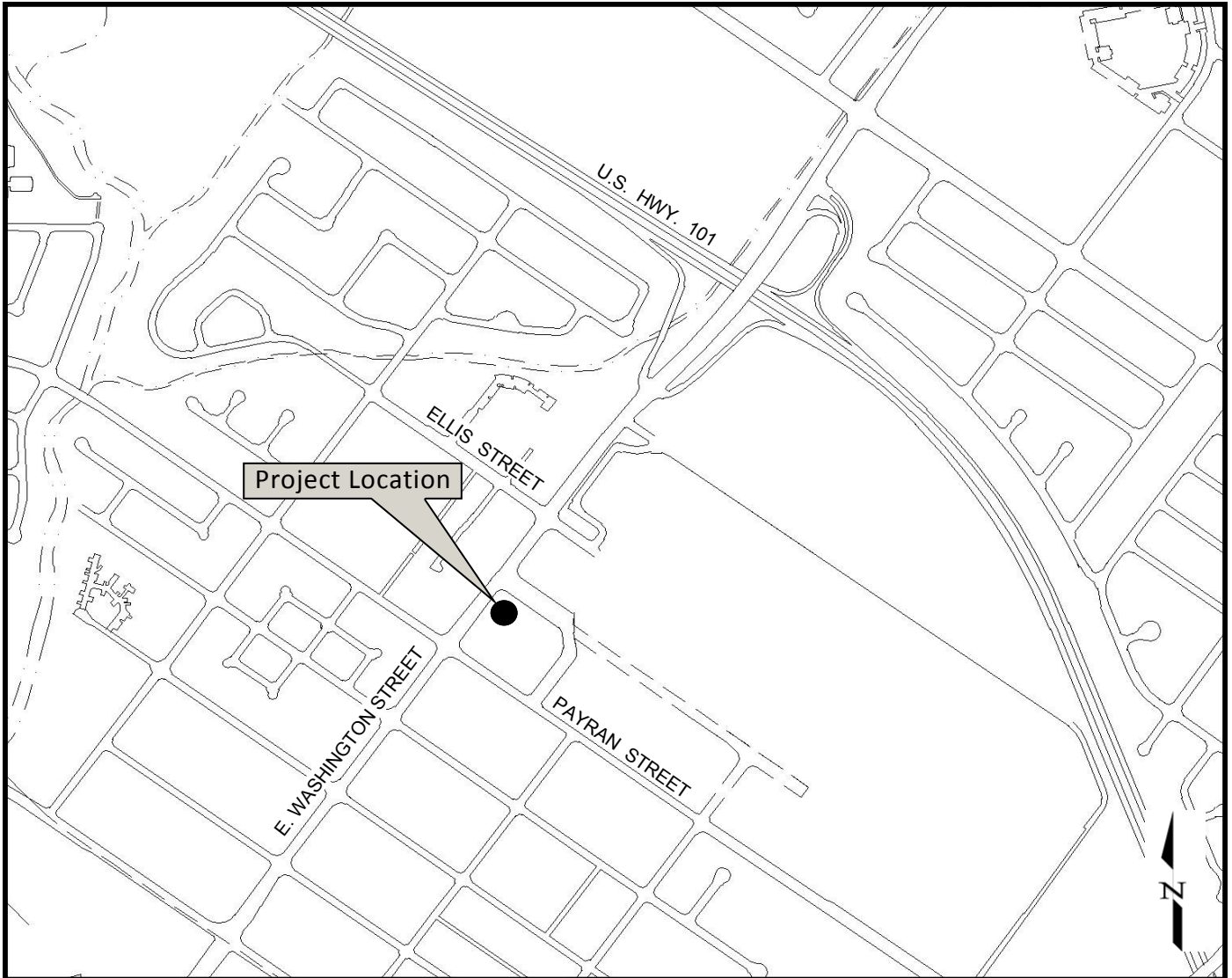
**FINANCIAL OVERVIEW**

C11201913

	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				Total Project Estimate
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-	1					1
Land & Easements			-	-					-
Design			-	5					5
Legal Services			-	-					-
Administration			-	1					1
Construction Contracts			-	30					30
Construction Mgmt			-	5					5
Contingency			-	5					5
CIP Overheads			-	1					1
<b>TOTAL USES</b>	-	-	-	48	-	-	-	-	48
<b>SOURCES (dollars in \$000)</b>									
General Fund			-	48					48
<b>TOTAL FUNDS</b>	-	-	-	48	-	-	-	-	48

**LIBRARY ROOF REPLACEMENT**

**FACILITIES**





**PROJECT TITLE: Library Roof Replacement**

**C11201603**

**PROJECT PURPOSE AND DESCRIPTION**

The library roof is beyond its expected life and needs to be replaced. Facilities Maintenance staff repair the intermittent leaks annually which is paid for from the Facilities Operating budget. The City and County Library have a lease agreement which places the roof replacement responsibility with the City. This project is scheduled for FY 18/19 and will be funded by Transient Occupancy Tax.

**FINANCIAL OVERVIEW**

C11201603

	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-	1					1
Land & Easements			-	-					-
Design			-	6					6
Legal Services			-	-					-
Administration			-	2					2
Construction Contracts			-	58					58
Construction Mgmt			-	6					6
Contingency			-	5					5
CIP Overheads			-	2					2
<b>TOTAL USES</b>		-	-	80	-	-	-	-	80
<b>SOURCES (dollars in \$000)</b>									
Transient Occupancy Tax			-	80					80
<b>TOTAL FUNDS</b>		-	-	80	-	-	-	-	80



**Project Title: Reserve Apparatus Storage**

**C11501911**

**PROJECT PURPOSE AND DESCRIPTION**

The Fire Department is in the process of upgrading its frontline apparatus to include a new ladder truck, an engine and two ambulances. The replacement of these vehicles will provide a surplus of apparatus, some of which will still be utilized in various ways. The majority of the former front-line apparatus will be stored as reserve vehicles and used as relief when the newer front-line vehicles need maintenance or repair. The remainder of the older vehicles will be sold at surplus. Due to the lack of indoor vehicle storage at the three fire station locations, and no other storage facility options in the City, it will become necessary to shelter the reserve fleet in newly created outdoor protective housing. The housing will consist of permanent, lightweight structures designed for easy assembly and installation by the manufacturer and sized to accommodate the fleet of reserve apparatus. These structures can be installed at various locations in the City to accommodate the reserve fleet. This work will occur in FY 19/20.

**FINANCIAL OVERVIEW**

C11501911

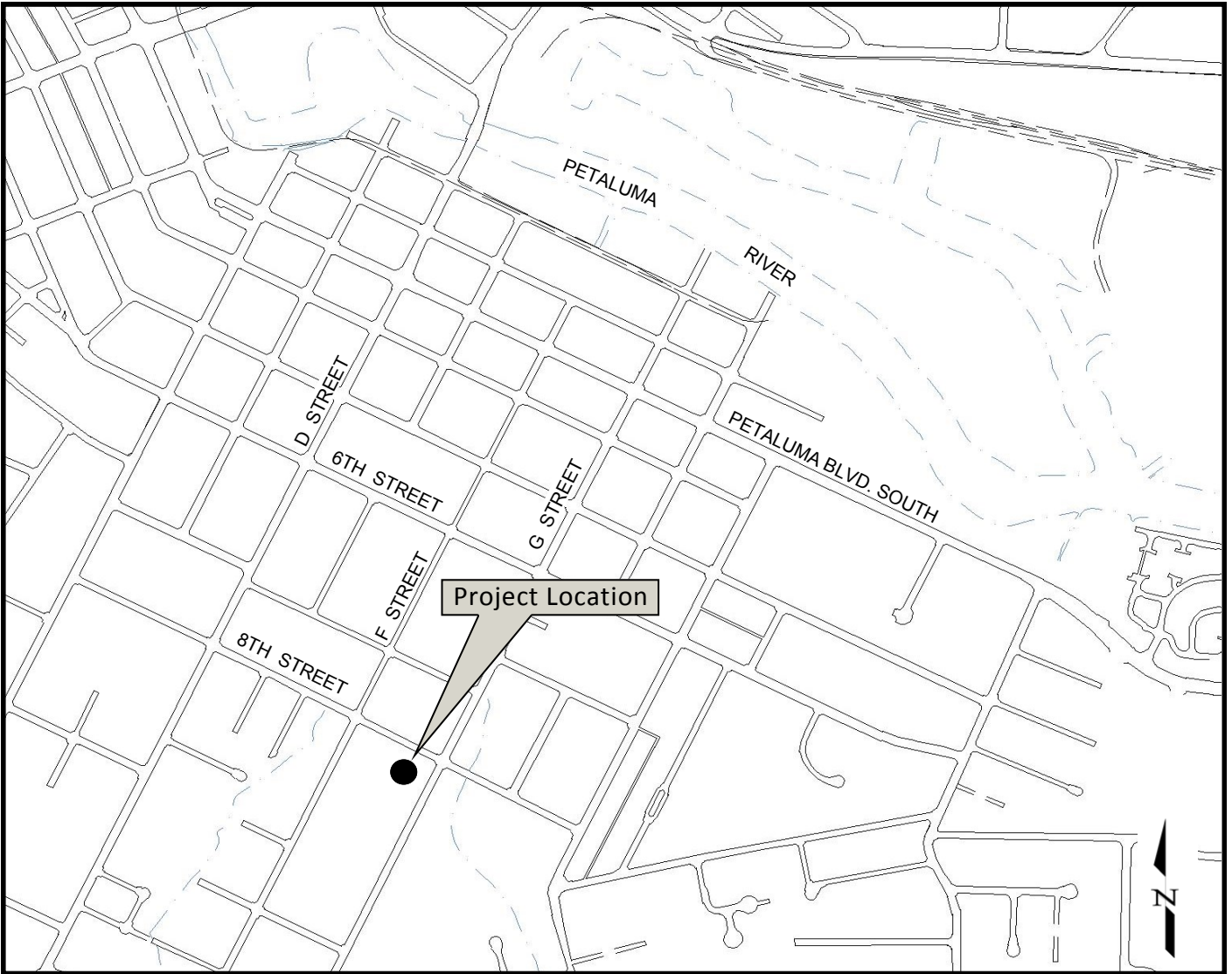
	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-						-
Legal Services			-						-
Administration			-						-
Construction Contracts			-		50				50
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	-	-	-	-	50	-	-	-	50

**SOURCES (dollars in \$000)**

Fire Suppression Impact Fees			-		10				10
Transient Occupancy Tax			-	40					40
<b>TOTAL FUNDS</b>	-	-	-	40	10	-	-	-	50

CAVANAGH ROOF REPLACEMENT

FACILITIES



**Project Title: Cavanagh Roof Replacement**

**C11202014**

**PROJECT PURPOSE AND DESCRIPTION**

The Cavanaugh Center's roof is beyond its expected life and needs to be replaced. Portions of the eaves over the pool have rotted and cannot be repaired.

**FINANCIAL OVERVIEW**

C11202014	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				Total Project Estimate
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-		-				-
Land & Easements			-		-				-
Design			-		8				8
Legal Services			-		-				-
Administration			-		5				5
Construction Contracts			-		143				143
Construction Mgmt			-		10				10
Contingency			-		15				15
CIP Overheads			-		5				5
<b>TOTAL USES</b>	-	-	-	-	186	-	-	-	186
<b>SOURCES (dollars in \$000)</b>									
Undetermined			-		186				186
<b>TOTAL FUNDS</b>	-	-	-	-	186	-	-	-	186

**Project Title: Electric Vehicle Chargers**

**C11502015**

**PROJECT PURPOSE AND DESCRIPTION**

The Bay Area Air Quality Management District (BAAQMD) should award a grant for the purchase and installation of four electric vehicle chargers. Seventy-five percent of the project costs will be provided by the City. Funding for additional planning and design will support the investigation and documentation of existing electrical capacity to prioritize Electric Vehicle Charger installation at city facilities.

**FINANCIAL OVERVIEW**

C11502015

	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-		5				5
Land & Easements			-		-				-
Design			-		5				5
Legal Services			-		-				-
Administration			-		5	3	6	6	20
Construction Contracts			-		47	86			133
Construction Mgmt			-		1	10			11
Contingency			-		2	9			11
CIP Overheads			-		1	3			4
<b>TOTAL USES</b>	-	-	-	-	66	111	6	6	189
<b>SOURCES (dollars in \$000)</b>									
Undetermined			-		66	111	6	6	189
<b>TOTAL FUNDS</b>	-	-	-	-	66	111	6	6	189

# PARKS PROJECTS FY 2018-2019

**PARKS CAPITAL IMPROVEMENT PROGRAM BUDGET FY 18-19**

**PROJECT SUMMARY**

Fund 3140.31400

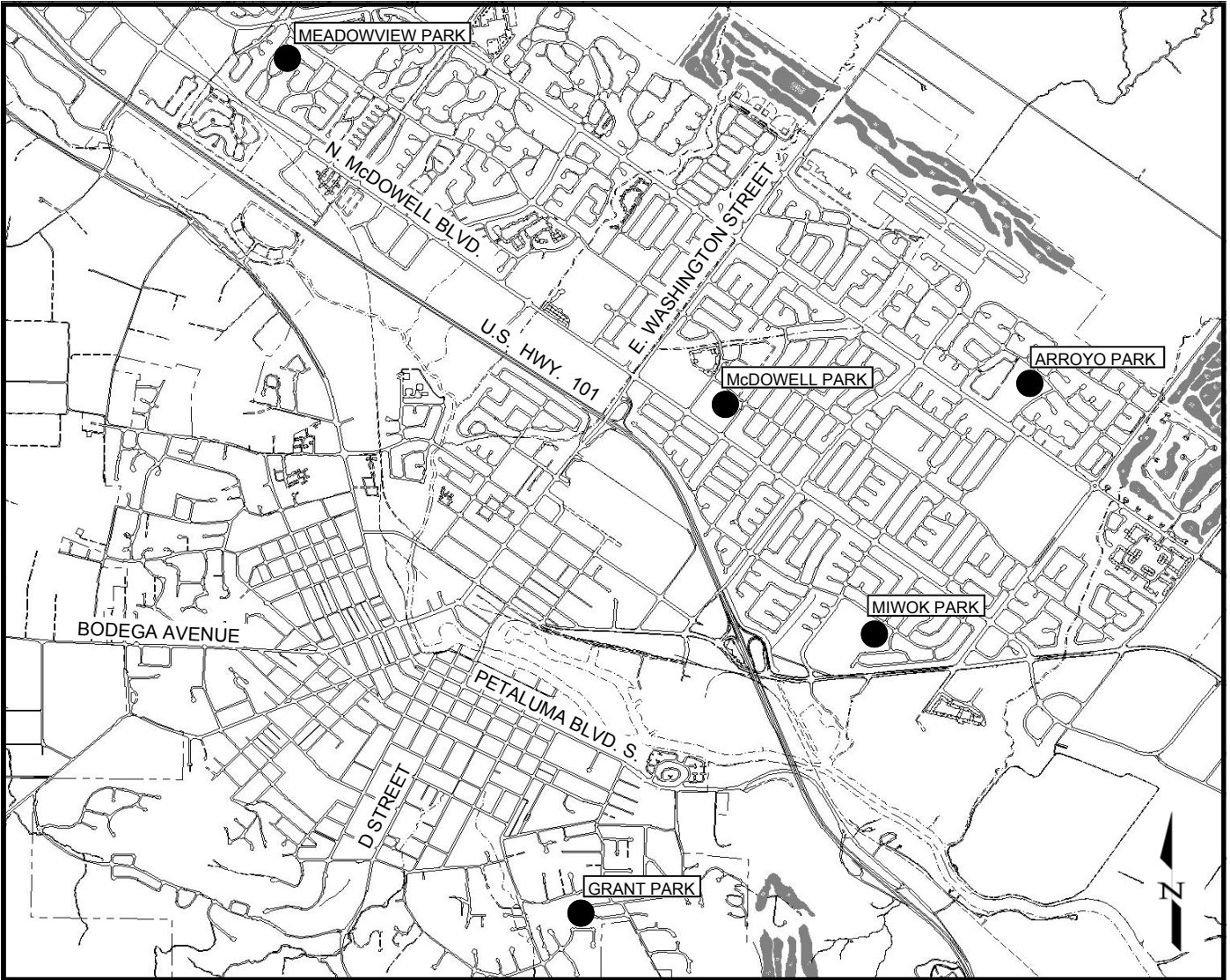
PROJECTS (dollars in \$000)	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				Total Project Estimate
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
C00400205 Playground Replacements	\$ 270	\$ 126	\$ 396	\$ -	\$ 68	\$ -	\$ 68	\$ -	\$ 532
C14501607 Petaluma Community Sports Fields Baseball Diamond	80	332	412	2,410	3,280	-	-	-	6,102
<b>TOTAL</b>	\$ 350	\$ 458	\$ 808	\$ 2,410	\$ 3,348	\$ -	\$ 68	\$ -	\$ 6,634

**SOURCES (dollars in \$000)**

Parkland Impact Fees	\$ 190	\$ 257	\$ 447	\$ 2,410	\$ 1,250	\$ -	\$ -	\$ -	\$ 4,107
Housing Related Parks Prog Grant	100	68	168	-	-	-	-	-	168
Bonds - Savings from Refinancing	-	62	62	-	68	-	68	-	198
Donations/Developer Contributions	61	-	61	-	-	-	-	-	61
Undetermined	-	-	-	-	2,100	-	-	-	2,100
<b>TOTAL</b>	\$ 351	\$ 387	\$ 738	\$ 2,410	\$ 3,418	\$ -	\$ 68	\$ -	\$ 6,634

PLAYGROUND REPLACEMENT

PARKS AND RECREATION



● Project Locations



**PROJECT TITLE: Playground Replacements**

**C00400205**

**PROJECT PURPOSE AND DESCRIPTION**

Playgrounds must meet Federal standards including the Americans with Disability Act. The City has replaced twelve playgrounds to date including the recently replaced equipment at Meadowview and Arroyo Parks. Several playgrounds are left to replace, and include: Bond, Anna's Meadow, Grant, Miwok and McDowell. Additionally, several playgrounds require new ground cover that will provide for increased safety and accessibility. These parks include: Bond, Wiseman, Kenilworth, and Westridge. Playgrounds are replaced as funding becomes available. In 2014 the City refinanced Redevelopment Bonds. Savings from that effort are distributed to the various taxing entities, including the City of Petaluma and the County of Sonoma. Petaluma's share of these savings is estimated at an average of \$34,000 per year, and is assigned for use in funding one playground replacement project every other year. Future replacements will advance as funding becomes available.

**FINANCIAL OVERVIEW**

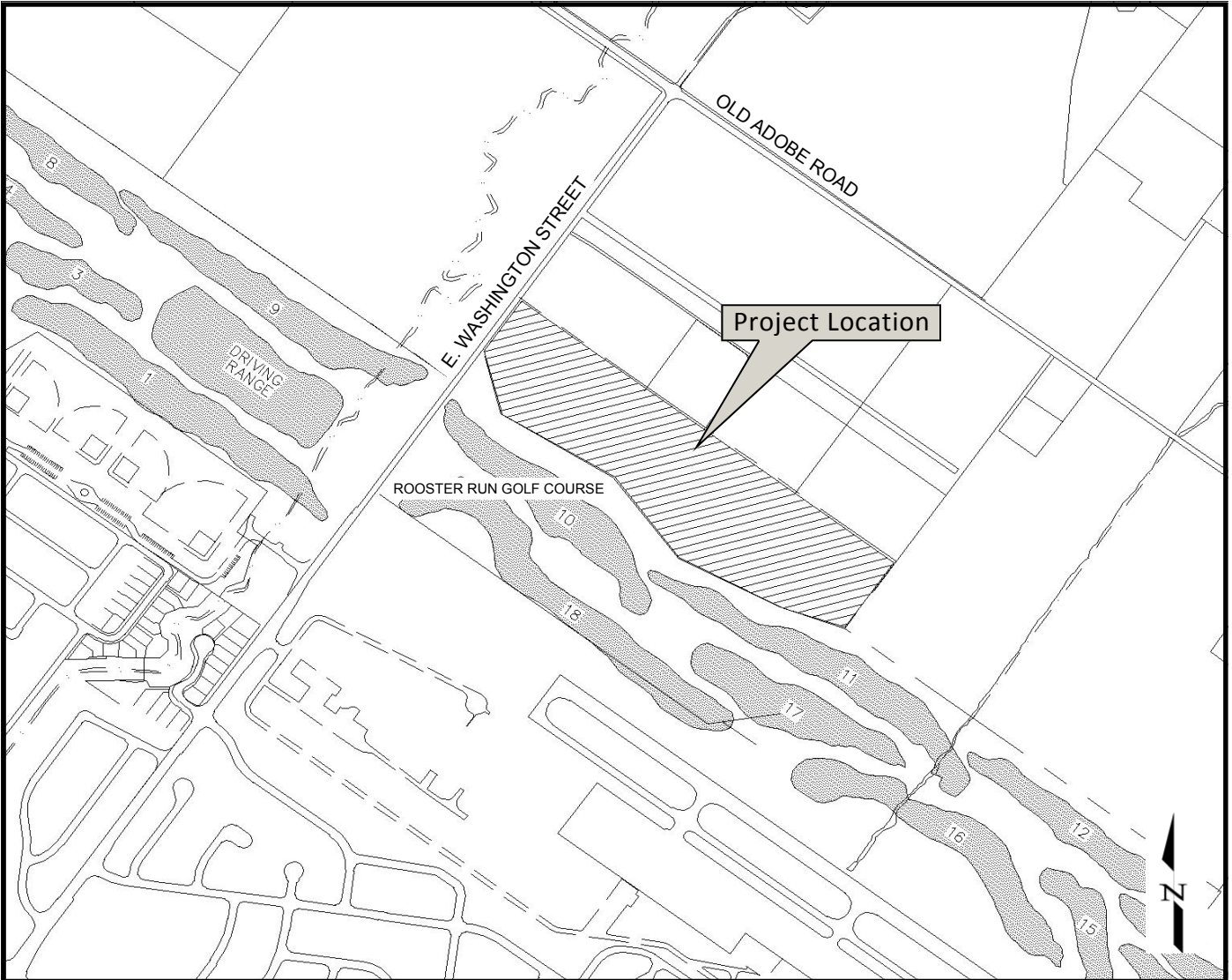
C00400205

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	5		5						5
Land & Easements			-						-
Design			-						-
Legal Services			-						-
Administration			-						-
Construction Contracts	258	126	384		68		68		520
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads	7		7						7
<b>TOTAL USES</b>	<b>270</b>	<b>126</b>	<b>396</b>	<b>-</b>	<b>68</b>	<b>-</b>	<b>68</b>	<b>-</b>	<b>532</b>

**SOURCES (dollars in \$000)**

Parkland Impact Fees	105		105						105
Housing Related Parks Prog Grant	100	68	168						168
Bonds - Savings from Refinancing		62	62		68		68		198
Donations/Developer Contributions	61		61						61
<b>TOTAL FUNDS</b>	<b>266</b>	<b>130</b>	<b>396</b>	<b>-</b>	<b>68</b>	<b>-</b>	<b>68</b>	<b>-</b>	<b>532</b>

PETALUMA COMMUNITY SPORTS FIELDS BASEBALL DIAMOND PARKS AND RECREATION



**PROJECT TITLE: Petaluma Community Sports Fields Baseball Diamond C14501607**

**PROJECT PURPOSE AND DESCRIPTION**

In addition to the baseball diamond, this project includes the filling of the existing wetland area, provided permitting can be obtained for either on-site or off-site mitigation. The estimate for wetland mitigation is subject to change pending the ratio (i.e. 1:1, 2:1, and 3:1) requirements set by the regulatory agencies. Wetland mitigation is the first step to allow construction of the baseball diamonds. The construction costs for the baseball diamond are planning level estimates. Refined costs will be obtained as the design progresses. All funding is expected to be from Parkland Impact Fees although adequate funds have not yet accumulated for full construction. Future phases of this project will include a softball field, a little league sized baseball field and additional amenities.

**FINANCIAL OVERVIEW**

C14501607

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental Land & Easements	18	20	38						38
Design	58	306	364						364
Legal Services			-						-
Administration			-						-
Construction Contracts			-	2,250	3,220				5,470
Construction Mgmt	1		1	100	50				151
Contingency			-	53					53
CIP Overheads	3	6	9	7	10				26
<b>TOTAL USES</b>	<b>80</b>	<b>332</b>	<b>412</b>	<b>2,410</b>	<b>3,280</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,102</b>

**SOURCES (dollars in \$000)**

Parkland Impact Fees	85	257	342	2,410	1,250				4,002
Undetermined			-		2,100				2,100
<b>TOTAL FUNDS</b>	<b>85</b>	<b>257</b>	<b>342</b>	<b>2,410</b>	<b>3,350</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,102</b>



# PUBLIC WORKS PROJECTS FY 2018-2019

**PUBLIC WORKS CAPITAL IMPROVEMENT PROGRAM BUDGET FY 18-19**

**PROJECT SUMMARY**

Fund 3160.31600

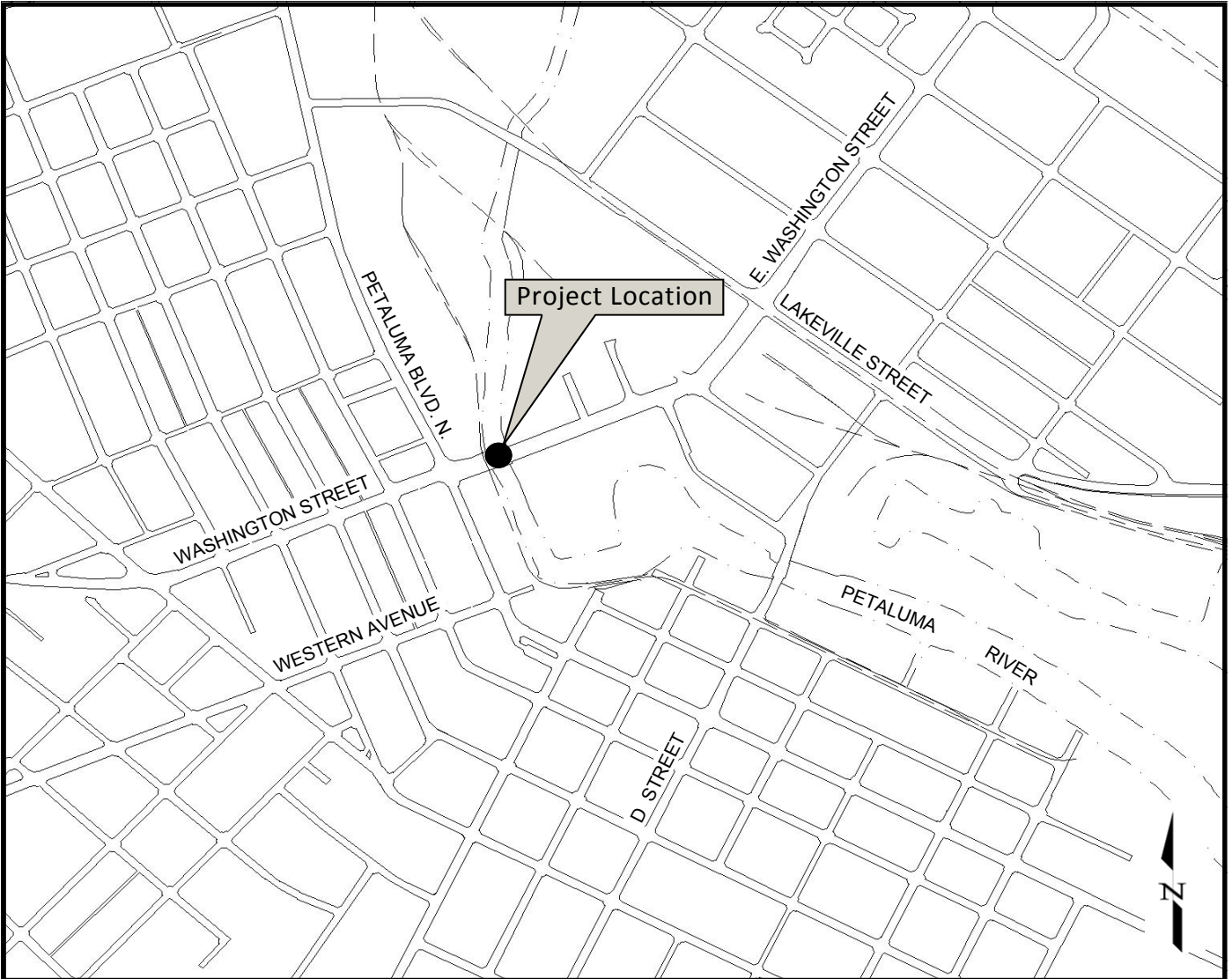
PROJECTS (dollars in \$000)	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				Total Project Estimate
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
C16101201 Washington Street Bridge Seismic Rehabilitation	259	3	262	89	-	-	3,839	-	4,190
C00501204 Rainier Avenue Cross-Town Connector	2,999	7,000	9,999	350	2,250	2,250	11,800	11,800	38,449
C03200503 River Trail - Washington to Lakeville	1,738	32	1,770	331	-	-	-	-	2,101
C16101309 Channelization Lakeville & Pine View Way	98	41	139	215	-	-	-	-	354
C16101601 Road Diet Ext Petaluma Blvd S	17	10	27	30	350	2,951	-	-	3,358
C16501412 Led Streetlight Retrofit	22	857	879	769	146	146	146	146	2,232
C16101519 Rivertrail - 101/Crossing	-	30	30	20	-	-	251	2,563	2,864
C16501602 Downtown ADA Improvements	97	165	262	50	250	-	250	-	812
c16101823 Pavement Restoration 17-18	4	979	983	1,500	1,020	1,020	2,551	2,832	9,906
C16401824 Caulfield Bridge and Extension	-	65	65	285	-	-	-	-	350
C16401925 Citywide Bridge Repair	-	-	-	193	257	-	-	-	450
C16102032 Intersection Improvements	-	-	-	-	265	265	-	-	530
C16501933 D St Bridge Improvements	-	-	-	65	200	-	-	-	265
C16101935 Water St Improvements	-	-	-	200	-	-	-	-	200
C16101936 Petaluma BI N Guardrail Improvements	-	-	-	70	-	-	-	-	70
e16082012 Payran UST	953	189	1,142	185	67	-	-	-	1,394
e16101718 Sidewalk Repair Revolving Loan	34	32	66	50	50	50	-	-	216
<b>TOTAL</b>	<b>\$ 6,221</b>	<b>\$ 9,403</b>	<b>\$ 15,624</b>	<b>\$ 4,402</b>	<b>\$ 4,855</b>	<b>\$ 6,682</b>	<b>\$ 18,837</b>	<b>\$ 17,341</b>	<b>\$ 67,741</b>

**SOURCES (dollars in \$000)**

Traffic Mitigation Impact Fees	\$ 856	\$ -	\$ 856	\$ 7	\$ 1,717	\$ 2,250	\$ 11,800	\$ 11,800	\$ 28,430
Street Maintenance 2411	112	676	788	1,289	932	750	2,092	1,060	6,911
Transient Occupancy Tax	275	-	275	250	37	-	250	-	812
Road Maintenance and Rehab Acct (RN)	-	341	341	1,000	1,020	1,020	1,065	1,918	6,364
General Fund	173	-	173	-	-	-	-	-	173
Public Works Grants	964	68	1,032	222	286	2,612	3,379	-	7,531
Measure M	1,164	32	1,196	310	-	-	-	-	1,506
Successor Agency - PCDC	3,677	7,000	10,677	-	-	-	-	-	10,677
Developer Fees	52	65	117	285	-	-	-	-	402
Interfund Loan - Waste Water	-	1,490	1,490	-	-	-	-	-	1,490
Other Revenue	3	-	3	-	-	-	-	-	3
Charges for Services	7	59	66	50	50	50	-	-	216
GASB 31	(2)	-	(2)	-	-	-	-	-	(2)
Water Capital	-	162	162	185	67	-	-	-	414
Undetermined	-	-	-	-	-	-	251	2,563	2,814
<b>TOTAL</b>	<b>\$ 7,281</b>	<b>\$ 9,893</b>	<b>\$ 17,174</b>	<b>\$ 3,598</b>	<b>\$ 4,109</b>	<b>\$ 6,682</b>	<b>\$ 18,837</b>	<b>\$ 17,341</b>	<b>\$ 67,741</b>

WASHINGTON STREET BRIDGE SEISMIC REHABILITATION

PUBLIC WORKS



**Project Title: Washington Street Bridge Seismic Rehabilitation**

**C16101201**

**PROJECT PURPOSE AND DESCRIPTION**

The Washington Street Bridge over the Petaluma River was designed in 1968 prior to current seismic design standards. The seismic retrofit of the existing structure is eligible for Highway Bridge Program funds with an 11.5% local match. The design work involves two distinct phases. Engineering staff first completed a field investigation with soil samples and submitted a proposed rehabilitation plan to Caltrans. This was followed by an environmental clearance document prepared in 17/18. A complete set of construction drawings will be prepared during FY 18/19. It is expected that the same HBP funding source will be available for construction although the funding for the required match has not been identified.

**FINANCIAL OVERVIEW**

C16101201

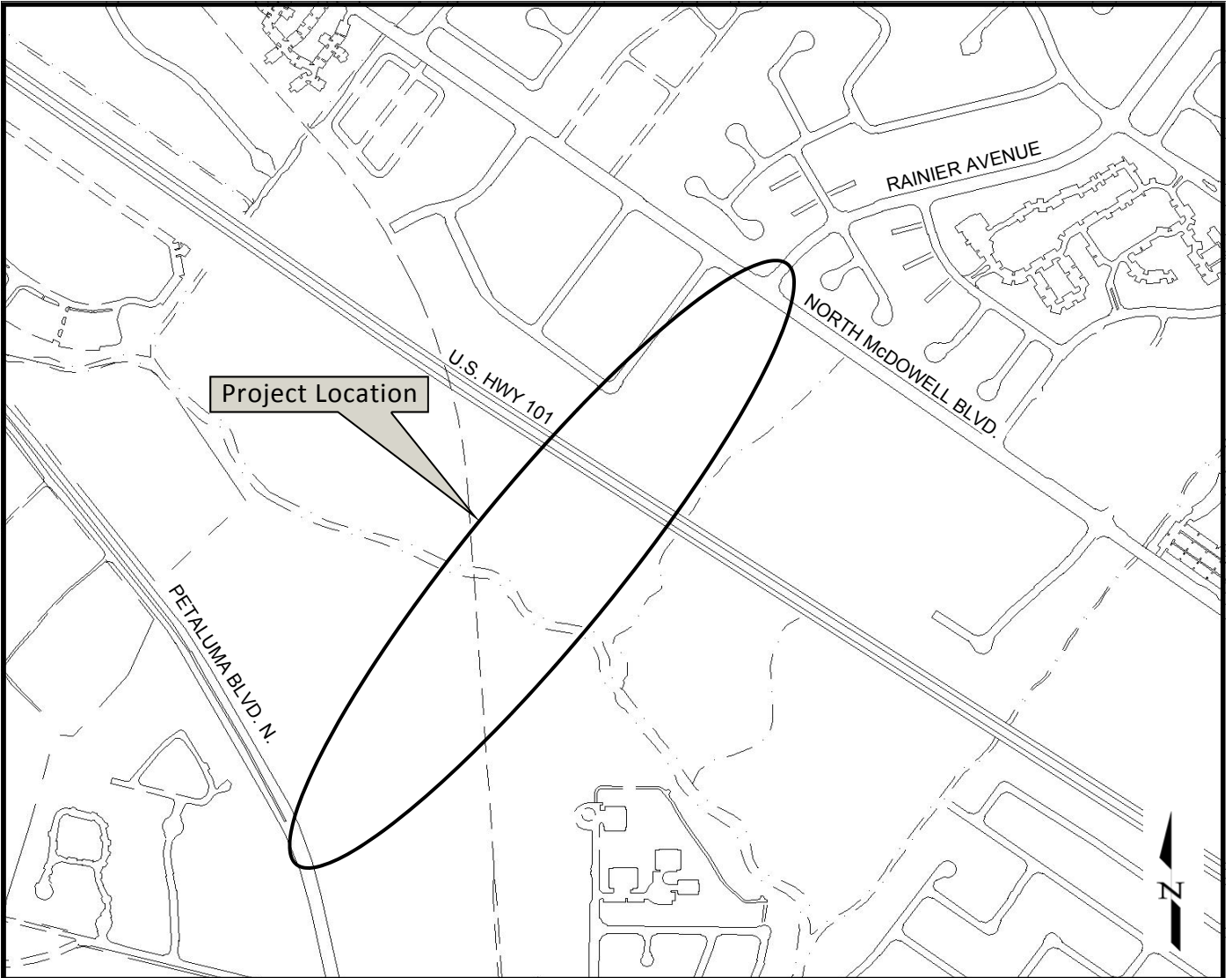
USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
Planning/Environmental	-	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-	-
Design	249	3	252	87	-	-	573	-	912
Legal Services	-	-	-	-	-	-	-	-	-
Administration	4	-	4	1	-	-	-	-	5
Construction Contracts	-	-	-	-	-	-	2,500	-	2,500
Construction Mgmt	1	-	1	-	-	-	285	-	286
Contingency	-	-	-	-	-	-	386	-	386
CIP Overheads	5	-	5	1	-	-	95	-	101
<b>TOTAL USES</b>	<b>\$ 259</b>	<b>\$ 3</b>	<b>\$ 262</b>	<b>\$ 89</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,839</b>	<b>\$ -</b>	<b>\$ 4,190</b>

**SOURCES (dollars in \$000)**

Traffic Mitigation Impact Fees	9	-	9	7	-	-	-	-	16
Street Maintenance	58	-	58	6	-	-	460	-	524
Fed Hwy Bridge Program (HBP) Grant	188	3	191	80	-	-	3,379	-	3,650
<b>TOTAL FUNDS</b>	<b>\$ 255</b>	<b>\$ 3</b>	<b>\$ 258</b>	<b>\$ 93</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,839</b>	<b>\$ -</b>	<b>\$ 4,190</b>

**RAINIER AVENUE CROSS-TOWN CONNECTOR**

**PUBLIC WORKS**





**Project Title: Rainier Cross-town Connector  
 Phase 1 – Undercrossing Structure**

**C00501204**

**PROJECT PURPOSE AND DESCRIPTION**

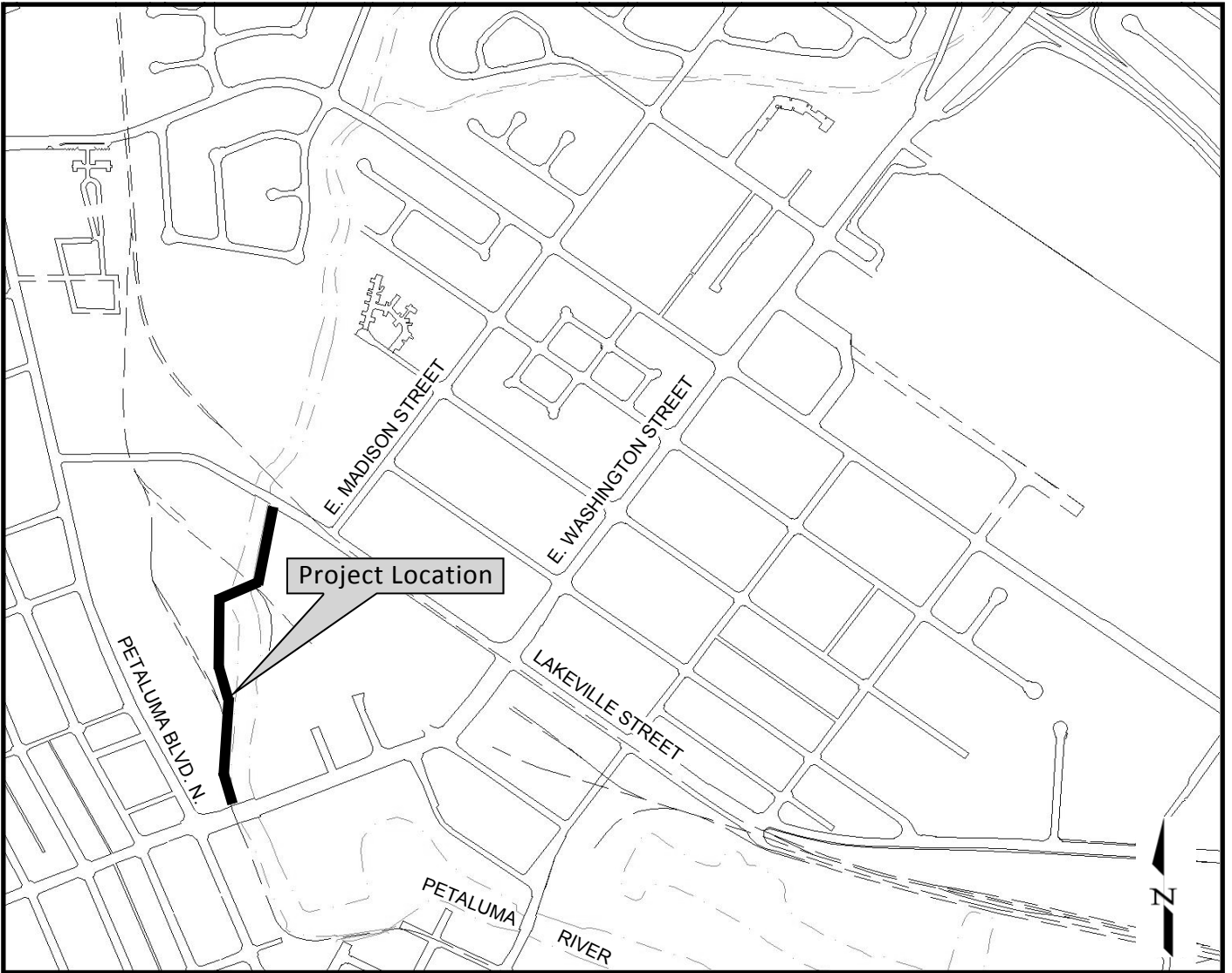
An environmental impact report (EIR) has been completed for this cross-town connector project and the design of the undercrossing structure of existing Highway 101 has been completed by Caltrans and funded by the City. The structure will be constructed by Caltrans as part of the future Highway 101 MSN-C2 widening project. Funding for the undercrossing is largely bond funding along with Traffic Mitigation Impact Fee funds. Future City projects will extend Rainier Avenue under Highway 101 to create a cross town connector.

**FINANCIAL OVERVIEW**

C00501204	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	2,022		2,022	35					2,057
Land & Easements	10		10	100	1,500	1,500			3,110
Design	824		824	200	750	750			2,524
Legal Services	8		8						8
Administration	31		31						31
Construction Contracts	-	7,000	7,000				10,000	10,000	27,000
Construction Mgmt	1		1				700	700	1,401
Contingency	-		-				1,000	1,000	2,000
CIP Overheads	103		103	15			100	100	318
<b>TOTAL USES</b>	<b>\$ 2,999</b>	<b>\$ 7,000</b>	<b>\$ 9,999</b>	<b>\$ 350</b>	<b>\$ 2,250</b>	<b>\$ 2,250</b>	<b>\$ 11,800</b>	<b>\$ 11,800</b>	<b>\$ 38,449</b>
<b>SOURCES (dollars in \$000)</b>									
Traffic Mitigation Impact Fees	659		659		1,717	2,250	11,800	11,800	28,226
Successor Agency - PCDC	3,224	7,000	10,224						10,224
Developer Fees	2		2						2
GASB 31	(2)		(2)						(2)
<b>TOTAL FUNDS</b>	<b>\$ 3,882</b>	<b>\$ 7,000</b>	<b>\$ 10,882</b>	<b>\$ -</b>	<b>\$ 1,717</b>	<b>\$ 2,250</b>	<b>\$ 11,800</b>	<b>\$ 11,800</b>	<b>\$ 38,449</b>

RIVER TRAIL - WASHINGTON TO LAKEVILLE

PUBLIC WORKS



**Project Title: River Trail - Washington to Lakeville**

**C03200503**

**PROJECT PURPOSE AND DESCRIPTION**

The project is part of the Petaluma River Trail Access and Enhancement Plan from Lakeville St. to Washington St. and involves developing ADA-compliant pedestrian/bike paths along the river. A partial construction project has been completed, with a small portion excluded until additional property rights are acquired along Water St. The last segment of path will be constructed on North Water St. in conjunction with the development. The remaining Measure M funds will be used to reimburse the developer for the construction of the River Trail.

**FINANCIAL OVERVIEW**

C03200503

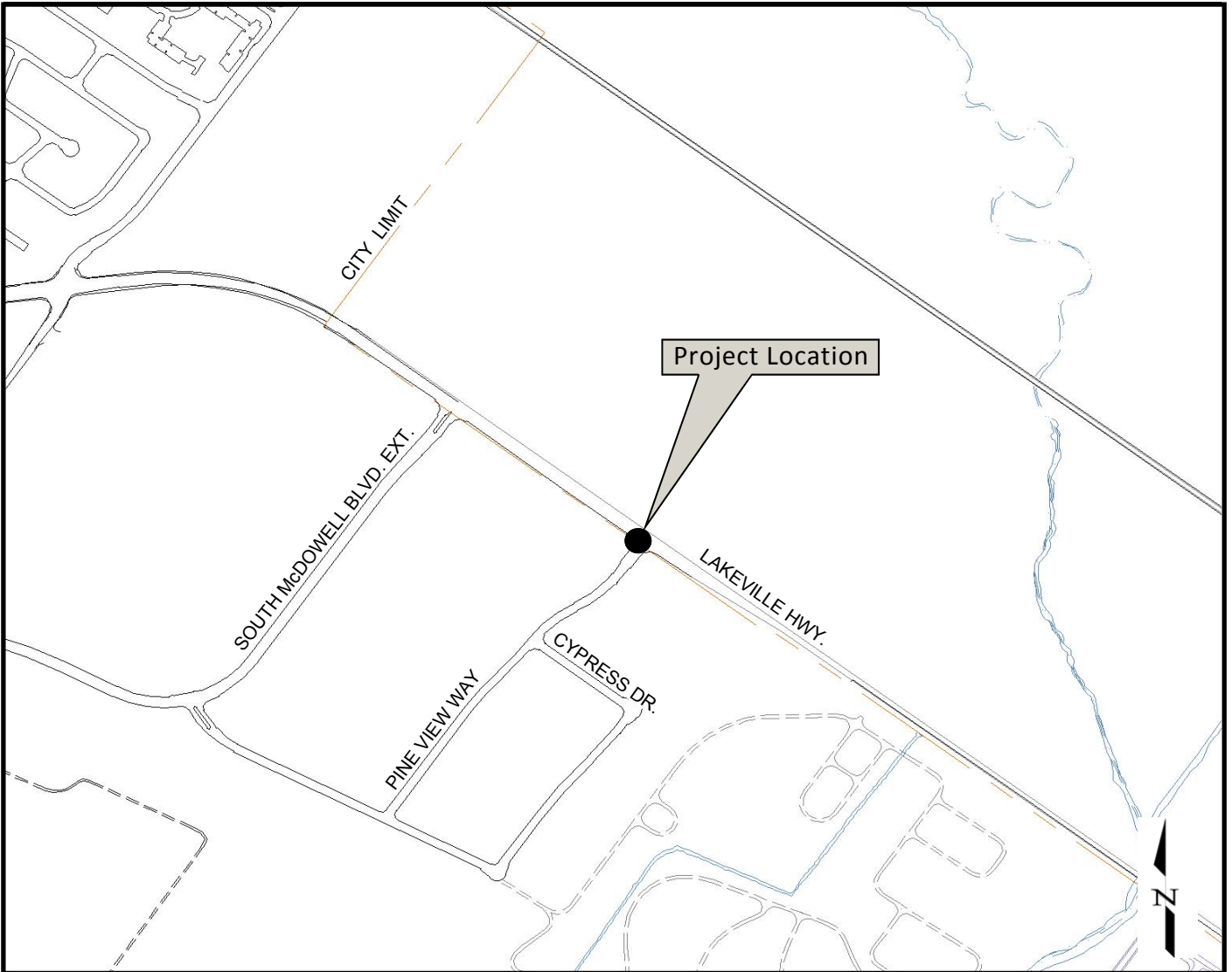
USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
Planning/Environmental	24		24						24
Land & Easements	66		66						66
Design	235	32	267						267
Legal Services	21		21	1					22
Administration	86		86	1					87
Construction Contracts	1,037		1,037	291					1,328
Construction Mgmt	183		183	15					198
Contingency	-		-	22					22
CIP Overheads	86		86	1					87
<b>TOTAL USES</b>	<b>\$ 1,738</b>	<b>\$ 32</b>	<b>\$ 1,770</b>	<b>\$ 331</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,101</b>

**SOURCES (dollars in \$000)**

Traffic Mitigation Impact Fees	188		188						188
Measure M	1,164	32	1,196	310					1,506
Successor Agency - PCDC	403		403						403
Other Revenue	3		3						3
<b>TOTAL FUNDS</b>	<b>\$ 1,759</b>	<b>\$ 32</b>	<b>\$ 1,791</b>	<b>\$ 310</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,101</b>

CHANNELIZATION LAKEVILLE & PINE VIEW WAY

PUBLIC WORKS



**Project Title: Channelization Lakeville & Pine View Way**

**C16101309**

**PROJECT PURPOSE AND DESCRIPTION**

The project will improve safety for vehicular traffic and bicyclists. The project will upgrade the intersection of Lakeville Highway at Pine View Way with raised concrete medians, signage, pavement markings and striping to delineate the turning movements. The through travel lanes will be channelized by the use of raised medians at the right turn onto Pine View and the right turn and subsequent merge from Pine View onto Lakeville Highway.

**FINANCIAL OVERVIEW**

C16101309

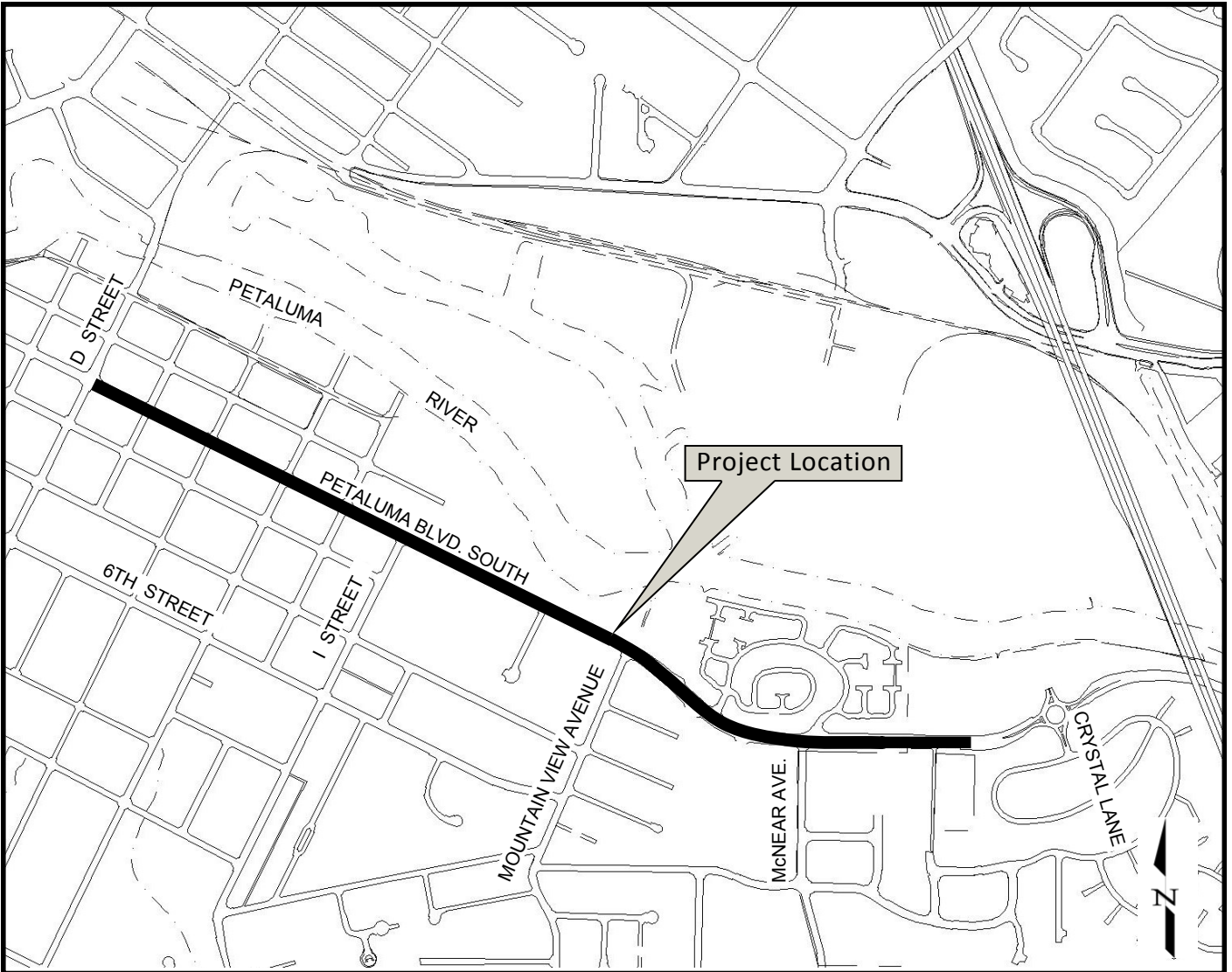
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	-		-						-
Land & Easements	-		-						-
Design	92	40	132	-					132
Legal Services	-		-						-
Administration	-		-						-
Construction Contracts	-		-	165					165
Construction Mgmt	1		1	27					28
Contingency	-		-	17					17
CIP Overheads	5	1	6	6					12
<b>TOTAL USES</b>	<b>\$ 98</b>	<b>\$ 41</b>	<b>\$ 139</b>	<b>\$ 215</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 354</b>

**SOURCES (dollars in \$000)**

Street Maintenance	31	24	55	73					128
Highway Safety Improvement Program	67	17	84	142					226
<b>TOTAL FUNDS</b>	<b>\$ 98</b>	<b>\$ 41</b>	<b>\$ 139</b>	<b>\$ 215</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 354</b>

ROAD DIET EXTENSION PETALUMA BLVD. S.

PUBLIC WORKS



**Project Title: Road Diet Extension Petaluma Blvd. South**

**C16101601**

**PROJECT PURPOSE AND DESCRIPTION**

The purpose of this project is to reconfigure the current 4-through lanes to 2-through lanes and one 2-way left turn lane on Petaluma Blvd. South to Crystal Lane (Roundabout) in order to provide adequately sized driving and parking lanes. This will improve safety for all modes of transportation and encourage more bicycle and pedestrian use. The project will include reconstruction of the roadway, improve bicycle lanes and sidewalks and make ADA improvements. Funding for this project is from the Surface Transportation Program (STP). The grant does require an 11.5% local match that will come from the Street Maintenance Fund.

**FINANCIAL OVERVIEW**

C16101601

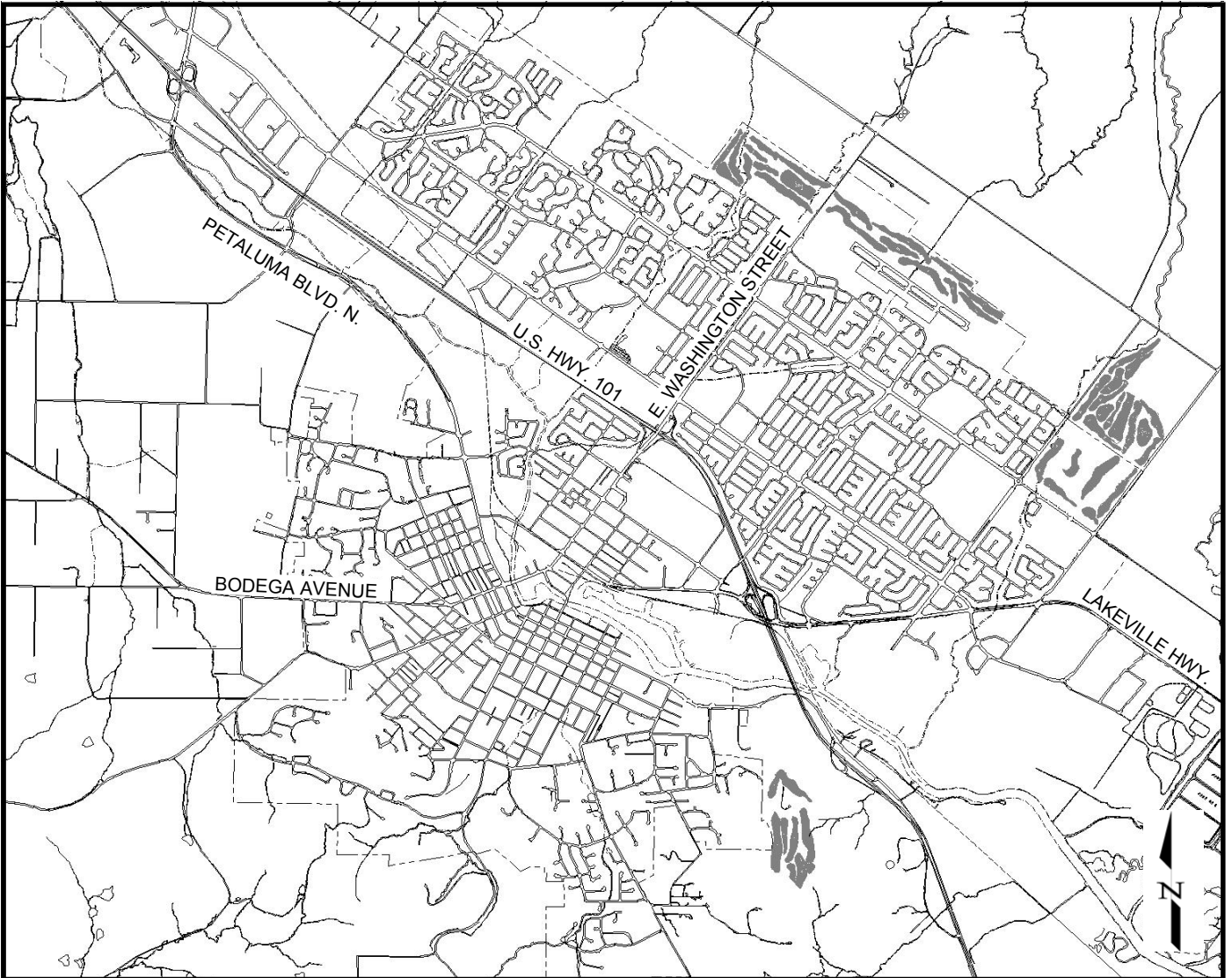
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	1	10	11	30					41
Land & Easements			-						-
Design	15		15		350				365
Legal Services			-						-
Administration			-						-
Construction Contracts			-			2,450			2,450
Construction Mgmt			-			151			151
Contingency			-			276			276
CIP Overheads	1		1			74			75
<b>TOTAL USES</b>	<b>\$ 17</b>	<b>\$ 10</b>	<b>\$ 27</b>	<b>\$ 30</b>	<b>\$ 350</b>	<b>\$ 2,951</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,358</b>

**SOURCES (dollars in \$000)**

Street Maintenance	11	10	21	36	64	339			460
One Bay Area Grant (OBAG)			-		286	2,612			2,898
<b>TOTAL FUNDS</b>	<b>\$ 11</b>	<b>\$ 10</b>	<b>\$ 21</b>	<b>\$ 36</b>	<b>\$ 350</b>	<b>\$ 2,951</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,358</b>

LED STREETLIGHT RETROFIT—VARIOUS LOCATIONS

PUBLIC WORKS





**Project Title: LED Streetlight Retrofit**

**C16501412**

**PROJECT PURPOSE AND DESCRIPTION**

The City previously completed a project retrofitting street lights with more energy efficient LED lamps. That project replaced 733 street lights along certain segments of a few arterial corridors using PG&E's "on-bill financing." The current project schedule will replace nearly all of the approximately 3,300 remaining streetlights. The historic style street lights will not be retrofitted with this project. The project will eliminate most of the current backlog of street light outages. Some of the outages are due to power supply problems related to missing or wire damage within the underground conduit. These more costly repairs to restore power are not included in this project but will be completed as funding allows. This project will be funded through an inter-fund loan from the Waste Water fund to be paid back over time, including interest, with electrical bill savings.

**FINANCIAL OVERVIEW**

C16501412

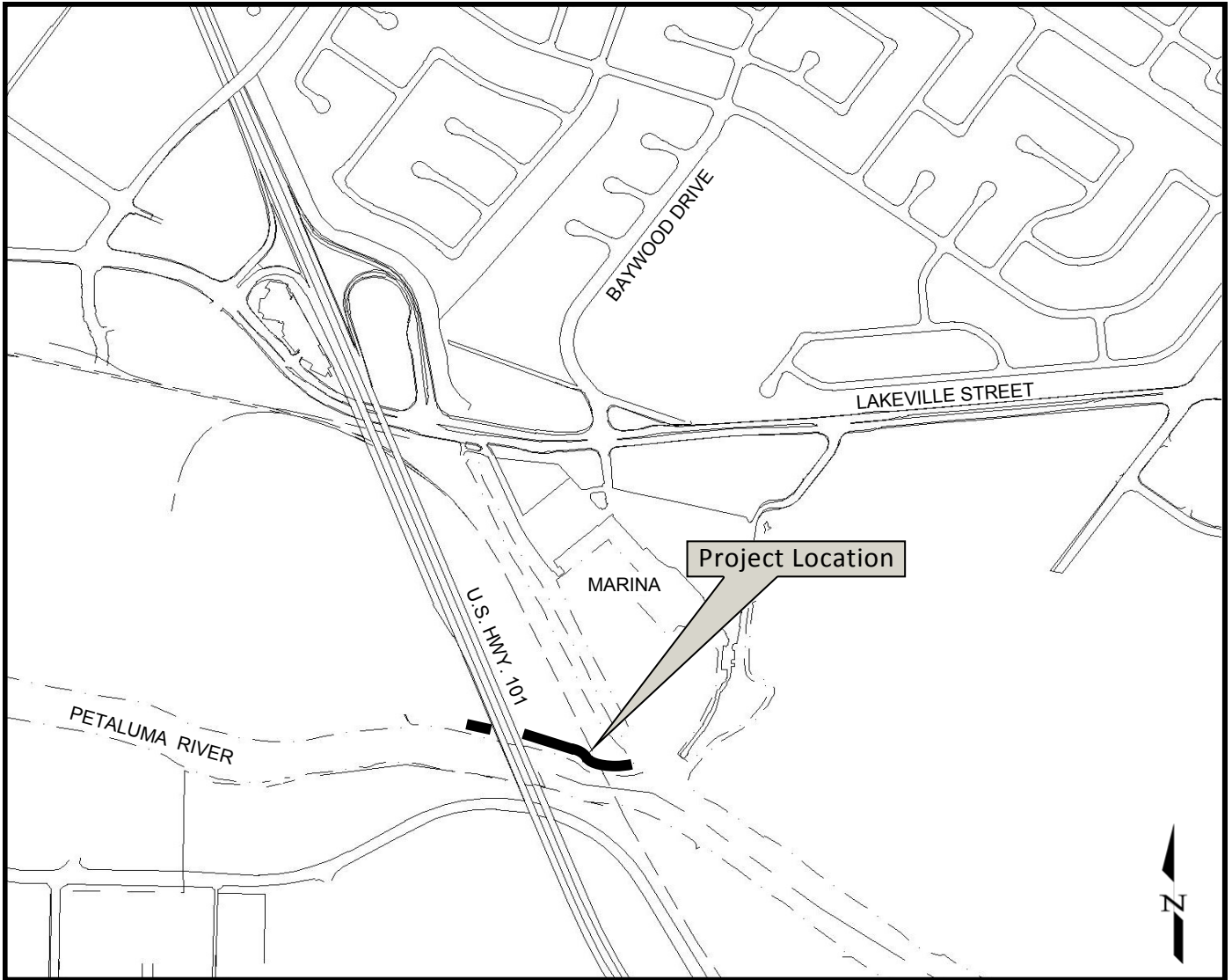
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	3	1	4						4
Land & Easements			-						-
Design	15	40	55						55
Legal Services			-						-
Administration			-	146	146	146	146	146	730
Construction Contracts		705	705	550					1,255
Construction Mgmt	2	20	22	12					34
Contingency		70	70	45					115
CIP Overheads	2	21	23	16					39
<b>TOTAL USES</b>	<b>\$ 22</b>	<b>\$ 857</b>	<b>\$ 879</b>	<b>\$ 769</b>	<b>\$ 146</b>	<b>\$ 146</b>	<b>\$ 146</b>	<b>\$ 146</b>	<b>\$ 2,232</b>

**SOURCES (dollars in \$000)**

Street Maintenance	12		12	146	146	146	146	146	742
Interfund Loan - Waste Water		1,490	1,490						1,490
<b>TOTAL FUNDS</b>	<b>\$ 12</b>	<b>\$ 1,490</b>	<b>\$ 1,502</b>	<b>\$ 146</b>	<b>\$ 146</b>	<b>\$ 146</b>	<b>\$ 146</b>	<b>\$ 146</b>	<b>\$ 2,232</b>

RIVERTRAIL—101 /CROSSING

PUBLIC WORKS



**Project Title: Rivertrail – 101/Crossing**

**C16101519**

**PROJECT PURPOSE AND DESCRIPTION**

The purpose of this project is to design and construct a critical piece of the Rivertrail crossing under Hwy 101 and across the SMART tracks connecting the Riverfront development to the Marina. This segment, when complete, will connect the trail to Alman Marsh through the Marina to Hopper Street which ultimately leads to downtown. The path will allow cyclists and pedestrians an alternative to traveling along Lakeville Highway. The preliminary engineering is funded through a contribution from the Riverfront development. Future phases are currently unfunded.

**FINANCIAL OVERVIEW**

C16101519

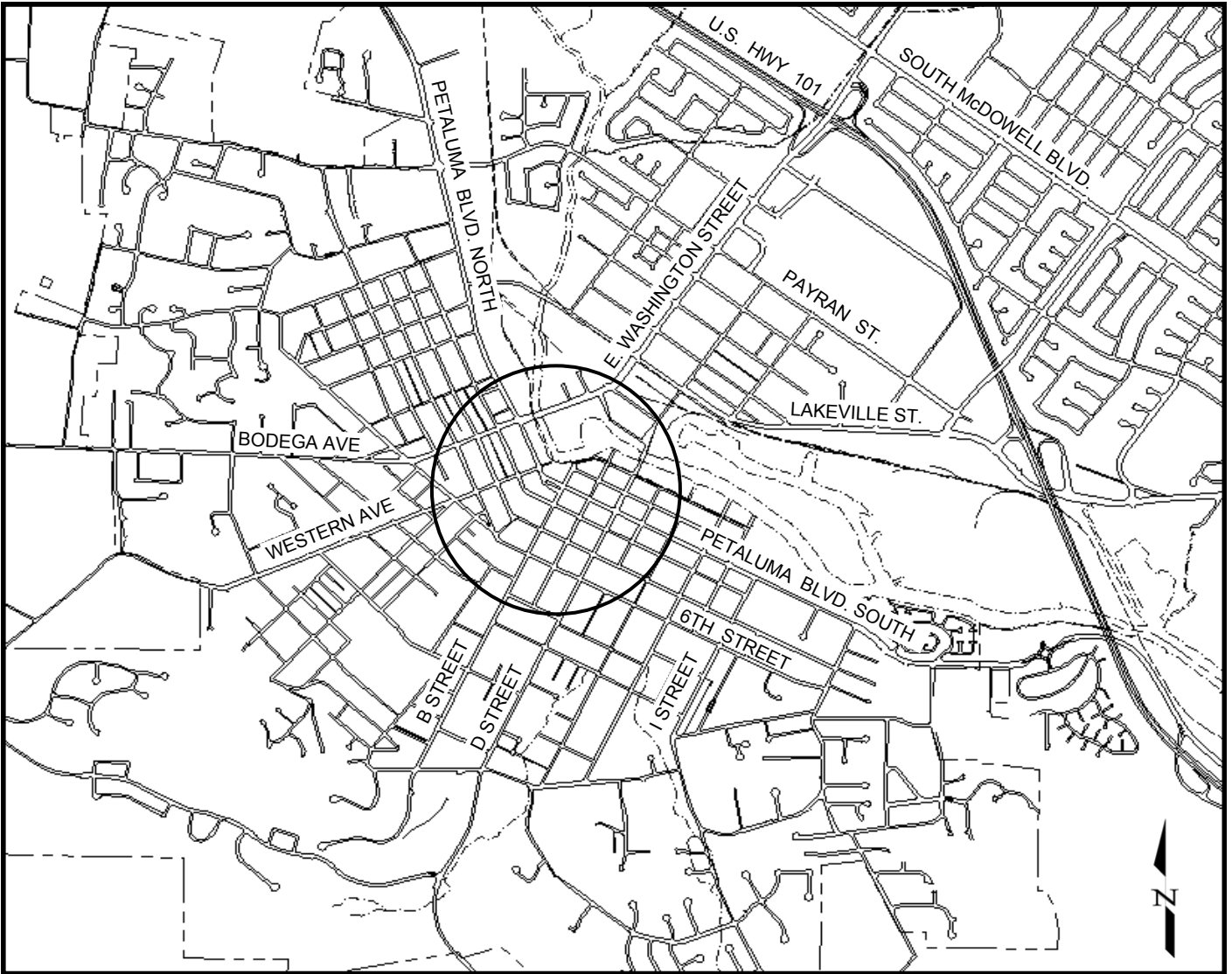
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design		30	30	20			250		300
Legal Services			-						-
Administration			-			1			1
Construction Contracts			-					2,400	2,400
Construction Mgmt			-					60	60
Contingency			-					100	100
CIP Overheads			-					3	3
<b>TOTAL USES</b>	<b>\$ -</b>	<b>\$ 30</b>	<b>\$ 30</b>	<b>\$ 20</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 251</b>	<b>\$ 2,563</b>	<b>\$ 2,864</b>

**SOURCES (dollars in \$000)**

Developer Fees	50		50						50
Undetermined			-			251	2,563		2,814
<b>TOTAL FUNDS</b>	<b>\$ 50</b>	<b>\$ -</b>	<b>\$ 50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 251</b>	<b>\$ 2,563</b>		<b>\$ 2,864</b>

**DOWNTOWN PEDESTRIAN ACCESS UPGRADES**

**PUBLIC WORKS**



○ PROJECT LOCATIONS

**Project Title: Downtown Pedestrian ADA Improvements**

**C16501602**

**PROJECT PURPOSE AND DESCRIPTION**

The City will be upgrading curb ramps, sidewalks, and other facilities in the downtown area to meet current Americans with Disabilities Act standards. The work will be ongoing over many years as funding allows, and is recommended for funding using Transient Occupancy Tax funds.

**FINANCIAL OVERVIEW**

C16501602

	Expenses and Funds Received			BUDGET					
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				Total Project Estimate
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design		10	10						10
Legal Services			-						-
Administration			-						-
Construction Contracts	82	145	227	50	250		250		777
Construction Mgmt	13	10	23						23
Contingency			-						-
CIP Overheads	2		2						2
<b>TOTAL USES</b>	<b>\$ 97</b>	<b>\$ 165</b>	<b>\$ 262</b>	<b>\$ 50</b>	<b>\$ 250</b>	<b>\$ -</b>	<b>\$ 250</b>	<b>\$ -</b>	<b>\$ 812</b>

**SOURCES (dollars in \$000)**

Transient Occupancy Tax	275		275	250	37		250		812
<b>TOTAL FUNDS</b>	<b>\$ 275</b>	<b>\$ -</b>	<b>\$ 275</b>	<b>\$ 250</b>	<b>\$ 37</b>	<b>\$ -</b>	<b>\$ 250</b>	<b>\$ -</b>	<b>\$ 812</b>

The project includes the following streets.

4th Street	D Street	B Street	Grind and Overlay
6th Street	Liberty Street	D Street	Grind and Overlay
Adrienne Drive	Kresky Way	Lindberg Lane	High Volume Slurry Seal
Albert Way	McGregor Avenue	Weaverly Drive	High Volume Slurry Seal
Atlantic Court	Lombardi Avenue	End	High Volume Slurry Seal
B Street	Petaluma Blvd S.	El Rose Drive	High Volume Slurry Seal
Carlin Court	Ramona lane	End	High Volume Slurry Seal
Corona Road	Hwy 101	McDowell Blvd S.	High Volume Slurry Seal
Grant Street	I Street	Mountain View Ave	High Volume Slurry Seal
I Street	Petaluma Blvd S	City Limits	High Volume Slurry Seal
Keller Street	Western Avenue	A Street	Two Part High Volume Slurry Seal
Kresky Way	Stuart Drive	Lindberg Lane	High Volume Slurry Seal
Liberty Street	Washington Street	6th Street	Two Part High Volume Slurry Seal
Lindberg Way	Saint Francis Dr	McDowell Blvd S.	High Volume Slurry Seal
Lombardi Avenue	Saint Francis Dr	Lombardi Court	High Volume Slurry Seal
Madison Street	Arlington Drive	Lakeville Street	High Volume Slurry Seal
McGregor	McDowell Blvd S.	Stuart Drive	High Volume Slurry Seal
McKenzie Avenue	McDowell Blvd S.	Stuart Drive	High Volume Slurry Seal
Olive Street	I Street	Mountain view Ave	High Volume Slurry Seal
Ramona Lane	Nucklin Street	Saint Francis Drive	High Volume Slurry Seal
Regina Court	Ramona Lane	End of CDS	High Volume Slurry Seal
Reynolds Drive	Kresky Way	Marian Way	High Volume Slurry Seal
S. McDowell Blvd Ext	Lakeville Hwy	Bridge	High Volume Slurry Seal
St. Francis Drive	Lindberg lane	Lombardi Avenue	High Volume Slurry Seal
Stuart Drive	Kresky Way	McKensie Avenue	High Volume Slurry Seal
Teresa Court	Ramona Land	End of CDS	High Volume Slurry Seal
Weaverly Drive	Ely Boulevard S.	McDowell Blvd S.	High Volume Slurry Seal

**Project Title: Pavement Restoration**

**C16101823**

**PROJECT PURPOSE AND DESCRIPTION**

This annual project will reduce the continued degradation of the City’s street system by implementing pavement maintenance measures as much as funding allows. Projects will consist primarily of seal coats and overlays with associated dig-outs of failed areas and crack sealing. The Americans with Disabilities Act improvements to sidewalks and curb ramps will be included either as part of the paving project or as a separate project whenever possible. Funding for this work is a combination of Street Maintenance Funds along with Utility Fees to compensate for damage done to the streets due to placement and maintenance of sewer and water facilities. It is anticipated that there will be one project per year.

**FINANCIAL OVERVIEW**

c16101823

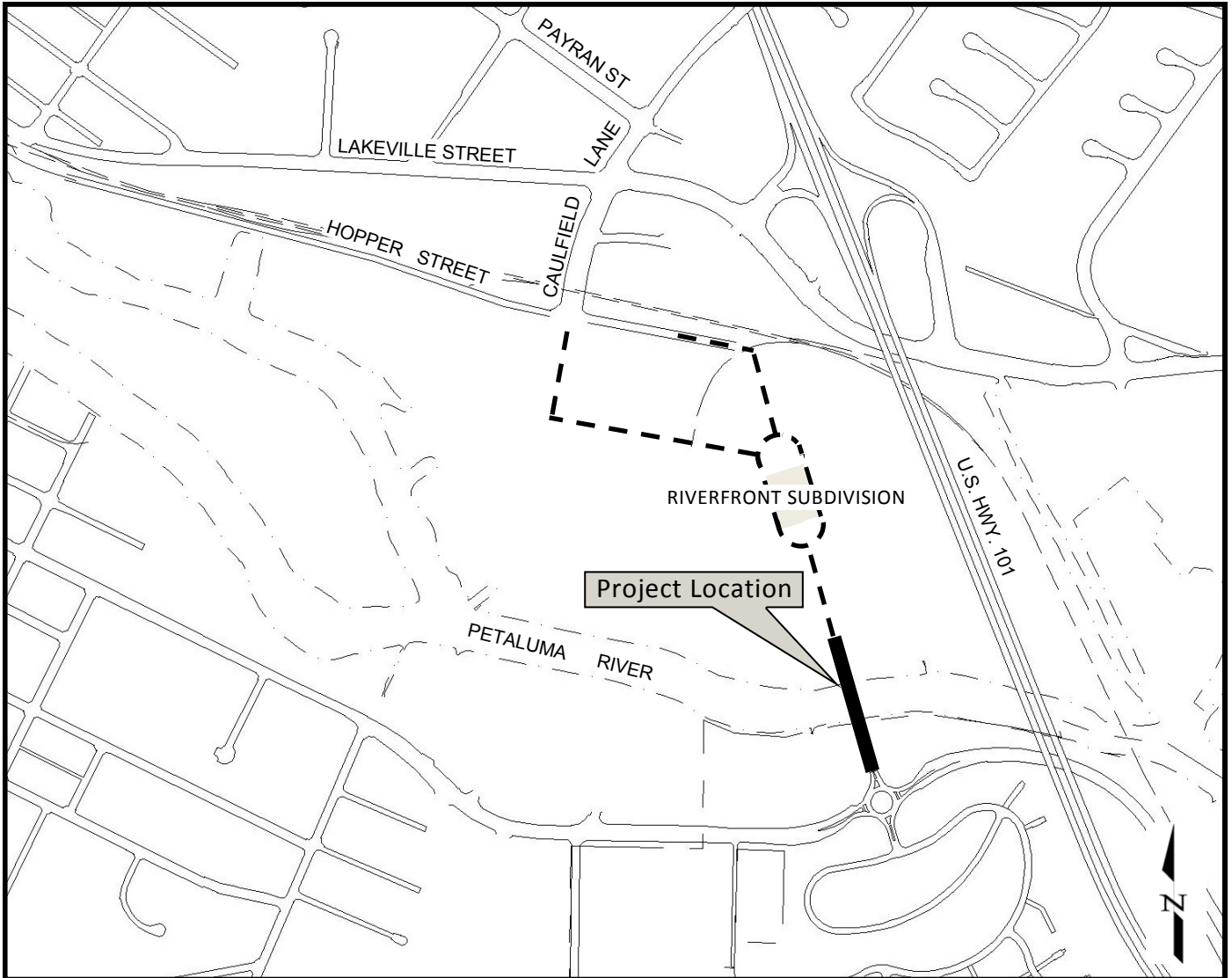
	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental		1	1	2	2	2	2	1	10
Land & Easements		-	-						-
Design	4	45	49	27	27	27	67	74	271
Legal Services		1	1	1	1	1	1	1	6
Administration		1	1	2	2	2	2	2	11
Construction Contracts		800	800	1,345	895	895	2,252	2,500	8,687
Construction Mgmt		50	50	75	45	45	112	123	450
Contingency		80	80	45	45	45	112	123	450
CIP Overheads		1	1	3	3	3	3	8	21
<b>TOTAL USES</b>	<b>\$ 4</b>	<b>\$ 979</b>	<b>\$ 983</b>	<b>\$ 1,500</b>	<b>\$ 1,020</b>	<b>\$ 1,020</b>	<b>\$ 2,551</b>	<b>\$ 2,832</b>	<b>\$ 9,906</b>

**SOURCES (dollars in \$000)**

Street Maintenance		642	642	500			1,486	914	3,542
Road Maintenance and Rehab Acct (RMRA)		341	341	1,000	1,020	1,020	1,065	1,918	6,364
<b>TOTAL FUNDS</b>	<b>\$ -</b>	<b>\$ 983</b>	<b>\$ 983</b>	<b>\$ 1,500</b>	<b>\$ 1,020</b>	<b>\$ 1,020</b>	<b>\$ 2,551</b>	<b>\$ 2,832</b>	<b>\$ 9,906</b>

**CAULFIELD BRIDGE AND EXTENSION**

**PUBLIC WORKS**





**Project Title: Caulfield Bridge and Extension**

**C16401824**

**PROJECT PURPOSE AND DESCRIPTION**

The initial part of this project will involve determining the bridge type and estimating construction costs for a bridge over the Petaluma River from Caulfield Lane to Petaluma Blvd. South. Consultant work will likely include discussions with the Coast Guard to determine minimum bridge openings and potentially geotechnical reports and surveying. Funding for this work comes directly from the Quarry Heights development fees specifically for this project.

**FINANCIAL OVERVIEW**

C16401824

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental		64	64						64
Land & Easements			-						-
Design			-	284					284
Legal Services			-						-
Administration			-						-
Construction Contracts			-						-
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads		1	1	1					2
<b>TOTAL USES</b>	\$ -	\$ 65	\$ 65	\$ 285	\$ -	\$ -	\$ -	\$ -	\$ 350

**SOURCES (dollars in \$000)**

Developer Fees		65	65	285					350
<b>TOTAL FUNDS</b>	\$ -	\$ 65	\$ 65	\$ 285	\$ -	\$ -	\$ -	\$ -	\$ 350

**Project Title: Citywide Bridge Repair**

**C16401925**

**PROJECT PURPOSE AND DESCRIPTION**

Caltrans inspects most of the bridges within City limits bi-annually. The inspections result in a report with recommendations for repairs and maintenance to our bridges. This project, currently scheduled for FY 18/19, is a combination of all pending work to be completed, primarily sealing concrete bridge decks with methacrylate. Street Maintenance will be the funding source.

**FINANCIAL OVERVIEW**

C16401925

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-	25					25
Land & Easements			-						-
Design			-	20	20				40
Legal Services			-	2	3				5
Administration			-	3	2				5
Construction Contracts			-	120	200				320
Construction Mgmt			-	10	15				25
Contingency			-	10	15				25
CIP Overheads			-	3	2				5
<b>TOTAL USES</b>	\$ -	\$ -	\$ -	\$ 193	\$ 257	\$ -	\$ -	\$ -	\$ 450

**SOURCES (dollars in \$000)**

Street Maintenance			-	193	257				450
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ 193	\$ 257	\$ -	\$ -	\$ -	\$ 450

**Project Title: Intersection Improvements**

**C16102032**

**PROJECT PURPOSE AND DESCRIPTION**

The project will undertake ADA and paving improvements at Sonoma Mountain Parkway, Maria Drive, and North McDowell Blvd. to allow thermoplastic striping and installation of ADA ramps. FY 19/20 projects will include some pavement replacement for accessible routes.

**FINANCIAL OVERVIEW**

C16102032

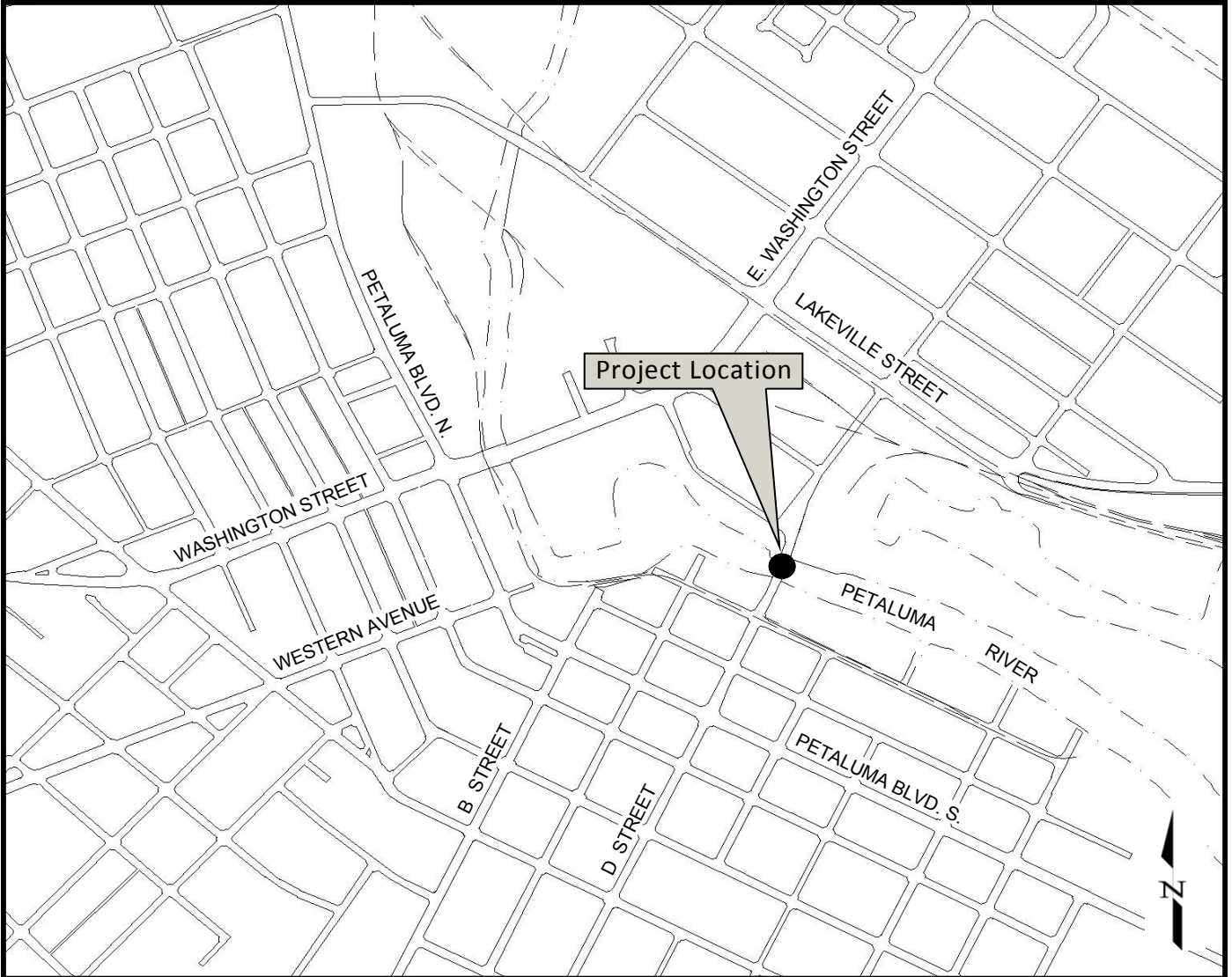
	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-		10	10			20
Legal Services			-						-
Administration			-		1	1			2
Construction Contracts			-		200	200			400
Construction Mgmt			-		20	20			40
Contingency			-		30	30			60
CIP Overheads			-		4	4			8
<b>TOTAL USES</b>	-	-	-	-	265	265	-	-	530

**SOURCES (dollars in \$000)**

Street Maintenance			-		265	265			530
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ -	\$ 265	\$ 265	\$ -	\$ -	\$ 530

D STREET BRIDGE IMPROVEMENTS

PUBLIC WORKS



**Project Title: D Street Bridge Improvements**

**C16101933**

**PROJECT PURPOSE AND DESCRIPTION**

In response to recent electrical failures in outdated equipment, the City is conducting an assessment of required replacement and programming to allow redundancy with the bridge operation. The assessment will include electrical control systems for condition and reliability. Cost estimate for the bridge repairs and project cost will be determined during the assessment.

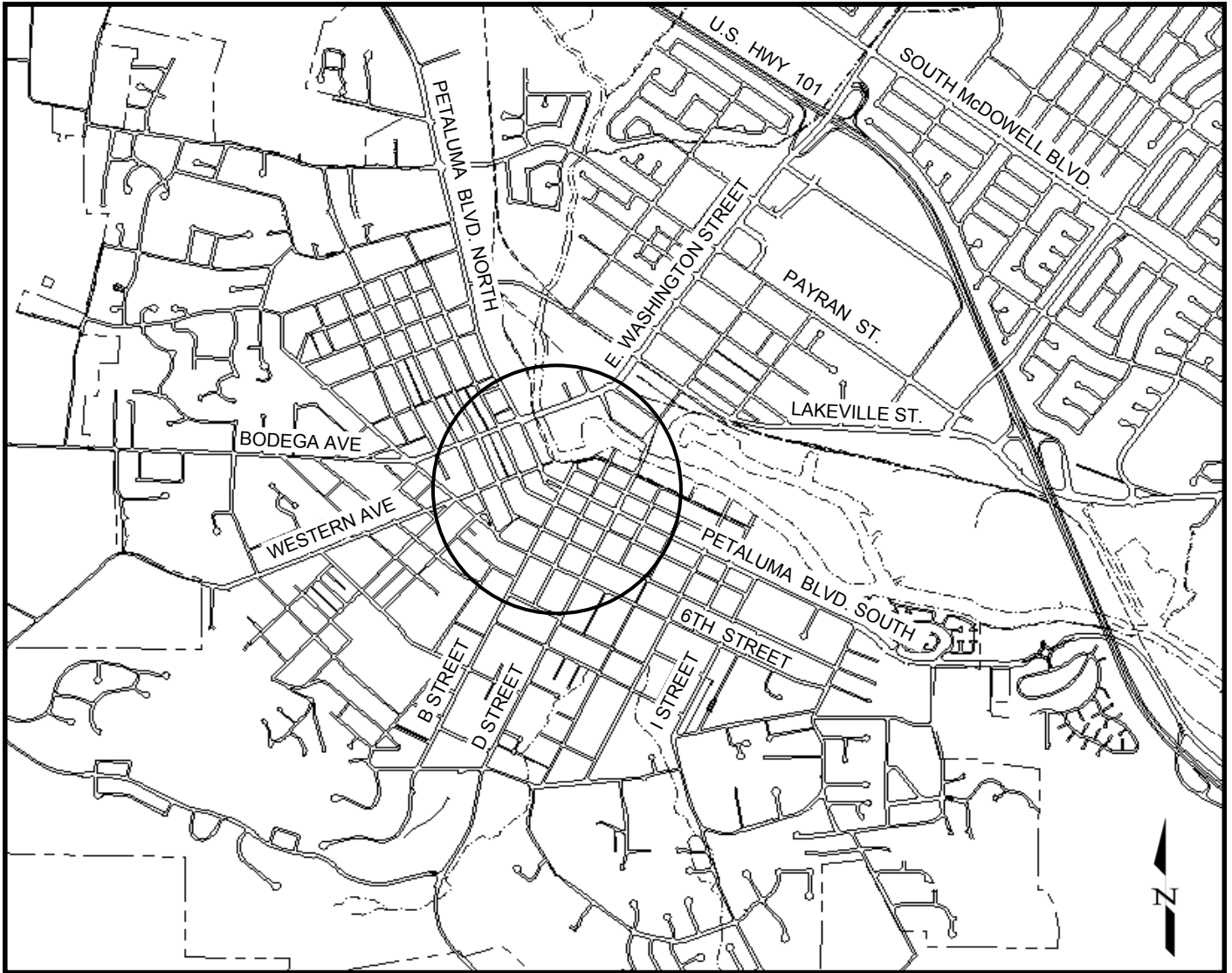
**FINANCIAL OVERVIEW**

c16501933

	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				Total Project Estimate
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-	60					60
Legal Services			-						-
Administration			-						-
Construction Contracts			-	5	200				205
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	-	-	-	65	200	-	-	-	265
<b>SOURCES (dollars in \$000)</b>									
Street Maintenance			-	65	200				265
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ 65	\$ 200	\$ -	\$ -	\$ -	\$ 265

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PUBLIC WORKS



○ PROJECT LOCATIONS

**Project Title: Water Street Cobblestones, Sewer & ADA Improvements C16101935**

**PROJECT PURPOSE AND DESCRIPTION**

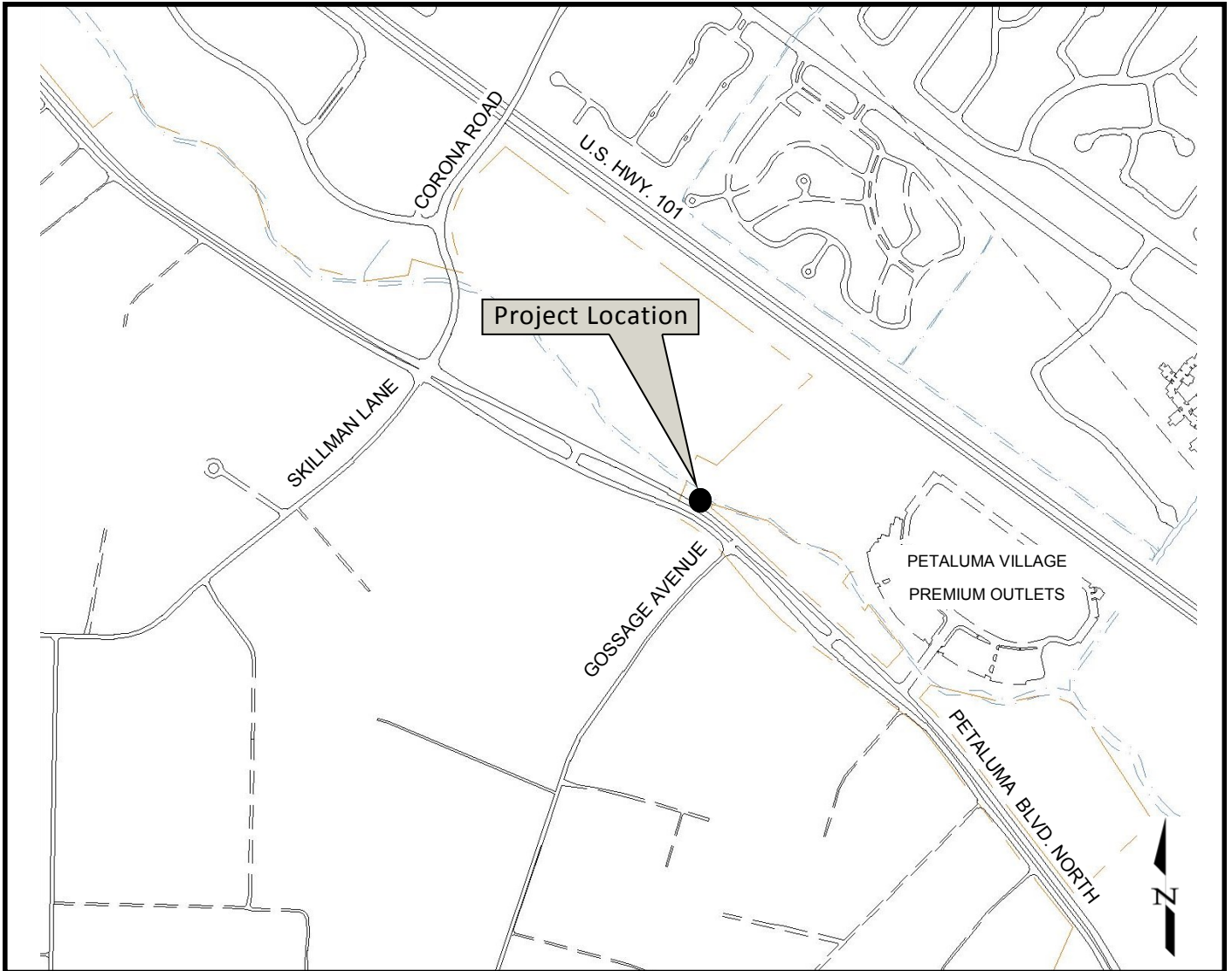
The existing cobblestones have settled due to significant loss of sand used as infill to construct the cobblestone circle in 2006. This project will remove the cobblestone circle at the intersection of Water St. and Western Ave. and replace it with stamped concrete and a designated accessible pathway. The brick manhole covers and old sewer lines will also be removed. Four accessible crossings will be constructed across Water St. This project will be funded with Street Maintenance funds.

**FINANCIAL OVERVIEW**

C16101935	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				Total Project Estimate
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-	2					2
Land & Easements			-						-
Design			-	10					10
Legal Services			-						-
Administration			-	1					1
Construction Contracts			-	160					160
Construction Mgmt			-	11					11
Contingency			-	15					15
CIP Overheads			-	1					1
<b>TOTAL USES</b>	-	-	-	200	-	-	-	-	\$ 200
<b>SOURCES (dollars in \$000)</b>									
Street Maintenance			-	200					200
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ 200

PETALUMA BOULEVARD NORTH GUARDRAIL IMPROVEMENTS

PUBLIC WORKS





**Project Title: Petaluma Blvd. N Guardrail Improvements**

**C16101936**

**PROJECT PURPOSE AND DESCRIPTION**

This project will improve vehicular and bicycle safety by installing approximately 150 linear feet of metal beam guard railing on the east side of Petaluma Blvd. N adjacent to the Petaluma River between Corona R. and Gossage Ave. This project will be funded with Street Maintenance funds.

**FINANCIAL OVERVIEW**

C16101936

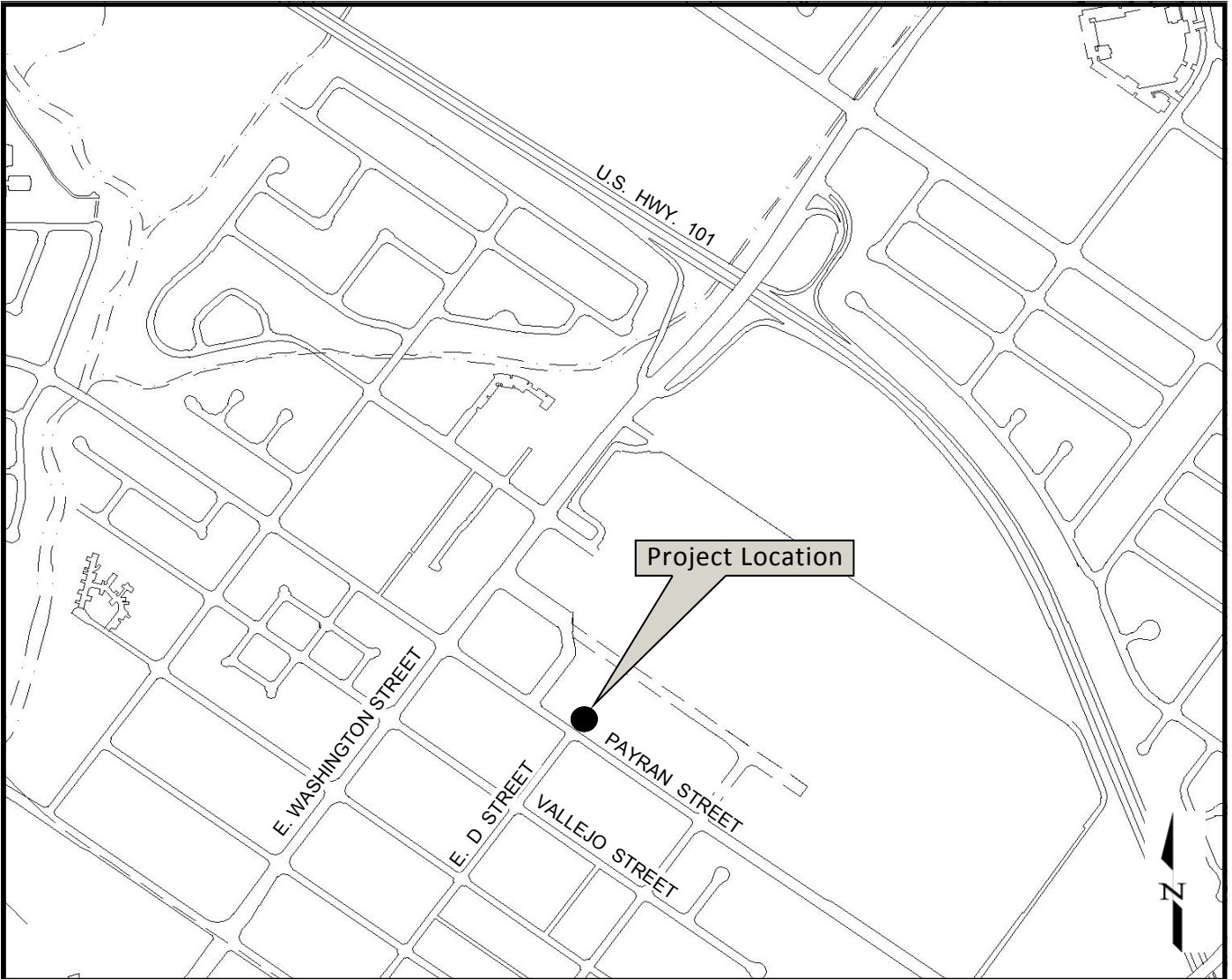
	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-	1					1
Land & Easements			-						-
Design			-	5					5
Legal Services			-						-
Administration			-	1					1
Construction Contracts			-	53					53
Construction Mgmt			-	5					5
Contingency			-	5					5
CIP Overheads			-	-					-
<b>TOTAL USES</b>	-	-	-	70	-	-	-	-	\$ 70

**SOURCES (dollars in \$000)**

Street Maintenance			-	70					70
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ 70	\$ -	\$ -	\$ -	\$ -	\$ 70

PAYRAN U S T

PUBLIC WORKS



**Project Title: Payran UST**

**e16082012**

**PROJECT PURPOSE AND DESCRIPTION**

301 Payran Street is the former site of a City Fire station and an underground storage tank (UST). The site has had an extensive history of subsurface investigations and remediation work. The City of Petaluma is required to continue remediation and monitoring of the site until it is allowed to be closed by the County. The majority of City costs to date have been reimbursed by the State UST Clean-up Fund. That fund, however, will be fully expended by the end of FY 17/18. Water Capital will be used to continue this operation.

**FINANCIAL OVERVIEW**

e16082012

PAYRAN UST Phase 2  <b>USES (dollars in \$000)</b>	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
Planning/Environmental Land & Easements	143		143						143
Design	404	139	543	160	57				760
Legal Services	-		-						-
Administration	4		4						4
Construction Contracts	400		400						400
Construction Mgmt	2	25	27	15	5				47
Contingency		25	25	10	5				40
CIP Overheads			-						\$ -
<b>TOTAL USES</b>	<b>\$ 953</b>	<b>\$ 189</b>	<b>\$ 1,142</b>	<b>\$ 185</b>	<b>\$ 67</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,394</b>

**SOURCES (dollars in \$000)**

General Fund	173		173						173
State UST Clean-up Fund	709	48	757						757
Successor Agency - PCDC	50		50						50
Water Capital		162	162	185	67				414
<b>TOTAL FUNDS</b>	<b>\$ 932</b>	<b>\$ 210</b>	<b>\$ 1,142</b>	<b>\$ 185</b>	<b>\$ 67</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,394</b>

**Project Title: Sidewalk Repair Revolving Loan**

**e16101718**

**PROJECT PURPOSE AND DESCRIPTION**

The City of Petaluma’s infrastructure system includes the public walkways. Aging concrete, root intrusion, expansive soils, and a variety of other causes create potential tripping hazards throughout the City. The goal of this program is to create safe public access and abate trip hazards. Per the California Streets and Highways Code and the City of Petaluma Municipal Code Chapter 13.10, property owners are responsible and liable for any damaged sidewalk areas adjacent to their homes or businesses. When the City of Petaluma performs the repair work and the cost of the repair is more than an owner can afford to pay in a single payment, the City will provide financing to property owners at a low interest rate. Monthly administrative fees may apply. The financing agreement is on a case by case basis for those that may wish to use it, with a maximum term of 3 years and a minimum monthly payment of \$100. Seed money for this project is provided from Risk reserves. This work is ongoing and will continue indefinitely.

**FINANCIAL OVERVIEW**

e16101718

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-						-
Legal Services			-						-
Administration			-						-
Construction Contracts	34	32	66	50	50	50			216
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	<b>\$ 34</b>	<b>\$ 32</b>	<b>\$ 66</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 216</b>

**SOURCES (dollars in \$000)**

Charges for Services	7	59	66	50	50	50			216
<b>TOTAL FUNDS</b>	<b>\$ 7</b>	<b>\$ 59</b>	<b>\$ 66</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 216</b>

# RECYCLED WATER PROJECTS FY 2018-2019

**RECYCLED WATER CAPITAL IMPROVEMENT PROGRAM BUDGET FY 18-19**

**PROJECT SUMMARY**

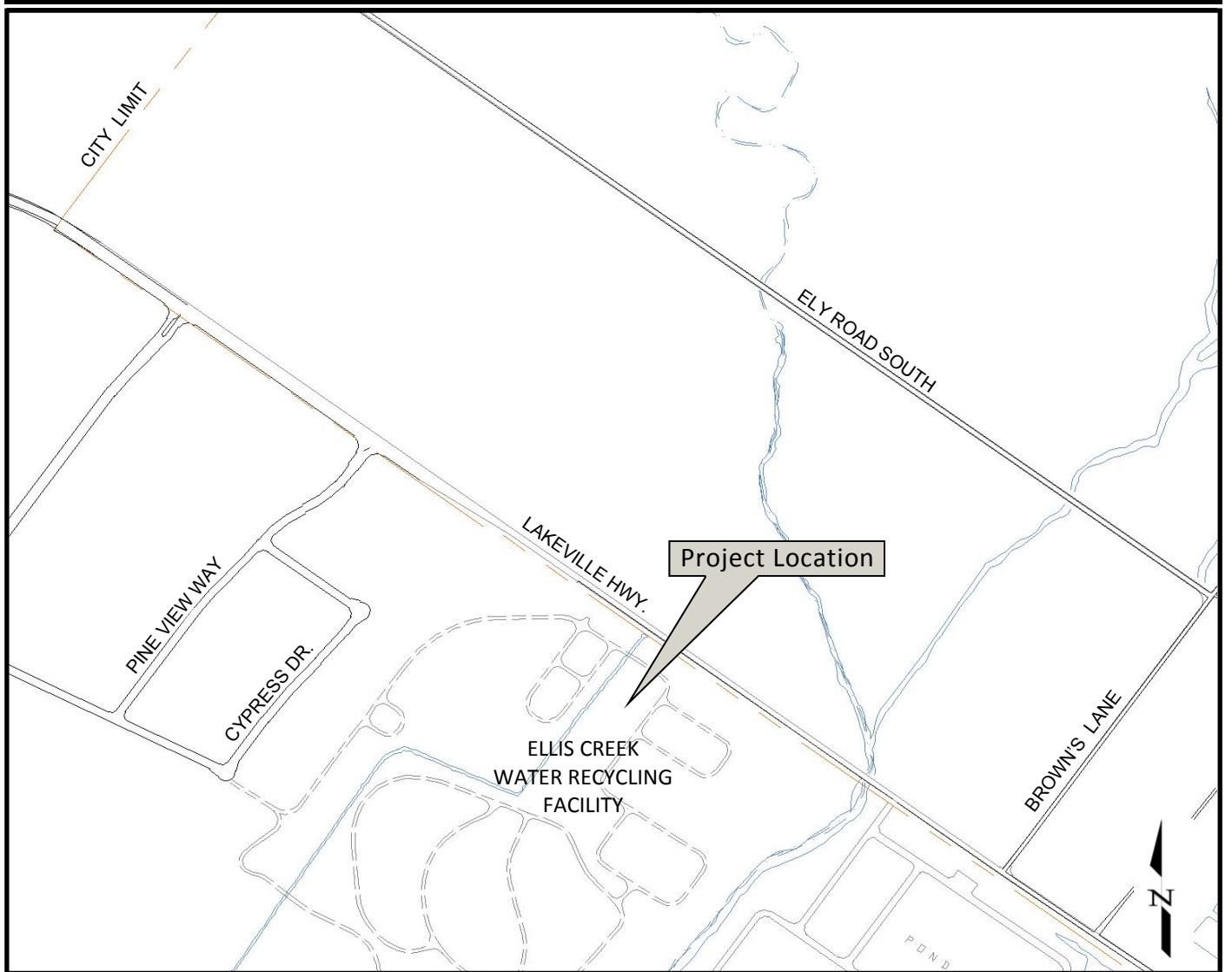
Fund 6690.66999

PROJECTS (dollars in \$000)	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				Total Project Estimate
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
C66401416 Tertiary Filtration System Expansion	12	725	737	-	7,000	1,275	-	-	9,012
C66501834 Recycled Water System Extension - Phase 1/Maria Loop	-	-	-	-	750	-	2,100	1,250	4,100
C66401302 Recycled Water Turnout And Meter Replacements	-	-	-	-	388	-	350	-	738
C66502235 Park Irrigation Upgrades	-	-	-	-	-	-	750	-	750
C66501936 Recycled Water System Expansion for Agriculture	-	-	-	-	800	1,700	1,700	-	4,200
<b>TOTAL</b>	<b>\$ 12</b>	<b>\$ 725</b>	<b>\$ 737</b>	<b>\$ -</b>	<b>\$ 8,938</b>	<b>\$ 2,975</b>	<b>\$ 4,900</b>	<b>\$ 1,250</b>	<b>\$ 18,800</b>

**SOURCES (dollars in \$000)**

Waste Water Capital Funds	\$ 15	\$ 722	\$ 737	\$ -	\$ 6,688	\$ 1,775	\$ 1,550	\$ -	\$ 10,750
Water Capital Funds	-	-	-	-	626	-	2,430	1,000	4,056
Bureau of Reclamation	-	-	-	-	1,624	1,200	920	250	3,994
<b>TOTAL</b>	<b>\$ 15</b>	<b>\$ 722</b>	<b>\$ 737</b>	<b>\$ -</b>	<b>\$ 8,938</b>	<b>\$ 2,975</b>	<b>\$ 4,900</b>	<b>\$ 1,250</b>	<b>\$ 18,800</b>

**TERTIARY FILTRATION SYSTEM EXPANSION** **RECYCLED WATER**



**Project Title: Tertiary Filtration System Expansion**

**C66401416**

**PROJECT PURPOSE AND DESCRIPTION**

The existing tertiary treatment system at the Ellis Creek Water Recycling Facility can process up to 5.0 MGD of tertiary level recycled water, of which 0.5 MGD is used in-plant. This project will expand the filtration and disinfection capacity of the system used to treat wastewater effluent to produce tertiary recycled water. With the increased demand on the recycled water system for agricultural irrigation, the tertiary system exceeds its capacity during high demand periods. To provide additional recycled water treatment capacity, the City will add a second continuous backwash up-flow tertiary filter and add a third ultraviolet (UV) light system in an existing channel constructed for this purpose. While the majority of the project funding is Waste Water Capital, the City is seeking grant funding from Federal and State sources through a partnership with the North Bay Water Reuse Authority. The construction of the project is dependent on the partnership with NBWRA and the efforts to receive grant funding from Federal and State sources. If grant funding is available construction will occur in the summer of 2019.

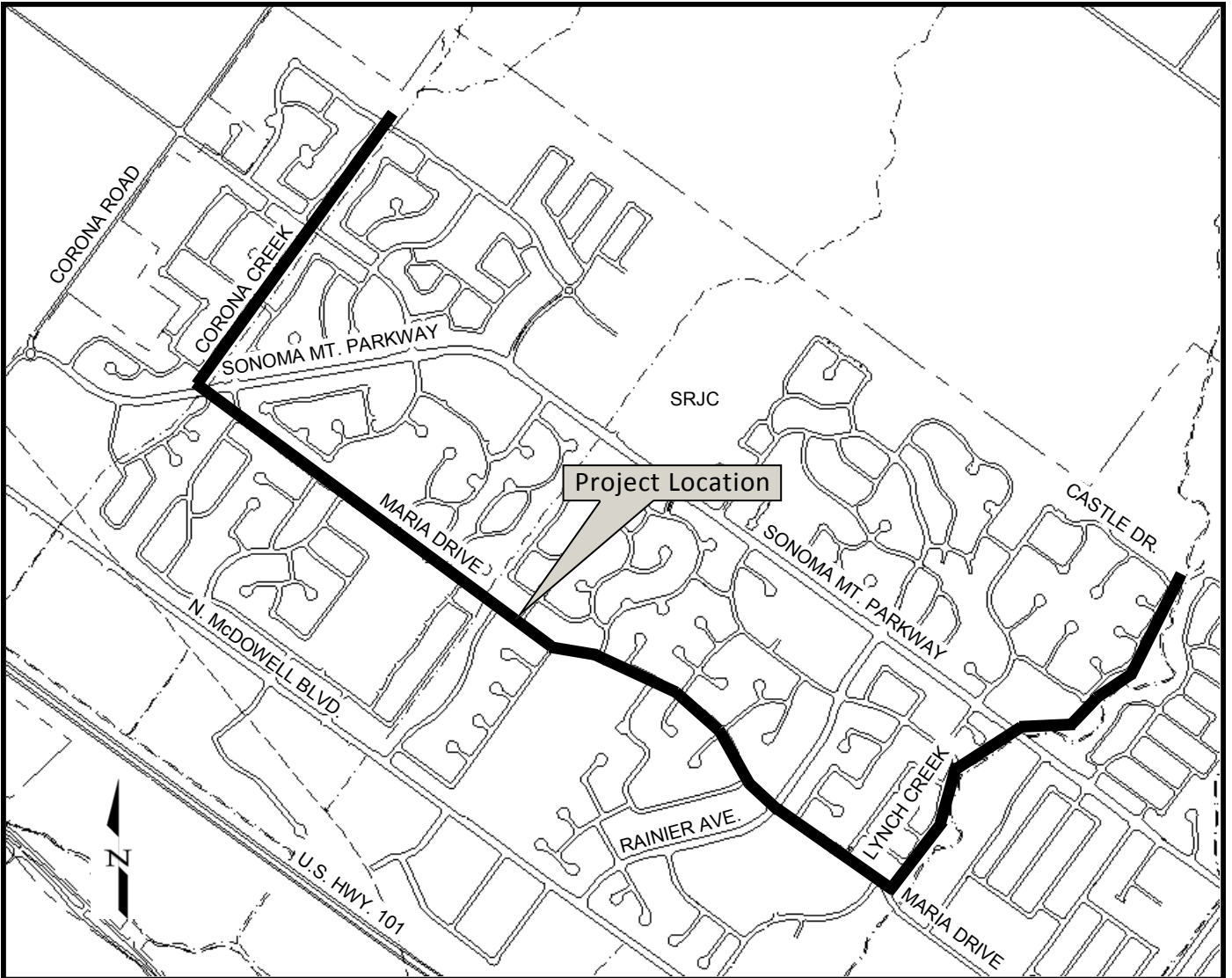
**FINANCIAL OVERVIEW**

C66401416	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental		15	15						15
Land & Easements			-						-
Design	11	700	711						711
Legal Services			-						-
Administration			-						-
Construction Contracts			-		6,800	1,235			8,035
Construction Mgmt			-		70	13			83
Contingency			-		120	27			147
CIP Overheads	1	10	11		10				21
<b>TOTAL USES</b>	<b>\$ 12</b>	<b>\$ 725</b>	<b>\$ 737</b>	<b>\$ -</b>	<b>\$ 7,000</b>	<b>\$ 1,275</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,012</b>

<b>SOURCES (dollars in \$000)</b>									
Waste Water Capital Funds	15	722	737		5,500	575			6,812
Bureau of Reclamation			-		1,500	700			2,200
<b>TOTAL FUNDS</b>	<b>\$ 15</b>	<b>\$ 722</b>	<b>\$ 737</b>	<b>\$ -</b>	<b>\$ 7,000</b>	<b>\$ 1,275</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,012</b>

RECYCLED WATER SYSTEM EXTENSION PHASE 1 / MARIA LOOP

RECYCLED WATER





**Project Title: Recycled Water System Extension  
 Phase 1 / Maria Loop**

**C66501834**

**PROJECT PURPOSE AND DESCRIPTION**

This project is identified as part of Phase 1 of the partnership with the North Bay Water Reuse Authority (NBWRA) to expand the City’s recycled water system. This project will extend the recycled water to offset potable water to schools, greenbelts, and parks. The new pipeline will connect to the Prop 1A/Sonoma Mountain pipeline and create a looped system to increase reliability and efficiency of the system. The pipeline will loop the recycled water system via Maria Drive, and connect to Meadow Elementary and Loma Vista Elementary Schools, as well as various city parks. The construction of the project is dependent on the partnership with NBWRA and the efforts to receive grant funding from Federal and State sources. If grant funding is available construction will likely occur in the summer of 2020.

**FINANCIAL OVERVIEW**

C66501834

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-		75				75
Land & Easements			-						-
Design			-		100				100
Legal Services			-		2		5	3	10
Administration			-		2		5	3	10
Construction Contracts			-		425		1,750	1,000	3,175
Construction Mgmt			-		70		150	80	300
Contingency			-		70		175	155	400
CIP Overheads			-		6		15	9	30
<b>TOTAL USES</b>	\$ -		\$ -	\$ -	\$ 750	\$ -	\$ 2,100	\$ 1,250	\$ 4,100

**SOURCES (dollars in \$000)**

Water Capital Funds			-		626		1,680	1,000	3,306
Bureau of Reclamation			-		124		420	250	794
<b>TOTAL FUNDS</b>	\$ -		\$ -	\$ -	\$ 750	\$ -	\$ 2,100	\$ 1,250	\$ 4,100

**Project Title: Recycled Water Turnout and Meter Replacements**

**C66401302**

**PROJECT PURPOSE AND DESCRIPTION**

Construction of the City of Petaluma’s recycled water system began in 1981 and expanded over time. Recycled water is conveyed from the oxidation ponds at Lakeville Highway and currently serve 871 acres of agricultural land and 339 acres of golf courses, parks and greenbelts. During the dry-weather season the City distributes water to recycled irrigation customers. The existing turnouts are at the end of their useful life having been in service for 30+ years. Maintenance is becoming difficult as parts are no longer available. This project will remove and replace recycled water irrigation turnouts, meter assemblies and their laterals. This project is funded by Waste Water Capital and is expected to occur in FY 19/20.

**FINANCIAL OVERVIEW**

C66401302

	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-		14				14
Design			-		34				34
Legal Services			-						-
Administration			-		11				11
Construction Contracts			-		232		350		582
Construction Mgmt			-		36				36
Contingency			-		55				55
CIP Overheads			-		6				6
<b>TOTAL USES</b>	\$ -		\$ -	\$ -	\$ 388	\$ -	\$ 350	\$ -	\$ 738

**SOURCES (dollars in \$000)**

Waste Water Capital Funds			-		388		350		738
<b>TOTAL FUNDS</b>	\$ -		\$ -	\$ -	\$ 388	\$ -	\$ 350	\$ -	\$ 738

**Project Title: Park Irrigation Upgrades**

**C66502235**

**PROJECT PURPOSE AND DESCRIPTION**

The City of Petaluma plans to deliver recycled water to high potable water users such as schools, parks, and landscape assessment districts in the northeastern section of the City. Once the expansion of the recycled water system is complete, the City will begin delivery to individual sites based on potable water use and the cost to deliver the recycled water. This project involves converting park irrigation systems to comply with regulations associated with the use of recycled water. The conversion includes replacement of sprinkler heads, valve boxes, and signage to indicate use of recycled water at each site. This project is currently scheduled for FY 21/22 and will be funded by the Water Capital Fund.

**FINANCIAL OVERVIEW**

C66502235

	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-						-
Legal Services			-						-
Administration			-						-
Construction Contracts			-				750		750
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 750	\$ -	\$ 750

**SOURCES (dollars in \$000)**

Water Capital Funds			-				750		750
<b>TOTAL FUNDS</b>	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 750	\$ -	\$ 750

**Project Title: Recycled Water System Expansion for Agriculture**

**C66501936**

**PROJECT PURPOSE AND DESCRIPTION**

This project is part of the City’s plan to expand the recycled water system to additional high demand agricultural irrigation accounts. Agricultural customers consume the largest portion of the recycled water produced by the Ellis Creek Water Recycling Facility (ECWRF). There are several potential high demand agricultural customers along the Lakeville Highway corridor which are in close proximity to the ECWRF. This project is phase 1 of a 3 phase expansion project that will deliver recycled water to several parcels on the southwest side of Lakeville Highway. The City is seeking funding from federal and state sources through a partnership with the North Bay Water Reuse Authority (NBWRA). The construction of the project is dependent on the partnership with NBWRA and the efforts to receive grant funding from Federal and State sources. The work is schedule for the summer of 2021.

**FINANCIAL OVERVIEW**

C66501936

	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-		-				-
Land & Easements			-						-
Design			-						-
Legal Services			-		-				-
Administration			-						-
Construction Contracts			-		800	1,700	1,700		4,200
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	\$ -		\$ -	\$ -	\$ 800	\$ 1,700	\$ 1,700	\$ -	\$ 4,200

**SOURCES (dollars in \$000)**

Waste Water Capital Funds			-		800	1,200	1,200		3,200
Bureau of Reclamation			-			500	500		1,000
<b>TOTAL FUNDS</b>	\$ -		\$ -	\$ -	\$ 800	\$ 1,700	\$ 1,700	\$ -	\$ 4,200

## SURFACE WATER PROJECTS FY 2018-2019

**SURFACE WATER CAPITAL IMPROVEMENT PROGRAM BUDGET FY 18-19**

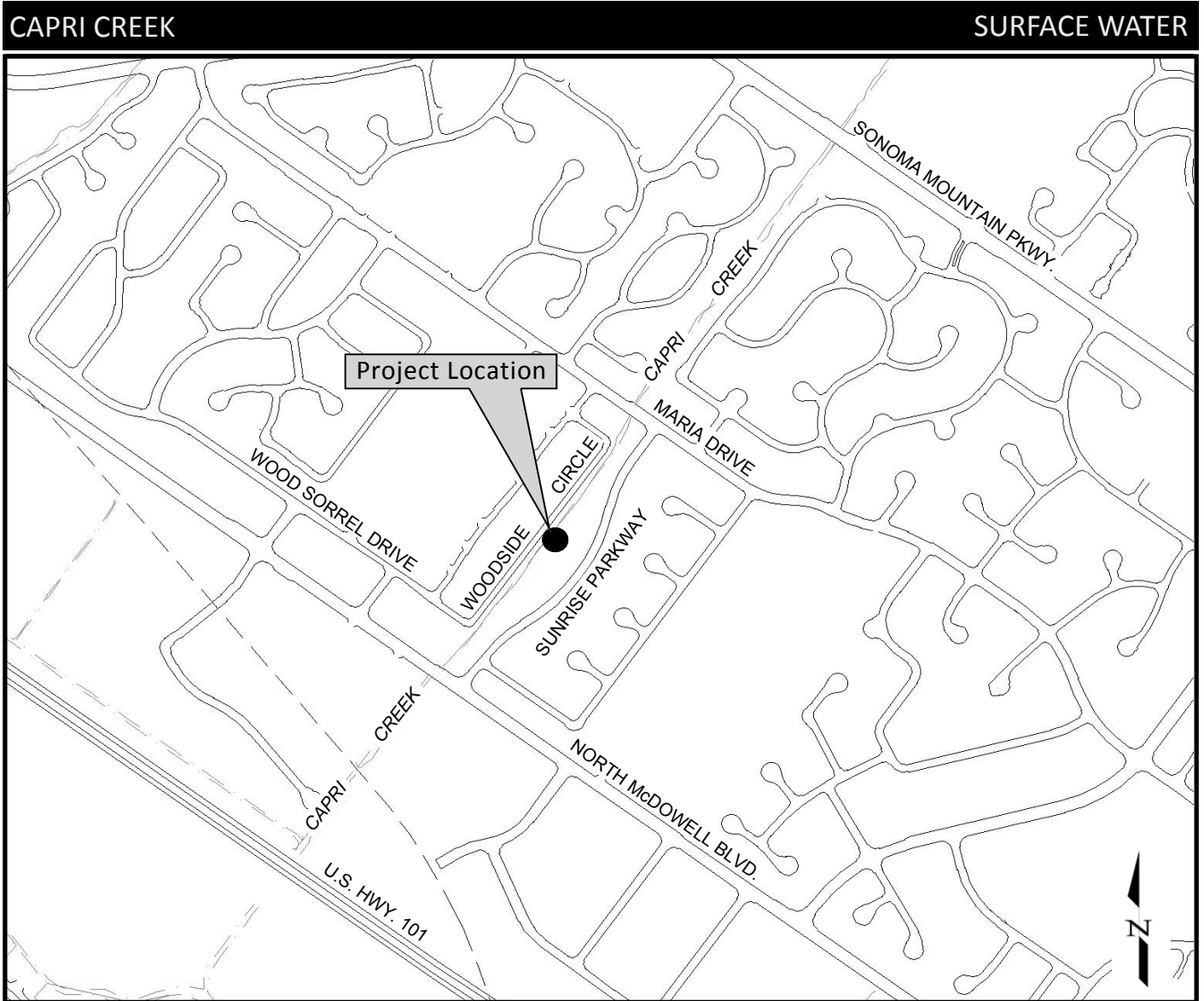
**PROJECT SUMMARY**

Fund 3160.31600

PROJECTS (dollars in \$000)	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				Total Project Estimate
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
C16301413 Capri Creek Re-Contouring & Terracing	555	510	1,065	75	-	-	-	-	1,140
C16301518 Old Corona Road Water Quality Mitigation	2	147	149	966	11	11	11	11	1,159
C16301417 Washington Creek Repair & Enhancement	-	70	70	105	-	-	-	-	175
C16301620 Alert2 Stream and Precipitation Gauge Upgrade	127	10	137	15	-	-	-	-	152
C16301722 Petaluma River Flood Management Denman Reach Phase 4	-	1,351	1,351	1,307	-	-	-	-	2,658
C16501929 Corona Reach Linear Channel	-	-	-	122	-	-	-	-	122
C16502030 Petaluma River & Marina Dredging	-	-	-	-	935	20	1,339	-	2,294
C16501931 Trash Capture Device Pilot	-	-	-	60	20	480	-	-	560
<b>TOTAL</b>	<b>\$ 684</b>	<b>\$ 2,088</b>	<b>\$ 2,772</b>	<b>\$ 2,650</b>	<b>\$ 966</b>	<b>\$ 511</b>	<b>\$ 1,350</b>	<b>\$ 11</b>	<b>\$ 8,260</b>

**SOURCES (dollars in \$000)**

Storm Drainage Impact Fees	\$ 102	\$ 44	\$ 146	\$ 103	\$ 81	\$ 419	\$ -	\$ -	\$ 749
State Grants	70	765	835	60	-	-	-	-	895
SCWA Zone 2A Assessments	97	1,105	1,202	242	-	-	-	-	1,444
Dept of Water Resources Grant	-	441	441	1,307	-	-	-	-	1,748
Caltrans Co-op Agreement	-	147	147	939	11	11	11	11	1,130
Undetermined	-	-	-	-	935	20	1,339	-	2,294
<b>TOTAL</b>	<b>\$ 269</b>	<b>\$ 2,502</b>	<b>\$ 2,771</b>	<b>\$ 2,651</b>	<b>\$ 1,027</b>	<b>\$ 450</b>	<b>\$ 1,350</b>	<b>\$ 11</b>	<b>\$ 8,260</b>



**Project Title: Capri Creek Re-contouring and Terracing**

**C16301413**

**PROJECT PURPOSE AND DESCRIPTION**

The project will improve channel hydraulic capacity to reduce out of bank flooding and ease of maintenance. The creek will be re-contoured west of Maria Drive to better define low flow channel, create a flood terrace and a sediment/debris removal basin at the downstream inlet. Additionally in-stream habitat structures and plantings of native trees and shrubs will be added along the newly defined riparian corridor. The project will be funded largely through a State grant and Zone 2A funding with additional supplemental funding from Storm Drainage Impact fees.

**FINANCIAL OVERVIEW**

C16301413

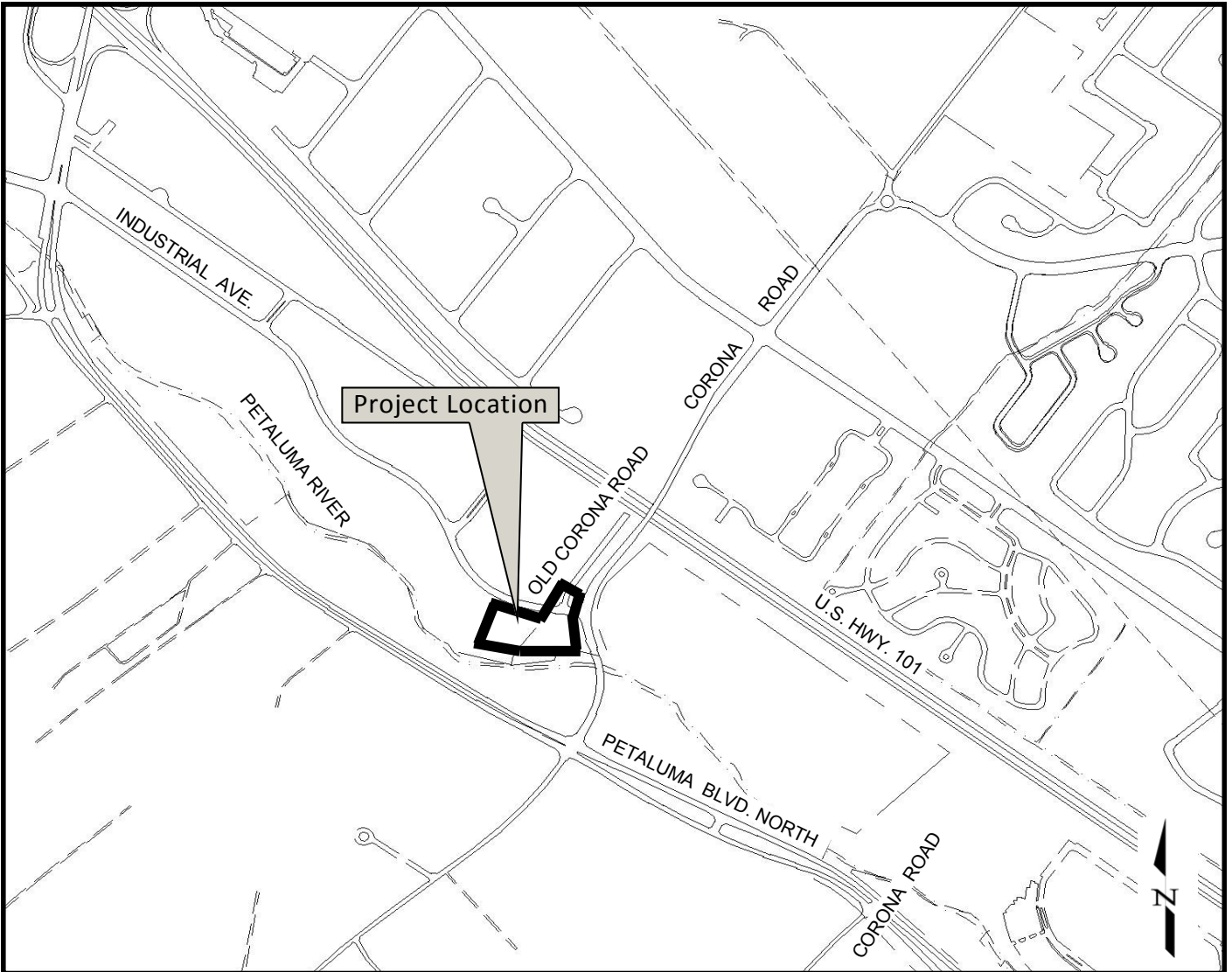
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design	145		145						145
Legal Services			-						-
Administration			-						-
Construction Contracts	338	440	778	50					828
Construction Mgmt	65	33	98	10					108
Contingency		35	35	15					50
CIP Overheads	7	2	9						9
<b>TOTAL USES</b>	<b>555</b>	<b>\$ 510</b>	<b>\$ 1,065</b>	<b>\$ 75</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,140</b>

**SOURCES (dollars in \$000)**

Storm Drainage Impact Fees	98		98						98
State Grants		765	765	60					825
SCWA Zone 2A Assessments	43	159	202	15					217
<b>TOTAL FUNDS</b>	<b>141</b>	<b>\$ 924</b>	<b>\$ 1,065</b>	<b>\$ 75</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,140</b>

OLD CORONA ROAD WATER QUALITY MITIGATION

SURFACE WATER





**Project Title: Old Corona Road Water Quality Mitigation**

**C16301518**

**PROJECT PURPOSE AND DESCRIPTION**

This project will improve the water filtration and carrying capacity of an existing roadside open ditch adjacent to Old Corona Road. The ditch receives surface water flows from Highway 101 for a distance of 550 linear feet and approximately 25-30' in width. At the downstream end of the roadside open ditch the low flow will be diverted to two bio-retention basins for further water quality improvement prior to discharge to the Petaluma River. This project is fully funded by Caltrans as a mitigation measure to upstream impacts caused by the 101 widening project. Design began in the summer of 2017; construction to follow in 2019 dependent on execution of a cooperative agreement. Caltrans funding will be set aside to pay for maintenance activities for 20 years post construction.

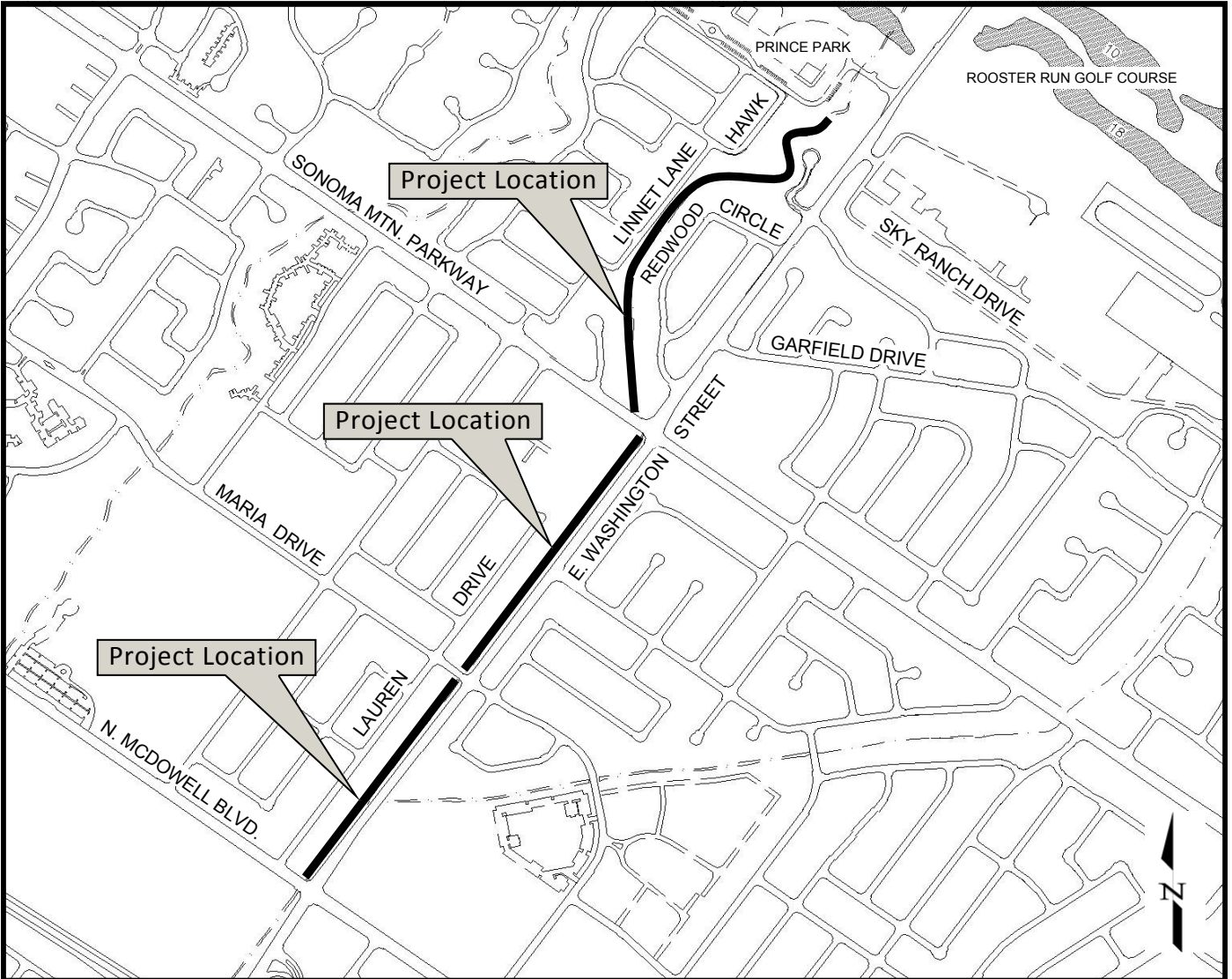
**FINANCIAL OVERVIEW**

C16301518

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	2	10	12						12
Land & Easements			-						-
Design		137	137						137
Legal Services			-						-
Administration			-						-
Construction Contracts			-	756	11	11	11	11	800
Construction Mgmt			-	70					70
Contingency			-	112					112
CIP Overheads			-	28					28
<b>TOTAL USES</b>	<b>2</b>	<b>\$ 147</b>	<b>\$ 149</b>	<b>\$ 966</b>	<b>\$ 11</b>	<b>\$ 11</b>	<b>\$ 11</b>	<b>\$ 11</b>	<b>\$ 1,159</b>
<b>SOURCES (dollars in \$000)</b>									
Storm Drainage Impact Fees	1		1	28					29
Caltrans Co-op Agreement		147	147	939	11	11	11	11	1,130
<b>TOTAL FUNDS</b>	<b>1</b>	<b>\$ 147</b>	<b>\$ 148</b>	<b>\$ 967</b>	<b>\$ 11</b>	<b>\$ 11</b>	<b>\$ 11</b>	<b>\$ 11</b>	<b>\$ 1,159</b>

WASHINGTON CREEK REPAIR

SURFACE WATER



**Project Title: Washington Creek Repair & Enhancement**

**C16301417**

**PROJECT PURPOSE AND DESCRIPTION**

The project includes a feasibility study of bank repairs, native riparian plantings, and other enhancements on Washington Creek starting at N. McDowell Blvd. upstream through subdivisions to Prince Park. This includes preliminary design and permitting. This project will be paid for through SCWA Zone 2A funds. No funding has yet been identified for construction.

**FINANCIAL OVERVIEW**

C16301417

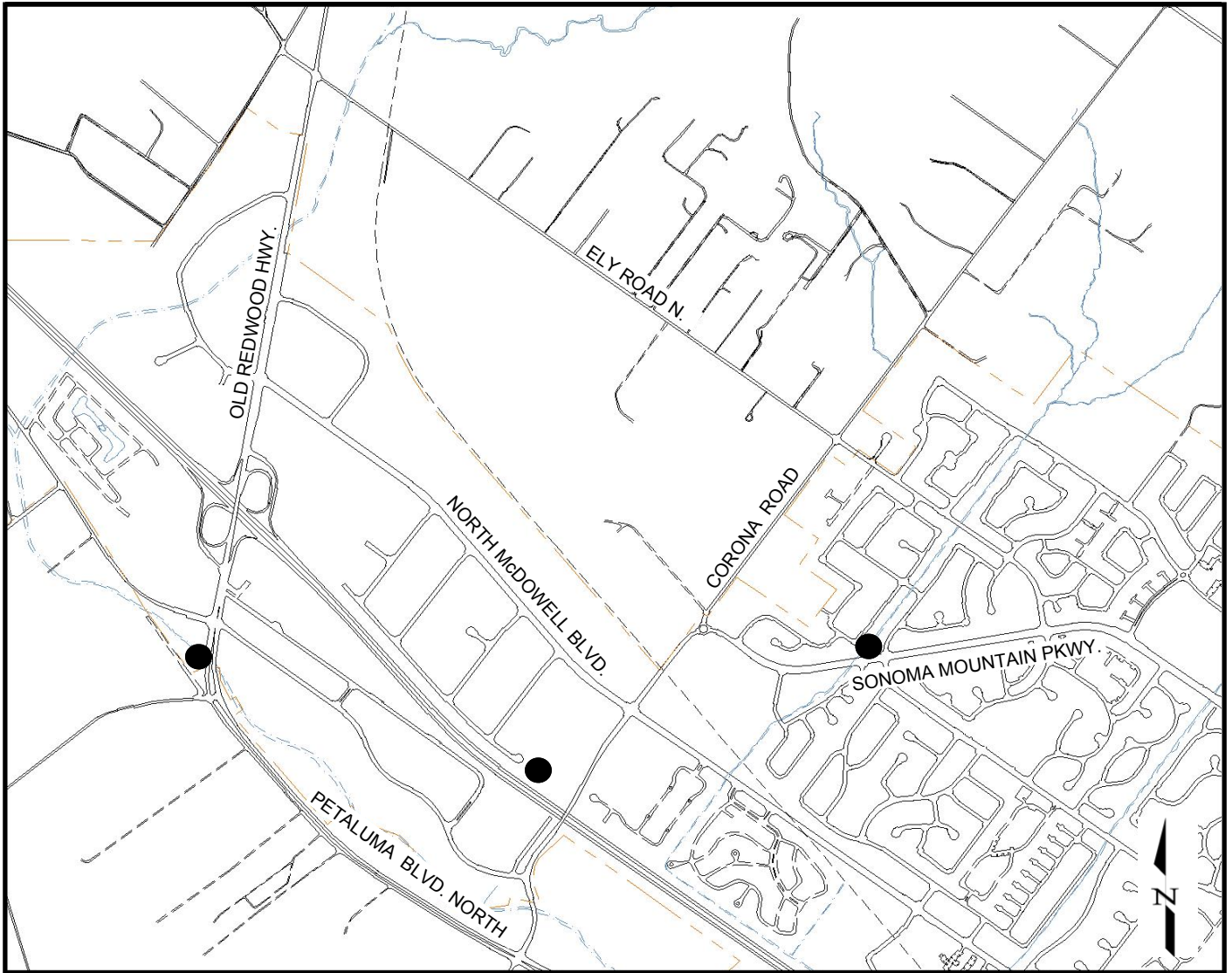
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental		35	35						35
Land & Easements			-						-
Design		35	35	105					140
Legal Services			-						-
Administration			-						-
Construction Contracts			-						-
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	-	\$ 70	\$ 70	\$ 105	\$ -	\$ -	\$ -	\$ -	\$ 175

**SOURCES (dollars in \$000)**

Storm Drainage Impact Fees		5	5						5
SCWA Zone 2A Assessments		65	65	105					170
<b>TOTAL FUNDS</b>	-	\$ 70	\$ 70	\$ 105	\$ -	\$ -	\$ -	\$ -	\$ 175

STREAM AND PRECIPITATION GAGES

SURFACE WATER



● PROJECT LOCATIONS

**Project Title: Alert2 Stream and Precipitation Gauge Upgrade**

**C16301620**

**PROJECT PURPOSE AND DESCRIPTION**

The project will update the City's flood alert system and enhance the City's ability to ensure the safety of the residents and protect public services and critical facilities. The City of Petaluma currently operates a very dated flood alert system, which depends on a good deal of field inspection and flood depth measurements during storm events. The ALERT2 system upgrade will include two base stations and an upgrade to all 25 existing gauges. The upgrade will bring a substantial increase in performance and reliability of the critical flood warning system to Petaluma and facilitate communication throughout the area. In addition to equipment upgrades, the City will update the Flood Safety Plan in accordance with Water Code 9650. This project is funded through State grant and SCWA Zone 2A funds.

**FINANCIAL OVERVIEW**

C16301620

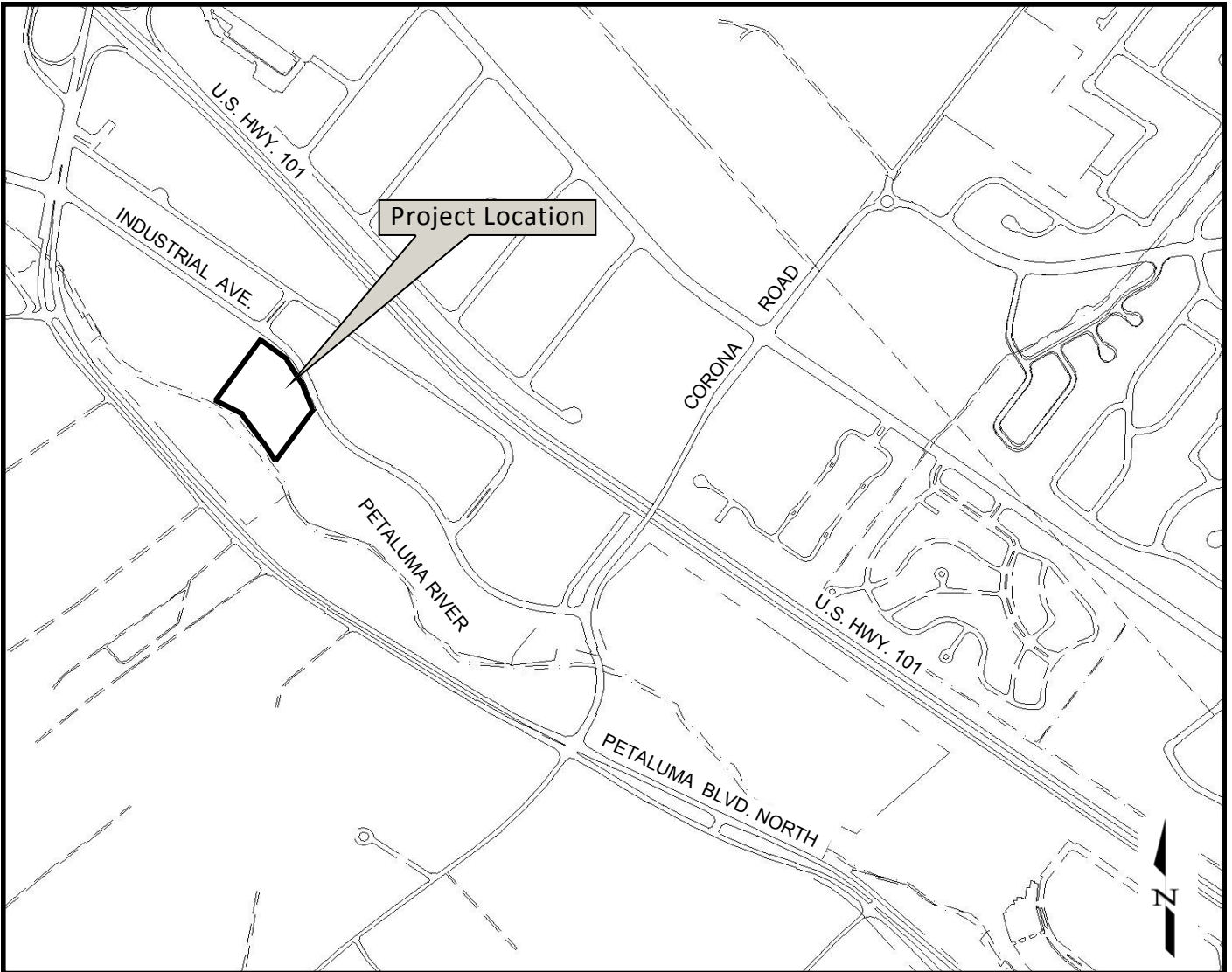
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	2		2						2
Land & Easements			-						-
Design	3		3						3
Legal Services			-						-
Administration			-						-
Construction Contracts	122	10	132						132
Construction Mgmt			-	15					15
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	<b>127</b>	<b>\$ 10</b>	<b>\$ 137</b>	<b>\$ 15</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 152</b>

**SOURCES (dollars in \$000)**

Storm Drainage Impact Fees	3	10	13	15					28
State Grants	70		70						70
SCWA Zone 2A Assessments	54		54						54
<b>TOTAL FUNDS</b>	<b>127</b>	<b>\$ 10</b>	<b>\$ 137</b>	<b>\$ 15</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 152</b>

PETALUMA RIVER FLOOD MGMT.— DENMAN REACH 4

SURFACE WATER



**Project Title: Petaluma River Flood Management Denman Reach 4**

**C16301722**

**PROJECT PURPOSE AND DESCRIPTION**

An existing Department of Water Resources grant was awarded to another agency that was unable to complete their project. The City of Petaluma offered to fulfill the grant requirements through this project on Denman Reach. The project will purchase an undeveloped parcel adjacent to the recently completed phase 3 project to prevent future development in or adjacent to the floodplain and to provide additional flood water storage on the property, as well as remove sediment at Corona Road to reduce localized flooding. The property is expected to be purchased in FY 17/18 and construction completed in FY 18/19.

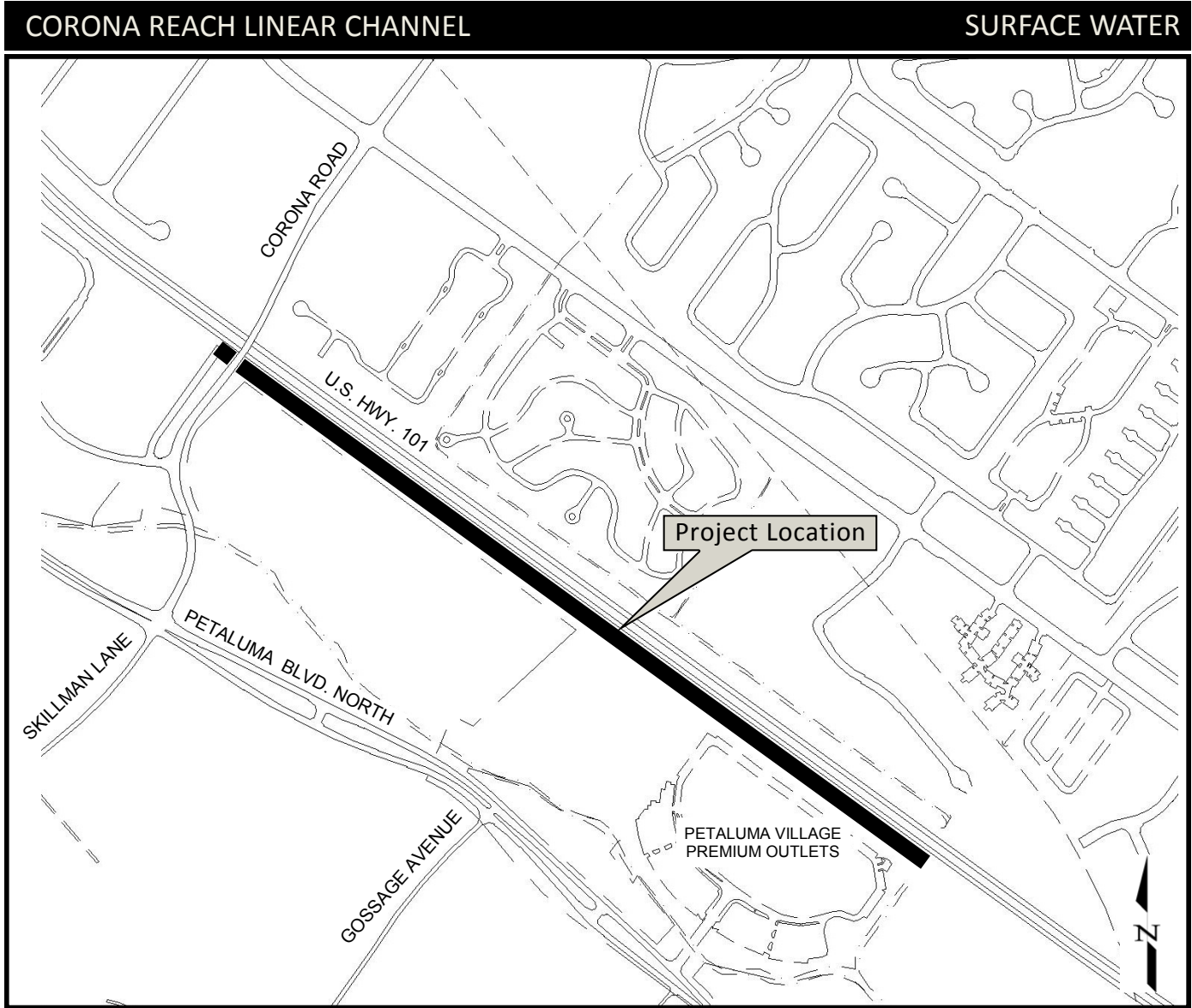
**FINANCIAL OVERVIEW**

C16301722

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental		160	160						160
Land & Easements		1,125	1,125						1,125
Design		54	54						54
Legal Services		12	12						12
Administration			-	35					35
Construction Contracts			-	1,140					1,140
Construction Mgmt			-	132					132
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	-	\$ 1,351	\$ 1,351	\$ 1,307	\$ -	\$ -	\$ -	\$ -	\$ 2,658

**SOURCES (dollars in \$000)**

Storm Drainage Impact Fees		29	29						29
SCWA Zone 2A Assessments		881	881						881
Dept of Water Resources Grant		441	441	1,307					1,748
<b>TOTAL FUNDS</b>	-	\$ 1,351	\$ 1,351	\$ 1,307	\$ -	\$ -	\$ -	\$ -	\$ 2,658





**Project Title: Corona Reach Linear Channel**

**C16501929**

**PROJECT PURPOSE AND DESCRIPTION**

A feasibility study was proposed and approved for funding by the SCWA Zone 2A to assess the flood mitigation benefits of constructing a linear overflow flood detention channel running from Corona Road, behind the Petaluma Outlet Mall, to the Capri Creek confluence on the west side of Highway 101. The expected benefits would be flood risk reduction in the surrounding areas of the project.

**FINANCIAL OVERVIEW**

C16501929

	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				Total Project Estimate
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-	62					62
Land & Easements			-						-
Design			-	60					60
Legal Services			-						-
Administration			-						-
Construction Contracts			-						-
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	-	\$ -	\$ -	\$ 122	\$ -	\$ -	\$ -	\$ -	\$ 122

**SOURCES (dollars in \$000)**

SCWA Zone 2A Assessments			-	122					122
<b>TOTAL FUNDS</b>	-	\$ -	\$ -	\$ 122	\$ -	\$ -	\$ -	\$ -	\$ 122

**Project Title: Petaluma River and Marina Dredging**

**C16502030**

**PROJECT PURPOSE AND DESCRIPTION**

The U.S. Army Corps of Engineering (USACE) will develop permitting and construction documents for dredging the Federal Channel of the Petaluma River. This project provides funding for the City of Petaluma to ensure the Shollenberger dredge disposal site is ready to receive dredge spoils from the Upper River Channel. Dredging by USACE is expected in the summer of 2019. The City will contract dredging of the Marina at the same time. Removal of decanted dredge material from the Shollenberger dredge disposal site is included.

**FINANCIAL OVERVIEW**

C16502030		Expenses and Funds Received			BUDGET				
USES (dollars in \$000)	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				Total Project Estimate
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
Planning/Environmental			-		10	10			20
Land & Easements			-						-
Design			-			10			10
Legal Services			-						-
Administration			-						-
Construction Contracts			-		754		1,086		1,840
Construction Mgmt			-		15		30		45
Contingency			-		156		223		379
CIP Overheads			-						-
<b>TOTAL USES</b>	-	\$ -	\$ -	\$ -	\$ 935	\$ 20	\$ 1,339	\$ -	\$ 2,294
<b>SOURCES (dollars in \$000)</b>									
Undetermined			-		935	20	1,339		2,294
<b>TOTAL FUNDS</b>	-	\$ -	\$ -	\$ -	\$ 935	\$ 20	\$ 1,339	\$ -	\$ 2,294

**Project Title: Trash Capture Device Pilot**

**C16501931**

**PROJECT PURPOSE AND DESCRIPTION**

In order to meet new State Water Resource Control Board trash reduction requirements, the City is developing and implementing a compliance plan. This plan will include installation of trash capture devices in certain locations. The installation of a trash capture device is one of the first steps in compliance and a pilot test for future installations.

**FINANCIAL OVERVIEW**

C16501931

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-	20					20
Land & Easements			-						-
Design			-	40	20				60
Legal Services			-						-
Administration			-						-
Construction Contracts			-			380			380
Construction Mgmt			-			30			30
Contingency			-			70			70
CIP Overheads			-						-
<b>TOTAL USES</b>	-	\$ -	\$ -	\$ 60	\$ 20	\$ 480	\$ -	\$ -	\$ 560

**SOURCES (dollars in \$000)**

Storm Drainage Impact Fees			-	60	81	419			560
<b>TOTAL FUNDS</b>	-	\$ -	\$ -	\$ 60	\$ 81	\$ 419	\$ -	\$ -	\$ 560



# TRANSIT PROJECTS FY 2018-2019

**TRANSIT CAPITAL IMPROVEMENT PROGRAM BUDGET FY 18-19**

**PROJECT SUMMARY**

Fund 6590.65999

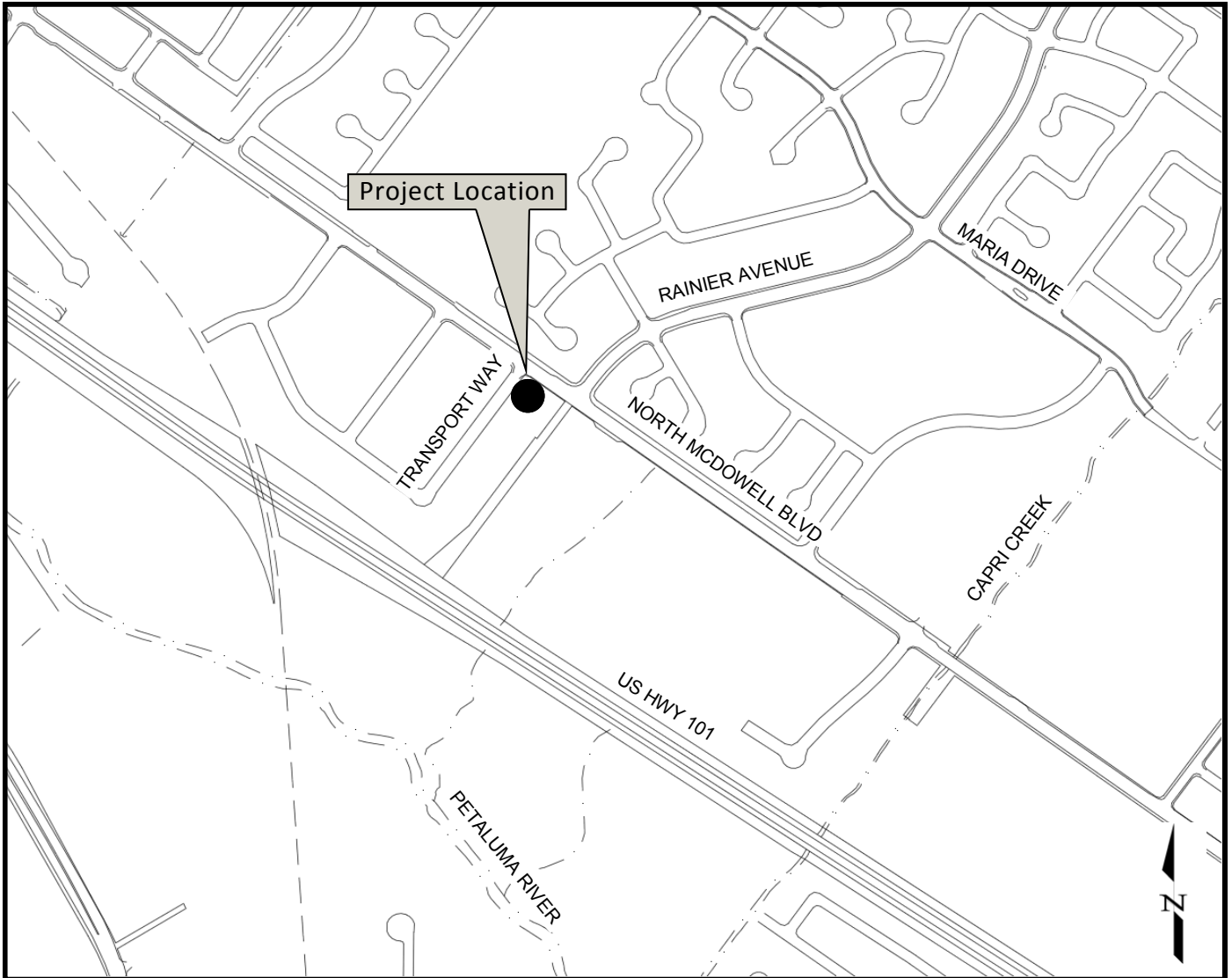
PROJECTS (dollars in \$000)	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				Total Project Estimate
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
C65102009 Transit Center Parking & ADA Improvements	-	-	-	-	260	-	-	-	260
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ 260	\$ -	\$ -	\$ -	\$ 260

**SOURCES (dollars in \$000)**

TDA Transit Capital funds	\$ -	\$ -	\$ -	\$ -	\$ 214	\$ -	\$ -	\$ -	\$ 214
Federal Transit Administration	-	-	-	-	46	-	-	-	46
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ 260	\$ -	\$ -	\$ -	\$ 260

TRANSIT CENTER PARKING AND ADA IMPROVEMENTS

TRANSIT



**Project Title: Transit Center Parking & ADA Improvements**

**C65102009**

**PROJECT PURPOSE AND DESCRIPTION**

The project involves the addition of improved sidewalks and ramps to the Petaluma Transit Center (555 N McDowell Blvd between Transport Way & Rainier Ave). These improvements will include ADA accessible ramps for the public to more easily access the customer service desk to purchase transit passes. The project will also include the installation of a secured vehicle gate access to the bus yard. This will increase staff safety and reduce the likelihood of accidents involving members of the public walking or driving through the yard. Additionally, parking will be angled which will expand the capacity of the lot for Petaluma Transit vehicles.

**FINANCIAL OVERVIEW**

C65102009	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-		4				4
Legal Services			-		1				1
Administration			-		1				1
Construction Contracts			-		200				200
Construction Mgmt			-		30				30
Contingency			-		23				23
CIP Overheads			-		1				1
<b>TOTAL USES</b>	-	-	-	-	260	-	-	-	260
<b>SOURCES (dollars in \$000)</b>									
TDA Transit Capital funds			-		214				214
FTA 5307 TCP			-		46				46
<b>TOTAL FUNDS</b>	-	-	-	-	260	-	-	-	260





# WASTEWATER UTILITY PROJECTS FY 2018-2019

**WASTEWATER CAPITAL IMPROVEMENT PROGRAM BUDGET FY 18-19**

**PROJECT SUMMARY**

Fund 6690.66999

PROJECTS (dollars in \$000)	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				Total Project Estimate
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
C66501003 Manhole Rehabilitation	482	-	482	356	-	-	356	-	1,194
C66101627 Ellis Creek Bridge	36	224	260	170	-	-	-	-	430
C66501518 CNG Fueling Station at Ellis Creek	496	2,546	3,042	4,413	-	-	-	-	7,455
C66501840 Chemical System Upgrade at Ellis Creek Phase 1	-	20	20	980	-	-	-	-	1,000
C66501308 Chemical System Upgrade at Ellis Creek Phase 2	-	-	-	250	1,235	1,850	-	-	3,335
C66401728 Ellis Creek High Strength Waste Facilities	626	1,622	2,248	3,839	-	-	-	-	6,087
C66501519 Payran Lift Station Upgrade	-	105	105	480	1,682	-	-	-	2,267
c66401822 Sewer Main Replacement	3	372	375	2,724	3,535	2,500	-	2,500	11,634
C66501923 Oakmead, Redwood, and Outlet Mall Lift Station Upgrades	-	-	-	-	-	-	955	1,808	2,763
C66501930 Replace PIPS High Capacity Pumps	-	-	-	-	-	20	240	2,600	2,860
C66502032 PIPS Forcemain Replacement	-	-	-	30	120	257	-	5,920	6,327
C66501838 Ellis Creek Outfall Replacement	-	200	200	2,030	1,930	-	-	-	4,160
<b>TOTAL</b>	<b>\$ 1,643</b>	<b>\$ 5,089</b>	<b>\$ 6,732</b>	<b>\$ 15,272</b>	<b>\$ 8,502</b>	<b>\$ 4,627</b>	<b>\$ 1,551</b>	<b>\$ 12,828</b>	<b>\$ 49,512</b>

**SOURCES (dollars in \$000)**

California Energy Comm Grant	\$ -	\$ 1,000	\$ 1,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000
Waste Water Capital	1,489	4,227	5,716	13,288	8,502	4,627	1,551	12,828	46,512
<b>TOTAL</b>	<b>\$ 1,489</b>	<b>\$ 5,227</b>	<b>\$ 6,716</b>	<b>\$ 15,288</b>	<b>\$ 8,502</b>	<b>\$ 4,627</b>	<b>\$ 1,551</b>	<b>\$ 12,828</b>	<b>\$ 49,512</b>



**Project Title: Manhole Rehabilitation**

**C66501003**

**PROJECT PURPOSE AND DESCRIPTION**

Many of the City's older manholes were constructed with brick and mortar. These brick manholes are a significant cause of high infiltration and inflows (I&I), in part due to the interior surfaces having deteriorated and the mortar eroding which allows ground water to enter the system. The system currently has approximately 80 brick manholes in need of replacement. The first construction project to rehabilitate the manholes is completed. The next phase will occur in FY 18/19 and will be funded by Waste Water Capital.

**FINANCIAL OVERVIEW**

C66501003

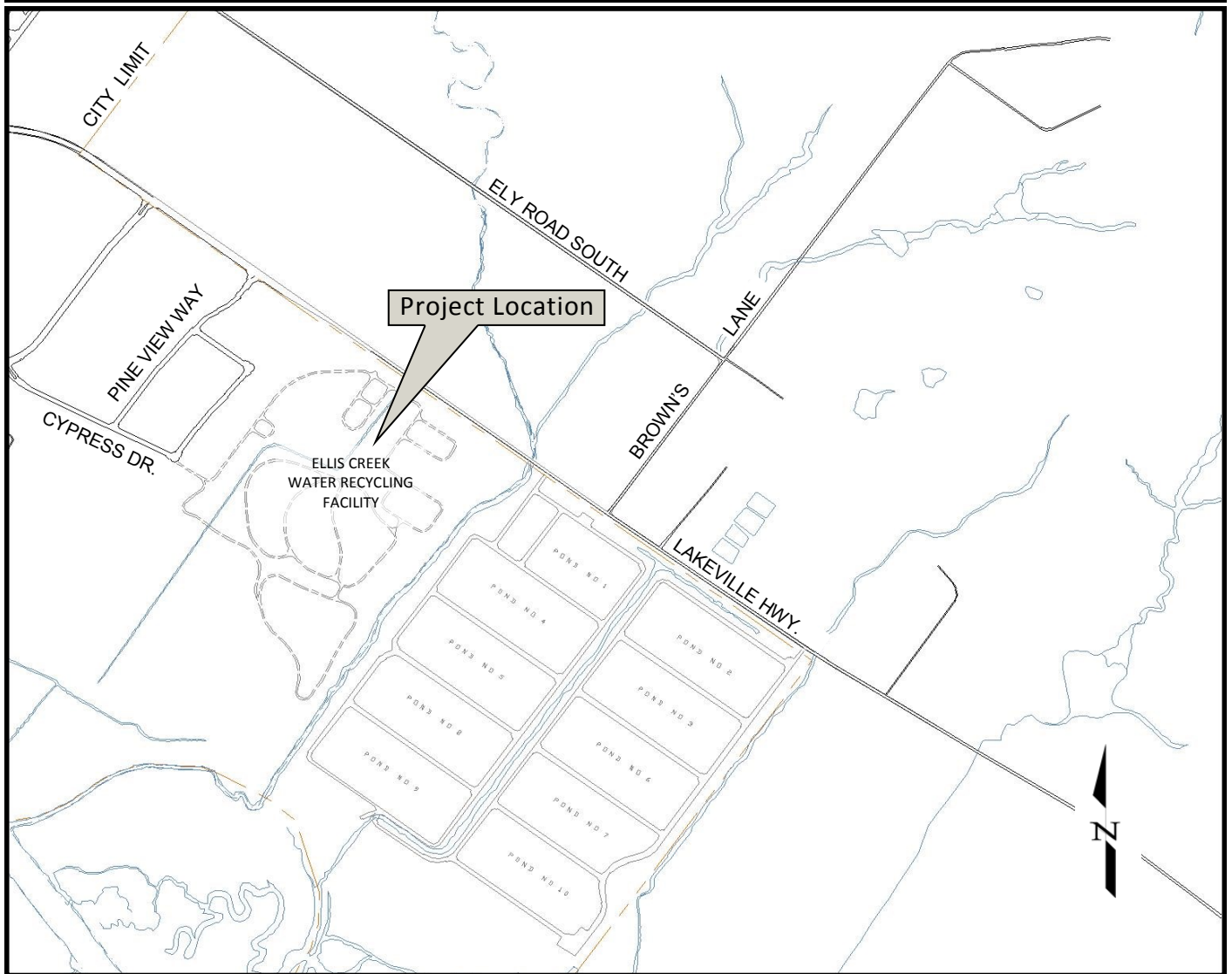
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	-		-						-
Land & Easements	-		-						-
Design	28		28	15			15		58
Legal Services	-		-	2			2		4
Administration	3		3						3
Construction Contracts	411		411	250			250		911
Construction Mgmt	32		32	30			30		92
Contingency			-	50			50		100
CIP Overheads	8		8	9			9		26
<b>TOTAL USES</b>	<b>\$ 482</b>	<b>\$ -</b>	<b>\$ 482</b>	<b>\$ 356</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 356</b>	<b>\$ -</b>	<b>\$ 1,194</b>

**SOURCES (dollars in \$000)**

Waste Water Capital	482		482	356			356		1,194
<b>TOTAL FUNDS</b>	<b>\$ 482</b>	<b>\$ -</b>	<b>\$ 482</b>	<b>\$ 356</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 356</b>	<b>\$ -</b>	<b>\$ 1,194</b>

ELLIS CREEK RECYLING FACILITY

WASTE WATER



**Project Title            Ellis Creek Bridge**

**C66101627**

**PROJECT PURPOSE AND DESCRIPTION**

This project will install a bridge across Ellis Creek allowing staff direct access from the Ellis Creek Water Recycling Facility to the storage ponds, aerated lagoon and various pumping stations. This section of the plant requires access multiple times a day for both operations and maintenance activities. Currently, operations and maintenance staff must leave the main facility and travel on Lakeville Highway to access the adjacent part of the facility. This project is funded by Waste Water Capital with construction expected to begin in the summer of 2018.

**FINANCIAL OVERVIEW**

C66101627

	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	13	20	33						33
Land & Easements			-						-
Design	20	45	65						65
Legal Services			-						-
Administration			-						-
Construction Contracts		120	120	120					240
Construction Mgmt	1	24	25	25					50
Contingency		10	10	20					30
CIP Overheads	2	5	7	5					12
<b>TOTAL USES</b>	<b>\$ 36</b>	<b>\$ 224</b>	<b>\$ 260</b>	<b>\$ 170</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 430</b>

**SOURCES (dollars in \$000)**

Waste Water Capital	39	221	260	170					430
<b>TOTAL FUNDS</b>	<b>\$ 39</b>	<b>\$ 221</b>	<b>\$ 260</b>	<b>\$ 170</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 430</b>

**Project Title: CNG Fueling Station Ellis Creek**

**C66501518**

**PROJECT PURPOSE AND DESCRIPTION**

This project includes the design and construction of a gas scrubbing facility, a Compressed Natural Gas (CNG) fueling station and related site improvements at the Ellis Creek Water Recycling Facility (ECWRF) and Petaluma Refuse and Recycling (PR&R) facility. The anaerobic digester at ECWRF produces methane gas that is currently used to fuel a boiler to heat sludge. The excess methane gas is flared off. With the construction of another digester and the addition of high strength waste to the treatment process, the plant will produce nearly double the amount of methane gas. The gas can be scrubbed, compressed, and used to fuel City and PR&R vehicles. The City obtained grant funds from the California Energy Commission for the construction of the CNG facilities, with the remainder of the funding coming from Waste Water Capital. Construction is expected to be completed in FY 18/19.

**FINANCIAL OVERVIEW**

C66501518	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Actual Jul-Nov 2017	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
						FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	34	1	11	45						45
Land & Easements				-						-
Design	454	49	136	590						590
Legal Services				-						-
Administration				-						-
Construction Contracts			2,000	2,000	3,488					5,488
Construction Mgmt			200	200	475					675
Contingency			199	199	400					599
CIP Overheads	8			8	50					58
<b>TOTAL USES</b>	<b>\$ 496</b>	<b>\$ 50</b>	<b>\$ 2,546</b>	<b>\$ 3,042</b>	<b>\$ 4,413</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,455</b>
<b>SOURCES (dollars in \$000)</b>										
California Energy Comm Grant			1,000	1,000	2,000					3,000
Waste Water Capital	480		1,546	2,026	2,429					4,455
<b>TOTAL FUNDS</b>	<b>\$ 480</b>	<b>\$ -</b>	<b>\$ 2,546</b>	<b>\$ 3,026</b>	<b>\$ 4,429</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,455</b>

**Project Title: Chemical System Upgrade at Ellis Creek Phase 1**

**C66501840**

**PROJECT PURPOSE AND DESCRIPTION**

This project addresses the failure of 2,200 feet of double-walled sodium hypochlorite piping that runs from the Outfall building to the Wetlands Effluent Pump Station. The planning phase will analyze whether replacement of the piping or installation of additional sodium hypochlorite equipment will provide the best lifecycle cost. Design and construction will be completed on the best alternative.

**FINANCIAL OVERVIEW**

C66501840

	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Actual Jul-Nov 2017	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
						FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>										
Planning/Environmental			20	20						20
Land & Easements				-						-
Design			-	-	200					200
Legal Services				-						-
Administration				-						-
Construction Contracts				-	600					600
Construction Mgmt				-	60					60
Contingency				-	120					120
CIP Overheads				-						-
<b>TOTAL USES</b>	\$ -	\$ -	\$ 20	\$ 20	\$ 980					\$ 1,000

**SOURCES (dollars in \$000)**

Waste Water Capital			20	20	980					1,000
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ 20	\$ 20	\$ 980					\$ 1,000

**Project Title: Chemical System Upgrade at Ellis Creek Phase 2**

**C66501308**

**PROJECT PURPOSE AND DESCRIPTION**

This project will upgrade chemical, mechanical, electrical and instrumentation equipment located at the oxidation pond and used for the disinfection and dechlorination of effluent. The facilities are over 20 years old and need to be upgraded to comply with current codes, regulations and safety standards and to improve chemical efficiency and lower maintenance and operation costs. The facility disinfects effluent at the wetlands pump station and/or at the chlorine contact chamber. The project will evaluate the benefits of consolidating the two separate chemical dosing systems into an integrated configuration where pumps can dose to either location, or relocating the wetlands effluent disinfection system closer to the point of disinfection. The project will replace and relocate pumps for disinfection and dechlorination chemicals. The work will also upgrade structural, mechanical and electrical deficiencies at the bulk chemical storage facilities, emergency standby generator and switchgear, motor control center. Construction for this Waste Water Capital funded project is expected to begin in summer of 2020.

**FINANCIAL OVERVIEW**

C66501308

	Expenses and Funds Received			BUDGET					
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				Total Project Estimate
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-	250					250
Legal Services			-						-
Administration			-						-
Construction Contracts			-		1,235	1,850			3,085
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	\$ -	\$ -	\$ -	\$ 250	\$ 1,235	\$ 1,850	\$ -	\$ -	\$ 3,335

**SOURCES (dollars in \$000)**

Waste Water Capital			-	250	1,235	1,850			3,335
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ 250	\$ 1,235	\$ 1,850	\$ -	\$ -	\$ 3,335



**Project Title            Ellis Creek High Strength Waste Facilities**

**C66401728**

**PROJECT PURPOSE AND DESCRIPTION**

Repurpose existing acid-phase digesters at the Ellis Creek Water Recycling Facility to receive and blend high strength waste from local industries with wastewater solids for anaerobic digestion. The project includes the addition of screw press sludge dewatering capacity . Design of this project began in FY 16/17 and construction for this Waste Water Capital funded project is expected to be completed in FY 18/19 in conjunction with the CNG fueling project.

**FINANCIAL OVERVIEW**

C66401728

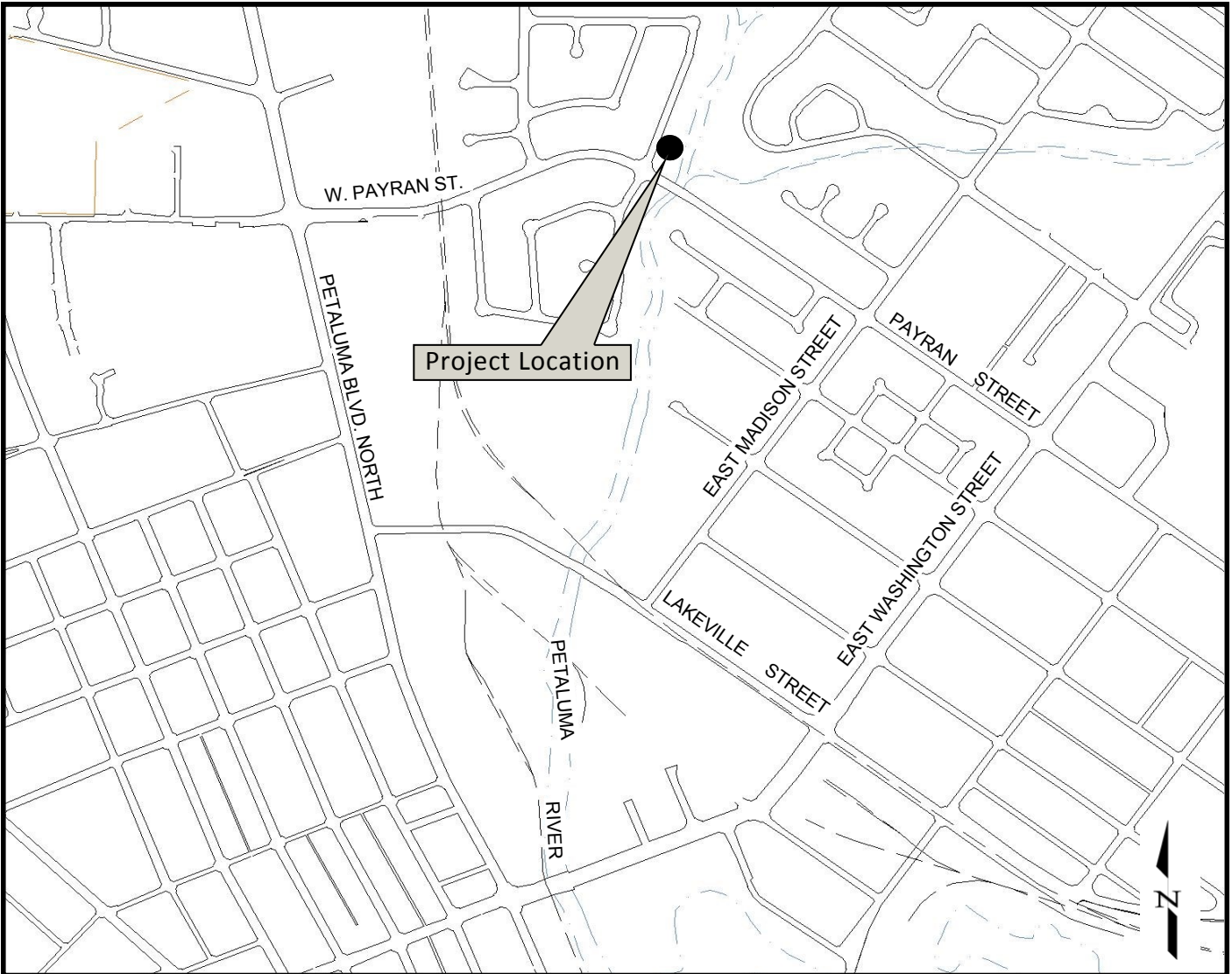
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental		20	20						20
Land & Easements			-						-
Design	615	202	817						817
Legal Services			-						-
Administration			-						-
Construction Contracts		1,000	1,000	2,965					3,965
Construction Mgmt	3	200	203	387					590
Contingency		200	200	415					615
CIP Overheads	8		8	72					80
<b>TOTAL USES</b>	<b>\$ 626</b>	<b>\$ 1,622</b>	<b>\$ 2,248</b>	<b>\$ 3,839</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,087</b>

**SOURCES (dollars in \$000)**

Waste Water Capital	485	1,763	2,248	3,839					6,087
<b>TOTAL FUNDS</b>	<b>\$ 485</b>	<b>\$ 1,763</b>	<b>\$ 2,248</b>	<b>\$ 3,839</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,087</b>

PAYRAN LIFT STATION UPGRADE

WASTE WATER



**Project Title: Payran Lift Station Upgrade**

**C66501519**

**PROJECT PURPOSE AND DESCRIPTION**

This project upgrades pumps and controls of the lift station that serves the north central portion of the City. The need for the upgrades at the site is significant given its location near the river and its limited storage. Currently, operations must respond to the site immediately with the portable generator. The project includes necessary electrical upgrades, pump replacement and valve improvements along with instrumentation upgrades for integration into SCADA. The project will bring the lift station into cohesive operation with the Ellis Creek Water Recycling Facility. This project is funded through Waste Water Capital and will be designed in FY 17/18 with construction to take place in the following year.

**FINANCIAL OVERVIEW**

C66501519	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental		5	5	-					5
Land & Easements			-						-
Design		100	100	210					310
Legal Services			-	1					1
Administration			-	2	2				4
Construction Contracts			-	200	1,250				1,450
Construction Mgmt			-		150				150
Contingency			-	45	250				295
CIP Overheads			-	22	30				52
<b>TOTAL USES</b>	<b>\$ -</b>	<b>\$ 105</b>	<b>\$ 105</b>	<b>\$ 480</b>	<b>\$ 1,682</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,267</b>

**SOURCES (dollars in \$000)**

Waste Water Capital		105	105	480	1,682				2,267
<b>TOTAL FUNDS</b>	<b>\$ -</b>	<b>\$ 105</b>	<b>\$ 105</b>	<b>\$ 480</b>	<b>\$ 1,682</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,267</b>



**Project Title Sewer Main Replacement**

**C66401822**

**PROJECT PURPOSE AND DESCRIPTION**

This is the yearly ongoing project to upgrade existing sewer mains throughout the City, reduce infiltration and inflow, and reduce maintenance cost. This project will replace the deteriorating and cracked sewer mains, mostly vitrified clay pipe (VCP), which has exceeded its service life and is contributing to inflow and infiltration. FY 18/19 will include rehabilitation or replacement in Coronado, Cortes, and Stuart backyards, as well as Joan Drive from Maria to Novak, Daniel Dr. from Elizabeth to Bungalow, and Albert Way at Weaverly Drive. The sewer main replacements are concurrent with planned water main replacement projects. This yearly project will be funded by Waste Water Capital.

**FINANCIAL OVERVIEW**

c66401822

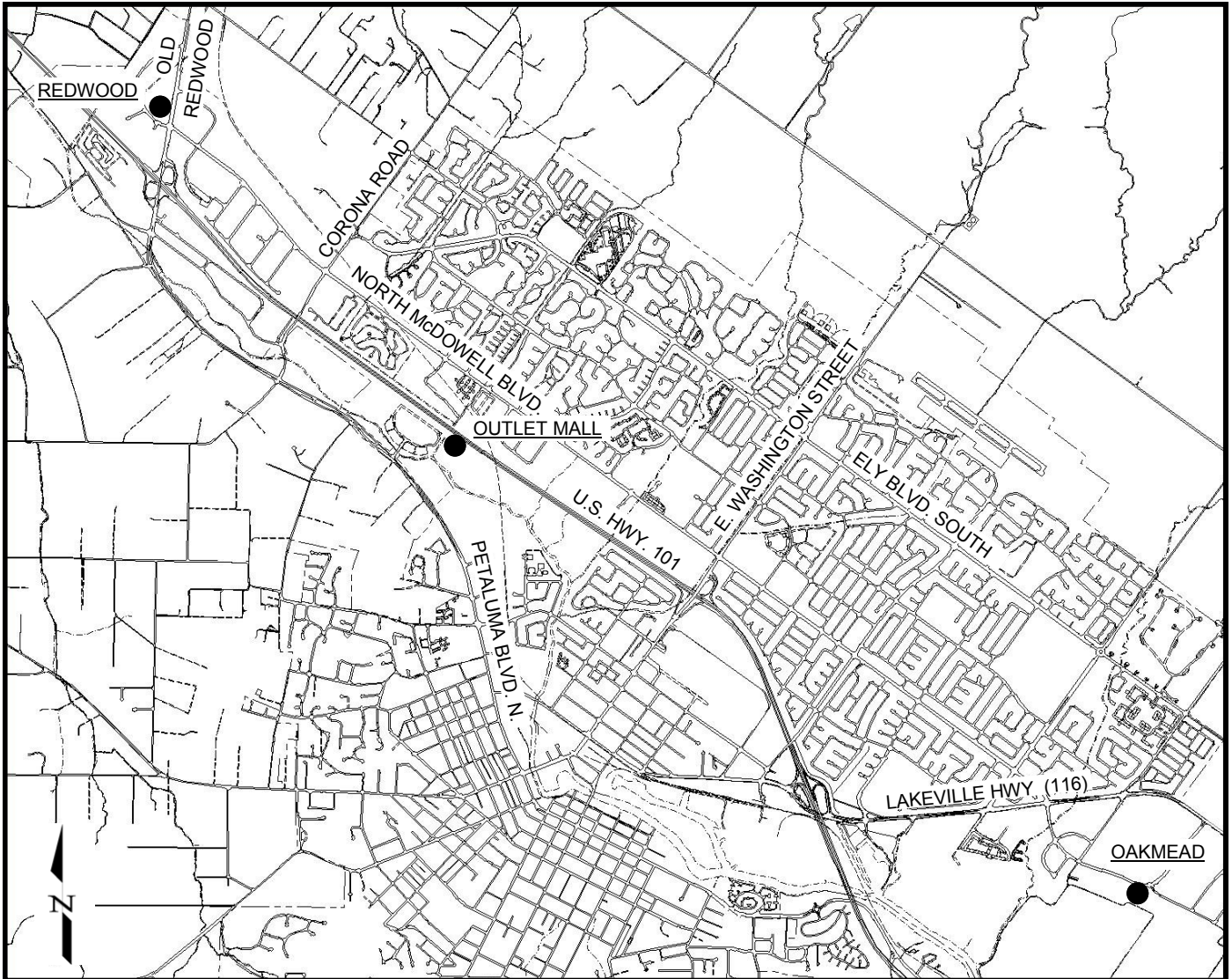
	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				Total Project Estimate
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental		5	5	10	10	10		10	45
Land & Easements		4	4	5	5	5		5	24
Design	2	90	92	12	230	180		180	694
Legal Services		1	1	2	5	5		5	18
Administration			-	25	5	5		5	40
Construction Contracts		250	250	2,100	2,500	1,700		1,700	8,250
Construction Mgmt	1	20	21	110	230	150		150	661
Contingency			-	420	500	395		395	1,710
CIP Overheads		2	2	40	50	50		50	192
<b>TOTAL USES</b>	<b>\$ 3</b>	<b>\$ 372</b>	<b>\$ 375</b>	<b>\$ 2,724</b>	<b>\$ 3,535</b>	<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ 11,634</b>

**SOURCES (dollars in \$000)**

Waste Water Capital	3	372	375	2,724	3,535	2,500		2,500	11,634
<b>TOTAL FUNDS</b>	<b>\$ 3</b>	<b>\$ 372</b>	<b>\$ 375</b>	<b>\$ 2,724</b>	<b>\$ 3,535</b>	<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ 11,634</b>

OAKMEAD, REDWOOD & OUTLET MALL—LIFT STATIONS UPGRADES

WASTEWATER



**Project Title: Oakmead, Redwood, and Outlet Mall Lift Station Upgrades C66501923**

**PROJECT PURPOSE AND DESCRIPTION**

This project upgrades pumps and controls of several lift stations that serve various portions of the City. These lift stations were constructed around the same period of time and upgrades will be similar. Currently, operations must respond to these stations immediately due to small storage capacities. The project includes necessary electrical upgrades, pump replacement and valve improvements along with instrumentation upgrades for integration into SCADA. This Waste Water Capital funded project will bring the lift stations into cohesive operation with the Ellis Creek Water Recycling Facility. Design is scheduled for 2021 and construction for 2022.

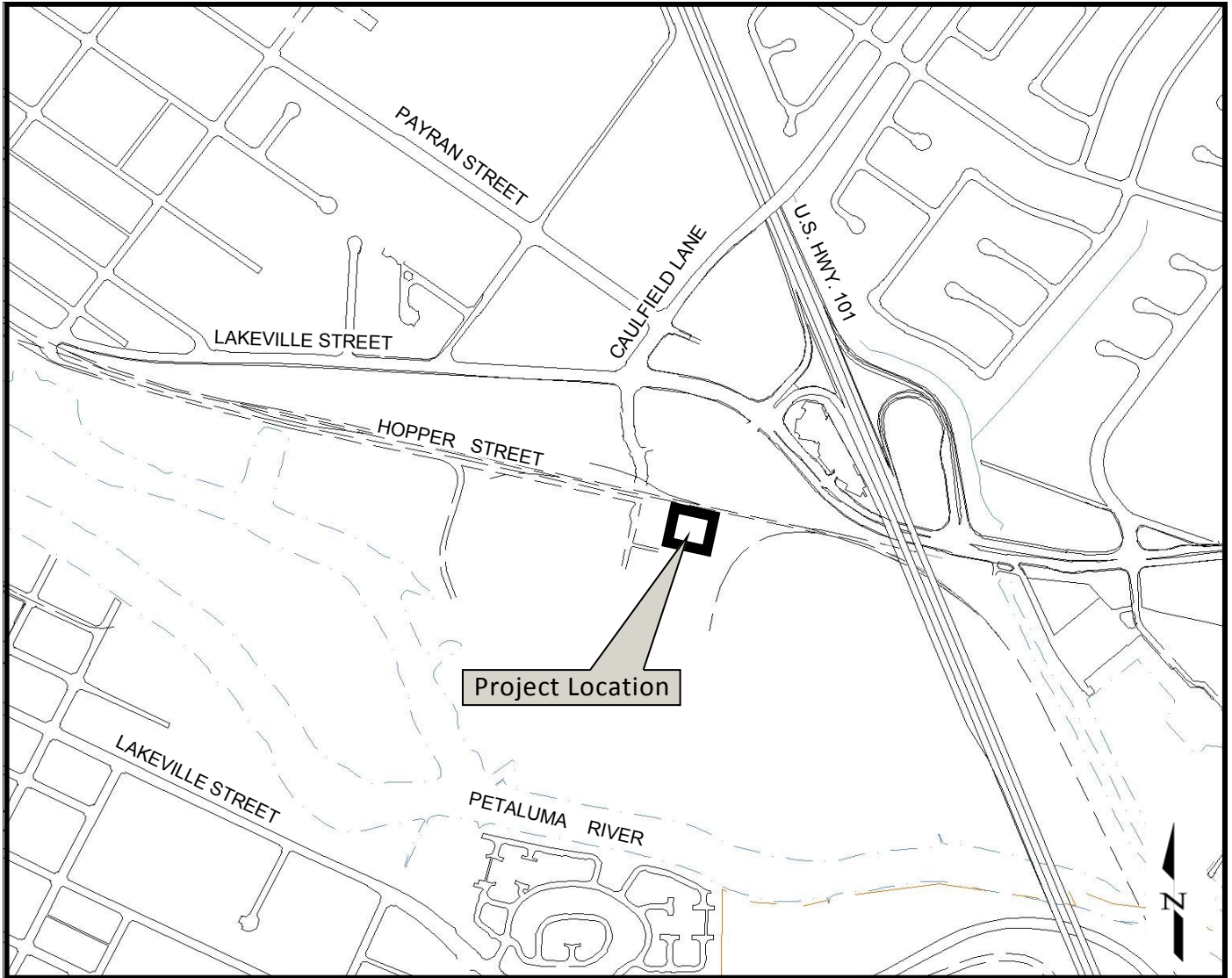
**FINANCIAL OVERVIEW**

C66501923	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-				5	5	10
Land & Easements			-				10		10
Design			-				140	70	210
Legal Services			-				1	1	2
Administration			-				2	2	4
Construction Contracts			-				500	1,300	1,800
Construction Mgmt			-				120	180	300
Contingency			-				150	210	360
CIP Overheads			-				27	40	67
<b>TOTAL USES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 955	\$ 1,808	\$ 2,763

<b>SOURCES (dollars in \$000)</b>									
Waste Water Capital			-				955	1,808	2,763
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 955	\$ 1,808	\$ 2,763

REPLACE PIPS HIGH CAPACITY PUMPS

WASTE WATER





**Project Title            Replace PIPS High Capacity Pumps**

**C66501930**

**PROJECT PURPOSE AND DESCRIPTION**

This Waste Water Capital funded project will replace four high capacity 450 horse-power pumps and variable frequency drive units (VFD) at the Primary Influent Pump Stations (PIPS). Existing pumps were installed in 1999 and have required significant maintenance. Preliminary work is expected to begin late in FY 20/21 with design to follow in early FY 21/22 and construction to occur the following year.

**FINANCIAL OVERVIEW**

C66501930

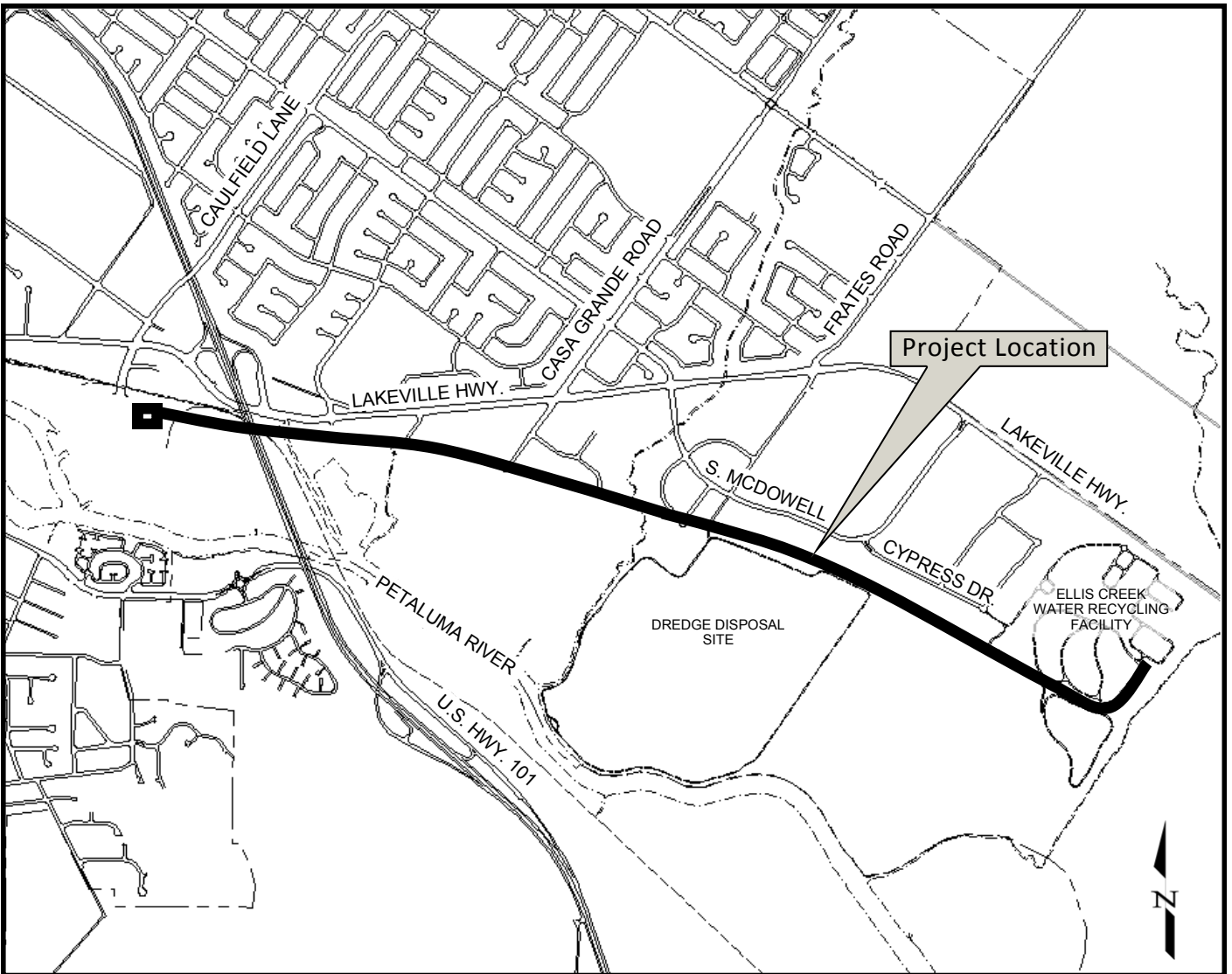
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-	-		20			20
Land & Easements			-	-					-
Design			-	-			240		240
Legal Services			-	-					-
Administration			-	-					-
Construction Contracts			-	-				2,600	2,600
Construction Mgmt			-	-					-
Contingency			-	-					-
CIP Overheads			-	-					-
<b>TOTAL USES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20	\$ 240	\$ 2,600	\$ 2,860

**SOURCES (dollars in \$000)**

Waste Water Capital			-	-		20	240	2,600	2,860
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20	\$ 240	\$ 2,600	\$ 2,860

PIPS FORCE MAIN REPLACEMENT

PUBLIC WORKS



**Project Title PIPS Forcemain Replacement**

**C66502032**

**PROJECT PURPOSE AND DESCRIPTION**

All the wastewater generated in the City is pumped through a single 2.5 mile long 36 inch diameter forcemain from Hopper Street to Ellis Creek. The forcemain is roughly 40 years old and is nearing the end of its service life. This project involves installing a parallel forcemain adjacent to the existing forcemain. This project will include the assessment of the existing forcemain and rehabilitation to provide redundant service of this critical conveyance pipeline. Cost shown below is for the first of several phases of work. This Waste Water Capital funded project is expected to begin in FY 20/21 with construction to follow the following year.

**FINANCIAL OVERVIEW**

C66502032

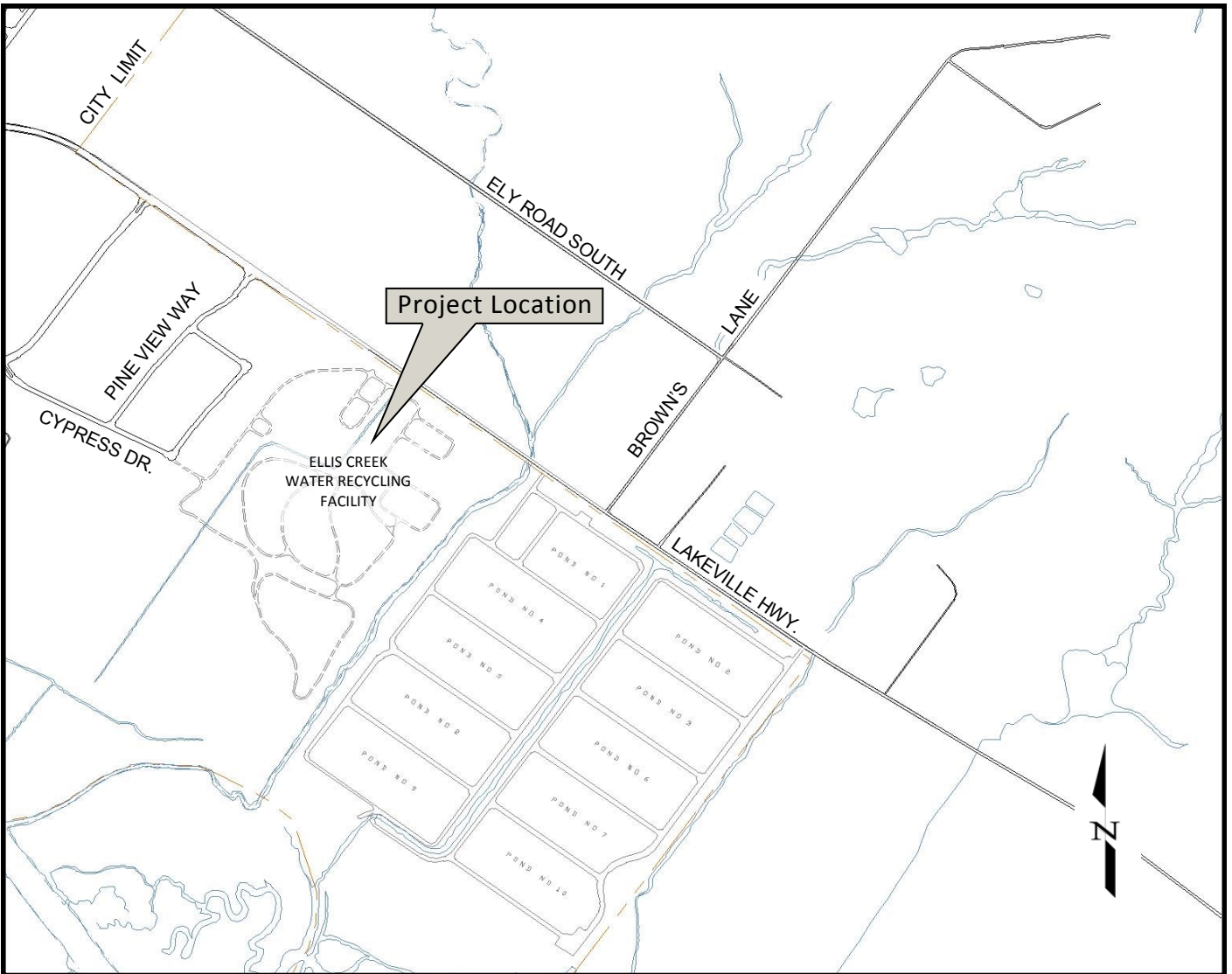
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-			80			80
Land & Easements			-			20			20
Design			-	30	10	150		150	340
Legal Services			-			5		10	15
Administration			-			2		5	7
Construction Contracts			-		80			5,000	5,080
Construction Mgmt			-		10			300	310
Contingency			-		20			400	420
CIP Overheads			-					55	55
<b>TOTAL USES</b>	\$ -	\$ -	\$ -	\$ 30	\$ 120	\$ 257	\$ -	\$ 5,920	\$ 6,327

**SOURCES (dollars in \$000)**

Waste Water Capital			-	30	120	257		5,920	6,327
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ 30	\$ 120	\$ 257	\$ -	\$ 5,920	\$ 6,327

ELLIS CREEK RECYLING FACILITY

WASTE WATER



**Project Title            Ellis Creek Outfall Replacement**

**C66501838**

**PROJECT PURPOSE AND DESCRIPTION**

This project will replace approximately 3,200 linear feet of 48 inch diameter outfall piping that was found to have significant loss in structural integrity. The 43 year-old pipe is constructed out of a composite material called Techite, a pipe material used in the 1970s. Techite is brittle and has been the cause of many catastrophic pipeline failures nationwide. This pipeline is used to discharge treated water from Ellis Creek Water Recycling facility to the Petaluma River during the winter months. A temporary pipe was constructed in FY 16/17 under a separate contract. This project will include permitting, design, and construction of a new outfall pipe. It will be funded by Waste Water Capital.

**FINANCIAL OVERVIEW**

C66501838

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental		100	100	50					150
Land & Easements			-						-
Design		100	100	50					150
Legal Services			-						-
Administration			-						-
Construction Contracts			-	1,500	1,500				3,000
Construction Mgmt			-	100	100				200
Contingency			-	300	300				600
CIP Overheads			-	30	30				60
<b>TOTAL USES</b>	\$ -	\$ 200	\$ 200	\$ 2,030	\$ 1,930	\$ -	\$ -	\$ -	\$ 4,160

**SOURCES (dollars in \$000)**

Waste Water Capital		200	200	2,030	1,930				4,160
<b>TOTAL FUNDS</b>	\$ -	\$ 200	\$ 200	\$ 2,030	\$ 1,930	\$ -	\$ -	\$ -	\$ 4,160



## WATER UTILITY PROJECTS FY 2018-2019

**WATER CAPITAL IMPROVEMENT PROGRAM BUDGET FY 18-19**

**PROJECT SUMMARY**

Fund 6790.67999

PROJECTS (dollars in \$000)	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				Total Project Estimate
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
C67501611 Well Construction	1	-	1	-	345	-	-	-	346
C67401916 Wilson-Webster Water Main Replacements	-	-	-	890	-	-	-	-	890
C67401917 Country Club & Victoria Pump Station Improvements	-	-	-	887	-	-	-	-	887
C67501713 Water Service Replacements	-	20	20	1,170	-	1,190	-	1,200	3,580
C67502012 Bodega and Webster Water Main Replacement	-	-	-	-	1,688	-	-	-	1,688
C67501007 Hardin & Manor Tank Exterior Recoating	-	-	-	-	-	1,292	-	-	1,292
C67501405 Oak Hill Reservoir Roof Replacement	9	-	9	-	-	-	-	239	248
C67401006 Casa Grande Road 16" Water Main Extension	-	-	-	-	-	-	1,530	-	1,530
C67402215 Copeland St. Water Main Replacement	-	-	-	-	-	-	1,470	-	1,470
<b>TOTAL</b>	<b>\$ 10</b>	<b>\$ 20</b>	<b>\$ 30</b>	<b>\$ 2,947</b>	<b>\$ 2,033</b>	<b>\$ 2,482</b>	<b>\$ 3,000</b>	<b>\$ 1,439</b>	<b>\$ 11,931</b>

**SOURCES (dollars in \$000)**

Water Capital	9	20	29	2,947	2,034	2,482	3,000	1,439	11,931
<b>TOTAL</b>	<b>\$ 9</b>	<b>\$ 20</b>	<b>\$ 29</b>	<b>\$ 2,947</b>	<b>\$ 2,034</b>	<b>\$ 2,482</b>	<b>\$ 3,000</b>	<b>\$ 1,439</b>	<b>\$ 11,931</b>





**Project Title: Well Construction**

**C67501611**

**PROJECT PURPOSE AND DESCRIPTION**

This project will continue the efforts to expand the City’s local water supply and meet the Sonoma County Water Agency capacity goal that local agencies increase emergency and drought delivery to 40% of the average day of the maximum month demand. This project will explore new possible well sites, determine which sites are most feasible, and ultimately drill a new well to add to the City’s existing local water supply. Some initial investigation will occur in FY 17/18 with more detailed investigation and some design to occur in FY 18/19 after completion of the USGS groundwater model. Construction will occur in a future year. Water Capital will fund all phases of this work.

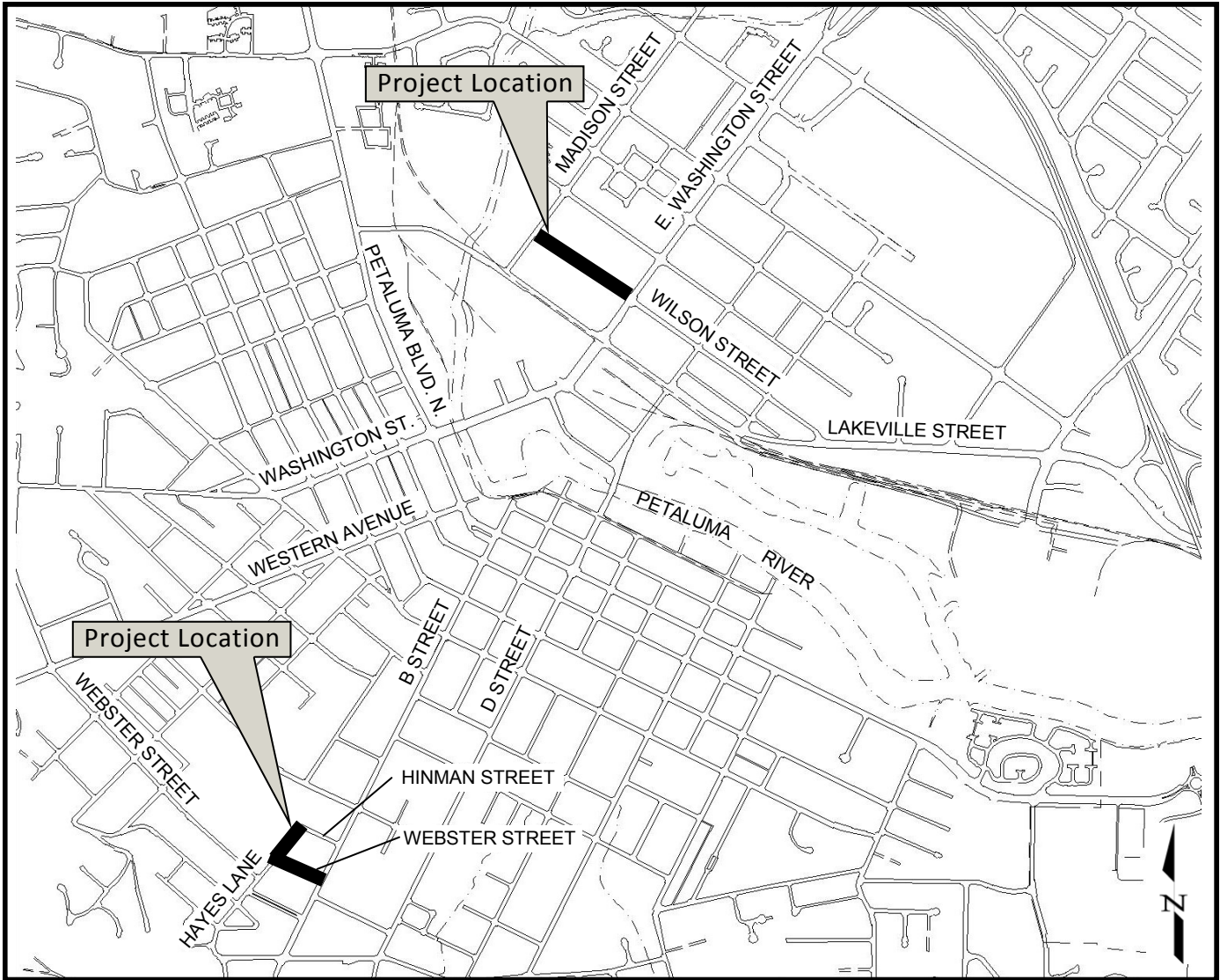
**FINANCIAL OVERVIEW**

C67501611

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	-		-		20				20
Land & Easements			-						-
Design			-		325				325
Legal Services	-		-						-
Administration			-						-
Construction Contracts	1		1						1
Construction Mgmt	-		-						-
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	<b>\$ 1</b>	<b>\$ -</b>	<b>\$ 1</b>	<b>\$ -</b>	<b>\$ 345</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 346</b>
<b>SOURCES (dollars in \$000)</b>									
Water Capital			-		346				346
<b>TOTAL FUNDS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 346</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 346</b>

WILSON ST. AND WEBSTER ST. WATER MAIN REPLACEMENT

WATER



**Project Title: Wilson-Webster Water Main Replacements**

**c67401916**

**PROJECT PURPOSE AND DESCRIPTION**

This project will continue the City’s effort to upgrade old and deteriorated water mains at various locations. Existing 4 inch cast iron pipe on Wilson St. (between E. Washington to Madison) is corroded, has reached its service life and requires urgent replacement. This project will remove 970 linear feet of cast iron pipe and replace with pipes and fittings to meet current standards. It will also remove and replace a 2 inch steel main pipe on Hayes St. and some services on Webster (between Hayes to B St.).

**FINANCIAL OVERVIEW**

C67401916

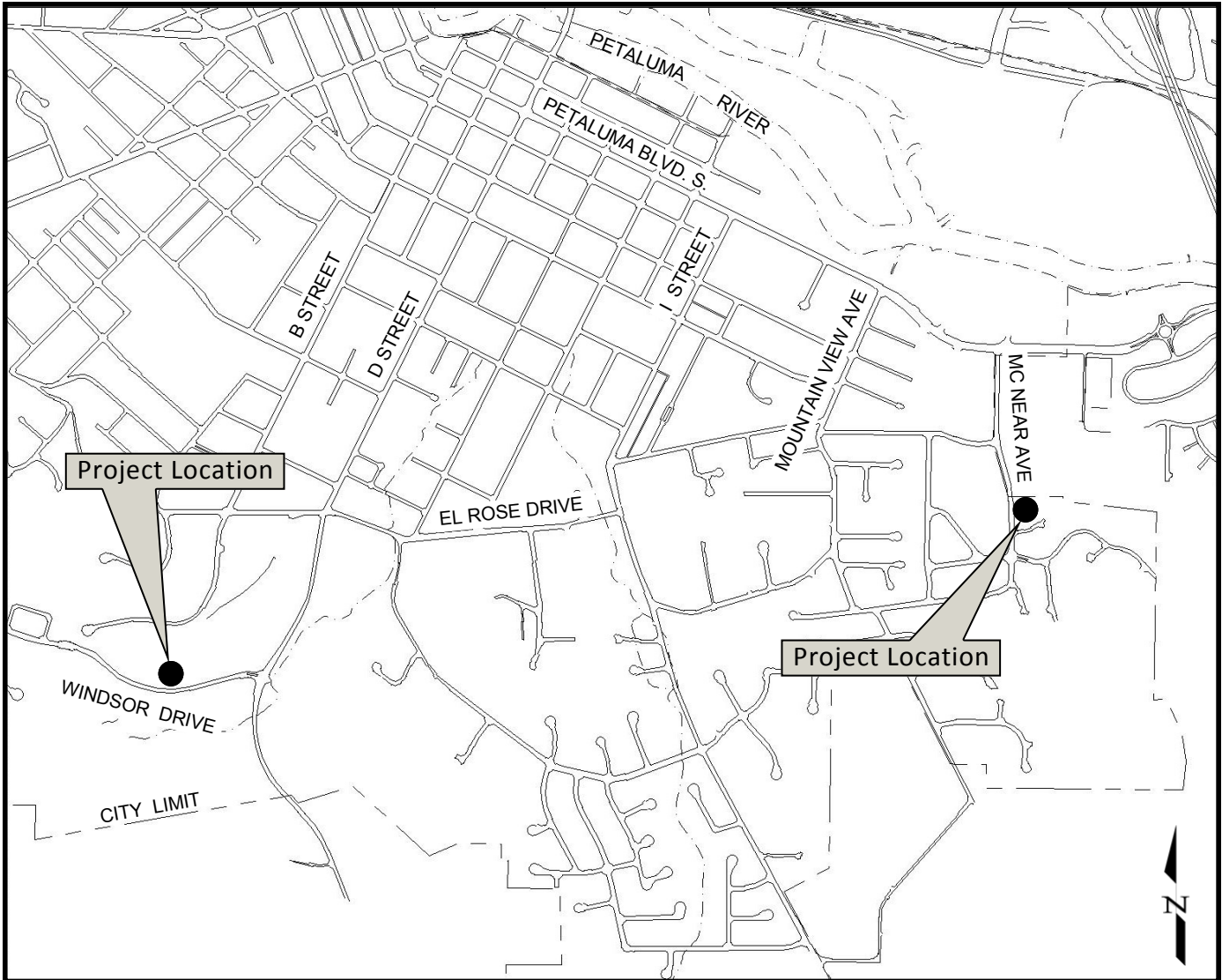
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	-		-	5					5
Land & Easements			-						-
Design			-	60					60
Legal Services	-		-						-
Administration			-	30					30
Construction Contracts			-	600					600
Construction Mgmt	-		-	90					90
Contingency			-	100					100
CIP Overheads			-	5					5
<b>TOTAL USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 890</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 890</b>

**SOURCES (dollars in \$000)**

Water Capital			-	890					890
<b>TOTAL FUNDS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 890</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 890</b>

COUNTRY CLUB AND VICTORIA PUMP STATION IMPROVEMENTS

WATER



**Project Title: Country Club and Victoria Pump Station Improvements C67401917**

**PROJECT PURPOSE AND DESCRIPTION**

This project upgrades pumps and controls of the two potable water pump stations that serve Zone 3 and Zone 5 of the City's potable water distribution system. The need for the upgrades at the site is significant as the pump stations are the sole suppliers of potable water to these zones and have exhibited failures in the past. The project includes necessary electrical upgrades, pump replacement and valve improvements along with instrumentation upgrades for integration into the City SCADA system. Due to the urgency this project is brought into FY 18/19.

**FINANCIAL OVERVIEW**

C67401917

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	-		-	5					5
Land & Easements			-						-
Design			-	125					125
Legal Services	-		-	-					-
Administration			-	2					2
Construction Contracts			-	600					600
Construction Mgmt	-		-	75					75
Contingency			-	75					75
CIP Overheads			-	5					5
<b>TOTAL USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 887</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 887</b>
<b>SOURCES (dollars in \$000)</b>									
Water Capital			-	887					887
<b>TOTAL FUNDS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 887</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 887</b>



**Project Title: Water Service Replacements I**

**C67501713**

**PROJECT PURPOSE AND DESCRIPTION**

This project will replace polybutylene water services throughout the City. The water services installed throughout the 1970's and early 80's included polybutylene "blue-tube" piping from the main to the water meter. Polybutylene is a form of plastic resin pipe with fittings that scale and flake and become brittle causing micro-fractures that result in pipe failure. Maintenance personnel are continuously replacing these old services as the service and saddles fail. The project will upgrade the deteriorated water services and saddles to current standards to reduce maintenance costs. Preliminary engineering for this Water Capital funded project will begin in FY 18/19 with the first phase of construction in FY 18/19, and a second phase anticipated in FY 20/21.

**FINANCIAL OVERVIEW**

C67501713

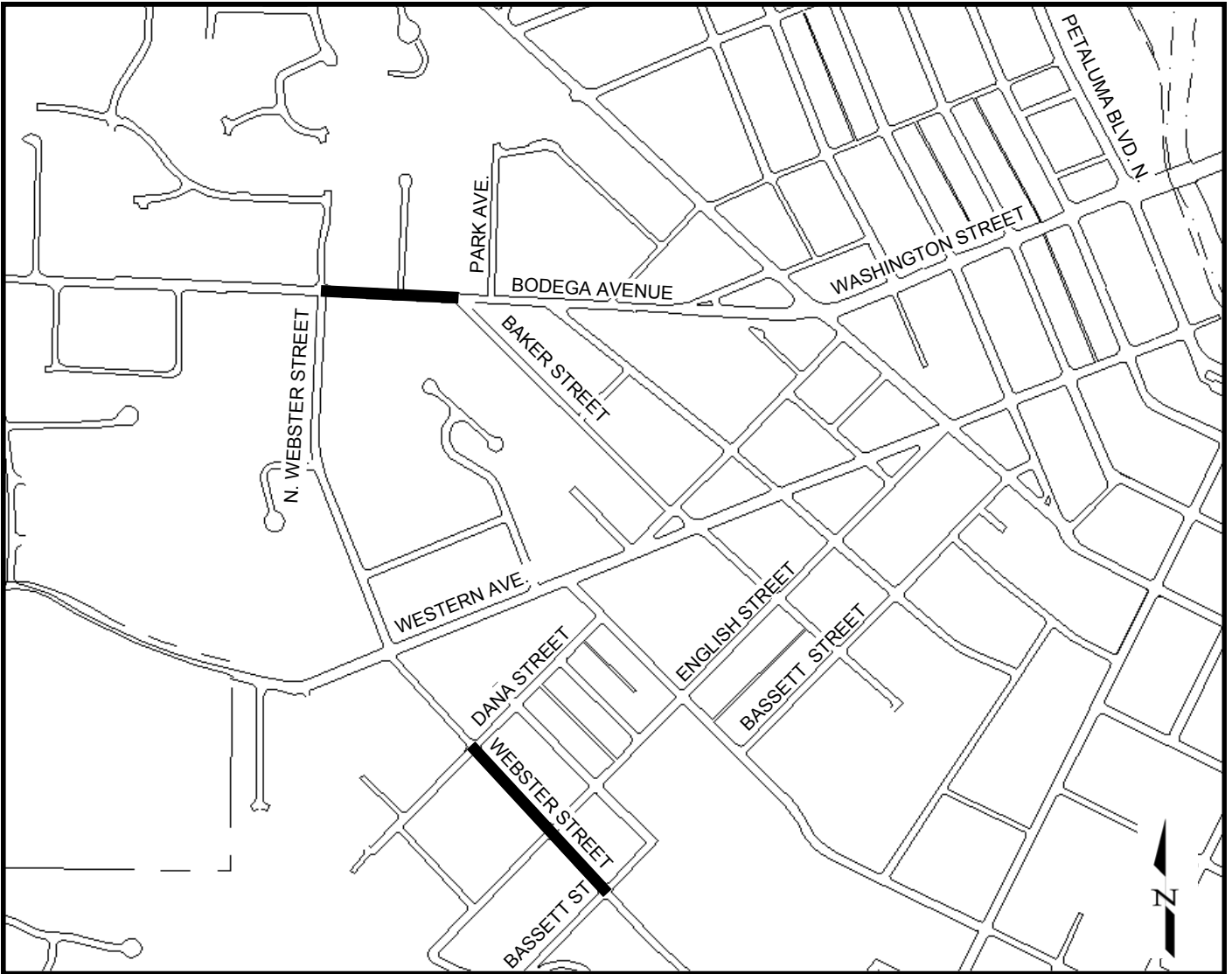
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	-		-	5		5		5	15
Land & Easements			-						-
Design		20	20	60		80		90	250
Legal Services	-		-	2		2		2	6
Administration			-	5		5		5	15
Construction Contracts			-	850		850		850	2,550
Construction Mgmt	-		-	90		90		90	270
Contingency			-	130		130		130	390
CIP Overheads			-	28		28		28	84
<b>TOTAL USES</b>	<b>\$ -</b>	<b>\$ 20</b>	<b>\$ 20</b>	<b>\$ 1,170</b>	<b>\$ -</b>	<b>\$ 1,190</b>	<b>\$ -</b>	<b>\$ 1,200</b>	<b>\$ 3,580</b>

**SOURCES (dollars in \$000)**

Water Capital		20	20	1,170		1,190		1,200	3,580
<b>TOTAL FUNDS</b>	<b>\$ -</b>	<b>\$ 20</b>	<b>\$ 20</b>	<b>\$ 1,170</b>	<b>\$ -</b>	<b>\$ 1,190</b>	<b>\$ -</b>	<b>\$ 1,200</b>	<b>\$ 3,580</b>

**BODEGA AND WEBSTER WATER MAIN REPLACEMENT**

**WATER UTILITY**



PROJECT LOCATIONS



**Project Title: Bodega and Webster Water Main Replacement**

**C67502012**

**PROJECT PURPOSE AND DESCRIPTION**

This project involves the replacement of aged water mains to reduce maintenance costs and improve service. The replacement of the older 8 inch water main in Webster with a 12 inch main will allow for better hydraulic performance with Paula Lane and Mountain View tanks in Zone 2. The current pipe sizes are restricting flow. The new water main will increase water service levels and increase fire protection. This Water Capital funded project is expected to be constructed in FY 19/20.

**FINANCIAL OVERVIEW**

C67502012

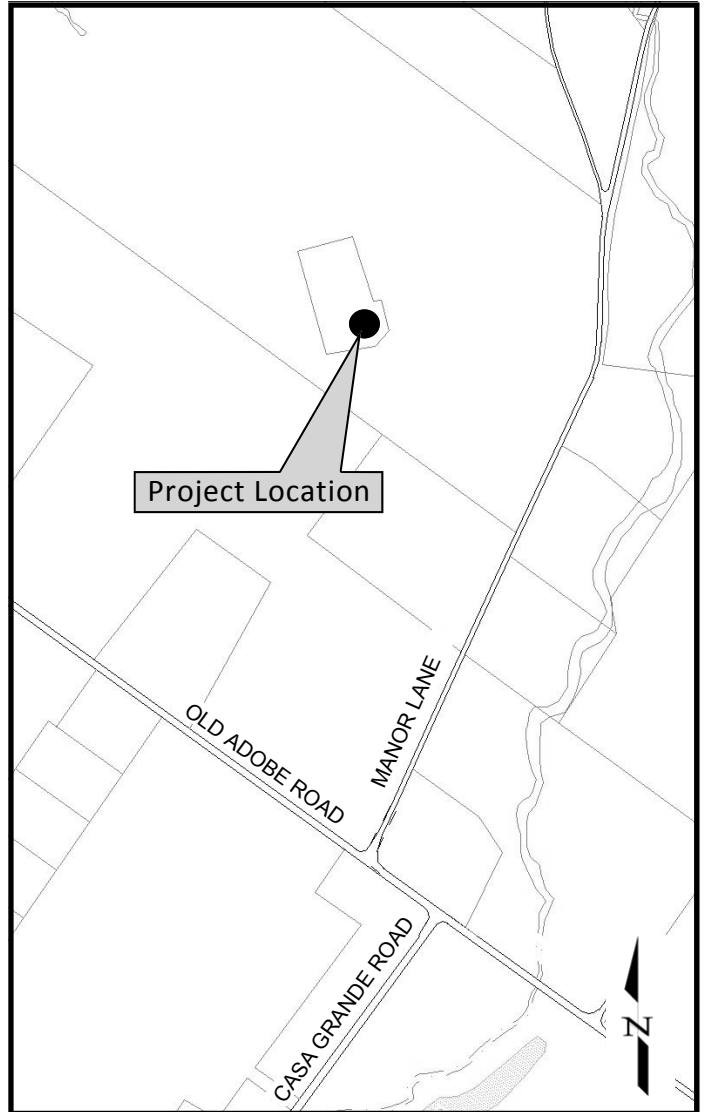
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	-		-		5				5
Land & Easements			-						-
Design			-		70				70
Legal Services	-		-		2				2
Administration			-		6				6
Construction Contracts			-		1,200				1,200
Construction Mgmt	-		-		180				180
Contingency			-		210				210
CIP Overheads			-		15				15
<b>TOTAL USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,688</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,688</b>

**SOURCES (dollars in \$000)**

Water Capital			-		1,688				1,688
<b>TOTAL FUNDS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,688</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,688</b>

**HARDIN & MANOR TANKS EXTERIOR RECOATING**

**WATER UTILITY**



**Project Title: Hardin & Manor Tanks Exterior Recoating**

**C67501007**

**PROJECT PURPOSE AND DESCRIPTION**

This project involves applying a new coating surface to the existing water tanks and removing old and deteriorated paint that will improve the life of the tanks as well as improve the aesthetics. The project will also include a seismic assessment and cathodic protection. Design work has begun on this Water Capital funded project with construction scheduled for FY 20/21.

**FINANCIAL OVERVIEW**

C67501007

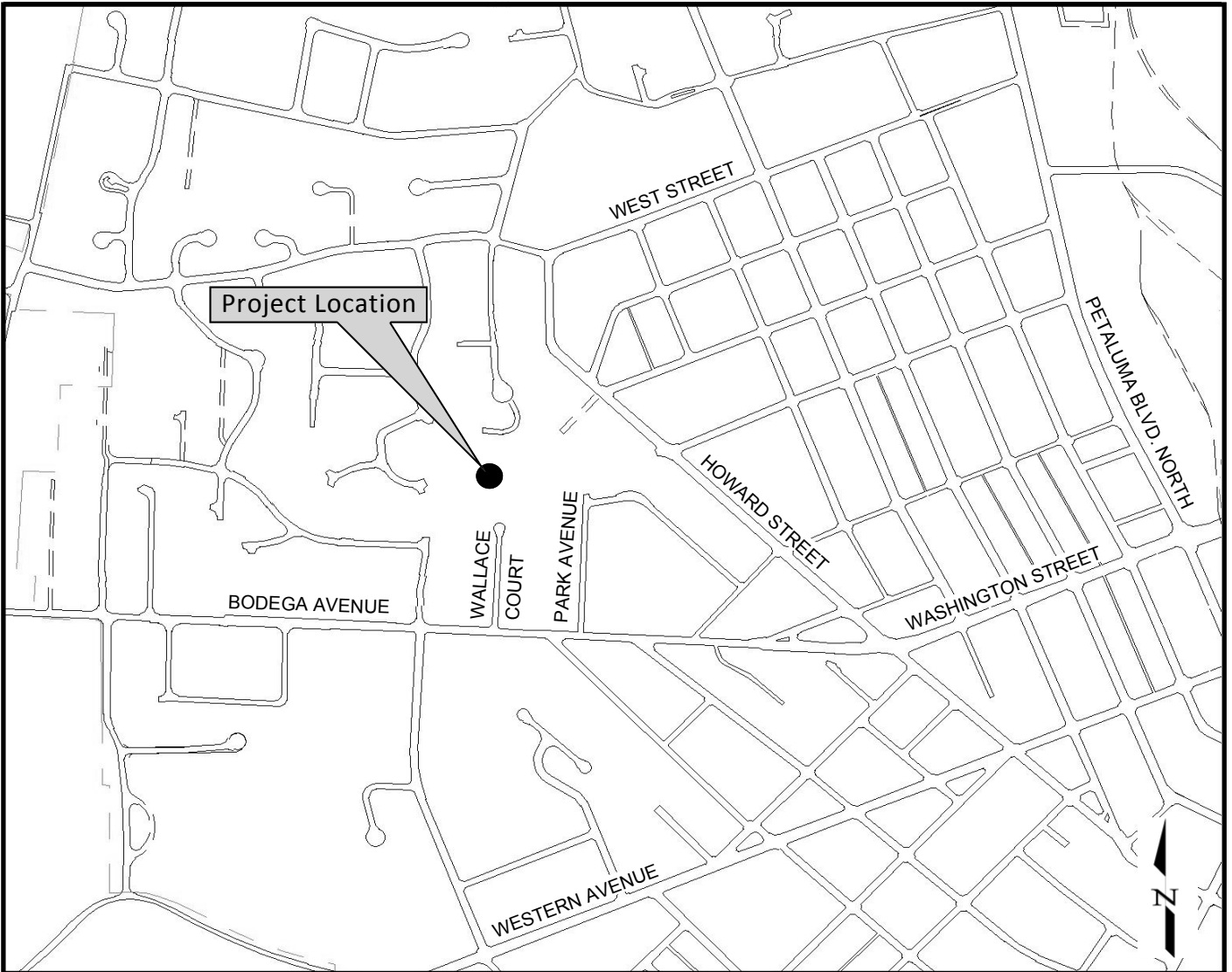
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-			20			20
Legal Services			-						-
Administration			-						-
Construction Contracts			-			840			840
Construction Mgmt			-			240			240
Contingency			-			160			160
CIP Overheads			-			32			32
<b>TOTAL USES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,292	\$ -	\$ -	\$ 1,292

**SOURCES (dollars in \$000)**

Water Capital			-			1,292			1,292
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,292	\$ -	\$ -	\$ 1,292

OAK HILL RESERVOIR

WATER UTILITY



**Project Title: Oak Hill Reservoir Roof Replacement**

**C67501405**

**PROJECT PURPOSE AND DESCRIPTION**

The existing Oak Hill Reservoir, circa 1885, is an underground brick-lined reservoir with a storage volume of 2.0 million gallons. The reservoir has been re-lined twice with cement grout and has a redwood roof. A condition assessment performed on the existing roof support structure found it to be in poor condition and in need of replacement. The reservoir has been taken off line. In FY 17/18 staff will investigate the long term effects of keeping this tank out of service. If determined to be in the best interest of the City water supply system, the roof will be replaced in a future year. This project is funded through Water Capital funds.

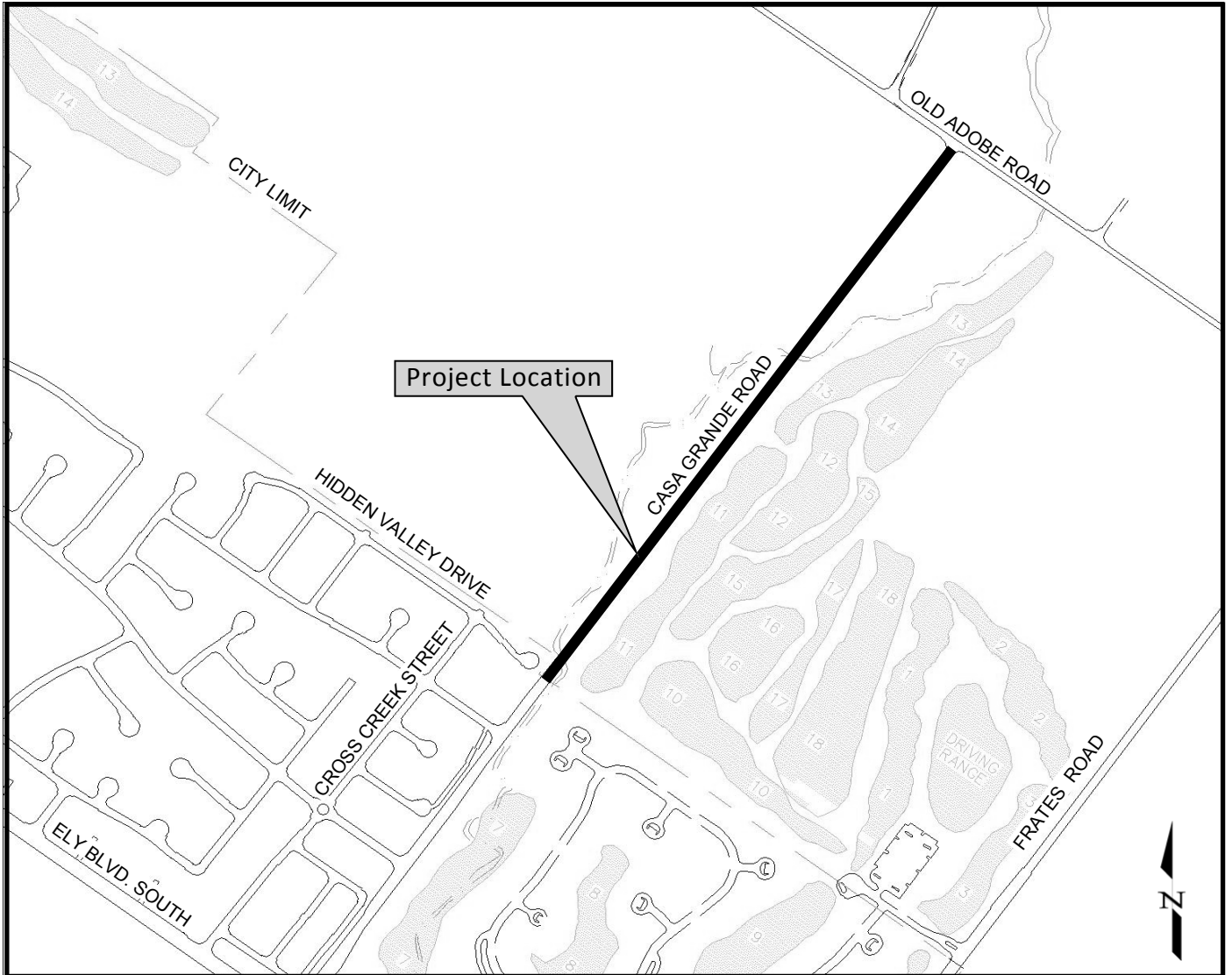
**FINANCIAL OVERVIEW**

C67501405

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	-		-					40	40
Land & Easements	-		-						-
Design	9		9					189	198
Legal Services	-		-					5	5
Administration	-		-					5	5
Construction Contracts	-		-						-
Construction Mgmt	-		-						-
Contingency	-		-						-
CIP Overheads	-		-						-
<b>TOTAL USES</b>	<b>\$ 9</b>	<b>\$ -</b>	<b>\$ 9</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 239</b>	<b>\$ 248</b>
<b>SOURCES (dollars in \$000)</b>									
Water Capital	9		9					239	248
<b>TOTAL FUNDS</b>	<b>\$ 9</b>	<b>\$ -</b>	<b>\$ 9</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 239</b>	<b>\$ 248</b>

CASA GRANDE ROAD 16" WATER MAIN EXTENSION

WATER UTILITY



**Project Title: Casa Grande Road 16" Water Main Extension**

**C67401006**

**PROJECT PURPOSE AND DESCRIPTION**

This project will install a new 16-inch water main in Casa Grande Road between Adobe Road and Cross Creek Street. This project will improve utilization of the Manor Lane reservoir by providing an improved transmission main and reducing interference with the Frates pumping station operations. It will also reduce maintenance costs to the system in that area by reducing the pressure fluctuations. By creating this loop the pressure from the Manor Lane tank will provide a more consistent load on the system and reduce wear and tear on its components. This Water Capital funded project is schedule to be completed in FY 21/22.

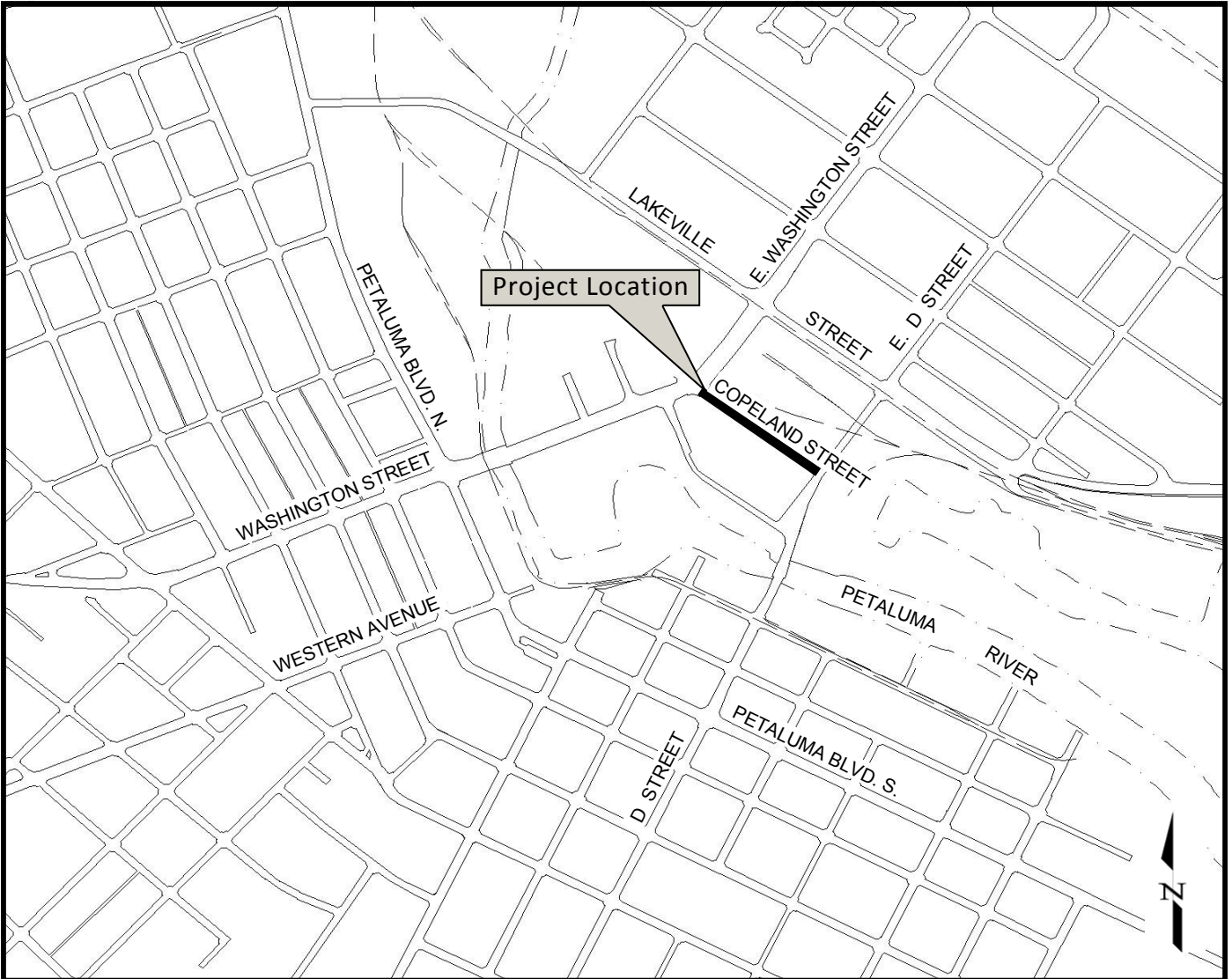
**FINANCIAL OVERVIEW**

C67401006

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-			100			100
Legal Services			-						-
Administration			-			5			5
Construction Contracts			-			1,150			1,150
Construction Mgmt			-			100			100
Contingency			-			150			150
CIP Overheads			-			25			25
<b>TOTAL USES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,530	\$ -	\$ 1,530
<b>SOURCES (dollars in \$000)</b>									
Water Capital			-			1,530		-	1,530
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,530	\$ -	\$ -	\$ 1,530

COPELAND ST. WATER MAIN REPLACEMENT

WATER





**Project Title: Copeland St. Water Main Replacement**

**C67402215**

**PROJECT PURPOSE AND DESCRIPTION**

This project will use Water Capital funds to replace aged water mains to reduce maintenance costs and improve service in FY21/22. The project is dependent on development activities in the area.

**FINANCIAL OVERVIEW**

C67402215

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 17	Estimate FY 17-18	Estimate Life to Date thru FY 18	Adopted Budget FY 18-19	PROJECTED				
					FY 19-20	FY 20-21	FY 21-22	FY 22-23	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	-	-	-	-					-
Land & Easements	-	-	-	-					-
Design	-	-	-	-			20		20
Legal Services	-	-	-	-					-
Administration	-	-	-	-			10		10
Construction Contracts	-	-	-	-			1,250		1,250
Construction Mgmt	-	-	-	-			75		75
Contingency	-	-	-	-			110		110
CIP Overheads	-	-	-	-			5		5
<b>TOTAL USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,470</b>	<b>\$ -</b>	<b>\$ 1,470</b>

**SOURCES (dollars in \$000)**

Water Capital							1,470		1,470
<b>TOTAL FUNDS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,470</b>	<b>\$ -</b>	<b>\$ 1,470</b>



### **SUCCESSOR AGENCY TO THE FORMER PCDC**

On February 1, 2012, in response to the passage of AB x1 26 & 27, all California Redevelopment Agencies, including the Petaluma Community Development Commission (PCDC) were eliminated. The Petaluma City Council elected to become the Housing Successor Agency to the PCDC and established a new Successor Agency to unwind the affairs of the former PCDC. State law allows the Petaluma Community Development Successor Agency (PCDSA) to establish a list of and pay for enforceable obligations of the former PCDC. That list, called the Recognized Obligation Payment Schedule (ROPS), is the basis for all future funds paid to the Successor Agency from property tax funds formerly allocated to PCDC.

Beginning July 1, 2018, Petaluma's Oversight Board will be dissolved and there will be only one Oversight Board for the County of Sonoma.

The Department of Finance (DOF) denied many of the enforceable obligations of the former PCDC despite vigorous disputes from the PCDSA. The Successor Agency is working toward completing their Last and Final ROPS before Petaluma's Oversight Board is dissolved.

The loss of \$14,000,000 annually to the former Petaluma Community Development Commission severely limits the City's ability to fund existing and future infrastructure and building projects, to collaborate in economic development projects, and to support nonprofits who utilized \$3 million annually from redevelopment funds to serve the low-income citizens in Petaluma.

### **2017-2018 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Adopted and filed ROPS 18-19 covering the 2018-2019 Fiscal Year.
- Continued litigation to dispute the Department of Finance's denial of the Co-Op Agreement.

### **2018-2019 DEPARTMENTAL GOALS and PRIORITIES**

- Complete all conditions to qualify for a "Last & Final ROPS".
- Liquidate the property on Industrial Drive as per the DOF approved Long Range Property Management Plan. Proceeds from the sale will be distributed as property taxes to the taxing entities.

**ADOPTED BUDGET**

<i>54150 SUCCESSOR AGENCY ADMIN</i>	<i>2016 Actuals</i>	<i>2017 Actuals</i>	<i>2018 Revised</i>	<i>2019 Adopted</i>
SALARY	40,227	44,659	47,283	47,639
BENEFITS	17,096	16,908	18,074	18,118
SERVICES & SUPPLIES	540,628	451,912	167,948	170,871
<b>SUCCESSOR AGENCY ADMIN</b>	<b>597,951</b>	<b>513,479</b>	<b>233,305</b>	<b>236,628</b>

The Successor Agency receives \$250,000 annually for administrative expenses from tax increment. The administrative expense is listed on the Recognized Obligation Payment Schedule and approved by the Department of Finance.

Salaries are recommended at \$47,639 an increase of \$356. Benefits are recommended at \$18,074 an increase of \$44.

Services and Supplies of \$170,871 are recommended, an increase of \$2,923 over FY 17/18 due to increased legal fees.

The Successor Agency receives tax increment to pay for the former Petaluma Community Development Commission's debt. This amount is listed on the Recognized Obligation Payment Schedule and approved by the Department of Finance. The total debt expenses for FY 18/19 will be \$5,165,359 which is a \$316,068 decrease from FY 17/18 due to refinancing the bonds.

**POLICY OPTIONS**

None

PETALUMA COMMUNITY DEVELOPMENT SUCCESSOR AGENCY  
 RECOGNIZED OBLIGATION PAYMENT SCHEDULE  
 July 1, 2018 through June 30, 2019

Item #	Project Name/Debt Obligation	Total Outstanding Debt	Funding Source					Total Due During Fiscal Year 2017-2018
			Bond Proceeds	Reserve Balance	Admin Allowance	RPTTF		
		69,367,000			250,000		5,175,329	\$ 5,425,329
2	TAB-2003A Tax Allocation Bonds - REFINANCED	0						0
3	TAB-2005A Tax Allocation Bonds - REFINANCED	0	0	0	0			0
4	TAB-2007A Tax Allocation Bonds - REFINANCED		0	0	0			-
5	TAB-2011 Tax Allocation Bonds - REFINANCED		0	0	0			-
6	PM-Regulatory Agreement Compliance	0	0	0	0			0
7	PM-Financial Administration	0	0	0	0			0
8	PM-Constr. Project Management	0	0	0	0			0
9	HSG-COTS-HUD Grand Agreement	0	0	0	0			0
10	HSG-COTS-HUD Loan	0	0	0	0			0
11	HSG-COTS- HCD Loan-Restrictive Cov.	0	0	0	0			0
12	HSG-Mobile Home Rent Control Ord.		0	0	0			0
13	HSG-Rental Assistance	0	0	0	0			0
14	HSG-Transitional Housing	0	0	0	0			0
15	HSG-Transitional Housing	0	0	0	0			0
16	HSG-Rehab single family homes	0	0	0	0			0
17	CIP-Old Redwood Hwy Interchange	0	0	0	0			0
18	CIP-Old Redwood Hwy Interchange	0	0	0	0			0
19	CIP-Rainier Ave Cross-Town Connector	0	0	0	0			0
20	CIP-Rainier Ave Cross-Town Connector	0	0	0	0			0
21	CIP-Rainier Ave Cross-Town Connector	0	0	0	0			0
22	CIP-Petaluma River Trail	0	0	0	0			0
23	CIP-Petaluma River Trail	0	0	0	0			0
24	CIP-Petaluma River Trail	0	0	0	0			0
25	CIP-East Washington Interchange	0	0	0	0			0
26	CIP-East Washington Interchange	0	0	0	0			0
27	CIP-East Washington Interchange	0	0	0	0			0
29	CIP-Underground Tank Remediation	0	0	0	0			0
30	CIP-Brownfields Program	0	0	0	0			0
31	MISC-Office Equipment Lease	0	0	0	0			0

		Funding Source					
Item #	Project Name/Debt Obligation	Total Outstanding Debt	Bond Proceeds	Reserve Balance	Admin Allowance	RPTTF	Total Due During Fiscal Year 2017-2018
32	MISC-Legal Services	0	0	0	0	0	0
35	MISC-Legal Services-Oversight Board	0	0	0	0	0	0
36	MISC-DOF Due Diligence Review	0	0	0	0	0	0
37	MISC-Petaluma Marina	0	0	0	0	0	0
38	MISC-Econ. Dev./Site Development	0	0	0	0	0	0
39	ADM - Administrative Payments	250,000	0	0	250,000	-	250,000
40	LITIGATION - Old Redwood & Rainier	0	0	0	0	0	0
41	LITIGATION - Old Redwood, Rainier, Co-Op Agreement	0	0	0	0	0	0
42	Cash Flow Loan from City	0	0	0	0	0	0
43	CIP-East Washington Interchange	0	0	0	0	0	0
44	CIP-East Washington Interchange	0	0	0	0	0	0
45	Bond Expenditure Agreement	0	0	0	0	0	0
36	TAB-2015A Tax Allocation Bonds	17,640,000	0	0	0	1,287,004	1,287,004
47	TAB-2015B Tax Allocation Bonds	13,405,000	0	0	0	1,397,781	1,397,781
48	Cooperative Agreements - Exhibit A/Section 8 - Economic Dev. Programs; Exhibit B/Section 3 - Affordable Hsg programs as reinstated by Resolution #2012-03 of the OB		0			0	0
49	January 31, 2011 Cooperative Agreement by and between the Petaluma Community Development Commission and the City of Petaluma, as to Item 1 on Exhibit A, the "Old Redwood Highway Interchange Project."		0			0	0
50	January 31, 2011 Cooperative Agreement by and between the Petaluma Community Development Commission and the City of Petaluma as to Item 3 on Exhibit A, the "101/East Washington Interchange Project."		0			0	0
51	January 31, 2011 Coop Agreement by and between the Petaluma Community Development Commission and the City of Petaluma as to Item 5 on Ex. A, "Rainer Avenue Cross-town Connector/Interchange Proj."	3,772,000				0	0
52	January 31, 2011 Coop Agreement by and between the Petaluma Community Development Commission and the City of Petaluma as to Item 1 on Ex. C, "Staffing and Administrative Expenses"	0				0	0
53	TAB - 2017 Tax Allocation Bonds	34,300,000	0	0	0	2,490,544	2,490,544

## City of Petaluma Fiscal Year 2018-19 City Background and Fiscal Overview

### **History and Government**

The City of Petaluma (“City”) was incorporated in 1858, and is located in southern Sonoma County, California, approximately 40 miles north of San Francisco. Petaluma encompasses 13.8 square miles and includes residential communities, commercial retail areas and several industrial/office complexes. It also boasts 45 parks, 4 community centers and 2 outdoor pools.

The City charter was first approved by voters in 1911 and has been updated periodically over the last century. The City has operated under a Council-Manager form of government since 1947. Policy making and legislative authority are vested in the City Council, which consists of an elected Mayor and a six member Council. The City Manager is an appointive position selected on the basis of qualifications and is responsible for implementing the policies, ordinances and directives of the City Council, overseeing the day-to-day operations of the City, and appointing the directors of the City departments and all City employees. The Mayor and Council members are elected on an at-large basis to four-year staggered terms on a nonpartisan basis.

The City provides the following services as authorized by its charter:

- Police and Fire protection
- Streets and Infrastructure Maintenance
- Planning and Building Services
- Parks and Recreation Services
- Water Utility and Wastewater Treatment
- Municipal Airport
- Transit Service
- Marina
- General Administrative Support

### **Long Term Financial Planning**

The City continues to focus on long-term financial and operating needs. The Finance Department updates the long term forecast twice a year: when the Proposed Budget is developed and for the mid-year review. Revisions track changing conditions and assumptions. Each forecast is adjusted to account for one-time and ongoing changes in revenues, expenditures, and fund balances and for known economic circumstances. Forecasts are used in budgeting and decision-making associated with service provision.

Every two years, the City Council conducts bi-annual goal setting. Most recently, the City Council conducted a full day session on February 4, 2018 to establish goals and priorities for

2018 and 2019. The first goal on the Council's list is "Maintain Financial Sustainability". This goal includes several priorities:

- Enhance existing revenue sources
- Limit/reduce expenditures
- Establish new revenue sources
- Establish a fiscally sustainable funding source for storm water management

An Economic Development Strategy that provides a system to retain and expand existing retail, manufacturing and industrial businesses and to attract new business development was adopted in 2010. As part of that strategy, the City hired an Economic Development Manager who has been successfully implementing the balance of the strategy. This includes a successful marketing program aimed at attracting jobs, talent and investment to the City. The Petaluma Star campaign highlights successful companies throughout the City and makes a strong business case for Petaluma as a business destination by highlighting Petaluma's quality of life, cost of doing business and key demographics. Petaluma continues its strong business retention program reaching out to dozens of local companies and connecting them to local financial, real estate and business support services. Finally, Petaluma is completing the steps required to unwind its former redevelopment agency and recalibrate its work program and expenses without tax increment funds.

Long term financial goals can be found in the City Council narrative located in the Operating section of this document.

### **Budgetary Policy and Control**

The City Council adopts an annual budget, submitted by the City Manager, prior to the beginning of the new fiscal year. Public hearings are conducted prior to its adoption by the City Council. All appropriations which are not obligated, encumbered, or expended at the end of the fiscal year lapse and become part of the unreserved fund balance which may be appropriated for the next fiscal year. The City Council has the legal authority to amend the budget at any time during the fiscal year. The City Manager is authorized to make adjustments to the operating budget within funds and between departments. Transfers of operating budgets from appropriated reserve accounts, use of unappropriated fund balances, cancellation of appropriations and all changes in capital improvement project budgets require the approval of the City Council.

The annual budget is prepared on a basis consistent with generally accepted accounting principles. It is adopted for all government type funds.

The City maintains budgetary controls to ensure compliance with legal provisions embodied in the appropriated budget approved by the City Council. The level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amounts) for the operating budget is within a department.



Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded when issued in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary control in the governmental and proprietary fund types. Open encumbrances at year-end are recorded as reservations of fund balance since the commitments will be paid by subsequent years' budget appropriations. Encumbrances do not constitute expenditures or liabilities.

<b>Annual Budget Calendar</b>	<b>Approximate Due Date Annually</b>
Budget Kick Off	January 9
Labor Allocations and CIP Analysis	February 7
Department Budget Worksheets	February 28
Department Meetings	March 26
Department Budget Finalized and Budget Narratives	April 9
Finance Department Review	April 20
Deliver Draft Budget to City Manager for Review	April 23
Deliver Draft Budget to City Council	First Council meeting in May
Budget Workshop	May 14
City Council - First reading of Budget Ordinances	May 21
City Council - Adoption of FY XX Budget Ordinances	June 4

### **Accounting System and Internal Control**

The City's accounting system is organized and operated on a fund basis. Each fund is a distinct self-balancing accounting entity. The City's accounting records for general governmental operations are maintained on a modified accrual basis, whereby revenues are recognized when measurable and available and expenditures are recognized when materials and services are received. Accounting records for the enterprise and internal services funds are recorded on an accrual basis, whereby revenues are recognized when earned and expenses are recognized when incurred.

In developing and evaluating the City's accounting system, consideration is given to the adequacy of internal accounting controls. Internal accounting controls are designed to provide reasonable assurance regarding: (1) the safeguarding of assets against loss from unauthorized use or disposition and (2) the reliability of financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes that: (a) the cost of a control should not exceed the benefits likely to be derived and (b) the evaluation of costs and benefits requires estimates and judgments by management. All internal control evaluations occur within the above framework.

Internal controls are independently reviewed to ensure that the City's operating policies and procedures are adhered to and controls are adequate to ensure accurate and reliable financial reporting and to safeguard the City's assets. Our auditors have found the City's internal accounting controls adequately safeguard assets and provide reasonable assurance of proper recording of financial transactions.

**Balanced Budget** – The City annually adopts a balanced budget on a fiscal year basis. A balanced budget means there are sufficient revenues and unreserved fund balances appropriated to fund all City operating, capital improvement, debt service and interfund transfers for the fiscal year beginning July 1 and ending June 30.

**Fund Balance** – Uncommitted resources are available for spending at the government's discretion (unreserved fund balance). The focus of the City governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financial requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

**Reserved Fund Balance** – The remainder of fund balance is "reserved" to indicate that it is not available for new spending because it has already been committed: 1) for liquidated contracts and purchase orders of the prior period; 2) to be set aside as a cash basis reserve; 3) to pay debt service; or, 4) for a variety of other restricted purposes.

### **Fund Structure**

The City collects and records revenue and expenditures within Governmental Activities and Business-Type Activities. Below are the definitions of these types of activities:

**Governmental Activities** – Most of the City's basic services are reported in this category, including General Government, Police, Fire, Public Works, Parks, Recreation and Building Services. These activities are generally financed by property and sales taxes, user fees, interest income, franchise fees, and state and federal shared revenues and grants. Governmental Activities are accounted for in Governmental Funds.

**Business-Type Activities** – The City charges a fee to customers to cover all or most of the cost of certain services it provides. The City's Building, Water and Wastewater system, Transit System, Municipal Airport, and Marina are business type activities and charge fees to cover the cost of providing the service. Business-Type Activities are accounted for in Proprietary Funds.

**Governmental funds** – Most of the City's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. The Governmental Funds include the General Fund, Special Revenue, Debt Service and Capital Projects funds. All funding sources are kept separate for both reporting and use of the money. These funds are reported using an accounting method

called modified-accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The Governmental fund statements provide a detailed short-term view of the City's general government operations and the basic services it provides. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs.

**Proprietary Funds** – When the City charges customers for the services it provides, whether to outside customers or to other units of the City, these services are generally reported in Proprietary funds. Proprietary funds are reported in the same way that all activities are reported in the Statement of Net Assets and the Statement of Revenues, Expenses and Charges in Fund Net Assets. In fact, the City's Enterprise Funds are the same as the Business-Type activities reported in the Government-wide statements, but provide more detail and additional information such as cash flows, for Proprietary funds. The City uses Internal Service Funds (the other component of Proprietary funds) to report activities that provide supplies and services for the City's other programs and activities—such as the City's Self-Insurance and Equipment Management Funds.

**Fiduciary Funds** – The City is the trustee, or fiduciary, for certain funds held on behalf of various third parties. The City's fiduciary activities are reported in separate Statements of Fiduciary Net Assets. The City excludes these activities from its other financial statements because the City cannot use these assets to finance its operations. The City is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

**Investment Policy** – It is the policy of the City, to manage public funds in a manner consistent with the following objectives: comply with all laws of the State of California pertaining to the investment of public funds, safeguard the principal of funds under its control, meet the daily cash flow requirements and achieve a reasonable rate of return with the maximum security. Investments of City funds must comply with its Investment Policy which includes and excludes certain investment types.

This investment policy applies to all financial assets of the City. This policy also applies to funds of the Petaluma Community Development Commission (PCDC), City acting in its capacity as Successor Agency, Petaluma Public Financing Authority, City of Petaluma Public Financing Corporation and any other fund under the control of the City Treasurer.

Investments shall be made with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the City, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the City.

The City Treasurer and authorized individuals acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from

expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

The primary objective, in priority order, of the City's investment activities shall be:

1. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
2. **Liquidity:** The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.
3. **Return on Investments:** The City's investments shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio.

### **Other Information**

**Independent Audit** – The City Charter requires an annual audit by a professional independent audit firm. The City encourages auditor rotation and competitive bidding on a five year cycle. The accounting firm of Maze and Associates was selected by the City Council to perform the annual audit. In addition to meeting the requirements set forth in the state statutes, the audit also is designed to meet the requirements of the Federal Single Audit Act of 1984 and related regulations, cost principles and audit requirements for Federal Awards. The auditor's report covers the basic financial statements and the notes to the financial statements.

**Award** – The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Financial Report for fiscal year ended June 30, 2017, marking the 21st year Petaluma has received the GFOA certificate.

**FISCAL YEAR 2019  
 ALLOCATION OF INTERNAL SERVICE FUNDS AND ADMINISTRATIVE OVERHEAD  
 CHARGES**

Department/Division	Information Technology FY 2019	General Service FY 2019	Risk FY 2019	Administrative Charges FY 2019	Total Allocation FY 2019
General		1,503			1,503
City Council		301	9,386		9,687
City Attorney	40,767	9,636	9,116		59,519
City Clerk	23,543	2,182	3,843		29,568
City Manager	19,167	1,724	10,350		31,241
Economic Development	25,542	1,273	4,163		30,978
Finance	111,020	9,249	32,483		152,752
Human Resources	20,238	1,534	7,396		29,168
Planning	23,755	1,815	4,182		29,752
Fire	108,027	14,118	172,351		294,496
Recreation	33,021	20,954	92,675		146,650
Police	371,294	42,153	305,729		719,176
Public Works	118,678	5,529	218,145	-	342,352
<b>General Fund</b>	<b>895,052</b>	<b>111,971</b>	<b>869,819</b>	<b>-</b>	<b>1,876,842</b>
Housing In-Lieu	7,702	35	946	5,328	14,011
Impact fees			2,759	2,681	5,440
CDBG	1,410	26	1,770	5,772	8,978
General Government Donations		30	126		156
Special Revenue		64	2,057	685	2,806
Street Maintenance	11,225	1,893	66,566	110,925	190,609
Landscape Assessment Districts	1,138	728	2,540	21,204	25,610
TOT			2,518	261,025	263,543
Governmental CIP	-	387	53,220	119,636	173,243
<b>Special Revenue Funds</b>	<b>21,475</b>	<b>3,163</b>	<b>132,502</b>	<b>527,256</b>	<b>684,396</b>
Airport Operation	15,963	1,508	13,119	85,476	116,066
Airport CIP				684	684
Building Services	72,822	3,160	18,099	131,614	225,695
Marina	6,695	1,152	5,352	33,038	46,237
Marina CIP				18	18
Transit Operations	64,685	4,697	31,325	100,702	201,409
Transit CIP				1,444	1,444
Wastewater Administration	336,109	52,743	104,112	742,569	1,235,533
Wastewater CIP		226	4,323	17,825	22,374
Water Administration	417,687	54,617	116,157	606,306	1,194,767
Water CIP		173	3,258	12,834	16,265
Storm Utility	-	1,199	7,453	21,556	30,208
<b>Enterprise Funds</b>	<b>913,961</b>	<b>119,475</b>	<b>303,198</b>	<b>1,754,066</b>	<b>3,090,700</b>

**FISCAL YEAR 2019  
 ALLOCATION OF INTERNAL SERVICE FUNDS AND ADMINISTRATIVE OVERHEAD  
 CHARGES**

<b>Department/Division</b>	<b>Information Technology FY 2019</b>	<b>General Service FY 2019</b>	<b>Risk FY 2019</b>	<b>Administrative Charges FY 2019</b>	<b>Total Allocation FY 2019</b>
Information Technology		4,923	16,998	-	21,921
Employee Benefits			4,375	111,299	115,674
Workers Compensation	1,641		9,304	137,345	148,290
General Services	4,889	157	1,149	-	6,195
Risk Management	<u>18,235</u>	<u>2,208</u>	<u>-</u>	<u>-</u>	<u>20,443</u>
<b>Internal Service Funds</b>	<b><u>24,765</u></b>	<b><u>7,288</u></b>	<b><u>31,826</u></b>	<b><u>248,644</u></b>	<b><u>312,523</u></b>
Successor Agency Housing		165	2,982	92,218	95,365
Successor Agency	-	322	3,814	121,435	125,571
<b>Successor Agency Funds</b>	<b><u>-</u></b>	<b><u>487</u></b>	<b><u>6,796</u></b>	<b><u>213,653</u></b>	<b><u>220,936</u></b>
<b>TOTAL ALLOCATIONS</b>	<b><u>\$ 1,855,253</u></b>	<b><u>\$ 242,384</u></b>	<b><u>\$ 1,344,141</u></b>	<b><u>\$ 2,743,619</u></b>	<b><u>\$ 6,185,397</u></b>

## TRANSFERS OUT

FROM	TO	AMOUNT	PURPOSE
General Fund	Facilities CIP	48,000	C11201913
General Fund	Waste Water	93,580	Waste Water Settlement
General Fund	Storm Utility	37,383	loan repayment
General Fund	Storm Utility	11,090	legal costs Waste Water settlement
General Fund	Storm Utility	450,000	operating costs
General Fund	Employee Benefits	200,000	employee benefits
General Fund	Vehicle Replacment	300,000	Interfund loan debt payment
		<u>1,140,053</u>	
Commercial Linkage Fees	Housing Successor Ag	48,000	SAR051150
Housing In-Lieu	Housing Successor Ag	88,500	SAR051150
Parkland Impact Fees	Parks CIP	2,410,000	C14501607
Storm Drainage Impact Fees	Public Works CIP	28,000	C16301518
Storm Drainage Impact Fees	Public Works CIP	15,000	C16301620
Storm Drainage Impact Fees	Public Works CIP	60,000	C16501931
		<u>103,000</u>	
Traffic Mitigation Impact Fees	Public Works CIP	7,000	C16101201
CDBG	Housing Successor Ag	50,000	SAR051150
Public Works Grants	Public Works CIP	60,000	C16301413
Public Works Grants	Public Works CIP	1,307,000	C16301722
Public Works Grants	Public Works CIP	80,000	C16101201
Public Works Grants	Public Works CIP	142,000	C16101309
		<u>1,589,000</u>	
Developer Fees	Public Works CIP	285,000	C16401824
Asset Seizure	General Fund	30,000	general support
	Police Grants	60,000	NC3TF
		<u>90,000</u>	
SLESF	General Fund	100,000	CAD/RMS system
Gas Tax	Streets	2,491,057	95% of HUT revenue
Street Maintenance	Public Works CIP	6,000	C16101201
Street Maintenance	Public Works CIP	73,000	C16101309
Street Maintenance	Public Works CIP	36,000	C16101601
Street Maintenance	Public Works CIP	500,000	C16101823
Street Maintenance	Public Works CIP	1,000,000	C16101823
Street Maintenance	Public Works CIP	193,000	C16401925
Street Maintenance	Public Works CIP	65,000	C16501933
Street Maintenance	Public Works CIP	200,000	C16101935
Street Maintenance	Public Works CIP	70,000	C16101936
Street Maintenance	Public Works CIP	145,824	C16501412
		<u>2,288,824</u>	

## TRANSFERS OUT

FROM	TO	AMOUNT	PURPOSE
Transient Occupancy Tax	General Fund	1,601,012	general support
Transient Occupancy Tax	General Fund	100,000	economic development strategy
Transient Occupancy Tax	Facilities CIP	7,000	C11201705
Transient Occupancy Tax	Facilities CIP	86,000	C00300405
Transient Occupancy Tax	Facilities CIP	40,000	C11501911
Transient Occupancy Tax	Facilities CIP	80,000	C11201603
Transient Occupancy Tax	Public Works CIP	250,000	C16501602
Transient Occupancy Tax	Vehicle Replacement	200,000	ambulance
Transient Occupancy Tax	Vehicle Replacement	95,276	Interfund loan debt payment
Transient Occupancy Tax	Vehicle Replacement	204,724	general support
		<u>2,664,012</u>	
Prince Park	General Fund	56,500	general support
Mobile Home Rent Program	Housing Successor Ag	13,500	SAR051150
Airport Operating	Airport CIP	100,000	C61501913
Airport Operating	Airport CIP	51,000	C61201806
Airport Operating	Airport CIP	44,000	C61501907
Airport Operating	Airport CIP	142,000	C61501912
		<u>337,000</u>	
Airport State AIP Grant	Airport CIP	18,000	C61501604
Waste Water Capital	Streets	326,000	pavement mgmt program
Waste Water Capital	WW CIP	356,000	C66501003
Waste Water Capital	WW CIP	170,000	C66101627
Waste Water Capital	WW CIP	980,000	C66501840
Waste Water Capital	WW CIP	2,429,000	C66501518
Waste Water Capital	WW CIP	250,000	C66501308
Waste Water Capital	WW CIP	3,839,000	C66401728
Waste Water Capital	WW CIP	480,000	C66501519
Waste Water Capital	WW CIP	2,724,000	C66401822
Waste Water Capital	WW CIP	30,000	C66502032
Waste Water Capital	WW CIP	2,030,000	C66501838
		<u>13,614,000</u>	
WW - California Energy Commission Grant	WW CIP	2,000,000	C66501518
Water Capital	Facilities CIP	115,000	C11201912
Water Capital	Streets	450,000	pavement mgmt program
Water Capital	Water CIP	890,000	C67401916
Water Capital	Water CIP	887,000	C67401917
Water Capital	Water CIP	1,170,000	C67501713
Water Capital	Water CIP	185,000	e16082012
		<u>3,697,000</u>	
Risk Management	General Fund	50,000	legal expenses
	<b>GRAND TOTAL</b>	<b>\$ 33,140,446</b>	



## TRANSFERS IN

TO	FROM	AMOUNT	PURPOSE
General Fund	Asset Seizure	30,000	general support
	SLESF	100,000	CAD/RMS system
	Transient Occupancy Tax	1,601,012	general support
	Transient Occupancy Tax	100,000	economic development strategy
	Prince Park	56,500	general support
	Risk Management	50,000	legal expenses
		<u>1,937,512</u>	
Police Grants	Asset Seizure	60,000	NC3TF
Streets	Gas Tax	2,491,057	95% of HUT revenue
	Water Capital	450,000	pavement mgmt program
	Waste Water Capital	326,000	pavement mgmt program
		<u>3,267,057</u>	
Facilities CIP	General Fund	48,000	C11201913
	Transient Occupancy Tax	7,000	C11201705
	Transient Occupancy Tax	86,000	C00300405
	Transient Occupancy Tax	40,000	C11501911
	Transient Occupancy Tax	80,000	C11201603
	Water Capital	115,000	C11201912
		<u>376,000</u>	
Parks CIP	Parkland Impact Fees	2,410,000	C14501607
Public Works CIP	Storm Drainage Impact Fees	28,000	C16301518
	Storm Drainage Impact Fees	15,000	C16301620
	Storm Drainage Impact Fees	60,000	C16501931
	Traffic Mitigation Impact Fees	7,000	C16101201
	Street Maintenance	6,000	C16101201
	Street Maintenance	73,000	C16101309
	Street Maintenance	36,000	C16101601
	Street Maintenance	500,000	C16101823
	Street Maintenance	1,000,000	C16101823
	Street Maintenance	193,000	C16401925
	Street Maintenance	65,000	C16501933
	Street Maintenance	200,000	C16101935
	Street Maintenance	70,000	C16101936
	Street Maintenance	145,824	C1650412
	Transient Occupancy Tax	250,000	C16501602
		<u>2,648,824</u>	
Public Works CIP	Public Works Grants	60,000	C16301413
	Public Works Grants	1,307,000	C16301722
	Public Works Grants	80,000	C16101201
	Public Works Grants	142,000	C16101309
	Developer Fees	285,000	C16401824
		<u>1,874,000</u>	
Housing Successor Ag	Commercial Linkage Fees	48,000	SAR051150
	Housing In-Lieu	88,500	SAR051150
	CDBG	50,000	SAR051150
	Mobile Home Rent Program	13,500	SAR051150
		<u>200,000</u>	

## TRANSFERS IN

TO	FROM	AMOUNT	PURPOSE
Airport CIP	Airport Operating	100,000	C61501913
	Airport Operating	51,000	C61201806
	Airport Operating	44,000	C61501907
	Airport Operating	142,000	C61501912
		<u>337,000</u>	
Airport CIP	Airport State AIP Grant	18,000	C61501604
Waste Water	General Fund	93,580	Waste Water Settlement
WW CIP	Waste Water Capital	356,000	C66501003
	Waste Water Capital	170,000	C66101627
	Waste Water Capital	980,000	C66501840
	Waste Water Capital	2,429,000	C66501518
	Waste Water Capital	250,000	C66501308
	Waste Water Capital	3,839,000	C66401728
	Waste Water Capital	480,000	C66501519
	Waste Water Capital	2,724,000	C66401822
	Waste Water Capital	30,000	C66502032
	Waste Water Capital	2,030,000	C66501838
		<u>13,288,000</u>	
WW CIP	WW - California Energy Commission Grant	2,000,000	C66501518
Water CIP	Water Capital	890,000	C67401916
	Water Capital	887,000	C67401917
	Water Capital	1,170,000	C67501713
	Water Capital	185,000	e16082012
		<u>3,132,000</u>	
Storm Utility	General Fund	37,383	loan repayment
	General Fund	450,000	operating costs
	General Fund	11,090	legal costs Waste Water settlement
		<u>498,473</u>	
Employee Benefits	General Fund	200,000	employee benefits
Vehicle Replacment	General Fund	300,000	Interfund loan debt payment
	Transient Occupancy Tax	200,000	ambulance
	Transient Occupancy Tax	95,276	Interfund loan debt payment
	Transient Occupancy Tax	204,724	general support
		<u>800,000</u>	
<b>GRAND TOTAL \$</b>		<b>33,140,446</b>	

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED  
FY 2018-19 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 16-17		FY 17-18		FY 18-19		----- Allocation -----			
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds	
<b><u>CITY CLERK</u></b>										
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Deputy City Clerk	1.00	0.00	1.00	0.00	1.00	1.00	1.00			
Secretary Confidential	1.00	1.00	1.00	1.00	1.00	0.00				
<b>Total City Clerk</b>	<b>3.00</b>	<b>2.00</b>	<b>3.00</b>	<b>2.00</b>	<b>3.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>CITY ATTORNEY</u></b>										
City Attorney	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Assistant City Attorney	2.00	2.00	2.00	2.00	2.00	2.00	2.00			
Legal Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
<b>Total City Attorney</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>CITY MANAGER</u></b>										
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Asst. City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Senior Planner	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Exec. Asst. to City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Secretary	1.00	0.00	1.00	0.00	1.00	0.00				
<b>Total City Manager</b>	<b>5.00</b>	<b>4.00</b>	<b>5.00</b>	<b>4.00</b>	<b>5.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>ECONOMIC DEV./REDEVELOPMENT</u></b>										
Economic Development Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
<b>Total Econ. Dev./Redev.</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>HUMAN RESOURCES</u></b>										
Director Human Resources	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Human Resources Analyst II/III	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Human Resources Asst. II Conf	1.00	0.60	1.00	0.60	1.00	0.60	0.60			
Human Resources Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
<b>Total Human Resources</b>	<b>4.00</b>	<b>3.60</b>	<b>4.00</b>	<b>3.60</b>	<b>4.00</b>	<b>3.60</b>	<b>3.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>RECREATION</u></b>										
Museum Coordinator	0.50	<b>0.50</b>	0.50	<b>0.50</b>	0.50	<b>0.50</b>	0.50			
Recreation Coordinator	3.00	3.00	3.00	3.00	3.00	3.00	3.00			
Recreation Specialist	1.25	<b>1.25</b>	0.65	<b>0.65</b>	0.65	<b>0.65</b>	0.65			
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Tiny Tots Program Coordinator	0.60	<b>0.60</b>	0.60	<b>0.60</b>	0.60	<b>0.60</b>	0.60			
Tiny Tots Teacher	0.60	<b>0.60</b>	0.60	<b>0.60</b>	0.60	<b>0.60</b>	0.60			
Secretary	2.00	2.00	2.00	2.00	2.00	2.00	2.00			
<b>Total Recreation</b>	<b>8.95</b>	<b>8.95</b>	<b>8.35</b>	<b>8.35</b>	<b>8.35</b>	<b>8.35</b>	<b>8.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>FINANCE DEPARTMENT</u></b>										
Director of Finance	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Principal Financial Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Senior Accountant	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Accountant	2.00	2.00	2.00	2.00	2.00	2.00	2.00			
Accountant Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Accounting Assistant I/II	6.00	6.00	6.00	6.00	6.00	6.00	6.00			
Accounting Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Administrative Technician	1.00	0.00	1.00	0.00	1.00	0.00				
Revenue/Collections Specialist	0.00	0.00	1.00	1.00	1.00	1.00	1.00			
Commercial Services Mgr.	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Finance and Acct Mgr.	1.00	0.00	1.00	0.00	1.00	0.00				
Mail Service Assistant	1.00	1.00	1.00	1.00	1.00	1.00				1.00
Office Assistant II	1.00	1.00	1.00	1.00	1.00	1.00				1.00
<b>Total Finance</b>	<b>18.00</b>	<b>16.00</b>	<b>19.00</b>	<b>17.00</b>	<b>19.00</b>	<b>17.00</b>	<b>15.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED  
FY 2018-19 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 16-17		FY 17-18		FY 18-19		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b>INFORMATION TECHNOLOGY</b>									
Info Tech Specialist 1/2/3	4.00	4.00	4.00	4.00	4.00	4.00			4.00
Information Technology Manager	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Geographic Info Systems Mgr.	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Programmer Analyst	1.00	1.00	1.00	1.00	1.00	1.00			1.00
<b>Total Information Technology</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.00</b>
<b>FIRE</b>									
Administrative Assistant Conf	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Assistant Fire Chief	0.00	0.00	1.00	1.00	1.00	1.00	1.00		
Fire Battalion Chief - EMS Mgr	1.00	1.00	0.00	0.00	0.00	0.00	0.00		
Fire Battalion Chief	3.00	3.00	3.00	3.00	3.00	3.00	3.00		
Fire Captain	9.00	9.00	9.00	9.00	9.00	9.00	9.00		
Fire Engineer	3.00	3.00	3.00	3.00	3.00	3.00	3.00		
Fire Engineer/Paramedic	6.00	6.00	6.00	6.00	6.00	6.00	6.00		
Fire Inspector	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Firefighter	9.00	9.00	9.00	9.00	9.00	9.00	9.00		
Firefighter/Paramedic	21.00	21.00	21.00	21.00	21.00	21.00	21.00		
Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
<b>Total Fire</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>0.00</b>	<b>0.00</b>
<b>POLICE</b>									
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Deputy Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Administrative Assistant Conf	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Abandoned Vehicle Abatement Officer	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Community Service Officer	5.00	3.00	5.00	3.00	5.00	3.00	3.00		
Evidence Technician	0.50	0.50	0.50	0.50	0.50	0.50	0.50		
Property Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Police Lieutenant	4.00	4.00	4.00	4.00	4.00	4.00	4.00		
Police Officer	60.00	50.00	60.00	50.00	60.00	50.00	49.00		1.00
Police Records Assistant I/II	5.50	4.50	5.50	4.50	5.50	5.00	5.00		
Parking Enforcement Officer	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Police Records Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Police Sergeant	10.00	9.00	10.00	9.00	10.00	9.00	9.00		
Public Safety Dispatcher	12.00	10.70	12.00	10.60	12.00	10.60	10.60		
Public Safety Dispatch Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Neighbor. Pres. Coord.	1.00	1.00	1.00	1.00	1.00	1.00	0.55	0.45	
Volunteer Coordinator	0.00	0.00	0.00	0.00	1.00	1.00	1.00		
Public Safety Comm Mgr	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
<b>Total Police</b>	<b>109.00</b>	<b>91.70</b>	<b>109.00</b>	<b>91.60</b>	<b>110.00</b>	<b>93.10</b>	<b>90.65</b>	<b>0.45</b>	<b>2.00</b>
<b>HOUSING</b>									
Housing Administrator	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Housing Program Specialist	1.00	0.00	1.00	0.00	1.00	0.00			
<b>Total Housing Division</b>	<b>2.00</b>	<b>1.00</b>	<b>2.00</b>	<b>1.00</b>	<b>2.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED  
FY 2018-19 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 16-17		FY 17-18		FY 18-19		----- Allocation -----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>BUILDING SERVICES</u></b>									
Building Inspector I/II	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Permit Processing Tech	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Chief Bldg Official	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Plans Examiner	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Senior Building Inspector	1.00	0.00	1.00	1.00	1.00	1.00		1.00	
<b>Total Building Services</b>	<b>7.00</b>	<b>6.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>	<b>7.00</b>	<b>0.00</b>
<b><u>RISK MANAGEMENT</u></b>									
Risk and Safety Officer	1.00	0.00	1.00	1.00	1.00	1.00			1.00
Risk Manager	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
HR Assistant I/II Conf	0.00	0.00	1.00	1.00	1.00	1.00			1.00
<b>Total Risk Management</b>	<b>3.00</b>	<b>0.00</b>	<b>4.00</b>	<b>2.00</b>	<b>4.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>
<b><u>PUBLIC WORKS &amp; UTILITIES</u></b>									
Administrative Assistant	2.00	1.00	2.00	2.00	2.00	2.00	0.10	0.80	0.10
Administrative Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Airport Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Airport Maintenance Worker	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Associate Civil Engineer	3.00	3.00	3.00	3.00	3.00	3.00		1.05	1.95
Asst. Operations Manager	2.00	2.00	2.00	2.00	2.00	2.00	0.20	1.00	0.80
Asst. Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Dir. Public Works & Utilities	1.00	1.00	1.00	1.00	1.00	1.00	0.07	0.83	0.10
Assistant. PW & Utilities Director	0.00	0.00	0.00	0.00	1.00	1.00	0.08	0.20	0.72
Deputy Director DP&U	1.00	1.00	1.00	1.00	0.00	0.00			
Budget Grants/Project Manager	1.00	0.00	1.00	0.00	1.00	0.00			
City Engineer	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Electrical Maintenance Supervisor	0.00	0.00	1.00	1.00	1.00	1.00		1.00	
Electrical Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Engineering Tech II	3.00	2.00	3.00	2.00	3.00	2.00	0.10	1.05	0.85
Environmental Compliance Inspector	1.00	1.00	1.00	1.00	2.00	2.00		2.00	
Environmental Services Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Tech	3.00	3.00	3.00	3.00	3.00	3.00		3.00	
Equipment Mechanic	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Equipment Maintenance Lead Worker	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Facilities Maintenance Worker I/II	2.00	2.00	2.00	2.00	2.00	2.00	1.85	0.15	
Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Management Analyst II	1.00	1.00	1.00	1.00	1.00	1.00	0.05	0.80	0.15
Mechanical Technician	2.00	2.00	2.00	2.00	3.00	3.00		3.00	
Office Assistant II	3.00	2.00	3.00	0.00	3.00	0.00		0.00	
Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00		0.80	0.20
Parks & Facilities Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.70		0.30
Parks Maintenance Foreworker	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Parks Maintenance Lead Worker	3.00	0.00	3.00	1.00	3.00	1.00	1.00		
Parks Maintenance Worker I/II	10.00	7.00	10.00	6.00	10.00	6.00	6.00		
Project Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.20		0.80
Public Works Crew Supervisor	2.00	1.00	2.00	1.00	2.00	1.00	0.10		0.90
Public Works Inspector I	1.00	0.00	1.00	0.00	1.00	0.00			
Public Works Inspector II	3.00	3.00	3.00	3.00	3.00	3.00	1.30		1.70
Public Works Supervisor	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	3.00	3.00	3.00	3.00	3.00	3.00	0.55	3.15	0.30
Senior Civil Engineer	3.00	3.00	3.00	3.00	3.00	3.00	0.30	0.30	2.40
Senior Engineering Technician	3.00	3.00	3.00	3.00	3.00	3.00	0.75	1.20	1.05
Senior Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED  
 FY 2018-19 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 16-17		FY 17-18		FY 18-19		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
Senior Mechanical Technician	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Street Maintenance Lead Wkr	2.00	2.00	2.00	2.00	2.00	2.00			2.00
Street Maintenance Worker II	9.00	8.00	8.00	7.00	8.00	7.00			7.00
Street Maintenance Worker III	0.00	0.00	1.00	1.00	1.00	1.00			1.00
Traffic Signal Light Technician II	3.00	2.00	3.00	2.00	3.00	2.00			2.00
Senior Transit Specialist	0.50	0.50	0.50	0.50	0.50	0.50		0.50	
Transit Marketing Coordinator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Transit Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Manager	1.00	0.00	1.00	0.00	1.00	0.00			
Utility Services Crew Foreworker	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Service Lead Worker	4.00	4.00	4.00	4.00	4.00	4.00		4.00	
Utility Service Worker I/II	11.00	11.00	11.00	11.00	11.00	11.00		11.00	
Utility Service Worker III	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Technician	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Water Recycling Lead Operator	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Water Recycling Operator II/III	5.00	5.00	5.00	5.00	5.00	7.00		7.00	
Water Recycling Operator Supervisor	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Water Resources Tech	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Water Service Rep Lead Worker	1.00	0.00	1.00	0.00	1.00	0.00			
Water Service Representative	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
<b>Total Public Works &amp; Utilities</b>	<b>122.50</b>	<b>104.50</b>	<b>123.50</b>	<b>104.50</b>	<b>127.50</b>	<b>108.50</b>	<b>16.45</b>	<b>67.43</b>	<b>24.62</b>
<b>Total Position Summary</b>	<b>352.45</b>	<b>307.75</b>	<b>354.85</b>	<b>311.05</b>	<b>359.85</b>	<b>316.55</b>	<b>203.05</b>	<b>74.88</b>	<b>38.62</b>