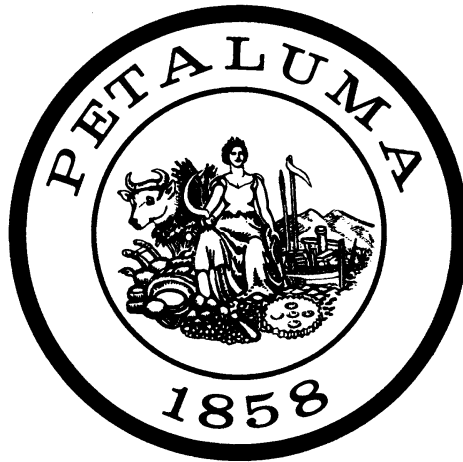


CITY OF PETALUMA  
CALIFORNIA



FISCAL YEAR 2013-2014  
Operating Budget and  
Capital Improvement Program

David Glass  
*Mayor*

Chris Albertson  
*Vice Mayor*

Mike Harris  
*Council Member*

Gabe Kearney  
*Council Member*

Teresa Barrett  
*Council Member*

Mike Healy  
*Council Member*

Kathy Miller  
*Council Member*

# CITY OF PETALUMA PRINCIPAL OFFICIALS

## Appointed Staff

City Manager – John Brown

City Attorney – Eric Danly

City Clerk – Claire Cooper

## Department Heads

Assistant City Manager – Scott Brodhun

Fire Chief – Larry Anderson

Police Chief – Patrick Williams

Finance Director – William Mushallo

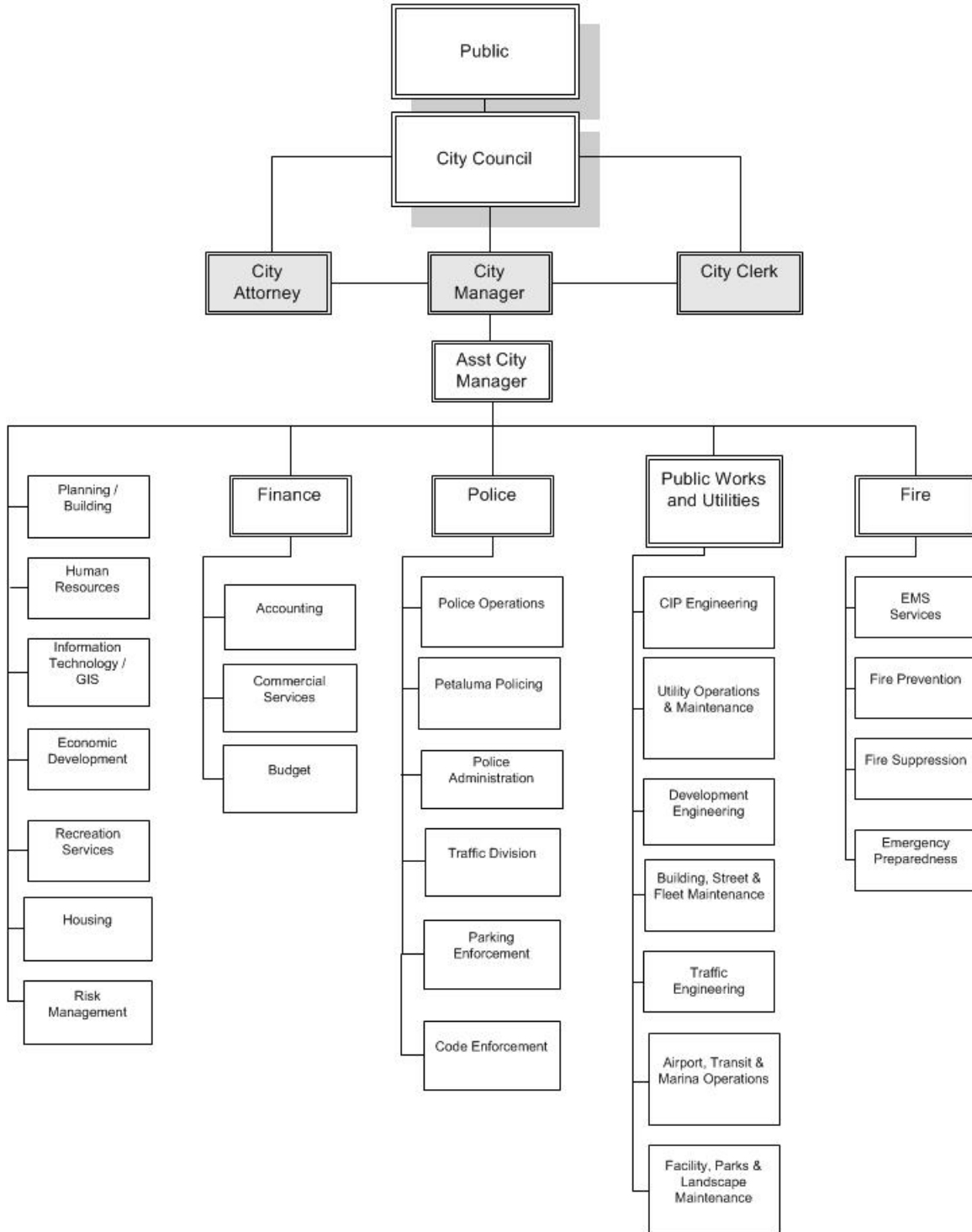
Director of Public Works & Utilities – Dan St. John

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## Offices, Departments, & Divisions

### City of Petaluma, California

Fiscal Year 13/14



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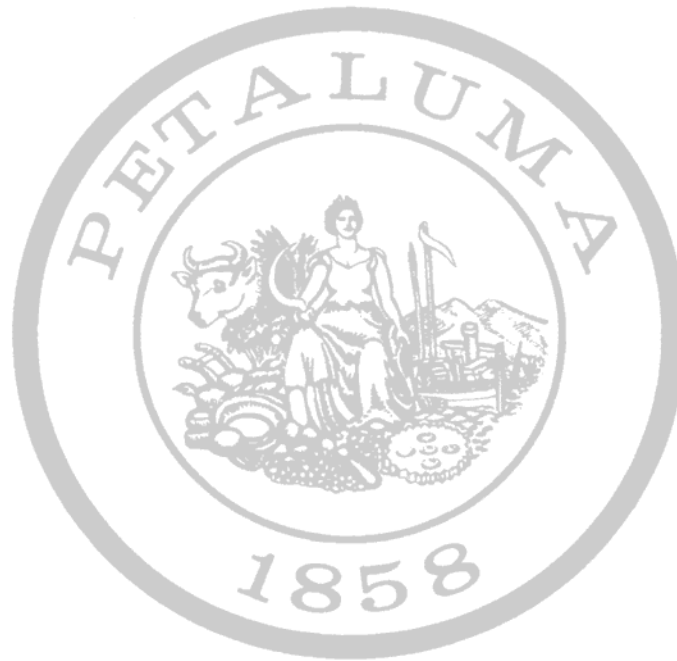
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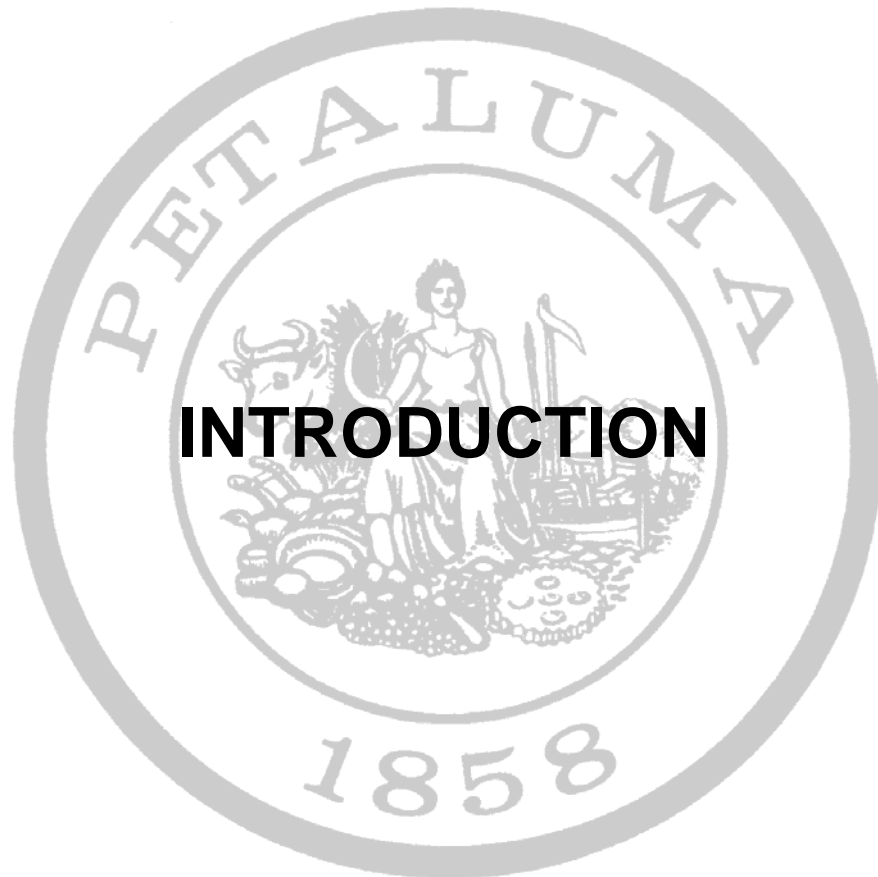
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# **INTRODUCTION**





## CITY MANAGER'S BUDGET MESSAGE

City of Petaluma, California

Honorable Mayor and Members of the City Council:

Following is the Approved Budget for 2013/14. The Approved Budget incorporates changes from the Proposed Budget, totaling \$1.6 Million, which were approved by the City Council during the Budget meetings held on May 20 and June 3, 2013. These changes represent an \$800,000 increase to appropriations and revenues in the Water Enterprise, associated with an ongoing Automatic Meter Read conversion project. Transfers are increased by a like amount, from the Water fund for Capital. Like its predecessors, the Approved Budget for 2013/14 is balanced. Like its predecessors it takes into account long-range forecasting. But, unlike its past five predecessors, it does not rely on program and service reductions to strike a balance. Instead, it holds the line on appropriations over which the City has control, supports cost increases that are outside the City's control, and begins the process of rebuilding for the future. It also supports an active Capital Improvement Program with projects to improve each of our infrastructure systems.

**A total budget, all funds, of \$158,992,730** was approved for FY 2013/14. Appropriations are supported by **total estimated resources of \$145,441,388**. Fund balance offsets the difference, in those funds where approved expenditures are greater than projected revenues. Total appropriations are \$8,582,408 (5.12%) less than the revised budget for 2012/13, and reflect completion of \$3.3 million in grant-funded projects, eliminating \$4 million in non-recurring HOME/Begin funds, and removing the majority of Successor Agency expenditures. These reductions are partially offset by an added \$8 million in CIP projects for 2013/14. Funding is decreased \$16,001,387 (9.91%) from 2012/13 and reflects changes in grant and Home/Begin programs, and Successor Agency budgeting. Adjusted to remove Transfers-In, and Transfers-Out, equaling \$26,067,689, total approved expenditures for 2013/14 are \$132,925,041 and estimated revenues are \$119,373,699.

Most City operations are budgeted in the General Fund. The General Fund is the subject of discussion for the remainder of this message. Information regarding other funds, and the capital improvement program, are contained in summary schedules, in budget narratives, and in the capital plan. Like the General Fund, all other funds are balanced for 2013/14.

**General Fund Comparison  
 FY 2012/13 to 2013/14**

	<b>FY 2012/13 Revised</b>	<b>FY 2013/14 Approved</b>	<b>Amount of Change</b>	<b>Percent Change</b>
<b>Operating Revenues</b>				
Taxes	\$21,516,586	\$22,109,651	\$593,065	2.76%
Licenses/Permits/Fees	\$966,816	\$1,031,797	\$64,981	6.72%
Fines/Forfeitures/Penalties	\$612,100	\$616,367	\$4,267	0.70%
Earnings/rent	\$298,050	\$330,597	\$32,547	10.92%
Intergovernmental	\$4,189,191	\$4,219,530	\$30,339	0.72%
Charges for Service	\$4,315,984	\$4,319,859	\$3,875	0.09%
Other	\$28,356	\$28,356	\$0	0.00%
Transfers - In	\$1,462,564	\$1,476,689	\$14,125	0.97%
<b>TOTAL REVENUES</b>	<b>\$33,389,647</b>	<b>\$34,132,846</b>	<b>\$743,199</b>	<b>2.23%</b>

	<b>FY 2012/13 Revised</b>	<b>FY 2013/14 Approved</b>	<b>Amount of Change</b>	<b>Percent Change</b>
<b>Expenditures</b>				
Salaries	\$18,219,154	\$18,639,786	\$420,632	2.31%
Benefits	\$8,442,233	\$9,776,679	\$1,334,446	15.81%
Services/Supplies	\$5,090,838	\$5,070,310	-\$20,528	-0.40%
Intragovernmental	\$1,129,710	\$1,380,210	\$250,500	22.17%
Capital	\$92,200	\$10,100	-\$82,100	-89.05%
Transfers	\$259,545	\$144,000	-\$115,545	-44.52%
<b>TOTAL EXPENDITURES</b>	<b>\$33,233,680</b>	<b>\$35,021,085</b>	<b>\$1,787,405</b>	<b>5.38%</b>

Difference \$155,967 -\$888,239

Beginning Carry-over \$1,260,988 \$1,416,955

Ending Carry-over **\$1,416,955** **\$528,716**

A General Fund **budget of \$35,021,085** was approved for 2013/14, an increase of \$1,787,405 (5.38%) over the revised budget for 2012/13. Estimated **revenues are \$34,132,846**, and are \$743,199 greater than 2012/13 revised estimates. The difference between the two is a negative balance of \$888,239, which is offset using working capital carryover from 2012/13 of \$1,416,955. The ending balance at June 30, 2013 is an estimated \$528,716, a decrease of nearly 60 percent from the 2012/13 ending balance.

Exclusive of these balances is a **designated reserve of \$1,144,177**. The reserve consists of \$1,084,177 set aside in 2012/13, and \$60,000 from new revenues in 2013/14. The 2012/13 set-asides include an extra payment of \$500,000 from the

City's new solid waste franchise fees, and \$584,177 in monies returned by Sonoma County erroneously collected in its property tax administration fees (PTAF). Monies added in 2013/14 represent fifteen (15) percent of the estimated savings in PTAF payments going forward, and a like percentage retained from new revenues that have not previously been taken into account from the East Washington Place project.

In April, 2013 the City Council conducted a revenue and reserve policy workshop, and determined to establish, over five years, a General Fund Reserve equal to seventeen (17) percent of operating funds. The Council determined to set aside one-time revenues, such as the PTAF and solid waste payments, and fifteen (15) percent of all new revenues. The reserves approved for 2013/14 follow that guidance. There is an imminent possibility reserves may be augmented in 2013/14 by nearly \$1 million if the City loses its suit against the State Department of Finance, and is required to return approximately \$8.7 million in funds of the former Petaluma Community Development Commission (PCDC). This is clearly a mixed blessing. Going forward, any monies taken from reserves will require a repayment source, and must be repaid within three years of use. Successfully implementing this policy will rebuild reserves in the General Fund to an estimated \$6.3 million by 2016/17.

Revenue growth is occurring mainly in Sales Tax. Most other sources show only inflationary growth, or remain flat. Gains in Sales Tax are in the Transportation and Business-to-Business categories, include a 1.8 percent adjustment for inflation, and reflect a \$180,000 "true-up" payment. True-up payments periodically correct for distributions from the State that are based on estimates, once actual amounts are determined. Sales tax estimates for 2013/14 also anticipate some stores in the East Washington Place project will open in early 2013/14. Property Taxes are expected to increase only slightly, reflecting a one-half percent (.5%) increase in Assessed Valuation. In reviewing the revenue table, two other categories, appear to have grown significantly from a percentage perspective: Licenses, Permits and Fees (6.72 %), and Investment Earnings (10.92%). These percentages are calculated, however, on relatively small bases and between them add less than \$100,000 to overall revenue growth. Finally, it should be noted that revenues in the General Fund are augmented by an additional \$250,000, due to the issuance of a new franchise agreement to Petaluma Refuse and Recycling. The agreement provides an additional \$500,000 in discretionary revenue to the City on an annual basis. Mid-year adjustments anticipated that full amount would be received in the General Fund. Based on the City Council's policy preferences in April, 2013, only \$250,000 is retained in the General Fund. The other half is directed to the Street Fund, to be used for maintenance and capital projects. Uses for that money are yet to be determined, and will be the subject of further Council consideration later this year.

With respect to General Fund expenditures, Departments submit their requests pursuant to restrictive budget guidance. They may not submit requests exceeding existing totals for Services and Supplies, and must absorb any increased costs within existing appropriations in that object class. Personnel costs are calculated by the Finance department, rather than the departments, to assure vacant positions remain unfunded. Budgeting for part-time positions and overtime is reduced to the barest of levels, when possible. Any requests for additional funding must be submitted separately and be fully justified. In the current environment, these requests are

carefully scrutinized, and recommended only when there is an outside funding source, or costs cannot be avoided without a degradation of services, or if the request is expected to generate revenues equal to or greater than costs.

As noted, costs in the General Fund are increasing by approximately \$1.8 million in 2013/14. This increase is driven by several factors, all salary and benefit-related. The most notable of these include continuing increases in the cost of health insurance and retirement benefits (\$590,000); a ten (10%) percent rate adjustment to support program costs and restore reserves in the Worker's Compensation fund; a \$251,000 increase in Liability and Information Technology rates for the same reasons; \$250,000 to cover separation expenses associated with known retirements in the coming year; \$100,000 budgeted to pre-pay the City's Other Post-Retirement Benefits (OPEB); \$150,000 to repay the employee benefits fund for prior rate holidays; filling an unfunded vacancy in the Finance Department to facilitate the preparation of a long-range Financial Plan pivotal to the City Council's goals for 2013 and 2014 (\$150,000); and a reduction in the number of vacancies held open in the Fire Department, from five in 2012/13 to three for only the first half of 2013/14 (\$220,000). Changes in the individual departments are noted in the narratives associate with their various cost centers.

Within the approved budget are also Transfers-in of \$1,476,689, and Transfers-out of \$144,000. Transfers-in are \$14,125 (1.0%) greater than 2012/13. This reflects the net effect of increased transfers of \$100,000 from the Transient Occupancy Tax fund to support the resumption of budgeting for Vehicle Replacement, nearly offset by a reduction from the Asset Seizure Fund that was used in 2012/13 to support police expenditures. Transfers-out are \$115,545 (44.52%) less than in 2012/13 and reflect a \$100,000 transfer to the Vehicle Replacement Fund, to resume contributions that were interrupted five years ago, and \$44,000 to the Community Center CIP fund, to fund another phase of an ongoing roof replacement project. The decrease eliminates a transfer to the Successor Agency fund that supported administration costs previously paid by the former PCDC. These amounts were disallowed by the Department of Finance based on a cap on administrative costs for ongoing Successor Agency activities.

The beginning fund balance of \$1,416,955 is approximately thirteen (13%) percent greater than last year's estimate, and primarily reflects the effect of increased Sales Tax receipts during 2012/13. Fund balance, however, is estimated to decrease during 2013/14, as revenue growth will not maintain pace with appropriations. At year-end, free fund balance, that which is not dedicated to reserves, is estimated to be \$528,716, a decrease of \$888,239 (62.7%) from the beginning of FY 2013/14.

Although this message is mainly concerned with the General Fund, it should be noted, the budget for 2013/14 includes only a summary of the activities of the Successor Agency to the former PCDC. Budgets for the Successor Agency are now developed in six month increments using the form created for the purpose by the State Department of Finance (DOF): the Recognized Obligation Payment Schedule (ROPS). The ROPS includes all expenditures to be made in the coming six-month period. These are amounts that must be approved by the Successor Agency, its Oversight Board, and the DOF, and are based on the enforceable obligations of the former PCDC as determined by the DOF. In this message last year, it was noted the overall effect of dissolution on

City finances was difficult to predict. A year later, the picture has focused. The remaining question is “will the City prevail in its lawsuits filed against the DOF to retain tax increment funding to support the costs of the East Washington Interchange, Old Redwood Highway Interchange, and Rainier Crossing projects”? As of this writing, the Courts have not handed down a decision in that matter. In the meanwhile, all required financial reports were submitted, mandated audits were conducted on the Housing and Non-Housing funds held by the City, two additional ROPS were processed and accepted, and a demand for approximately \$8.7 million in funds held by the City has been made by the State. The decision in the suit will dictate whether that \$8.7 million remains with the City, or is surrendered to the County to be distributed among the various taxing entities (of which Petaluma is one, and as a result could receive nearly \$1 million in one-time funding). The positions formerly supported by Redevelopment monies are now funded with tax increment monies available for Successor Agency administration; increased property tax accruing to the City due to dissolution; charges to other funding sources such as Housing In-Lieu funds, the City’s Community Development Block Grant entitlement, and Transient Occupancy Taxes; or allocated in part to other funds.

So, the 2013/14 budget, and the General Fund are balanced again, for another year. But how does all this affect the long-term financial forecast?

Since its inception in 2011, the forecast has been updated twice a year, during budget development and at the mid-year review. Forecasting is a continuing process as conditions, and their associated assumptions change. Forecasting has been valuable in identifying the anticipated outcomes of budget actions, and supported difficult decisions made in an effort to re-establish fiscal stability. Before looking forward, let’s review forecast going into the 2012/13 budget cycle, how the forecast changed when that budget was adopted, and the how the forecast changed again at mid-year 2012/13.

At mid-year, 2011/12 despite having carved millions of dollars from General Fund budgets between 2008/09 and 2011/12, the forecast continued to project negative balances that totaled \$6,388,495 through FY 2015/16.

**Forecast – February 2012**

	<b>FY 12/13</b>	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>
<b>REVENUES</b>	\$32,199,784	\$32,953,169	\$34,007,533	\$35,205,252
<b>EXPENDITURES</b>	\$33,826,506	\$35,074,093	\$35,861,232	\$36,396,529
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	-\$1,626,722	-\$2,120,924	-\$1,853,699	-\$1,191,277
<b>BEGINNING FUND BALANCE</b>	\$404,127	-\$1,222,595	-\$3,343,519	-\$5,197,218
<b>ENDING FUND BALANCE</b>	-\$1,222,595	-\$3,343,519	-\$5,197,218	-\$6,388,495

Factors contributing to the shortfall were a sluggish economy, personnel cost increases driven by escalating health and retirement benefits, expiration of the 18-month salary “furlough” in June 2011, implementation of deferred pay increases previously bargained with AFSCME-represented employees, and expiration in 2012 of the SAFER grant, which funded six firefighter positions for the previous two years.

The effect of changes in the forecast, positive or negative, is cumulative and can have a multiplying effect in the out-years. It was determined last spring that a reduction of approximately \$1.6 million for 2012/13 would achieve a balance through FY2015/16. To accomplish that reduction, departments were asked to cut an additional five percent (5%) from their budgets. A full discussion of what each department reduced to meet the reduction target is included in the City Manager’s Budget Message for 2012/13. Departments met their targets, resulting in a balanced budget for 2012/13, and positive balances through the end of the forecast period, as shown in the following table:

**Forecast – May 2012**

	<b>FY12/13</b>	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>
<b>REVENUES</b>	\$32,478,039	\$33,529,734	\$35,046,743	\$36,122,289
<b>EXPENDITURES</b>	\$32,477,333	\$33,776,589	\$34,686,205	\$35,220,883
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	\$706	-\$246,855	\$360,538	\$901,406
<b>BEGINNING FUND BALANCE</b>	\$376,133	\$376,839	\$129,984	\$490,522
<b>ENDING FUND BALANCE</b>	\$376,839	\$129,984	\$490,522	\$1,391,928

As recipients of approximately 75 percent of General Fund appropriations, the Police and Fire departments had the largest reduction targets, and offered up a combined total of over \$1.1 million in reductions.

The Fire department offered to hold five (5) firefighter/paramedic positions vacant to generate salary savings estimated at a net of \$500,000. This net reflected an estimated salary savings of approximately \$560,000, partially offset by increased overtime usage.

The Police department offered reductions of \$635,000, which included:

- Freezing a fulltime police officer vacancy and eliminating a temporary fulltime police officer position (\$270,000). Freezing a fulltime dispatcher vacancy, and moving to a 12 hour shift model to control overtime (\$100,000);
- Reducing Patrol Overtime (\$65,000);
- Offsetting Services and Supplies costs with Asset Forfeiture monies (\$110,000); and

- Eliminating one Animal Control Officer (\$90,000). This savings was ultimately achieved by outsourcing Animal Services functions to the non-profit Petaluma Animal Services Foundation, and capping the City’s gross costs of the program at \$478,000 per year. Under the agreement, the City receives \$92,000 in licensing fee revenues, which further reduces the City’s share of cost in these programs.

Some of these actions were unsustainable, most notably freezing positions in the Fire department. Overtime costs in the Fire department have continued to be difficult to manage without these additional positions. In 2013/14 the number of frozen positions is reduced to three, through mid-year. It is expected that recruitments will have been completed by then, to hire the full complement of firefighter paramedics whose positions went unfilled this past fiscal year.

In May 2012, implementing the reductions proposed in the 2012/13 budget resulted in positive fund balance projections through the end of the forecast period. In February 2013, the forecast was updated again to incorporate mid-year adjustments and to modify assumptions based on developing information.

**Forecast – February 2013**

	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
<b>REVENUES</b>	\$33,997,194	\$35,020,422	\$36,167,184	\$37,278,650
<b>EXPENDITURES</b>	\$34,566,612	\$35,764,593	\$36,600,933	\$37,585,017
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	-\$569,418	-\$744,171	-\$433,749	-\$306,367
<b>BEGINNING FUND BALANCE</b>	\$1,416,955	\$847,537	\$103,366	-\$330,383
<b>ENDING FUND BALANCE</b>	\$847,537	\$103,366	-\$330,383	-\$636,750

Adjustments to FY 12/13 estimates (these are not displayed in the foregoing table but can be found on Page 9 of the staff report to the City Council dated February 11, 2013) took into account all mid-year adjustments approved by the Council, and increased the beginning fund balance projection for 2013/14 from the previous projections. Revenue assumptions through the remainder of the forecast were conservative, basically applying inflationary adjustments to each revenue category that ranged from no change to a maximum increase of four (4) percent. The average increase for all revenue adjustments was 1.92% for 2013/14, 2% for 2014/15, 2.17% for 2015/16, and 2.58 percent for 2016/17.

This forecast recognized only a portion of the revenues associated with the East Washington Place project, which are expected to begin arriving in the last quarter of

2013 and will not reach full potential until two years later. If all project-related revenues had been included, the picture for fiscal years 2014/15 and the out-years would improve.

On the other hand, a number of adjustments were added into the expenditure projections. These included:

- Salary and Benefits for the fifth, previously unfunded Lieutenant's position in the Police Department;
- Recurring Comp Time pay-outs that were previously adsorbed by vacancy savings (such vacancies are no longer budgeted);
- FLSA over-max costs for the Fire Department;
- A \$150,000 annual contribution to the Employee Benefits fund;
- A \$100,000 contribution to the Vehicle Replacement fund;
- A \$100,000 contribution to reduce OPEB liability;
- Budgeting \$100,000 annually for retiree payouts (these amounts have thus far been absorbed by departments or were paid from the Employee Benefits fund);
- A \$75,000 per year contribution to the General Services fund, which has been drawn down over the past two years to support General Fund costs; and
- PERS rate adjustments based on actuarial studies that increase the City's contribution to Safety employee retirements from 37.74 percent in 2013/14 to 42.4 percent in 2016/17, and to Miscellaneous employee retirements from 14.48 percent in 2013/14 to 17.20 percent in 2016/17.

Finally, the forecast includes an estimated \$200,000 per year, beginning in calendar year 2015, to repay the loan that is being made from Storm water Impact fees to support Storm water Maintenance. The loan was approved in 2011/12, and based on costs since that time will not require the full \$200,000 estimated for annual debt service. Based on expenditures to date, and if no change is made to the payback assumptions, an amount more approximating \$150,000 per year will be needed, rather than \$200,000. Nothing has been budgeted thus far for loan repayments.

All of these expense assumptions, and more, were incorporated into the budget approved for 2013/14, and are carried through the current update of the forecast.

Compared to the deficits the City has had to overcome for more than a half decade, because expense assumption adjustments reflect necessary budgeting, and because revenue estimates are conservative, neither of the negative balances in the out-years of the forecast offered great reason for concern. As noted at the mid-year review, they are estimates, and can readily change based on developing conditions. Moreover, at its goal setting session in February, the Council added a long-range financial plan to its goals for the coming two years which includes, among other actions, a variety of analyses, both for revenues and expenditures and which, when completed, can dramatically alter the results of this forecast. In particular, as a part of developing the financial plan, Staff, the Council, and the Community will evaluate options for increasing tax revenues on the November 2014 ballot. One or more tax measures, if successful, would reverse these projections in a positive direction and enable the Council to be more aggressive in restoring and providing new programs in the future. Pending



completion of that work, the Council did not ask for any additional reductions going into the 2013/14 budget cycle.

Since the mid-year update, additional changes were made to the forecast assumptions. These include the effects of budgeting the additional expenditure items noted on Page M-3 of this message, primarily:

- The staffing increase in the Finance Department;
- Filled vacancies in the Fire Department;
- Increases in Workers Compensation and Liability rates charged to the departments for on-going program costs and to restore reserves in that Fund;
- An additional \$150,000 beyond previous assumptions, for 2013/14, to cover separation expenses associated with known retirements; and
- Increased PERS rate assumptions to accommodate recently announced PERS actions to address rate smoothing, and pending PERS adjustments related to discount rate changes and mortality rate adjustments. All told and in addition to the rate increase assumptions already included in the forecast, these changes further increase PERS costs to the City by \$672,951 in 2015/16, and by \$899,879 in FY 16/17.

They also include increasing revenue estimates from the major retail developments that are currently being built, or will soon commence construction.

The following table provides a summary of the revised financial projection, based on the approved budget, through fiscal year 2016/17.

**General Fund Long Term Operating Forecast  
 May 2013**

	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
<b>REVENUES</b>	\$34,132,846	\$35,560,192	\$36,484,895	\$37,616,117
<b>EXPENDITURES</b>	\$35,021,085	\$36,231,297	\$37,542,093	\$38,750,559
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	-\$888,239	-\$671,105	-\$1,057,198	-\$1,134,442
<b>BEGINNING FUND BALANCE</b>	\$1,416,955	\$528,716	-\$142,389	-\$1,199,587
<b>ENDING FUND BALANCE</b>	\$528,716	-\$142,389	-\$1,199,587	-\$2,334,029

Because no additional cost reductions are programmed for 2013/14, and because large increases in PERS rates are programmed in the last three years of the forecast period, and because forecasting reflects policy choices about restoration and reserves, the

budget is projected to remain balanced only in 2013/14. It will remain balanced through most of 2014/15, but ends that year approximately \$142,000 in the red.

A deficit of \$142,000 two years from now is reason for concern but will probably be neutralized through actions no more dramatic than careful spending control. When one considers that year end estimates have come in stronger than initial projections in each of the last several years, due in part to careful spending control, and that this budget recommends a designated reserve of approximately \$1.1 million in the General Fund, the 2014/15 projected deficit is not, by far, the most serious problem we've had to address. What's more worrisome is the deficit that is forecasted to grow, through FY 2016/17 to an estimated \$2,334,029 if action is not taken before then to restore budgetary balance. It's important to note that much of the projected cost increases in the out-years is caused by changed PERS assumptions.

Given the magnitude of the reductions thus far implemented, the difficulty departments now experience in providing acceptable levels of service to the Community, and what will surely be viewed by the Community as unacceptable if further programmatic reductions take place, further budget reductions do not appear to be the best path to continued solvency. This doesn't mean additional efficiencies and cost savings cannot be found. On the contrary, City staff at every level has been very resourceful in finding ways to do a lot with less and will continue to do so. But, after all the reductions that have been made it appears new revenues will need to be developed if the City is to thrive in the future.

In that regard, the Council adopted for 2013 and 2014 what I consider some of the most important goals it has established since 2008. These goals can be found in this document in the Overview section associated with the Council's budget. What I am specifically referencing, however, are the priorities comprising the goals detailed in the Financial Stability category. Each of those actions will serve to strengthen the City's finances; most are interrelated. In particular, developing a Five-Year Financial Plan for the General Fund, as noted earlier in this message will make what I believe is the difference necessary to achieve and maintain balance through and beyond the current forecast period, and to prove the case to the Community that new sources of revenue are the answer to the City's on-going fiscal challenges.

There are many reasons why this message should end on a positive note. Economic recovery, if slow, continues. There is local job growth, increased activity and values in the housing market, increased tourist trade, and additional retail and office space is being occupied. Major retail tenants are coming to town, and vacancy rates in our business parks are declining. There is strong interest in Petaluma on the part of specialty food and beverage manufactures, and we continue to attract individuals and businesses that trade on creativity to make a living and succeed. All this bodes well for more optimistic revenue projections than those on which the current forecast is based.

Yet, there is much work to do as we start on the path to recovery, and it all costs money. The City Council has reaffirmed the importance of building and maintaining strong reserves. They also understand that it's time to replenish the external sources upon which the General Fund relied, now that those sources are depleted. Buildings must be maintained, vehicles must be replaced, and staffing and programs must be

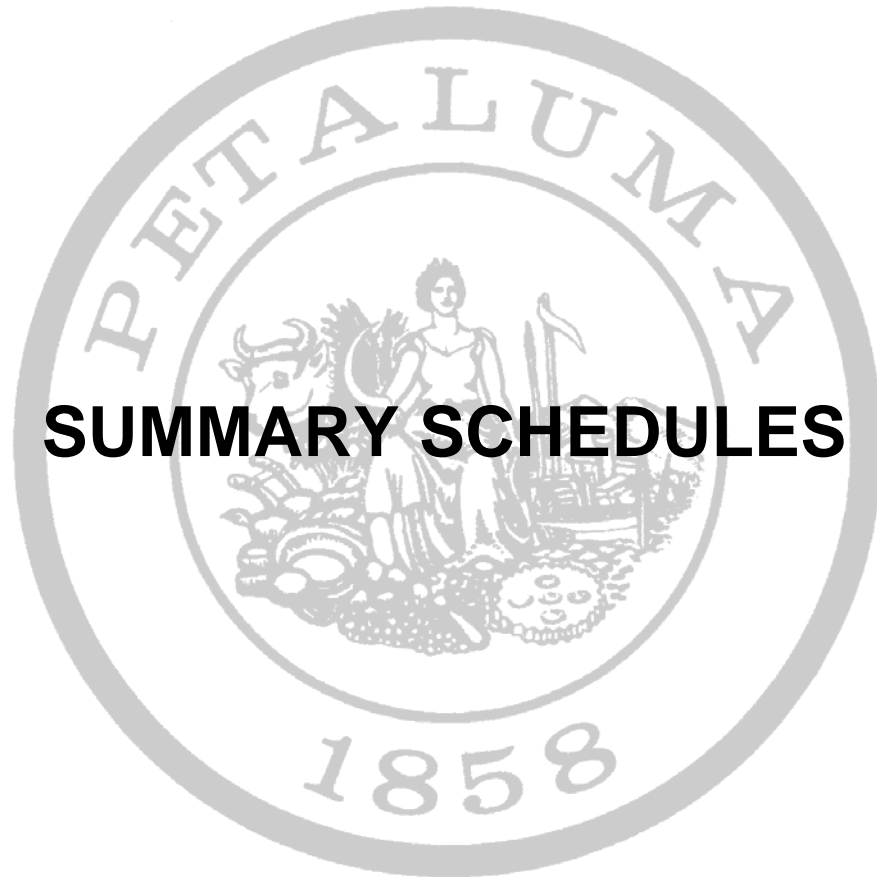
restored. To be successful in these endeavors demands a clear path forward, a sound financial plan, and broad Community support.

In developing, and implementing the Financial Plan, we will be doing some of the most important work we have ever done to assure a brighter future for Petaluma. For the first time I am encouraged and excited about the financial direction in which the City is headed. I hope that the City Council and the Community are too.

A handwritten signature in black ink, appearing to read 'John C. Brown', with a long horizontal line extending to the right.

John C. Brown  
City Manager  
July, 2013





**SUMMARY SCHEDULES**



## 2013-14 ALL FUNDS BUDGET SUMMARY

The total budgeted appropriation for the fiscal year 2013-14 is \$158,992,730. 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 six fund categories. The categories include the following fund types and appropriations:

**General Fund** appropriations are \$35,021,085. The General Fund includes costs for City Administration, Finance, Public Safety, Community Development, Public Works, and Parks and Recreation.

**Special Revenue Funds** appropriations are \$12,544,607. This includes Housing, Landscape Assessment Districts, Developer Impact Fees, Grants, Transportation, and Transient Occupancy funds. These funds are used for various projects and programs throughout the City.

**Enterprise Funds** appropriations are \$58,369,324. Enterprise Funds include Airport, Development Services, Marina, Transit, Wastewater, and Water.

**Internal Service Funds** appropriations are \$6,640,576. Funds include Employee Benefits, General Services, Information Technology, Risk Management, Vehicle and Equipment Replacement, and Worker's Compensation. All Internal Service Fund costs are charged back to user departments in the City.

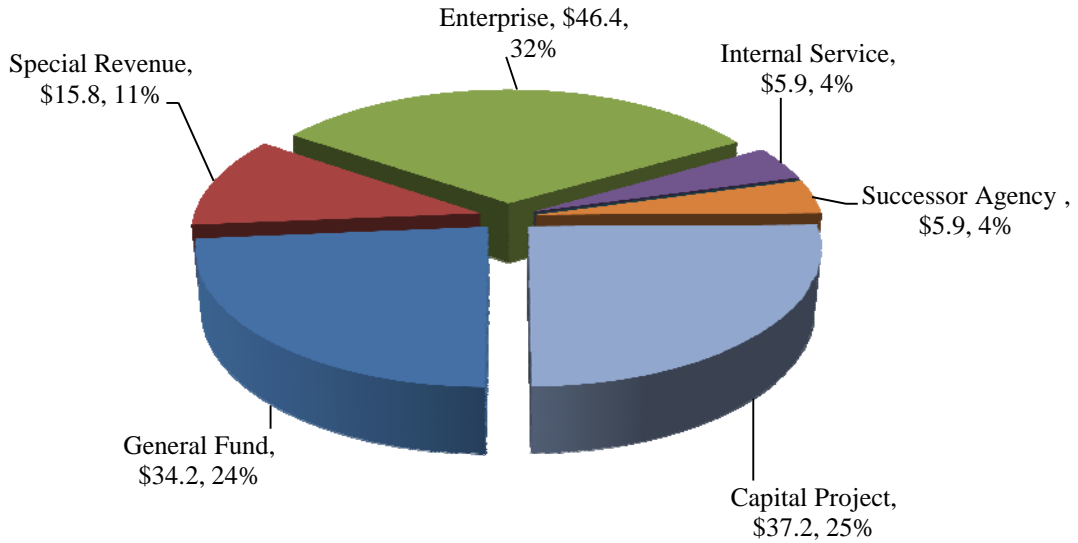
**Successor Agency** Funds appropriations are \$7,869,530. These funds provide for debt service, program expenditures, and intergovernmental charges through the transfer of tax increment revenue received.

**Capital Project Funds** appropriations are \$38,547,608. These funds include Airport, FEMA, Fire, Parks, Public Works, Surface Water, Water, Recycled Water, Wastewater, and the PCDC.

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

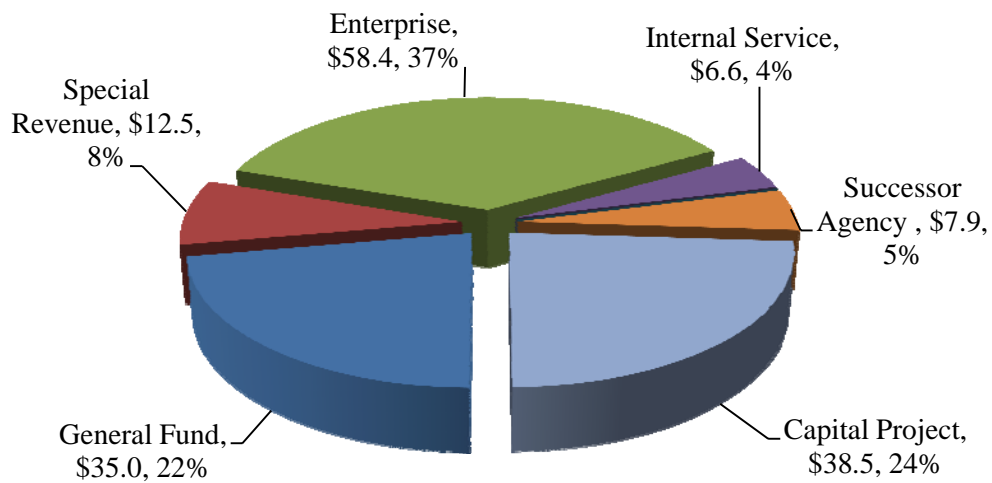
### WHERE THE MONEY COMES FROM...

**2013-2014  
ESTIMATED REVENUES - \$145,441,388**



### WHERE THE MONEY GOES...

**2013-2014  
BUDGET - \$158,992,730**





FUND SUMMARY  
FISCAL YEAR 2012-13 Estimated Actual

Fund Description	Beg. Bal. 7/1/2012	Estimated Revenues	Estimated Expenditures	Transfers In	Transfers Out	Est. Fund Bal. 6/30/2013
<b>GENERAL FUND OPERATING</b>	<b>\$ 1,260,988</b>	<b>\$ 31,927,083</b>	<b>\$ (32,974,135)</b>	<b>\$ 1,462,564</b>	<b>\$ (259,545)</b>	<b>1,416,955</b>
General Fund Designated Reserves	-	1,084,177	-	-	-	1,084,177
<b>TOTAL GENERAL FUND</b>	<b>\$ 1,260,988</b>	<b>\$ 33,011,260</b>	<b>\$ (32,974,135)</b>	<b>\$ 1,462,564</b>	<b>\$ (259,545)</b>	<b>2,501,132</b>
Community Development Block Grant	96,814	280,217	(255,505)		(25,000)	96,526
Home/Begin Grants	372,523	4,051,094	(4,000,000)		(169,095)	254,522
Housing Successor Agency	23,020,493	40,000	(359,288)	300,000		23,001,205
Aquatic Facility Impact Fees	51,451	21,901	(710)			72,642
Commercial Linkage Fees	987,404	548,688	(191,760)		(75,000)	1,269,332
Community Facilities Impact Fees	1,094,363	47,730	(2,420)		(12,000)	1,127,673
Community Facilities Impact Fees - 08	133,326	70,365	(2,100)			201,591
Fire Suppression Impact Fees	279,949	61,222	(2,000)		(160,000)	179,171
Housing In-Lieu Fees	3,205,556	287,419	(833,170)	119,095	(75,000)	2,703,900
Library Facility Impact Fees	183,338	50,791	(1,650)			232,479
Parkland Acq/Dev Impact Fees	1,749,483	98,340	(4,300)		(74,000)	1,769,523
Parkland Acquisition Impact Fees-08	579,381	202,500	(6,000)			775,881
Parkland Development Impact Fees-08	390,488	342,194	(10,240)	347,660		1,070,102
Open Space Acquisition Impact Fees - 08	174,885	120,093	(3,600)			291,378
Quimby Act Dedication and In-Lieu-08	137		-			137
Law Enforcement Facility Impact Fees	360,090	76,049	(2,500)			433,639
Public Facilities Impact Fees	86,929	36,821	(1,140)			122,610
Public Facilities Impact Fees-08	126,700	50,341	(1,500)			175,541
City Facilities Development Impact Fee	-	163,130	(4,890)			158,240
Storm Drainage Impact Fees	2,901,469	33,925	(4,900)	270,320	(655,000)	2,545,814
Storm Drainage Impact Fees - 08	11,822	188,054	(5,640)			194,236
Traffic Mitigation Impact Fees	2,368,474	360,571	(7,210)	52,650	(355,000)	2,419,485
Traffic Mitigation Impact Fees-08	1,336,494	6,105,760	(183,170)			7,259,084
Public Art Fees	25,188	248,691	(18,010)			255,869
3% Admin Impact Fees	43,522	265,510	(19,050)			289,982
General Government Grants	652		-			652
Fire Department Grants	-	232,000	(232,000)			-
Police Grants	(13,913)	4,873,082	-		(4,873,082)	(13,913)
Public Works Grants	908,718	1,522,900	(34,500)		(1,150,467)	908,718
Gas Tax	187,559	387,911	(382,983)			525,492
Landscaping Assessment Districts	351,386	25,947	(100)			356,314
Abandoned Vehicle Abatement	185,424	177,934	(344,831)		(185,000)	211,271
Asset Seizures	463,151	1,085,581	(2,686,982)	1,150,219	(1,254,660)	111,254
Street Maintenance Gas Tax	2,651,144	1,350,784	(183,750)		(1,190,189)	945,302
Transient Occupancy Tax	382,290	74	(14,100)			359,135
Haz Mat Fines	25,063		(100)		(8,875)	11,037
Fire in-Lieu Fees	8,931	100,000	(100)		(112,000)	(44)
SLESF	12,546	160,000	(201,350)		(20,000)	446
Donations	415,346					353,996
Prince Park Trust	969,916	4,866	-		(56,500)	918,282
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>46,128,492</b>	<b>23,672,485</b>	<b>(10,001,549)</b>	<b>2,239,944</b>	<b>(10,450,868)</b>	<b>51,588,504</b>
<b>PERMANENT TRUST FUNDS</b>						
Wickersham Park Trust	23,575	118	-			23,693
<b>TOTAL PERMANENT TRUST FUNDS</b>	<b>23,575</b>	<b>118</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>23,693</b>

FUND SUMMARY  
FISCAL YEAR 2012-13 Estimated Actual

Fund Description	Beg. Bal. 7/1/2012	Estimated Revenues	Estimated Expenditures	Transfers In	Transfers Out	Est. Fund Bal. 6/30/2013
<b>PRIVATE PURPOSE TRUST FUNDS</b>						
Successor Agency Trust Fund	-	6,179,221	-	-	(6,179,221)	-
Thomas Lee Charity Trust	24,106	120	-	-	-	24,226
Child Care Trust	161,692	807	-	-	-	162,499
<b>TOTAL PRIVATE PURPOSE TRUST FUNDS</b>	<b>185,798</b>	<b>6,180,148</b>	<b>-</b>	<b>-</b>	<b>(6,179,221)</b>	<b>187,741</b>
<b>ENTERPRISE FUNDS</b>						
Airport Operations	93,825	1,968,455	(1,844,010)	-	-	218,270
Development Services	(360,650)	1,275,580	(1,186,980)	-	-	(272,050)
Marina	(380,227)	279,775	(407,020)	-	-	(507,472)
Public Transportation	65,902	3,660,045	(2,405,940)	-	(1,253,000)	67,007
Storm Utility	45,683	-	(564,234)	799,000	-	280,449
Waste Water Utility	21,395,998	22,568,600	(19,928,450)	456,565	(12,425,000)	12,067,713
Water Utility	12,226,069	13,915,200	(13,036,215)	478,850	(5,239,270)	8,344,634
<b>TOTAL ENTERPRISE FUNDS</b>	<b>36,650,834</b>	<b>43,667,655</b>	<b>(39,372,849)</b>	<b>1,734,415</b>	<b>(18,917,270)</b>	<b>23,762,785</b>
<b>INTERNAL SERVICE FUNDS</b>						
Employee Benefits	123,931	705,100	(938,150)	-	-	(109,119)
General Services	484,066	100,550	(307,030)	-	-	277,586
Information Technology	90,860	1,424,540	(1,482,705)	-	-	32,695
Risk Management (Liability)	3,817,467	1,385,850	(1,958,760)	-	(212,000)	3,032,557
Vehicle and Equipment Replacement	148,467	1,600	(170,350)	-	-	(20,283)
Workers' Compensation	4,303,341	997,000	(1,106,945)	-	-	4,193,396
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>8,968,132</b>	<b>4,614,640</b>	<b>(5,963,940)</b>	<b>-</b>	<b>(212,000)</b>	<b>7,406,832</b>
<b>CAPITAL PROJECT FUNDS</b>						
General Gov CIP	(330,549)	-	-	-	-	(330,549)
Community Development CIP	200,057	-	-	-	-	200,057
Police CIP	-	-	-	-	-	-
Fire CIP	488,487	-	(160,000)	160,000	-	488,487
Parks and Recreation CIP	(332,199)	1,095,190	(376,010)	94,000	(347,660)	133,321
Public Works/Surface Water CIP	1,043,568	3,201,570	(11,093,901)	9,968,560	(349,420)	2,770,377
FEEMA Permanent CIP	(385,883)	-	(1,190,882)	1,190,880	-	(385,885)
TDA CIP	49,759	-	-	-	-	49,759
Airport CIP	507,484	200,000	(100,000)	-	-	507,484
Marina CIP	(40,239)	-	-	-	-	(40,239)
Transit CIP	111,242	-	(1,253,000)	1,253,000	-	111,242
Waste Water/Recycled Water CIP	9,900,457	1,910,370	(9,231,000)	12,126,000	(366,565)	14,339,262
Water CIP	1,628,029	580,940	(5,239,270)	5,239,270	(478,850)	1,730,119
<b>TOTAL CAPITAL PROJECT FUNDS</b>	<b>12,840,213</b>	<b>6,988,070</b>	<b>(28,644,063)</b>	<b>30,031,710</b>	<b>(1,542,495)</b>	<b>19,673,435</b>
Successor Agency Debt	26,569,089	-	(5,784,861)	5,784,861	(5,747,000)	20,822,089
Successor Agency CIP	199,314	-	(232,141)	-	-	(32,827)
Successor Agency Admin	10,405,170	-	(1,293,201)	2,054,905	-	11,166,874
<b>TOTAL SUCCESSOR AGENCY FUNDS</b>	<b>37,173,573</b>	<b>-</b>	<b>(7,310,203)</b>	<b>7,839,766</b>	<b>(5,747,000)</b>	<b>31,956,136</b>
<b>TOTAL ALL FUNDS</b>	<b>143,231,605</b>	<b>118,134,376</b>	<b>(124,266,739)</b>	<b>43,308,399</b>	<b>(43,308,399)</b>	<b>137,099,242</b>

FUND SUMMARY  
FISCAL YEAR 2013-2014

Fund Description	Est. Fund Bal. 7/01/2013	Budgeted Revenues	Budgeted Expenditures	Budgeted Transfers In	Budgeted Transfers Out	Proj. Fund Bal. 6/30/2014
<b>GENERAL FUND OPERATING</b>	<b>\$ 1,416,955</b>	<b>\$ 32,656,157</b>	<b>\$ (34,877,085)</b>	<b>\$ 1,476,689</b>	<b>\$ (144,000)</b>	<b>\$ 528,716</b>
General Fund Designated Reserves	1,084,177	60,000	-	-	-	1,144,177
<b>\$ 2,501,132</b>	<b>\$ 32,716,157</b>	<b>\$ (34,877,085)</b>	<b>\$ 1,476,689</b>	<b>\$ (144,000)</b>	<b>\$ 1,672,893</b>	
Community Development Block Grant	96,526	256,300	(267,040)			85,786
Home/Begin Grants	254,522	1,000				255,522
Successor Agency Housing	23,001,205		(327,284)	300,000		22,973,921
Aquatic Facility Impact Fees	72,642	11,037	(373)			83,306
Commercial Linkage Fees	1,269,332	615,737	(144,324)		(150,000)	1,590,745
Community Facilities Impact Fees	1,127,673	44,602	(2,324)		(13,000)	1,156,951
Community Facilities Impact Fees - 08	201,591	667	-			202,258
Fire Suppression Impact Fees	179,171	25,900	(935)		(210,000)	(5,864)
Housing In-Lieu Fees	2,703,900	647,568	(847,546)		(150,000)	2,353,922
Library Facility Impact Fees	232,479	16,037	(604)			247,912
Parkland Acq/Dev Impact Fees	1,769,523	212,307	(7,707)			1,974,123
Parkland Acquisition Impact Fees-08	775,881	111,700	(3,264)		(358,000)	526,317
Parkland Development Impact Fees-08	1,070,102	352,107	(10,505)			1,411,704
Open Space Acquisition Impact Fees - 08	291,378	26,367	(765)			316,980
Quimby Act Dedication and In-Lieu-08	137					137
Law Enforcement Facility Impact Fees	433,639	22,520	(872)			455,287
Public Facilities Impact Fees	122,610	38,515	(1,192)			159,933
Public Facilities Impact Fees	175,541	2,784	(65)			178,260
City Facilities Development Impact Fee	158,240	349,906	(10,473)			497,673
Storm Drainage Impact Fees	2,545,814	22,495	(4,690)		(420,000)	2,143,619
Storm Drainage Impact Fees - 08	194,236	59				194,295
Traffic Mitigation Impact Fees	2,419,485	11,842	(1,950)		(153,000)	2,276,377
Traffic Mitigation Impact Fees	7,259,084	3,378,950	(101,168)			10,536,866
Public Art Fees	255,869	126	(10,550)			245,445
3% Admin Impact Fees	289,982	174,525	(19,050)			445,457
General Government Grants	652					652
Fire Department Grants	-	10,000	(10,000)			-
Police Grants	(13,913)	500,000	(500,000)			(13,913)
Public Works Grants	908,718	1,563,000			(1,563,000)	908,718
Gas Tax	525,492	1,699,716	(34,500)		(1,250,000)	940,708
Landscape Assessment Districts	356,314	378,651	(328,589)			406,376
Abandoned Vehicle Abatement	211,271	25,927	(100)			237,098
Asset Seizures	111,254	110,500	(69,250)		(30,000)	122,504
Street Maintenance Gas Tax	945,302	1,724,887	(2,987,342)	1,250,000	(745,000)	187,847
Transient Occupancy Tax	359,135	1,654,700	(183,750)		(1,300,189)	529,896
Haz Mat Fines	11,037	1,500	(100)			12,437
Fire in-Lieu Fees	(44)		(6)			(50)
SLESF	446	100,000	(100)		(100,000)	346
Donations	353,996	168,000	(121,500)		(48,000)	352,496
Prince Park Trust	918,282	4,850	-		(56,500)	866,632
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>51,588,504</b>	<b>14,264,782</b>	<b>(5,997,918)</b>	<b>1,550,000</b>	<b>(6,546,689)</b>	<b>54,858,679</b>
<b>PERMANENT TRUST FUNDS</b>						
Wickersham Park Trust	23,693	120	-			23,813
<b>TOTAL PERMANENT TRUST FUNDS</b>	<b>23,693</b>	<b>120</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>23,813</b>

FUND SUMMARY  
FISCAL YEAR 2013-2014

Fund Description	Est. Fund Bal. 7/01/2013	Budgeted Revenues	Budgeted Expenditures	Budgeted Transfers In	Budgeted Transfers Out	Proj. Fund Bal. 6/30/2014
<b>PRIVATE PURPOSE TRUST FUNDS</b>						
Successor Agency Trust Fund	-	120	-	-	-	24,346
Thomas Lee Charity Trust	24,226	-	-	-	-	163,299
Child Care Trust	162,499	800	-	-	-	-
<b>TOTAL PRIVATE PURPOSE TRUST FUNDS</b>	<b>186,725</b>	<b>920</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>187,645</b>
<b>ENTERPRISE FUNDS</b>						
Airport Operations	218,270	1,951,940	(1,764,068)	-	(185,000)	221,142
Community Development	(272,050)	1,425,000	(1,199,702)	-	-	(46,752)
Marina	(507,472)	276,250	(429,302)	-	-	(660,524)
Public Transportation	67,007	4,244,910	(2,988,172)	-	(1,244,000)	79,745
Storm Utility	280,449	470,520	(470,520)	-	-	280,449
Waste Water Utility	12,067,713	23,279,200	(19,960,860)	-	(11,096,000)	4,290,053
Water Utility	8,344,634	14,707,000	(14,071,700)	-	(4,960,000)	4,019,934
<b>TOTAL ENTERPRISE FUNDS</b>	<b>23,762,785</b>	<b>46,372,620</b>	<b>(40,884,324)</b>	<b>-</b>	<b>(17,485,000)</b>	<b>11,766,081</b>
<b>INTERNAL SERVICE FUNDS</b>						
Employee Benefits	(109,119)	1,394,790	(1,222,956)	-	-	62,715
General Services	277,586	98,650	(323,063)	-	-	53,173
Information Technology	32,695	1,668,830	(1,678,267)	10,000	-	33,258
Risk Management (Liability)	3,032,557	1,490,100	(2,071,120)	-	-	2,451,537
Vehicle and Equipment Replacement	(20,283)	700	(1,000)	100,000	-	79,417
Workers' Compensation	4,193,396	1,154,130	(1,344,170)	-	-	4,003,356
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>7,406,832</b>	<b>5,807,200</b>	<b>(6,640,576)</b>	<b>110,000</b>	<b>-</b>	<b>6,683,456</b>
<b>CAPITAL PROJECT FUNDS</b>						
General Gov CIP	(330,549)	-	-	-	-	(330,549)
Community Development CIP	200,057	-	-	-	-	200,057
Police CIP	-	-	-	-	-	-
Fire CIP	488,487	-	(210,000)	210,000	-	488,487
Parks and Recreation CIP	133,321	338,000	(713,830)	378,000	-	135,491
Public Works/Surface Water CIP	2,770,377	12,734,000	(19,173,000)	4,858,000	-	1,189,377
FEMA Permanent CIP	(385,885)	912,778	(912,778)	-	-	(385,885)
TDA CIP	49,759	-	-	-	-	49,759
Airport CIP	507,484	-	(185,000)	185,000	-	507,484
Marina CIP	59,761	-	-	-	-	59,761
Transit CIP	111,242	-	(1,179,000)	1,244,000	-	176,242
Waste Water/Recycled Water CIP	14,339,262	315,000	(11,214,000)	11,096,000	-	14,536,262
Water CIP	1,730,119	-	(4,960,000)	4,960,000	-	1,730,119
<b>TOTAL CAPITAL PROJECT FUNDS</b>	<b>19,673,435</b>	<b>14,299,778</b>	<b>(38,547,608)</b>	<b>22,931,000</b>	<b>-</b>	<b>18,356,605</b>
Successor Agency Debt	20,822,089	5,746,033	(5,746,033)	-	(1,892,000)	18,930,089
Successor Agency CIP	(32,827)	-	-	-	-	(32,827)
Successor Agency Admin	11,166,874	166,089	(231,497)	-	-	11,101,466
<b>TOTAL SUCCESSOR AGENCY FUNDS</b>	<b>31,956,136</b>	<b>5,912,122</b>	<b>(5,977,530)</b>	<b>-</b>	<b>(1,892,000)</b>	<b>29,998,728</b>
<b>GRAND TOTAL</b>	<b>\$ 137,099,242</b>	<b>\$ 119,373,699</b>	<b>\$ (132,925,041)</b>	<b>\$ 26,067,689</b>	<b>\$ (26,067,689)</b>	<b>\$ 123,547,900</b>

## Sources and Uses of Funds Fiscal Year 13-14

	General Fund	Special Revenue Funds Incl. LMH	Enterprise Funds	Internal Service Funds	Private Purpose/Permanent Trust	Capital Project Funds	Successor Agency Funds	All Funds
<b>Revenue</b>								
Taxes Revenue	22,109,651	3,014,000	70,000				5,912,122	31,105,773
Licenses, Permits and Fees	1,648,164	5,891,682	1,307,500	48,700		653,000		9,549,046
Use of Property Revenue	330,597	96,878	1,446,290		1,040			1,874,805
Debt Proceeds								-
Grant Proceeds								-
Intergovernmental	4,219,530	4,542,054	4,144,810			13,646,778		26,553,172
Charges for Services/Sales	4,319,859	552,158	125,000	5,758,500				10,755,517
Utility Revenue			38,396,020					38,396,020
Sales Revenue	2,550	817,000						819,550
Other Revenue *	85,806	168,000	66,000					319,806
<b>Total Revenues</b>	<b>\$ 32,716,157</b>	<b>\$ 14,264,772</b>	<b>\$ 46,372,620</b>	<b>\$ 5,807,200</b>	<b>\$ 1,040</b>	<b>\$ 14,299,778</b>	<b>\$ 5,912,122</b>	<b>\$ 113,461,567</b>
<b>Other Sources:</b>								
Transfers In	1,476,689	1,550,000		110,000		22,931,000		26,067,689
<b>Total Revenue and Other Sources</b>	<b>\$ 34,192,846</b>	<b>\$ 15,814,772</b>	<b>\$ 46,372,620</b>	<b>\$ 5,917,200</b>	<b>\$ 1,040</b>	<b>\$ 37,230,778</b>	<b>\$ 5,912,122</b>	<b>\$ 145,441,378</b>
<b>Expenditures and Expenses</b>								
Salaries and Benefits	28,416,465	2,254,429	7,544,514	1,748,586		1,367,119	186,177	41,517,290
Services and Supplies	847,100	564,500	10,177,250	57,650			400	11,646,900
Professional Services,Maint, Repair	3,180,760	1,900,197	5,731,505	1,396,880		36,133,339	35,518	48,378,199
Intragovernmental Charges	1,380,210	466,193	2,502,110	133,280		191,150		4,672,943
Utilities, Rent, Training	1,009,250	466,964	1,959,015	3,140,260			9,402	6,584,891
Advertising,Promotion,Debt	33,200	193,135	11,334,540	220			5,746,033	17,307,128
Capital Improvement Projects	10,100	152,500	1,635,390	163,700		856,000		2,817,690
<b>Total Expenditures and Expenses</b>	<b>\$ 34,877,085</b>	<b>\$ 5,997,918</b>	<b>\$ 40,884,324</b>	<b>\$ 6,640,576</b>	<b>\$ -</b>	<b>\$ 38,547,608</b>	<b>\$ 5,977,530</b>	<b>\$ 132,925,041</b>
<b>Other Uses:</b>								
Transfers Out	144,000	6,546,689	17,485,000				1,892,000	26,067,689
<b>Total Expenditures, Expenses and Other Uses</b>	<b>\$ 35,021,085</b>	<b>\$ 12,544,607</b>	<b>\$ 58,369,324</b>	<b>\$ 6,640,576</b>	<b>\$ -</b>	<b>\$ 38,547,608</b>	<b>\$ 7,869,530</b>	<b>\$ 158,992,730</b>

\* General Fund Includes Designated Reserves of \$60,000





**GENERAL FUND**





**2014 BUDGET  
 General Fund Revenue by Account Type  
 CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
<b>1100 General Fund</b>				
TAXES REVENUE	19,737,030	20,251,977	21,516,589	22,109,651
FEES/PERMITS AND FINES REVENUE	1,664,866	1,557,218	1,728,920	1,648,164
USE OF PROPERTY REVENUE	348,634	380,589	298,050	330,597
INTERGOVERNMENTAL REVENUE	4,658,686	4,353,212	4,189,190	4,219,530
CHARGES FOR SERVICE REVENUE	4,364,643	4,497,956	4,165,979	4,319,859
UTILITY REVENUE	4,934	165	0	0
SALES REVENUE	3,393	2,794	2,550	2,550
MISCELLANEOUS *	342,780	742,660	25,805	85,806
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBTN	1,304,633	1,471,000	1,462,564	1,476,689
<b>TOTAL GENERAL FUND REVENUE</b>	<b>32,429,599</b>	<b>33,257,571</b>	<b>33,389,647</b>	<b>34,192,846</b>

\*Proposed 2014 Budget includes Designated Reserves of \$60,000

**2014 BUDGET**  
**General Fund Revenue by Function**  
**CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
<b>11000</b> GENERAL GOVERNMENT *	27,359,989	27,793,348	28,723,422	29,369,678
<b>12000</b> CDD	430,943	555,461	540,700	601,000
<b>13000</b> FIRE	2,142,278	2,179,148	2,212,510	2,263,023
<b>14000</b> PARK/REC	807,830	846,543	773,160	794,657
<b>15000</b> POLICE	1,166,594	983,981	949,115	955,234
<b>16000</b> PUBLIC WORKS	521,965	899,090	190,740	209,254
<b>Total General Fund</b>	32,429,599	33,257,571	33,389,647	34,192,846

\*Proposed 2014 Budget includes Designated Reserves of \$60,000

**2014 BUDGET  
 General Fund Revenue by Cost Center  
 CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
<b>1100 General Fund</b>				
General Fund cost center	27,036,153	27,662,764	28,604,912	29,258,674
City Clerk admin/operations	14,660	22,658	23,000	19,000
Non Departmental	186,634	0	0	92,004
CDD admin	260,307	212,317	387,700	251,000
Cost Recovery	170,636	343,144	153,000	350,000
Fire admin	423,293	393,675	399,910	421,984
Fire prevention	78,356	104,720	125,000	128,125
Ambulance	1,640,629	1,680,753	1,687,600	1,712,914
Park/Rec admin	5,153	12,000	4,500	5,800
PR Cavanagh Center	10,145	10,569	6,530	8,288
PR Community Center	236,487	218,324	220,000	225,500
PR park maintenance	4,865	709	4,080	0
PR Tiny Tots-school year	196-	0	0	0
PR youth/teens programs	244,679	261,432	234,600	240,465
PR contract classes	128,470	139,314	137,700	141,143
PR sports programs	98,411	117,891	91,800	94,095
PR Luchessi Field Turf	5,282	3,074	3,060	3,137
PR Sports Field Lights	35,903	43,096	28,560	29,274
PR aquatic programs	0	3,567	0	3,567
PR senior programs	38,631	36,567	40,800	41,820
PR special events	0	0	1,530	1,568
Police admin	1,166,594	983,981	949,115	955,234
Pub Works admin	499,058	872,054	172,380	185,435
Turning Basin/D St Bridge	22,907	27,036	18,360	23,819
<b>Total General Fund Revenue</b>	<b>32,429,599</b>	<b>33,257,571</b>	<b>33,389,647</b>	<b>34,192,846</b>



**2014 BUDGET**  
**General Fund Appropriations by Account Type**  
**CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
<b>1100 General Fund</b>				
SALARY	20,029,794	18,122,870	18,219,154	18,639,786
BENEFITS	7,014,144	7,709,739	8,442,233	9,776,679
SUPPLIES	973,279	983,485	895,370	847,100
PROF SERVICES, MAINT, REPAIR	2,431,679	2,707,359	3,089,203	3,180,760
INTRAGOVERNMENTAL SERVICES	1,416,250	1,161,960	1,129,710	1,380,210
UTILITIES, RENT, TRAINING	1,338,870	997,389	1,077,565	1,009,250
ADVERTISING, PROMOTION, DEBT	17,573	13,833	28,700	33,200
CAPITAL EXPENDITURES	318,517	727,032	92,200	10,100
TRANSFERS	49,053	33,929	259,545	144,000
<b>TOTAL GENERAL FUND</b>	<b>33,589,159</b>	<b>32,457,596</b>	<b>33,233,680</b>	<b>35,021,085</b>

**2014 BUDGET**  
**General Fund Appropriations by Function**  
**CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Estimate</i>	<i>Proposed 2014 Budget</i>
<b>1100</b> GENERAL GOVERNMENT	3,578,725	3,102,549	3,411,246	3,450,152
<b>12000</b> CDD	310,770	470,929	431,900	508,780
<b>13000</b> FIRE	9,496,747	9,666,480	10,686,381	11,526,780
<b>14000</b> PARK/REC	1,380,251	1,335,725	1,412,455	1,496,636
<b>15000</b> POLICE	14,456,243	14,251,216	14,275,801	15,001,321
<b>16000</b> PUBLIC WORKS	4,366,423	3,630,697	3,015,897	3,037,416
<b>Total General Fund</b>	33,589,159	32,457,596	33,233,680	35,021,085

**2014 BUDGET  
General Fund Appropriations by Cost Center  
CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
<b>11100</b> GENERAL FUND COST CENTER	49,442	33,929	259,545	144,000
<b>11300</b> CITY COUNCIL ADMIN/OPERATIONS	60,784	63,623	58,211	77,585
<b>11310</b> CITY ATTORNEY ADMIN/OPERATIONS	279,669	337,477	346,100	347,960
<b>11320</b> CITY CLERK ADMIN/OPERATIONS	206,044	186,670	179,991	185,844
<b>11321</b> CITY CLERK ELECTIONS	101,400	61,907	100,449	67,727
<b>11330</b> CITY MANAGER ADMIN/OPERATIONS	501,123	520,807	533,846	557,621
<b>11340</b> ECONOMIC DEVELOPMENT	0	0	115,189	128,578
<b>11400</b> FINANCE ADMIN	612,731	459,962	469,364	542,229
<b>11410</b> FINANCE ACCOUNTING SERVICE	500,789	442,860	438,823	488,153
<b>11420</b> FINANCE COMMERCIAL SERVICE	96,116	102,108	83,782	108,843
<b>11600</b> HUMAN RESOURCES ADMIN/OPERATIONS	222,171	201,719	199,424	245,962
<b>11800</b> NON DEPARTMENTAL	236,208	34,526	67,450	555,650
<b>12100</b> CDD ADMIN	141,337	132,175	130,900	156,780
<b>12700</b> COST RECOVERY	169,433	338,754	301,000	352,000
<b>13100</b> FIRE ADMIN	773,669	929,147	958,041	1,068,230
<b>13200</b> FIRE DISASTER PREPAREDNESS	2,000	2,058	2,500	2,660
<b>13300</b> FIRE HAZARDOUS MATERIALS	86,725	49,242	61,569	67,563
<b>13400</b> FIRE PREVENTION	226,599	264,328	287,297	373,484
<b>13500</b> FIRE SUPPRESSION	7,997,585	7,897,620	8,929,874	9,566,643
<b>13510</b> FIRE SUPPRESSION-APPARATUS	110,243	140,399	75,000	92,300
<b>13520</b> FIRE SUPPRESSION-BUILDING/GROUNDS	8,183	94,001	14,000	14,000
<b>13530</b> FIRE SUPPRESSION-COMMUNICATIONS	1,882	0	9,900	9,900
<b>13540</b> FIRE SUPPRESSION-SUPPLIES	26,639	25,355	43,000	43,000

**2014 BUDGET**  
**General Fund Appropriations by Cost Center**  
**CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
<b>13550</b> FIRE SUPPRESSION-TRAINING	13,477	21,217	21,250	21,250
<b>13600</b> AMBULANCE	249,745	243,113	283,950	267,750
<b>14100</b> PARK/REC ADMIN	605,415	605,424	638,706	705,099
<b>14200</b> PR CAVANAGH CENTER	17,910	24,571	18,306	18,310
<b>14210</b> PR COMMUNITY CENTER	167,413	165,133	160,300	178,192
<b>14220</b> PR LIBRARY/MUSEUM	19,139	22,831	26,043	25,182
<b>14420</b> PR YOUTH/TEENS PROGRAMS	213,652	203,362	227,950	235,839
<b>14500</b> PR CONTRACT CLASSES	86,344	78,364	76,000	76,000
<b>14600</b> PR SPORTS PROGRAMS	82,174	71,675	82,850	72,610
<b>14700</b> PR AQUATIC PROGRAMS	120,139	96,444	102,600	102,600
<b>14800</b> PR SENIOR PROGRAMS	65,835	65,737	59,700	62,804
<b>14900</b> PR SPECIAL EVENTS	2,230	2,184	20,000	20,000
<b>15100</b> POLICE ADMIN	1,686,323	1,518,522	2,312,209	2,659,013
<b>15200</b> POLICE COMMUNICATION	1,149,748	1,042,256	953,794	1,009,770
<b>15210</b> POLICE CAD/RMS	268,343	261,391	274,682	273,500
<b>15500</b> POLICE INVESTIGATION	858,838	839,392	1,208,680	1,103,992
<b>15600</b> POLICE PATROL	8,515,004	8,641,291	7,607,975	7,728,759
<b>15610</b> POLICE AUTO THEFT	152,099	163,471	0	155,523
<b>15620</b> POLICE TRAFFIC SAFETY	982,800	953,222	1,011,460	1,206,487
<b>15700</b> POLICE RECORDS	593,494	559,407	577,216	588,749
<b>15800</b> PARKING ENFORCEMENT	249,594	272,264	329,785	275,528
<b>16100</b> PUB WORKS ADMIN	896,355	1,044,826	310,977	345,104
<b>16200</b> PUB WORKS ENGINEERING DEVELOPMENT	373,440	218,313	204,352	309,913
<b>16210</b> PUB WORKS ENGINEERING CIP	20,796	45,566	133,597	84,123



**2014 BUDGET**  
**General Fund Appropriations by Cost Center**  
**CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
<b>16220</b> PUB WORKS ENGINEERING TRAFFIC	50,694	54,739	40,050	33,610
<b>16300</b> PUB WORKS BLDG/FACILITY MAINTENANCE	648,606	631,848	632,790	620,313
<b>16400</b> PUB WORKS AUTO/EQUIP MAINT SHOP	227,987	232,725	228,944	187,035
<b>16510</b> PUB WORKS STREET SIGNALS	265,921	4,124	0	0
<b>16520</b> PUB WORKS STREET SIGNS	138	279	0	0
<b>16530</b> PUB WORKS STREET LIGHTS	226	65-	0	0
<b>16540</b> PUB WORKS PARKS MAINTENANCE	1,863,949	1,386,626	1,453,887	1,446,018
<b>16660</b> PUB WORKS TURNING BASIN/D ST BRIDGE	18,311	11,716	11,300	11,300
 <b>Total General Fund</b>	 <b>33,589,159</b>	 <b>32,457,596</b>	 <b>33,233,680</b>	 <b>35,021,085</b>







**2014 BUDGET  
 Special Revenue Funds  
 Revenue By Account Type  
 CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
TAXES REVENUE	2,108,747	2,260,665	2,125,000	3,014,000
FEES/PERMITS AND FINES REVENUE	1,453,020	4,283,442	9,199,790	5,891,692
USE OF PROPERTY REVENUE	267,555	225,433	136,868	96,878
INTERGOVERNMENTAL REVENUE	4,158,996	5,664,548	11,383,274	4,542,054
CHARGES FOR SERVICE REVENUE	428,557	543,869	667,553	552,158
MISCELLANEOUS	740,208	212,614	160,000	168,000
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	1,670,844	28,660,176	2,239,944	1,550,000
<b>Total Special Revenue Funds</b>	<b>10,827,927</b>	<b>41,850,747</b>	<b>25,912,429</b>	<b>15,814,782</b>

**2014 BUDGET  
 Special Revenue Funds  
 Revenue By Fund  
 CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
Aquatic Ctr Facilities Impact Fees	9,492	39,398	21,901	11,037
Commercial Linkage Fees	5,108	390,709	548,688	615,737
Community Facilities Impact Fees	51,336	32,885	47,730	44,602
Community Ctr Facilities Imp Fees 08	0	137,436	70,365	667
Fire Suppression Facility Impact Fees 08	23,173	132,686	61,222	25,900
Housing in-Lieu Impact Fees	968,564	287,885	406,514	647,568
Library Facility Impact Fees	16,354	70,547	50,791	16,037
Parkland Acq And Dvlpmnt Impact Fees	274,976	114,890	98,340	212,307
Park Land Acquisition Impact Fees	6-	603,315	202,500	111,700
Park Land Dev Impact Fees 08	0	406,984	689,854	352,107
Open Space Acquisition 08	0	184,792	120,093	26,367
Quimby Act Dedication & In-Lieu - 08	0	138	0	0
Law Enforcement Facilities Impact Fees	20,537	129,905	76,049	22,520
Public Facilities Impact Fees	33,686	25,551	36,821	38,515
Public Facility - 08	0	130,604	50,341	2,784
City Facilities Development Impact Fee	0	0	163,130	349,906
Storm Drainage Impact Fees	341,469	1,024,441	304,245	22,495
Storm Drainage Impact Fees - 08	4	11,832	188,054	59
Traffic Impact Fees	18,799	543,564	413,221	11,842
Traffic Impact Fees 08	0	1,211,135	6,105,760	3,378,950
Public Art Fees 08	445	9,515	248,691	126
3% Admin Fees-08	36,454	119,243	265,510	174,525
CDBG	382,091	290,347	280,217	256,300
Home/Begin	85,041	120,977	4,051,094	1,000
Fire Grants	483,240	779,936	0	10,000
Parks and Rec Grants	88,794	5,000	0	0
Police Grants	626,795	616,816	232,000	500,000
Public Works Grants	840,195	1,767,149	4,873,082	1,563,000

**2014 BUDGET  
 Special Revenue Funds  
 Revenue By Fund  
 CITY OF PETALUMA**

<b>Account Number</b>	<b>2011 Actuals</b>	<b>2012 Actuals</b>	<b>2013 Revised</b>	<b>Proposed 2014 Budget</b>
Donations/Developer Contrib	702,312	154,209	160,000	168,000
Abandoned Vehicle Abatement	23,130	29,046	25,947	25,927
Asset Seizures Police	225,192	330,740	177,934	110,500
Haz Mat Fines-Fire	174	10,295	74	1,500
In-Lieu Fees-Fire	504	205	0	0
SLESF	100,076	112,604	100,000	100,000
Gas Tax	1,370,005	1,650,026	1,522,900	1,699,716
Street Maintenance (HUT)	1,527,652	3,778,761	2,235,800	2,933,887
Solid Waste Contract Management	0	0	0	41,000
Street Reconstruction	3,159	996	0	0
Street Maintenance (FF)	818,473	796,629	0	0
LAD admin/operations	394,740	398,681	387,911	378,651
TOT-Community Promo	1,344,088	1,487,878	1,350,784	1,654,700
Prince Park Trust	11,875	2,759	4,866	4,850
Successor Agency Housing	0	23,910,238	340,000	300,000
<b>Total Special Revenue Funds</b>	<b>10,827,927</b>	<b>41,850,747</b>	<b>25,912,429</b>	<b>15,814,782</b>

**2014 BUDGET  
 Special Revenue Funds  
 Appropriations by Account Type  
 CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
SALARY	1,639,022	1,889,931	1,570,035	1,540,236
BENEFITS	529,029	778,235	584,335	714,193
SUPPLIES	432,744	616,169	517,000	564,500
PROF SERVICES, MAINT, REPAIR	2,083,401	2,496,821	5,676,599	1,900,197
INTRAGOVERNMENTAL SERVICES	181,028	289,621	523,480	466,193
UTILITIES, RENT, TRAINING	465,739	571,708	496,703	466,964
ADVERTISING, PROMOTION, DEBT	285,552	301,155	336,047	193,135
CAPITAL EXPENDITURES	299,786	459,147	397,350	152,500
TRANSFERS	6,035,865	9,665,091	10,450,868	6,546,689
<b>Total Special Revenue Funds</b>	<b>11,952,166</b>	<b>17,067,878</b>	<b>20,452,417</b>	<b>12,544,607</b>



**2014 BUDGET  
Special Revenue Funds  
Appropriations By Fund  
CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
AQUATIC CTR FACILITIES IMPACT FEES	327	5,546	710	373
COMMERCIAL LINKAGE FEES	25,046	37,656	266,760	294,324
COMMUNITY FACILITIES IMPACT FEES	2,323	8,339	14,420	15,324
COMMUNITY CENTER FACILITIES IMP FEES-08	0	4,110	2,100	0
FIRE SUPPRESSION FACILITIES IMPACT FEES	40,841	49,262	162,000	210,935
HOUSING IN-LIEU IMPACT FEES	759,356	995,852	908,170	997,546
LIBRARY FACILITY IMPACT FEES	606	2,236	1,650	604
PARK LAND ACQ AND DVLPMNT IMPACT FEES	23,701	313,860	78,300	7,707
PARK LAND ACQUISITION IMPACT FEES	1,600	22,328	6,000	361,264
PARK LAND DEVELOP IMPACT FEES 08	0	16,497	10,240	10,505
OPEN SPACE ACQ IMPACT FEES 08	0	9,907	3,600	765
LAW ENFORCEMENT FACILITIES IMPACT FEES	795	10,405	2,500	872
PUBLIC FACILITIES IMPACT FEES	1,045	7,122	1,140	1,192
PUBLIC FACILITY 08	0	3,904	1,500	65
CITY FACILILITY DEVELOPMENT IMPACT FEE	0	0	4,890	10,473
STORM DRAINAGE IMPACT FEES	1,366,552	1,956,869	659,900	424,690
STORM DRAINAGE IMP FEES-08	0	354	5,640	0
TRAFFIC IMPACT FEES	679,900	530,037	362,210	154,950
TRAFFIC IMPACT FEES	0	25,175	183,170	101,168
PUBLIC ART FEES -08	7,630	25,328	18,010	10,550
3% ADMIN FEES - 08	8,254	24,846	19,050	19,050
GENERAL GOVERN GRANTS	8,595	10,753	0	0
CDBG	381,949	289,986	280,505	267,040
HOME/BEGIN	0	500,000	4,169,095	0
FIRE GRANTS	476,487	758,903	0	10,000
PARKS AND REC GRANTS	58,876	28,747-	0	0
POLICE GRANTS	639,301	621,534	232,000	500,000
PUBLIC WORKS GRANTS	746,835	1,337,294	4,873,082	1,563,000
DONATIONS/DEVELOPER CONTRIB	794,244	189,497	221,350	169,500

**2014 BUDGET  
 Special Revenue Funds  
 Appropriations By Fund  
 CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
ABANDONED VEHICLE ABATEMENT	100	100	100	100
ASSET SEIZURES POLICE	266,120	501,149	523,831	99,250
ASSET SEIZURES K-9	9,418	8,323	6,000	0
HAZ MAT FINES-FIRE	2,826	271	14,100	100
IN-LIEU FEES - FIRE	15,100	31,100	8,975	6
SLESF	100,100	116,000	112,100	100,100
GAS TAX	1,593,548	2,206,426	1,184,967	1,284,500
STREET MAINTENANCE (HUT)	1,962,690	1,826,238	2,751,061	2,483,391
STREET SIGNS AND MARKINGS	0	0	597,833	567,176
STREET SIGNALS AND LIGHTS	0	0	592,748	637,508
SOLID WASTE CONTRACT MANAGEMENT	0	0	0	44,267
STREET RECONSTRUCTION	25,350	296,559	0	0
STREET MAINTENANCE (FF VEH IMPACT)	394,120	1,900,228	0	0
LAD ADMIN/OPERATIONS	396,834	395,248	382,983	328,589
TOT-COMMUNITY PROMO	1,143,797	1,324,229	1,373,939	1,483,939
PRINCE PARK TRUST	17,900	56,500	56,500	56,500
SUCCESSOR AGENCY HOUSING	0	676,654	359,288	327,284
<b>Total Special Revenue Funds</b>	<b>11,952,166</b>	<b>17,067,878</b>	<b>20,452,417</b>	<b>12,544,607</b>



**TRUST / AGENCY FUNDS**



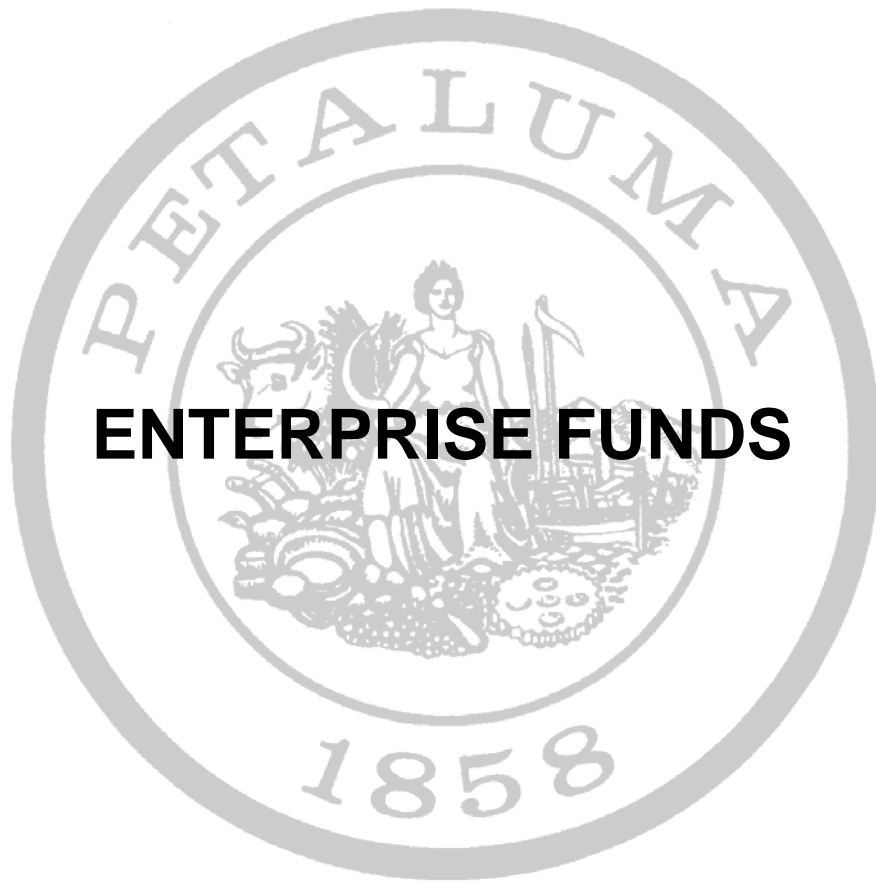
**2014 BUDGET  
 Trust Revenue by Fund  
 CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
Wickersham Trust	242	157	118	120
Successor Agency Trust Fund	0	0	6,179,221	0
Child Care Trust	1,656	826	807	800
Thomas Lee Charity Trust	230	115	120	120
<b>Total Trust Revenue</b>	2,128	1,098	6,180,266	1,040

**2014 BUDGET  
 Trust Appropriations by Fund  
 CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
WICKERSHAM TRUST	0	0	0	0
Successor Agency Trust Fund	0	0	6,179,221	0
CHILD CARE TRUST	0	0	0	0
THOMAS LEE CHARITY TRUST	0	0	0	0
<b>Total Trust Appropriations</b>	0	0	6,179,221	0





**ENTERPRISE FUNDS**





**2014 BUDGET**  
**Enterprise Funds Revenue by Account Type**  
**CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
TAXES REVENUE	93,232	70,496	65,000	70,000
FEES/PERMITS AND FINES REVENUE	1,013,505	1,159,640	1,136,975	1,307,500
USE OF PROPERTY REVENUE	1,593,051	1,429,487	1,357,265	1,446,290
INTERGOVERNMENTAL REVENUE	5,618,060	1,999,133	3,488,195	4,144,810
CHARGES FOR SERVICE REVENUE	260,913	202,632	147,400	125,000
UTILITY REVENUE	30,676,583	38,089,755	36,360,000	38,396,020
SALES REVENUE	802,030	948,433	940,250	817,000
MISCELLANEOUS	46,388	78,072	172,570	66,000
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	89,135	12,416,865	1,734,415	0
<b>Total Enterprise Funds Revenue</b>	<b>40,192,897</b>	<b>56,394,513</b>	<b>45,402,070</b>	<b>46,372,620</b>

**2014 BUDGET  
 Enterprise Funds Revenue by Fund  
 CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
Airport	1,853,460	2,045,486	1,968,455	1,951,940
Development Services	1,305,753	1,387,927	1,275,580	1,425,000
Marina	289,347	282,697	279,775	276,250
Transit	5,767,713	2,125,280	3,660,045	4,244,910
Waste Water	19,089,991	33,023,334	23,007,365	23,279,200
Waste Water Rate Stabilization	50,123	14,112	17,800	17,800
Water	11,836,510	17,515,674	14,394,050	14,707,000
Storm Drainage Utility	0	3	799,000	470,520
<b>Total Enterprise Funds Revenue</b>	<b>40,192,897</b>	<b>56,394,513</b>	<b>45,402,070</b>	<b>46,372,620</b>

**2014 BUDGET**  
**Enterprise Funds Revenue by Cost Center**  
**CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
Airport Admin/Operations	1,833,499	2,045,422	1,968,455	1,951,940
Airport Fueling	2,524	64	0	0
Airport Capital Projects	17,437	0	0	0
Develop Svc Admin	85,296	81,365	25,000	25,000
Develop Svc Bldg Xvc	999,932	1,142,364	1,128,180	1,300,000
Develop Svc Plannng Xvc	107-	0	0	0
Cost Recovery	220,632	164,198	122,400	100,000
Marina Admin/Operations	282,709	282,697	279,775	276,250
Marina Capital Project	6,638	0	0	0
Transit Admin	3,339,512	1,438,009	1,361,503	2,784,520
Transit City Routes	2,245,241	566,869	2,098,984	1,107,340
Paratransit	182,960	120,402	199,558	353,050
Waste Water Admin	19,084,119	33,023,239	23,007,365	23,279,200
Waste Water Reclamation	50,123	14,112	17,800	17,800
Waste Water Ellis Creek Operations	0	95	0	0
Waste Water Capital Projects	5,872	0	0	0
Water Admin	11,782,402	17,510,511	14,394,050	14,707,000
Water Conservation	54,108	5,163	0	0
Storm Drainage Utility Admin	0	3	799,000	470,520
<b>Total Enterprise Funds Revenue</b>	<b>40,192,897</b>	<b>56,394,513</b>	<b>45,402,070</b>	<b>46,372,620</b>



**2014 BUDGET**  
**Enterprise Funds Appropriations by Account Type**  
**CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
SALARY	4,961,204	5,156,352	5,692,207	5,393,410
BENEFITS	1,493,597	1,883,923	1,860,663	2,151,104
SUPPLIES	6,716,218	8,075,735	8,877,452	10,177,250
PROF SERVICES, MAINT, REPAIR	7,151,880	4,990,792	6,262,984	5,731,505
INTRAGOVERNMENTAL SERVICES	2,017,634	2,220,461	2,220,460	2,502,110
UTILITIES, RENT, TRAINING	1,915,267	1,788,190	1,975,880	1,959,015
ADVERTISING, PROMOTION, DEBT	11,702,566	12,124,341	11,346,622	11,334,540
CAPITAL EXPENDITURES	4,182	0	1,136,581	1,635,390
TRANSFERS	46,746	24,700,711	18,917,270	17,485,000
<b>Total Enterprise Funds Appropriations</b>	<b>36,009,294</b>	<b>60,940,505</b>	<b>58,290,119</b>	<b>58,369,324</b>

**2014 BUDGET**  
**Enterprise Funds Appropriations by Fund**  
**CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
Airport	1,630,030	2,644,065	1,844,010	1,949,068
Development Services	1,100,174	1,250,506	1,186,980	1,199,702
Marina	547,392	530,191	407,020	429,302
Transit	4,140,173	2,520,698	3,658,940	4,232,172
Waste Water	17,369,116	36,847,627	32,353,450	31,056,860
Water	11,222,409	16,985,095	18,275,485	19,031,700
Storm Drainage Utility	0	162,323	564,234	470,520
<b>Total Enterprise Funds Appropriations</b>	<b>36,009,294</b>	<b>60,940,505</b>	<b>58,290,119</b>	<b>58,369,324</b>

**2014 BUDGET**  
**Enterprise Funds Appropriations by Cost Center**  
**CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
Airport Admin/Operations	916,764	1,813,953	975,360	1,147,918
Airport Fueling	664,440	782,007	824,100	755,600
Airport Hangars	48,826	48,105	44,550	45,550
Develop Svc Bldg Svc	850,336	1,071,454	986,980	1,045,802
Cost Recovery	249,838	179,052	200,000	153,900
Marina Admin/Operations	504,695	530,191	407,020	429,302
Marina Capital Project	42,697	0	0	0
Transit Admin	2,035,309	192,145	70,950	1,333,036
City Routes	1,462,600	1,661,240	2,796,782	1,950,375
Paratransit	642,264	667,313	791,208	948,761
Waste Water Admin	10,714,230	29,610,159	24,024,239	23,001,850
Waste Water Collect System	1,084,608	1,465,296	1,633,198	1,534,144
Waste Water Customer Svc	121,998	101,011	344,893	311,651
Waste Water Industrial	304,471	347,531	386,053	496,673
Waste Water Reclamation	555,330	793,302	925,375	695,698
Waste Water Storm Drain	587,655	388,501	234,985	144,372
Waste Water Ellis Creek Operations	3,971,088	4,141,827	4,804,707	4,872,472
Waste Water Capital Projects	29,736	0	0	0
Water Admin	3,070,595	7,561,077	7,704,807	7,339,003
Water Conservation	661,034	578,012	750,696	660,148
Water Customer Services	612,279	863,925	873,000	899,887
Water Leak Detect/Cross Connect	30,664	120,625	119,047	120,162
Water Pumping	145,284	80,347	152,604	147,100
Water Source Of Supply	4,389,860	5,048,916	5,679,202	7,067,150
Water Transmission & Distribution	2,312,693	2,732,193	2,996,129	2,798,250
Storm Drainage Utility Admin	0	162,323	564,234	470,520
<b>Total Enterprise Funds Appropriations</b>	<b>36,009,294</b>	<b>60,940,505</b>	<b>58,290,119</b>	<b>58,369,324</b>







**INTERNAL SERVICE FUNDS**



**2014 BUDGET**  
**Internal Service Funds Revenue by Account Type**  
**CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
FEES/PERMITS AND FINES REVENUE	312	0	0	0
USE OF PROPERTY REVENUE	127,531	49,140	52,800	48,700
CHARGES FOR SERVICE REVENUE	4,124,438	4,318,132	4,561,840	5,758,500
SALES REVENUE	6,151	5,049	0	0
MISCELLANEOUS	61,604	48,053	0	0
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	0	0	0	110,000
<b>Total Internal Service Funds Revenue</b>	<b>4,320,036</b>	<b>4,420,374</b>	<b>4,614,640</b>	<b>5,917,200</b>

**2014 BUDGET**  
**Internal Service Funds Revenue by Fund**  
**CITY OF PETALUMA**

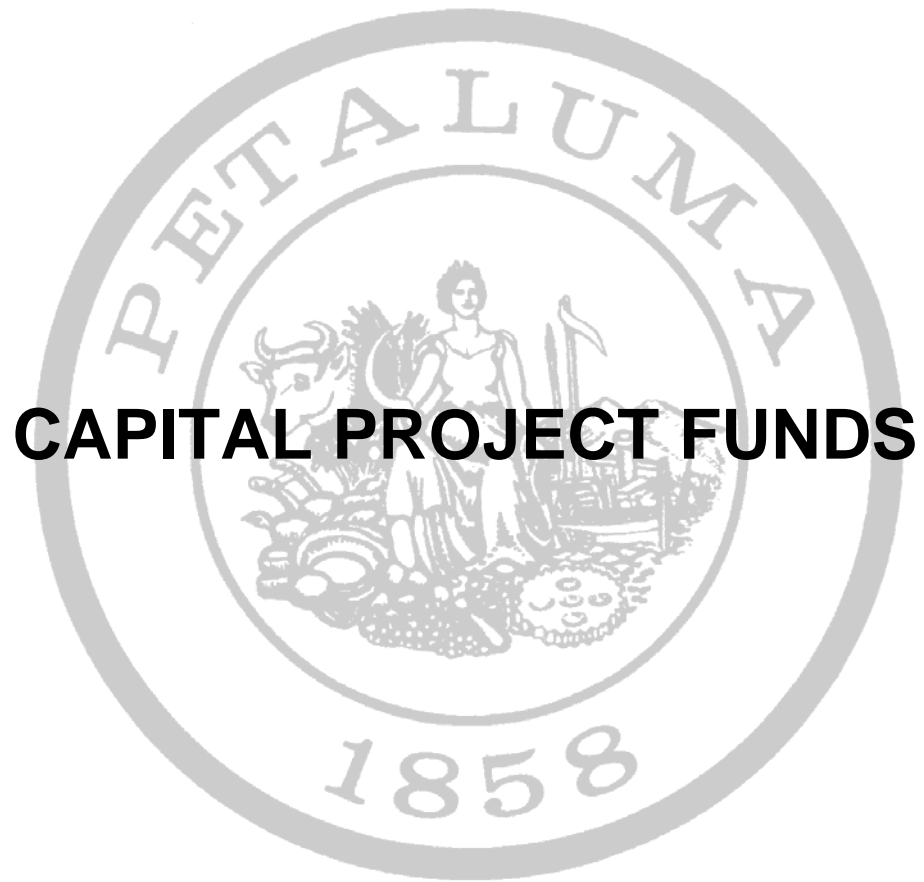
<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
Employee Benefits	856,957	583,760	705,100	1,394,790
General Services	108,813	107,366	100,550	98,650
Information Technology	1,529,902	1,435,299	1,424,540	1,678,830
Risk Management	1,342,634	1,304,837	1,385,850	1,490,100
Vehicle and Equipment Replacement	36,280-	1,971	1,600	100,700
Workers' Compensation	518,010	987,141	997,000	1,154,130
<b>Total Internal Service Funds Revenue</b>	<b>4,320,036</b>	<b>4,420,374</b>	<b>4,614,640</b>	<b>5,917,200</b>

**2014 BUDGET**  
**Internal Service Funds Appropriations by Account Type**  
**CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
SALARY	963,681	961,853	924,587	1,213,831
BENEFITS	364,775	432,652	391,921	534,755
SUPPLIES	56,284	72,653	81,350	57,650
PROF SERVICES, MAINT, REPAIR	829,329	999,683	1,115,367	1,396,880
INTRAGOVERNMENTAL SERVICES	127,600	128,750	128,740	133,280
UTILITIES, RENT, TRAINING	3,167,783	5,079,610	3,030,325	3,140,260
ADVERTISING, PROMOTION, DEBT	953,921	796,574	100	220
CAPITAL EXPENDITURES	0	0	291,550	163,700
TRANSFERS	50,350	59,300	212,000	0
<b>Total Internal Service Funds Appropriations</b>	6,513,723	8,531,075	6,175,940	6,640,576

**2014 BUDGET**  
**Internal Service Funds Appropriations by Fund**  
**CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
Employee Benefits	883,858	943,681	938,150	1,222,956
General Services	227,939	332,589	307,030	323,063
Information Technology	1,755,017	1,706,169	1,482,705	1,678,267
Risk Management	1,648,979	3,321,774	2,170,760	2,071,120
Vehicle and Equipment Replacement	647,507	561,129	170,350	1,000
Workers' Compensation	1,350,423	1,665,733	1,106,945	1,344,170
<b>Total Internal Service Funds Appropriations</b>	6,513,723	8,531,075	6,175,940	6,640,576







**2014 BUDGET**  
**Capital Projects Revenue by Account Type**  
**CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
FEES/PERMITS AND FINES REVENUE	0	0	4,871,070	653,000
USE OF PROPERTY REVENUE	54,007	186	0	0
INTERGOVERNMENTAL REVENUE	157,063	213,973	1,560,000	13,646,778
SALES REVENUE	0	630	0	0
MISCELLANEOUS	3,811	1,211	557,000	0
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	2,201,203	30,845,449	30,031,710	22,931,000
<b>Total Capital Projects Revenue</b>	<b>2,416,084</b>	<b>31,061,449</b>	<b>37,019,780</b>	<b>37,230,778</b>

**2014 BUDGET  
 Capital Projects Revenue by Fund  
 CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
Comm Develop CIP	0	25,000	0	0
Fire CIP	540,000	40,000	160,000	210,000
Park and Rec CIP	29,528	313,750	1,189,190	716,000
Public Works CIP	1,598,683	5,229,520	13,170,130	17,592,000
FEMA/OES permanent project CIP	73,879	7,275	1,190,880	912,778
TDA CIP	173,994	694,254	0	0
Airport CIP	0	507,484	0	185,000
Marina CIP	0	0	200,000	0
Transit CIP	0	111,242	1,253,000	1,244,000
Waste Water CIP	0	19,262,926	14,036,370	11,411,000
Water CIP	0	4,869,998	5,820,210	4,960,000
<b>Total Capital Projects Revenue</b>	<b>2,416,084</b>	<b>31,061,449</b>	<b>37,019,780</b>	<b>37,230,778</b>

**2014 BUDGET**  
**Capital Projects Appropriations by Account Type**  
**CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
SALARY	433,204	455,496	462,294	1,085,605
BENEFITS	120,639	120,905	146,723	281,514
SUPPLIES	11,101	185,816	0	0
PROF SERVICES, MAINT, REPAIR	2,744,629	3,677,521	27,059,582	36,133,339
INTRAGOVERNMENTAL SERVICES	86,218	104,089	196,464	191,150
UTILITIES, RENT, TRAINING	0	125	0	0
ADVERTISING, PROMOTION, DEBT	3,171	1,854	0	0
CAPITAL EXPENDITURES	102,305	14,038	779,000	856,000
TRANSFERS	139,000	14,368,284	1,542,495	0
<b>Total Capital Projects Appropriations</b>	<b>3,640,267</b>	<b>18,928,128</b>	<b>30,186,558</b>	<b>38,547,608</b>

**2014 BUDGET  
 Capital Projects Appropriations by Fund  
 CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
Fire CIP	0	51,515	160,000	210,000
Park and Rec CIP	9,160	314,197	723,670	713,830
Public Works CIP	3,441,901	5,174,843	11,443,321	19,173,000
FEMA/OES permanent project CIP	13,290	38,758	1,190,882	912,778
TDA CIP	175,916	704,139	0	0
Airport CIP	0	0	0	185,000
Marina CIP	0	40,240	100,000	0
Transit CIP	0	0	1,253,000	1,179,000
Waste Water CIP	0	9,362,469	9,597,565	11,214,000
Water CIP	0	3,241,967	5,718,120	4,960,000
<b>Total Capital Projects Appropriations</b>	<b>3,640,267</b>	<b>18,928,128</b>	<b>30,186,558</b>	<b>38,547,608</b>

## FY 2013-14 CIP Budget

### USES AND SOURCES

<b>USES (dollars in \$000)/FUND</b>	Airport CIP	Fire CIP	IT	Parks	Public Works	Surface Water	Transit CIP	Water CIP	Recycled Water	Waste Water CIP	FEMA	Budget FY 13-14 TOTAL
	6190	3130	7300	3140	3160	3160	6590	6790	6690	6690	3161	
Planning/Environmental					455	174	3	95	80	77		884
Land & Easements				6	770	80				-		856
Design		210		213	1,894	121	3	335	135	988		3,899
Legal Services				2	55	5			11	10		83
Administration					21	5		25	5	44		100
Construction Contracts	160		100	350	11,631	351	979	3,090	1,500	5,407	913	24,481
Construction Management	16			9	2,044	5	26	296	150	881		3,427
Salaries and Benefits	5			54	456	55	32	354	75	350		1,381
Contingency				69	666	-	100	680	225	1,069		2,809
CIP Overheads	4			10	377	8	36	85	40	167		727
<b>TOTAL USES</b>	<b>\$ 185</b>	<b>\$ 210</b>	<b>\$ 100</b>	<b>\$ 713</b>	<b>\$ 18,369</b>	<b>\$ 804</b>	<b>\$ 1,179</b>	<b>\$ 4,960</b>	<b>\$ 2,221</b>	<b>\$ 8,993</b>	<b>\$ 913</b>	<b>\$ 38,647</b>
<b>SOURCES (dollars in \$000)</b>												
Airport Operating Fund	27											27
Community Facilities Impact Fees				338	13							351
Developer Contributions					28							28
Donations				20								20
FAA Grant	158											158
Federal Grant - FEMA											685	685
Fire Suppression Impact Fees		210										210
FTA State of Good Repair (5309)							967					967
Gas Tax					12							12
General Fund					44							44
Interfund Loan					(7)							(7)
IT Operating *			90									90
Measure M					9,527							9,527
Parkland Acquisition Impact Fees				358								358
PG&E Loan					250							250
Public Works Grants					1,343							1,343
SCWA Zone 2A Assessments						356						356
State Grant - OES											228	228
State and Local Partnership Program					2,798							2,798
Storm Drainage Impact Fees						450						450
Street Maintenance 2411					733							733
Successor Agency - Former PCDC					1,892							1,892
TDA Transit Capital funds							277					277
Transient Occupancy Tax			10									10
Traffic Mitigation Impact Fees					153							153
Water Capital								4,835				4,835
Water Operating								125				125
Waste Water Capital Funds									2,221	9,110		11,331
Prior-year funds & timing of reimbursements				(3)	1,583	(2)	(65)			(117)		1,396
<b>TOTAL SOURCES</b>	<b>\$ 185</b>	<b>\$ 210</b>	<b>\$ 100</b>	<b>\$ 713</b>	<b>\$ 18,369</b>	<b>\$ 804</b>	<b>\$ 1,179</b>	<b>\$ 4,960</b>	<b>\$ 2,221</b>	<b>\$ 8,993</b>		<b>\$ 38,647</b>

\* IT project in operating fund, 7300.

## FY 2013-14 CIP Budget by Project

			<u>\$000</u>
Airport CIP	C61501402	AIP 24 Rehabilitation of Runway 11/29	185
Fire CIP	C00300405	Expansion of Fire Stations 2 & 3	194
	C14101406	Fire Station #2 Corona Rd. Secondary Access	14
	C14501407	Fire Station #2 Above-Ground Fuel Tank	2
			210
Information Technology *	e73501401	Technology Equipment Replacement	100
Parks CIP	C00400206	Wiseman Park Restroom	94
	C14501001	Swim Center Energy Efficiency and Renewable Energy	335
	C00400104	East Washington Park	278
	C14501402	La Cresta Ridge and Ravine Property Acquisition	6
			713
Public works	C02500104	Rule 20A Petaluma Blvd North	12
	C16101006	Protected Left-Turn Signal Upgrade	398
	C16101101	Petaluma Blvd South Road Diet	70
	C16101103	HSIP Lighted Crosswalks	171
	C00501304	Old Redwood Hwy Interchange	12,798
	C16101201	Washington St Bridge Seismic Rehab	141
	C00501204	Rainier Ave Cross-town Connector	566
	C16101303	Various Street Maintenance & Overlays	453
	C16201306	Community Center Roof	57
	C03200503	River Trail Washington to Lakeville	294
	C16101308	Lighted Crosswalk on Washington & Edith	165
	C16101309	Channelization Lakeville & Pine View Way	213
	C16501410	Willow Brook Creek Bridge Scour Repair	62
	C16501412	LED Streetlight Retrofit	262
	C16101416	Rehabilitation of Various Streets in Petaluma	254
	C16100280	101/E Washington Contribution To Caltran	2,108
	C16022011	E. Washington Interchange Labor Charges	26
	C16042012	Safe Routes to School Plan 2011	67
	C16082012	Payran UST	252
			18,369
Recycled Water	C66400902	Recycled Water Pump Station Improvements	1,983
	C66401301	Brown's Lane Recycled Water Main Replacement	38
	C66401415	Recycled Water Pipeline System Extensions	200
			2,221
Surface Water	C00500208	River Plan - Denman Reach Phase 3	169
	C00500308	Stream and Precipitation Gauges	81
	C00500704	Storm Dredge Spoils Reclamation	50
	C16301307	Petaluma River Flood Control	310
	C16301413	Capri Creek Re-contouring and Terracing	164
	C16301415	Surface Water Projects	30
			804
Transit CIP	C65201201	Petaluma Transit Maint Facility	1,179

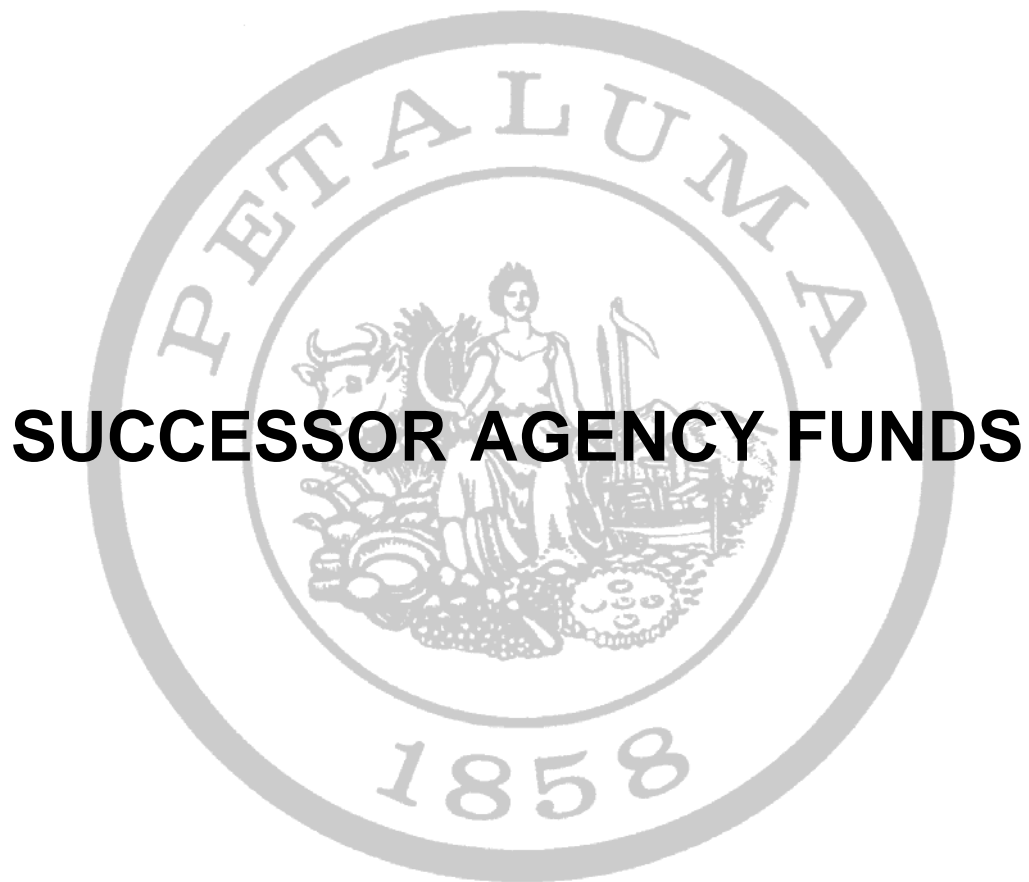
## FY 2013-14 CIP Budget by Project

			<u>\$000</u>
Water CIP	C67401201	Well Construction & Repair	274
	C67401002	E. Washington St. 18" Water Main Replacement phase Two - Edith to River	1,569
	C67401003	E. Washington St. 18" Water Main Replacement phase Three - 101 to Maria	200
	C67401004	Pump Stations Emergency Power	108
	C67501301	C67501301 G St. Water Main Replacement	179
	C67501303	Water Main Replacements	428
	C67501407	Western Avenue Water Main Extension	527
	C67501406	Water Service Replacement	750
	C67500903	Automatic Meter Read Replacement	800
	e67012014	Ground Water Master Planning	125
			<u>4,960</u>
Water Water CIP	C00501400	Wilmington Pump Station	2,273
	C66501002	Victoria Pump Station Generator Repl.	385
	C66401101	Sewer Main Replacement - Halsey Ave. to Glendon Way	138
	C66501004	Lift Station Upgrades	787
	C66501003	Manhole Rehabilitation	750
	C66501305	Ellis Creek Solids Handling Upgrades	2,140
	C66501306	Ellis Creek Headworks Screen Upgrade	950
	C66501310	Hopper St. Washdown Pad And Headworks Plug	147
	C66401311	G Street Sewer Improvements	187
	C66401314	Petaluma Blvd So Sewer Trunk Main	118
	C66401417	Sewer Main Replacement & Rehabilition	1,118
			<u>8,993</u>
FEMA	F070406	PW Bridge - Factory Outlet	77
	F096106	PW Bridge - Balshaw	90
	F127706	PW Rip Rap - Twin Bridges	70
	F128506	PW Flood Terrace - Industrial Ave	94
	F130406	PW Rip Rap - Stony Point Bridge	60
	F228506	PW Roads - Asphalt Separation	522
			<u>913</u>
<b>TOTAL CIP BUDGET</b>			<b>\$ 38,647</b>

\* Project in IT operating fund, 7300.







**SUCCESSOR AGENCY FUNDS**



**2014 BUDGET  
 Successor Agency Revenue by Account Type  
 CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
TAXES REVENUE	0	3,058,388	0	5,912,122
USE OF PROPERTY REVENUE	0	69,786	0	0
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	0	16,807,080	7,839,766	0
<b>Total Successor Agency Revenue</b>	<b>0</b>	<b>19,935,254</b>	<b>7,839,766</b>	<b>5,912,122</b>

**2014 BUDGET  
 Successor Agency Revenue by Fund  
 CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
Successor Agency Debt Svc	0	0	5,784,861	5,746,033
Successor Agency Admin	0	19,935,254	2,054,905	166,089
<b>Total Successor Agency Revenue</b>	<b>0</b>	<b>19,935,254</b>	<b>7,839,766</b>	<b>5,912,122</b>

**2014 BUDGET  
 Successor Agency Appropriations by Account Type  
 CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
SALARY	0	201,451	176,301	134,922
BENEFITS	0	66,144	57,960	51,255
SUPPLIES	0	704	375	400
PROF SERVICES, MAINT, REPAIR	0	183,692	801,200	35,518
INTRAGOVERNMENTAL SERVICES	0	0	289,905	0
UTILITIES, RENT, TRAINING	0	9,613	7,460	9,402
ADVERTISING, PROMOTION, DEBT	0	3,875,365	5,744,861	5,746,033
CAPITAL EXPENDITURES	0	73,128	0	0
TRANSFERS	0	11,592,648	5,747,000	1,892,000
<b>Total Successor Agency Appropriations</b>	<b>0</b>	<b>16,002,745</b>	<b>12,825,062</b>	<b>7,869,530</b>

**2014 BUDGET  
 Successor Agency Appropriations by Fund  
 CITY OF PETALUMA**

<i>Account Number</i>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Proposed 2014 Budget</i>
Successor Agency Debt Svc	0	6,627,677	11,531,861	7,638,033
Successor Agency Admin	0	9,375,068	1,293,201	231,497
<b>Total Successor Agency Appropriations</b>	<b>0</b>	<b>16,002,745</b>	<b>12,825,062</b>	<b>7,869,530</b>



**OPERATING BUDGETS**



## General Fund Operating Budget Overview

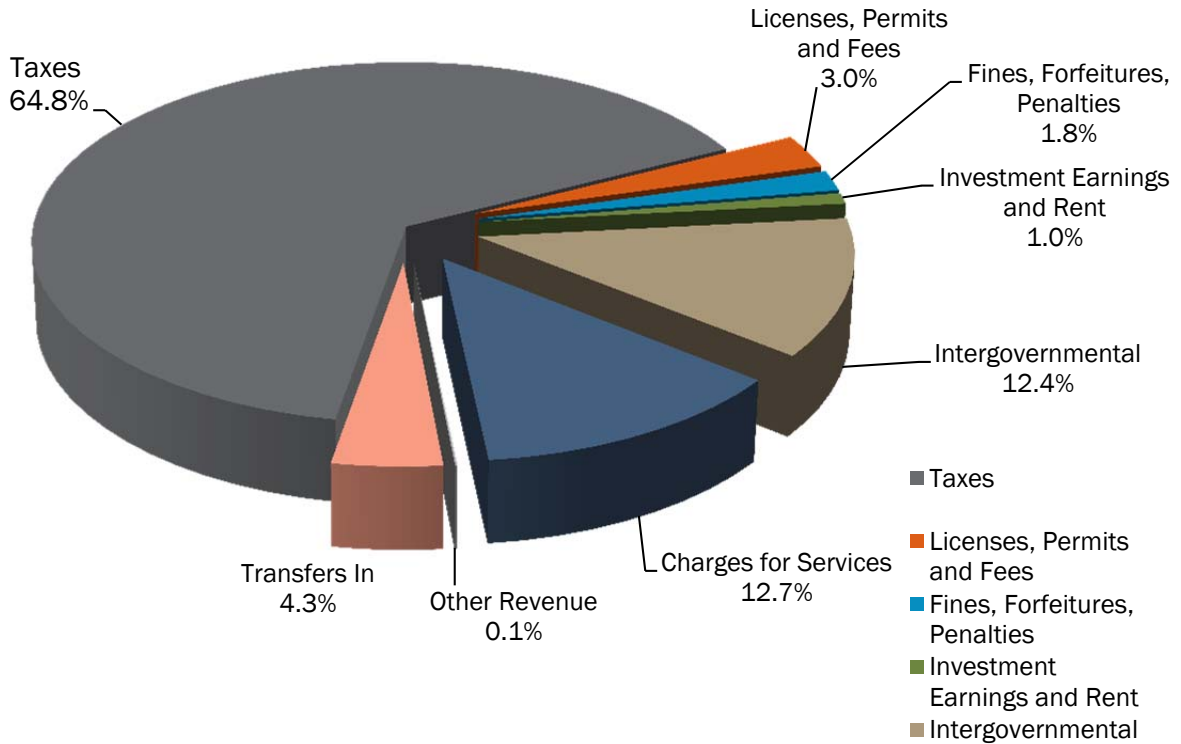
FY 13-14 Budget

	FY 2011 Actual	FY 2012 Actual	FY 2013 Revised Budget	FY 2014 Proposed Budget
<b>Revenues</b>				
Taxes	\$ 19,737,029	\$ 20,251,976	\$ 21,516,586	\$ 22,109,651
Licenses, Permits and Fees	968,735	932,734	966,816	1,031,797
Fines, Forfeitures, Penalties	696,127	632,758	612,100	616,367
Investment Earnings and Rent	163,865	380,589	298,050	330,597
Intergovernmental	4,658,686	4,353,212	4,189,191	4,219,530
Charges for Services	4,364,643	4,498,117	4,315,984	4,319,859
Other Revenue	220,839	67,214	28,356	28,356
Transfers In	<u>1,132,900</u>	<u>1,471,000</u>	<u>1,462,564</u>	<u>1,476,689</u>
<b>Total Revenues</b>	<b><u>\$ 31,942,824</u></b>	<b><u>\$ 32,587,600</u></b>	<b><u>\$ 33,389,647</u></b>	<b><u>\$ 34,132,846</u></b>
<b>Expenditures/Appropriations</b>				
Salaries	\$ 20,029,786	\$ 18,135,192	\$ 18,219,154	\$ 18,639,786
Benefits	7,016,588	7,712,046	8,442,233	9,776,679
Services and Supplies	4,761,390	4,688,281	5,090,838	5,070,310
Capital	16,516	56,624	92,200	10,100
Transfers Out	49,052	33,928	259,545	144,000
Intragovernmental	<u>1,416,250</u>	<u>1,161,960</u>	<u>1,129,710</u>	<u>1,380,210</u>
<b>Total Expenditures/Appropriations</b>	<b><u>\$ 33,289,582</u></b>	<b><u>\$ 31,788,031</u></b>	<b><u>\$ 33,233,680</u></b>	<b><u>\$ 35,021,085</u></b>
<b>Difference</b>	<b><u>\$ (1,346,758)</u></b>	<b><u>\$ 799,569</u></b>	<b><u>\$ 155,967</u></b>	<b><u>\$ (888,239)</u></b>
<b>Beginning Working Capital Balance</b>	<b>\$ 1,808,177</b>	<b>\$ 461,419</b>	<b>\$ 1,260,988</b>	<b>\$ 1,416,955</b>
<b>Ending Working Capital Balance</b>	<b><u>\$ 461,419</u></b>	<b><u>\$ 1,260,988</u></b>	<b><u>\$ 1,416,955</u></b>	<b><u>\$ 528,716</u></b>

### Revenues:

Total General Fund operating revenues in FY 14 are projected to be \$34,132,846. This represents a 2.2% increase over FY 13 mid-year revenues. The operating revenue does not include the designated reserves of \$60,000. The chart on the next page shows total General Fund operating revenues by type.

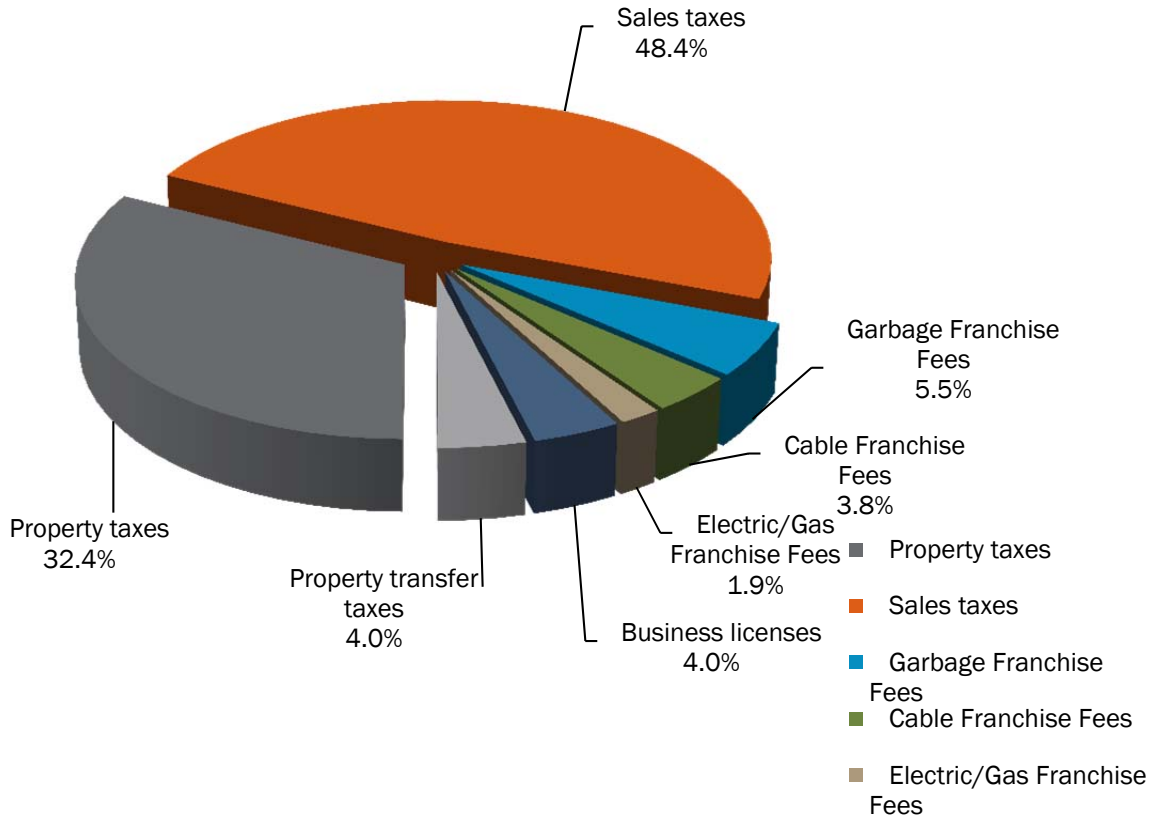
### City of Petaluma General Fund Operating Revenues by Type \$34,132,846



Tax revenues make up 64.8% of total General Fund revenues. The chart on the next page shows tax revenues by type as a percentage of total tax revenue.



### City of Petaluma Tax Revenues by Type \$22,109,651



Sales Tax revenue is the largest revenue source in the General Fund. Sales Tax represents 48.4% of General Fund tax revenues and is projected to approximate \$10.7 million during FY 14. This represents an increase of \$.9 million or 9% over FY 13 mid-year revenue. A large portion of the change is due to significant increases in the Sales Tax in-lieu and true-up payments. Strong growth is also projected for both the Business to Business and Transportation sectors. An inflationary increase in sales tax revenues is projected at 1.8%. Finally, approximately \$259,000 in sales tax revenue is expected to be realized from businesses in the Regency project that will be opening in the next few months.

Property Tax revenue is the second largest individual source of revenue in the General Fund and makes up 32.4% of General Fund tax revenues. FY 14 overall property tax revenues are projected to be \$7.2million. This amount is down slightly from FY 13.

Actual assessed valuations are expected to increase only a half of one percent. This slight increase is offset by a one-time payment of \$74K received in FY 13 that was related to Housing Funds that will not recur in FY14.

Franchise Fee revenues make up 11.2% of General Fund tax revenues. Franchise Fees overall will decrease by \$250,000 from FY 13 amounts. A \$500,000 payment related to the recently negotiated refuse franchise was received in FY 13, and an ongoing payment of \$250,000 is budgeted annually in FY 14 and thereafter

Business License revenues and Document Transfer Taxes each make up approximately 4% of General Fund tax revenues. Revenues in these categories are estimated to be \$1.7 million in FY 14, and are projected to generate similar revenues vs. 2013 amounts.

Licenses, Permits and Fees revenue is projected to be just over \$1.0 million during FY 14. This category is up about 7% from mid-year 2013 actual revenues. This is due primarily to higher projected incremental building permit, Fire, and Public Works fees.

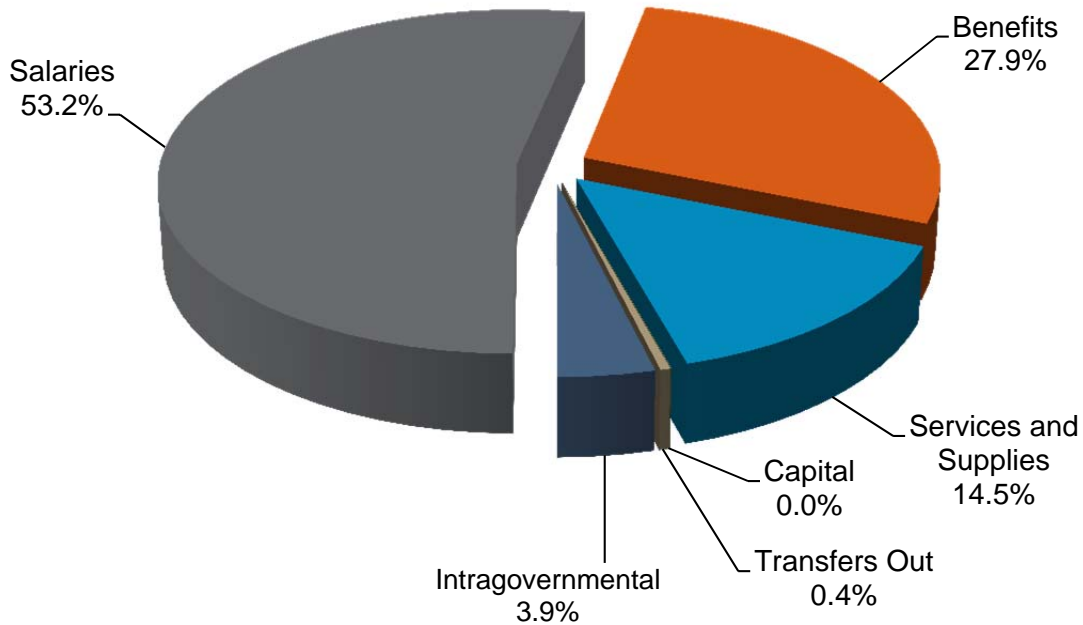
Fines/Forfeitures/Penalties revenue, Investment Earnings & Rent, Intergovernmental revenues, Charges for Services, and Other Revenues are projected to be approximately \$9.5 million in FY 14. These revenues are projected to be similar to FY 13 amounts except for some small CPI related fee increases where applicable.

Transfers into the General Fund during the upcoming fiscal year will be approximately \$1.5 million. An increase of \$100,000 from the Transient Occupancy Tax fund is offset by a reduction in other transfers due to the fact that a one-time transfer from the Asset Seizure fund in FY 13 will not be recurring.

### **Expenditures:**

Overall General Fund expenditures are projected to increase approximately \$1.8 million or 5.4% next year over FY 13. The chart on the next page shows expenditures by type.

**City of Petaluma  
General Fund  
Expenditures by Type  
\$35,021,085**



Salaries are expected to increase approximately \$.4 million next fiscal year due mainly to the funding of 3 Fire positions that were held vacant during FY 13, along with the funding of a Senior Financial Analyst position. This position will spearhead the City's Financial Stability initiatives.

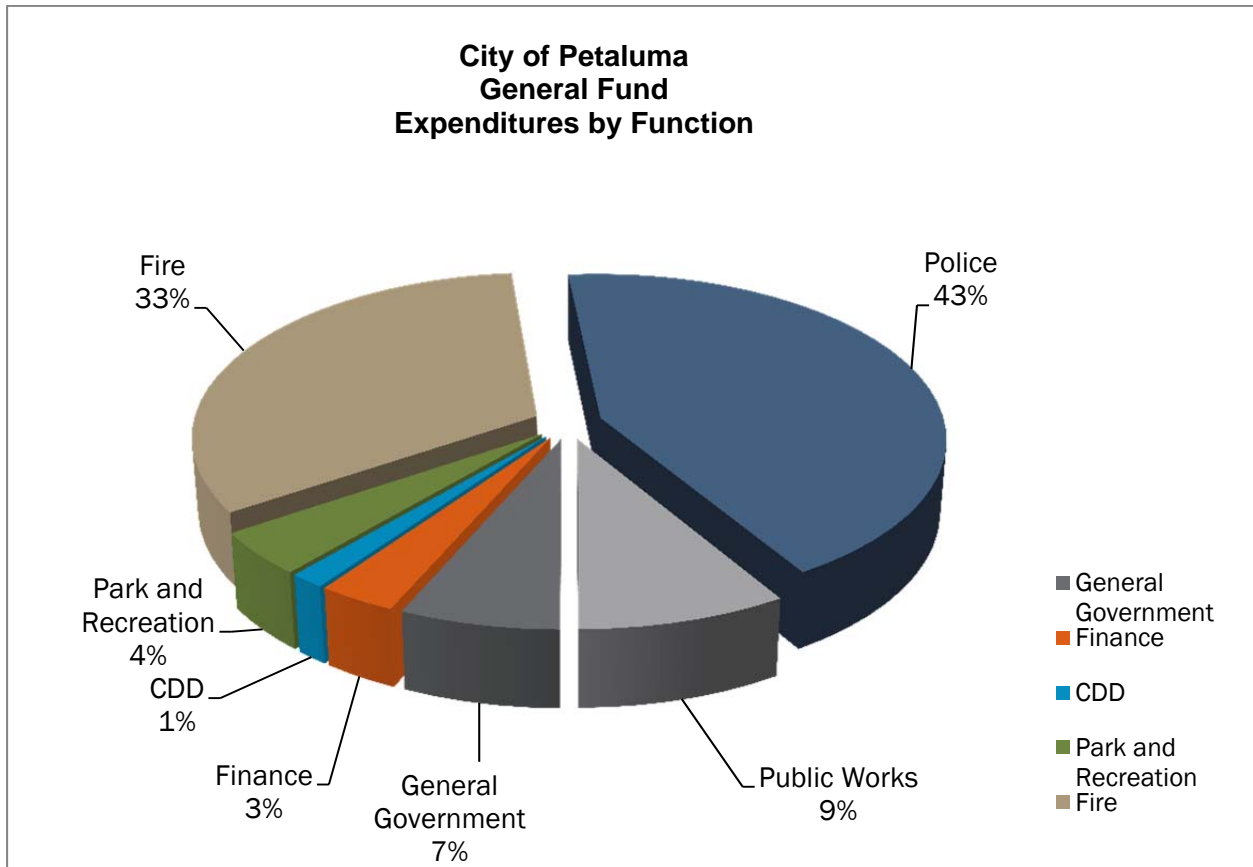
Benefits are expected to increase next fiscal year by about \$1.3 million. This is due to benefits related to the positions mentioned above, increases in PERS rates, projected health insurance cost increases, workers compensation cost increases, \$250,000 in anticipated separation expenses, \$100,000 budgeted to pre-fund the City's OPEB liability, and \$150,000 earmarked to repay the employee benefits fund for prior rate holidays.

Intragovernmental charges are increasing due to a large increase in Liability Insurance Fund rates, along with an increase in Information Technology rates.

Capital expenditures are down because a one-time FY 13 expenditure for parking enforcement equipment is not recurring.

Transfers out are down due mainly to the elimination of a transfer out to the successor agency. This has been partially offset by a budgeted transfer out to the vehicle replacement fund of \$100,000.

The chart below shows General Fund expenditures by function.

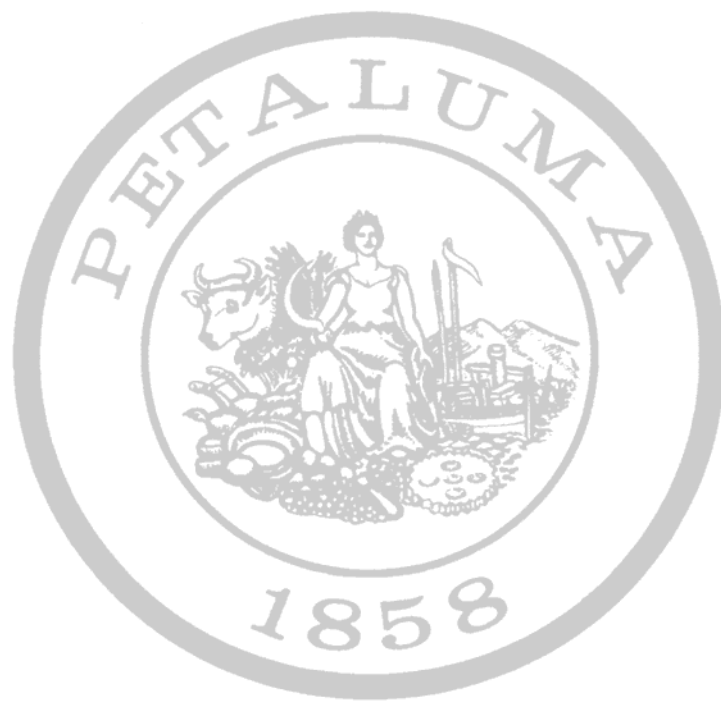


### Five-Year Forecast Update

The revised long term General Fund forecast is located on the next page. Revenue and expenditure assumptions have been updated. Property Tax growth is expected to be nominal over the next several years. Sales Tax growth is anticipated to be between 2 and 4 percent annually from FY15-FY17. Revenues anticipated from the Regency and Deer Creek projects have been revised and are included. Expenditures have been updated and will be increasing significantly over the duration of the forecast due to continued benefit cost increases along with much higher projected retirement rates.

### General Fund Long Term Operating Forecast

Revenue Categories	<i>Mid Year 2013</i>	<i>Forecast 2014</i>	<i>Forecast 2015</i>	<i>Forecast 2016</i>	<i>Forecast 2017</i>
Property Taxes	\$7,207,871	\$7,167,651	\$7,275,166	\$7,457,045	\$7,680,756
Sales and Use Taxes	9,810,000	10,440,000	10,882,366	11,137,481	11,546,227
Regency /Deer Creek Impact		259,000	730,719	910,201	996,086
Business Lic & Prop Trf Taxes	1,746,000	1,755,000	1,807,650	1,861,880	1,917,736
Franchise Fees	2,752,715	2,488,000	2,612,640	2,641,019	2,720,250
Licenses and Permits	966,816	1,031,797	1,087,751	1,095,383	1,128,245
Fines & Forfeitures & Penalties	612,100	616,367	628,694	641,268	654,094
Investment Earnings and Rent	298,050	330,597	340,515	350,730	361,252
Intergovernmental Revenues	4,189,191	4,219,530	4,282,823	4,389,894	4,521,590
Charges for Services	4,315,984	4,319,859	4,406,256	4,494,381	4,584,269
Other Revenues	28,356	28,356	28,923	28,923	28,923
Transient Occupancy Tax Trf	1,190,189	1,290,189	1,290,189	1,290,189	1,290,189
Other Transfers and Sources	272,375	186,500	186,500	186,500	186,500
<b>Total Revenues</b>	<b>\$33,389,647</b>	<b>\$34,132,846</b>	<b>\$35,560,192</b>	<b>\$36,484,895</b>	<b>\$37,616,117</b>
Expenditure Categories	<i>Mid Year 2013</i>	<i>Forecast 2014</i>	<i>Forecast 2015</i>	<i>Forecast 2016</i>	<i>Forecast 2017</i>
Salaries and Wages	\$18,219,154	\$18,639,786	\$18,821,529	\$19,007,469	\$19,195,268
Storm water impact			200,000	200,000	200,000
Benefits	8,442,233	9,776,679	10,428,952	11,571,374	12,486,538
Services & Supplies	5,090,838	5,070,310	5,171,716	5,275,151	5,380,654
Intragovernmental	1,129,710	1,380,210	1,455,000	1,334,000	1,334,000
Fixed Assets & Cap. Outlay	92,200	10,100	10,100	10,100	10,100
Transfers Out	259,545	144,000	144,000	144,000	144,000
<b>Total Expenditures</b>	<b>\$33,233,680</b>	<b>\$35,021,085</b>	<b>\$36,231,297</b>	<b>\$37,542,093</b>	<b>\$38,750,559</b>
<b>Rev. Over/Under Exp.</b>	<b>\$155,967</b>	<b>(\$888,239)</b>	<b>(\$671,105)</b>	<b>(\$1,057,198)</b>	<b>(\$1,134,441)</b>
<b>Fund Bal. Beg. of Year</b>	<b>\$1,260,988</b>	<b>\$1,416,955</b>	<b>\$528,716</b>	<b>(\$142,389)</b>	<b>(\$1,199,587)</b>
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Fund Bal. End of Year</b>	<b>\$1,416,955</b>	<b>\$528,716</b>	<b>(\$142,389)</b>	<b>(\$1,199,587)</b>	<b>(\$2,334,029)</b>

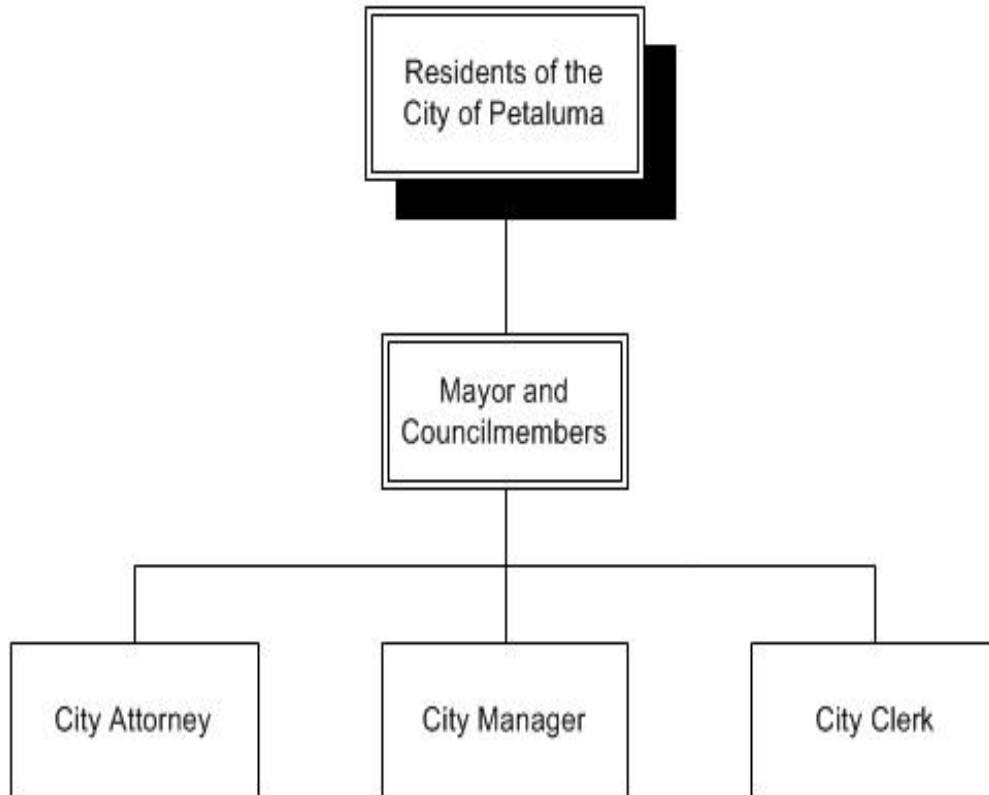








# Legislative



**CITY COUNCIL  
CITY CLERK  
CITY ATTORNEY**

## **CITY COUNCIL OVERVIEW**

The City of Petaluma was incorporated in 1858. In 1947, voters approved the City Charter, which, along with State and federal laws, governs the manner in which City business is conducted. The City operates under the Council/Manager form of government, with the legislative and policy authority vested in the City Council, and administrative authority vested in the City Manager. The City Council adopts Citywide goals and priorities, and sets policy for the operation of the City. The City Council appoints the City Manager, the City Attorney, and the City Clerk, who report directly to the City Council. The City Council also appoints the members of the City's advisory commissions and committees. The City Council meets twice a month in regular session, conducts special meetings and study sessions as needed, attends regional coordination meetings with other local government agencies and attends, as individuals and groups of three or less, neighborhood and community meetings.

## **2012-2013 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

The complete 2012-2013 City Council goal status report is available on the City's website and a summary of accomplishments was also included in the City Council Agenda staff report from the March 4, 2013 meeting at which the Council approved a Resolution establishing City Council Goals and Priorities for 2013-2014.

## **2013-2014 DEPARTMENT GOALS, PROGRAM INITIATIVES and PRIORITIES**

- City Council Goals and Priorities for 2013 - 2014

### **Category: Financial Stability**

**Goal: Achieve fiscal stability and maintain financial sustainability**

**Priority: Develop Five-Year Financial Plan for General Fund**

1. Refine the General Fund Five-Year forecast and provide semi-annual updates to the City Council
2. Update the City-wide cost allocation plan
3. Evaluate and implement options for reducing debt service (in all funds)
4. Analyze alternatives for reducing PERS and OPEB unfunded liability
5. Develop a plan to re-establish regular contributions to funds including Vehicle Replacement, Employee Benefits, and Marina
6. Review/establish reserve policies for the General Fund, other operating funds, and intra-governmental service funds
7. Develop a long-term plan to achieve the City Council's designated General Fund reserve policy
8. Develop and prioritize expense scenario options reflecting Community and Council preferences

9. Develop and prioritize revenue scenario options reflecting Community and Council preferences
10. Select preferred alternatives; and
11. Establish and implement budget policies necessary to realize preferred alternatives and foster long-term financial sustainability

**Priority:** Restore reserves

1. Determine and implement Council policy regarding the set-aside for reserves from one-time revenues, and from new, recurring revenue sources such as tax proceeds from new commercial development, new taxes, etc.

**Priority:** Prepare financial forecasts for Utility and Special Revenue funds

1. Streets
2. Water
3. Wastewater
4. Storm water

**Priority:** Finance additional Street improvements using new revenue from Solid Waste franchise (NEW)

1. Establish Council policy regarding allocation of new franchise revenues between Streets and other uses
2. Determine feasibility of bonding for Street improvements
3. Complete debt issuance, if feasible

**Priority:** Address loss of Redevelopment

1. Continue to seek revenue sources to replace RDA tax increment
2. Continue to pursue litigation related to project funding
3. Continue to comply with the DOF guidelines
4. Appropriate 2007 TABs and 2011 TABs funds for project construction as funds become available

**Priority:** Establish a fiscally sustainable storm water system

1. Re-visit funding options and implement Council direction regarding a dedicated funding source for storm water maintenance costs
2. Evaluate the creation of a storm water utility, including funding alternatives

**Priority:** Continue to seek opportunities to enhance revenue sources

1. Evaluate the benefits of establishing Revenue Recovery and Purchasing Specialist positions, and budget accordingly
2. Develop a plan to educate the public and business community on city finances

3. Update and revise User fees and charges
4. Consider a ballot initiative in November, 2014 to ask voters to approve a sales tax to fund City services

**Priority:** Continue to develop the City's website to allow for more efficient and interactive communication between residents and City Departments

1. Implement additional on-line payment/billing systems
2. Implement on-line permitting whenever feasible
3. Implement asset management program for all maintenance operations to provide paperless customer request management and work order system
4. Utilize the EDEN Services Module to generate e-mail notifications
5. Inventory off-site record, update City records retention schedules, and coordinate department compliance with retention schedules

### **Category: Council/Staff Effectiveness and Decision Making**

**Goal: Build a cohesive team comprised of the Mayor and Council, City Manager and City staff that provides clear and consistent direction and works together with mutual trust and respect to provide needed public services and protect the public's interests.**

**Priority:** Negotiate successor agreements with:

1. Firefighter's Association (2013)
2. Police Officers Association (2014); and
3. Mid-level Managers, Professional and Technical, and Confidential units (2014)
4. Public Safety Mid-Management

**Priority:** Re-institute no-cost employee recognition programs

1. Quarterly
2. Annually

**Priority:** Plan for, and conduct, at least ten (10) City Council workshops each year, to provide ample time for in-depth consideration of issues

1. Budget policies and priorities
2. Storm water system, structure and financing
3. Improvements to wastewater treatment and recycling infrastructure
4. Financing street improvements
5. Others as determined by the City Council

**Priority:** Complete Public Works/Utilities consolidation to organize for maximum effectiveness

**Priority:** Expand Adopt-a Park program

**Priority:** Centralize Coordination of all Agendas, Public Noticing, Records Retention, and Retrieval in the City Clerk's Office

**Category: Healthy Development, Sustainability, and Economic Development**

**Goal: Create and Implement clear direction on development and sustainability objectives.**

**Priority:** Implement the Central Petaluma Specific Plan – maximize development potential around transit-oriented development.

1. Complete the Station Area Master Plan
2. Seek funding to incentivize transit-oriented development
3. Work with SMART to extend regional bike trail through Petaluma

**Priority:** Continue to develop and implement procedural and legislative changes that will simplify the development review process for all projects, and particularly for those that will specifically address the Council's economic development retention and attraction goals and for filling empty space.

1. Short term rentals
2. Cottage Food Act
3. RLUIPA

**Priority:** Complete components of a zoning code update that fill in current "gaps", correct unanticipated consequences, or bring current provisions that are out-of-date.

1. Revise the Sign Ordinance
2. Update parking requirements
3. Define mixed use
4. Update IZO and Historic District Guidelines
5. Approve Public Art Ordinance and Master plan

**Priority:** Prepare State-Mandated Housing Element for 2014-2022

**Priority:** Conduct technical merit review of Community Choice Aggregation (CCA) proposal

**Goal: Plan for the future**

**Priority:** Complete comprehensive planning for major systems and programs

1. Prepare a Petaluma Community Climate Action Plan to achieve greenhouse gas emissions reduction requirements
2. Update Bike and Pedestrian Master Plan
3. Update street cut policy
4. Revise Airport Commercial Use Master Plan and amend Airport PUD as appropriate

5. Complete Environmental Study and receive regulatory approval of Shollenberger Dredge and Disposal Site Management, Maintenance, and Monitoring Plan
6. Initiate updates to master plans:
  - a. Water
    - i. Evaluate North Marin service area offer
  - b. Recycled water
  - c. Wastewater
  - d. Storm water

**Goal: Attract and Retain Businesses in Petaluma to enhance the tax base, jobs and quality of life for the community.**

**Priority:** Implement the Petaluma Economic Development Strategy, placing priority on strengthening existing businesses and attracting those new businesses that add value, and which pay head-of household wages

**Priority:** Implement a comprehensive marketing program to promote Petaluma as a business location

1. Create compelling online and print materials that inform businesses, talent, and investment audiences of Petaluma's strengths and assets
2. Promote Petaluma's strengths and assets through public relations and advertising activities

**Priority:** Focus attention on supporting food and beverage processing, Manufacturing, and alternative energy business clusters

1. Evaluate, plan, and implement necessary infrastructure improvements
2. Initiate Business-friendly practices for collection, treatment, and disposal of wastewater

**Priority:** Focus additional attention on supporting business retention and development in transit-oriented areas, including the SMART station areas, and in the downtown

1. Work with SMART to secure the Corona Road station site

**Priority:** Support Heritage Tourism

**Priority:** Continue to coordinate actions required to obtain "Coast Guard City" designation

**Goal: Focus attention on opportunity sites identified in the Petaluma Economic Development Strategy**

**Priority:** Realize the potential of the Fairgrounds as an economic engine

1. Revise and extend Fairgrounds lease
2. Initiate joint City/Fair master planning for shared use of the property

**Priority:** Promote opportunity sites for development in keeping with the SMART Station Area Master Plan, and other applicable plans

**Category: Support Public Safety**

**Goal: Maintain a safe Petaluma**

**Priority:** Expand LED streetlight replacement program

1. Identify funding and implement replacement
2. Seek appropriate rate adjustments necessary to realize energy cost savings

**Priority:** Revise sidewalk repair strategy to optimize current maintenance techniques and reduce administrative/legal costs

**Priority:** Upgrade pavement maintenance practices and equipment

**Priority:** Complete Flood Control projects

1. Army Corp Flood Sheet Pile Wall
2. Adopt new FEMA Floodplain maps and maintain minimum Community Rating System Class 6
3. Denman Reach, Phase 3/Capri Creek projects – complete design and land acquisition for Denman Reach, complete design for Capri Creek
4. Design and seek funding for dredging of Petaluma River and Marina/Turning Basin Facilities

**Priority:** Continue to implement “Petaluma Policing”

1. ARNO/CUP – Revisit
2. Determine Council policy for regulating grow-houses
3. Identify and implement effective data analytics to enhance service delivery and reduce incidence of crime

**Priority:** Develop a structured, prioritized, and time-specific plan for a comprehensive City-wide fleet replacement program

**Priority:** Develop a plan to finance, relocate, and construct Fire Station 1 and Expand Fire Stations 2 and 3

**Priority:** Develop a plan to finance expansion of the Police building

**Priority:** Evaluate partnerships with Rancho Adobe and other neighboring fire departments for opportunities for shared administration

**Priority:** Develop a plan to maintain and increase Police and Fire staffing

**Priority:** Expand weekend hours of operations for Petaluma Transit

**Category: Capital Improvements**

**Goal: Plan for and implement priority capital projects as funding permits**

**Priority: Finance and construct ball fields (E. Washington)**

1. Establish an implementation plan for financing and building Phase 1 improvements

**Priority: Coordinate with Caltrans and SCTA to deliver regional highway transportation improvements**

1. East Washington Interchange
2. Old Redwood Highway interchange
3. Rainier

**Priority: Prepare Capital replacement and/or maintenance plans for water and sewer distribution and collection systems; storm water facilities; streets, streetlights, and traffic signals; and City facilities**

1. Develop Inventories
2. Develop Replacement Schedules
3. Prioritize improvements
4. Identify funding sources
5. Initiate Construction

**Priority: Pursue funding for Trestle restoration**

**Priority: Pursue La Cresta Ridge Property Acquisition**

	2011	2012	2013	Recommended
<u>1100.11300 CITY COUNCIL ADMIN/OPERATIONS</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Revised</u>	<u>2014 Budget</u>
SALARY	43,227	49,286	44,717	43,476
BENEFITS	10,503	5,575	5,444	25,739
SUPPLIES	1,373	76	1,500	1,500
PROF SERVICES, MAINT, REPAIR	1,061	6,945	1,200	1,200
INTRAGOVERNMENTAL SERVICES	2,500	750	750	1,120
UTILITIES, RENT, TRAINING	2,120	991	4,600	4,600
<b>Total CITY COUNCIL ADMIN/OPERATIONS</b>	<b>60,784</b>	<b>63,623</b>	<b>58,211</b>	<b>77,635</b>



### **CITY CLERK OVERVIEW**

The City Clerk is a Council-appointed officer of the City, serving as liaison between the public, media, Mayor and Council Members. The City Clerk also serves as Clerk of the Council and Recording Secretary of the Petaluma Community Development Successor Agency and Public Financing Corporation. 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 research for City departments and the public.
- Municipal code and charter administration.

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

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

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

- Ensuring the availability and accessibility of public information.
- Acting as a U.S. Passport Application Acceptance Agency.

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

- Administering the City's centralized Records and Information Management Program.
- Providing safekeeping and storage of the City's official records and archives.
- Bid and contract administration.

### **2012-2013 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Increased the number and variety of documents available to the public on the City's website through the City's Electronic Document Management System (EDMS)
- Introduced updated software allowing City Council agendas and staff reports to be downloaded to and meetings to be viewed on handheld electronic devices.

### **2013-2014 DEPARTMENT GOALS, PROGRAM INITIATIVES and PRIORITIES**

- Continue implementation of EDMS to include records for all departments. Encourage departments to update inventory of records kept off site to identify those that may be destroyed, to reduce costs of off-site storage. Revise Citywide Records Retention Schedule to help departments identify these records.

	2011	2012	2013	Recommended
<u>1100.11320 CITY CLERK ADMIN/OPERATIONS</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Revised</u>	<u>2014 Budget</u>
SALARY	114,015	107,584	108,633	114,489
BENEFITS	31,283	23,020	25,098	31,755
SUPPLIES	2,184	1,409	0	1,000
PROF SERVICES, MAINT, REPAIR	29,077	25,973	18,000	8,350
INTRAGOVERNMENTAL SERVICES	23,400	24,660	24,660	26,150
UTILITIES, RENT, TRAINING	5,378	3,565	3,600	3,600
ADVERTISING, PROMOTION, DEBT	707	459	0	500
<b>TOTAL CITY CLERK ADMIN/OPERATIONS</b>	<b>206,044</b>	<b>186,670</b>	<b>179,991</b>	<b>185,844</b>

	2011	2012	2013	Recommended
<u>1100.11321 CITY CLERK ELECTIONS</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Revised</u>	<u>2014 Budget</u>
SALARY	52,961	51,972	52,730	54,415
BENEFITS	11,651	9,829	10,519	13,312
SUPPLIES	0	106	200	0
PROF SERVICES, MAINT, REPAIR	36,788	0	37,000	0
<b>TOTAL CITY CLERK ELECTIONS</b>	<b>101,400</b>	<b>61,907</b>	<b>100,449</b>	<b>67,727</b>

FULL TIME POSITIONS - ALLOCATION BY HOME DEPARTMENT										
FY 13-14										
	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 13-14			Internal	Successor	
	-----Authorized-----				Funded	General	Enterprise	Service	Agency	Other
DEPARTMENT POSITION	Positions	Positions	Positions	Positions	Positions	Fund	Funds	Funds	Funds	Funds
<u>CITY CLERK</u>										
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00				
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00				
<b>Total City Clerk</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## **CITY ATTORNEY OVERVIEW**

The City Attorney's Office provides legal staff support and advice to the City Council, City Manager, City Commissions, and City Departments on all legal matters relating to the operation of the City and concerning all legal matters relating to the former Community Development Commission. The City Attorney is the chief legal adviser for the City Council, City Commissions, and City staff. In that role, the City Attorney's office provides timely legal advice to enable staff, the City Council, and other City bodies to effectively analyze and make decisions concerning available options and the potential impacts of policy and management decisions and actions. The City Attorney's Department consists of the City Attorney, attorneys and support staff in the City Attorney's Santa Rosa office, and attorneys from the City Attorney firm's other offices assigned as needed to address City projects and issues.

## **2012-2013 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Provided ongoing legal advice and support for staff implementation and processing of City Council approval of the East Washington Place (Regency) development project and ongoing construction of the project.
- Provided ongoing legal advice and support for staff implementation and processing of City Council approval of the Deer Creek (Merlone Geier) project.
- Provided ongoing legal advice and support related to settlements on acquisition of Plaza North (Novak) and Plaza South (Syers) property for the East Washington Interchange/101 widening project related to interests required by PG&E.
- Provided ongoing legal advice and support for application for permanent rail crossing approval for the Caulfield Crossing before the California Public Utilities Commission.
- Provided ongoing legal advice and support concerning dissolution of California redevelopment agencies, and City Council actions concerning serving as successor to and retaining the assets and functions of the former the former Petaluma Community Development Commission. This effort has included filing two writ petitions on behalf of the City against the State Department of Finance to attempt to preserve prior commitments of redevelopment funds for critical Highway 101 infrastructure projects: the East Washington, Old Redwood Highway and Rainier interchange projects.
- In conjunction with City Manager and Risk Manager, instituted early assessment meetings to improve handling of tort defense matters and control costs.
- In conjunction with staff, prepared new development related fee legislation to encourage development consistent with the General Plan. The City Council has adopted the proposed legislation.
- In conjunction with staff, analyzed and made recommendations concerning the proposed draft Public Art Master Plan and proposed public art ordinance and Public Art Committee enabling resolution amendments. The Planning Commission has recommended approval of the Public Art Master Plan, Public Art Ordinance and Public Art Committee enabling resolution, with amendments, and they will be presented to the City Council for action in May, 2013.

- In conjunction with staff, prepared draft legislation for strengthening the City's smoking regulations. The City Council has adopted the amendments to its existing smoking regulations.
- In conjunction with staff, prepared draft legislation for regulation of massage professionals. Draft legislation and revisions have been presented to the Council, multiple stakeholder meetings have been conducted and the latest proposed version of the legislation will be presented to the City Council in May, 2013.
- In conjunction with staff and City consultants readied the draft Environmental Impact Report for the Davidon project for Planning Commission and City Council consideration, and received Council direction concerning proceeding with a final environmental document.
- In conjunction with staff prepared updated agreements for non-exclusive debris box franchises, and received Council direction on final revisions to the draft agreements, which will be presented to the City Council in May, 2013.

### **2013-2014 DEPARTMENT GOALS, PROGRAM INITIATIVES and PRIORITIES**

- In conjunction with City staff, develop and implement new policies and procedures, and provide needed training and other resources for coordinated handling of: claims and lawsuits filed against the City, weapons destruction proceedings, defense of *Pitchess* motions seeking discovery of police officer personnel files, subpoenas seeking City records, and similar matters.
- In conjunction with City staff, develop and implement new policies and procedures, and provide needed training and other resources for coordinated handling of public records requests submitted to the City.
- In consultation with City staff, prepare agenda materials for the Public Art Master Plan, public art ordinance amendments, and the Public Art Committee enabling resolution as recommended to the City Council by the Planning Commission for consideration and possible adoption by the City Council to provide improved support to the Public Art Committee and the City's public art program.
- In consultation with City staff, prepare an updated purchasing ordinance that effectively balances fiscal oversight and administrative and cost efficiency, including legally-permitted forms of local purchasing preferences for consideration and possible action by the City Council.
- In consultation with City staff, update the City's standard marina and turning basin agreements.
- Provide legal advice and support for City staff and decision makers for development projects filed with the City to ensure effective project processing and compliance with applicable General Plan, Zoning and other requirements.
- Continue to provide ongoing advice and support to the City acting as successor agency to the former Petaluma Community Development Commission concerning retention of former Commission assets, programs and obligations, including active handling of litigation brought by the City against the state Department of Finance.

	2011	2012	2013	Recommended
<u>1100.11310 CITY ATTORNEY ADMIN/OPERATIONS</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Revised</u>	<u>2014 Budget</u>
SALARY	39,423	46,532	17,910	0
BENEFITS	5,677	13,547	0	0
SUPPLIES	2,379	413	1,400	1,400
PROF SERVICES, MAINT, REPAIR	226,290	269,095	336,900	337,800
INTRAGOVERNMENTAL SERVICES	5,900	7,890	7,890	8,760
<b>TOTAL CITY ATTORNEY ADMIN/OPERATIONS</b>	<b>279,669</b>	<b>337,477</b>	<b>364,100</b>	<b>347,960</b>

**FULL TIME POSITIONS - ALLOCATION BY HOME DEPARTMENT  
 FY 13-14**

DEPARTMENT POSITION	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 13-14	General Fund	Enterprise Funds	Internal Service Funds	Successor Agency Funds	Other Funds
	-----Authorized-----				Funded					
	Positions	Positions	Positions	Positions	Positions					
<u>CITY ATTORNEY</u>										
Legal Assistant	0.50	0.50	0.50	0.50	0.00	0.00				
<b>Total City Attorney</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

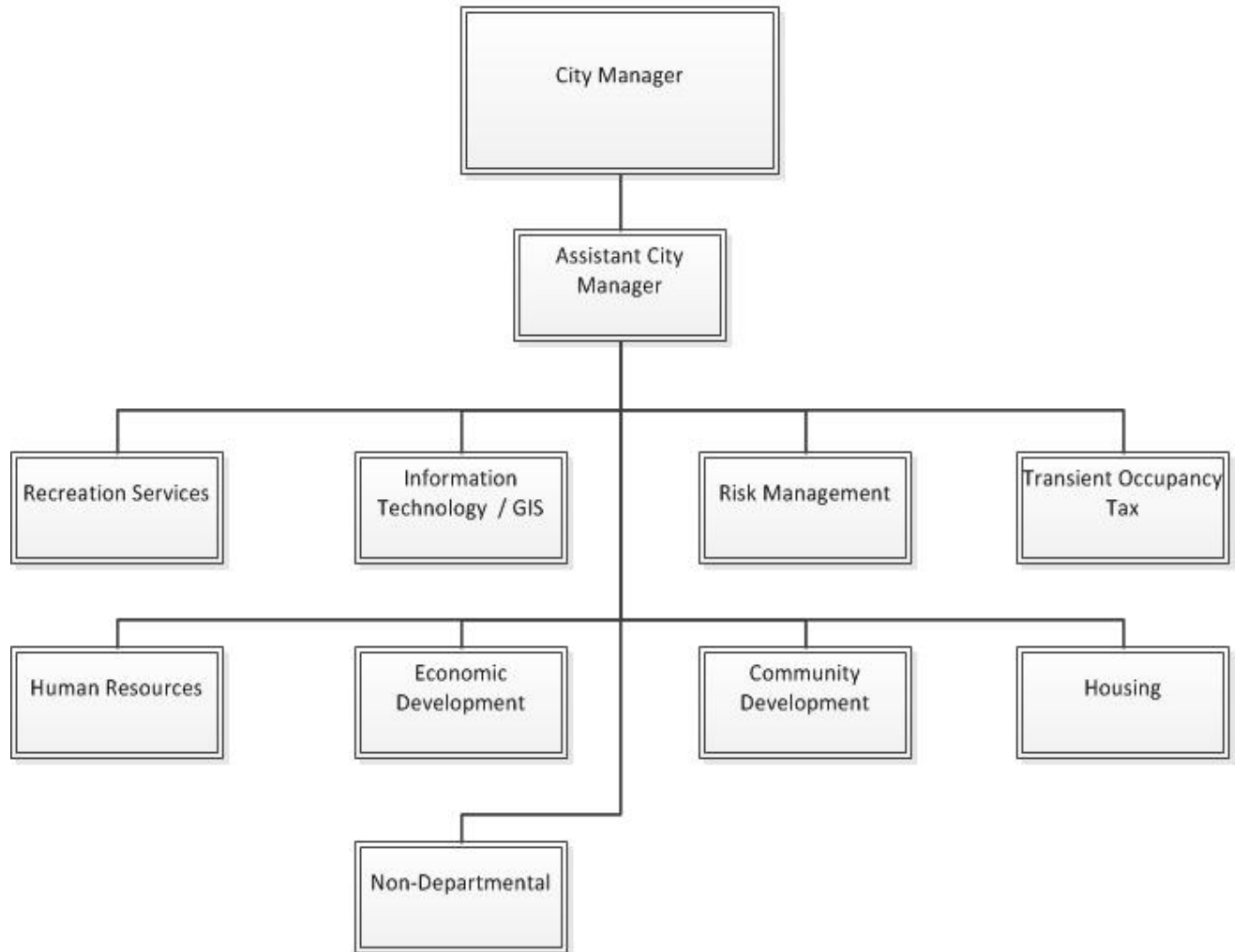








### City Manager Department



- CITY MANAGER**
- RECREATION SERVICES**
- INFORMATION TECHNOLOGY**
- RISK MANAGEMENT**
- HUMAN RESOURCES**
- ECONOMIC DEVELOPMENT**
- COMMUNITY DEVELOPMENT**
- HOUSING**
- TRANSIENT OCCUPANCY TAX**
- NON-DEPARTMENTAL**

CITY MANAGER	<i>Recommended</i>			
	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>2014 Budget</i>
by Account Type				
SALARY	2,261,787	2,316,680	2,594,063	2,940,605
BENEFITS	687,713	744,562	816,579	1,131,651
SUPPLIES	147,366	155,460	203,800	168,600
PROF SERVICES, MAINT, REPAIR	2,921,734	3,984,677	7,434,487	4,185,982
INTRAGOVERNMENTAL SERVICES	433,302	432,132	534,770	589,510
UTILITIES, RENT, TRAINING	3,594,244	5,275,558	3,291,787	3,398,210
ADVERTISING, PROMOTION, DEBT	552,626	493,449	204,291	207,828
CAPITAL EXPENDITURES	0	0	177,500	157,000
TRANSFERS	1,100,350	1,873,428	1,746,284	1,600,189
<b>TOTAL CITY MANAGER</b>	<b>11,699,122</b>	<b>15,275,946</b>	<b>17,003,561</b>	<b>14,379,575</b>

by Cost Center				
CITY MANAGER ADMIN/OPERATIONS	501,123	520,807	533,846	557,621
ECONOMIC DEVELOPMENT	0	0	115,189	128,578
HUMAN RESOURCES ADMIN/OPERATIONS	222,171	201,719	199,424	245,962
NON-DEPARTMENTAL	236,208	34,526	67,450	555,650
CDD ADMIN	141,337	132,175	130,900	156,780
COST RECOVERY	169,433	338,754	301,000	352,000
PARK/REC ADMIN	605,415	605,424	638,706	705,099
PR CAVANAGH CENTER	17,910	24,571	18,306	18,310
PR COMMUNITY CENTER	167,413	165,133	160,300	178,192
PR LIBRARY/MUSEUM	19,139	22,831	26,043	25,182
PR YOUTH/TEENS PROGRAMS	213,652	203,362	227,950	235,839
PR CONTRACT CLASSES	86,344	78,364	76,000	76,000
PR SPORTS PROGRAMS	82,174	71,675	82,850	72,610
PR AQUATIC PROGRAMS	120,139	96,444	102,600	102,600
PR SENIOR PROGRAMS	65,835	65,737	59,700	62,804
PR SPECIAL EVENTS	2,230	2,184	20,000	20,000
HOUSING IN-LIEU IMPACT FEES	759,356	995,852	908,170	997,546
CDBG	381,949	289,986	280,505	267,040
COMMERCIAL LINKAGE FEES	25,046	37,656	266,760	294,324
HOME/BEGIN	0	500,000	4,169,095	0
TOT-COMMUNITY PROMO	1,143,797	1,324,229	1,373,939	1,483,939
SUCCESSOR AGENCY HOUSING	0	676,654	359,288	327,284
DEVELOP SVC BLDG SVC	850,336	1,071,454	986,980	1,045,802
COST RECOVERY	249,838	179,052	200,000	153,900
EE BENEFIT-ADMIN/OTHER	43,944	49,037	49,470	45,850
EE BENEFIT-DENTAL PROGRAM	433,781	485,923	458,750	424,780
EE BENEFIT-RETIREE BENEFITS	276,522	316,709	316,510	672,916
EE BENEFIT-UNEMPLOYMENT PROGRAM	95,721	58,873	80,170	46,160
EE BENEFIT-VISION PROGRAM	33,890	33,139	33,250	33,250
INFORMATION TECH ADMIN/OPERATIONS	1,755,017	1,706,169	1,482,705	1,678,267
RISK MANAGEMENT ADMIN/OPERATIONS	1,648,979	3,321,774	2,170,760	2,071,120
WORKERS COMP	1,350,423	1,665,733	1,106,945	1,344,170
<b>TOTAL CITY MANAGER</b>	<b>11,699,122</b>	<b>15,275,946</b>	<b>17,003,561</b>	<b>14,379,575</b>

### **CITY MANAGER OVERVIEW**

The City Manager's Office provides general management, oversight, and direction to all the City's departments and programs in the execution of City Council policy. The Office also provides administrative support to the Mayor and Council, including developing agenda materials for meetings of the City Council. The City Manager is appointed by the City Council on the basis of qualifications, provides policy advice to the City Council, and serves at the pleasure of the City Council. Under the Council/Manager form of government and pursuant to the City Charter, the City Manager is the administrative head of the City. As such, all City employees, with the exception of the City Attorney and City Clerk, ultimately report to the Manager. The Manager is also responsible for organizing 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. As Budget Officer, the City Manager is responsible for recommending the annual and capital budgets to the City Council, and for keeping the Council informed as to the fiscal condition and operational needs of the City. 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 citizen inquiries, coordinates and issues film permits, and oversees the CATV franchise. In addition to providing ongoing direction to all City departments, the City Manager's Office directly manages the Human Resources, Risk Management, Information Technology, Recreation Services, Economic Development and Advance Planning functions, and provides senior management oversight to Housing, Building, and Current Planning functions.

### **2012-2013 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Impacts of loss of redevelopment were identified and estimated, and included in financial forecasting and budget development. All procedural requirements associated with dissolving PCDC and establishing successor agency and oversight committee were met.
- The financial forecast was refined, updated and presented to the City Council for discussion. Several budget policies, aimed at fostering long-term financial stability were implemented, including reducing fiscal year 12-13 expense by nearly \$1.5 million; transferring responsibility for Animal Services to the Petaluma Animal Services Foundation; and implementing a second tier of PERS.
- A new solid waste franchise agreement was negotiated and approved, which will enhance existing revenues by generating \$8 million in new funding for the General Fund and \$3.75 million for Street maintenance and improvements, over the fifteen-year term of the new agreement.
- Negotiations were completed with all bargaining groups with open contracts. This consisted of every bargaining group in the City family.
- The Station Area Plan, identifying the highest and best transit-oriented uses for the station areas, was developed and presented to the City Council for approval.
- A comprehensive review of development impact fees was completed and changes to the impact fee ordinance and resolutions were adopted. Changes resulted in overall

fee reductions. Fee reductions varied, depending on category, but represent an overall reduction of 28.5 percent from the fees in effect in 2011.

- Components of the City codes were updated, including changes to the smoking ordinance. Regulations related to massage establishments, were also presented to the City Council, but have not been approved as of this writing.
- Recruitment, screening, and selection for a new Police Chief was completed, and Chief Williams was hired in August, 2012.

### **2013-2014 DEPARTMENT GOALS, PROGRAM INITIATIVES and PRIORITIES**

- Develop a five-year financial plan for the General Fund.
- Establish a fiscally sustainable storm water system.
- Develop and implement a plan to finance additional Street improvements using new and existing revenues from Solid Waste franchise fees.
- Plan for and conduct monthly, single issue City Council workshops, to provide ample time for in-depth consideration and policy formulation.
- Continue to develop and implement procedural and legislative changes that will simplify the development review process for all projects, and particularly for those that will specifically address the Council's economic development retention and attraction goals and for filling empty space.
- Complete components of a zoning code update that: revise the sign ordinance, update parking requirements, define mixed use, update IZO and Historic District Guidelines, and approve a Public Art Master Plan and revise the Public Art Ordinance.
- Implement a comprehensive marketing program to promote Petaluma as a business location.
- Revise the Fairgrounds lease, and initiate joint City/Fair master planning for joint use of the property and to realize the economic potential of the Fairgrounds as an economic engine.
- Coordinate the activities of City Departments to achieve other City Council goals as outlined in the City Council budget narrative.

11330 CITY MANAGER ADMIN/OPS	2011 Actuals	2012 Actuals	2013 Revised	Recommended 2014 Budget
SALARY	350,815	360,013	360,616	361,318
BENEFITS	110,197	115,984	124,060	143,273
SUPPLIES	2,964	2,090	4,550	3,750
PROF SERVICES, MAINT, REPAIR	1,121	9,135	8,350	8,370
INTRAGOVERNMENTAL SERVICES	26,900	24,870	24,870	28,710
UTILITIES, RENT, TRAINING	7,124	6,548	8,400	8,200
ADVERTISING, PROMOTION, DEBT	2,002	2,167	3,000	4,000
<b>TOTAL CITY MANAGER ADMIN/OPERATIONS</b>	<b>501,123</b>	<b>520,807</b>	<b>533,846</b>	<b>557,621</b>

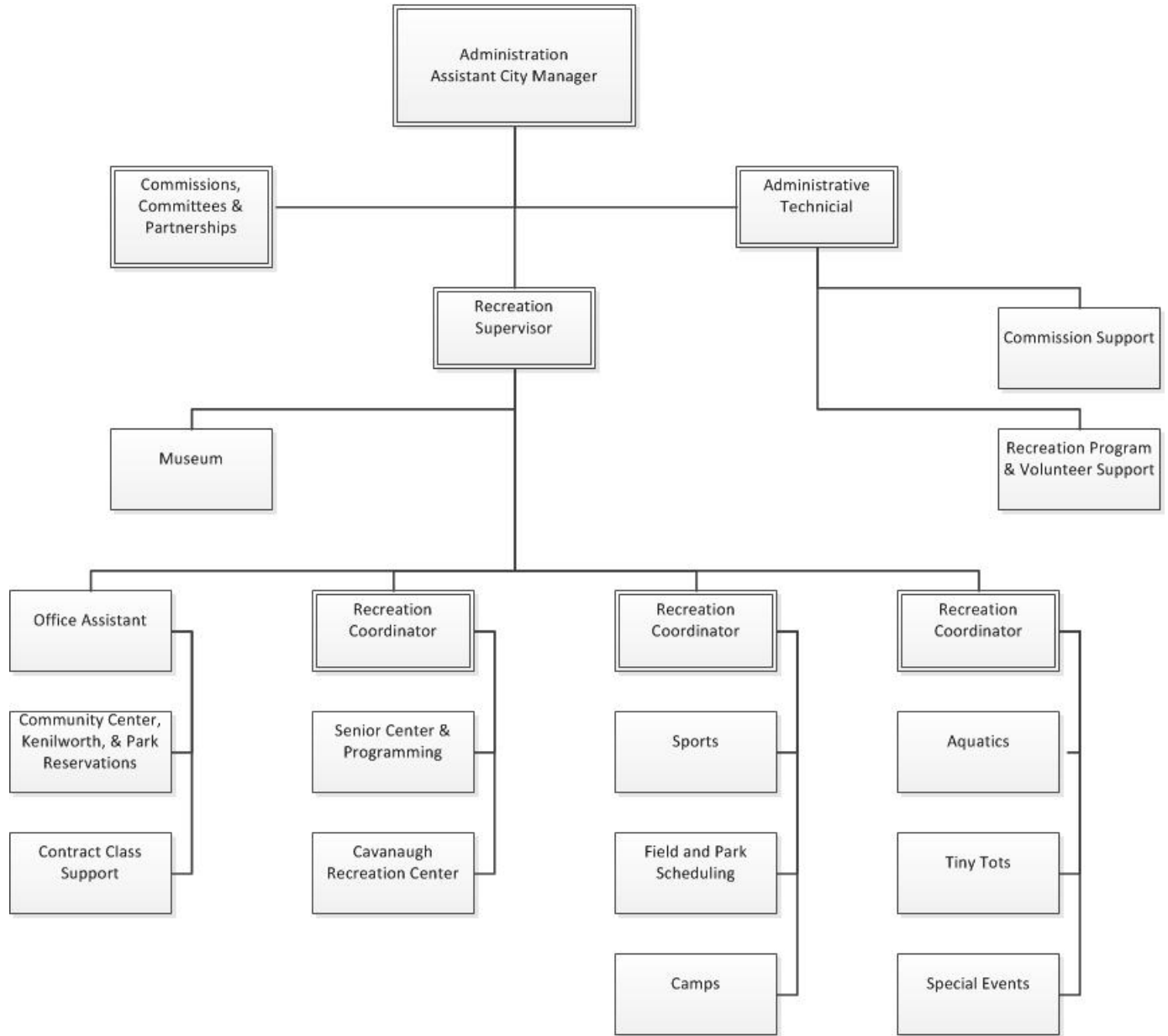
FULL TIME POSITIONS - ALLOCATION BY HOME DEPARTMENT										
FY 13-14										
DEPARTMENT POSITION	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 13-14	General Fund	Enterprise Funds	Internal Service Funds	Successor Agency Funds	Other Funds
	Authorized				Funded					
	Positions	Positions	Positions	Positions	Positions					
<u>CITY MANAGER</u>										
City Manager	1.00	1.00	1.00	1.00	1.00	0.50	0.3		0.20	
Asst. City Manager	1.00	1.00	1.00	1.00	1.00	1.00				
Senior Planner	1.00	1.00	1.00	1.00	1.00	0.80				0.20
Exec. Asst. to City Manager	1.00	1.00	1.00	1.00	1.00	1.00				
Secretary	1.00	1.00	1.00	1.00	0.00	0.00				
<b>Total City Manager</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>4.00</b>	<b>3.30</b>	<b>0.30</b>	<b>0.00</b>	<b>0.20</b>	<b>0.20</b>

**NON-DEPARTMENTAL OVERVIEW**

The Non-Departmental budget provides for General Fund expenses which are of City-wide benefit and/or are not more appropriately charged to any other budget. Appropriations in this budget include membership to the League of California Cities, the Association of Bay Area Governments, and the Local Agency Formation Commission, more commonly known as LAFCO. This budget is also increased by \$478,200 in 2013/14, to account for costs associated with the City's contract with the Petaluma Animal Services Foundation, for animal control services and shelter operations. The City contracted these functions in 2012/13. These programs were previously provided directly, by the City, and were charged to a dedicated budget in the Police Department.

11800 NON DEPARTMENTAL	2011 Actuals	2012 Actuals	2013 Revised	Recommended 2014 Budget
PROF SERVICES, MAINT, REPAIR	0	0	0	488,200
UTILITIES, RENT, TRAINING	236,208	34,526	67,450	67,450
<b>TOTAL NON DEPARTMENTAL</b>	<b>236,208</b>	<b>34,526</b>	<b>67,450</b>	<b>555,650</b>

### Recreation Services



## **RECREATION SERVICES 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, the Jack Cavanagh Recreation Center, Kenilworth Recreation Center, Petaluma Swim Center, Cavanagh Pool, the Novak Senior Center at Lucchesi Park, and the Petaluma Historical Library and Museum. The division is also responsible for planning and implementing community-wide special events; presents a wide array of recreation classes and camps; and, provides 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 Department 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 Department is highly engaged in a variety of volunteer and partnership projects with several advocacy groups.

## **2012-2013 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- A variety of Swim Center upgrades were undertaken and completed, including; new pool covers; showers re-plumbed to dedicated hot water supply; pool and irrigation water meters separated from building metering in order to generate utility cost savings; boiler and circulation pump project funding secured and specifications, plans and bid documents prepared for project completion in fall 2013; solar trellis array installed and will provide shade structure for patrons and support for heating water; additional pool deck space prepared, and treated with tables and umbrellas and an artificial turf area for dry land training and play; and, all parking, circulation and landscape improvements required of East Washington Place completed.
- The Cavanagh Pool heater was replaced and the pool basin drained, repaired, sealed and painted. Aquatic programs for this site were offered continuously, throughout the winter.
- Increased opportunities for volunteerism and partnerships in the area of Park Maintenance and park facility and program enhancement. Partnerships include those with the Paula Lane Action Network, the LaCresta Ridge Coalition, Friends of the Petaluma River, Petaluma River Access Partners, Rebuilding Together Petaluma, Petaluman's Eradicating Graffiti and several Adopt a Park partnerships.
- Wiseman Park Restroom CIP was moved forward as a result of a funding partnership with Petaluma Youth Soccer and Petaluma Girls Softball. Plans were developed and neighborhood meetings held for the project that is anticipated to be implemented in fall 2013.
- Phase 1 of East Washington Park project further refined and scope reduced. Project funding nearly secure and project bidding expected in summer or fall of 2013.

### **2013-2014 DEPARTMENT GOALS, PROGRAM INITIATIVES and PRIORITIES**

- Implement Department reorganization that includes replacing vacant (due to retirement) Recreation Supervisor position with two Recreation Coordinators assigned specific programming responsibilities. Key among reorganizational goals is to create a more robust and rigorous program, thereby increasing recreational opportunities for all members of the community. See additional description under Administration Overview.
- See additional items within divisional narratives that follow.

### **ADMINISTRATION OVERVIEW**

The Assistant City Manager is assigned administrative oversight of the department and is responsible for supervision of recreation programming, Cavanagh and Novak Recreation Centers, the Petaluma Community Center, Petaluma Historical Museum, and administration of the contract for pool management. Duties also include supporting the Recreation, Music and Parks Commission, the Petaluma Historical Library and Museum Board of Directors, the Senior Advisory Committee and various project oriented groups. Additional responsibility includes providing comprehensive leadership and supervision for Parks and Recreation, support as needed to Park Maintenance planning and activities, as well as identification and implementation of department priorities including park acquisition and development. The Assistant City Manager also engages in partnerships with a variety of non-profit groups in support and development of park projects and programs.

Significant in the 2013-2014 Budget and a major initiative for the fiscal year is implementation of a division reorganization whereby a vacancy created by the retirement of a Recreation Supervisor will be filled with two, entry level Recreation Coordinators. These program oriented staff will take responsibility for existing recreation programs, and will be expected to begin creation of a more robust and rigorous schedule of recreation activity for the entire community. They will report to, and be under the direct supervision of the remaining Recreation Supervisor.

### **2012-2013 ACCOMPLISHMENTS and HIGHLIGHTS**

- The grant funded Paula Lane property acquisition was completed at the end of FY 2012. Rental agreements have now been rewritten and executed, renter deposits secured and all rents collected. Several maintenance projects have been undertaken at residences and on the property, funded by proceeds from rental income and by non-profit partner Paula Lane Action Network.
- Provided support to Petaluma Friends of Recreation (PFOR), as needed, during ballot measure campaign, including providing historical project information, project lists, cost estimates, identification of unmet need and timely response to local media and PFOR representatives.
- Provided comments, input and support to Open Space District on proposed policy revisions relative to the Matching Grant Program, assuring funds set-aside for East Washington Park development and LaCresta Ridge property acquisition remain available through 2016 and 2014 respectively.



- New or revised partnership agreements in process or developed with a variety of partner organizations, including; Paula Lane Action Network for maintenance and oversight of the open space; Petaluma Museum Association for Museum operations; and, Friends of Petaluma River for David Yearsley River Heritage Center renovations.
- Completed initial 4 year agreement in the contracted services model for Aquatic Management Services. Developed new RFP and completed selection process for on-going contract services for pool operations that has proven to reduce costs and improve programs.
- With Public Works Department, coordinated pool improvement projects independent of, and associated with East Washington Place development.

**2013-2014 PROGRAM INITIATIVES and PRIORITIES**

- Implement Recreation Services reorganization, involving changing staffing model by replacing retiring Recreation Supervisor with two (2) Recreation Coordinators, specifically assigned programming responsibilities.
- Continue seeking outside funding sources, partnerships and contract opportunities with groups, organizations and entities capable of sharing services or providing similar services at less cost.
- Complete maintenance and operations agreement with Paula Lane Action Network and prepare and submit implementation plan to Open Space District. As necessary, complete revisions to, and execute agreements with Petaluma Museum Association and Friends of the River.
- Develop funding strategy and negotiate agreement for acquisition of LaCresta Ridge Property.
- Develop funding strategy, complete phase 1 plans and specifications, solicit bids, and begin construction of phase 1 East Washington Park development.
- See additional program initiatives and priorities contained within the cost center narratives that follow.

14100 PARK/REC ADMIN	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Recommended 2014 Budget</i>
SALARY	367,279	375,553	388,474	378,534
BENEFITS	86,108	119,799	130,382	196,655
SUPPLIES	23,336	18,337	19,200	19,200
PROF SERVICES, MAINT, REPAIR	36,218	30,292	33,950	35,450
INTRAGOVERNMENTAL SERVICES	64,800	41,800	41,800	50,360
UTILITIES, RENT, TRAINING	26,572	19,422	24,900	24,900
ADVERTISING, PROMOTION, DEBT	1,102	221	0	0
<b>TOTAL PARK/REC ADMIN</b>	<b>605,415</b>	<b>605,424</b>	<b>638,706</b>	<b>705,099</b>

**CAVANAGH RECREATION CENTER OVERVIEW**

Formerly the McNear branch of the Petaluma Boys and Girls Club, Cavanagh Recreation Center (CRC) was purchased in December of 1996 by the City of Petaluma. The Parks and Recreation Department manages, schedules, programs and maintains this center.

Community activities include youth (Boys and Girls Club and CYO basketball) and adult sports leagues, open gyms, classes and meetings.

**2012-2013 ACCOMPLISHMENTS and HIGHLIGHTS**

- Explored and discussed potential building uses/tenants to replace Boys and Girls Club afterschool program which did not return for 2011-2012 school year due to fiscal limitations of a satellite site. Several long term use options were considered and continue to be discussed.
- Established a rental relationship with Daily Acts (a Petaluma-based business involved in water conservation and intelligent plant choices). Seven weekends of programs and presentations were offered.
- In collaboration with Public Works, the Gymnasium doors were replaced and lighting retrofit completed.
- Facility use includes:

Open Gym	2700 participants
CYO/Boys and Girls Club basketball	
Camp K2 Day Camp	268 total weeks attended by campers
Table Tennis (3x/wk)	20 per class average
Adult Exercise Classes (2x/wk)	30 per class average

**2013-2014 PROGRAM INITIATIVES and PRIORITIES**

- Continue and enhance relationship with Daily Acts (a Petaluma-based business involved in water conservation and intelligent plant choices).
- Increase usage of facility by developing additional recreation programs.

<u>14200 PR CAVANAGH CENTER</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
SUPPLIES	96	1,334	50	0
PROF SERVICES, MAINT, REPAIR	340	1,614	2,256	1,310
UTILITIES, RENT, TRAINING	17,474	21,623	16,000	17,000
<b>TOTAL PR CAVANAGH CENTER</b>	<b>17,910</b>	<b>24,571</b>	<b>18,306</b>	<b>18,310</b>

**PETALUMA COMMUNITY CENTER OVERVIEW**

The Petaluma Community Center provides a facility for private parties, weddings, fundraisers, meetings, and a wide array of activities and events. The facility continues to be the focal point for the Petaluma Community, whether it is civic, private or public activities. The Community Center also provides space for enrichment classes, fitness classes, day camps, special events, Tiny Tots pre-school program, and other outreach and recreation services that bring people together to encourage healthy life styles and social connections and to participate in new learning experiences.

**2012-2013 ACCOMPLISHMENTS and HIGHLIGHTS**

- Deferred maintenance items were completed including; roof repairs (preschool classroom, stage, kitchen, dressing room hallway and Activity Room), replacement of commercial freezer in the kitchen, blinds added to the windows in the Meeting Rooms and sound equipment and infrastructure upgraded in the Assembly Room.
- Community Center staff coordinated with COTS and the Police Department to collaborate relative to issues caused by the homeless in several parks, including Lucchesi, Leghorns, McNear, Kenilworth, and Wiseman. Efforts are on-going to assure the safety of all park users while referring those in need to appropriate community resources.
- Increased the use of existing and community resources such as the Visitor Center and Downtown Association websites, Senior newsletters, Activity Guide, City website and the Recreation Services Facebook page to advertise and promote activities at no or low cost.
- In collaboration with the Police Department, revised Special Event Permit application and approval process for activities in parks, or on streets, sidewalks and water ways in order to assure a more comprehensive review of and response to such events.

**2013-2014 PROGRAM INITIATIVES and PRIORITIES**

- In cooperation with Public Works, continue to implement deferred maintenance projects including roof repairs, replacement of floor coverings and furnishings, and general painting.
- Increase number of rental hours in 2013-2014.

<u>14210 PR COMMUNITY CENTER</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
SALARY	95,977	91,109	91,000	97,192
BENEFITS	8,763	8,337	0	11,700
SUPPLIES	14,148	14,915	19,300	17,200
PROF SERVICES, MAINT, REPAIR	3,432	10,239	4,000	10,100
UTILITIES, RENT, TRAINING	44,250	39,690	45,000	41,000
ADVERTISING, PROMOTION, DEBT	843	843	1,000	1,000
<b>TOTAL PR COMMUNITY CENTER</b>	<b>167,413</b>	<b>165,133</b>	<b>160,300</b>	<b>178,192</b>

**CARNEGIE LIBRARY/MUSEUM OVERVIEW**

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, a trust fund established by Andrew Carnegie to build public libraries throughout the country. 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. In December of 1978, the Historical Library Museum Association (PMA) and the City of Petaluma entered into an agreement which provided a framework outlining City and PMA responsibilities for both maintenance and operations. Generally, the City provides building and grounds maintenance and administrative support under the agreement, and the Petaluma Museum Association’s Board of Directors coordinates and presents programming and oversees artifact collection, preservation and display through the efforts of community volunteers.

**2012-2013 ACCOMPLISHMENTS and HIGHLIGHTS**

- Upstairs exhibit areas were upgraded to feature Petaluma artifacts not previously displayed.
- Major exhibits included "I Do"; "Korea-The Forgotten War"; "African-Americans Then and Now"; "Petaluma Remembered".
- The Board of Directors identified PMA financial stability as the top priority goal for the current year, and as well renewed a commitment to refining policies and procedures relative to Museum operations and artifact management.

**2013-2014 PROGRAM INITIATIVES and PRIORITIES**

- Continue efforts to support the PMA in improving their fiscal responsibility and accountability relating to museum operations, especially those related to exhibits.
- Achieve an accurate inventory and accounting of City-owned Museum artifact collection.
- Continue and complete work associated with policy and procedure revisions.
- Continue work to complete comprehensive revisions to outdated agreement between the City and PMA.

14220 PR LIBRARY/MUSEUM	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Recommended 2014 Budget</i>
SALARY	9,586	12,361	14,900	14,100
BENEFITS	295	297	793	732
SUPPLIES	381	339	200	600
PROF SERVICES, MAINT, REPAIR	536	1,622	1,900	1,350
UTILITIES, RENT, TRAINING	8,341	8,158	8,250	8,400
ADVERTISING, PROMOTION, DEBT	0	54	0	0
<b>TOTAL PR LIBRARY/MUSEUM</b>	<b>19,139</b>	<b>22,831</b>	<b>26,043</b>	<b>25,182</b>

**YOUTH SERVICES OVERVIEW**

The Tiny Tots and KinderReady programs provide a safe environment and opportunities for children ages 3-5 to learn and discover through activities in a social setting. Teachers provide a quality program, and in an effort to do so year after year, seek new educational trainings to keep updated on current trends in child care education. Children are assessed several times a year as they progress toward achieving developmental milestones.

Summer camps include Camp Sunshine (ages 3-5), Kids Klub (grades 1-5) and Camp K2 (grades 6-8). Kids Klub remains at full capacity, while Camp Sunshine and Camp K2 attendance fluctuates between 75% and 100% of capacity. All camps provide attendees with opportunities for personal growth and socialization in a safe, fun, and supportive atmosphere. Campers are involved in theme-related, age appropriate activities.

The Petaluma Youth Commission continues to meet and plan projects and programs for youth in the community. Staffing for this program was eliminated in 2008-2009, thus the commission receives a moderate level of staff support.

**2012-2013 ACCOMPLISHMENTS and HIGHLIGHTS**

- Tiny Tots (school year) and Kids Klub remained at maximum daily capacity.
- Kids Klub schedule and activities adjusted to accommodate span of age groups in attendance.
- The quality and integrity of camps offered remained superior despite reduced budget and program modifications.
- The Youth Commission held a successful ‘Teen Survivor’ event.

**2013-2014 PROGRAM INITIATIVES and PRIORITIES**

- Create new ways of partnering with other agencies doing similar programs.
- Utilize volunteers to offset reduction of staff where possible and to maintain a full schedule of camps and programs.
- Develop a strategy to increase enrollment in both Camp Sunshine and Camp K2.
- Increase program offerings and participation in all areas of youth programming.

14420 PR YOUTH/TEENS PROGRAMS	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Recommended 2014 Budget</i>
SALARY	148,223	149,750	183,000	177,766
BENEFITS	13,351	13,807	0	13,123
SUPPLIES	6,987	7,507	15,300	15,300
PROF SERVICES, MAINT, REPAIR	44,491	32,298	28,650	28,650
UTILITIES, RENT, TRAINING	0	0	1,000	1,000
ADVERTISING, PROMOTION, DEBT	600	0	0	0
<b>TOTAL PR YOUTH/TEENS PROGRAMS</b>	<b>213,652</b>	<b>203,362</b>	<b>227,950</b>	<b>235,839</b>

**CONTRACT CLASSES OVERVIEW**

Classes are held at the Petaluma Community Center and occasionally off site at other locations. Classes are advertised in the Activity Guide and through the use of press releases. The Activity Guide is mailed to a data base of approximately 7,000 people and is 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.

**2012-2013 ACCOMPLISHMENTS and HIGHLIGHTS**

- Several new contracted summer camps were successfully offered.

	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13
Number of Participants	2,602	2,142	3,773	2,451	*2,479
Revenue	\$118,195	\$121,282	\$127,857	\$129,610	*\$77,338

\*as of 4/15/13

**2013-2014 PROGRAM INITIATIVES and PRIORITIES**

- Identify community needs and trends and develop new offerings to meet such needs.
- Identify and offer new camp programs.
- Increase class offerings and overall attendance and registration.

14500 PR CONTRACT CLASSES	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Recommended 2014 Budget</i>
PROF SERVICES, MAINT, REPAIR	86,344	78,364	76,000	76,000
<b>TOTAL PR CONTRACT CLASSES</b>	<b>86,344</b>	<b>78,364</b>	<b>76,000</b>	<b>76,000</b>

**SPORTS AND ATHLETICS OVERVIEW**

This budget includes adult sports leagues, instructional programs (youth and adult), and “Open Gym” programs. Also, this budget 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 (especially sports leagues) and individuals regarding availability, suitability, and condition of current inventory of playing fields.

**2012-2013 ACCOMPLISHMENTS and HIGHLIGHTS**

- Continued to work with Parks maintenance staff regarding field conditions, maintenance and upgrading.
- Staff continues to respond to extremely high demand for facility use by utilizing a fair and equitable reservation process for the user groups.
- Continue to respond in a timely and reasonable manner to public’s needs and requests regarding sports league programming.

**2013-2014 PROGRAM INITIATIVES and PRIORITIES**

- With the formation of additional year round ‘travel’ youth baseball/soccer/lacrosse/softball teams the challenge is to fully utilize the limited resources, which by design and intent are multi-use facilities.
- Maintain and improve the adult volleyball program (2 seasons/approximately 180 participants) within the framework of budget reductions.
- Provide staff support, as needed, to CIP team as plans and specifications for East Washington Park move forward. Communicate with user groups relative to project timing and needs, and prepare to implement scheduling of site.

<u>14600 PR SPORTS PROGRAMS</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
SALARY	15,436	10,225	12,500	3,475
BENEFITS	2,034	1,284	0	85
SUPPLIES	8,771	8,090	7,600	7,600
PROF SERVICES, MAINT, REPAIR	51,900	51,086	62,750	61,450
UTILITIES, RENT, TRAINING	4,033	990	0	0
<b>TOTAL PR SPORTS PROGRAMS</b>	<b>82,174</b>	<b>71,675</b>	<b>82,850</b>	<b>72,610</b>

**AQUATICS OVERVIEW**

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

**2012-2013 ACCOMPLISHMENTS and HIGHLIGHTS**

- As part of the East Washington Place project conditions relative to the Swim Center, a solar array and shade trellis was installed; new landscaping and improved parking and circulation completed; and, picnic tables and umbrellas were added in time for the opening day of the 2013 summer season.
- The energy conservation measures, funded through a PG&E conservation program, were planned and specifications developed to implement boiler and circulation pump replacement. The project will be implemented following the 2013 swim season.
- Cavanagh Pool was resurfaced; and, a pool lift and new ‘depth’ tiles were installed to meet ADA requirements.
- Cavanagh Pool programming generated sufficient participation to support continued operation of the aquatics program through the winter months. This is the fourth consecutive season that the program has sustained in the winter.

**2013-2014 PROGRAM INITIATIVES and PRIORITIES**

- Implement the PG&E Energy Conservation project measures at the Petaluma Swim Center.
- Continue to generate sufficient registration that allows presentation of winter time aquatic programming.
- Using a combination of energy savings and increased programming, work toward season extension opportunities at the Petaluma Swim Center.

<u>14700 PR AQUATIC PROGRAMS</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
SUPPLIES	32,397	20,386	22,000	22,000
PROF SERVICES, MAINT, REPAIR	8,997	11,866	0	0
UTILITIES, RENT, TRAINING	78,151	62,255	80,000	80,000
ADVERTISING, PROMOTION, DEBT	594	1,937	600	600
<b>TOTAL PR AQUATIC PROGRAMS</b>	<b>120,139</b>	<b>96,444</b>	<b>102,600</b>	<b>102,600</b>



**SENIOR PROGRAM OVERVIEW**

The Petaluma Senior Center provides program opportunities for exercise, nutrition and social programs all allowing the active adult an opportunity to engage in fitness and a multitude of other activity options. Additional program partners are being developed and classes are held at the Petaluma Community Center, Cavanagh Recreation Center, Kenilworth Community Center, Leghorn Park and other locations as the program demands. Participation in weekly and monthly classes is strong, as is best evidenced by the number of program locations that are operating at capacity. The trip program remains strong and there has been an increase in partnering which allows growth in the program. Interest in all classes and programs also continues to grow, but can be limited by spaces that are available to offer programs. Improving partnerships and developing programs with outside partners is a necessity in meeting the increased demands as the “Boomer” generation arrives.

**2012-2013 ACCOMPLISHMENTS and HIGHLIGHTS**

	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13*
Attendance	29,060	37,104	42,767	46,055	53,597	54,493	55,500

\* estimate

	2006	2007	2008	2009	2010	2011	2012	2013*
Volunteer Hours	8,214	7,245	7,200	9,100	10,100	10,200	9,945	10,000

\* estimate

**2013-2014 PROGRAM INITIATIVES and PRIORITIES**

- Increase service units to 60,000 and volunteers hours to 11,000.
- Develop evidence based program assessment template to be used in future movement and/or fitness classes.
- Develop options for a Volunteer Driver Program (VDP). This program will resolve mobility concerns when driving becomes an issue for seniors.
- Continue to partner with all Senior Centers in Sonoma County to provide a cost effective trip and travel program.
- Expand program partnerships with agencies advocating for the active adult community.

14800 PR SENIOR PROGRAMS	2011 Actuals	2012 Actuals	2013 Revised	Recommended 2014 Budget
SALARY	27,275	26,838	26,700	26,687
BENEFITS	2,193	2,264	0	3,117
SUPPLIES	4,979	2,839	4,400	5,050
PROF SERVICES, MAINT, REPAIR	18,007	22,795	16,600	15,950
UTILITIES, RENT, TRAINING	10,385	8,760	8,800	8,800
ADVERTISING, PROMOTION, DEBT	2,996	2,241	3,200	3,200
<b>TOTAL PR SENIOR PROGRAMS</b>	<b>65,835</b>	<b>65,737</b>	<b>59,700</b>	<b>62,804</b>

**SPECIAL EVENTS OVERVIEW**

Providing special community events helps individuals and families get connected to Petaluma. Such programming is integral and essential to vibrant communities. Successful programs require the time and resources to properly produce an event.

**2012-2013 ACCOMPLISHMENTS and HIGHLIGHTS**

- Maintained sponsorship and cost recovery to allow Movies in the Park to continue and to grow.
- Increased the number of participants per movie from 600 to 800 viewers.
- Presented well attended July 4<sup>th</sup> community event at Fairgrounds.

**2013-2014 PROGRAM INITIATIVES and PRIORITIES**

- Engage as many non-profits and community groups as possible to help sustain the extraordinarily popular Movies in the Park program. Continue to enhance and grow the program in order that it remains a ‘new experience’ for all to enjoy.
- Develop a new Special Event that is visible and viable and meets community expectations.

14900 PR SPECIAL EVENTS	2011 Actuals	2012 Actuals	2013 Revised	Recommended 2014 Budget
SUPPLIES	0	780	0	0
PROF SERVICES, MAINT, REPAIR	2,230	1,404	20,000	20,000
<b>TOTAL PR SPECIAL EVENTS</b>	<b>2,230</b>	<b>2,184</b>	<b>20,000</b>	<b>20,000</b>

**FULL TIME POSITIONS - ALLOCATION BY HOME DEPARTMENT  
 FY 13-14**

DEPARTMENT POSITION	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 13-14	General Fund	Enterprise Funds	Internal Service Funds	Successor Agency Funds	Other Funds
	Positions	Positions	Positions	Positions	Funded Positions					
<b><u>PARKS &amp; RECREATION</u></b>										
Administrative Technician	1.00	1.00	1.00	1.00	1.00	1.00				
Office Assistant II	2.00	2.00	2.00	2.00	1.00	1.00				
Recreation Coordinator	2.00	2.00	2.00	3.00	3.00	3.00				
Recreation Supervisor	2.00	2.00	2.00	1.00	1.00	1.00				
<b>Total Parks &amp; Recreation</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

### **INFORMATION TECHNOLOGY DIVISION OVERVIEW**

The Information Technology Division is charged with planning, deployment and maintenance of a vast array of technology services and systems, all for the purpose of enabling the users, City Staff, to better serve the information needs of the Public. Technology solutions are conceived, planned and deployed appropriately, efficiently and effectively. This division supports the technological needs of all the operating departments - nearly 300 users, 300 desktop computers, dozens of laptop/mobiles, over five dozen network servers, and an interconnecting wide area network, with fiber, DSL, cable, T1 and wireless communications that covers 30 different locations. All users are provided with broad application and internet support, telephone and communication services. I.T. supports and manages the City's web site and provides support to all users, equipping them with internet access and email. I.T. also provides support systems for public safety, including dispatch, police and fire records; various databases for enterprise-wide financial systems including fund accounting, payroll, accounts payable, licensing, accounts receivable, cash receipts, permitting, time/labor accounting and utility billing; Para transit scheduling; a variety of work order systems; Geographic Information Systems (GIS) and computer-aided drafting (CAD); document management and web-streaming and archiving for all meetings; and, a collection of web-front ended systems for various uses, including payments. The Division also provides full support for the telephone and voicemail system and limited support for radios, alarm systems, video, pagers, and cellular phones. I.T. staff serves as staff liaison to the Technology and Telecommunications Committee, the City representative to Petaluma Community Access (PCA), and coordinates and monitors the video/cable TV franchise issues for the City.

### **2012-2013 ACCOMPLISHMENTS and HIGHLIGHTS**

- The goal for network uptime of 99.9% for all major nodes and systems was achieved.
- The goal for recovery time of one business day for major systems was partially achieved, but impacted due to a virus outbreak and storage system failure.
- The goal for zero downtime due to malware incursion was partially achieved and was impacted by a virus outbreak in February that rendered documents inaccessible to users.
- The email system was upgraded and included adding archival services.
- Expanded the financial system modules to include several types of permitting, budgeting, time card entry modules, expanded web payments for licensing renewals.
- Replaced and upgraded servers for the telephone and voicemail system.
- Deployed permitting system upgrade for some permit types.
- Installation of security video system in Police station is underway.

### **2013-2014 PROGRAM INITIATIVES and PRIORITIES**

- *Network uptime of 99.9% for all major nodes and systems and Recovery time of one business day for major systems (email, full network, finance system)*
- Add redundancy capability to the email system.
- Expand electronic payment modules in the enterprise-level financial systems.

- Expand capabilities of web site to enhance communications with the public, accommodate service requests/ work orders.
- Replace 1/3 computer workstations, 1/2 network switches, and 8-10 network servers.
- Install grant-funded security video systems in additional facilities

<u>73100 INFORMATION TECH ADMIN/OPERATIONS</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
SALARY	659,387	680,557	647,615	681,373
BENEFITS	191,260	177,422	196,530	235,494
SUPPLIES	23,800	46,276	49,100	25,400
PROF SERVICES, MAINT, REPAIR	270,061	290,112	264,300	324,500
INTRAGOVERNMENTAL SERVICES	40,150	38,800	38,800	38,800
UTILITIES, RENT, TRAINING	215,455	180,725	184,360	225,700
ADVERTISING, PROMOTION, DEBT	304,554	241,377	0	0
CAPITAL EXPENDITURES	0	0	102,000	147,000
TRANSFERS	50,350	50,900	0	0
<b>TOTAL INFORMATION TECH ADMIN/OPERATIONS</b>	<b>1,755,017</b>	<b>1,706,169</b>	<b>1,482,705</b>	<b>1,678,267</b>

**FULL TIME POSITIONS - ALLOCATION BY HOME DEPARTMENT  
 FY 13-14**

DEPARTMENT POSITION	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 13-14	General Fund	Enterprise Funds	Internal Service Funds	Successor Agency Funds	Other Funds
	-----Authorized-----				Funded					
	Positions	Positions	Positions	Positions	Positions					
<u>INFORMATION TECHNOLOGY</u>										
Info Tech Specialist 1/2/3	4.00	4.00	4.00	4.00	4.00			4.00		
Information Systems Manager	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		
Programmer Analyst	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>0.00</b>	<b>0.00</b>	<b>7.00</b>	<b>0.00</b>	<b>0.00</b>

### **RISK MANAGEMENT DIVISION OVERVIEW**

The Risk Management Division provides a multitude of risk management services to the City of Petaluma as well as guidance and recommendations to the City Council, City Management and City staff. The Workers' Compensation program has been transferred to the Human Resources Division, however Risk Management continues to provide consulting on the Workers' compensation program and support to the Human Resources Division.

The Risk Management Division's primary objective is to concentrate on risk avoidance and implement various risk transfer programs and methods that will minimize the City's exposure to litigation. The Risk Management Division's mission is 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 and that appropriate City resources can be conserved for other uses. This Division 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 philosophy of the City is presently oriented toward comprehensive pro-active global risk management 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.

To accomplish these objectives, the Division has created and implemented comprehensive risk management structures, systems, and loss control programs. These implementations involve all City management and staff, as well as those who contract with the City of Petaluma.

### **2012-2013 ACCOMPLISHMENTS and HIGHLIGHTS**

- Reduced Claims
- Reduced Insurance Premiums
- Increased Subrogation Recoveries
- Created Risk Management Senior Management Committee
- Created a new Insurance Rate Model based on Department Performance

### **2013-2014 PROGRAM INITIATIVES and PRIORITIES**

- Replenish Surplus Risk Reserve Funds
- Implement the Risk Management Senior Management Committee
- Implement the Insurance Rate Model Based on Department Performance
- Assist the City in Reduction of Tort Claims Legal Expenses

74100 RISK MGMT ADMIN/OPERATIONS	2011 Actuals	2012 Actuals	2013 Revised	Recommended 2014 Budget
SALARY	56,197	269	0	0
BENEFITS	16,154	3,608-	0	0
SUPPLIES	2,343	2,311	5,850	5,850
PROF SERVICES, MAINT, REPAIR	346,294	488,716	619,630	842,160
INTRAGOVERNMENTAL SERVICES	38,650	39,940	39,930	42,490
UTILITIES, RENT, TRAINING	1,189,171	2,794,146	1,293,350	1,180,500
ADVERTISING, PROMOTION, DEBT	170	0	0	120
TRANSFERS	0	0	212,000	0
<b>TOTAL RISK MANAGEMENT ADMIN/OPERATIONS</b>	<b>1,648,979</b>	<b>3,321,774</b>	<b>2,170,760</b>	<b>2,071,120</b>

FULL TIME POSITIONS - ALLOCATION BY HOME DEPARTMENT										
FY 13-14										
DEPARTMENT POSITION	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 13-14	General Fund	Enterprise Funds	Internal Service Funds	Successor Agency Funds	Other Funds
	-----Authorized-----				Funded					
	Positions	Positions	Positions	Positions	Positions					
<b>RISK MANAGEMENT</b>										
Risk Manager	1.00	1.00	1.00	1.00	0.00					
Secretary	1.00	1.00	1.00	1.00	0.00					
<b>Total Risk Management</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**HUMAN RESOURCES DIVISION OVERVIEW**

The Human Resources Division 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; and, employee relations. The Division also ensures compliance with federal, state, and local employment law, manages the City’s benefit programs, and oversees the City’s workplace safety program.

**2012-2013 ACCOMPLISHMENTS and HIGHLIGHTS**

- Twenty-three recruitment/examinations were conducted in the fiscal year. Included are three recruitment/ examinations for the Police Department for the positions of Police Officer, Police Officer Trainee, and Public Safety Dispatcher. In addition, recruitments for Street Maintenance Worker 2 and Traffic Signal Light Technician were also completed and filled. This work was accomplished with reduced HR staffing in the fiscal year from an unfilled HR Analyst position and a leave of absence of another HR staff member.
- Improved the City’s safety program and policies. Safety policies are continually developed and updated.
- Continued to implement a new performance management evaluation program.

**2013-2014 PROGRAM INITIATIVES and PRIORITIES**

- Continue to work to meet City staffing needs.
- Continue work to improve the City’s safety program and policies.
- Implementation of the Patient Protection and Affordable Care Act (ACA) in 2014

<u>11600 HUMAN RESOURCES ADMIN/OPS</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
SALARY	165,427	148,031	150,501	187,952
BENEFITS	29,887	23,944	25,013	33,070
SUPPLIES	2,357	2,516	1,250	1,250
PROF SERVICES, MAINT, REPAIR	7,442	11,968	7,400	8,370
INTRAGOVERNMENTAL SERVICES	16,900	15,260	15,260	15,320
UTILITIES, RENT, TRAINING	158	0	0	0
<b>TOTAL HUMAN RESOURCES ADMIN/OPERATIONS</b>	<b>222,171</b>	<b>201,719</b>	<b>199,424</b>	<b>245,962</b>

<u>71100 EE BENEFIT - ADMIN/OTHER</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
BENEFITS	1,352-	521-	0	0
SUPPLIES	15,881	14,230	16,000	16,000
PROF SERVICES, MAINT, REPAIR	17,026	26,514	25,120	21,500
INTRAGOVERNMENTAL SERVICES	5,250	5,350	5,350	5,350
UTILITIES, RENT, TRAINING	7,139	3,464	3,000	3,000
<b>TOTAL EE BENEFIT-ADMIN/OTHER</b>	<b>43,944</b>	<b>49,037</b>	<b>49,470</b>	<b>45,850</b>

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<u>71200 EE BENEFIT-DENTAL PROGRAM</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
PROF SERVICES, MAINT, REPAIR	35,556	38,675	36,630	36,630
INTRAGOVERNMENTAL SERVICES	3,100	3,150	3,150	3,150
UTILITIES, RENT, TRAINING	395,125	444,098	418,970	385,000
<b>TOTAL EE BENEFIT-DENTAL PROGRAM</b>	<b>433,781</b>	<b>485,923</b>	<b>458,750</b>	<b>424,780</b>

<u>71300 EE BENEFIT-RETIREE BENEFITS</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
SALARY	46,528	49,106	49,740	299,584
BENEFITS	117,260	130,541	119,588	210,862
PROF SERVICES, MAINT, REPAIR	5,903	5,947	5,007	3,910
INTRAGOVERNMENTAL SERVICES	3,050	3,100	3,100	3,100
UTILITIES, RENT, TRAINING	103,781	128,015	139,075	155,460
<b>TOTAL EE BENEFIT-RETIREE BENEFITS</b>	<b>276,522</b>	<b>316,709</b>	<b>316,510</b>	<b>672,916</b>

<u>71400 EE BENEFIT-UNEMPLOYMENT PROGRAM</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
INTRAGOVERNMENTAL SERVICES	900	900	900	900
UTILITIES, RENT, TRAINING	94,821	57,973	79,270	45,260
<b>TOTAL EE BENEFIT-UNEMPLOYMENT PROGRAM</b>	<b>95,721</b>	<b>58,873</b>	<b>80,170</b>	<b>46,160</b>

<u>71500 EE BENEFIT-VISION PROGRAM</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
PROF SERVICES, MAINT, REPAIR	7,951	7,641	8,000	8,000
INTRAGOVERNMENTAL SERVICES	250	250	250	250
UTILITIES, RENT, TRAINING	25,689	25,248	25,000	25,000
<b>TOTAL EE BENEFIT-VISION PROGRAM</b>	<b>33,890</b>	<b>33,139</b>	<b>33,250</b>	<b>33,250</b>

<u>76100 WORKERS COMP</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
SALARY	70,997	74,211	75,238	74,772
BENEFITS	24,427	38,625	22,637	27,048
PROF SERVICES, MAINT, REPAIR	111,629	100,762	119,380	119,380
INTRAGOVERNMENTAL SERVICES	20,400	19,690	19,690	19,930
UTILITIES, RENT, TRAINING	1,122,970	1,432,445	870,000	1,103,040
<b>TOTAL WORKERS COMP</b>	<b>1,350,423</b>	<b>1,665,733</b>	<b>1,106,945</b>	<b>1,344,170</b>

FULL TIME POSITIONS - ALLOCATION BY HOME DEPARTMENT										
FY 13-14										
	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 13-14			Internal	Successor	
	-----Authorized-----				Funded	General	Enterprise	Service	Agency	Other
DEPARTMENT POSITION	Positions	Positions	Positions	Positions	Positions	Fund	Funds	Funds	Funds	Funds
<b>HUMAN RESOURCES</b>										
Human Resources Analyst II/III	1.00	1.00	1.00	1.00	0.00					
Human Resources Asst. II	1.00	1.00	1.00	1.00	1.00	1.00				
Human Resources Manager	1.00	1.00	1.00	1.00	1.00	0.60		0.40		
Human Resources Specialist	1.00	1.00	1.00	1.00	1.00			1.00		
<b>Total Human Resources</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>3.00</b>	<b>1.60</b>	<b>0.00</b>	<b>1.40</b>	<b>0.00</b>	<b>0.00</b>



### **ECONOMIC DEVELOPMENT DIVISION OVERVIEW**

The goal of the Economic Development Division is to improve the quality of life in Petaluma by supporting local businesses and property owners so that they can thrive and grow. To accomplish this goal, division staff implements projects and programs outlined in Petaluma's Economic Development Strategy. Staff reaches out to local and perspective businesses to assure that the City maximizes the opportunities to keep existing, and attract new, business to Petaluma. Staff also works proactively with other City departments to create procedures and regulations that support business growth. As well, division staff markets the City of Petaluma as a business location by building relationships within the North Bay and Bay Area business and real estate community, building and maintaining a strong internet presence, attending local business related conferences and by attending industry trade shows. Staff also works to expand tourism and to assist future development of opportunity sites including the Petaluma Fairgrounds, the areas around the future SMART stations and other infill sites in Petaluma's established business parks. Ultimately, by attracting new businesses to currently vacant office buildings and providing incentives to redevelop Petaluma property to attract tourists, Petaluma will attract jobs and increase property values citywide.

The division also serves as the staff to the newly formed Successor Agency and Oversight Board which is charged with unwinding the affairs of the former PCDC that was eliminated on February 1, 2012 by State legislation.

### **2012-2013 ACCOMPLISHMENTS and HIGHLIGHTS**

- Provided relocation or business expansion assistance to over 50 businesses.
- Hired local marketing team and completed new design guidelines for a marketing campaign aimed at out-of-town markets that will include a fully redesigned website, brochure, video and social media plan.
- Implemented a local commercial real estate promotion tool that is housed on the City's website and allows outside businesses to search local real estate listings.
- Delivered two, quarterly Economic Development Newsletters that were sent to a database of over 450 local business and stakeholder followers.
- Worked with local industrial waste dischargers and the City's water department to identify and implement an industrial wastewater discharge program that provides business flexibility and minimizes fines while protecting environmental resources.
- Established an Oversight Board and prepared materials for, and scheduled, 20 public meetings to adopt 31 resolutions in support of the dissolution of the former PCDC.
- Completed and administered state review process for due diligence reports (audits) for both the housing and non-housing funds of the former PCDC.

### **2013-2014 PROGRAM INITIATIVES and PRIORITIES**

- Reach out to provide personalized follow up to 100 local businesses.
- Generate and respond to 100 business attraction prospects.

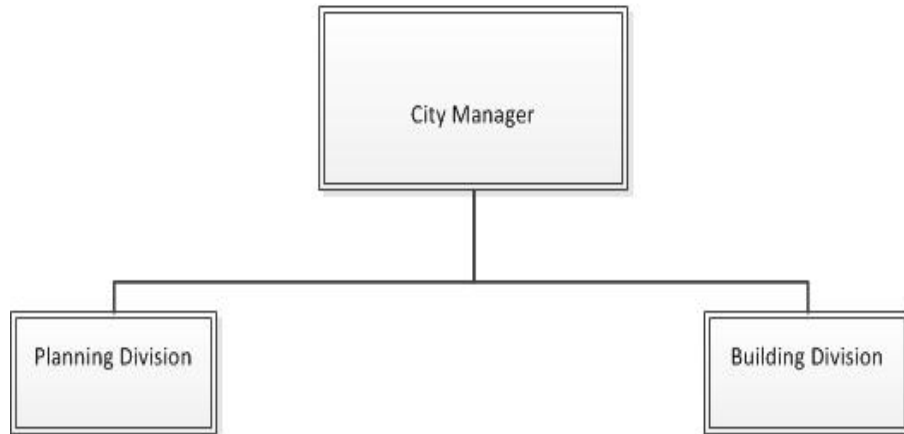
- Continue to implement State-mandated redevelopment dissolution activities.
- Seek funds to replace lost Redevelopment Funds.
- Complete new business oriented website, video series, business success stories, and brochure.
- Work with Petaluma businesses to fund Bay Area advertising campaign.
- Attend three Bay Area trade shows and local business expos and fairs to promote Petaluma to out-of-town guests.
- Identify and implement a marketing strategy that promotes Petaluma's opportunity development sites.
- Create and implement a customer feedback system to track successes and areas needing improvement with the City's development review and business license program.
- Create and promote 20 business success stories.
- Work with Petaluma Fair Board to identify process for master planning the Fairgrounds.
- Increase newsletter followers from 450 to 600.

11340 ECONOMIC DEVELOPMENT	2011 Actuals	2012 Actuals	2013 Revised	Recommended 2014 Budget
SALARY	0	0	57,000	63,987
BENEFITS	0	0	18,189	24,591
SUPPLIES	0	0	5,500	5,500
PROF SERVICES, MAINT, REPAIR	0	0	20,000	15,000
UTILITIES, RENT, TRAINING	0	0	2,000	2,000
ADVERTISING, PROMOTION, DEBT	0	0	12,500	17,500
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>0</b>	<b>0</b>	<b>115,189</b>	<b>128,578</b>

2520 TRANSIENT OCCUPANCY TAX	2011 Actuals	2012 Actuals	2013 Revised	Recommended 2014 Budget
SALARY	0	1,167	0	0
BENEFITS	0	182	0	0
PROF SERVICES, MAINT, REPAIR	0	2,332	2,000	15,000
INTRAGOVERNMENTAL SERVICES	1,700	1,750	1,750	1,750
ADVERTISING, PROMOTION, DEBT	142,097	168,798	180,000	180,000
TRANSFERS	1,000,000	1,150,000	1,190,189	1,300,189
<b>TOTAL TRANSIENT OCCUPANCY TAX</b>	<b>1,143,797</b>	<b>1,324,229</b>	<b>1,373,939</b>	<b>1,483,939</b>

FULL TIME POSITIONS - ALLOCATION BY HOME DEPARTMENT										
FY 13-14										
	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 13-14			Internal	Successor	
	-----Authorized-----				Funded	General	Enterprise	Service	Agency	Other
DEPARTMENT POSITION	Positions	Positions	Positions	Positions	Positions	Fund	Funds	Funds	Funds	Funds
<b>ECONOMIC DEV./REDEVELOPMENT</b>										
Economic Development Manager	1.00	1.00	1.00	1.00	1.00	0.50			0.50	
<b>Total Econ. Dev./Redevelopment</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.50</b>	<b>0.00</b>

## Community Development



## **COMMUNITY DEVELOPMENT DEPARTMENT OVERVIEW**

The Community Development Department is comprised of the Planning and Building Division with direct oversight of the City Manager. Since July of 2009 the Planning Division function has been contracted to Metropolitan Planning Group (M-Group) to oversee all of the city's current planning function, on what is primarily a cost recovery basis. A limited amount of General Fund contribution exists to fund the non-reimbursed activities that M-Group performs, including staffing a customer service counter and coordinating with City staff on projects for which there are no cost recovery accounts established. The City's Building Division has retained four full time positions with the addition of a fifth full time position in 2013.

## **PLANNING DIVISION OVERVIEW**

The Planning Division, through the M-Group, is responsible for residential, industrial, and commercial development, and public improvements. The Planning Division leads the effort, with other departments to implement the City's General Plan Land Use Element. M-Group staffing currently includes eight professional planning positions including a Planning Manager. This staffing level is flexible depending on work load.

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 projects to solve problems related to the planning function. Planning staff develops specific proposals for action on current City planning needs; makes interpretations of City regulations and various ordinances, codes and applicable laws to ensure compliance; represents the City and works closely with citizen boards and commissions, and public and private officials to provide technical assistance, advice, maintenance and recommendations related to urban development and the City's General Plan.

On an ongoing basis, 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. The planning team also 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 the internal Development Review Committee.

## **2012-2013 ACCOMPLISHMENTS and HIGHLIGHTS**

- In FY 2012-2013 the Planning Division continued to offer base level services such as counter coverage, business license review, zoning permit processing, fence permits approvals, and other zoning related review.
- The Planning Division provided regular staffing of the Planning Commission, Historic and Cultural Preservation Committee, Public Art Committee, and City Council as needed.

- Flexible staffing allowed the Planning Division to modify staffing hours based on workload to consistently meet the needs of the public.
- Throughout FY 2012-2013 the Planning Counter was open from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., Monday through Thursday.
- Planning continued to provide plan check review of building permit applications and development impact fee assessment to ensure compliance with the Implementing Zoning Ordinance.
- Planning Staff continued to process all planning entitlement applications efficiently and collaboratively with applicable City departments, outside agencies, citizen groups, and the applicant team.
- Planning continued to take the lead in coordinating weekly Development Review Committee meetings.
- Planning worked with the Petaluma Public Art Committee to facilitate review of Public Art Master Plan and associated Implementing Zoning Code amendments.
- Planning continued working with the Public Works Department to initiate the environmental review process for the Rainier Cross Town Connector project.

**2013-2014 PROGRAM INITIATIVES and PRIORITIES**

- Continue to improve and streamline internal development review procedures and working relationships with other departments and outside agencies.
- Timely processing of all planning entitlement applications consistent with the General Plan 2025, Implementing Zoning Ordinance, and applicable City adopted plans, policies, and ordinances.
- Adoption and integration of Implementing Zoning Ordinance amendments related to Public Art.
- Work collaborative to respond to City Council goals for 2013/14 relating to planning.
- Maintain essential department services to the public commensurate with available staffing levels and budget resources.
- Provide full service public counter hours with high quality professional services.
- Work collaboratively to ensure compliance with the Implementing Zoning Ordinance and Building Code and streamline internal review process.

12000 CDD ADMIN	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Recommended 2014 Budget</i>
SUPPLIES	254	593	0	0
PROF SERVICES, MAINT, REPAIR	94,641	87,116	84,900	121,960
INTRAGOVERNMENTAL SERVICES	43,750	41,500	41,500	32,720
UTILITIES, RENT, TRAINING	2,454	2,428	3,000	2,100
ADVERTISING, PROMOTION, DEBT	238	538	1,500	0
<b>TOTAL CDD ADMIN</b>	<b>141,337</b>	<b>132,175</b>	<b>130,900</b>	<b>156,780</b>
12700 COST RECOVERY	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Recommended 2014 Budget</i>
PROF SERVICES, MAINT, REPAIR	169,433	338,754	301,000	352,000
<b>TOTAL COST RECOVERY</b>	<b>169,433</b>	<b>338,754</b>	<b>301,000</b>	<b>352,000</b>

### **BUILDING DIVISION OVERVIEW**

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. The Building Division staff consists of four full-time employees. The Building Division utilizes the assistance of one primary outside plan check consultant and third-party plan check consultants 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.

The Building Division maintains a presence at the Front Counter so that general public and the construction community can talk to the Building Official, Plan Checkers or Field Inspectors about questions that they have about the requirements and regulations that apply to projects that are enforced by this Division. 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.

### **2012-2013 ACCOMPLISHMENTS and HIGHLIGHTS**

- The Building Division continued to offer services such as answering questions, permit processing, Field Inspections, plan check review of building permit applications to ensure compliance with State and Local Building Standards Codes, and other Building Permit related tasks.
- Building Division Staff continued to process all Building Permit applications efficiently and collaboratively with other applicable City departments, outside agencies, citizen groups, and the applicant team.
- The Building Division continues to provide next day inspection services for all permit holders.
- The Building Division continues to be available to Police and Fire 24 hours a day for emergencies.
- The Building Division continues to offer off hour inspections when proper arrangements are made in advance.

### **2013-2014 PROGRAM INITIATIVES and PRIORITIES**

- Coordinate with other divisions and departments to streamline building permit process.
- Maintain an open dialogue with the public to help maintain a constructive relationship with the Building Community.
- Publish guidelines and code explanations on paper and on the Building Division web site to help the public better understand the requirements of the California Building Standards Codes.
- Continue to improve and streamline internal review procedures and working relationships with other departments and outside agencies.

63200 DEVELOP SVC BLDG SVC	2011 Actuals	2012 Actuals	2013 Revised	Recommended 2014 Budget
SALARY	248,660	325,099	352,650	415,132
BENEFITS	87,136	112,856	131,540	185,640
SUPPLIES	8,198	11,801	15,500	23,000
PROF SERVICES, MAINT, REPAIR	300,046	407,197	262,000	228,500
INTRAGOVERNMENTAL SERVICES	130,700	142,490	142,490	174,630
UTILITIES, RENT, TRAINING	4,943	5,044	6,800	8,400
ADVERTISING, PROMOTION, DEBT	70,653	66,967	500	500
CAPITAL EXPENDITURES	0	0	75,500	10,000
<b>TOTAL DEVELOP SVC BLDG SVC</b>	<b>850,336</b>	<b>1,071,454</b>	<b>986,980</b>	<b>1,045,802</b>

63500 COST RECOVERY	2011 Actuals	2012 Actuals	2013 Revised	Recommended 2014 Budget
SUPPLIES	474	952	0	400
PROF SERVICES, MAINT, REPAIR	223,402	170,450	200,000	153,500
ADVERTISING, PROMOTION, DEBT	25,962	7,650	0	0
<b>TOTAL COST RECOVERY</b>	<b>249,838</b>	<b>179,052</b>	<b>200,000</b>	<b>153,900</b>

FULL TIME POSITIONS - ALLOCATION BY HOME DEPARTMENT										
FY 13-14										
DEPARTMENT POSITION	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 13-14	General Fund	Enterprise Funds	Internal Service Funds	Successor Agency Funds	Other Funds
	Authorized				Funded					
	Positions	Positions	Positions	Positions	Positions					
<b>COMMUNITY DEVELOPMENT</b>										
Building Inspector I	2.00	2.00	2.00	2.00	2.00		2.00			
Permit Processing Tech	1.00	1.00	1.00	1.00	1.00		1.00			
Chief Bldg Official	0.00	1.00	1.00	1.00	1.00		1.00			
Plans Examiner	0.00	0.00	0.00	1.00	1.00		1.00			
Senior Building Inspector	1.00	0.00	1.00	1.00	0.00					
<b>Total Comm. Development</b>	<b>4.00</b>	<b>4.00</b>	<b>5.00</b>	<b>6.00</b>	<b>5.00</b>	<b>0.00</b>	<b>5.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## **HOUSING DIVISION OVERVIEW**

The Housing Division is responsible for addressing our City Council's goals to: enhance the quality of life for our senior citizens and low-income youth; 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 regional (ABAG), state (HCD), and federal (HUD) housing partners; and has been instrumental in providing seamless services during the dissolution of the city's redevelopment agency resulting in an annual revenue loss of \$3,000,000.

### **2012-2013 Accomplishments/Highlights**

The City's affordable housing program provides the city with both **well-paying construction/property management jobs** and **affordable housing** for the City's two fastest-growing demographics - seniors and low-income families:

- Vintage Chateau II, a 68 unit senior rental community opened in September, 2012, providing beautiful, service enriched homes for our limited income seniors. It is perfectly located across from the Community Center, the senior center, a shopping center and near medical facilities.
- Logan Place is well-under construction (you can't miss it on Petaluma Blvd North!) and will provide 66 apartments for our work force families. Move-in is anticipated for this summer.
- Kellgren Senior apartments is PEP Housing's thirteenth low-income senior community in Petaluma and will house 50 of our seniors most-in-need. Construction is well underway with completion anticipated in spring of 2014.
- Round Walk Village has provided 129 homes for our very-low-income families since 1996. This year it will undergo a refinance to take advantage of the current low interest rates and a major rehabilitation, including energy upgrades. The residents are being relocated during the work.

### **2013-14 Program Initiatives and Priorities:**

- Housing Element update in coordination with the Station Area Plan
- Continue to finance and build on the success of the Boys and Girls' clubs at family rental communities
- Continue to finance and build on the success of the PPSC's Senior Meals and Rental Assistance program for low income persons
- Continue to finance and build on the success of the rehabilitation program for low income persons through Rebuilding Together Petaluma



**Programs funded during fiscal Year 2013-2014:**

CDBG:

- Meals on Wheels – Petaluma People Services Center     \$ 39,914
- Rehab Program – Rebuilding Together Petaluma         \$193,028
- Administrative costs   \$ 33,150
- \$266,092

IN-LIEU HOUSING FUND:

- Supportive Services – Family - Boys & Girls Club         \$ 400,000
- Supportive Services – Homeless – COTS                     \$ 300,000
- Rental Assistance & Fair Housing – PPSC                     \$ 100,000
- Administrative Costs   \$ 150,000
- \$ 950,000

COMMERCIAL HOUSING LINKAGE:

- Work Force Housing Subsidy–Housing Land Trust of SC \$ 25,000
- Family Rental Assistance–PPSC                             \$ 100,000
- Administrative Costs   \$ 150,000
- \$275,000

<u>2115 COMMERCIAL LINKAGE FEES</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
PROF SERVICES, MAINT, REPAIR	24,000	25,000	175,000	125,000
INTRAGOVERNMENTAL SERVICES	1,046	12,656	16,760	19,324
TRANSFERS	0	0	75,000	150,000
<b>TOTAL COMMERCIAL LINKAGE FEES</b>	<b>25,046</b>	<b>37,656</b>	<b>266,760</b>	<b>294,324</b>

<u>2130 HOUSING IN-LIEU</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
PROF SERVICES, MAINT, REPAIR	699,400	965,340	802,000	804,250
INTRAGOVERNMENTAL SERVICES	29,956	30,426	31,170	43,296
TRANSFERS	30,000	0	75,000	150,000
<b>TOTAL HOUSING IN-LIEU</b>	<b>759,356</b>	<b>995,852</b>	<b>908,170</b>	<b>997,546</b>

<u>2221 CDBG</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
SALARY	0	9,117	0	0
BENEFITS	0	2,833	0	0
SUPPLIES	0	78	0	0
PROF SERVICES, MAINT, REPAIR	355,334	267,102	243,714	255,792
INTRAGOVERNMENTAL SERVICES	5,800	10,200	10,200	10,740
ADVERTISING, PROMOTION, DEBT	815	656	1,591	508
TRANSFERS	20,000	0	25,000	0
<b>TOTAL CDBG</b>	<b>381,949</b>	<b>289,986</b>	<b>280,505</b>	<b>267,040</b>

<u>2222 HOME/BEGIN</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
PROF SERVICES, MAINT, REPAIR	0	500,000	4,000,000	0
TRANSFERS	0	0	169,095	0
<b>TOTAL HOME/BEGIN</b>	<b>0</b>	<b>500,000</b>	<b>4,169,095</b>	<b>0</b>

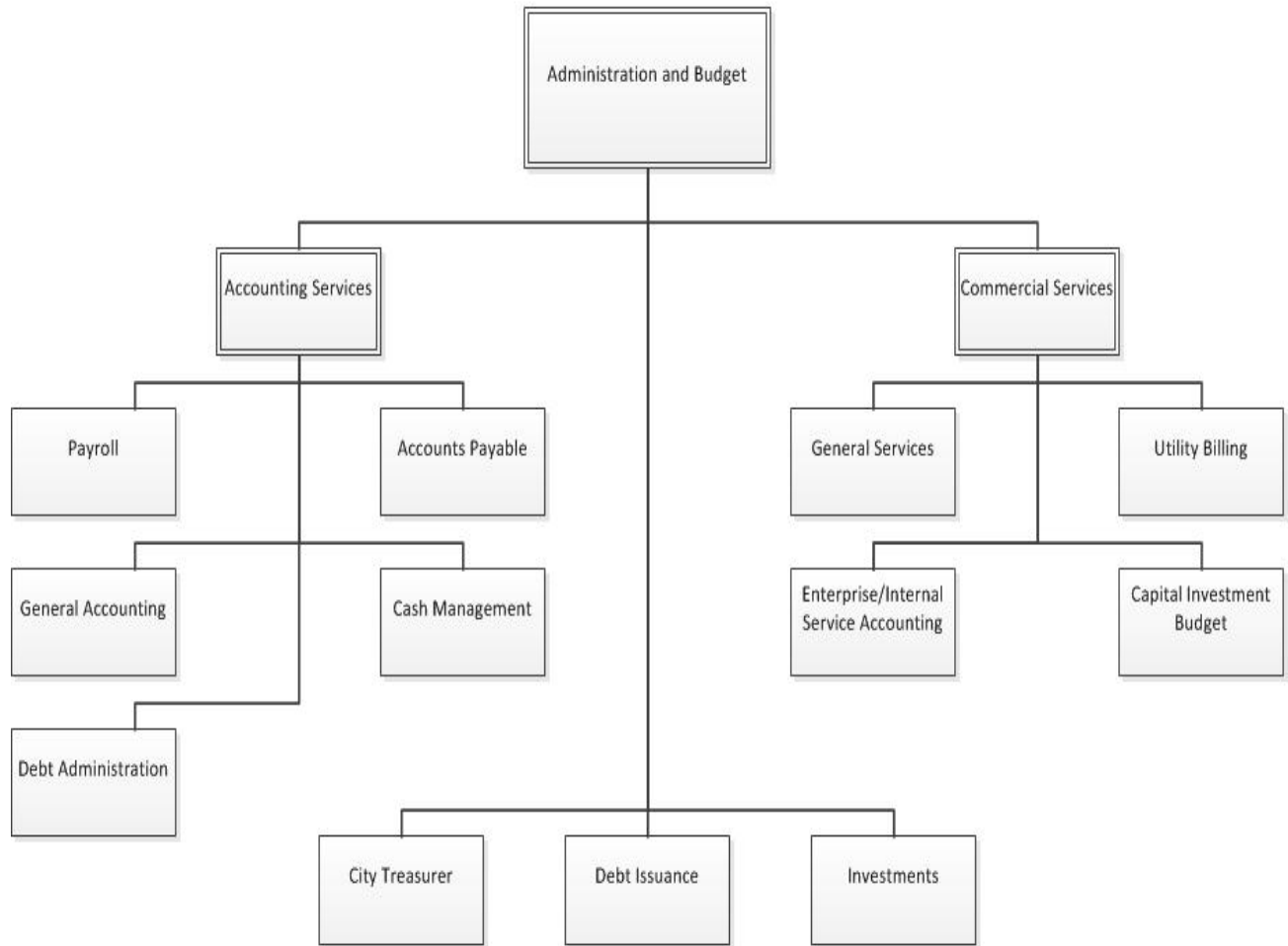
<u>5115 HOUSING - SUCCESSOR AG</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
SALARY	0	3,274	184,129	158,733
BENEFITS	0	516	47,847	46,261
SUPPLIES	0	0	18,000	500
PROF SERVICES, MAINT, REPAIR	0	336	3,950	16,700
INTRAGOVERNMENTAL SERVICES	0	0	97,800	98,690
UTILITIES, RENT, TRAINING	0	0	7,162	6,000
ADVERTISING, PROMOTION, DEBT	0	0	400	400
TRANSFERS	0	672,528	0	0
<b>TOTAL HOUSING - SUCCESSOR AG</b>	<b>0</b>	<b>676,654</b>	<b>359,288</b>	<b>327,284</b>

FULL TIME POSITIONS - ALLOCATION BY HOME DEPARTMENT										
FY 13-14										
DEPARTMENT POSITION	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 13-14	General Fund	Enterprise Funds	Internal Service Funds	Successor Agency Funds	Other Funds
	Positions	Positions	Positions	Positions	Funded Positions					
<u>HOUSING</u>										
Housing Administrator	1.00	1.00	1.00	1.00	0.00					
Housing Program Specialist	1.00	1.00	1.00	1.00	1.00					1.00
<b>Total Housing Division</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>





### Finance Department



<b>FINANCE DEPARTMENT</b>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Recommended 2014 Budget</i>
by Account Type				
SALARY	734,255	653,516	605,433	758,648
BENEFITS	145,745	204,890	178,266	263,390
SUPPLIES	27,672	16,640	21,700	21,700
PROF SERVICES, MAINT, REPAIR	309,450	303,617	312,550	233,750
INTRAGOVERNMENTAL SERVICES	191,950	136,750	136,750	144,000
UTILITIES, RENT, TRAINING	24,987	17,937	23,300	23,300
ADVERTISING, PROMOTION, DEBT	3,516	4,169	800	800
CAPITAL EXPENDITURES	0	0	20,200	16,700
<b>TOTAL FINANCE DEPARTMENT</b>	<b>1,437,575</b>	<b>1,337,519</b>	<b>1,298,999</b>	<b>1,462,288</b>
by Cost Center				
FINANCE ADMIN	612,731	459,962	469,364	542,229
FINANCE ACCOUNTING SERVICE	500,789	442,860	438,823	488,153
FINANCE COMMERCIAL SERVICE	96,116	102,108	83,782	108,843
GENERAL SVC-ADMIN	9,290	56,468	50,030	55,651
GENERAL SVC-MAIL SERVICES	80,382	103,584	99,461	104,618
GENERAL SVC-PRINTING SERVICES	106,475	125,277	123,950	127,667
GENERAL SVC-PURCHASING SERVICES	31,792	47,260	33,589	35,127
<b>TOTAL FINANCE DEPARTMENT</b>	<b>1,437,575</b>	<b>1,337,519</b>	<b>1,298,999</b>	<b>1,462,288</b>

## **DEPARTMENT OVERVIEW**

The Finance Department oversees the management and operations of financial and other administrative functions of the City. Functional divisions within the Department include Finance Administration, 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; create a positive and productive workplace where all are respected, valued and empowered to deliver excellent service to the community of Petaluma. Each functional area of the Finance Department is outlined in the narratives that follow.

## **2012-2013 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Prepared and presented the 2012-13 City budget to the City Council. The budget was submitted and adopted on time.
- Completed the June 30, 2012 Comprehensive Annual Financial Report before December 31, 2012. Brought a new auditing firm on board and received an unqualified opinion on the FY 2011-12 audits. Completed the single audit of 4 programs that resulted in no audit findings.
- Integrated a new financial reporting process required for the dissolution of redevelopment. Worked with auditors during due diligence audits related to the Housing and PCDC successor agencies.
- Dealt with numerous public records act and subpoena requests, the processing of which continues to require significant staff time.
- Received Council direction and completed an updated General Fund Reserve Policy. Transferred \$1.1 million into a designated General Fund reserve.

## **2013-2014 DEPARTMENT GOALS, PROGRAM INITIATIVES and PRIORITIES**

- Continue to work with the City Manager to monitor the fiscal sustainability plan for the City's General Fund. Present semi-annual long term forecast updates.
- Make significant progress on the City's goal of Financial Stability, including establishment of a Long Range Financial Plan. Bring on board a Senior Financial Analyst to focus on that work effort.
- Update the City-wide cost allocation plan, internal service fund cost allocation methodologies, and City-wide user fee schedule
- Develop long term financial forecasts for the City's utility and special revenue funds.
- Establish reserve policies for all major city funds.

**FINANCE ADMINISTRATION OVERVIEW**

Finance Administration provides oversight of the Department and coordinates the preparation of the City’s annual budget. Consulting services are also provided to the City Manager and City Council regarding financial matters.

A budget impact to note is a Senior Financial Analyst position that is proposed to be added to the Finance Department in FY14. The position will focus on the development of the City’s Long Range Financial Plan. The Finance Administration budget is increased to cover the salaries and benefits of the position. That increase has been partially offset by a reduction of the Property Tax Administration Fee charged by Sonoma County.

**2012-2013 ACCOMPLISHMENTS and HIGHLIGHTS**

- Continued to proactively monitor the fiscal sustainability plan for the General Fund. Prepared and presented semi-annual updates of the long term financial forecast.
- Continued to refine the Eden position budgeting module. The system is integrated with the payroll module and provides accurate salary and benefit information for use in the budget process.
- Continued with the implementation of the Eden budget preparation module. This system is integrated with the Eden financial system.
- Held Manage Your Own Budget sessions with department representatives
- Completed the refunding of the 2001 Water Revenue Bonds and generated \$1.0 million in funding for capital projects

**2013-2014 PROGRAM INITIATIVES and PRIORITIES**

- Continue to expand on the capabilities of the Eden budget preparation module. Train departments on the integrated system and develop additional financial and budget reporting capabilities.
- Expand the long term financial forecasting process to include Utility and other major funds.

	2011	2012	2013	Recommended 2014
<b><u>1100.11400 FINANCE ADMIN</u></b>	<b><u>Actuals</u></b>	<b><u>Actuals</u></b>	<b><u>Revised</u></b>	<b><u>Budget</u></b>
<b>SALARY</b>	<b>156,952</b>	<b>67,813</b>	<b>72,338</b>	<b>172,338</b>
BENEFITS	17,919	19,341	21,896	76,251
SUPPLIES	10,264	4,978	7,000	7,000
PROF SERVICES, MAINT, REPAIR	239,515	244,807	242,250	155,250
INTRAGOVERNMENTAL SERVICES	176,100	119,180	119,180	124,690
UTILITIES, RENT, TRAINING	11,155	3,747	6,000	6,000
ADVERTISING, PROMOTION, DEBT	826	96	700	700
<b>TOTAL FINANCE ADMIN</b>	<b>612,731</b>	<b>459,962</b>	<b>469,364</b>	<b>542,229</b>



**ACCOUNTING SERVICES OVERVIEW**

The Accounting 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 annual CAFR, Single Audit Reports, and PCDC Financial Statements. The Division provides information to outside agencies, City staff, the City Manager and the City Council.

The Finance Accounting Services budget is increasing during FY14 due to benefit cost increases, the inclusion of document retention costs, and the removal of a \$20,000 one-time FY13 budget balancing strategy to recover administration costs from various assessment districts.

**2012-2013 ACCOMPLISHMENTS and HIGHLIGHTS**

- Began implementation of the Eden GASB 34 financial reporting module
- Began implementation of the Eden time sheet module
- Worked with the County of Sonoma’s contracted auditing firm during the Redevelopment Agency Dissolution Agreed Upon Procedures audit.
- Integrated the Tyler cashiering system and the permitting module with the General Ledger
- Received the GFOA award for Excellence in Financial Reporting for the June 30, 2012 Comprehensive Annual Financial Report

**2013-2014 PROGRAM INITIATIVES and PRIORITIES**

- Complete implementation of the Eden GASB 34 financial reporting module
- Complete implementation of the Eden time sheet module
- Prepare a RFP for banking services.
- Implement online inquiry capabilities for accounts payable vendors
- Evaluate the feasibility of preparing the Comprehensive Annual Financial Report in-house.
- Evaluate the feasibility of performing increased active portfolio management

	2011	2012	2013	Recommended 2014
<u>1100.11400 FINANCE ACCOUNTING SERVICE</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Revised</u>	<u>Budget</u>
SALARY	370,459	349,183	320,308	346,786
BENEFITS	90,959	74,997	81,515	99,667
SUPPLIES	3,145	1,290	3,000	3,000
PROF SERVICES, MAINT, REPAIR	36,026	16,091	34,000	38,700
UTILITIES, RENT, TRAINING	200	694	0	0
ADVERTISING, PROMOTION, DEBT	0	605	0	0
<b>TOTAL FINANCE ACCOUNTING SERVICE</b>	<b>500,789</b>	<b>442,860</b>	<b>438,823</b>	<b>488,153</b>

**COMMERCIAL AND GENERAL SERVICES OVERVIEW**

The Commercial Services Division is responsible for all billing, customer service, cashiering, collection and receivable reconciliation 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 approximately 1,000 receipts per day. The City has approximately 5,000 business licenses generating approximately \$800,000 in annual revenues to the General Fund.

The Commercial Services Division is also responsible for the supervision of the City's General Services Department, which includes mail, copying, purchasing and lockbox receipting services.

**2012-2013 ACCOMPLISHMENTS and HIGHLIGHTS**

- Migrated from third party cashiering software system to Eden proprietary cashiering system.
- Designed and implemented an online business license renewal payment system.
- Hired a part-time Accounting Assistant I to assist with front counter cashiering duties.
- Implemented Senate Bill 1186 state mandated fee billing.

**2013-2014 PROGRAM INITIATIVES and PRIORITIES**

- Implement an online business license application and payment system.
- Develop and implement an online utility billing work order system.
- Design and implement an online miscellaneous accounts receivable payment system.

	2011	2012	2013	Recommended 2014
<u>1100.11400 FINANCE COMMERCIAL SERVICE</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Revised</u>	<u>Budget</u>
SALARY	76,272	78,810	60,793	81,422
BENEFITS	19,841	20,359	21,689	26,121
SUPPLIES	3	536	1,300	1,300
PROF SERVICES, MAINT, REPAIR	0	2,403	0	0
<b>TOTAL FINANCE COMMERCIAL SERVICE</b>	<b>96,116</b>	<b>102,108</b>	<b>83,782</b>	<b>108,843</b>

	2011	2012	2013	Recommended 2014
<u>7200.72100 GENERAL SVC - ADMIN</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Revised</u>	<u>Budget</u>
SALARY	0	32,854	18,400	26,438
BENEFITS	0	2,467	1,400	533
PROF SERVICES, MAINT, REPAIR	1,000	9,427	1,000	1,500
INTRAGOVERNMENTAL SERVICES	5,600	9,030	9,030	10,480
ADVERTISING, PROMOTION, DEBT	2,690	2,690	0	0
CAPITAL EXPENDITURES	0	0	20,200	16,700
<b>TOTAL GENERAL SVC - ADMIN</b>	<b>9,290</b>	<b>56,468</b>	<b>50,030</b>	<b>55,651</b>

	2011	2012	2013	Recommended 2014
<u>7200.72100 GENERAL SVC – MAIL SERVICES</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Revised</u>	<u>Budget</u>
SALARY	49,956	53,941	54,272	53,532
BENEFITS	9,724	29,095	21,839	25,596
SUPPLIES	1,725	236	400	400
PROF SERVICES, MAINT, REPAIR	14,559	15,137	17,400	19,400
INTRAGOVERNMENTAL SERVICES	3,500	4,250	4,250	4,390
UTILITIES, RENT, TRAINING	918	925	1,300	1,300
<b>TOTAL GENERAL SVC – MAIL SERVICES</b>	<b>80,382</b>	<b>103,584</b>	<b>99,461</b>	<b>104,618</b>

	2011	2012	2013	Recommended 2014
<u>7200.72100 GENERAL SVC – PRINTING SERVICES</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Revised</u>	<u>Budget</u>
SALARY	49,956	53,941	54,722	53,532
BENEFITS	6,945	29,095	21,838	25,595
SUPPLIES	12,535	9,600	10,000	10,000
PROF SERVICES, MAINT, REPAIR	18,325	15,752	17,850	18,850
INTRAGOVERNMENTAL SERVICES	6,000	3,540	3,540	3,690
UTILITIES, RENT, TRAINING	12,714	12,571	16,000	16,000
ADVERTISING, PROMOTION, DEBT	0	778	0	0
<b>TOTAL GENERAL SVC – PRINTING SERVICES</b>	<b>106,475</b>	<b>125,277</b>	<b>123,950</b>	<b>127,667</b>

	2011	2012	2013	Recommended
<u>7200.72100 GENERAL SVC – PURCHASING SERVICES</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Revised</u>	<u>2014 Budget</u>
SALARY	30,660	16,974	24,600	24,600
BENEFITS	357	29,536	8,089	9,627
PROF SERVICES, MAINT, REPAIR	25	0	50	50
INTRAGOVERNMENTAL SERVICES	750	750	750	750
ADVERTISING, PROMOTION, DEBT	0	0	100	100
<b>TOTAL GENERAL SVC – PURCHASING SERVICES</b>	<b>31,792</b>	<b>47,260</b>	<b>33,589</b>	<b>35,127</b>

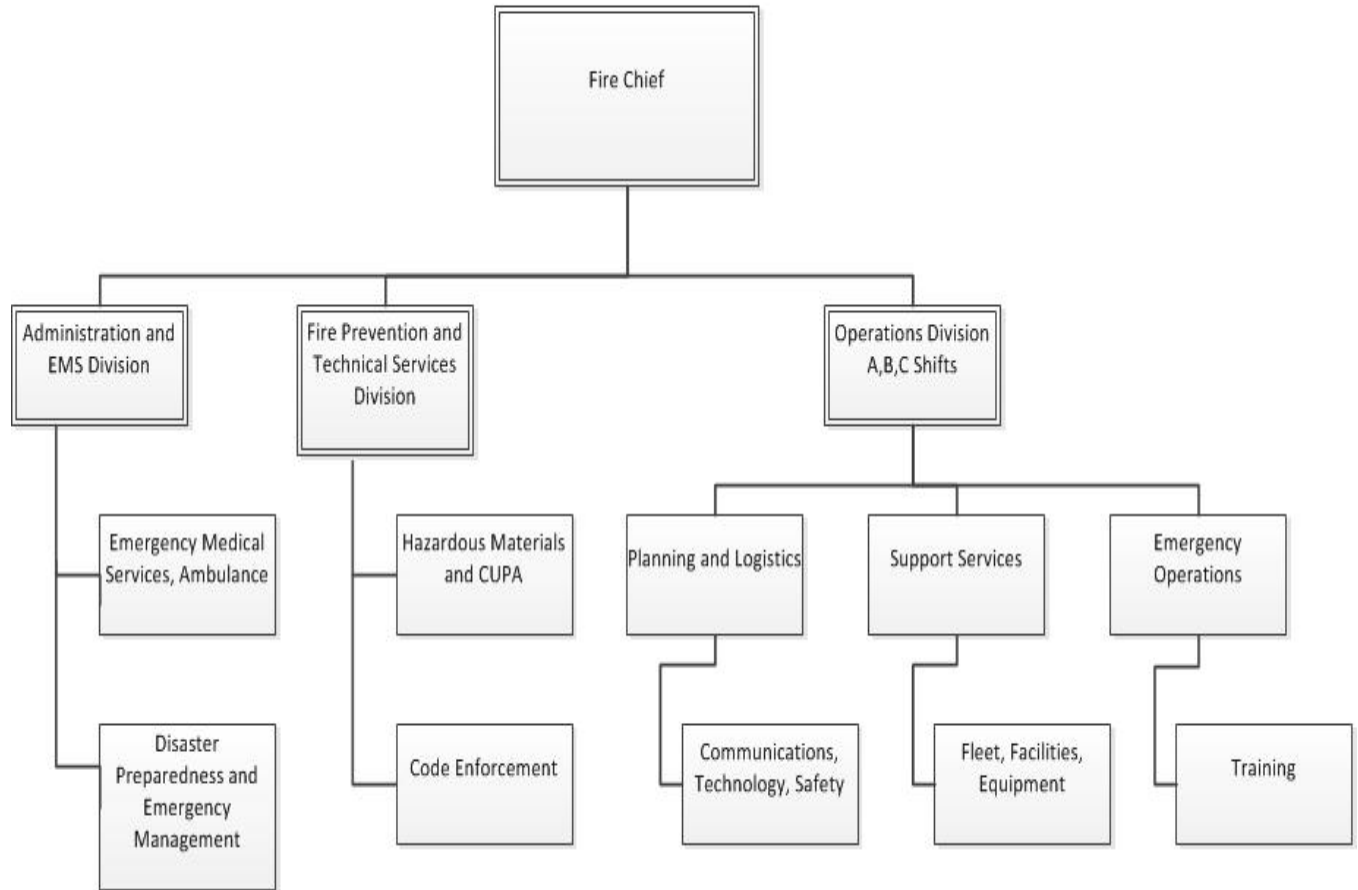
FULL TIME POSITIONS - ALLOCATION BY HOME DEPARTMENT										
FY 13-14										
	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 13-14			Internal	Successor	
	-----Authorized-----				Funded	General	Enterprise	Service	Agency	Other
DEPARTMENT POSITION	Positions	Positions	Positions	Positions	Positions	Fund	Funds	Funds	Funds	Funds
<u>FINANCE DEPARTMENT</u>										
Accountant	2.00	2.00	2.00	2.00	2.00	2.00				
Senior Financial Analyst	0.00	0.00	0.00	1.00	1.00	1.00				
Accountant Analyst	1.00	1.00	1.00	1.00	1.00	0.15		0.10		0.75
Accounting Assistant I/II	6.00	6.00	6.00	6.00	6.00	2.00	4.00			
Accounting Technician	1.00	1.00	1.00	1.00	0.00					
Administrative Technician	1.00	1.00	1.00	1.00	0.00					
Commercial Services Mgr.	1.00	1.00	1.00	1.00	1.00	0.40	0.50	0.10		
Dir. Of Finance	1.00	1.00	1.00	1.00	1.00	0.50	0.20	0.10	0.20	
Finance & Accounting Manager	1.00	1.00	1.00	1.00	0.00					
Mail Service Assistant	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		
Senior Accountant	1.00	1.00	1.00	1.00	1.00	1.00				
<b>Total Finance</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>18.00</b>	<b>15.00</b>	<b>7.05</b>	<b>4.70</b>	<b>2.30</b>	<b>0.20</b>	<b>0.75</b>



**FIRE**



## Fire Department



<b>FIRE DEPARTMENT</b>	<b>2011 Actuals</b>	<b>2012 Actuals</b>	<b>2013 Revised</b>	<b>Recommended 2014 Budget</b>
by Account Type				
SALARY	6,301,369	5,722,747	6,136,614	6,463,174
BENEFITS	2,352,091	2,887,503	3,541,347	3,981,646
SUPPLIES	225,524	341,800	261,150	256,950
PROF SERVICES, MAINT, REPAIR	226,910	420,168	458,500	460,860
INTRAGOVERNMENTAL SERVICES	284,350	204,820	204,820	278,200
UTILITIES, RENT, TRAINING	103,579	65,508	70,750	70,850
ADVERTISING, PROMOTION, DEBT	2,924	2,314	5,000	5,000
CAPITAL EXPENDITURES	0	21,620	8,200	10,100
<b>TOTAL FIRE DEPARTMENT</b>	<b>9,496,747</b>	<b>9,666,480</b>	<b>10,686,381</b>	<b>11,526,780</b>
by Cost Center				
FIRE ADMIN	773,669	929,147	958,041	1,068,230
FIRE DISASTER PREPAREDNESS	2,000	2,058	2,500	2,660
FIRE HAZARDOUS MATERIALS	86,725	49,242	61,569	67,563
FIRE PREVENTION	226,599	264,328	287,297	373,484
FIRE SUPPRESSION	7,997,585	7,897,620	8,929,874	9,566,643
FIRE SUPPRESSION-APPARATUS	110,243	140,399	75,000	92,300
FIRE SUPPRESSION-BUILDING/GROUNDS	8,183	94,001	14,000	14,000
FIRE SUPPRESSION-COMMUNICATIONS	1,882	0	9,900	9,900
FIRE SUPPRESSION-SUPPLIES	26,639	25,355	43,000	43,000
FIRE SUPPRESSION-TRAINING	13,477	21,217	21,250	21,250
AMBULANCE	249,745	243,113	283,950	267,750
<b>TOTAL FIRE DEPARTMENT</b>	<b>9,496,747</b>	<b>9,666,480</b>	<b>10,686,381</b>	<b>11,526,780</b>



**FIRE DEPARTMENT OVERVIEW**

The Petaluma Fire Department (PFD) is responsible for the prevention and extinguishment of fires within the City of Petaluma. In addition to fire protection, the Department provides rescue, disaster management coordination and response and advanced life support emergency medical treatment and transport services. The PFD operates 24-hours a day delivering preventative and emergency response services from four locations. The response fleet includes one field command unit, three engines, one aerial ladder truck, two ambulances and a variety of support and back-up response units. Daily field staffing includes 14 firefighters/paramedics, one battalion chief and one dual-role fire investigation/code enforcement inspector.

The PFD continues to meet the National Fire Protection Association (NFPA) minimum staffing levels for a basic initial fire attack and incident management, and it continues to maintain a Class III Insurance Service Office (ISO) rating. Residential, retail, commercial and industrial insurance rates are established by the ISO utilizing a system that assesses the fire protection services within a community. The rating scale ranges from ISO-1 (the best and the lowest cost insurance) to ISO-10 (worst).

During Calendar Year 2012, response activities increased by 4.25% resulting in emergency units being dispatched 9,404 times to manage 5,270 emergency events. At all times, Fire Department personnel stand ready to serve this Community. All response and code enforcement personnel have passed rigorous tests, background assessments and psychological evaluations and are committed and qualified to deliver fire department services that meet and exceed community expectations.

**2012-2013 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

The Fire Department continues to make progress in the development of its long term business plan. This initiative is being addressed through the Fire Department's 14 Strategic Priorities. The complete document can be referenced at: <http://cityofpetaluma.net/firedept/pdf/strategic-priorities.pdf>. The following Table summarizes accomplishments for FY 2012/13 and provides status since inception:

<b>14 Strategic Priorities of the Petaluma Fire Department</b>		<b>FY 2012/13</b>	<b>FY 2011/12</b>	<b>FY 2010/11</b>	<b>% Completed</b>
<b>1</b>	FireFighter Operational Safety	5	5	10	<b>20</b>
<b>2</b>	Career & Professional Development, Training, Skills Maintenance	7	7	7	<b>21</b>
<b>3</b>	Succession Planning	11	15	20	<b>46</b>
<b>4</b>	Operational Analysis & Data Collection	6	7	20	<b>33</b>
<b>5</b>	Emergency Service Demand	7	9	20	<b>36</b>
<b>6</b>	Management of Aging Facilities	30	30	21	<b>81</b>
<b>7</b>	Fleet Replacement	30	25	14	<b>69</b>
<b>8</b>	Tools & Equipment Replacement	50	20	8	<b>78</b>
<b>9</b>	Technology & Communications	21	15	10	<b>46</b>
<b>10</b>	Type III Engine	35	15	7	<b>57</b>
<b>11</b>	Downtown Fire Sprinkler Plan	12	25	20	<b>57</b>
<b>12</b>	Bureau Records Management System	13	13	13	<b>39</b>
<b>13</b>	Bureau Master Plan	10	10	9.5	<b>29.5</b>
<b>14</b>	<b>Department Business Plan</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>24</b>

**2013-2014 DEPARTMENT GOALS, PROGRAM INITIATIVES and PRIORITIES**

- Continue to implement the Strategic Priorities of the Petaluma Fire Department.

## **ADMINISTRATION OVERVIEW**

Administration is responsible for the Leadership of the Petaluma Fire Department and provides management oversight of all divisions and program areas with a primary emphasis on personnel and budget management. Additionally, Administration is responsible for planning, coordinating and directing the organization to insure that the mission, goals, policies and programs are accomplished in each of the five major Divisions:

Administration  
Disaster Preparedness  
Fire Prevention & Technical Services  
Hazardous Materials  
Suppression/Ambulance/Emergency Response

## **2012-2013 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Maintained Five FF-PM Vacancies for six Months & three for 12 Months Achieving \$500,000 in General Fund Savings.
- Implemented Several Budget Reduction Strategies to Reduce Escalating Costs
- Budget Extends three Vacancies to Generate Additional General Fund Savings
- Recruited & Processed Hiring for two Dual Role FireFighter-Paramedics
- Completed Fire Station 2 and 3 Schematic Design
- Secured Funding & Implemented Mobile Data Computers in Emergency Response Vehicles
- Continued Active Research & Development of Administrative & Operational Consolidations
- Participated in the Sonoma County Fire Chiefs Association
- Served as Sonoma County Fire Chiefs Association Grants Chairman
- Participant on Sonoma County Homeland Security Grant Approval Authority
- Participant in REDCOM Board Meetings
- Managed two Fleet Replacement Processes
- User fees collected by the PFD for ambulance transport and Fire Prevention services continue to offset the cost of fire protection to the General Fund by 25%. Over the last 12 fiscal periods, this offset has been as high as 30 percent.

## **2013-2014 DEPARTMENT GOALS, PROGRAM INITIATIVES and PRIORITIES**

- Continue to implement the Strategic Priorities of the Petaluma Fire Department.

	2011	2012	2013	Recommended 2014
<u>1100.13100 FIRE ADMIN</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Revised</u>	<u>Budget</u>
SALARY	299,195	325,128	340,616	348,473
BENEFITS	119,163	161,985	174,355	204,407
SUPPLIES	3,716	3,187	4,850	2,850
PROF SERVICES, MAINT, REPAIR	3,515	200,810	201,600	200,500
INTRAGOVERNMENTAL SERVICES	284,350	204,820	204,820	278,200
UTILITIES, RENT, TRAINING	63,389	33,168	31,800	33,800
ADVERTISING, PROMOTION, DEBT	341	49	0	0
<b>TOTAL FIRE ADMIN</b>	<b>773,669</b>	<b>929,147</b>	<b>958,041</b>	<b>1,068,230</b>

**DISASTER PREPAREDNESS PROGRAM OVERVIEW**

The Petaluma Fire Department is responsible for preparing the City as a whole to manage disaster events by providing preparedness information and training support to all City departments, schools and citizen groups that request assistance. The Fire Department is the coordination and contact point for disaster preparedness information to other city, county and state agencies as well, and it represents the City of Petaluma in the Office of Emergency Services (OES) Region 2.

**2012-2013 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Coordinated & Participated in Statewide Emergency Operations Center Exercise
- Presented Several City EOC Training Sessions, Including Table-top & Full Scale Exercise with Participants from Petaluma, neighboring Cities, County, & State Reps
- Prepared for Flooding Season by Reviewing & Testing Alert System Protocol and Interpreting the Doppler Radar Systems
- Several Managers Attended Urban Shield Anti-terrorism and Awareness Seminar
- Attended Several Emergency Operation Center (EOC) Management Development Training Courses
- Attended 2 Sonoma County Operational Area EOC Management Training Sessions
- Maintained Partnerships and Alliances with Bay Area Anti-terrorism & Intelligence Agencies

**2013-2014 DEPARTMENT GOALS, PROGRAM INITIATIVES and PRIORITIES**

- Continue to implement the Strategic Priorities of the Petaluma Fire Department

	2011	2012	2013	Recommended
	Actuals	Actuals	Revised	2014
<u>1100.13100 FIRE DISASTER PREPAREDNESS</u>	<u>Budget</u>			
PROF SERVICES, MAINT, REPAIR	2,000	2,000	2,000	2,160
UTILITIES, RENT, TRAINING	0	0	500	500
<b>TOTAL FIRE DISASTER PREPAREDNESS</b>	<b>2,000</b>	<b>2,058</b>	<b>2,500</b>	<b>2,660</b>

**FIRE PREVENTION & TECHNICAL SERVICES DIVISION OVERVIEW**

The Fire Prevention Bureau (FPB) is responsible for regulating and enforcing local and state laws relative to fire and life safety. The FPB is dedicated to protecting lives, property and the environment by providing the highest level of service in fire protection and customer service. The FPB reviews and provides fire safety-related comments for all planning and building projects within the City of Petaluma. The FPB works collaboratively with business groups and other City departments to ensure quality reviews in a timely manner.

**2012-2013 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Coordinated two Downtown Fire Sprinkler System Installation Grants
- Investigated One Local Fire Fatality and Provided Follow up Prevention Education
- Provided Mutual Aid Assistance as Lead Agency at a Double Fatality Fire
- Participated in Sonoma County Fire Prevention Officers (FPO's) Section (SCFCA)
- Assisted Bay Area FD's with Promotional Assessments
- Key Participant in Several Major Pre Development Reviews
- Processed Several Major Developments - Fire Safety/Prevention/Code Enforcement
- Hosted the Northern California Fire Prevention Officers Annual Meeting
- Hosted Sonoma County Fire Safety Pals with four Public Education Theatrical Safety Presentations for 820, 1<sup>st</sup> - 3<sup>rd</sup> Grade Students
- Hosted Sonoma County FPO's, Marin County FPO's & REACO Building Officials Seminar on Marijuana Grow Operations, Enforcement and Risk Assessment

**2013-2014 DEPARTMENT GOALS, PROGRAM INITIATIVES and PRIORITIES**

- Continue to implement the Strategic Priorities of the Petaluma Fire Department.

	2011	2012	2013	Recommended 2014
<u>1100.13400 FIRE PREVENTION</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Revised</u>	<u>Budget</u>
SALARY	142,660	162,430	171,564	219,115
BENEFITS	54,713	75,910	68,133	108,769
SUPPLIES	2,040	2,709	3,000	3,000
PROF SERVICES, MAINT, REPAIR	22,188	20,585	33,300	31,300
UTILITIES, RENT, TRAINING	4,769	2,437	6,300	6,300
ADVERTISING, PROMOTION, DEBT	229	257	5,000	5,000
<b>TOTAL FIRE PREVENTION</b>	<b>226,599</b>	<b>264,328</b>	<b>287,297</b>	<b>373,484</b>

**HAZARDOUS MATERIALS OVERVIEW**

The Fire Prevention Bureau (FPB) regulates hazardous materials use in the City of Petaluma. Since 1998, the Bureau has been a designated California State *Certified Unified Program Agency (CUPA)* and it is compensated by the State for regulatory enforcement. When properly utilized, hazardous materials are safe and are used in a variety of ways such as operating motor vehicles, to produce safe drinking water, to develop new products, to keep businesses and hospitals clean, etc. A significant amount of bulk hazardous materials passes through Petaluma on a daily basis, primarily along Highway 101 and the Lakeville corridor. It is when chemicals are released into the environment, either through vehicle accidents or releases at fixed facilities, that a threat to life or damage to property and the environment will most likely occur. The Fire Department responds to all hazardous materials incidents to contain, stop and mitigate the effects of these releases. The FPB provides technical hazardous materials incident management oversight including mitigation, cleanup and final disposition.

**2012-2013 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Continued to Make Significant Progress at Payran Fuel Remediation Site
- Implemented Computerized California Environmental Reporting System (CERS)
- Implementation of iPads with access to Essential Incident Information (CERS etc.)
- Conducted Extensive Anhydrous Ammonia Emergency Response Training (3 days) at Springhill Dairy Manufacturing Facility
- Conducted a Major Multi-Agency Safety Inspection with the Federal EPA at a Large Pharmaceutical Research and Manufacturing Plant
- Regulated and Managed all CUPA Enforcement at Hazardous Manufacturing Plants
- Bureau Personnel Regularly Attend Extensive CUPA Training for Management of all Hazardous Materials Regulations, UST Enforcement, LOP Program Updates, CERS Program, CUPA Managers Practices, etc.

**2013-2014 DEPARTMENT GOALS, PROGRAM INITIATIVES and PRIORITIES**

- Continue to implement the Strategic Priorities of the Petaluma Fire Department.

	2011	2012	2013	Recommended 2014
<u>1100.13400 FIRE HAZARDOUS MATERIALS</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Revised</u>	<u>Budget</u>
SALARY	65,821	38,006	46,681	47,759
BENEFITS 20,903 11,236	13,338	16,254		
PROF SERVICES, MAINT, REPAIR	1	0	1,050	3,050
UTILITIES, RENT, TRAINING	0	0	500	500
<b>TOTAL FIRE HAZARDOUS MATERIALS</b>	<b>86,725</b>	<b>49,242</b>	<b>61,569</b>	<b>67,563</b>

## **SUPPRESSION / AMBULANCE / EMERGENCY RESPONSE DIVISION OVERVIEW**

The Emergency Response Division is responsible for all services related to emergency operations including suppression, emergency medical treatment, rescue, etc. This Division delivers essential emergency services to all residents, businesses and visitors, and does so within four minutes or less to at least to 90% of all 911 requests for emergency services.

### **2012-2013 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Hosted a Regional Leadership Training Seminar (“Blackhawk Down”)
- Hosted a Regional Operations Safety Seminar Based on the Recent San Francisco FD Dual FireFighter Line of Duty Deaths
- New ALS Ambulance Purchased, Equipped & Placed into Service
- Conducted a Three Week Fire Training Academy for New Firefighters
- 100+ Emergency Medical Technicians Trained through SRJC Training Partnership (8,000+ hrs.) via the Job in the Field Ride-a-longs
- Five Paramedic College Students Preceptored with the PFD (2500+ hrs.)
- BC Deployed as Strike Team Leader (STL) on Several Major Wildland Fires
- Participated in the Sonoma County Operations Section (SCFCA)
- Participated in California Chief EMS Section Association
- Assisted Several Bay Area FD’s with Promotional Assessments
- Participant in County Communication Radio System Group
- Completed Federal 2013 Radio Narrow Banding Mandate
- Processed Several Radio Licensing Renewals
- Restarted La Cresta Radio Tower in Service & Dedicated to REDCOM Control 4 vastly Improving Emergency Radio Communications Locally
- Re-Implemented Computerized Pre Fire Plans
- Processed three Detailed OSHA Safety Written Plans (Hearing, Fall, Respiratory)
- Began Development of Active Shooter Response Protocols
- Managed all Mandated “Continuous Quality Improvement” of EMS Responses
- Implemented Community Hands Only CPR Initiative with Leadership Petaluma
- Prepared & Submitted two AFG Grants for Fleet Replacement (pending)

### **2013-2014 DEPARTMENT GOALS, PROGRAM INITIATIVES and PRIORITIES**

- Continue to implement the Strategic Priorities of the Petaluma Fire Department

	2011	2012	2013	Recommended 2014
<u>1100.13500 FIRE SUPPRESSION</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Revised</u>	<u>Budget</u>
SALARY	5,793,693	5,197,183	5,577,753	5,847,827
BENEFITS	2,157,312	2,638,372	3,285,521	3,652,216
SUPPLIES	29,748	30,504	38,700	38,700
PROF SERVICES, MAINT, REPAIR	8,941	26,194	25,000	25,000
UTILITIES, RENT, TRAINING	6,572	4,587	2,900	2,900
ADVERTISING, PROMOTION, DEBT	1,319	780	0	0
<b>TOTAL FIRE SUPPRESSION</b>	<b>7,997,585</b>	<b>7,897,620</b>	<b>8,929,874</b>	<b>9,566,643</b>

	2011	2012	2013	Recommended 2014
<u>1100.13510 FIRE SUPPRESSION - APPARATUS</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Revised</u>	<u>Budget</u>
SUPPLIES	61,079	106,622	50,000	50,000
PROF SERVICES, MAINT, REPAIR	49,164	33,777	25,000	42,300
<b>TOTAL FIRE SUPPRESSION - APPARATUS</b>	<b>110,243</b>	<b>140,399</b>	<b>75,000</b>	<b>92,300</b>

	2011	2012	2013	Recommended 2014
<u>1100.13520 FIRE SUPPRESSION – BLDG/GROUNDS</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Revised</u>	<u>Budget</u>
SUPPLIES	1,580	78,702	1,000	3,000
PROF SERVICES, MAINT, REPAIR	6,603	14,644	13,000	11,000
ADVERTISING, PROMOTION, DEBT	0	655	0	0
<b>TOTAL FIRE SUPPRESSION – BLDG/GROUNDS</b>	<b>8,183</b>	<b>94,001</b>	<b>14,000</b>	<b>14,000</b>



	2011	2012	2013	Recommended 2014
<u>1100.13530 FIRE SUPPRESSION – COMMUNICATIONS</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Revised</u>	<u>Budget</u>
SUPPLIES	1,882	0	9,900	9,900
<b>TOTAL FIRE SUPPRESSION – COMMUNICATIONS</b>	<b>1,882</b>	<b>0</b>	<b>9,900</b>	<b>9,900</b>

	2011	2012	2013	Recommended 2014
<u>1100.13540 FIRE SUPPRESSION – SUPPLIES</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Revised</u>	<u>Budget</u>
SUPPLIES	26,639	25,355	43,000	43,000
<b>TOTAL FIRE SUPPRESSION – SUPPLIES</b>	<b>26,639</b>	<b>25,355</b>	<b>43,000</b>	<b>43,000</b>

	2011	2012	2013	Recommended 2014
<u>1100.13550 FIRE SUPPRESSION - TRAINING</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Revised</u>	<u>Budget</u>
SUPPLIES	1,792	2,336	3,000	3,000
PROF SERVICES, MAINT, REPAIR	405	2,153	5,000	5,000
UTILITIES, RENT, TRAINING	11,280	16,728	13,250	13,250
<b>TOTAL FIRE SUPPRESSION – TRAINING</b>	<b>13,477</b>	<b>21,217</b>	<b>21,250</b>	<b>21,250</b>

	2011	2012	2013	Recommended 2014
<u>1100.13600 AMBULANCE</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Revised</u>	<u>Budget</u>
SUPPLIES	97,048	92,327	107,700	103,500
PROF SERVICES, MAINT, REPAIR	134,093	120,005	152,550	140,550
UTILITIES, RENT, TRAINING	17,569	8,588	15,500	13,600
ADVERTISING, PROMOTION, DEBT	1,035	573	0	0
CAPITAL EXPENDITURES	0	21,620	8,200	10,100
<b>TOTAL AMBULANCE</b>	<b>249,745</b>	<b>243,113</b>	<b>283,950</b>	<b>267,750</b>

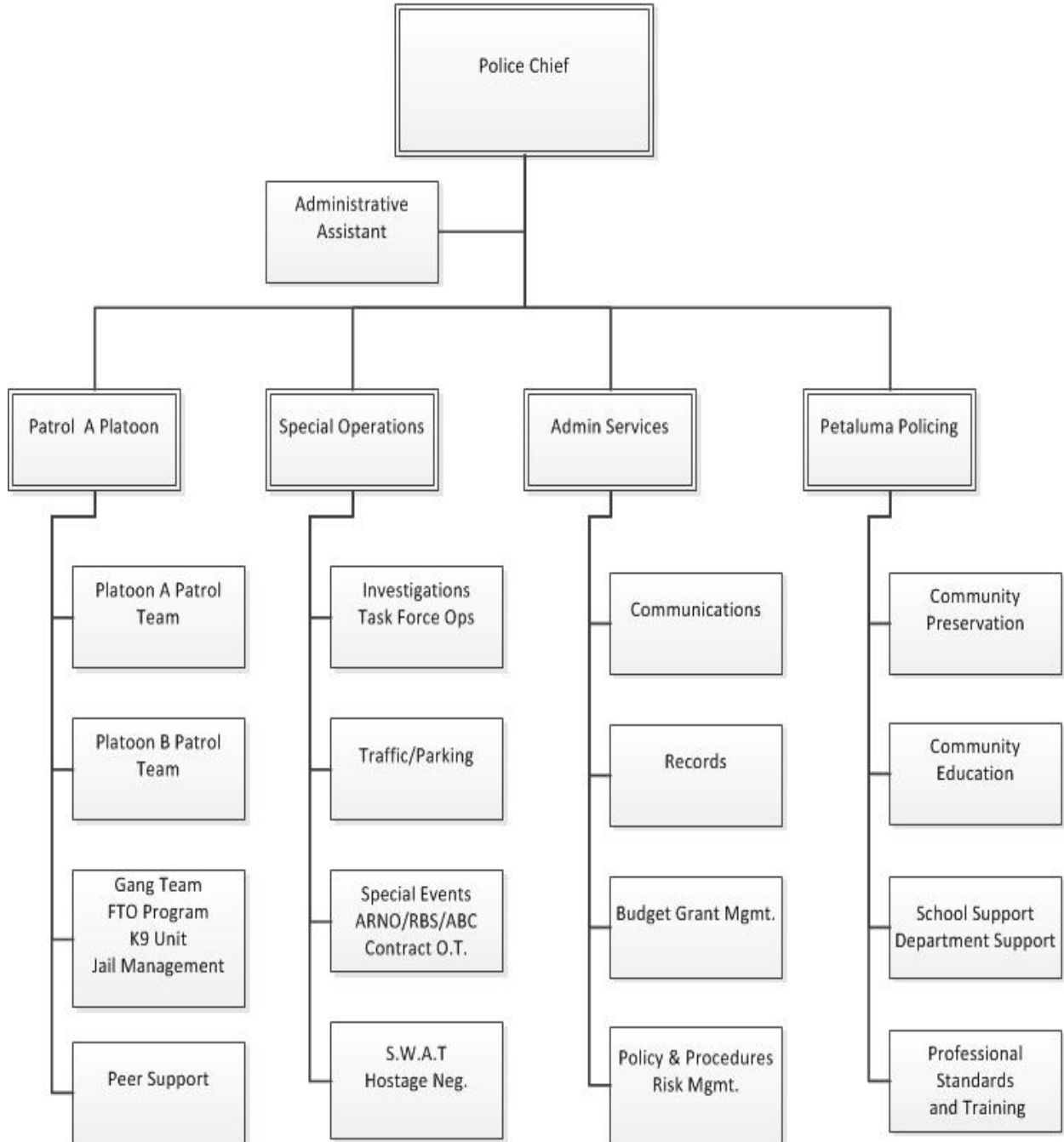
FULL TIME POSITIONS - ALLOCATION BY HOME DEPARTMENT										
FY 13-14										
	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 13-14			Internal	Successor	
	-----Authorized-----				Funded	General	Enterprise	Service	Agency	Other
DEPARTMENT POSITION	Positions	Positions	Positions	Positions	Positions	Fund	Funds	Funds	Funds	Funds
<b>FIRE</b>										
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00				
Fire Battalion Chief - EMS Mgr	1.00	1.00	1.00	1.00	1.00	1.00				
Fire Battalion Chief	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				
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00				
Fire Engineer	7.00	6.00	6.00	4.00	4.00	4.00				
Fire Engineer/Paramedic	2.00	3.00	3.00	5.00	5.00	2.00				
Fire Inspector I/II	2.00	2.00	2.00	2.00	1.00	2.00				
Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00				
Firefighter	13.00	14.00	14.00	16.00	12.00	14.00				
Firefighter/Paramedic	17.00	16.00	16.00	14.00	18.00	16.00				
Secretary	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>57.00</b>	<b>57.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



**POLICE**



# Police Department



<b>POLICE DEPARTMENT</b>	<b>2011 Actuals</b>	<b>2012 Actuals</b>	<b>2013 Revised</b>	<b>Recommended 2014 Budget</b>
by Account Type				
SALARY	9,284,278	8,768,743	8,766,852	8,857,713
BENEFITS	3,516,674	3,855,663	4,004,992	4,609,438
SUPPLIES	370,518	366,269	312,000	285,000
PROF SERVICES, MAINT, REPAIR	569,116	581,210	475,482	502,940
INTRAGOVERNMENTAL SERVICES	519,750	499,400	499,400	605,830
UTILITIES, RENT, TRAINING	179,256	152,720	133,075	140,400
ADVERTISING, PROMOTION, DEBT	758	38	0	0
CAPITAL EXPENDITURES	15,893	27,173	84,000	0
<b>TOTAL POLICE DEPARTMENT</b>	<b>14,456,243</b>	<b>14,251,216</b>	<b>14,275,801</b>	<b>15,001,321</b>
by Cost Center				
POLICE ADMIN	1,686,323	1,518,522	2,312,209	2,659,013
POLICE COMMUNICATION	1,149,748	1,042,256	953,794	1,009,770
POLICE CAD/RMS	268,343	261,391	274,682	273,500
POLICE INVESTIGATION	858,838	839,392	1,208,680	1,103,992
POLICE PATROL	8,515,004	8,641,291	7,607,975	7,728,759
POLICE AUTO THEFT	152,099	163,471	0	155,523
POLICE TRAFFIC SAFETY	982,800	953,222	1,011,460	1,206,487
POLICE RECORDS	593,494	559,407	577,216	588,749
PARKING ENFORCEMENT	249,594	272,264	329,785	275,528
<b>TOTAL POLICE DEPARTMENT</b>	<b>14,456,243</b>	<b>14,251,216</b>	<b>14,275,801</b>	<b>15,001,321</b>

## **DEPARTMENT OVERVIEW**

The Police Department continues to provide services to the community and focuses on safeguarding the community through intelligent crime reduction strategies while working with the community on quality of life issues. The Department mission is to provide professional police services with innovation and excellence.

The Police Department strives to deliver a high degree of professional police services. The employees have found innovative ways to adjust deployment plans and utilize technology to increase efficiency in the delivery of service. In 2012-2013 the Department developed and implemented the Petaluma Policing Initiative. The program is based on Community Oriented Policing and it supports the Department in developing partnerships in the community to take on the challenges that may not fit in the traditional policing model. This style of policing fits perfectly with the make-up of the community. To accomplish the implementation of the Petaluma Policing Initiative, the Department was reorganized and a new Petaluma Policing Division was created that includes Department Support, Community Preservation, Community Education, School Support, and Professional Standards.

The Police Department is honored to serve this community and will continue to look for ways to deliver services in a more efficient and cost effective way while expanding partnerships in the city, the community and the region. The Department continues to live by its mission to provide professional police service with innovation and excellence.

## **2012-2013 MAJOR ACCOMPLISHMENTS AND HIGHLIGHTS**

Please see accomplishments and highlights in the narratives that follow.

## **2013-2014 DEPARTMENTAL GOALS, PROGRAM INITITIVES AND PRIORITIES**

Please see goals and priorities in the department narratives that follow.

## **ADMINISTRATION OVERVIEW**

The Administration, Communication, CAD/RMS and Records cost centers support the Administrative Services Division that is responsible for Communications, Records, Budget and Grant Management, Risk Management, Fleet and Facility Maintenance, and international professional accreditation (CALEA).

It is anticipated for fiscal year 2013-2014 that a full-time dispatcher will convert to a dispatch supervisor who will manage daily operations as well as cover staffing shortages or emergencies. The division will be adding a part-time dispatcher who will be funded through shared hours with another part-time dispatcher. This will not incur any additional funding.

## **2012-2013 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Launched the Petaluma Policing Initiative which included dividing the city into 15 smaller geographic districts with long term assignments of police officers, detectives, and sergeants. This program includes community meetings to share information

about crime as well as develop partnerships that support a unified approach to crime. Officers are reaching out to community groups to foster partnerships for problem solving. Community groups include such organizations as COTS, Petaluma People Services, Petaluma City Schools, Healthy Community Consortium, Petaluma Downtown Association, Petaluma Area Chamber of Commerce, and the Petaluma Health Care District.

- Reinstated a School Resource Officer at Petaluma High School. This program is designed to work with the schools to maintain a safe learning environment.
- Developed and implemented “Coplogic” online reporting for minor crimes. This program is designed as a convenience to citizens and a cost reduction while allowing staff to capture crime data that was not being traditionally reported.
- Coordinated a shared Records Management System (RMS) for the Bay Area, Sacramento Metro Area and San Bernardino Metro area. The system is called Coplink and provides investigators an investigative tool to conduct backgrounds on investigative leads. This program is funded by a federal grant and there is no cost to the City of Petaluma.
- Completed a comprehensive smoking ordinance as a City Council goal for *Healthy Development, Sustainability, and Economic Development*.

#### **2013-2014 DEPARTMENT GOALS, PROGRAM INITIATIVES and PRIORITIES**

- The Countywide Communication Consortium of the public safety agencies will be conducting an upgrade. No additional funding is needed and this goal is classified as a City goal under the *Petaluma Policing Initiative*.
- Finalize and implement a massage therapy ordinance to support and enhance the spa industry while reducing the complaints of illicit practices of a few establishments. This is a carryover City Council goal from 2012-2013 under the category *Healthy Development, Sustainability, and Economic Development*.
- Utilize grant money to expand and enhance a city closed circuit television network (CCTV).
- Develop strategies to expand the current building to facilitate the operational needs of the department. This issue is a City Council goal of *Supporting Public Safety*.
- Implement a higher degree of sophisticated analytical tools to help in response to community issues with an intelligent and well planned methodology. This issue is also a Council goal of *Supporting Public Safety*.
- Utilize every possible grant funding opportunity to grow services for the community while lowering the fiscal impact. This goal is also identified with the City Council goal of *Supporting Public Safety*.



1100.15100 POLICE ADMIN	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Recommended 2014 Budget</i>
SALARY	692,565	560,542	1,164,732	1,234,950
BENEFITS	285,901	268,994	530,502	694,293
SUPPLIES	12,668	13,711	11,000	10,000
PROF SERVICES, MAINT, REPAIR	40,246	66,996	10,000	12,540
INTRAGOVERNMENTAL SERVICES	519,750	499,400	499,400	605,830
UTILITIES, RENT, TRAINING	134,600	108,841	96,575	101,400
ADVERTISING, PROMOTION, DEBT	593	38	0	0
<b>TOTAL POLICE ADMIN</b>	<b>1,686,323</b>	<b>1,518,522</b>	<b>2,312,209</b>	<b>2,659,013</b>

1100.15200 POLICE COMMUNICATION	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Recommended 2014 Budget</i>
SALARY	934,591	828,216	762,192	790,365
BENEFITS	209,302	210,191	177,602	207,905
SUPPLIES	1,968	227	4,000	1,500
PROF SERVICES, MAINT, REPAIR	3,887	3,622	10,000	10,000
<b>TOTAL POLICE COMMUNICATION</b>	<b>1,149,748</b>	<b>1,042,256</b>	<b>953,794</b>	<b>1,009,770</b>

1100.15200 POLICE CAD/RMS	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Recommended 2014 Budget</i>
PROF SERVICES, MAINT, REPAIR	268,343	261,391	274,682	273,500
<b>POLICE CAD/RMS</b>	<b>268,343</b>	<b>261,391</b>	<b>274,682</b>	<b>273,500</b>

1100.15700 POLICE RECORDS	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Recommended 2014 Budget</i>
SALARY	441,304	421,437	427,821	421,253
BENEFITS	145,290	132,706	138,395	157,996
SUPPLIES	1,734	2,145	5,000	4,500
PROF SERVICES, MAINT, REPAIR	5,166	3,119	6,000	5,000
<b>POLICE RECORDS</b>	<b>593,494</b>	<b>559,407</b>	<b>577,216</b>	<b>588,749</b>

### **PATROL and PETALUMA POLICING OVERVIEW**

The Patrol Division is responsible for handling calls for service as well as specialized details. These specialized details are Gang Enforcement and Investigations, K-9, Dual Purpose Motorcycles, Jail Management, Peer Support, and the Field Training Program.

In fiscal year 2012-2013 the division launched the Petaluma Policing Initiative, which is central to Community Oriented Policing. This division is responsible for Department Support, Community Preservation, Community Education, School Resource Officer, Training, and Professional Standards. In fiscal year 2012-2013 the Petaluma Policing Division designed, developed and implemented a policing strategy that developed small geographical areas with officers assigned for prolonged periods of time. The assignments support a focused and directed delivery of service. The division also conducted a Citizens' Police Academy, and a junior police officer camp. The division was developed with the addition of a lieutenant, the reassignment of a sergeant from administrative services and the reassignment of an officer from patrol. The division is seeking grant money from the Office of Community Oriented Policing Services to add to and supplement the division.

### **2012-2013 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Implemented Petaluma Policing and conducted community meetings to share information about crime as well as develop partnerships for a unified approach to crime. Officers are reaching out to community groups to foster great partnerships for problem solving. Community groups include such organizations as COTS, Petaluma People Services, Petaluma City Schools, Healthy Community Consortium, Petaluma Downtown Association, Petaluma Area Chamber of Commerce, and the Petaluma Health Care District.
- Reinstated a School Resource Officer at Petaluma High School. This program is designed to work with the schools to maintain a safe learning environment.
- Started the Citizens' Academy with a full complement of community members to learn more about the Department and the profession.
- Developed and conducted the first Junior Officer Police Camp as a part of the Petaluma Policing Initiative. This program gave young students in the 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grades an opportunity to learn about policing during their spring break. They were exposed to all facets of the profession and the program was filled to capacity with a waiting list for the summer program.
- The Department was involved with many community events that provided a positive exposure in the community, including events such as The Special Olympics, Tip-a-Cop, Salvation Army Chiefs' Challenge, Crime Victims' Rights Week, Sexual Assault Awareness Month, Domestic Violence Awareness Month, and a recognition event for Sonoma County Volunteers.

### **2013-2014 DEPARTMENT GOALS, PROGRAM INITIATIVES and PRIORITIES**

- In conjunction with the Neighborhood Preservation Officer, the Police Department will develop local regulations for residential marijuana grow houses.
- Under the Petaluma Policing Initiative we look to grow our volunteers to 100 community members to support the daily operations and needs of the Department.

1100.15600 POLICE PATROL	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Recommended 2014 Budget</i>
SALARY	5,647,216	5,511,810	4,788,459	4,701,584
BENEFITS	2,324,033	2,630,286	2,400,716	2,625,775
SUPPLIES	336,641	336,758	282,000	260,000
PROF SERVICES, MAINT, REPAIR	146,407	91,385	100,300	102,400
INTRAGOVERNMENTAL SERVICES	0	0	0	0
UTILITIES, RENT, TRAINING	44,649	43,879	36,500	39,000
ADVERTISING, PROMOTION, DEBT	165	0	0	0
CAPITAL EXPENDITURES	15,893	27,173	0	0
<b>POLICE PATROL</b>	<b>8,515,004</b>	<b>8,641,291</b>	<b>7,607,975</b>	<b>7,728,759</b>

**SPECIAL OPERATIONS OVERVIEW**

The Special Operations Division is supported by Investigation, Auto Theft, Traffic Safety and Parking cost centers and is responsible for Investigations, Auto Theft Task Force, Narcotic Task Force, Special Event Permits, Public Information, Traffic, Parking Enforcement, SWAT and Hostage Negotiations. The division handles specialized service needs of the community as a supplemental force to the Patrol Division. In fiscal year 2012-2013 the division was able to secure and manage grants to support DUI enforcement, alcoholic beverage enforcement, as well as secure contract funding to cover services for community events. In FY 2013-2014 the division will again receive funding for DUI enforcement, alcoholic beverages enforcement, and contracts for community events.

**2012-2013 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Organized and presented the yearly *Every 15 Minutes* program which challenges high school students to think about the consequences of driving under the influence of alcohol or drugs.
- Secured and managed grants to support DUI enforcement, alcoholic beverage enforcement and funding to cover services for community events.

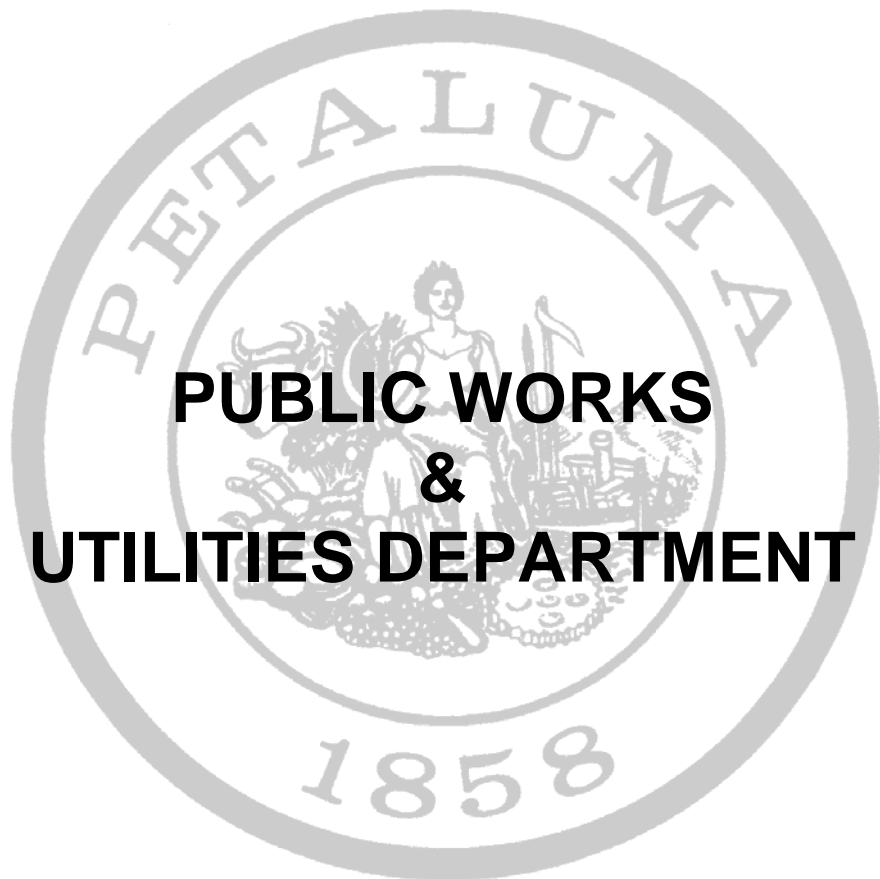
**2013-2014 DEPARTMENT GOALS, PROGRAM INITIATIVES and PRIORITIES**

- Staff a part-time Abandoned Vehicle Abatement Officer position to focus on neighborhood blight issues. This position will be completely funded through a county abatement fund with no cost to the City of Petaluma.
- Maintain program administrative and operational implementation of Avoid the 13, a countywide impaired driving enforcement initiative.
- Monitor registered sex offenders and maintain a 100% compliance rate and aggressively pursue enforcement of violations.
- Ensure compliance of DOJ automated prohibited persons system within Petaluma city limits. This program limits access by certain persons to firearms.

				<i>Recommended</i>
1100.15500 POLICE INVESTIGATION	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>2014 Budget</i>
SALARY	619,609	555,689	785,599	697,612
BENEFITS	222,950	235,732	402,581	386,880
SUPPLIES	4,644	4,293	5,500	5,500
PROF SERVICES, MAINT, REPAIR	11,635	43,678	15,000	14,000
<b>POLICE INVESTIGATION</b>	<b>858,838</b>	<b>839,392</b>	<b>1,208,680</b>	<b>1,103,992</b>
				<i>Recommended</i>
1100.15610 POLICE AUTO THEFT	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>2014 Budget</i>
SALARY	108,015	106,973	0	89,031
BENEFITS	44,084	56,498	0	66,492
<b>POLICE AUTO THEFT</b>	<b>152,099</b>	<b>163,471</b>	<b>0</b>	<b>155,523</b>
				<i>Recommended</i>
1100.15620 POLICE TRAFFIC SAFETY	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>2014 Budget</i>
SALARY	701,824	643,152	679,239	771,119
BENEFITS	248,200	283,702	316,721	420,368
SUPPLIES	8,495	4,396	2,500	2,500
PROF SERVICES, MAINT, REPAIR	24,281	21,972	13,000	12,500
<b>POLICE TRAFFIC SAFETY</b>	<b>982,800</b>	<b>953,222</b>	<b>1,011,460</b>	<b>1,206,487</b>
				<i>Recommended</i>
1100.15800 PARKING ENFORCEMENT	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>2014 Budget</i>
SALARY	139,154	140,924	158,810	151,799
BENEFITS	36,914	37,554	38,475	49,729
SUPPLIES	4,368	4,739	2,000	1,000
PROF SERVICES, MAINT, REPAIR	69,151	89,047	46,500	73,000
UTILITIES, RENT, TRAINING	7	0	0	0
CAPITAL EXPENDITURES	0	0	84,000	0
<b>PARKING ENFORCEMENT</b>	<b>249,594</b>	<b>272,264</b>	<b>329,785</b>	<b>275,528</b>

FULL TIME POSITIONS - ALLOCATION BY HOME DEPARTMENT										
FY 13-14										
	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 13-14			Internal	Successor	
	-----Authorized-----				Funded	General	Enterprise	Service	Agency	Other
DEPARTMENT POSITION	Positions	Positions	Positions	Positions	Positions	Fund	Funds	Funds	Funds	Funds
<b>POLICE</b>										
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00				
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00				
Community Service Officer	5.00	5.00	5.00	5.00	1.00	1.00				
Evidence Technician	1.00	1.00	1.00	1.00	1.00	1.00				
Police Captain	2.00	0.00	0.00	0.00	0.00	0.00				
Police Lieutenant	4.00	4.00	5.00	5.00	5.00	5.00				
Police Officer	60.00	60.00	60.00	60.00	47.00	46.00				1.00
Police Records Assistant II	5.50	5.50	5.50	5.50	4.50	4.50				
Parking Enforcement Officer	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				
Police Sergeant	10.00	10.00	10.00	10.00	9.00	9.00				
Public Safety Dispatcher	12.00	12.00	12.00	12.00	9.00	9.00				
Neighbor. Pres. Coord.	1.00	1.00	1.00	1.00	1.00	0.55	0.45			
Public Safety Comm Mgr	1.00	1.00	1.00	1.00	0.00	0.00				
Secretary	1.00	1.00	1.00	1.00	0.00	0.00				
<b>Total Police</b>	<b>107.50</b>	<b>105.50</b>	<b>106.50</b>	<b>106.50</b>	<b>82.50</b>	<b>81.05</b>	<b>0.45</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>



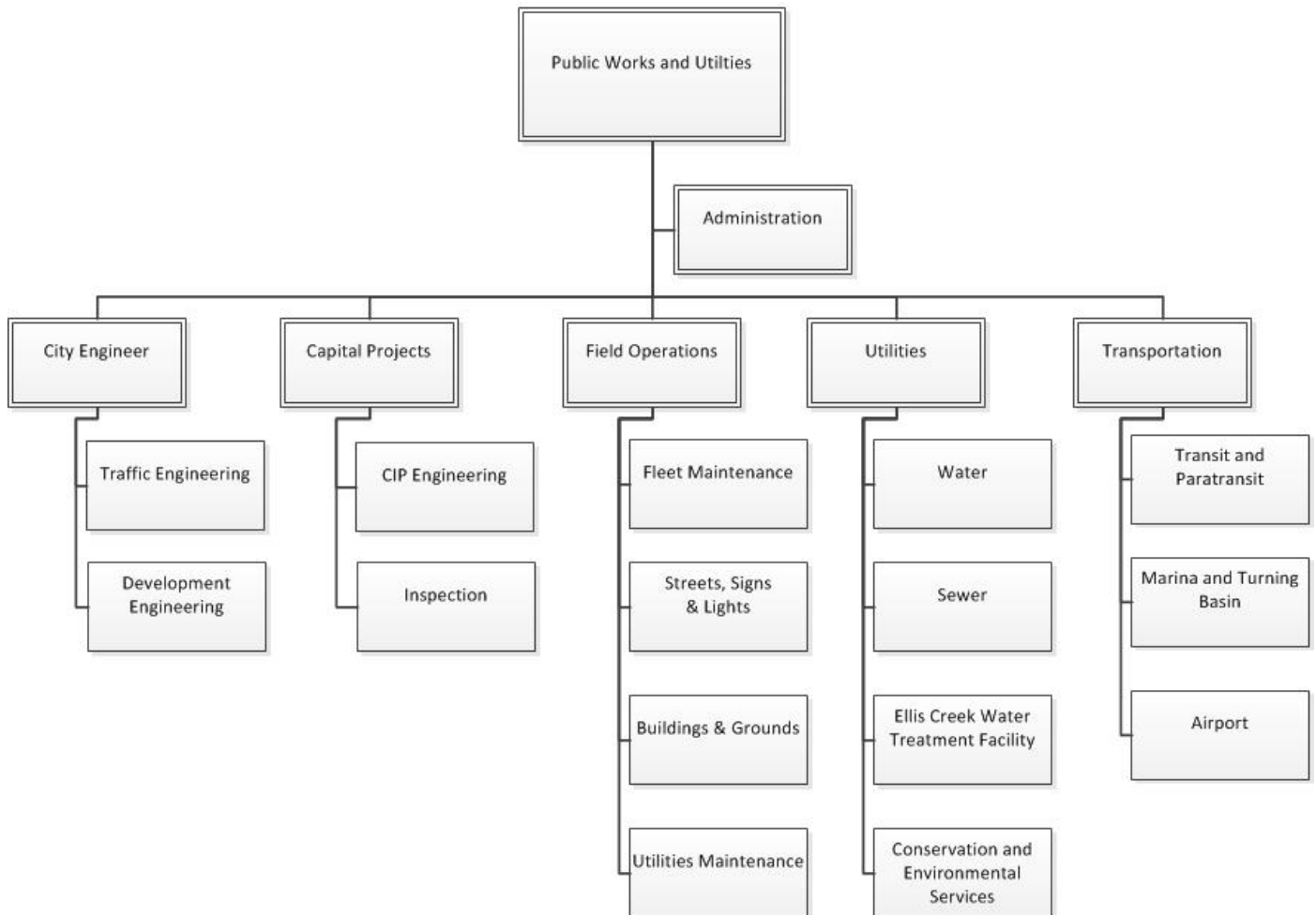


**PUBLIC WORKS  
&  
UTILITIES DEPARTMENT**





### Public Works and Utilities Department



	<i>Recommended</i>			
<b>PUBLIC WORKS DEPARTMENT</b>	<b>2011 Actuals</b>	<b>2012 Actuals</b>	<b>2013 Revised</b>	<b>2014 Budget</b>
by Account Type				
SALARY	7,679,239	7,264,811	7,815,706	8,062,741
BENEFITS	2,292,493	2,539,839	2,643,480	3,206,695
SUPPLIES	7,154,224	8,815,533	9,384,927	10,769,850
PROF SERVICES, MAINT, REPAIR	7,544,383	5,319,423	22,244,019	22,032,017
INTRAGOVERNMENTAL SERVICES	2,201,584	2,350,694	2,396,520	2,736,030
UTILITIES, RENT, TRAINING	2,929,192	2,874,226	3,036,721	2,927,029
ADVERTISING, PROMOTION, DEBT	11,830,840	12,290,773	11,614,297	11,526,967
CAPITAL EXPENDITURES	312,499	703,074	1,177,581	1,732,890
TRANSFERS	2,847,428	41,755,929	23,358,001	19,980,189
<b>TOTAL PUBLIC WORKS DEPARTMENT</b>	<b>44,791,882</b>	<b>83,914,302</b>	<b>83,671,252</b>	<b>82,974,408</b>
by Cost Center				
PUB WORKS ADMIN	896,355	1,044,826	310,977	345,104
PUB WORKS ENGINEERING DEVELOPMENT	373,440	218,313	204,352	309,913
PUB WORKS ENGINEERING CIP	20,796	45,566	133,597	84,123
PUB WORKS ENGINEERING TRAFFIC	50,694	54,739	40,050	33,610
PUB WORKS BLDG/FACILITY MAINTENANCE	648,606	631,848	632,790	620,313
PUB WORKS AUTO/EQUIP MAINT SHOP	227,987	232,725	228,944	187,035
PUB WORKS STREET SIGNALS	265,921	4,124	0	0
PUB WORKS STREET SIGNS	138	279	0	0
PUB WORKS STREET LIGHTS	226	65-	0	0
PUB WORKS PARKS MAINTENANCE	1,863,949	1,386,626	1,453,887	1,446,018
PUB WORKS TURNING BASIN/D ST BRIDGE	18,311	11,716	11,300	11,300
GAS TAX	1,593,548	2,206,426	1,184,967	1,284,500
STREET MAINTENANCE (HUT)	1,962,690	1,826,238	2,751,061	2,483,391
STREET SIGNS AND MARKINGS	0	0	597,833	567,176
STREET SIGNALS AND LIGHTS	0	0	592,748	637,508
SOLID WASTE CONTRACT MGMT	0	0	0	44,267
STREET RECONSTRUCTION	25,350	296,559	0	0
STREET MAINTENANCE (FF VEH IMPACT)	394,120	1,900,228	0	0
LAD ADMIN/OPERATIONS	396,834	395,248	382,983	328,589
TOT-COMMUNITY PROMO	1,143,797	1,324,229	1,373,939	1,483,939
AIRPORT ADMIN/OPERATIONS	916,764	1,813,953	975,360	1,147,918
AIRPORT FUELING	664,440	782,007	824,100	755,600
AIRPORT HANGARS	48,826	48,105	44,550	45,550
AIRPORT CAPITAL PROJECTS	0	0	0	185,000
MARINA ADMIN/OPERATIONS	504,695	530,191	407,020	429,302
MARINA CAPITAL PROJECT	42,697	40,240	100,000	0
TRANSIT ADMIN	2,035,309	192,145	70,950	1,333,036
CITY ROUTES	1,462,600	1,661,240	2,796,782	1,950,375
PARATRANSIT	642,264	667,313	791,208	948,761
TRANSIT CAPITAL PROJECTS	0	0	1,253,000	1,179,000
WASTE WATER ADMIN	10,714,230	29,610,159	24,024,239	23,001,850
WASTE WATER COLLECT SYSTEM	1,084,608	1,465,296	1,633,198	1,534,144
WASTE WATER CUSTOMER SVC	121,998	101,011	344,893	311,651
WASTE WATER INDUSTRIAL	304,471	347,531	386,053	496,673
WASTE WATER RECLAMATION	555,330	793,302	925,375	695,698
WASTE WATER STORM DRAIN	587,655	388,501	234,985	144,372
WASTE WATER ELLIS CREEK OPERAIONS	3,971,088	4,141,827	4,804,707	4,872,472
WASTE WATER CIP	29,736	9,362,469	9,597,565	11,214,000
WATER ADMIN	3,070,595	7,561,077	7,704,807	6,539,003
WATER CONSERVATION	661,034	578,012	750,696	660,148
WATER CUSTOMER SERVICES	612,279	863,925	873,000	899,887
WATER LEAK DETECT/CROSS CONNECT	30,664	120,625	119,047	120,162
WATER PUMPING	145,284	80,347	152,604	147,100
WATER SOURCE OF SUPPLY	4,389,860	5,048,916	5,679,202	7,067,150
WATER TRANSMISSION & DISTRIBUTION	2,312,693	2,732,193	2,996,129	2,798,250
WATER CAPITAL PROJECTS	0	3,241,967	5,718,120	4,160,000
STORM DRAINAGE UTILITY	0	162,323	564,234	470,520
<b>TOTAL PUBLIC WORKS DEPARTMENT</b>	<b>44,791,882</b>	<b>83,914,300</b>	<b>83,671,252</b>	<b>82,974,408</b>

### **DEPARTMENT OVERVIEW**

The Public Works and Utilities Department is responsible for operation and maintenance of the City's public facilities; transportation systems; streets and traffic control devices; and water, wastewater and stormwater infrastructure. Major service areas include: engineering design, construction and inspection of public and private improvements; traffic engineering; operation of the City's transit system, airport, marina, and turning basin; maintenance of parks, building facilities and fleet equipment; and 24/7 operation and monitoring of the potable water distribution, pumping and storage systems, the wastewater collection, treatment and recycling systems, and the stormwater and flood management systems. 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 is a result of merging the former Public Works, and Water Resources and Conservation Departments. The new Public Works and Utilities Department enhances sharing of resources and cross training of existing personnel, and maximizes efficiencies to provide optimum public service within existing constraints. The final steps in the reorganization process are underway and results in consolidation of forces and reassessment of service delivery processes.

### **2012-2013 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- See these items within divisional narratives.

### **2013-2014 DEPARTMENT GOALS, PROGRAM INITIATIVES and PRIORITIES**

- See these items within divisional narratives.

**ADMINISTRATION OVERVIEW**

Administration serves as liaison between department staff, City Manager and City Council to ensure that department activities and priorities align with those of City Council and the General Plan. The management and support functions provided by administrative staff promote accountability, collaboration and sound fiscal oversight among the department's various operating divisions. Customer service staff answers customer inquiries regarding water-billing questions, meter reads, coordinates field service orders, conducts water turn-ons and shut-offs, and supports the utility billing system.

This division reimburses for services provided by the General Fund for General Fund administrative overhead, risk management, and information technology, and pays the debt on the Revenue bonds, and the State Revolving Fund Loan.

**2012-2013 ACCOMPLISHMENTS and HIGHLIGHTS**

- Relocation and consolidation of administrative functions into a “pooled” system under the current administrative assistant.
- Customer service improvements with completion of the voice mail system for emergency calls and no longer in need of Police dispatch services, saving Police budget.
- Implemented Eden Contract Administration Module.
- Water Field Office staff managed 8,250 telephone inquiries over the last twelve months.
- Implemented records retention protocol to reduce non-essential files.

**2013-2014 PROGRAM INITIATIVES and PRIORITIES**

- Cross training of administrative staff.
- Evaluate improvements needed to asset management and customer request tracking systems.

<u>16100 PUB WORKS ADMIN</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
SALARY	230,262	114,870	82,004	45,714
BENEFITS	55,210	26,100	20,693	12,590
SUPPLIES	5,788	4,668	9,400	7,000
PROF SERVICES, MAINT, REPAI	80,047	58,725	37,500	60,550
INTRAGOVERNMENTAL SERVICE	204,900	149,580	149,580	208,350
UTILITIES, RENT, TRAINING	16,426	12,155	11,100	10,200
ADVERTISING, PROMOTION, DEB	1,098	489	700	700
CAPITAL EXPENDITURES	302,624	678,239	0	0
<b>TOTAL PUB WORKS ADMIN</b>	<b>896,355</b>	<b>1,044,826</b>	<b>310,977</b>	<b>345,104</b>

66100 WASTE WATER ADMIN	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Recommended 2014 Budget</i>
SALARY	393,883	309,248	403,564	363,773
BENEFITS	97,509	131,996	117,445	141,247
SUPPLIES	15,169	10,510	25,500	25,500
PROF SERVICES, MAINT, REPAIR	540,847	194,252	336,000	370,000
INTRAGOVERNMENTAL SERVICES	761,450	696,530	696,530	782,130
UTILITIES, RENT, TRAINING	45,817	40,288	60,000	60,000
ADVERTISING, PROMOTION, DEBT	8,823,753	9,013,233	9,750,200	9,753,200
CAPITAL EXPENDITURES	0	0	210,000	410,000
TRANSFERS	35,802	19,214,102	12,425,000	11,096,000
<b>TOTAL WASTE WATER ADMIN</b>	<b>10,714,230</b>	<b>29,610,159</b>	<b>24,024,239</b>	<b>23,001,850</b>

67100 WATER ADMIN	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Recommended 2014 Budget</i>
SALARY	510,799	441,826	500,560	347,426
BENEFITS	79,414	114,315	133,337	131,217
SUPPLIES	68,445	28,416	25,500	25,500
PROF SERVICES, MAINT, REPAIR	124,098	134,111	398,000	409,000
INTRAGOVERNMENTAL SERVICES	580,050	394,000	394,000	465,500
UTILITIES, RENT, TRAINING	55,273	53,245	78,000	67,000
ADVERTISING, PROMOTION, DEBT	1,641,572	1,525,796	666,140	663,360
CAPITAL EXPENDITURES	0	0	270,000	270,000
TRANSFERS	10,944	4,869,368	5,239,270	4,160,000
<b>TOTAL WATER ADMIN</b>	<b>3,070,595</b>	<b>7,561,077</b>	<b>7,704,807</b>	<b>6,539,003</b>

**DEVELOPMENT ENGINEERING OVERVIEW**

Development Engineering addresses site development, encroachments, and traffic engineering with the City Engineer, Traffic Signal and Street Light Technicians, part-time traffic engineer, senior traffic technician, public works inspection of privately funded developments and contract land surveyors. Staff reviews, approves, and inspects engineering elements of private development projects to assure conformance to City policies, ordinances, resolutions, codes, and standards. Projects include tentative maps, environmental impact reports, conditional use permits, certificates of compliance, and site plans. Development engineering staff approve subdivision improvement plans, public improvements, plot maps, final parcel maps, lot line adjustments and mergers; and maintains the City's street design and construction standards. Division staff provides code enforcement and issues encroachment permits for work within the public right of way and public easements. City Engineer serves as the Floodplain Administrator and administers the FEMA National Flood Insurance Program, manages the City's ADA (American Disability Act) Transition Plan, and oversees the City's Phase II Stormwater Program. Traffic engineering staff reviews traffic infrastructure improvements, traffic impacts caused by private development, and other projects affecting public streets. Traffic signal technicians perform preventative maintenance and operation of the traffic signal and street light systems including nearly 6,000 City-owned street lights and 50 traffic signal controls, and respond to nearly 1,500 requests for

underground service alerts per year. The City Engineer staffs the Pedestrian and Bicycle Advisory Committee; and participates in the Countywide Pedestrian and Bicycle, and the Sonoma-Marina Area Rail Transit (SMART) advisory committees.

### **2012-2013 ACCOMPLISHMENTS and HIGHLIGHTS**

- Completed and implemented phase I of the coordinated traffic signal timing on the East Washington Street corridor. Timing will be implemented in two phases, the first during construction of the East Washington/US101 interchange improvements and the second, after the interchange improvements have been completed.
- Completed design and implementation of coordinated signal timing on both North McDowell Boulevard and Sonoma Mountain Parkway. The City was awarded a grant for \$100,000 from the Sonoma County Transportation Agency for this project.
- Inspected development of East Washington Place Shopping Center including improvements to East Washington Street, Kenilworth Drive, Johnson Drive, the Petaluma Swim Center, as well as on-site improvements.
- Completed draft versions of flood insurance rate maps, held 2 public workshop informational hearings and completed three month FEMA required technical review period.
- Repaired 467 streetlights and performed annual preventive maintenance inspections for City's traffic signal system.
- Reviewed and approved 633 encroachment permits.
- Completed review of the hydraulic and hydrologic design for the Deer Creek development and approved the first round of building permit applications.

### **2013-2014 PROGRAM INITIATIVES and PRIORITIES**

- Implementation of the City's updated ADA Transition Plan adopted by the City Council in January 2011.
- Coordinate traffic signal, intersection, rail alignment, regional trail multi-use path (MUP) and station improvements with the Sonoma Marin Area Rail Transit (SMART) for future passenger train services.
- Implement safe routes to School Projects using Federal Safe Routes to School grant funds.
- Update City's roadway design and construction standards and specifications.
- Implement on-line encroachment and transportation permit tracking system.
- Assist forward planning in updating the City's Pedestrian and Bicycle Plan.
- Update the City's street cut policy based on current best management practices to maximize longevity of pavement sections.
- Reinstigate City's Sidewalk Program.
- Increase energy efficiency efforts, and monitor/track energy savings for streetlights and traffic signals. Program to include LED retrofit through PG&E zero percent interest, on-bill

financing program. In addition to PG&E programs, explore additional funding opportunities for streetlight retrofitting.

- Maintain current Class 6 Community Rating System rating through the National Flood Insurance Program to preserve existing 20 percent flood insurance premium discount to homeowner's within the special flood hazard area.
- Complete the Flood Insurance Rate Map remapping process with the Federal Emergency Management Agency. Maps scheduled to become effective in fall of 2013.

<u>16220 PW ENGINEERING TRAFFIC</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
SALARY	48,788	53,517	38,850	31,779
BENEFITS	997	993	0	631
SUPPLIES	825	130	100	100
PROF SERVICES, MAINT, REPAIR	10	0	0	0
UTILITIES, RENT, TRAINING	74	99	1,100	1,100
<b>TOTAL PW ENGINEERING TRAFFIC</b>	<b>50,694</b>	<b>54,739</b>	<b>40,050</b>	<b>33,610</b>

<u>16200 PW ENGINEERING DEV</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
SALARY	275,783	160,804	143,957	212,378
BENEFITS	86,844	50,197	47,720	84,860
SUPPLIES	6,137	4,694	5,125	4,950
PROF SERVICES, MAINT, REPAIR	1,145	221	5,850	5,700
UTILITIES, RENT, TRAINING	3,531	2,397	1,700	2,025
<b>TOTAL PW ENGINEERING DEV</b>	<b>373,440</b>	<b>218,313</b>	<b>204,352</b>	<b>309,913</b>

<u>16510 PW STREET SIGNALS</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
SALARY	181,423	0	0	0
BENEFITS	61,210	4-	0	0
SUPPLIES	4,551	557	0	0
PROF SERVICES, MAINT, REPAIR	16,430	2,888	0	0
UTILITIES, RENT, TRAINING	2,307	683	0	0
<b>TOTAL PW STREET SIGNALS</b>	<b>265,921</b>	<b>4,124</b>	<b>0</b>	<b>0</b>

<u>2411.24112 STREET SIGNALS &amp; LIGHTS</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
SALARY	0	0	144,421	178,692
BENEFITS	0	0	64,227	74,716
SUPPLIES	0	0	16,000	6,000
PROF SERVICES, MAINT, REPAIR	0	0	60,000	70,000
UTILITIES, RENT, TRAINING	0	0	300,600	300,600
CAPITAL EXPENDITURES	0	0	7,500	7,500
<b>TOTAL STREET SIGNALS AND LIGHTS</b>	<b>0</b>	<b>0</b>	<b>592,748</b>	<b>637,508</b>

## **CAPITAL PROJECTS AND ENGINEERING OVERVIEW**

The Capital Projects and Engineering Division staff manages preliminary and final design, permitting, and construction of the City's infrastructure improvements integrating green and sustainable practices whenever possible. Division staff develops the annual water and sewer main replacement priorities and set pavement maintenance goals. Capital infrastructure improvements address needs to roads; bridges; water and wastewater facilities; trails and parks; public buildings; drainage and flood control systems; and airport, marina, and transit facilities. The Capital Project team, consisting of a manager, project managers, engineers, inspectors, and technical staff, drives projects from conception to completion by effectively managing the project budgets, design teams, and construction contractors; and, collaborating with City departments and funding agencies. Division staff inspects private construction within the public right-of-way, and City CIP projects.

### **2012-2013 ACCOMPLISHMENTS and HIGHLIGHTS**

- East Washington Street Interchange Project: On-going, with the City providing significant inspection and utility coordination services with Caltrans during construction.
- Old Redwood Highway Interchange Project: City coordination with Caltrans and SCTA resulted in design completion by mid-2012 and construction beginning January 2013.
- Rainier Cross-Town Connector Project: Finalizing the environmental document to incorporate the undercrossing structure into design of the Marin Sonoma Narrows C-2 widening project and project coordination continues with SCTA and Caltrans. MTC (Metropolitan Transportation Commission) placed environmental phase on current RTP (Regional Transportation Plan).
- Completed construction of Sonoma Mountain Parkway Rehabilitation; East Washington Street 18" Water Main Replacement, Phase 1, Hwy 101 to Edith; and, replacement of sewer pumps at the Pond Influent Pump Station.
- Completed Design and started construction on the Old Redwood Highway interchange project; Wilmington Pump Station Upgrade project; Victoria Pump Station Upgrade project; East Washington Street 18" Water Main Replacement Project Phase 2, Ellis to River; Halsey Ave , Glendon Way and G Street Sewer and Water Main Replacement Project; and, Recycled Water Pump Station Upgrades Project.
- Relocated and consolidated engineering and project management staff from the former WRC and PW Departments into a single location at the Water Field Office.

### **2013-2014 PROGRAM INITIATIVES and PRIORITIES**

- Construct the Wiseman Park restroom.
- Complete redesign of East Washington Park, Phase 1, solicit bids, assure sufficient funding is in place and award construction contract.



- Complete design for the rehabilitation of aircraft apron parking area and southwest taxiway.
- Complete construction of East Washington Street 18" Water Main Replacement Project Phase 2, Ellis to River.
- Complete construction of the Wilmington Pump Station Upgrade project.
- Complete construction of the Victoria Pump Station Upgrade project.
- Complete construction of the Recycled Water Pump Station Upgrades Project.
- Complete construction of Halsey Ave and Glendon Way and G Street Sewer and Water Main Replacement Project.
- Complete ECWRF Solids Handling Assessment and scope projects for accepting High Strength Waste
- Complete Construction of ECWRF Headworks Screen Replacement.
- Complete Construction of SCADA installation to Wastewater Pump Stations.
- Complete design and start construction of Mission Drive, to Middlefield 2" Water Main Replacement project.
- Complete design and start construction of Mission Drive, McNear backyard, Cherry Street, and Wallace Court Sewer Main Replacement project.
- Complete construction on Phase II Manhole Replacement Project.
- Complete Design of Copeland Pump Station.
- Complete Design and Construction of Water Service Replacements.
- Complete Design and Construction of Western Avenue Water Main Extension.
- Complete Design and Construction of Park Place and McDowell Wells. Payran Flood Control Project: Work with the Army Corps of Engineers for construction of the Sheet pile Wall Extension, Pile Cap Repair and Embankment Slide Report project; and on completion of the operations and maintenance (O & M) manual for the flood control project.
- Develop a Capital Pavement Maintenance plan introducing new pavement prescriptions such as micro and cape seals into the City's tools to more efficiently improve pavement condition.
- Update the water and sewer line replacement program goals on a rolling five-year basis.
- Replace vacant engineering and project management positions to increase capacity of division.

16210 PW ENGINEERING CIP	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Recommended 2014 Budget</i>
SALARY	16,662	34,344	110,516	58,175
BENEFITS	3,708	9,991	21,081	24,573
SUPPLIES	88	130	500	250
UTILITIES, RENT, TRAINING	338	1,101	1,500	1,125
<b>PUB WORKS ENGINEERING CIP</b>	<b>20,796</b>	<b>45,566</b>	<b>133,597</b>	<b>84,123</b>

### **FIELD OPERATIONS OVERVIEW**

Operations includes equipment (fleet) services, streets, water repair, water operations, customer billing and backflow prevention tasks, sewer collections, storm water, and sign and striping crews. The street crew performs pothole-patching, overlays, trench repair, crack sealing, weed abatement within public rights-of-way, debris removal, and flood response. Typically, the crew applies fifteen to twenty tons of asphalt per week in the off-season and two hundred to four hundred tons in a season. Streets staff provides on-call service to operate the D Street Bridge. Equipment Services maintains and repairs the City vehicles and equipment. Staff oversees cost-efficient purchasing and surplus of equipment, and monitors fueling operations. The sign and striping crew installs and maintains regulatory, directional, street, and special signs; and, applies traffic markings such as crosswalks, fog lines, bike lanes, reflectors, painted curbs and yellow traffic buttons.

Potable water is purchased from the Sonoma County Water Agency and distributed to customers through nine pump stations, eleven storage reservoirs with 13.1 million gallons of capacity, five pressure zones, and over 270 miles of pipeline. Water operations staff continually monitor and adjust pressure and flow of water to meet customer demands. Operators are responsible for operation and maintenance of twenty-one wells and related equipment, of which six are active, five are on standby and 10 are inactive; water pump stations; and reservoirs. Personnel take water quality samples and adjust disinfection equipment to assure all regulatory standards are met.

Water crews operate, maintain and repair transmission and distribution pipeline, including 19,627 fully metered customer services, and over 7,100 valves and appurtenances. Crews replace aging and deteriorated water mains and services to improve fire flows and system efficiency. Water crews prevent outside contamination from entering the City's water system from cross connections between an untreated source of water and the City's potable water system.

Customer Service staff answers customer billing inquiries, reads meters, coordinates field service orders, conducts water turn-ons and shut-offs, and supports the utility billing system. Staff reads over 19,700 City water meters every 30 days, and performs minor meter and leak repairs while the Water Crew performs larger repairs. This division's three customer service representatives work closely with the Finance Department to investigate and resolve customer-billing inquiries. Each year the City adds approximately 100 to 300 new water utility customers.

Stormwater crews clear, clean, and maintain the storm water drainage system consisting of approximately 780 storm drain catch basins, culverts and open ditches to prevent stormwater from entering the sewer collection system. Storm water management includes a flood alert system and storm water pump stations located at Payran, Vallejo and Wilson Streets. The system monitors rain fall within the Petaluma River watershed and river water level, and signals an alarm if a flood is imminent. The sewer collection system consists of more than 190 miles of sewer mains, and nine pump stations to transport raw wastewater from customers to the ECWRF for treatment. Sewer crews inspect problem pipes with remote control TV cameras that are inserted in the sewer mains; and repairs or cleans using a high pressure water jet vacuum truck when needed. Personnel reconstruct lines and install new manholes.

### **2012-2013 ACCOMPLISHMENTS and HIGHLIGHTS**

- The streets crew successfully began overlaying streets with formerly idled equipment. This resulted in reduced time spent repeatedly potholing areas.
- The sign crew refurbished the sign machine and completed trimming trees and changing signs throughout the city.
- Cleaned 69 miles of sewer pipeline and inspected 30 miles of sewer pipeline.
- Customer service read 212,652 meters.
- Phase 4 and 5 of the Automatic Meter Reader (AMR) project completed with the action of installation of over 2,918 more AMR's.
- The water system distributed 2.891 billion gallons of potable water during calendar year 2012 and produced 63 million gallons from local supply.
- Made significant repairs to sewer mains at 81 locations; performed valve control on approximately 5,000 gate valves; and, conducted 77 water main repairs and 344 water service repairs.
- 1,115 Storm Water catch basins inspected and cleaned, and removed 6,308 cubic yards of debris from managed channels.
- Conducted 1,250 Underground Service Alert Utility Locates.
- Opened and closed the D Street Bridge for approximately 800 recreational and 80 commercial vessels.

### **2013-2014 PROGRAM INITIATIVES and PRIORITIES**

- Acquire and implement a new CMMS (computerized maintenance management system) for all field operation crews including backflow prevention program.
- Research and implement in-house pavement maintenance options including improving crack sealing and patching techniques. Purchase necessary equipment.
- Install approximately 5,000 AMR water meters.
- Continue overlays and crack sealing, implement five-year plan.
- Implement five-year plan to thermo major intersections and school crossings.
- Develop reservoir-refinishing strategy.
- Develop plan to increase groundwater capacity to meet SCWA goals of 40% local production capability during droughts and other water delivery curtailments.

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	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Recommended 2014 Budget</i>
<b>16400 PW AUTO/EQUIP MAINT SHOP</b>				
SALARY	182,628	165,249	158,588	120,450
BENEFITS	50,724	50,707	54,056	50,285
SUPPLIES	8,273	8,983	9,000	9,000
PROF SERVICES, MAINT, REPAIR	1,400	6,344	6,200	6,200
UTILITIES, RENT, TRAINING	458	364	1,100	1,100
ADVERTISING, PROMOTION, DEBT	1,050	1,078	0	0
<b>TOTAL PW AUTO/EQUIP MAINT SHOP</b>	<b>227,987</b>	<b>232,725</b>	<b>228,944</b>	<b>187,035</b>
<b>16600 PW TURNING BASIN/D ST BRIDGE</b>				
SUPPLIES	2,162	2,008	2,800	2,300
PROF SERVICES, MAINT, REPAIR	7,300	305	2,000	1,000
UTILITIES, RENT, TRAINING	8,849	9,403	6,500	8,000
<b>TOTAL PW TURNING BASIN/D ST BRIDGE</b>	<b>18,311</b>	<b>11,716</b>	<b>11,300</b>	<b>11,300</b>
<b>2400.24100 GAS TAX</b>				
SALARY	0	10,248	0	0
SUPPLIES	0	4,183	0	0
PROF SERVICES, MAINT, REPAIR	31,957	34,412	33,500	33,500
INTRAGOVERNMENTAL SERVICES	1,000	1,000	1,000	1,000
UTILITIES, RENT, TRAINING	298,591	310,329	0	0
TRANSFERS	1,262,000	1,846,254	1,150,467	1,250,000
<b>TOTAL GAS TAX</b>	<b>1,593,548</b>	<b>2,206,426</b>	<b>1,184,967</b>	<b>1,284,500</b>
<b>2411.24110 STREET MAINTENANCE</b>				
SALARY	920,471	1,053,741	680,772	706,329
BENEFITS	288,649	380,816	295,889	375,362
SUPPLIES	75,559	39,713	225,500	337,500
PROF SERVICES, MAINT, REPAIR	45,301	40,358	10,500	69,200
INTRAGOVERNMENTAL SERVICES	91,650	102,190	102,190	133,000
UTILITIES, RENT, TRAINING	2,581	36,814	46,700	26,300
ADVERTISING, PROMOTION, DEBT	59,797	60,771	59,850	700
CAPITAL EXPENDITURES	0	24,835	75,000	90,000
TRANSFERS	478,682	87,000	1,254,660	745,000
<b>TOTAL STREET MAINTENANCE</b>	<b>1,962,690</b>	<b>1,826,238</b>	<b>2,751,061</b>	<b>2,483,391</b>
<b>2411.24111 STREET SIGNS &amp; MARKINGS</b>				
SALARY	0	0	328,835	296,189
BENEFITS	0	0	120,998	130,487
SUPPLIES	0	0	83,000	80,000
PROF SERVICES, MAINT, REPAIR	0	0	50,000	50,000
UTILITIES, RENT, TRAINING	0	0	0	500
CAPITAL EXPENDITURES	0	0	15,000	10,000
<b>TOTAL STREET SIGNS &amp; MARKINGS</b>	<b>0</b>	<b>0</b>	<b>597,833</b>	<b>567,176</b>

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<u>24120 STREET RECONSTRUCTION</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
INTRAGOVERNMENTAL SERVICES	350	0	0	0
TRANSFERS	25,000	296,559	0	0
<b>TOTAL STREET RECONSTRUCTION</b>	<b>25,350</b>	<b>296,559</b>	<b>0</b>	<b>0</b>
<u>24130 STREET MAINTENANCE</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
SALARY	0	11,783	0	0
BENEFITS	0	3,129	0	0
SUPPLIES	169,484	336,968	0	0
PROF SERVICES, MAINT, REPAIR	163,221	210,844	0	0
INTRAGOVERNMENTAL SERVICES	9,600	9,750	0	0
UTILITIES, RENT, TRAINING	11,122	9,914	0	0
CAPITAL EXPENDITURES	5,693	0	0	0
TRANSFERS	35,000	1,317,840	0	0
<b>STREET MAINTENANCE (FF VEH IMPACT)</b>	<b>394,120</b>	<b>1,900,228</b>	<b>0</b>	<b>0</b>
<u>66200 WASTE WATER COLLECT SYSTEM</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
SALARY	461,898	631,668	709,295	621,142
BENEFITS	94,048	228,339	178,353	254,752
SUPPLIES	99,105	139,663	149,500	47,000
PROF SERVICES, MAINT, REPAIR	166,643	230,097	300,000	340,000
INTRAGOVERNMENTAL SERVICES	24,300	24,650	24,650	24,650
UTILITIES, RENT, TRAINING	231,252	210,429	221,400	206,600
ADVERTISING, PROMOTION, DEBT	7,362	450	25,000	15,000
CAPITAL EXPENDITURES	0	0	25,000	25,000
<b>TOTAL WASTE WATER COLLECT SYSTEM</b>	<b>1,084,608</b>	<b>1,465,296</b>	<b>1,633,198</b>	<b>1,534,144</b>
<u>66300 WASTE WATER CUSTOMER SVC</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
SALARY	127,875	161,821	176,158	146,566
BENEFITS	54,800	92,074	46,635	42,885
SUPPLIES	2,325	1,026	2,300	2,300
PROF SERVICES, MAINT, REPAIR	62,152	64,113	75,800	75,600
INTRAGOVERNMENTAL SERVICES	6,300	6,400	6,400	6,400
ADVERTISING, PROMOTION, DEBT	132,914	224,423	34,600	34,900
CAPITAL EXPENDITURES	1,460	0	3,000	3,000
<b>TOTAL WASTE WATER CUSTOMER SVC</b>	<b>121,998</b>	<b>101,011</b>	<b>344,893</b>	<b>311,651</b>
<u>66600 WASTE WATER STORM DRAIN</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
SALARY	222,275	161,380	120,136	60,241
BENEFITS	84,859	68,938	55,523	26,356
SUPPLIES	40,455	30,005	28,250	27,750
PROF SERVICES, MAINT, REPAIR	192,473	78,674	18,500	18,500
INTRAGOVERNMENTAL SERVICES	13,050	9,938	6,625	6,625
UTILITIES, RENT, TRAINING	20,270	10,162	5,950	4,900
ADVERTISING, PROMOTION, DEBT	14,273	29,404	1	0
<b>TOTAL WASTE WATER STORM DRAIN</b>	<b>587,655</b>	<b>388,501</b>	<b>234,985</b>	<b>144,372</b>

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<u>67300 WATER CUSTOMER SVC</u>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Recommended 2014 Budget</i>
SALARY	328,012	364,536	368,961	344,988
BENEFITS	131,646	144,978	126,439	141,059
SUPPLIES	3,106	2,881	7,500	7,500
PROF SERVICES, MAINT, REPAIR	81,794	83,892	102,800	102,800
INTRAGOVERNMENTAL SERVICES	15,100	207,600	207,600	243,840
UTILITIES, RENT, TRAINING	195	745	700	700
ADVERTISING, PROMOTION, DEBT	50,966	59,293	56,000	56,000
CAPITAL EXPENDITURES	1,460	0	3,000	3,000
<b>TOTAL WATER CUSTOMER SERVICES</b>	<b>612,279</b>	<b>863,925</b>	<b>873,000</b>	<b>899,887</b>
<u>67400 WTR LEAK DETECT/CROSS CONNECT</u>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Recommended 2014 Budget</i>
SALARY	20,687	78,984	76,259	72,259
BENEFITS	1,933	36,620	29,938	35,053
SUPPLIES	620	283	500	500
PROF SERVICES, MAINT, REPAIR	1,307	1,888	3,000	3,000
INTRAGOVERNMENTAL SERVICES	2,800	2,850	2,850	2,850
UTILITIES, RENT, TRAINING	2,055	0	1,500	1,500
CAPITAL EXPENDITURES	1,262	0	5,000	5,000
<b>WATER LEAK DETECT/CROSS CONNECT</b>	<b>30,664</b>	<b>120,625</b>	<b>119,047</b>	<b>120,162</b>
<u>67500 WATER PUMPING</u>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Recommended 2014 Budget</i>
SALARY	0	4,091	4,092	0
BENEFITS	0	10,894	1,412	0
SUPPLIES	11,198	28,232	8,000	12,000
PROF SERVICES, MAINT, REPAIR	32,118	10,946	132,000	128,000
INTRAGOVERNMENTAL SERVICES	1,600	1,600	1,600	1,600
UTILITIES, RENT, TRAINING	100,368	24,584	5,500	5,500
<b>TOTAL WATER PUMPING</b>	<b>145,284</b>	<b>80,347</b>	<b>152,604</b>	<b>147,100</b>
<u>67600 WATER SOURCE OF SUPPLY</u>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Recommended 2014 Budget</i>
SUPPLIES	4,356,202	5,014,761	5,645,052	7,033,000
INTRAGOVERNMENTAL SERVICES	33,450	33,950	33,950	33,950
UTILITIES, RENT, TRAINING	208	205	200	200
<b>TOTAL WATER SOURCE OF SUPPLY</b>	<b>4,389,860</b>	<b>5,048,916</b>	<b>5,679,202</b>	<b>7,067,150</b>
<u>67700 WATER TRANSMISSION &amp; DISTRIBTN</u>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Recommended 2014 Budget</i>
SALARY	1,068,967	951,480	914,704	998,030
BENEFITS	398,911	330,658	354,225	428,520
SUPPLIES	373,529	907,962	878,000	929,000
PROF SERVICES, MAINT, REPAIR	282,521	342,495	634,000	268,000
INTRAGOVERNMENTAL SERVICES	44,550	45,200	45,200	45,200
UTILITIES, RENT, TRAINING	142,839	147,381	150,000	129,500
ADVERTISING, PROMOTION, DEBT	1,376	7,017	0	0
CAPITAL EXPENDITURES	0	0	20,000	0
<b>TOTAL WATER TRANSMISSION &amp; DISTRIBTN</b>	<b>2,312,693</b>	<b>2,732,193</b>	<b>2,996,129</b>	<b>2,798,250</b>

### **ENVIRONMENTAL SERVICES OVERVIEW**

Division functions include rate setting, utility master planning, wetland area management, solid waste, water conservation, wastewater treatment, water reuse, laboratory and environmental compliance, NPDES permit compliance for wastewater, biosolids, stormwater, and the industrial pretreatment program. This includes management of stormwater permitting and capital maintenance activities including startup of a dedicated funding entity.

Environmental compliance staff provides regulatory oversight and program management of the industrial pretreatment program, wastewater treatment compliance, MS4 (municipal separate sewer and storm drain system) stormwater permit, and sampling & testing for water, wastewater and storm water programs. Staff serves as liaison to the Regional Water Quality Control Board (RWQCB) for compliance of existing permits. The RWQCB regulates operation and maintenance of the City's wastewater treatment facility, biosolids production, and the stormwater system through the City's National Pollutant Discharge Elimination System (NPDES) permits. Treated wastewater is analyzed for over 100 chemical constituents and results are submitted monthly to the regional board. The MS4 permit for storm water includes public education and outreach.

Conservation staff manages water conservation and demand management programs as outlined in the Water Conservation Plan and the City's Water Conservation Ordinance. The program reduces the amount of water used by potable water customers and assures that new development is constructed using the most water efficient technology and systems available. The City adopted the California Urban Water Conservation Council's best management practices and the Petaluma Water Conservation Plan. Community awareness and support for conservation is promoted through a variety of incentive and rebate programs.

The Ellis Creek Water Recycling Facility, with an average dry and wet weather design capacity of 6.7 million gallons per day (mgd), and 36 mgd respectively, treats the community's domestic, commercial, and industrial wastewater generated in the City and in unincorporated Penngrove. Operations staff operates and maintains the treatment system, recycled water system, and sewer collection system pump stations. Tertiary treated wastewater is recycled through a system of pump stations, pipelines and customer connections. ECWRF supplies tertiary recycled water to three dairies, two ranches, two golf courses, two vineyards and ECWRF grounds. ECWRF staff coordinates with users, monitors irrigation, prepares an annual regulatory report, and assists in the development of capital improvements to the recycled water facilities.

### **2012-2013 ACCOMPLISHMENTS and HIGHLIGHTS**

- Obtained \$330,000 in federal grant funding for water conservation programs.
- A variety of conservation programs have resulted in total annual water savings of over 170 million gallons.
- Conducted 12 conservation workshops, tours and seminars for Petaluma residents. Topics ranged from rainwater catchment systems, installing water efficient landscapes, installing gray water systems, sheet mulching techniques and general water conservation practices.

- Converted over 555,000 square feet of turf into low water use gardens. This results in over 14 million gallons of water savings.
- Complied with the California Urban Water Conservation Council's Best Management Practices.
- Produced 7,744 million gallons of recycled water for the preceding 12 months.
- Ellis Creek facility treated 2.058 billion gallons of wastewater and managed 7,384 tons of bio-solids for the preceding 12 months.
- Developed a new model recycled water use agreement with users whose current agreements expired in February 2013. Transitioned from a "payment to user" system to a "user pay" system setting the commodity value for recycled water at \$80 per acre-foot.
- The distribution of secondary recycled ended, and all users were transitioned to tertiary recycled water.
- Completed "local limits" study for industrial wastewater raising the maximum concentrations allowed from industrial dischargers.

### **2013-2014 PROGRAM INITIATIVES and PRIORITIES**

- Upgrade influent screens to remove rags and disposable wipes that negatively affect operations of the treatment plant.
- Complete an engineering assessment for the solid treatment processes at the ECWRF including treatment of high strength waste. Complete facilities assessment for increasing "local limits", improving wetland ponds, and increasing recycled water delivery and storage capacity.
- Work with FEMA on the levee accreditation project.
- Update to the Sanitary Sewer Master Plan.
- Develop technical and financial foundation for a dedicated stormwater funding program, i.e. Stormwater Utility. Secure short term "internal" loan to sustain operations until dedicated funding for a Stormwater Utility can be established.
- Evaluate use of polishing wetlands and oxidation ditches.
- Develop long-term contracts for wetland landscape maintenance services, vermin management and removal, annual wetland plant surveys, and semi-annual frog management tasks.
- Complete the maintenance monitoring and management plan for the Shollenberger dredge spoils site to comply with the outstanding biological order from the federal fish and game department.
- Complete staff recruitment and hiring for Environmental Services Manager and Engineering Technician position.
- Set up formal contract management tracking system for franchise agreements for solid waste, debris, and recyclable hauling contracts.



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	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Recommended 2014 Budget</i>
<b>66700 WW ELLIS CREEK OPS</b>				
SALARY	1,133,229	1,083,102	1,254,017	1,142,292
BENEFITS	324,131	340,477	433,160	439,300
SUPPLIES	703,151	720,644	773,500	781,500
PROF SERVICES, MAINT, REPAIR	898,549	956,799	980,000	1,115,000
INTRAGOVERNMENTAL SERVICES	56,100	255,930	255,930	291,880
UTILITIES, RENT, TRAINING	852,382	781,645	1,024,100	1,058,500
ADVERTISING, PROMOTION, DEBT	3,546	3,230	4,000	4,000
CAPITAL EXPENDITURES	0	0	80,000	40,000
<b>TOTAL WW ELLIS CREEK OPS</b>	<b>3,971,088</b>	<b>4,141,827</b>	<b>4,804,707</b>	<b>4,872,472</b>
<b>67200 CONSERVATION</b>				
SALARY	98,914	94,335	123,710	87,090
BENEFITS	40,678	42,525	37,826	30,178
SUPPLIES	489	61	400	400
PROF SERVICES, MAINT, REPAIR	485,888	387,283	514,220	484,210
INTRAGOVERNMENTAL SERVICES	35,050	53,040	53,040	46,770
UTILITIES, RENT, TRAINING	15	768	6,500	6,500
CAPITAL EXPENDITURES	0	0	15,000	5,000
<b>TOTAL WATER CONSERVATION</b>	<b>661,034</b>	<b>578,012</b>	<b>750,696</b>	<b>660,148</b>
<b>66400 WASTE WATER INDUSTRIAL</b>				
SALARY	49,588	69,006	71,320	135,481
BENEFITS	19,800	29,326	26,333	63,792
SUPPLIES	48,610	45,783	63,150	63,150
PROF SERVICES, MAINT, REPAIR	181,854	193,725	200,000	209,000
INTRAGOVERNMENTAL SERVICES	4,200	4,250	4,250	4,250
UTILITIES, RENT, TRAINING	419	5,441	6,000	6,000
CAPITAL EXPENDITURES	0	0	15,000	15,000
<b>TOTAL WASTE WATER INDUSTRIAL</b>	<b>304,471</b>	<b>347,531</b>	<b>386,053</b>	<b>496,673</b>
<b>66500 WATER WATER RECLAMATION</b>				
SALARY	264	122,004	158,961	140,249
BENEFITS	184	87,313	57,514	52,049
SUPPLIES	44,967	54,971	90,000	100,000
PROF SERVICES, MAINT, REPAIR	295,307	301,659	446,000	246,000
INTRAGOVERNMENTAL SERVICES	7,300	7,400	7,400	7,400
UTILITIES, RENT, TRAINING	207,308	219,955	148,500	150,000
ADVERTISING, PROMOTION, DEBT	0	0	17,000	0
<b>TOTAL WASTE WATER RECLAMATION</b>	<b>555,330</b>	<b>793,302</b>	<b>925,375</b>	<b>695,698</b>
<b>68100 STORM DRAINAGE UTILITY</b>				
SALARY	0	51,501	99,106	154,789
BENEFITS	0	23,826	45,803	65,356
SUPPLIES	0	7,796	19,250	15,750
PROF SERVICES, MAINT, REPAIR	0	62,121	342,500	177,000
INTRAGOVERNMENTAL SERVICES	0	3,313	6,625	6,625
UTILITIES, RENT, TRAINING	0	13,630	17,950	18,000
ADVERTISING, PROMOTION, DEBT	0	136	28,000	28,000
CAPITAL EXPENDITURES	0	0	5,000	5,000
<b>TOTAL STORM DRAINAGE UTILITY</b>	<b>0</b>	<b>162,323</b>	<b>564,234</b>	<b>470,520</b>
<b>2411.24113 SOLID WASTE CONTRACT MGMT</b>				
SALARY	0	0	0	31,041
BENEFITS	0	0	0	13,226
<b>TOTAL SOLID WASTE CONTRACT MGMT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44,267</b>

### **PARKS AND FACILITIES MAINTENANCE OVERVIEW**

Parks and Facilities Maintenance Division maintains and repairs City facilities, including HVAC, electrical and plumbing systems, minor remodeling and interior improvements, installation of energy and water conservation upgrades, two pool mechanical systems and marina docks. Staff oversees contract janitorial services for City Hall, Community Center, Transit Building, Police and Fire stations, Keller Street Garage, Putnum Plaza restroom, Water Field Office and Ellis Creek WRF. Park Maintenance staff maintain nearly 100 sites citywide including parks, bus stops, several miles of medians, numerous pedestrian and bike paths, public landscaping, and open space totaling over 300 acres of which 113 acres are turf. Tasks include litter pickup, emptying garbage, restroom cleaning, irrigation maintenance and repair, mowing, turf and ball field maintenance, pruning, fertilization, pest control, repairs due to vandalism, graffiti eradication, cleaning and repairing structures, tree maintenance, and public contact.

The division manager is the City arborist and also oversees maintenance contracts for 44 landscape assessment districts. Division personnel consist of a manager, a foreman, six parks maintenance workers, and two building maintenance workers.

### **2012-2013 ACCOMPLISHMENTS and HIGHLIGHTS**

- Expanded the Adopt-A-Park Program to increase volunteerism and to improve City parks. Volunteer groups, such as Petaluma Wetlands Alliance, Rebuilding Together Petaluma, Daily Acts, Tree Advisory Committee and various individuals provided maintenance and repairs to Parks facilities including;
  - Clearing the Alman Marsh Trails of weeds, repairing and painting dozens of benches and picnic tables and trellises, mulching gardens and trees and caring for demonstration gardens.
  - The Petaluma Rotary Club renovated the garden around the Walnut Park Gazebo and painted park benches and tables.
  - The Petaluma Mothers Club replaced the tot lot sand and funded the installation of a shade canopy.
  - The Kiwanis Club renovated and repaired the Marina benches.
  - The Masonic Lodge cleaned debris out of Luchessi Park pond.
  - Volunteers cut out ten sidewalk planters at the Visitor Center where staff planted shrubs and flowers to replace vandalized concrete planters.
  - Volunteers painted the McDowell Park playground wall and installed mulch in Luchessi Park and Denman Reach.
- Continued water conservation by mulching areas and upgrading irrigation systems. Many areas received mulch, especially under park trees, and all irrigation systems were closely monitored for efficiencies. Reclaimed water systems were installed at Prince and Wiseman Parks to replace the use of potable water.
- Tracked energy efficiency improvements implemented through the Energy Efficiency and Conservation Block Grant program and report on GHG reductions on City

buildings: EPA's Energy Star program is being used to track energy efficiency improvements and report GHG reductions as the EECEBG project is implemented.

- Replaced double doors to the Cavanaugh Gym.
- Conducted repairs to 3 of 13 Community Center roof sections.
- ADA improvements were made at Arroyo Park tot lot, replacing old sand with fibar and sanding of all wooden surfaces.
- Cavanaugh Pool was drained and re-plastered and safety signage and tiles were installed there and at the Swim Center.
- Denman Reach paths were completely refurbished with the assistance of the Water Department.

**2013-2014 PROGRAM INITIATIVES and PRIORITIES**

- Improve ADA accessibility at all park playgrounds.
- Expand Adopt-A-Park and volunteer program and secure donations/funding for playground equipment replacement.
- Resurface tennis courts.
- Complete Community Center roof rehabilitation
- Renovate the HVAC system at the Council/City Manager wing in City Hall.
- Repair various facility leaking roofs.

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<u>16300 PW BLDG/FACILITY MAINT</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
SALARY	209,523	199,355	171,247	157,624
BENEFITS	54,724	56,101	58,393	59,539
SUPPLIES	41,512	49,896	46,250	43,600
PROF SERVICES, MAINT, REPAIR	199,372	215,486	227,300	247,050
UTILITIES, RENT, TRAINING	143,133	110,773	129,600	112,500
ADVERTISING, PROMOTION, DEBT	342	237	0	0
<b>TOTAL PW BLDG/FACILITY MAINT</b>	<b>648,606</b>	<b>631,848</b>	<b>632,790</b>	<b>620,313</b>

<u>16540 PW PARKS MAINTENANCE</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
SALARY	867,904	572,812	575,135	568,889
BENEFITS	273,149	181,771	216,202	253,929
SUPPLIES	146,897	102,779	125,300	125,300
PROF SERVICES, MAINT, REPAIR	164,937	120,836	95,250	111,000
UTILITIES, RENT, TRAINING	410,017	408,303	441,500	386,900
ADVERTISING, PROMOTION, DEBT	1,045	125	500	0
<b>TOTAL PW PARKS MAINTENANCE</b>	<b>1,863,949</b>	<b>1,386,626</b>	<b>1,453,887</b>	<b>1,446,018</b>

<u>25100 LAD ADMIN/OPERATIONS</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
SALARY	33,251	26,125	25,878	25,878
BENEFITS	10,817	8,681	9,374	11,069
SUPPLIES	1,584	12,681	0	0
PROF SERVICES, MAINT, REPAIR	204,831	142,187	186,935	146,201
INTRAGOVERNMENTAL SERVICES	5,450	7,430	7,430	7,850
UTILITIES, RENT, TRAINING	121,441	188,745	126,241	126,064
ADVERTISING, PROMOTION, DEBT	19,460	9,399	27,125	11,527
<b>LAD ADMIN/OPERATIONS</b>	<b>396,834</b>	<b>395,248</b>	<b>382,983</b>	<b>328,589</b>

## **TRANSPORTATION OVERVIEW**

The Transportation Division includes transit and paratransit, as well as marina & turning basin, and airport operations. The Petaluma Municipal Airport operates 24/7, and is staffed from 8:00 am to 5:00 pm including holidays and weekends. Approximately 60,000 take-offs and landings are recorded each year. There are 167 aircraft storage hangars, including 2 commercial businesses and 4 executive hangars, 22 private hangars, and 118 tie-down spaces for 240-based aircrafts. A self-serve fueling island provides 24 hours-a-day service and jet fuel is available during business hours with after-hours service for a call-out fee. The airport relies on federal funds for necessary improvements. Staff set competitive fuel and rental prices to attract general aviation and jet traffic. The automated weather observation system and a ground communication outlet are safety features important to attract charter aircraft business.

Established in 1976, Petaluma Transit provides over 325,000 annual rides with four ADA accessible buses on six fixed routes. Routes connect major retailers, local secondary schools, hospitals, downtown, and many other area attractions. Routes operate on 30 and 60 minute headways weekdays from 6:20 am to 7:15 pm, Saturdays from 7:20 am to 5:45 pm, and Sundays from 8:20 am to 4:45 pm with limited holiday service and no service on four major holidays. The Eastside Transit Center (ETC) at Maria Drive next to the Washington Square Shopping Center, and Copeland Street Transit Mall compliment the service.

Petaluma Paratransit provides approximately 20,000 door-to-door trips annually for people with disabilities that prevent them from utilizing fixed route buses. This service shares the same operating schedule as Petaluma Transit. Combining of operations and contracting into a single provider for both modes (fixed route and paratransit, now all with MV Transportation), in conjunction with improved mastery of scheduling software and on-board computers installed in FY 12, have streamlined daily operations and lowered overall costs. Transit coordinates with Golden Gate and Sonoma County Transit agencies to meet the inter-city and regional transportation needs of Petaluma's citizens, and with the Petaluma Transit Advisory Committee on transit improvements.

The Petaluma Marina operations were combined with Turning Basin oversight during FY 12-13. The City's contract Harbormaster manages both facilities and reports to the Transportation Division Manager. The Marina features 167 berths of varying size (22' – 40') that are available for rent. The larger slips are usually in the highest demand, and overall occupancy has averaged 60%. Fuel sales, transient mooring permits (hotel visitors) and nominal daily boat launch fees are also collected. The Turning Basin has 60+ berths available for non-live-aboard monthly rentals, and temporary transient moorings. The Harbormaster supports collection of transient mooring permit revenues and manages the permit collection process. The Marina and Turning Basin rely upon general fund revenues for support beyond the revenues collected from berth rentals, mooring permits, and fuel sales.

## **2012-2013 ACCOMPLISHMENTS and HIGHLIGHTS**

- Goal: increase fixed route ridership by at least 10%. Improving passenger amenities, adding capacity at key travel times, and strategically improving service by extending evening hours and initiating Sunday service, resulted in increased fixed

route ridership of 37%. Petaluma Transit has increased ridership by over 100% since FY 2008-09.

- Goal: Add 30 minutes of weekday evening service and initiate Sunday service. 30 minutes of weekday evening service was added and Sunday service began in August of 2012.
- Goal: achieve annual productivity of 3.0 passengers per revenue hour for Petaluma Paratransit. Improved mastery of automated paratransit scheduling software has improved productivity to near 3.0 passengers per revenue hour.
- Goal: reduce complaints to less than that experienced in FY 11-12. Complaints were significantly lower in FY 12-13 than in FY 11-12.
- Goal: manage a travel training program to help seniors learn how to increase their mobility options by using fixed-route transit, thus lowering demand for expensive paratransit service: The transit travel trainer position was refilled and is again actively conducting outreach in the community, teaching system users how to best utilize Petaluma Transit.
- Goal: expand and refine marketing efforts to attract new fixed-route riders: Modern bus schedules, system maps, kiosk posters, information centers, and website are more informative, colorful, and attractive. In FY 12-13 bus stop improvements continued with the installation of 6 new bus shelters and 16 schedule holders. FY 12-13 ridership increased by 37%.
- Goal: place three new paratransit vans into service, and install electronic fare boxes and communication equipment in all fixed route buses. One new paratransit van was placed into service in FY 12-13, Delays in the Federal Transportation budget delayed purchase of two replacement paratransit vans.
- Goal: increase fixed route ridership in the senior fare category by 10% by expanding the travel-training program for seniors. This goal has not been met.
- Goal: Construct Phase I of the Transit Maintenance and Operations Building Rehabilitation. Complete design of Phase II. This goal was not accomplished due to delays with the prime construction contractor, but is on pace to be met by early in FY 13-14.
- Goal: complete the Airport business model to attract aviation related businesses. This project has been delayed until FY 13-14 due to lack of funding.
- Goal: execute new 5-year contract for airport consulting services as required by the FAA. This goal was accomplished in December 2012.
- Goal: enter into new contract with Marina Harbormaster, and expand Harbormaster's authority to include Turning Basin. Consolidate operations of two marine facilities. This goal was met in July 2012.
- Goal: Streamline berthing and hangar agreements at Marina, Turning Basin, and Airport. In progress.

**2013-2014 PROGRAM INITIATIVES and PRIORITIES**

- Grow fixed route transit ridership by 10% with additional weekend services and escalated marketing activities.
- Order two new paratransit vans, and fixed route communication equipment.
- Increase fixed route ridership in the senior fare category by 10% by expanding the travel-training program for seniors.
- Construct Phase I of the Transit Maintenance and Operations Building Rehabilitation. Seek funding for design of Phase II.
- Complete the Airport business model to attract aviation related businesses.
- Procure new aviation fuel vendor and enter into contract for fueling services.
- Complete programming, design and construction of AIP 24 to rehabilitate runway and tarmac asphalt.
- Improve revenue collection procedures at Turning Basin by improving the customer experience when reserving bridge openings, and obtaining daily mooring permits.
- Improve security and sanitation at Turning Basin, including installation of security gates at both ends of the eastern docks and partnering with Petaluma Small Craft Coalition for a new restroom and shower facility.
- Amend Marina fees and agreements, including the live-aboard addendum, to increase Marina revenues.

<u>61100 AIRPORT ADMIN/OPERATIONS</u>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Recommended 2014 Budget</i>
SALARY	101,628	97,895	115,444	118,087
BENEFITS	29,818	36,772	36,900	44,411
SUPPLIES	12,760	8,570	10,700	10,100
PROF SERVICES, MAINT, REPAIR	49,367	186,983	91,150	68,585
INTRAGOVERNMENTAL SERVICES	101,900	98,510	98,510	103,480
UTILITIES, RENT, TRAINING	53,653	45,292	52,575	47,975
ADVERTISING, PROMOTION, DEBT	567,638	833,932	570,081	570,280
TRANSFERS	0	505,999	0	185,000
<b>TOTAL AIRPORT ADMIN/OPERATIONS</b>	<b>916,764</b>	<b>1,813,953</b>	<b>975,360</b>	<b>1,147,918</b>

<u>61200 AIRPORT FUELING</u>	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Recommended 2014 Budget</i>
SUPPLIES	639,309	754,359	797,000	730,000
PROF SERVICES, MAINT, REPAIR	18,696	21,481	21,300	19,600
INTRAGOVERNMENTAL SERVICES	4,450	4,500	4,500	4,500
ADVERTISING, PROMOTION, DEBT	1,985	1,667	1,300	1,500
<b>TOTAL AIRPORT FUELING</b>	<b>664,440</b>	<b>782,007</b>	<b>824,100</b>	<b>755,600</b>

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<u>61300 AIRPORT HANGARS</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
PROF SERVICES, MAINT, REPAIR	8,621	7,945	8,550	9,550
INTRAGOVERNMENTAL SERVICES	500	500	500	500
UTILITIES, RENT, TRAINING	39,365	39,627	35,500	35,500
ADVERTISING, PROMOTION, DEBT	340	0	0	0
<b>TOTAL AIRPORT HANGARS</b>	<b>48,826</b>	<b>48,105</b>	<b>44,550</b>	<b>45,550</b>

<u>64100 MARINA ADMIN/OPERATIONS</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
SALARY	12,971	13,045	15,060	27,049
BENEFITS	400	427	0	5,573
SUPPLIES	16,764	16,625	19,950	20,300
PROF SERVICES, MAINT, REPAIR	62,962	80,294	69,200	71,450
INTRAGOVERNMENTAL SERVICES	49,150	42,210	42,210	44,330
UTILITIES, RENT, TRAINING	86,344	115,207	78,000	78,000
ADVERTISING, PROMOTION, DEBT	276,104	262,383	182,600	182,600
<b>TOTAL MARINA ADMIN/OPERATIONS</b>	<b>504,695</b>	<b>530,191</b>	<b>407,020</b>	<b>429,302</b>

<u>65100 TRANSIT ADMIN</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
SALARY	0	0	0	7,420
BENEFITS	0	0	0	2,666
SUPPLIES	212	683	0	0
PROF SERVICES, MAINT, REPAIR	1,965,001	9,057	0	8,000
INTRAGOVERNMENTAL SERVICES	69,900	70,950	70,950	70,950
UTILITIES, RENT, TRAINING	196	213	0	0
TRANSFERS	0	111,242	0	1,244,000
<b>TRANSIT ADMIN</b>	<b>2,035,309</b>	<b>192,145</b>	<b>70,950</b>	<b>1,333,036</b>

<u>65200 CITY ROUTES</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
SALARY	112,739	110,333	96,350	79,970
BENEFITS	29,947	25,322	22,390	26,925
SUPPLIES	224,809	219,902	251,000	263,000
PROF SERVICES, MAINT, REPAIR	655,512	649,061	684,306	769,850
INTRAGOVERNMENTAL SERVICES	68,000	107,250	107,250	126,650
UTILITIES, RENT, TRAINING	44,651	49,807	38,905	36,590
ADVERTISING, PROMOTION, DEBT	326,942	499,565	9,700	25,000
CAPITAL EXPENDITURES	0	0	333,881	622,390
TRANSFERS	0	0	1,253,000	0
<b>TOTAL CITY ROUTES</b>	<b>1,462,600</b>	<b>1,661,240</b>	<b>2,796,782</b>	<b>1,950,375</b>

<u>65300 PARATRANSIT</u>	<u>2011 Actuals</u>	<u>2012 Actuals</u>	<u>2013 Revised</u>	<u>Recommended 2014 Budget</u>
SALARY	68,024	84,998	131,860	131,426
BENEFITS	18,308	26,267	25,890	34,125
SUPPLIES	46,321	69,816	66,900	59,600
PROF SERVICES, MAINT, REPAIR	451,589	416,269	443,658	456,360
INTRAGOVERNMENTAL SERVICES	7,300	7,400	7,400	7,400
UTILITIES, RENT, TRAINING	27,714	24,522	37,800	37,650
ADVERTISING, PROMOTION, DEBT	23,008	38,041	1,500	200
CAPITAL EXPENDITURES	0	0	76,200	222,000
<b>PARATRANSIT</b>	<b>642,264</b>	<b>667,313</b>	<b>791,208</b>	<b>948,761</b>



FULL TIME POSITIONS - ALLOCATION BY HOME DEPARTMENT										
FY 13-14										
DEPARTMENT POSITION	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 13-14	General Fund	Enterprise Funds	Internal Service Funds	Successor Agency Funds	Other Funds
	-----Authorized-----				Funded					
	Positions	Positions	Positions	Positions	Positions					
<b>PUBLIC WORKS</b>										
Administrative Assistant	1.00	1.00	1.00	1.00	0.00					
Airport Manager	1.00	1.00	1.00	1.00	1.00		1.00			
Dir. Public Works & Utilities	1.00	0.50	0.50	0.50	0.50	0.05	0.30			0.15
Budget/Grants Manager	1.00	1.00	1.00	1.00	0.00					
City Engineer	1.00	1.00	1.00	1.00	1.00	0.80				0.20
Engineering Manager	1.00	1.00	1.00	1.00	1.00	0.10	0.40			0.50
Equipment Mechanic	1.00	1.00	1.00	1.00	1.00	0.70	0.20			0.10
Equipment Maintenance Lead Wkr	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	1.90	0.10			
Green Building Project Manager	1.00	1.00	1.00	1.00	1.00	0.20	0.10			0.70
Inspection Supervisor	1.00	1.00	1.00	1.00	1.00	0.75				0.25
Office Assistant II	2.00	2.00	2.00	2.00	1.00	0.40	0.30			0.30
Parks Landscape Manager	1.00	1.00	1.00	1.00	1.00	0.75				0.25
Parks Maintenance Foreworker	1.00	1.00	1.00	1.00	1.00	1.00				
Parks Maintenance Lead Worker	2.00	3.00	3.00	3.00	0.00	0.00				
Parks Maintenance Worker I	2.00	2.00	2.00	2.00	0.00	0.00				
Parks Maintenance Worker II	9.00	8.00	8.00	8.00	6.00	6.00				
Public Works Crew Supervisor	2.00	2.00	2.00	2.00	1.00					1.00
Public Works Inspector I	1.00	1.00	1.00	1.00	0.00	0.00				
Public Works Inspector II	2.00	2.00	2.00	2.00	2.00	0.25	1.20			0.55
Public Works Supervisor	1.00	1.00	1.00	1.00	0.00					
Secretary	2.00	2.00	2.00	2.00	1.00	0.35	0.65			
Senior Civil Engineer	3.00	3.00	3.00	3.00	2.00	0.20	0.70			1.10
Street Maintenance Lead Wkr	1.00	1.00	1.00	1.00	2.00					2.00
Street Maintenance Worker II	10.00	10.00	10.00	10.00	9.00					9.00
Traffic Signal Light Technician	3.00	3.00	3.00	3.00	2.00					2.00
Transit Manager	1.00	1.00	1.00	1.00	1.00		1.00			
<b>Total Public Works</b>	<b>55.00</b>	<b>54.50</b>	<b>54.50</b>	<b>54.50</b>	<b>38.50</b>	<b>14.15</b>	<b>6.15</b>	<b>0.00</b>	<b>0.00</b>	<b>18.20</b>

FULL TIME POSITIONS - ALLOCATION BY HOME DEPARTMENT										
FY 13-14										
	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 13-14			Internal	Successor	
	-----Authorized-----				Funded	General	Enterprise	Service	Agency	Other
DEPARTMENT POSITION	Positions	Positions	Positions	Positions	Positions	Fund	Funds	Funds	Funds	Funds
<b>WATER RESOURCES/CONSERVATION</b>										
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	0.15	0.70			0.15
Administrative Technician	1.00	1.00	1.00	1.00	1.00		1.00			
Asst. Utility Manager	1.00	0.00	0.00	0.00	0.00					
Asst. Utility System Operator	2.00	1.00	1.00	1.00	1.00		1.00			
Dir. Public Works & Utilities	0.00	0.50	0.50	0.50	0.50	0.50	0.50			
Electrical Maintenance Worker II	1.00	1.00	1.00	1.00	1.00		1.00			
Water Resource & Conserv Eng Mgr	0.00	1.00	1.00	1.00	1.00		1.00			
Engineering Manager	2.00	1.00	1.00	1.00	1.00		1.00			
Engineering Tech II	1.00	1.00	1.00	2.00	2.00		2.00			
Env. Compliance Inspector	1.00	1.00	1.00	1.00	1.00		1.00			
Env. Services Supervisor	1.00	1.00	1.00	1.00	1.00		1.00			
Laboratory Analyst	1.00	1.00	1.00	1.00	1.00		1.00			
Mechanical Technician	1.00	1.00	1.00	1.00	1.00		1.00			
Office Asst. II	1.00	1.00	1.00	1.00	1.00	0.05	0.80			0.15
Secretary	1.00	1.00	1.00	1.00	1.00		0.85			0.15
Senior Civil Engineer	2.00	2.00	1.00	1.00	1.00		0.90			0.10
Associate Civil Engineer			1.00	1.00	1.00		1.00			
Senior Engineering Tech	2.00	2.00	2.00	2.00	2.00		2.00			
Senior Env. Chemist	1.00	0.00	0.00	0.00	0.00					
Sr. Laboratory Analyst	0.00	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			
Utility Manager	1.00	1.00	1.00	1.00	1.00	0.05	0.70			0.25
Utility Service Lead Worker	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			
Utility Service Worker III	2.00	2.00	2.00	2.00	2.00		2.00			
Utility System Operator	0.00	1.00	1.00	1.00	1.00		1.00			
Utility Supervisor	1.00	2.00	2.00	2.00	2.00	0.10	1.00			0.90
Utility Technician	2.00	2.00	2.00	2.00	2.00		2.00			
Water Conservation Coordinator	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			
Water Service Rep Lead Worker	1.00	1.00	1.00	1.00	1.00		1.00			
Water Service Representative	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			
Water Recycling Operator II/III	4.00	4.00	4.00	4.00	4.00		4.00			
Water Recycling Operator Supervisor	1.00	1.00	1.00	1.00	1.00		1.00			
<b>Total Water Res./Conserv.</b>	<b>54.00</b>	<b>54.50</b>	<b>54.50</b>	<b>55.50</b>	<b>55.50</b>	<b>0.35</b>	<b>53.45</b>	<b>0.00</b>	<b>0.00</b>	<b>1.70</b>

The image features a large, faded circular seal in the background. The seal contains the text "PETALUMA" at the top and "1858" at the bottom. In the center of the seal is a figure, likely a personification of Justice or Liberty, holding a scale and a sword. The seal is rendered in a light gray color.

**SUCCESSOR AGENCY  
TO THE FORMER PETALUMA  
COMMUNITY DEVELOPMENT  
COMMISSION**



### **SUCCESSOR AGENCY TO THE FORMER PCDC OVERVIEW**

In response to the passage of AB x1 26 & 27, all California Redevelopment Agencies, including the Petaluma Community Development Commission (PCDC) were eliminated. The City of Petaluma 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.

The Successor Agency and its Oversight Board must approve a ROPS every six months. The Oversight Board represents the taxing agencies that would receive the property tax funds not required for enforceable obligations. Before the County releases funds to the Successor Agency, both the County Auditor and the State Department of Finance (DOF) must review and approve the ROPS. Unfortunately, the State Department of Finance denied many of the enforceable obligations of the former PCDC despite ongoing disputes from the PCDSA. The PCDSA filed litigation as a final dispute to the DOF's denials for the Old Redwood Highway Interchange, the East Washington Interchange and the Rainier Crosstown Connector. Until the litigation is resolved, the only approved expenditures of the Successor Agency are the ongoing debt service payments on previously issued bonds and an annual administrative allowance of \$250,000.

The loss of \$14,000,000 to the PCDC is devastating to future economic and development projects in the City, as well as crippling to many of the City's nonprofits who utilized \$3 million annually from redevelopment funds to serve the low-income citizens in Petaluma. As a result of the dissolution of redevelopment, there will be no more funds for future affordable housing projects and services will have to be reduced by the non-profits.

### **2012-2013 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Completion of the Agreed Upon Procedures (AUP) Audit by September 1, 2012 required by the Department of Finance
- Completion of the Housing Successor Agency's Due Diligence Report due October 1, 2012
- Completion of the PCDSA Other Funds Due Diligence Report due December 15, 2012
- Established the Petaluma Community Development Successor Agency as the successor agency to the former Petaluma Community Development Commission
- Filed litigation to dispute the Department of Finance's denial of major capital improvement projects

### **2013-2014 DEPARTMENT GOALS, PROGRAM INITIATIVES and PRIORITIES**

- To wind down the Redevelopment Agency while preserving funds to complete capital improvement projects
- To adopt 13-14B (1/1/14-6/30/14) ROPS and the 14-15A(7/1/14-12/31/14) ROPS
- To receive a Certificate of Completion from the Department of Finance

City of Petaluma, California  
Fiscal Year 2014 Budget

	<i>2011 Actuals</i>	<i>2012 Actuals</i>	<i>2013 Revised</i>	<i>Recommended 2014 Budget</i>
<b>52150 SUCCESSOR AG DEBT</b>				
TRANSFERS	0	2,752,312	5,747,000	1,892,000
<b>TOTAL SUCCESSOR AG DEBT</b>	<b>0</b>	<b>2,752,312</b>	<b>5,747,000</b>	<b>1,892,000</b>
<b>52151 SUCCESSOR AG DS 2001 TAB</b>				
PROF SERVICES, MAINT, REPAIR	0	0	7,000	0
INTRAGOVERNMENTAL SERVICES	0	0	1,000	0
ADVERTISING, PROMOTION, DEBT	0	379,658	409,050	407,550
<b>TOTAL SUCCESSOR AG DS 2001 TAB</b>	<b>0</b>	<b>379,658</b>	<b>417,050</b>	<b>407,550</b>
<b>52152 SUCCESSOR AG DS 2003 TAB</b>				
PROF SERVICES, MAINT, REPAIR	0	0	7,000	0
INTRAGOVERNMENTAL SERVICES	0	0	1,000	0
ADVERTISING, PROMOTION, DEBT	0	1,000,006	1,497,686	1,494,380
<b>TOTAL SUCCESSOR AG DS 2003 TAB</b>	<b>0</b>	<b>1,000,006</b>	<b>1,505,686</b>	<b>1,494,380</b>
<b>52153 SUCCESSOR AG DS 2005 TAB</b>				
PROF SERVICES, MAINT, REPAIR	0	0	7,000	0
INTRAGOVERNMENTAL SERVICES	0	0	1,000	0
ADVERTISING, PROMOTION, DEBT	0	659,907	1,045,739	1,051,120
<b>TOTAL SUCCESSOR AG DS 2005 TAB</b>	<b>0</b>	<b>659,907</b>	<b>1,053,739</b>	<b>1,051,120</b>
<b>52154 SUCCESSOR AG DS 2007 TAB</b>				
PROF SERVICES, MAINT, REPAIR	0	0	7,000	0
INTRAGOVERNMENTAL SERVICES	0	0	1,000	0
ADVERTISING, PROMOTION, DEBT	0	913,506	1,597,811	1,598,211
<b>TOTAL SUCCESSOR AG DS 2007 TAB</b>	<b>0</b>	<b>913,506</b>	<b>1,605,811</b>	<b>1,598,211</b>
<b>52155 SUCCESSOR AG DS 2011 TAB</b>				
PROF SERVICES, MAINT, REPAIR	0	0	7,000	0
INTRAGOVERNMENTAL SERVICES	0	0	1,000	0
ADVERTISING, PROMOTION, DEBT	0	922,288	1,194,575	1,194,772
<b>TOTAL SUCCESSOR AG DS 2011 TAB</b>	<b>0</b>	<b>922,288</b>	<b>1,202,575</b>	<b>1,194,772</b>
<b>54150 SUCCESSOR AGENCY ADMIN</b>				
SALARY	0	201,451	176,301	134,922
BENEFITS	0	66,144	57,960	51,255
SUPPLIES	0	704	375	400
PROF SERVICES, MAINT, REPAIR	0	183,692	766,200	35,518
INTRAGOVERNMENTAL SERVICES	0	0	284,905	0
UTILITIES, RENT, TRAINING	0	9,613	7,460	9,402
CAPITAL EXPENDITURES	0	73,128	0	0
TRANSFERS	0	8,840,336	0	0
<b>TOTAL SUCCESSOR AGENCY ADMIN</b>	<b>0</b>	<b>9,375,068</b>	<b>1,293,201</b>	<b>231,497</b>

PETALUMA COMMUNITY DEVELOPMENT SUCCESSOR AGENCY  
RECOGNIZED OBLIGATION PAYMENT SCHEDULE  
July 1, 2013 through June 30, 2014

Note: #7, 31,32,35 have been reclassified to Administrative costs by the DOF  
#6, 8-30, 33, 34, 37, 38 have been denied by the Department of Finance

Item #	Project Name/Debt obligation	Total Outstanding		Funding Source				Total Due During Fiscal Year 2013-2014
		Debt		Bond Proceeds	Reserve Balance	Admin Allowance	RPTTF	
		116,353,452				166,089	5,746,033	5,746,033
1	2001A Tax Allocation Bonds	407,550					407,550	407,550
2	2003A Tax Allocation Bonds	20,390,000					1,494,380	1,494,380
3	2005A Tax Allocation Bonds	24,906,600					1,051,120	1,051,120
4	2007A Tax Allocation Bonds	58,640,684					1,598,211	1,598,211
5	2011 Tax Allocation Bonds	12,008,618					1,194,772	1,194,772
6	PM - Regulatory Agreement Compliance	0	0	0	0	0	0	0
7	PM - Financial Administration	0	0	0	0	0	0	0
8	PM - Constr. Project Management	0	0	0	0	0	0	0
9	HSG- COTS-HUD Grant Agreement	0	0	0	0	0	0	0
10	HSG- COTS - HUD Loan	0	0	0	0	0	0	0
11	HSG- COTS - HSC Loan -Restrictive Cov.	0	0	0	0	0	0	0
12	HSG-Mobile Home Rent Control Ord.	0	0	0	0	0	0	0
13	HSG-Rental Assistance	0	0	0	0	0	0	0
14	HSG-transitional Housing	0	0	0	0	0	0	0
15	HSG-transitional Housing	0	0	0	0	0	0	0
16	HSG-Rehab Single family homes	0	0	0	0	0	0	0
17	CIP-Old Redwood Hwy Interchange	0	0	0	0	0	0	0
18	CIP-Old Redwood Hwy Interchange	0	0	0	0	0	0	0
19	Finance	0	0	0	0	0	0	0
20	CIP-Rainier Ave Cross-Town Connector	0	0	0	0	0	0	0
21	CIP-Rainier Ave Cross-Town Connector	0	0	0	0	0	0	0
22	CIP-Petaluma River Trail	0	0	0	0	0	0	0
23	CIP-Petaluma River Trail	0	0	0	0	0	0	0
24	CIP-Petaluma River Trail	0	0	0	0	0	0	0
25	CIP-East Washington Interchange	0	0	0	0	0	0	0
26	CIP-East Washington Interchange	0	0	0	0	0	0	0
27	CIP-East Washington Interchange	0	0	0	0	0	0	0
28	CIP-Station Area Master Plan	0	0	0	0	0	0	0
29	CIP-Underground Tank Remediation	0	0	0	0	0	0	0
30	CIP-Brownsfields Program	0	0	0	0	0	0	0
31	MISC-Office Equipment Lease	0	0	0	0	0	0	0
32	MISC-Legal Services	0	0	0	0	0	0	0

Item #	Project Name/Debt obligation	Total Outstanding Debt	Funding Source				Total Due During Fiscal Year 2013-2014
			Bond Proceeds	Reserve Balance	Admin Allowance	RPTTF	
33	MISC-SMART Lease	0	0	0	0	0	0
34	MISC-Ice House Lease	0	0	0	0	0	0
35	MISC-Legal Services-Oversight Board	0	0	0	0	0	0
36	MISC-DOF Due Diligence Reivew	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	0	0	166,089	0	0	0



CITY OF PETALUMA  
CALIFORNIA



Capital Improvement Program

Five Year Plan

Fiscal Years 2014-2018



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# AIRPORT PROJECTS FY 2013-2014

**AIRPORT CAPITAL IMPROVEMENT PROGRAM BUDGET FY 13-14**

**PROJECT SUMMARY**

Fund 6190.61999

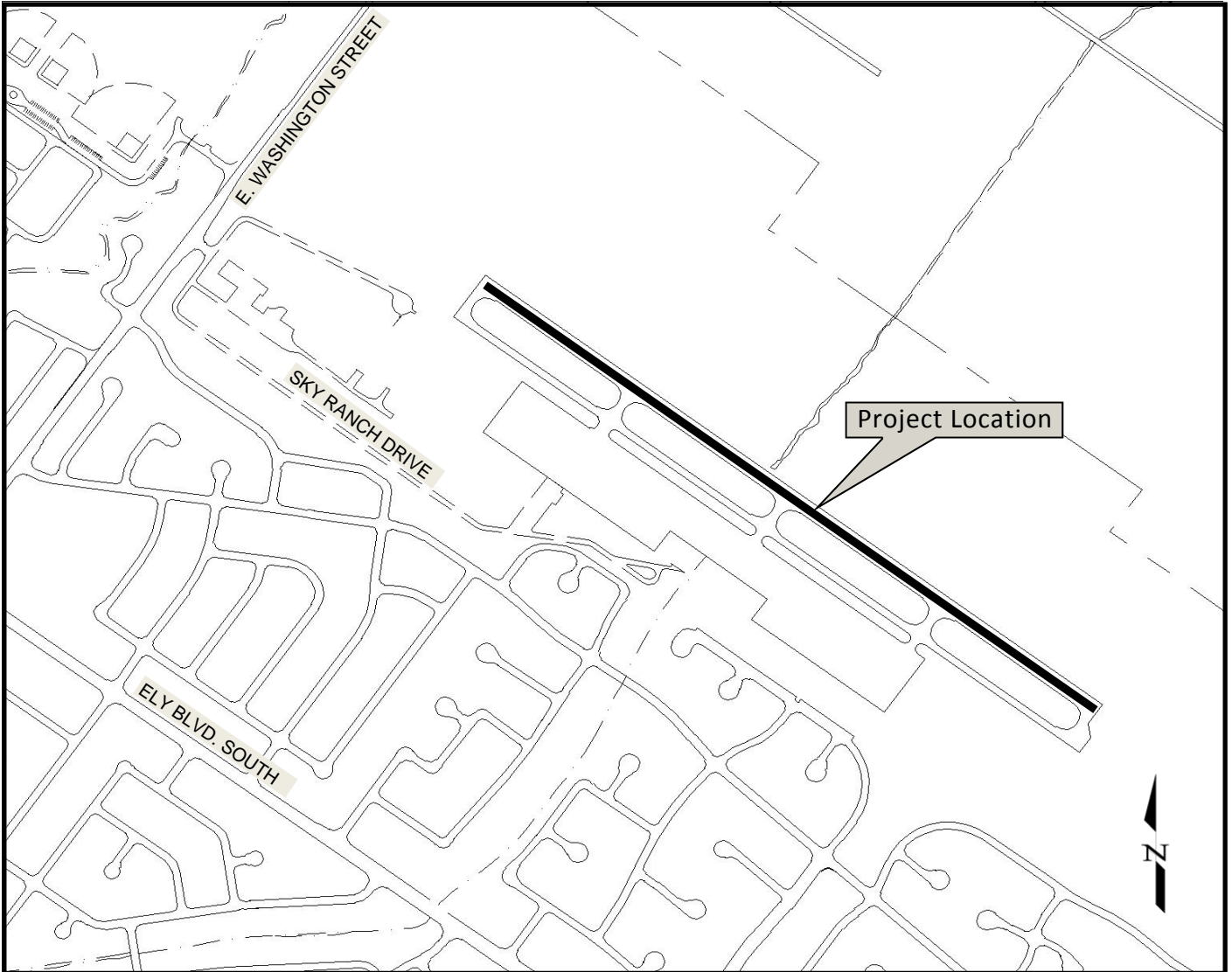
PROJECTS (dollars in \$000)	Actual Life to Date thru 6/30/12	Life to Date Actuals thru 6/30/13	Proposed FY 13-14	PROJECTED				Total Estimate
				Estimate FY 14-15	Estimate FY 15-16	Estimate FY 16-17	Estimate FY 17-18	
C61501402 AIP 24 Rehabilitation of Runway 11/29	-	-	185	-	-	-	-	185
<b>TOTAL</b>	-	\$ -	\$ 185	\$ -	\$ -	\$ -	\$ -	\$ 185

**SOURCES (DOLLARS IN \$000)**

Airport Operating Fund	-	-	27	-	-	-	-	27
FAA Grant	-	-	158	-	-	-	-	158
<b>TOTAL</b>	\$ -	\$ -	\$ 185	\$ -	\$ -	\$ -	\$ -	\$ 185

**AIP 24 Rehabilitation of Runway 11/29**

**AIRPORT**





**Project Title: AIP 24 Rehabilitation of Runway 11/29**

**C61501402**

**PROJECT PURPOSE AND DESCRIPTION**

This project will encompass major repairs to runway 11/29. A crack seal was completed five years ago but more substantial repairs are now required. This project is reimbursable from the Federal Aviation Administration at 90%. The grant will also fund the manufacture and placement of airport guidance signs.

**FINANCIAL OVERVIEW**

C61501402

Project Summary		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
	-	-
	-	-
	-	-
	-	-
	-	-
	160	160
	16	16
	5	5
	-	-
	4	4
<b>TOTAL</b>	-	185

**USES (dollars in \$000)**

Planning/Environmental  
Land & Easements  
Design  
Legal Services  
Administration  
Construction Contracts  
Construction Management  
Salaries/Benefits  
Contingency  
CIP Overheads

**SOURCES (dollars in \$000)**

Airport Operating Fund  
FAA Grant

	27	27
	158	158
<b>TOTAL</b>	-	185

**USES (dollars in \$000)**

Planning/Environmental  
Land & Easements  
Design  
Legal Services  
Administration  
Construction Contracts  
Construction Management  
Salaries and Benefits  
Contingency  
CIP Overheads

Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
			FY 14-15	FY 15-16	FY 16-17	FY 17-18	
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	160	-	-	-	-	160
-	-	16	-	-	-	-	16
-	-	5	-	-	-	-	5
-	-	-	-	-	-	-	-
-	-	4	-	-	-	-	4
<b>TOTAL USES</b>	-	185	-	-	-	-	185

**SOURCES (dollars in \$000)**

Airport Operating Fund  
FAA Grant

-	-	27	-	-	-	-	27
-	-	158	-	-	-	-	158
<b>TOTAL FUNDS</b>	-	185	-	-	-	-	185



# FIRE DEPARTMENT PROJECTS FY 2013-2014

**FIRE DEPARTMENT CAPITAL IMPROVEMENT PROGRAM BUDGET FY 13-14**

**PROJECT SUMMARY**

Fund 3130.31300

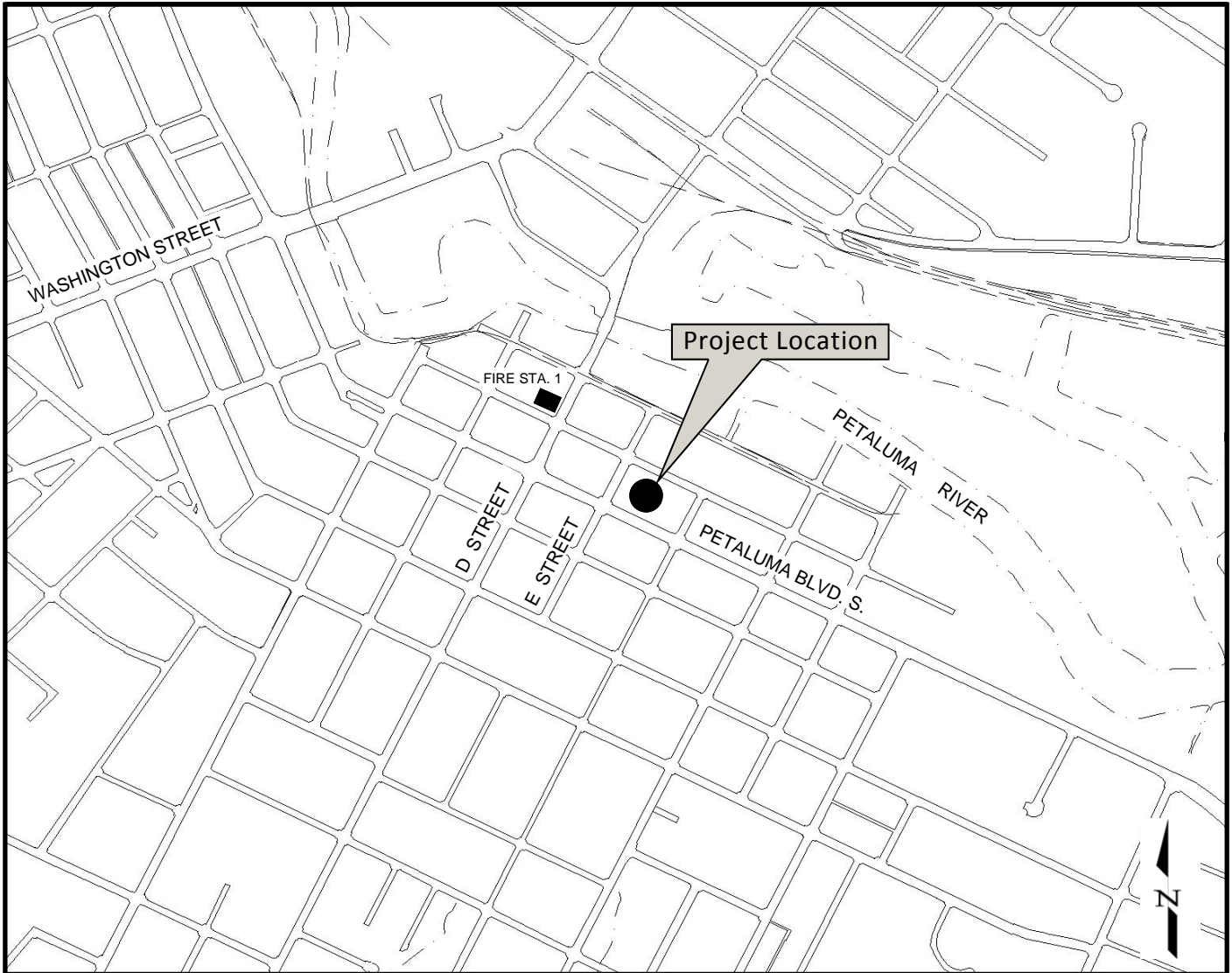
PROJECTS (dollars in \$000)	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
C00300305 Relocation of Fire Station 1	\$ 2,428	\$ -	\$ -	\$ 13,038	\$ -	\$ -	\$ -	\$ 15,466
C00300405 Expansion of Fire Stations 2 & 3	11	29	194	6,451	-	-	-	6,685
C14101406 Fire Station #2 Corona Rd. Secondary Access	-	-	14	590	-	-	-	604
C14501407 Fire Station #2 Above-Ground Fuel Tank	-	-	2	184	-	-	-	186
<b>TOTAL</b>	<b>\$ 2,439</b>	<b>\$ 29</b>	<b>\$ 210</b>	<b>\$ 20,263</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,941</b>

**SOURCES (dollars in \$000)**

Fire Suppression Impact Fees	\$ 79	\$ 40	\$ 210	\$ -	\$ -	\$ -	\$ -	\$ 329
PCDC	594	-	-	-	-	-	-	594
Grants and Stimulus Aid	-	-	-	4,406	-	-	-	4,406
Donations/Developer Contrib	2,255	-	-	-	-	-	-	2,255
Undetermined	-	-	-	15,357	-	-	-	15,357
<b>TOTAL</b>	<b>\$ 2,928</b>	<b>\$ 40</b>	<b>\$ 210</b>	<b>\$ 19,763</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,941</b>

RELOCATE FIRE STATION #1

FIRE



**Project Title: Relocation of Fire Station #1**

**C00300305**

**PROJECT PURPOSE AND DESCRIPTION**

This project will replace Fire Station #1, currently located at 198 D Street, with a new three-story facility relocated to 307 Petaluma Blvd. South. The new station will be equipped with four drive-through apparatus bays. The second floor will include living quarters, training classroom, and office workstations for eleven firefighters. The third floor will house all administrative offices and be equipped with a combination Training, EOC, and Community use room. The new facility supports the Department's geographic based "Standards of Coverage" plan for the quick deployment of emergency response units within national response time standards.

**FINANCIAL OVERVIEW**

C00300305

Project Summary		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
592	-	592
1,755	-	1,755
466	-	466
7	-	7
3	-	3
10,570	-	10,570
650	-	650
-	-	-
1,085	-	1,085
338	-	338
<b>TOTAL</b>	-	<b>15,466</b>

**USES (dollars in \$000)**

Planning/Environmental  
Land & Easements  
Design  
Legal Services  
Administration  
Construction Contracts  
Construction Management  
Salaries and Benefits  
Contingency  
CIP Overheads

**SOURCES (dollars in \$000)**

Fire Suppression Impact Fees  
PCDC  
Grants & Stimulus Aid  
Donations/Developer Contrib  
Undetermined

143	(64)	79
594	-	594
4,406	-	4,406
1,755	500	2,255
8,068	64	8,132
<b>TOTAL</b>	<b>500</b>	<b>15,466</b>

USES (dollars in \$000)	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
Planning/Environmental	555	-	-	37	-	-	-	592
Land & Easements	1,755	-	-	-	-	-	-	1,755
Design	73	-	-	393	-	-	-	466
Legal Services	7	-	-	-	-	-	-	7
Administration	3	-	-	-	-	-	-	3
Construction Contracts	3	-	-	10,567	-	-	-	10,570
Construction Management	-	-	-	650	-	-	-	650
Salaries and Benefits	-	-	-	-	-	-	-	-
Contingency	-	-	-	1,085	-	-	-	1,085
CIP Overheads	32	-	-	306	-	-	-	338
<b>TOTAL USES</b>	<b>2,428</b>	<b>-</b>	<b>-</b>	<b>13,038</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,466</b>

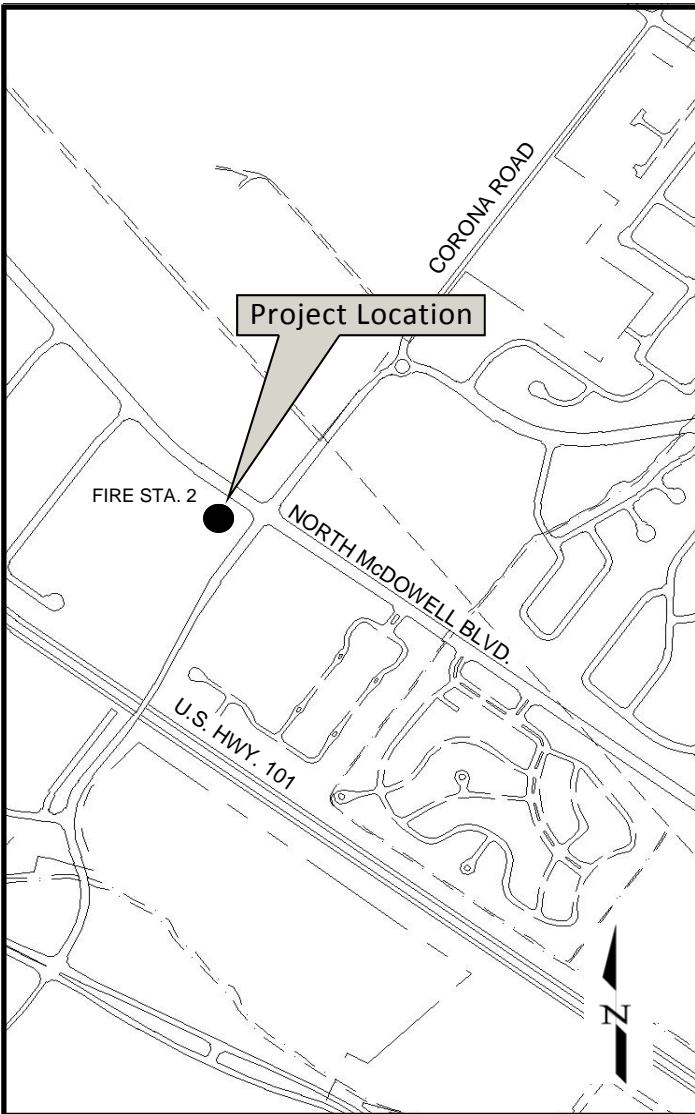
**SOURCES (dollars in \$000)**

Fire Suppression Impact Fees  
PCDC  
Grants & Stimulus Aid  
Donations/Developer Contrib  
Undetermined

79	-	-	-	-	-	-	-	79
594	-	-	-	-	-	-	-	594
-	-	-	4,406	-	-	-	-	4,406
2,255	-	-	-	-	-	-	-	2,255
-	-	-	8,132	-	-	-	-	8,132
<b>TOTAL FUNDS</b>	<b>2,928</b>	<b>-</b>	<b>-</b>	<b>12,538</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,466</b>

EXPANSION OF FIRE STATIONS #2 & #3

FIRE



**Project Title: Expansion 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 as well as extend the facilities' useful life. These stations are ideally located to provide maximum emergency response coverage. 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 confirmed this geographic analysis. While these facilities need to remain in their current locations, they are in need of modernization and expansion to provide adequate cover for fire apparatus, tools, and equipment, and to provide state and federal safety requirements. The reconfiguration and expansion work will extend the life of these facilities 50+ years at less cost than new fire stations. The new facilities will improve operational efficiency while reducing heating, maintenance and piecemeal capital improvements costs. FS2 is 31 years old and FS3 is 41 year old. Both fire stations are currently undergoing schematic design, space programming, and site analysis by a local architect.

**FINANCIAL OVERVIEW**

C00300405

Project Summary		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
-	-	-
-	-	-
553	100	653
-	-	-
493	(358)	135
4,939	739	5,678
350	(242)	108
-	-	-
570	(459)	111
210	(210)	-
<b>TOTAL</b>	<b>(430)</b>	<b>6,685</b>

**USES (dollars in \$000)**

Planning/Environmental  
Land & Easements  
Design  
Legal Services  
Administration  
Construction Contracts  
Construction Management  
Salaries and Benefits  
Contingency  
CIP Overheads

**SOURCES (dollars in \$000)**

Fire Suppression Impact Fees  
Grants & Stimulus Aid  
Undetermined

160	74	234
6,955	(6,955)	-
-	6,451	6,451
<b>TOTAL</b>	<b>(430)</b>	<b>6,685</b>

USES (dollars in \$000)	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	11	29	194	419	-	-	-	653
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	135	-	-	-	135
Construction Contracts	-	-	-	5,678	-	-	-	5,678
Construction Management	-	-	-	108	-	-	-	108
Salaries and Benefits	-	-	-	-	-	-	-	-
Contingency	-	-	-	111	-	-	-	111
CIP Overheads	-	-	-	-	-	-	-	-
<b>TOTAL USES</b>	<b>11</b>	<b>29</b>	<b>194</b>	<b>6,451</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,685</b>

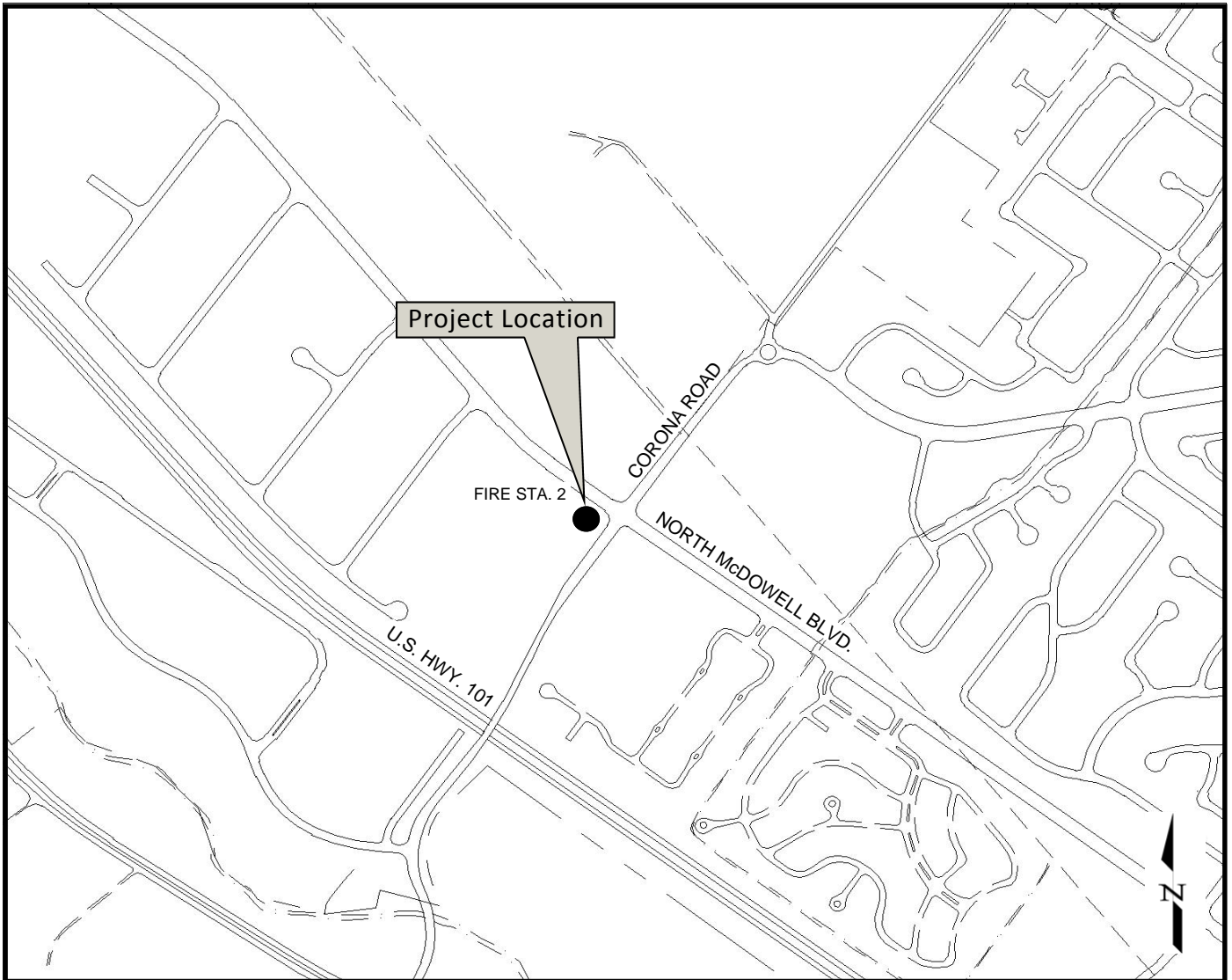
**SOURCES (dollars in \$000)**

Fire Suppression Impact Fees  
Undetermined

-	40	194	-	-	-	-	234
-	-	-	6,451	-	-	-	6,451
<b>TOTAL FUNDS</b>	<b>-</b>	<b>40</b>	<b>194</b>	<b>6,451</b>	<b>-</b>	<b>-</b>	<b>6,685</b>

FIRE STATION #2 SECONDARY ACCESS

FIRE





**Project Title: Fire Station #2 Corona Rd. Secondary Access**

**C14101406**

**PROJECT PURPOSE AND DESCRIPTION**

This is a site improvement project that reconfigures Fire Station #2 with the addition of a secondary access and egress on Corona Road. It was originally incorporated into the combined Fire Station 2 & 3 CIP. It has been separated due to the magnitude and the benefits of the project as well as the necessity to move it forward as soon as possible contingent on available funding. The primary purpose of this project is speed, efficiency and productivity. It will greatly improve operation efficiency, relieve congestion and improve firefighter and public safety. By having two access/egress points response time is improved especially during routine heavy traffic.

**FINANCIAL OVERVIEW**

C14101406

<b>Project Summary</b>		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
	25	25
	-	-
	95	95
	-	-
	11	11
	450	450
	9	9
	-	-
	14	14
	-	-
<b>TOTAL</b>	- 604	604

**USES (dollars in \$000)**

Planning/Environmental  
Land & Easements  
Design  
Legal Services  
Administration  
Construction Contracts  
Construction Management  
Salaries and Benefits  
Contingency  
CIP Overheads

**SOURCES (dollars in \$000)**

Fire Suppression Impact Fees  
Undetermined

	14	14
	590	590
<b>TOTAL</b>	- 604	604

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
Planning/Environmental	-	-	-	25	-	-	-	25
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	14	81	-	-	-	95
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	11	-	-	-	11
Construction Contracts	-	-	-	450	-	-	-	450
Construction Management	-	-	-	9	-	-	-	9
Salaries and Benefits	-	-	-	-	-	-	-	-
Contingency	-	-	-	14	-	-	-	14
CIP Overheads	-	-	-	-	-	-	-	-
<b>TOTAL USES</b>	-	-	14	590	-	-	-	604

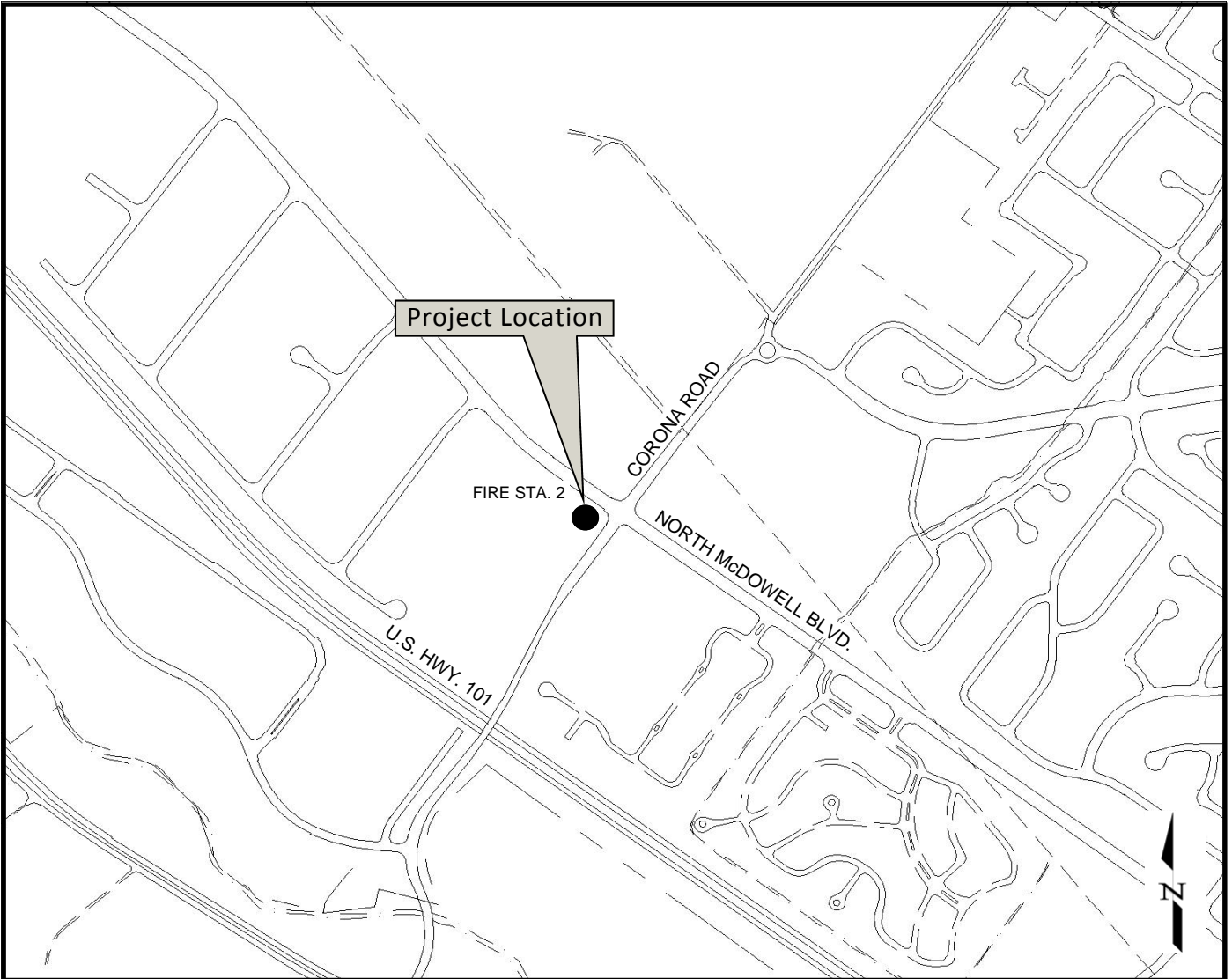
**SOURCES (dollars in \$000)**

Fire Suppression Impact Fees  
Undetermined

	-	-	14	-	-	-	-	14
	-	-	-	590	-	-	-	590
<b>TOTAL FUNDS</b>	-	-	14	590	-	-	-	604

FIRE STATION #2 ABOVE GROUND FUEL TANK

FIRE



**Project Title: Fire Station #2 Above-Ground Fuel Tank**

**C14501407**

**PROJECT PURPOSE AND DESCRIPTION**

The FS2 fuel tank CIP will equip fire station #2 with an onsite fuel dispensing system. This project was originally incorporated into the combined Fire Station 2 & 3 CIP. It has been separated due to the benefit of advancing this project forward as soon as possible contingent on available funding. Emergency units will not have to leave the station for fuel. The fuel tank will reduce travel distance and response times when out of the area and dispatched during fueling. It will reduce apparatus travel miles by approximately 240 annually resulting in lower fuel costs, maintenance costs and degradation of the apparatus. Given the project's positive impact on emergency response time, disaster preparedness and reduced operations costs, it will receive significantly more consideration under grant programs administered by FEMA, DHS, and AFG.

**FINANCIAL OVERVIEW**

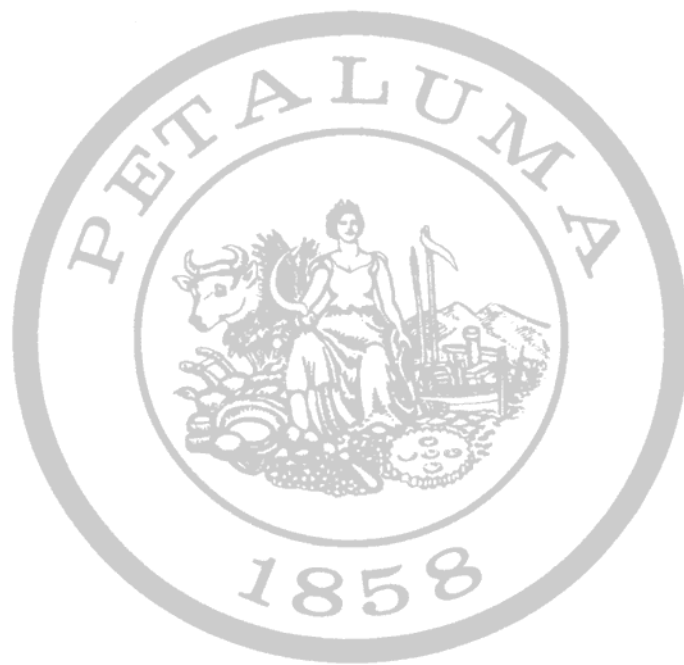
**C14501407**

	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	-	-
Land & Easements	-	-	-
Design	-	17	17
Legal Services	-	-	-
Administration	-	4	4
Construction Contracts	-	160	160
Construction Management	-	3	3
Salaries and Benefits	-	-	-
Contingency	-	2	2
CIP Overheads	-	-	-
<b>TOTAL</b>	-	186	186

<b>SOURCES (dollars in \$000)</b>			
Fire Suppression Impact Fees	-	2	2
Undetermined	-	184	184
<b>TOTAL</b>	-	186	186

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	2	15	-	-	-	17
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	4	-	-	-	4
Construction Contracts	-	-	-	160	-	-	-	160
Construction Management	-	-	-	3	-	-	-	3
Salaries and Benefits	-	-	-	-	-	-	-	-
Contingency	-	-	-	2	-	-	-	2
CIP Overheads	-	-	-	-	-	-	-	-
<b>TOTAL USES</b>	-	-	2	184	-	-	-	186

<b>SOURCES (dollars in \$000)</b>								
Fire Suppression Impact Fees	-	-	2	-	-	-	-	2
Undetermined	-	-	-	184	-	-	-	184
<b>TOTAL FUNDS</b>	-	-	2	184	-	-	-	186



# INFORMATION TECHNOLOGY PROJECTS FY 2013-2014

**INFORMATION TECHNOLOGY CAPITAL IMPROVEMENT PROGRAM BUDGET FY 13-14**

**PROJECT SUMMARY**

Fund 7300.73100

PROJECTS (dollars in \$000)	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
e73501401 Technology Equipment Replacement			100	120	150	150	196	716
<b>TOTAL</b>	\$ -	\$ -	\$ 100	\$ 120	\$ 150	\$ 150	\$ 196	\$ 716

**SOURCES (dollars in \$000)**

Community Facilities Impact Fees			-	-	-	-	26	26
IT Operating			90	120	150	150	150	660
TOT			10	-	-	-	10	20
Public Art Fund			-	-	-	-	10	10
<b>TOTAL</b>	\$ -	\$ -	\$ 100	\$ 120	\$ 150	\$ 150	\$ 196	\$ 716

**Project Title: Technology Equipment Replacement**

**e73501401**

**PROJECT PURPOSE AND DESCRIPTION**

Technology equipment has been installed to provide more efficient access to information for all City users. The technology infrastructure is comprised of video systems, computer workstations, network servers, network switches, network routers, firewalls and voice servers. As these components age, their effectiveness diminishes. Common ages vary around a 5-7 year span. The IT Division typically applies updates and moderate expansion to extend the economic life of each component. This project will identify technology/computer equipment replacement items for the next five years for:

- Replacing the video surveillance in the Visitors' Center and Art Center (and in subsequent years, other video systems);
- Workstation replacements;
- Server replacements
- Network infrastructure replacements;
- Voice servers commencing in year 5

**PROJECT PARAMETERS**

Environmental: Exemption  
 Public Info: None Expected  
 Schedule: Ongoing cycle, commencing FY 2013  
 Permits: None  
 Reference: None

**FINANCIAL OVERVIEW**

e73501401

Project Summary		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
Video	30	30
Workstation Replacement	360	360
Servers and Network Infrastructure	326	326
<b>TOTAL</b>	-	716

**USES (dollars in \$000)**

Video  
 Workstation Replacement  
 Servers and Network Infrastructure  
**TOTAL**

**SOURCES (dollars in \$000)**

Community Facilities Impact Fees  
 IT Operating  
 TOT  
 Public Art Fund  
**TOTAL**

Community Facilities Impact Fees	26	26
IT Operating	660	660
TOT	20	20
Public Art Fund	10	10
<b>TOTAL</b>	-	716

USES (dollars in \$000)	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
Video			10	-	-	-	20	30
Workstation Replacement			30	60	90	90	90	360
Servers and Network Infrastructure			60	60	60	60	86	326
<b>TOTAL USES</b>	-	-	100	120	150	150	196	716

**SOURCES (dollars in \$000)**

Community Facilities Impact Fees  
 IT Operating  
 TOT  
 Public Art Fund  
**TOTAL FUNDS**

Community Facilities Impact Fees			-	-	-	-	26	26
IT Operating			90	120	150	150	150	660
TOT			10	-	-	-	10	20
Public Art Fund			-	-	-	-	10	10
<b>TOTAL FUNDS</b>	-	-	100	120	150	150	196	716

# PARKS PROJECTS FY 2013-2014

**PARKS & RECREATION CAPITAL IMPROVEMENT PROGRAM BUDGET FY 13-14  
 PROJECT SUMMARY  
 Fund 3140.31400**

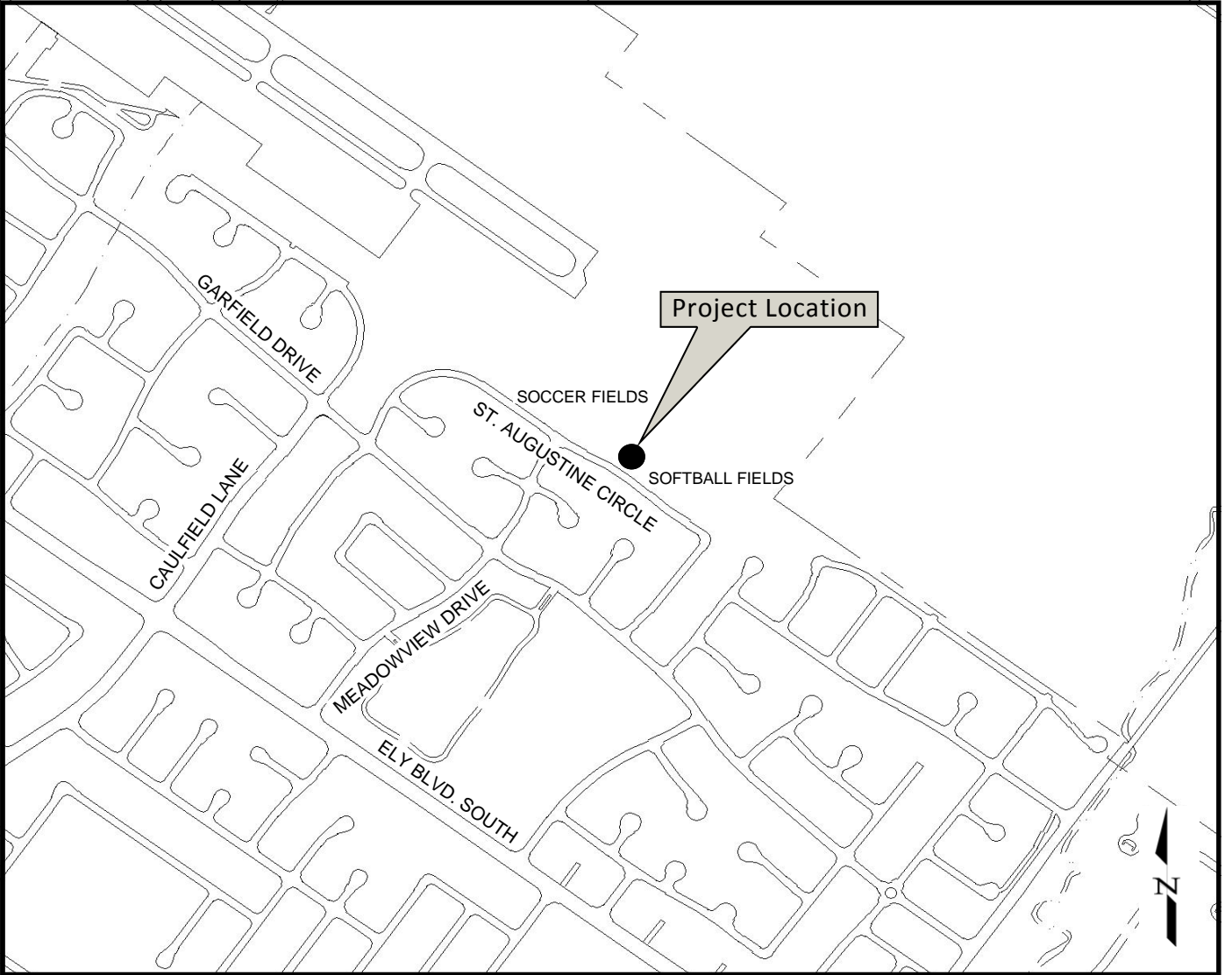
PROJECTS (dollars in \$000)	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
C00400206 Wiseman Park Restroom	\$ 6	\$ -	\$ 94	\$ -	\$ -	\$ -	\$ -	\$ 100
C14501001 Swim Center Energy Efficiency and Renewable Energy	5	249	335	-	-	-	-	589
C00400104 East Washington Park	1,057	-	278	6,485	-	-	-	7,820
C00400205 Playground Replacements	120	-	-	21	41	63	-	245
C14501402 La Cresta Ridge and Ravine Property Acquisition	-	-	6	4,000	-	-	-	4,006
<b>TOTAL</b>	<b>\$ 1,188</b>	<b>\$ 249</b>	<b>\$ 713</b>	<b>\$ 10,506</b>	<b>\$ 41</b>	<b>\$ 63</b>	<b>\$ -</b>	<b>\$ 12,760</b>

**SOURCES (dollars in \$000)**

Parkland Impact Fees	\$ 465	\$ 748	\$ 358	\$ 2,718	\$ 8	\$ 13	\$ -	\$ 4,310
Community Facilities Impact Fees	680	153	338	-	-	-	-	1,171
Aquatic Facility Impact Fees	16	-	-	-	-	-	-	16
Open Space Grant	-	-	-	4,000	-	-	-	4,000
Developer Contributions	-	82	-	2,000	-	-	-	2,082
Donations	61	-	20	1,000	-	-	-	1,081
Undetermined	-	-	-	17	33	50	-	100
<b>TOTAL</b>	<b>\$ 1,222</b>	<b>\$ 983</b>	<b>\$ 716</b>	<b>\$ 9,735</b>	<b>\$ 41</b>	<b>\$ 63</b>	<b>\$ -</b>	<b>\$ 12,760</b>

WISEMAN PARK RESTROOM

PARKS AND RECREATION





**PROJECT TITLE: WISEMAN PARK RESTROOM**

**C00400206**

**PROJECT PURPOSE AND DESCRIPTION**

This project consists of building a restroom in the area between the soccer fields and softball diamonds near the south end of Wiseman Park. Users of the Wiseman athletic facilities, partnered with the City and contributed \$20,000 in cash donations in order to complete this project.

**PROJECT PARAMETERS**

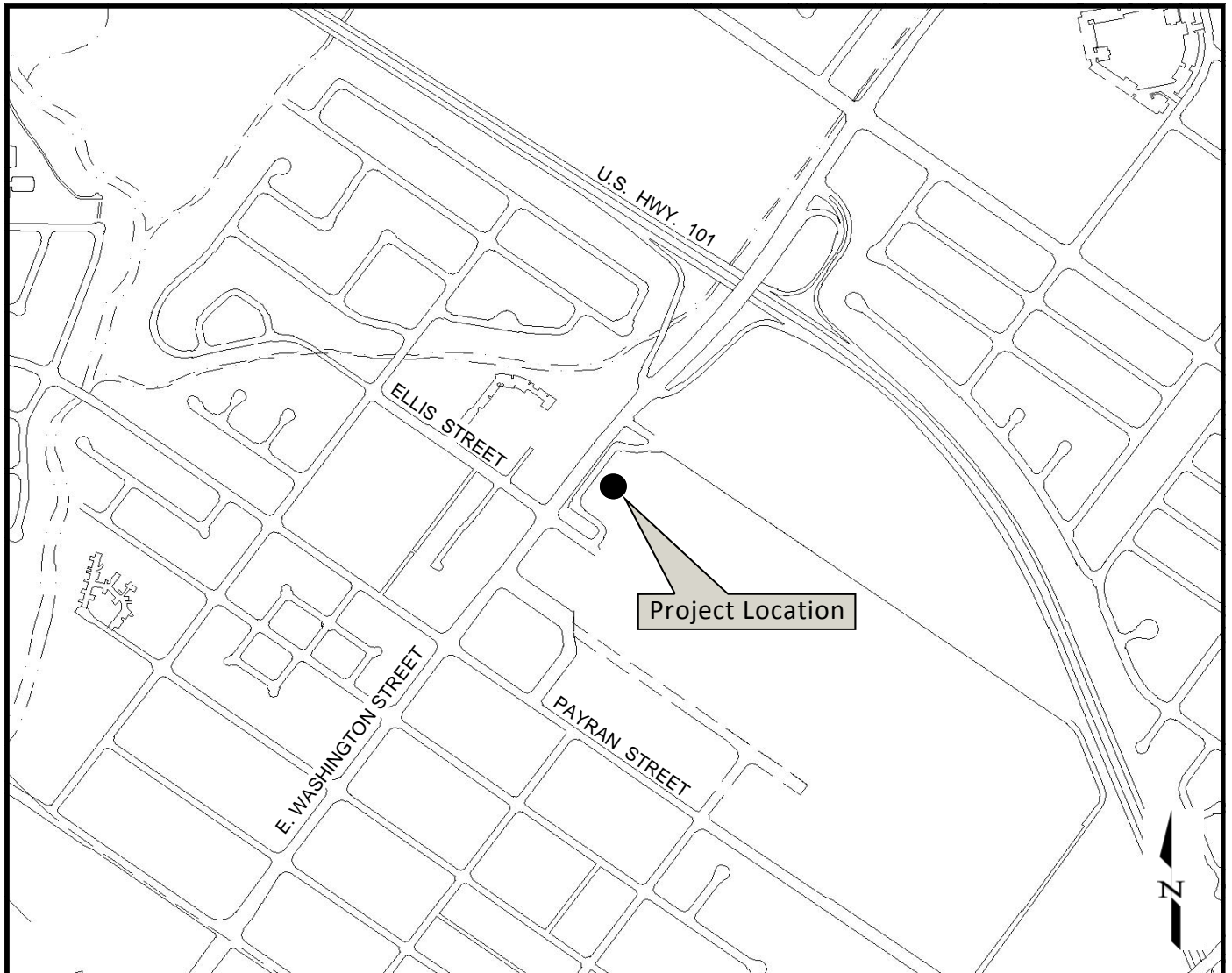
Environmental: Exempt  
 Public Info: Neighbor notices and likely meetings  
 Schedule: Expected completion 2013. Project cost estimate through completion \$100,000.  
 Permits: Building Permit  
 Reference: None

**FINANCIAL OVERVIEW**

C00400206	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	-	-
Land & Easements	-	-	-
Design	8	-	8
Legal Services	1	-	1
Administration	-	-	-
Construction Contracts	73	-	73
Construction Management	-	-	-
Salaries/Benefits	8	-	8
Contingency	8	-	8
CIP Overheads	2	-	2
<b>TOTAL</b>	<b>100</b>	<b>-</b>	<b>100</b>
<b>SOURCES (dollars in \$000)</b>			
Parkland Acquisition Impact Fees	80	-	80
Donations	20	-	20
<b>TOTAL</b>	<b>100</b>	<b>-</b>	<b>100</b>

C00400206	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	4	-	4	-	-	-	-	8
Legal Services	-	-	1	-	-	-	-	1
Administration	-	-	-	-	-	-	-	-
Construction Contracts	2	-	71	-	-	-	-	73
Construction Management	-	-	-	-	-	-	-	-
Contingency	-	-	8	-	-	-	-	8
Salaries/Benefits	-	-	8	-	-	-	-	8
CIP Overheads	-	-	2	-	-	-	-	2
<b>TOTAL USES</b>	<b>6</b>	<b>-</b>	<b>94</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100</b>
<b>SOURCES (dollars in \$000)</b>								
Parkland Impact Fees	6	-	74	-	-	-	-	80
Donations	-	-	20	-	-	-	-	20
<b>TOTAL FUNDS</b>	<b>6</b>	<b>-</b>	<b>94</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100</b>

**SWIM CENTER ENERGY EFFICIENCY AND RENEWABLE ENERGY      PARKS AND RECREATION**



**Project Title: Swim Center Energy Efficiency and Renewable Energy C14501001**

**PROJECT PURPOSE AND DESCRIPTION**

PG&E records show that the Swim Center on East Washington is the largest consumer of electricity of city-owned recreational facilities. The natural gas rates to heat the pool are nearly double the electricity costs. The existing pumps and boilers at the pool are aged and inefficient. This project will replace the boilers, install variable frequency pumps, and optimize efficiency through additional measures. A consultant designed the efficiency measures and confirmed that the improvements will meet current code. A construction contract was awarded in Spring of 2013. Due to the discovery of lead based paints the need for abatement has delayed the project until Fall of 2013.

Funding will come from a new PG&E zero-percent loan program offered to local governments for energy efficiency projects with a calculated payback of 10 years or less. The City must cover the project costs until PG&E verifies and accepts the project. At that time, the PGE loan will reimburse all of the City's expenses. The PGE loan will then be paid from energy savings directly from utility billing within a 10 year period. Through conditions of approval, the Regency development is paying for the addition of solar water heating to the project.

**PROJECT PARAMETERS**

Environmental: Notice of Exemption  
 Public Info: As needed  
 Schedule: Construction to begin after end of swim season in September 2013  
 Permits: Building Permit and Department of Health Services Permit  
 Reference: Association of Bay Area Governments audit report April 2008

**FINANCIAL OVERVIEW**

C14501001

	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	-	-
Land & Easements	-	-	-
Design	29	(4)	25
Legal Services	2	-	2
Administration	-	-	-
Construction Contracts	225	254	479
Construction Mgmt	-	15	15
Salaries/Benefits	25	5	30
Contingency	-	31	31
CIP Overheads	7	-	7
<b>TOTAL</b>	<b>288</b>	<b>301</b>	<b>589</b>

<b>SOURCES (dollars in \$000)</b>			
Community Facilities Impact Fees	272	219	491
Aquatic Facility Impact Fees	16	-	16
Developer Contributions	-	82	82
<b>TOTAL</b>	<b>288</b>	<b>301</b>	<b>589</b>

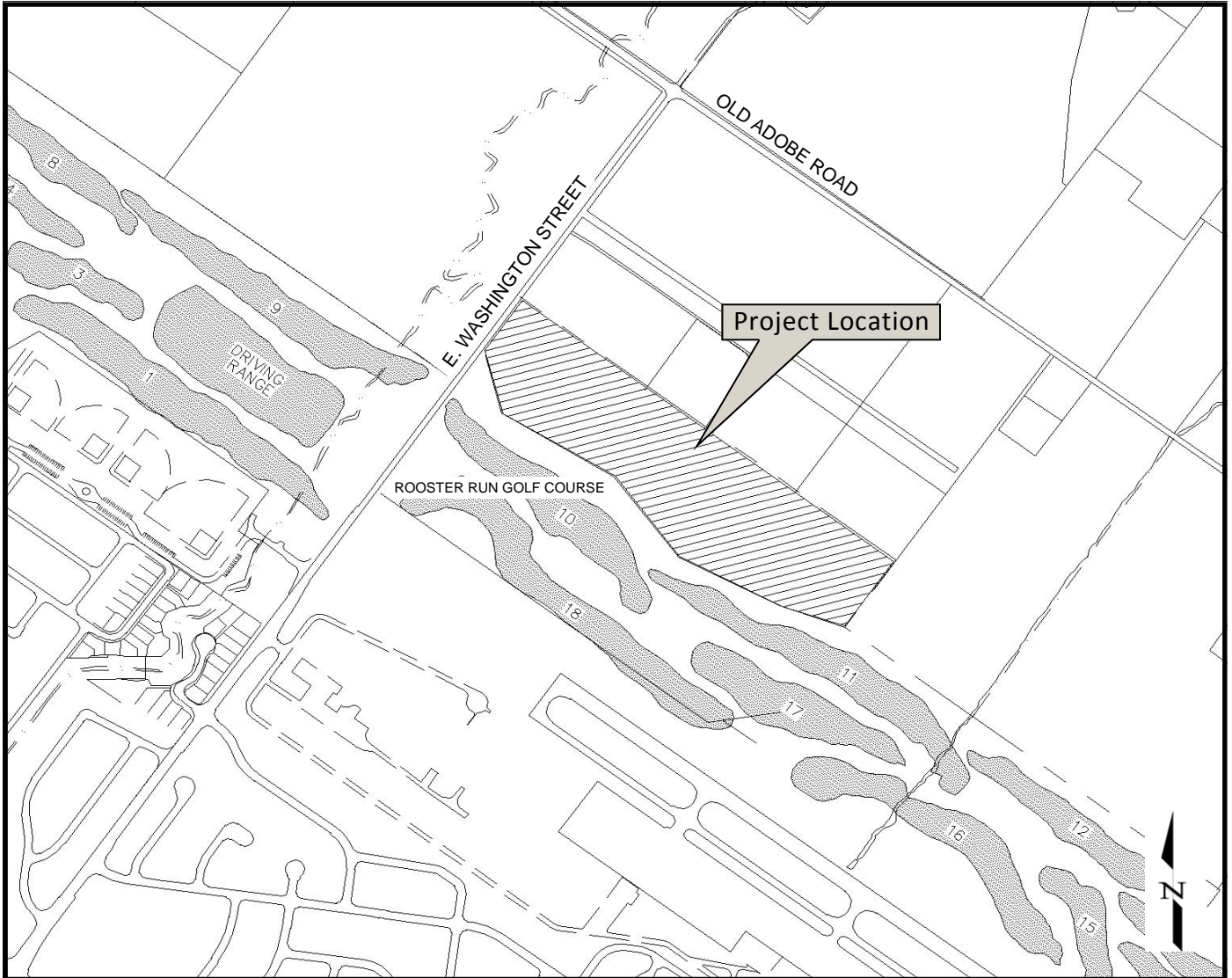
	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	-	16	9	-	-	-	-	25
Legal Services	-	1	1	-	-	-	-	2
Administration	-	-	-	-	-	-	-	-
Construction Contracts	-	200	279	-	-	-	-	479
Construction Management	-	6	9	-	-	-	-	15
Salaries/Benefits	5	19	6	-	-	-	-	30
Contingency	-	-	31	-	-	-	-	31
CIP Overheads	-	7	-	-	-	-	-	7
<b>TOTAL USES</b>	<b>5</b>	<b>249</b>	<b>335</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>589</b>

<b>SOURCES (dollars in \$000)</b>								
Community Facilities Loan	-	153	338	-	-	-	-	491
Aquatic Facility Impact Fees	16	-	-	-	-	-	-	16
Developer Contributions	-	82	-	-	-	-	-	82
<b>TOTAL FUNDS</b>	<b>16</b>	<b>235</b>	<b>338</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>589</b>

\* Community Facilities Impact Fees will loan the funds and be reimbursed when the PG&E loan is received.

EAST WASHINGTON PARK

PARKS AND RECREATION



**PROJECT TITLE: East Washington Park**

**C00400104**

**PROJECT PURPOSE AND DESCRIPTION**

East Washington Park is to be located on 24.8 acres on East Washington Street, ¼ mile west of Adobe Rd., adjacent to Rooster Run Golf Club. The Master Conceptual Plan, which includes a description of recreational facilities and park amenities, was reviewed and approved by City Council on June 4, 2007 with authorization for staff to proceed with final design. In order to make use of Open Space Grant prior to expiration, the initial phase of the project will be down-scoped to meet existing funding.

**PROJECT PARAMETERS**

Environmental: Mitigated Negative Declaration  
Public Info: The public participated in the Master Conceptual Plan  
Schedule: Initial Phase (two artificial turf fields with lighting) summer 2014.  
Permits: 401  
Reference: General Plan 2025

**FINANCIAL OVERVIEW**

C00400104

	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	307	(245)	62
Land & Easements	1	(1)	-
Design	1,376	(262)	1,114
Legal Services	25	(11)	14
Administration	10	(10)	-
Construction Contracts	16,926	(11,425)	5,501
Construction Management	2,112	(1,910)	202
Salaries/Benefits	112	49	161
Contingency	1,922	(1,392)	530
CIP Overheads	585	(349)	236
<b>TOTAL</b>	<b>23,376</b>	<b>-</b>	<b>7,820</b>

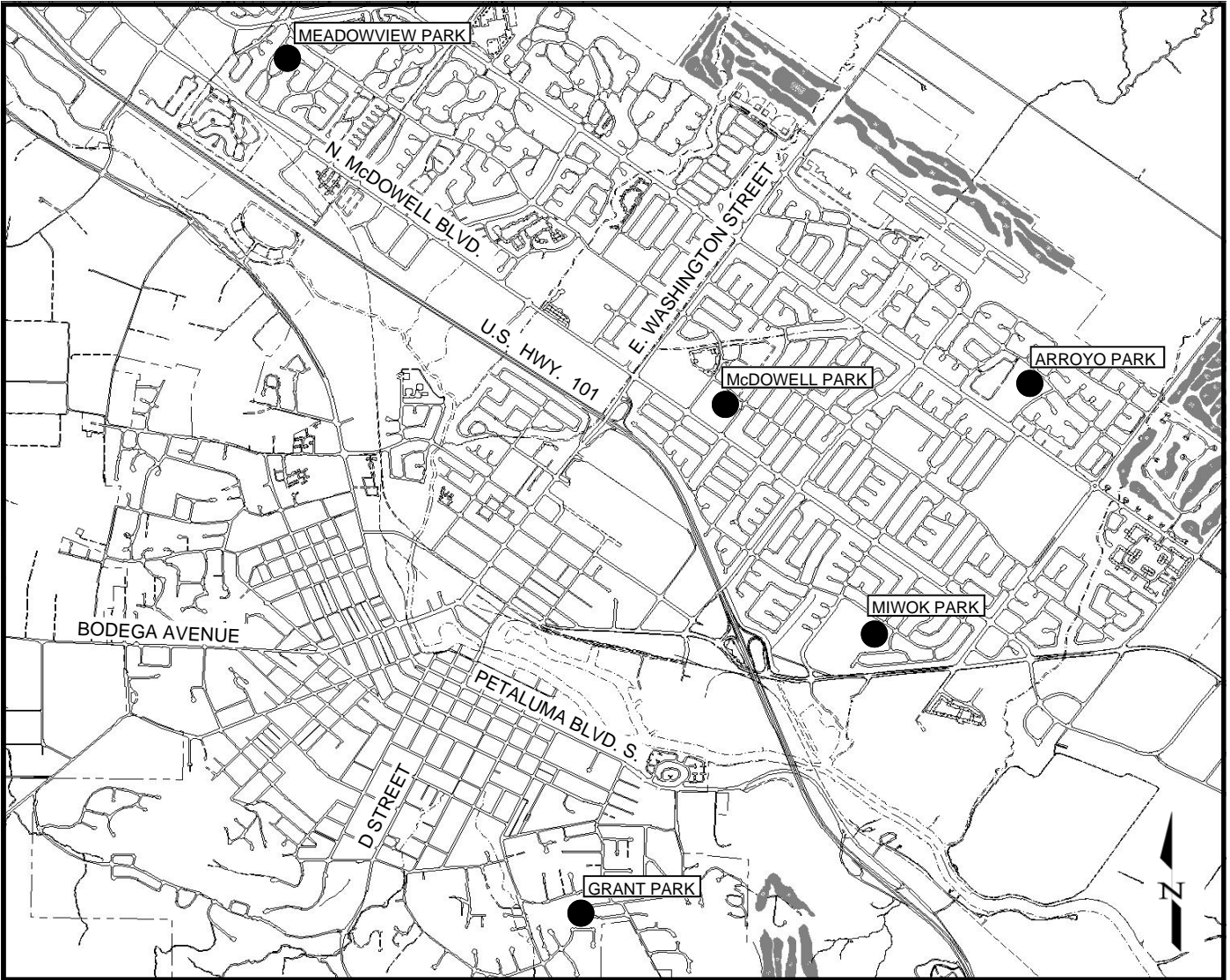
<b>SOURCES (dollars in \$000)</b>			
Parkland Acquisition Impact Fees	400	3,740	4,140
Community Facilities Impact Fees	800	(120)	680
Open Space Grant	2,000	-	2,000
Donations	2,000	(1,000)	1,000
Undetermined	18,176	(18,176)	-
<b>TOTAL</b>	<b>23,376</b>	<b>(15,556)</b>	<b>7,820</b>

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	62	-	-	-	-	-	-	62
Land & Easements	-	-	-	-	-	-	-	-
Design	914	-	200	-	-	-	-	1,114
Legal Services	9	-	-	5	-	-	-	14
Administration	-	-	-	-	-	-	-	-
Construction Contracts	1	-	-	5,500	-	-	-	5,501
Construction Management	2	-	-	200	-	-	-	202
Salaries/Benefits	21	-	40	100	-	-	-	161
Contingency	-	-	30	500	-	-	-	530
CIP Overheads	48	-	8	180	-	-	-	236
<b>TOTAL USES</b>	<b>1,057</b>	<b>-</b>	<b>278</b>	<b>6,485</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,820</b>

<b>SOURCES (dollars in \$000)</b>								
Parkland Impact Fees	400	748	278	2,714	-	-	-	4,140
Community Facilities Impact Fees	680	-	-	-	-	-	-	680
Open Space Grant	-	-	-	2,000	-	-	-	2,000
Donations	-	-	-	1,000	-	-	-	1,000
<b>TOTAL FUNDS</b>	<b>1,080</b>	<b>748</b>	<b>278</b>	<b>5,714</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,820</b>

PLAYGROUND REPLACEMENT

PARKS AND RECREATION



● Project Locations

**PROJECT TITLE: Playground Replacements**

**C00400205**

**PROJECT PURPOSE AND DESCRIPTION**

The Americans with Disability Act (ADA) requires all playgrounds to meet Federal standards. The City has replaced twelve playgrounds to date. Several playgrounds are left to replace. Del Oro and McDowell Meadows were completed in 2008. The fund balance was expended on these two parks. The remaining parks needing replacement equipment are Arroyo, Grant, McDowell, Meadowview and Miwok. The playground replacement program will recommence when additional funding is secured.

**PROJECT PARAMETERS**

Environmental: N/A  
 Public Info: As needed  
 Schedule: Expected completion date unknown. Project cost estimate through completion \$245,000.  
 Permits: None  
 Reference: Americans with Disability Act

**FINANCIAL OVERVIEW**

C00400205

Project Summary		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
5	-	5
-	-	-
-	-	-
-	-	-
-	-	-
229	-	229
-	-	-
-	-	-
-	-	-
9	2	11
<b>TOTAL</b>	<b>2</b>	<b>245</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Management  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

**SOURCES (dollars in \$000)**

Parkland Acquisition Impact Fees  
 Donations  
 Undetermined

80	4	84
61	-	61
102	(2)	100
<b>TOTAL</b>	<b>2</b>	<b>245</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Management  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
Planning/Environmental	5	-	-	-	-	-	-	5
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-	-
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	-	-	-	-	-
Construction Contracts	109	-	-	20	40	60	-	229
Construction Management	-	-	-	-	-	-	-	-
Salaries/Benefits	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-
CIP Overheads	6	-	-	1	1	3	-	11
<b>TOTAL USES</b>	<b>120</b>	<b>-</b>	<b>-</b>	<b>21</b>	<b>41</b>	<b>63</b>	<b>-</b>	<b>245</b>

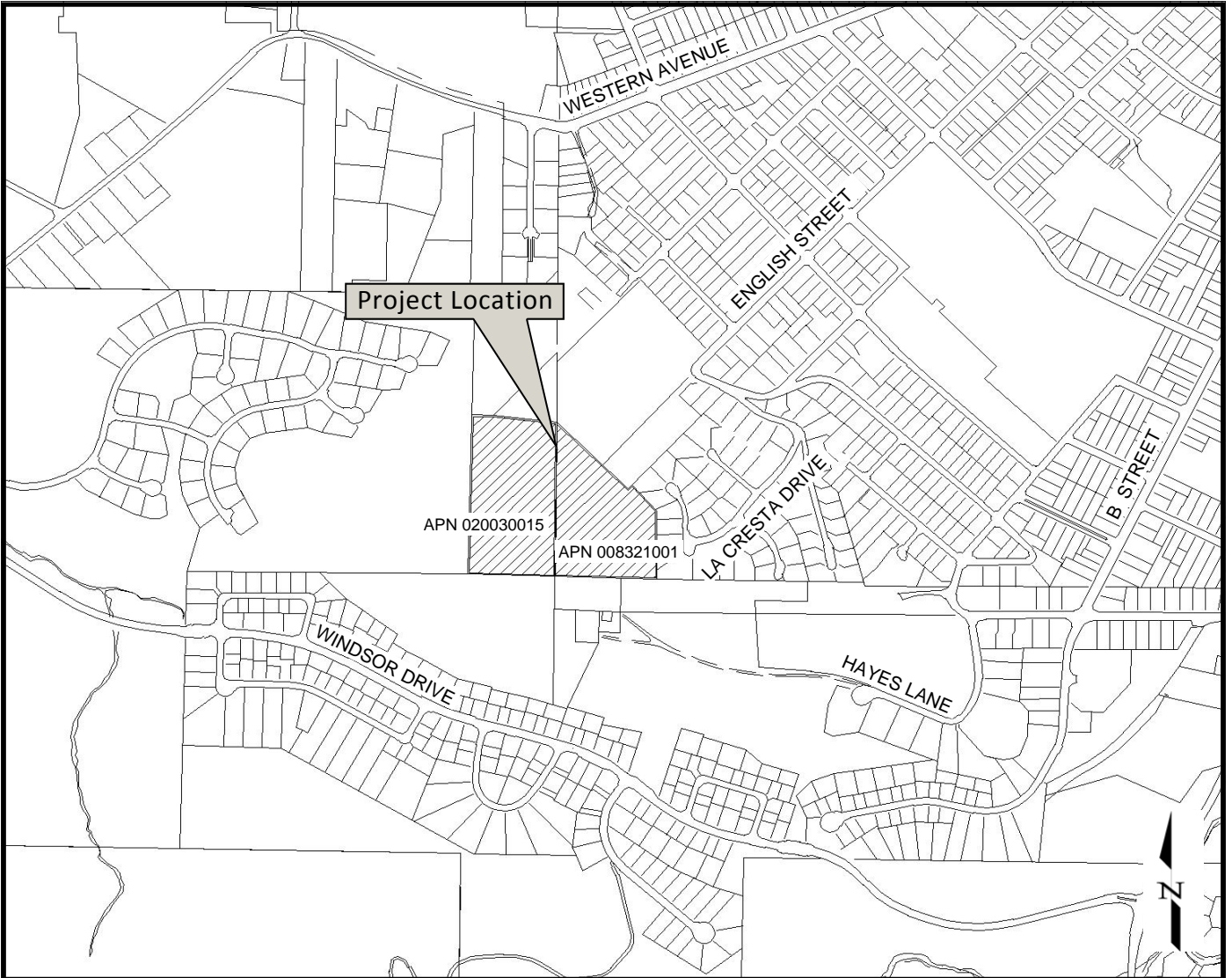
**SOURCES (dollars in \$000)**

Parkland Impact Fees  
 Donations  
 Undetermined

59	-	-	4	8	13	-	84
61	-	-	-	-	-	-	61
-	-	-	17	33	50	-	100
<b>TOTAL FUNDS</b>	<b>120</b>	<b>-</b>	<b>-</b>	<b>21</b>	<b>41</b>	<b>63</b>	<b>245</b>

LA CRESTA RIDGE & RAVINE PROPERTY ACQUISITION

PARKS AND RECREATION





**PROJECT TITLE: La Cresta Ridge & Ravine Property Acquisition**

**C14501402**

**PROJECT PURPOSE AND DESCRIPTION**

The La Cresta acquisition consists of 13.6 acres. It is located within the Petaluma city limits bordered by La Cresta Drive on the East, City of Petaluma property to the North, dedicated open space owned by the West Haven and Victoria HOA to the west and south. The La Cresta land acquisition will be characterized as a bargain sale. The owners, Cal Water, are willing to donate 50% of the land value to meet the City’s local match requirement, with 50% purchased through the grant process. The grant application was predicated on an anticipated appraised value of \$4 million.

**PROJECT PARAMETERS**

Environmental:  
Public Info:  
Schedule:  
Permits:  
Reference:

**FINANCIAL OVERVIEW**

C14501402

Project Summary		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
	-	-
	4,006	4,006
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
<b>TOTAL</b>	-	4,006

**USES (dollars in \$000)**

Planning/Environmental  
Land & Easements  
Design  
Legal Services  
Administration  
Construction Contracts  
Construction Management  
Salaries/Benefits  
Contingency  
CIP Overheads

**SOURCES (dollars in \$000)**

Parkland Acquisition Impact Fees  
Open Space Grant  
Developer Contributions

	6	6
	2,000	2,000
	2,000	2,000
<b>TOTAL</b>	-	4,006

USES (dollars in \$000)	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	6	4,000	-	-	-	4,006
Design	-	-	-	-	-	-	-	-
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	-	-	-	-	-
Construction Contracts	-	-	-	-	-	-	-	-
Construction Management	-	-	-	-	-	-	-	-
Salaries/Benefits	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-
CIP Overheads	-	-	-	-	-	-	-	-
<b>TOTAL USES</b>	-	-	6	4,000	-	-	-	4,006

**SOURCES (dollars in \$000)**

Parkland Impact Fees  
Open Space Grant  
Developer Contributions

	-	-	6	-	-	-	-	6
	-	-	-	2,000	-	-	-	2,000
	-	-	-	2,000	-	-	-	2,000
<b>TOTAL FUNDS</b>	-	-	6	4,000	-	-	-	4,006



# PUBLIC WORKS PROJECTS FY 2013-2014

**PUBLIC WORKS CAPITAL IMPROVEMENT PROGRAM BUDGET FY 13-14**

**PROJECT SUMMARY**

Fund 3160.31600

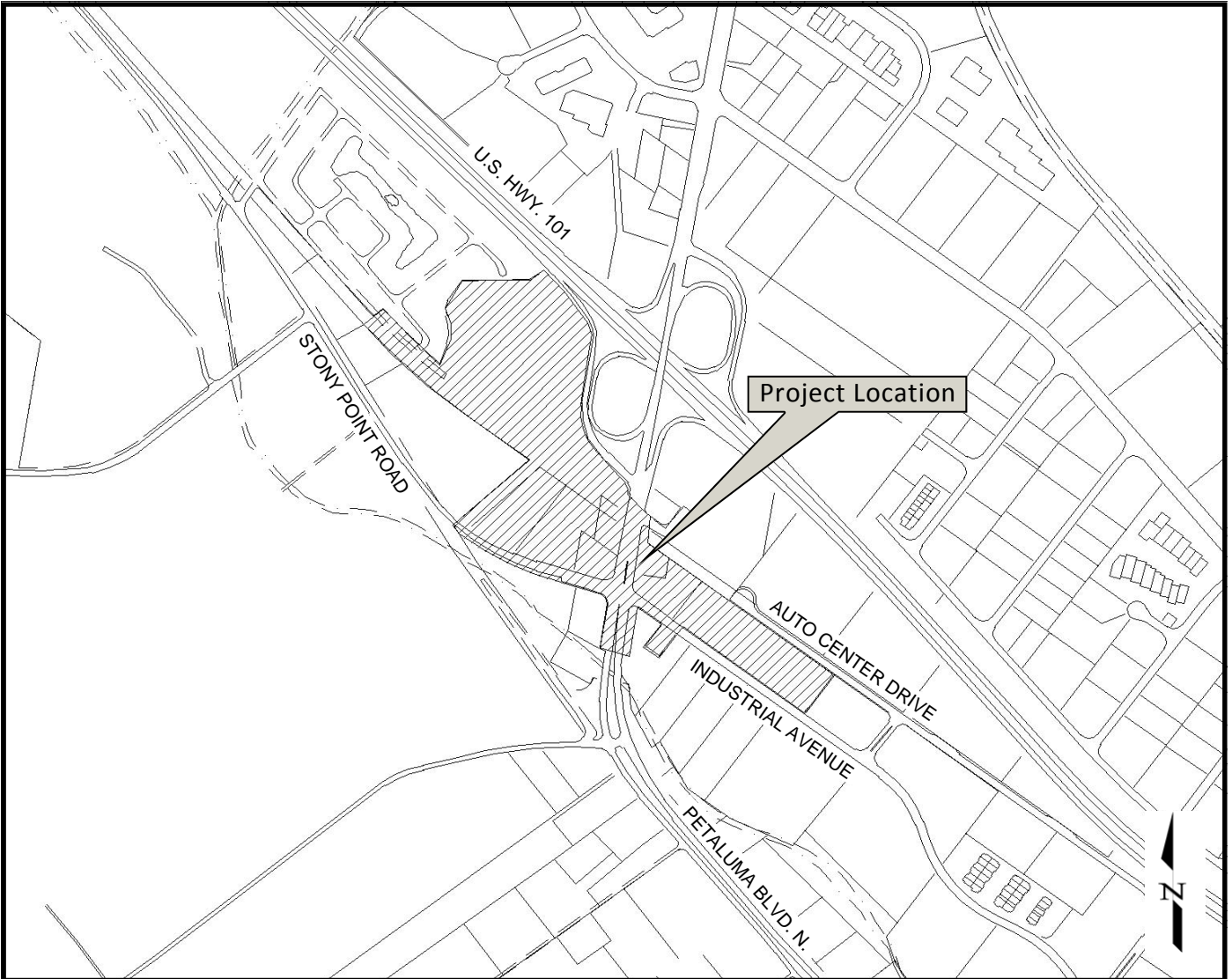
PROJECTS (dollars in \$000)	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
C02500104 Rule 20A Petaluma Blvd North	\$ 37	\$ 34	\$ 12	\$ -	\$ -	\$ -	\$ -	\$ 83
C16101006 Protected Left-Turn Signal Upgrade	93	16	398	-	-	-	-	507
C16101101 Petaluma Blvd South Road Diet	195	694	70	-	-	-	-	959
C16101103 HSIP Lighted Crosswalks	13	18	171	-	-	-	-	202
C00501304 Old Redwood Hwy Interchange	4,127	671	12,798	9,406	1,883	-	-	28,885
C16101201 Washington St Bridge Seismic Rehab	16	163	141	163	3,293	-	-	3,776
C03500104 Rule 20A Bodega Phase II	45	1	-	358	-	-	-	404
C00501204 Rainier Ave Cross-town Connector	2,018	646	566	-	-	8,556	-	11,786
C16101301 Traffic Signal Infrastructure Replacement	-	-	-	775	775	775	775	3,100
C16101303 Various Street Maintenance & Overlays	-	163	453	1,000	1,000	1,000	1,000	4,615
C16201304 Community Center Interior Repairs	-	-	-	300	-	-	-	300
C16201305 HVAC - Community Center	-	-	-	435	-	-	-	435
C16201306 Community Center Roof	-	56	57	93	-	-	-	206
C03200503 River Trail Washington to Lakeville	492	981	294	-	-	-	-	1,767
C16101308 Lighted Crosswalk on Washington & Edith	-	16	165	-	-	-	-	181
C16101309 Channelization Lakeville & Pine View Way	-	3	213	-	-	-	-	216
C16501410 Willow Brook Creek Bridge Scour Repair	-	5	62	-	-	-	-	67
C16501411 Asphalt Rehab Public Paths, Parking and Courts	-	-	-	190	-	-	-	190
C16501412 LED Streetlight Retrofit	-	-	262	-	-	-	-	262
C16101416 Rehabilitation of Various Streets In Petaluma	-	-	254	1,884	-	-	-	2,138
e16100280 101/E Washington Contribution To Caltran	1,178	714	2,108	-	-	-	-	4,000
e16022011 E. Washington Interchange Labor Charges	66	28	26	-	-	-	-	120
e16042012 Safe Routes to School Plan 2011	1	62	67	-	-	-	-	130
e16062012 Traffic Signal Coord Snma Mtn - McDowell	69	24	-	-	-	-	-	93
e16082012 Payran UST	368	74	252	25	25	-	-	744
<b>TOTAL</b>	<b>\$ 8,718</b>	<b>\$ 4,368</b>	<b>\$ 18,369</b>	<b>\$ 14,629</b>	<b>\$ 6,976</b>	<b>\$ 10,331</b>	<b>\$ 1,775</b>	<b>\$ 65,166</b>

**SOURCES (dollars in \$000)**

Traffic Mitigation Impact Fees	\$ 500	\$ 1,919	\$ 153	\$ -	\$ (153)	\$ -	\$ -	\$ 2,419
Community Center Impact Fees	-	12	13	228	-	-	-	253
Gas Tax	80	34	12	308	-	-	-	434
Street Maintenance 2411	32	204	733	1,425	1,100	1,100	1,100	5,694
Street Maintenance 2413	35	50	-	-	-	-	-	85
Public Works Grants	286	826	1,343	144	2,570	-	-	5,169
Measure M	435	380	9,527	2,709	153	-	-	13,204
PCDC	4,435	-	-	-	-	-	-	4,435
Successor Agency - Former PCDC	1,651	249	1,892	8,325	1,883	7,646	-	21,646
General Fund	-	44	44	72	-	-	-	160
Proposition 1B	37	233	-	-	-	-	-	270
Assessment District 21	75	-	-	-	-	-	-	75
SLPP	-	-	2,798	-	-	-	-	2,798
Developer Contributions	2,313	2	28	-	-	1,429	-	3,772
Interfund Loan	325	33	(7)	-	-	-	-	351
PG&E Loan	-	-	250	-	-	-	-	250
Undetermined	-	-	-	1,398	1,403	675	675	4,151
<b>TOTAL</b>	<b>\$ 10,204</b>	<b>\$ 3,986</b>	<b>\$ 16,786</b>	<b>\$ 14,609</b>	<b>\$ 6,956</b>	<b>\$ 10,850</b>	<b>\$ 1,775</b>	<b>\$ 65,166</b>

RULE 20A PETALUMA BLVD. NORTH

PUBLIC WORKS



**Project Title: Rule 20A Petaluma Blvd. North**

**C02500104**

**PROJECT PURPOSE AND DESCRIPTION**

Underground district (Rule 20A) projects are safety and aesthetic improvements involving removal of overhead wires, their supporting poles, and the overhead service drops to individual properties. To fund the underground work, PG&E, under the Public Utility Commission Rule 20A, is required to allocate funds to communities to underground existing overhead wires. Petaluma Blvd. North Project is located in the Stony Point Road and Industrial Avenue area.

**PROJECT PARAMETERS**

Environmental: Categorical Exemption  
 Public Info: Property owner and business notification  
 Schedule: Expected completion 2013  
 Permits: PG&E obtained a City Encroachment Permit  
 Reference: Public Utility Commission Rule 20A

**FINANCIAL OVERVIEW**

C02500104

Project Summary			
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14	
-	-	-	
25	(6)	19	
35	(29)	6	
-	-	-	
5	(5)	-	
-	-	-	
-	-	-	
81	(25)	56	
-	-	-	
2	-	2	
<b>TOTAL</b>	<b>148</b>	<b>(65)</b>	<b>83</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Mgmt  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

**SOURCES (dollars in \$000)**

Gas Tax  
 Street Maintenance 2411

81	2	83	
67	(67)	-	
<b>TOTAL</b>	<b>148</b>	<b>(65)</b>	<b>83</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Mgmt  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
-	-	-	-	-	-	-	-	-
9	10	-	-	-	-	-	-	19
6	-	-	-	-	-	-	-	6
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
20	24	12	-	-	-	-	-	56
-	-	-	-	-	-	-	-	-
2	-	-	-	-	-	-	-	2
<b>TOTAL USES</b>	<b>37</b>	<b>34</b>	<b>12</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>83</b>

**SOURCES (dollars in \$000)**

Gas Tax

37	34	12	-	-	-	-	83
<b>TOTAL FUNDS</b>	<b>37</b>	<b>34</b>	<b>12</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>83</b>

PGE Design  
 PGE Construction Contracts  
 PGE Construction Mgmt

**TOTAL RULE 20A EXPENSES**

150	-	-	-	-	-	-	150
-	900	100	-	-	-	-	1,000
-	140	47	-	-	-	-	187
<b>TOTAL RULE 20A EXPENSES</b>	<b>150</b>	<b>1,040</b>	<b>147</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,337</b>
PGE-Rule 20A Credit	150	1,040	147	-	-	-	1,337



**Project Title: Protected Left-Turn Signal Upgrade**

**C16101006**

**PROJECT PURPOSE AND DESCRIPTION**

The Caltrans HSIP funds will evaluate and improve 26 protected/permissive left-turn signals with high numbers of traffic incidents and upgrade ADA ramps. Council approved intersections will be upgraded to protected left-turn only signals as required. Work will generally include: environmental review, design, construction engineering, traffic control, traffic signal upgrade, signage, striping, electrical work, traffic counts, and signal timing.

**PROJECT PARAMETERS**

Environmental: Categorical Exemption/Exclusion  
 Public Info: Adjacent property owners will be notified  
 Schedule: Expected completion fall 2013  
 Permits: To be determined  
 Reference: City of Petaluma's 2009 Traffic Safety Evaluation, as conducted by the University of California Berkeley's Institute of Transportation Studies in cooperation with the City of Petaluma's Police Department

**FINANCIAL OVERVIEW**

C16101006

Project Summary		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
5	(5)	-
-	-	-
52	32	84
1	-	1
6	1	7
282	-	282
32	-	32
78	5	83
41	(33)	8
10	-	10
<b>TOTAL</b>	<b>-</b>	<b>507</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Mgmt  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

**SOURCES (dollars in \$000)**

Street Maintenance 2411  
 Public Works Grants  
 Proposition 1B

17	-	17
441	-	441
49	-	49
<b>TOTAL</b>	<b>-</b>	<b>507</b>

USES (dollars in \$000)	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	52	2	30	-	-	-	-	84
Legal Services	-	-	1	-	-	-	-	1
Administration	-	2	5	-	-	-	-	7
Construction Contracts	-	-	282	-	-	-	-	282
Construction Mgmt	-	-	32	-	-	-	-	32
Salaries/Benefits	37	12	34	-	-	-	-	83
Contingency	-	-	8	-	-	-	-	8
CIP Overheads	4	-	6	-	-	-	-	10
<b>TOTAL USES</b>	<b>93</b>	<b>16</b>	<b>398</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>507</b>

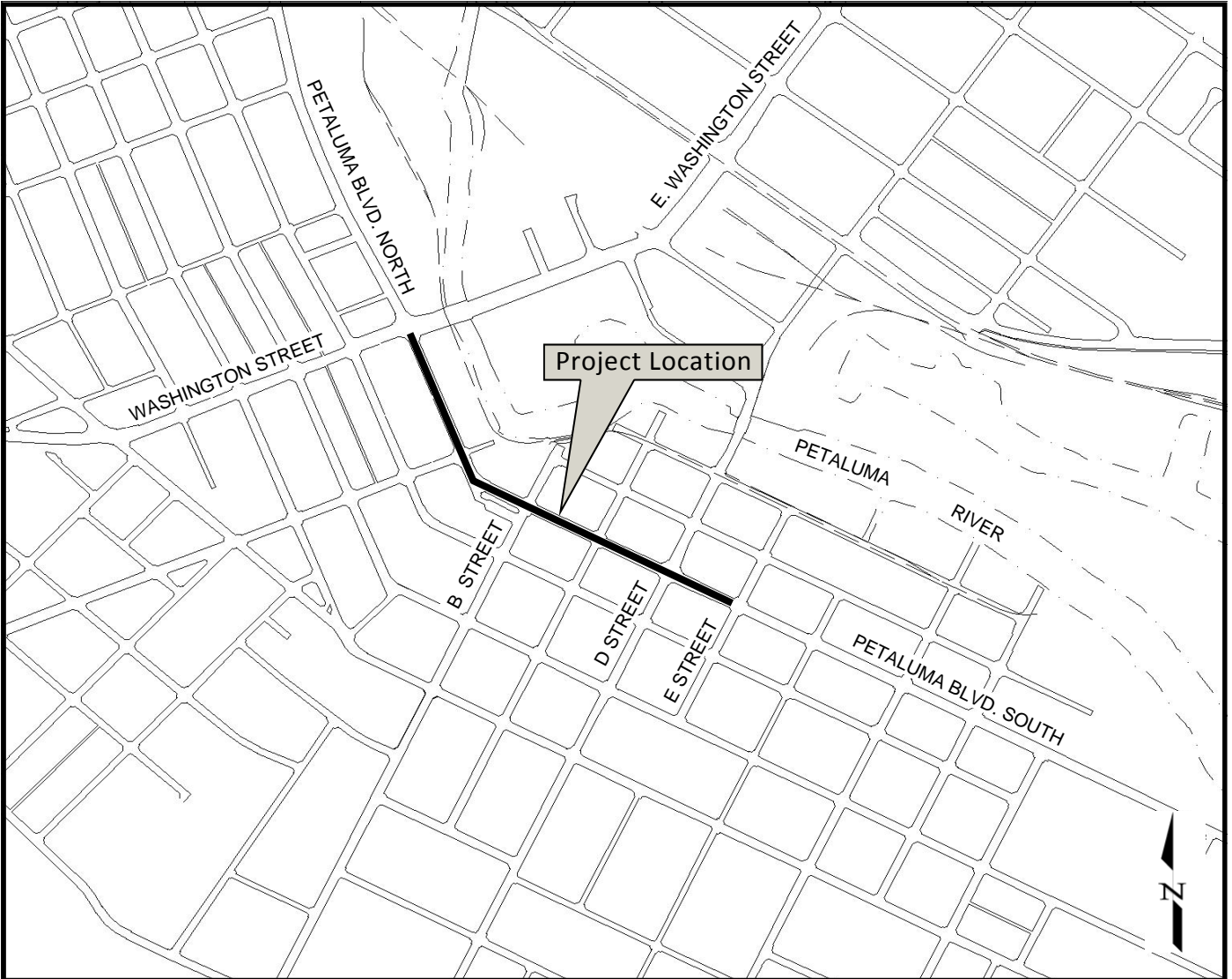
**SOURCES (dollars in \$000)**

Street Maintenance 2411  
 Federal Hwy Safety Imprmt Grant  
 Proposition 1B

17	-	-	-	-	-	-	-	17
59	-	382	-	-	-	-	-	441
-	49	-	-	-	-	-	-	49
<b>TOTAL FUNDS</b>	<b>76</b>	<b>49</b>	<b>382</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>507</b>

PETALUMA BLVD. SOUTH ROAD DIET

PUBLIC WORKS





**Project Title: Petaluma Blvd. South Road Diet**

**C16101101**

**PROJECT PURPOSE AND DESCRIPTION**

The Petaluma Blvd. South Road Diet will reconfigure the current 4-through lanes to 2-through lanes and one two-way left turn lane, from Washington Street to D Street, with a transition to E Street, in order to provide adequately sized driving and parking lanes that will improve safety for all modes of transportation and encourage more bicycle and pedestrian use. The project will also include traffic signal modifications and ADA improvements.

**PROJECT PARAMETERS**

Environmental: Categorical Exemption/Exclusion  
 Public Info: Adjacent property owners and businesses will be notified  
 Schedule: Expected completion fall 2013  
 Permits: To be determined  
 Reference: City of Petaluma's 2009 Traffic Safety Evaluation, as conducted by the University of California Berkeley's Institute of Transportation Studies in cooperation with the City of Petaluma's Police Department

**FINANCIAL OVERVIEW**

**C16101101**

<b>Project Summary</b>		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
1	(1)	-
-	-	-
122	3	125
-	-	-
3	(3)	-
600	40	640
-	17	17
101	-	101
58	(4)	54
21	1	22
<b>TOTAL</b>	<b>53</b>	<b>959</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Mgmt  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

**SOURCES (dollars in \$000)**

Street Maintenance 2411  
 Public Works Grants  
 Proposition 1B

29	1	30
708	-	708
169	52	221
<b>TOTAL</b>	<b>53</b>	<b>959</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Mgmt  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	125	-	-	-	-	-	-	125
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	-	-	-	-	-
Construction Contracts	-	576	64	-	-	-	-	640
Construction Mgmt	2	15	-	-	-	-	-	17
Salaries/Benefits	60	37	4	-	-	-	-	101
Contingency	-	54	-	-	-	-	-	54
CIP Overheads	8	12	2	-	-	-	-	22
<b>TOTAL USES</b>	<b>195</b>	<b>694</b>	<b>70</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>959</b>

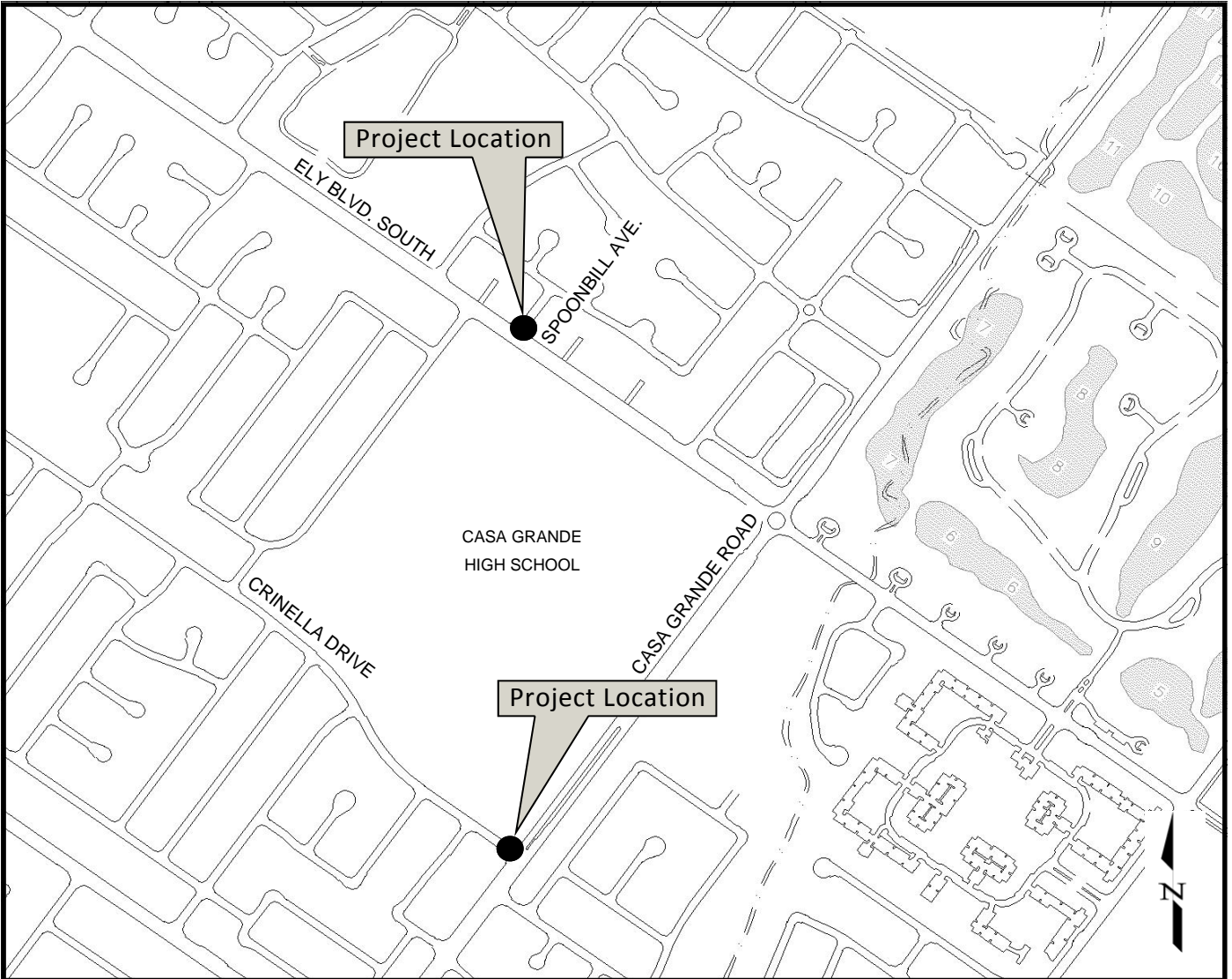
**SOURCES (dollars in \$000)**

Street Maintenance 2411  
 Transp for Livable Communities Grant  
 Proposition 1B

8	12	10	-	-	-	-	30
150	498	60	-	-	-	-	708
37	184	-	-	-	-	-	221
<b>TOTAL FUNDS</b>	<b>195</b>	<b>694</b>	<b>70</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>959</b>

HSIP LIGHTED CROSSWALK

PUBLIC WORKS



**Project Title: HSIP Lighted Crosswalks**

**C16101103**

**PROJECT PURPOSE AND DESCRIPTION**

The project is for two lighted crosswalks and ADA compliant improvements along two main walking and bicycling routes to Casa Grande High School. The two crosswalks selected for improvements are located on Ely Blvd. South at Spoonbill Avenue, and Casa Grande Road at Crinella Drive.

**PROJECT PARAMETERS**

Environmental: Categorical Exemption/Exclusion  
 Public Info: Adjacent property owners and Casa Grande High School will be notified  
 Schedule: Expected completion 2013  
 Permits: To be determined  
 Reference:

**FINANCIAL OVERVIEW**

C16101103

	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	-	-
Land & Easements	-	-	-
Design	-	-	-
Legal Services	-	-	-
Administration	3	-	3
Construction Contracts	125	-	125
Construction Mgmt	12	-	12
Salaries/Benefits	40	7	47
Contingency	17	(7)	10
CIP Overheads	5	-	5
<b>TOTAL</b>	<b>202</b>	<b>-</b>	<b>202</b>

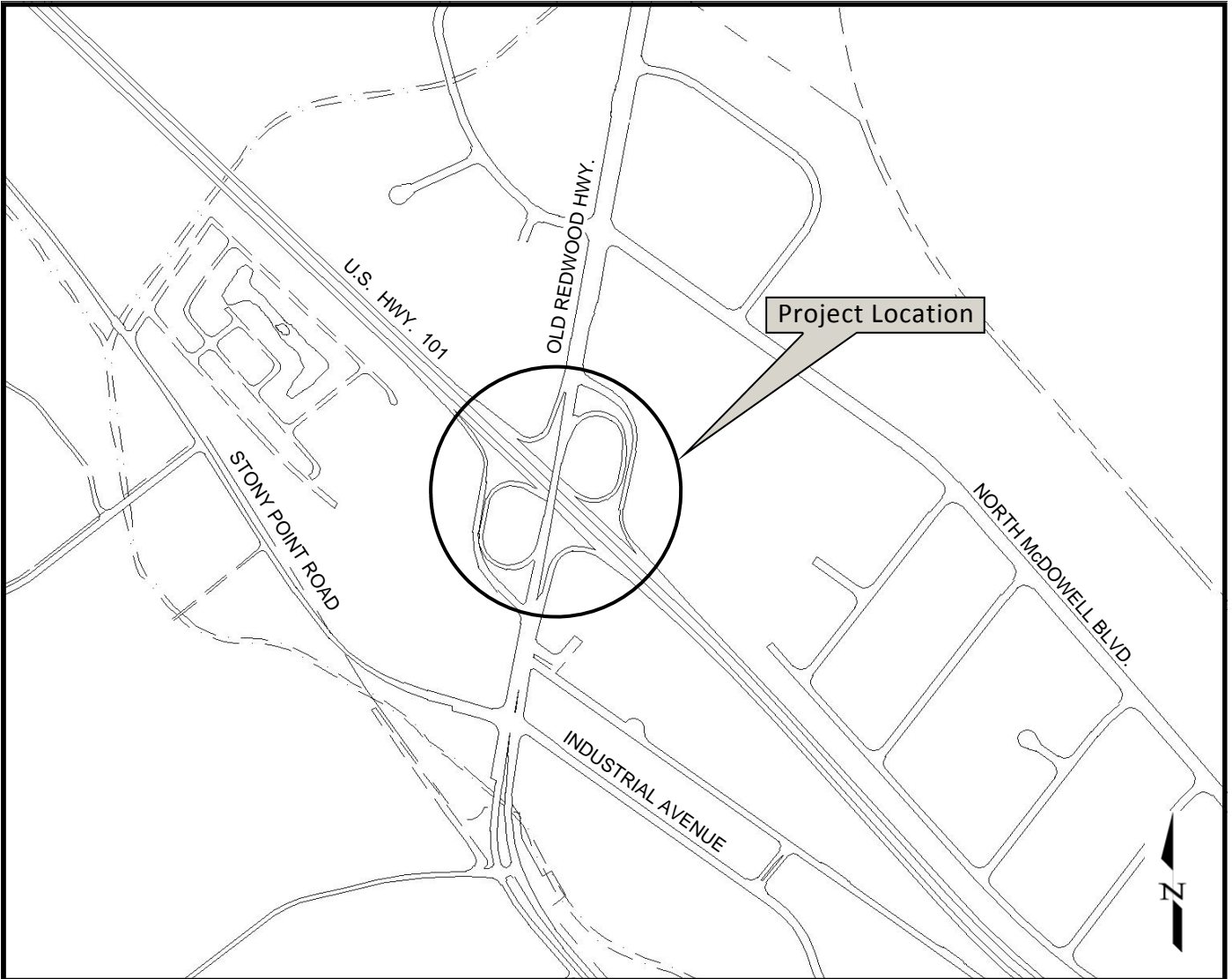
<b>SOURCES (dollars in \$000)</b>			
Street Maintenance 2411	25	-	25
Public Works Grants	173	-	173
Developer Contributions	4	-	4
<b>TOTAL</b>	<b>202</b>	<b>-</b>	<b>202</b>

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-	-
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	3	-	-	-	-	3
Construction Contracts	-	-	125	-	-	-	-	125
Construction Mgmt	-	-	12	-	-	-	-	12
Salaries/Benefits	12	18	17	-	-	-	-	47
Contingency	-	-	10	-	-	-	-	10
CIP Overheads	1	-	4	-	-	-	-	5
<b>TOTAL USES</b>	<b>13</b>	<b>18</b>	<b>171</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>202</b>

<b>SOURCES (dollars in \$000)</b>								
Street Maintenance 2411	2	2	21	-	-	-	-	25
Federal Hwy Safety Imprvmt Grant	11	16	146	-	-	-	-	173
Developer Contributions	-	-	4	-	-	-	-	4
<b>TOTAL FUNDS</b>	<b>13</b>	<b>18</b>	<b>171</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>202</b>

**OLD REDWOOD HIGHWAY INTERCHANGE**

**PUBLIC WORKS**



**Project Title: Old Redwood Highway Interchange**

**C00501304**

**PROJECT PURPOSE AND DESCRIPTION**

This project provides for replacing the existing two-lane overcrossing on Old Redwood Highway at Highway 101 with a new four-lane facility with bicycle lanes, sidewalks on both sides and ADA improved pedestrian ramps. The interchange ramp improvements are also included to provide better traffic flow on and off Highway 101.

**PROJECT PARAMETERS**

Environmental: Revalidation of US101 Central EIR plus supplemental environmental documents  
 Public Info: Neighborhood notification  
 Schedule: Expected completion Spring 2016. Project cost estimate \$40M.  
 Permits: Caltrans encroachment, US Army Corps of Engineers Permit (404), Dept. of Fish and Game 1600, Waste Discharge (NPDES), Regional Water Quality Control Board 401  
 Reference: General Plan 2025

**FINANCIAL OVERVIEW**

C00501304

Project Summary		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
385	-	385
-	-	-
3,439	80	3,519
8	7	15
17	14	31
18,903	-	18,903
4,050	-	4,050
454	10	464
846	29	875
783	(140)	643
<b>TOTAL</b>	<b>-</b>	<b>28,885</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Mgmt  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

**SOURCES (dollars in \$000)**

Traffic Mitigation Impact Fees  
 Measure M  
 PCDC  
 Successor Agency - Former PCDC  
 Assessment District 21  
 SLPP  
 Developer Contributions

1,000	1,064	2,064
10,000	-	10,000
171	(171)	-
15,329	(3,692)	11,637
74	1	75
-	2,798	2,798
2,311	-	2,311
<b>TOTAL</b>	<b>-</b>	<b>28,885</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Mgmt  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
			FY 14-15	FY 15-16	FY 16-17	FY 17-18	
385	-	-	-	-	-	-	385
-	-	-	-	-	-	-	-
3,362	157	-	-	-	-	-	3,519
9	-	2	2	2	-	-	15
15	4	4	4	4	-	-	31
-	400	10,000	7,000	1,503	-	-	18,903
-	50	2,000	1,800	200	-	-	4,050
240	48	80	70	26	-	-	464
-	-	412	330	133	-	-	875
116	12	300	200	15	-	-	643
<b>TOTAL USES</b>	<b>4,127</b>	<b>671</b>	<b>12,798</b>	<b>9,406</b>	<b>1,883</b>	<b>-</b>	<b>28,885</b>

**SOURCES (dollars in \$000)**

Traffic Mitigation Impact Fees  
 Measure M (LSP)  
 Successor Agency - Former PCDC  
 Assessment District 21  
 SLPP  
 Developer Contributions

500	1,564	-	-	-	-	-	2,064
-	-	8,919	1,081	-	-	-	10,000
1,429	-	-	8,325	1,883	-	-	11,637
75	-	-	-	-	-	-	75
-	-	2,798	-	-	-	-	2,798
2,311	-	-	-	-	-	-	2,311
<b>TOTAL FUNDS</b>	<b>4,315</b>	<b>1,564</b>	<b>11,717</b>	<b>9,406</b>	<b>1,883</b>	<b>-</b>	<b>28,885</b>

Right-of-Way

Construction

**TOTAL CALTRANS USES**

-	-	6,326	-	-	-	-	6,326
-	-	3,000	1,300	806	-	-	5,106
<b>TOTAL CALTRANS USES</b>	<b>-</b>	<b>9,326</b>	<b>1,300</b>	<b>806</b>	<b>-</b>	<b>-</b>	<b>11,432</b>

SLPP

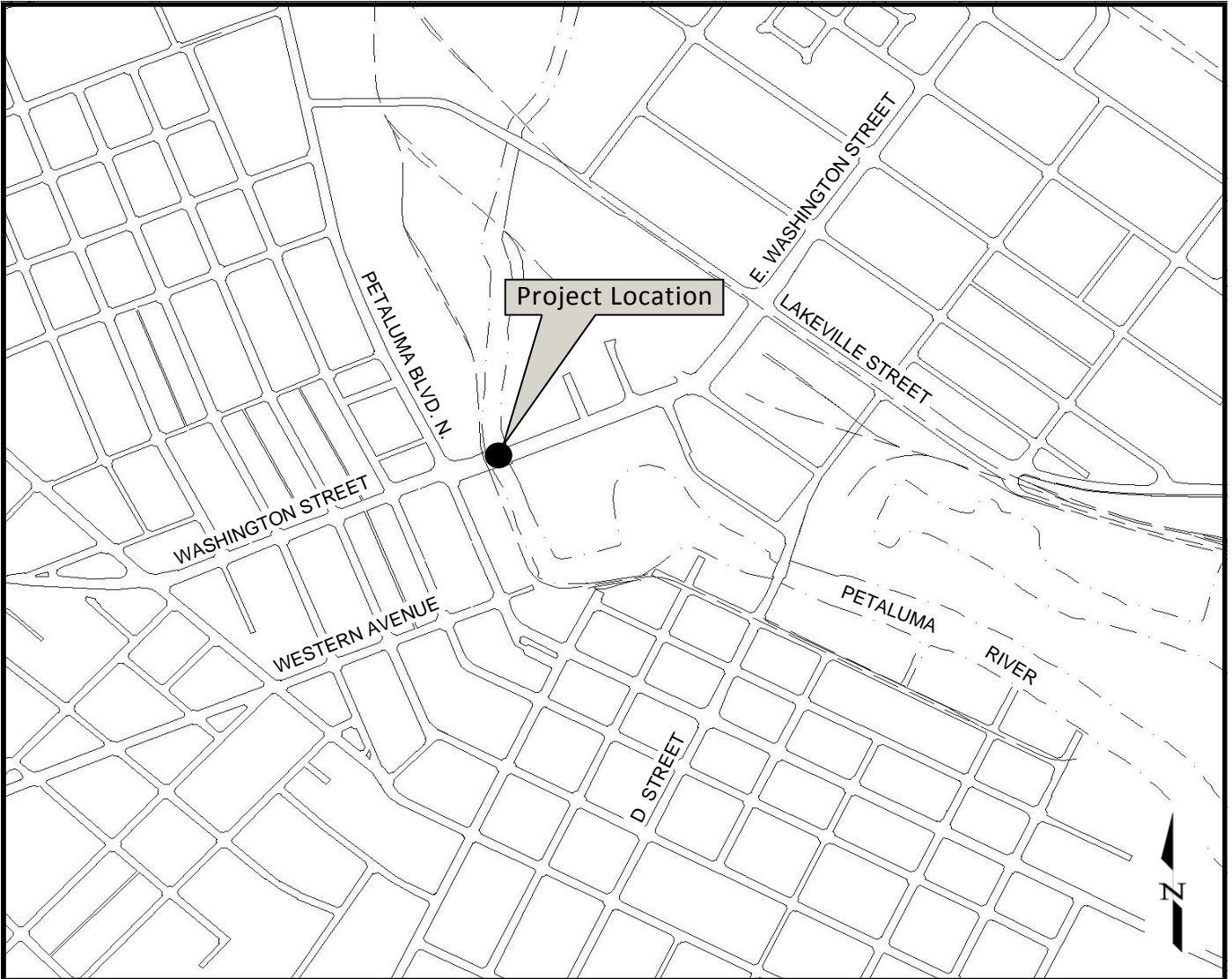
Measure M (101)

**TOTAL CALTRANS SOURCES**

-	-	1,811	-	-	-	-	1,811
-	-	7,515	1,300	806	-	-	9,621
<b>TOTAL CALTRANS SOURCES</b>	<b>-</b>	<b>9,326</b>	<b>1,300</b>	<b>806</b>	<b>-</b>	<b>-</b>	<b>11,432</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. This project is eligible for Highway Bridge Program (HBP) funds to design a seismic retrofit of the existing structure. The design work will be done in two distinct phases. The first preliminary engineering will complete a field investigation with soil samples and will result in a specific rehabilitation method. Staff will submit the proposed rehabilitation plan to Caltrans for approval. Upon approval a complete set of construction drawings will be prepared for bidding. It is expected that the same HBP funding source will be available for construction, but is not yet committed.

**PROJECT PARAMETERS**

Environmental: To be determined  
 Public Info: Extensive community outreach is expected prior to construction  
 Schedule: Design/seismic retrofit strategy for Caltrans concurrence to be completed in FY 13-14 with construction scheduled for FY 15/16 pending funding.  
 Permits: To be determined  
 Reference: Preliminary Analysis of Washington Street Bridge

**FINANCIAL OVERVIEW**

C16101201

Project Summary		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
90	-	90
	-	-
310	-	310
	-	-
1	(1)	-
2,500	-	2,500
300	(150)	150
71	151	222
403	13	416
79	9	88
<b>TOTAL</b>	<b>22</b>	<b>3,776</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Mgmt  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

**SOURCES (dollars in \$000)**

Street Maintenance 2411  
 Public Works Grants  
 Undetermined

139	(21)	118
221	2,714	2,935
3,394	(2,671)	723
<b>TOTAL FUNDS</b>	<b>22</b>	<b>3,776</b>

USES (dollars in \$000)	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
Planning/Environmental	-	-	-	90	-	-	-	90
Land & Easements	-	-	-	-	-	-	-	-
Design	7	153	100	50	-	-	-	310
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	-	-	-	-	-
Construction Contracts	-	-	-	-	2,500	-	-	2,500
Construction Mgmt	-	-	-	-	150	-	-	150
Salaries/Benefits	8	7	25	19	163	-	-	222
Contingency	-	-	13	-	403	-	-	416
CIP Overheads	1	3	3	4	77	-	-	88
<b>TOTAL USES</b>	<b>16</b>	<b>163</b>	<b>141</b>	<b>163</b>	<b>3,293</b>	<b>-</b>	<b>-</b>	<b>3,776</b>

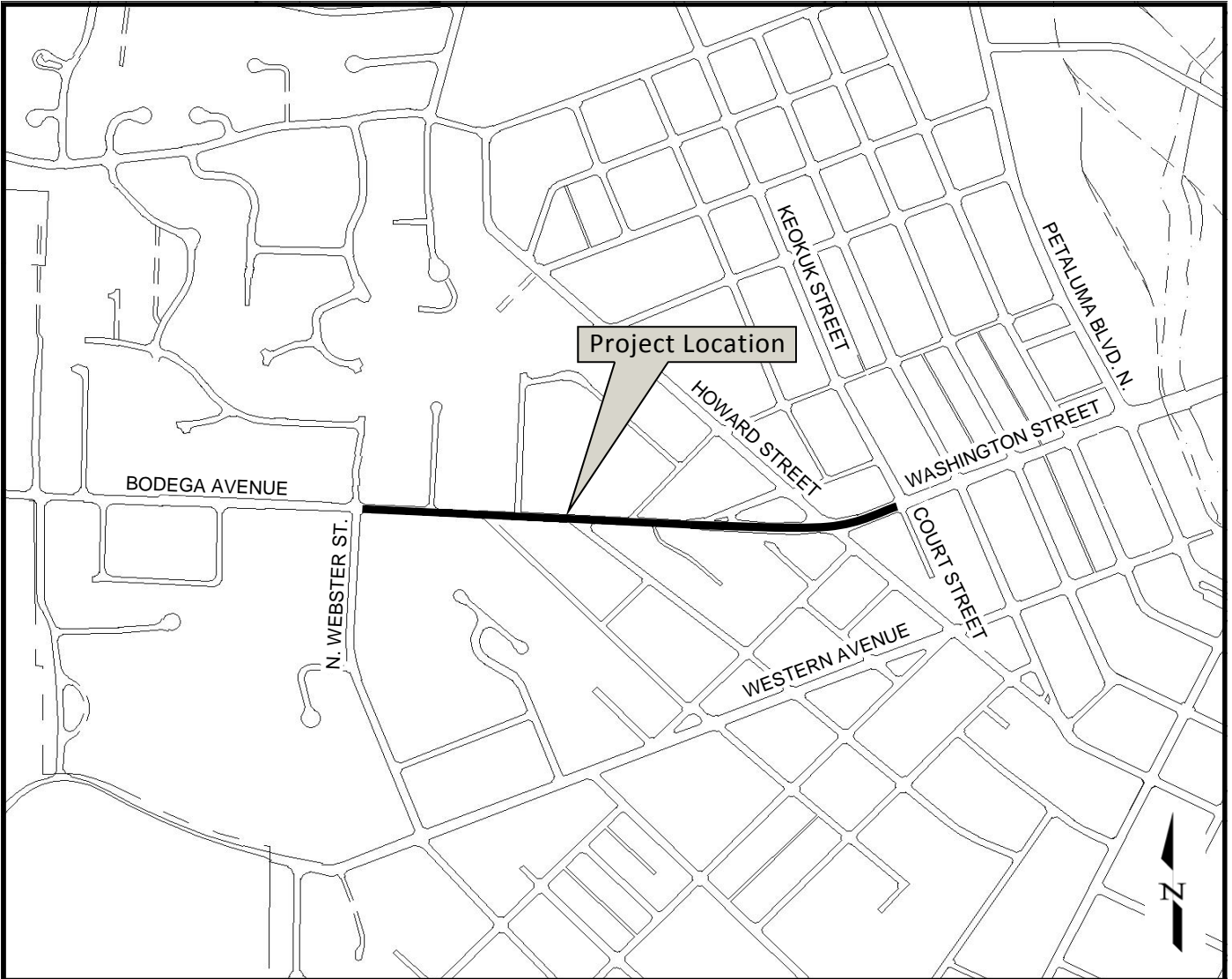
**SOURCES (dollars in \$000)**

Street Maintenance 2411  
 Federal Hwy Bridge Program Grant  
 Undetermined

3	22	75	19	-	-	-	118
13	142	66	144	2,570	-	-	2,935
-	-	-	-	723	-	-	723
<b>TOTAL FUNDS</b>	<b>16</b>	<b>163</b>	<b>141</b>	<b>163</b>	<b>3,293</b>	<b>-</b>	<b>3,776</b>

RULE 20A BODEGA PHASE II

PUBLIC WORKS





**Project Title: Rule 20A Bodega Phase II**

**C03500104**

**PROJECT PURPOSE AND DESCRIPTION**

Underground district (Rule 20A) projects are safety and aesthetic improvements involving removal of overhead wires, their supporting poles, and the overhead service drops to individual properties. To fund the underground work, PG&E, under the Public Utility Commission Rule 20A, is required to allocate funds to communities to underground existing overhead wires. The limits for the Bodega Phase II project are from North Webster Avenue to Court Street.

**PROJECT PARAMETERS**

Environmental: Categorical Exemption  
 Public Info: Property owners and businesses will be notified  
 Schedule: Bodega Phase II 2014 pending PGE's funding allocation status  
 Permits: PG&E is required to obtain a City Encroachment Permit  
 Reference: Public Utility Commission Rule 20A

**FINANCIAL OVERVIEW**

C03500104

Project Summary		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
-	-	-
25	-	25
68	18	86
1	(1)	-
-	-	-
222	-	222
-	-	-
57	(17)	40
22	-	22
9	-	9
<b>TOTAL</b>	-	<b>404</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Mgmt  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

**SOURCES (dollars in \$000)**

Gas Tax  
 Street Maintenance 2411  
 Undetermined

43	308	351
51	2	53
310	(310)	-
<b>TOTAL</b>	-	<b>404</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Mgmt  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
			FY 14-15	FY 15-16	FY 16-17	FY 17-18	
-	-	-	-	-	-	-	-
-	-	-	25	-	-	-	25
36	-	-	50	-	-	-	86
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	222	-	-	-	222
-	-	-	-	-	-	-	-
7	1	-	32	-	-	-	40
-	-	-	22	-	-	-	22
2	-	-	7	-	-	-	9
<b>TOTAL USES</b>	<b>45</b>	<b>1</b>	<b>358</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>404</b>

**SOURCES (dollars in \$000)**

Gas Tax  
 Street Maintenance 2411

43	-	-	308	-	-	-	351
2	1	-	50	-	-	-	53
<b>TOTAL FUNDS</b>	<b>45</b>	<b>1</b>	<b>358</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>404</b>

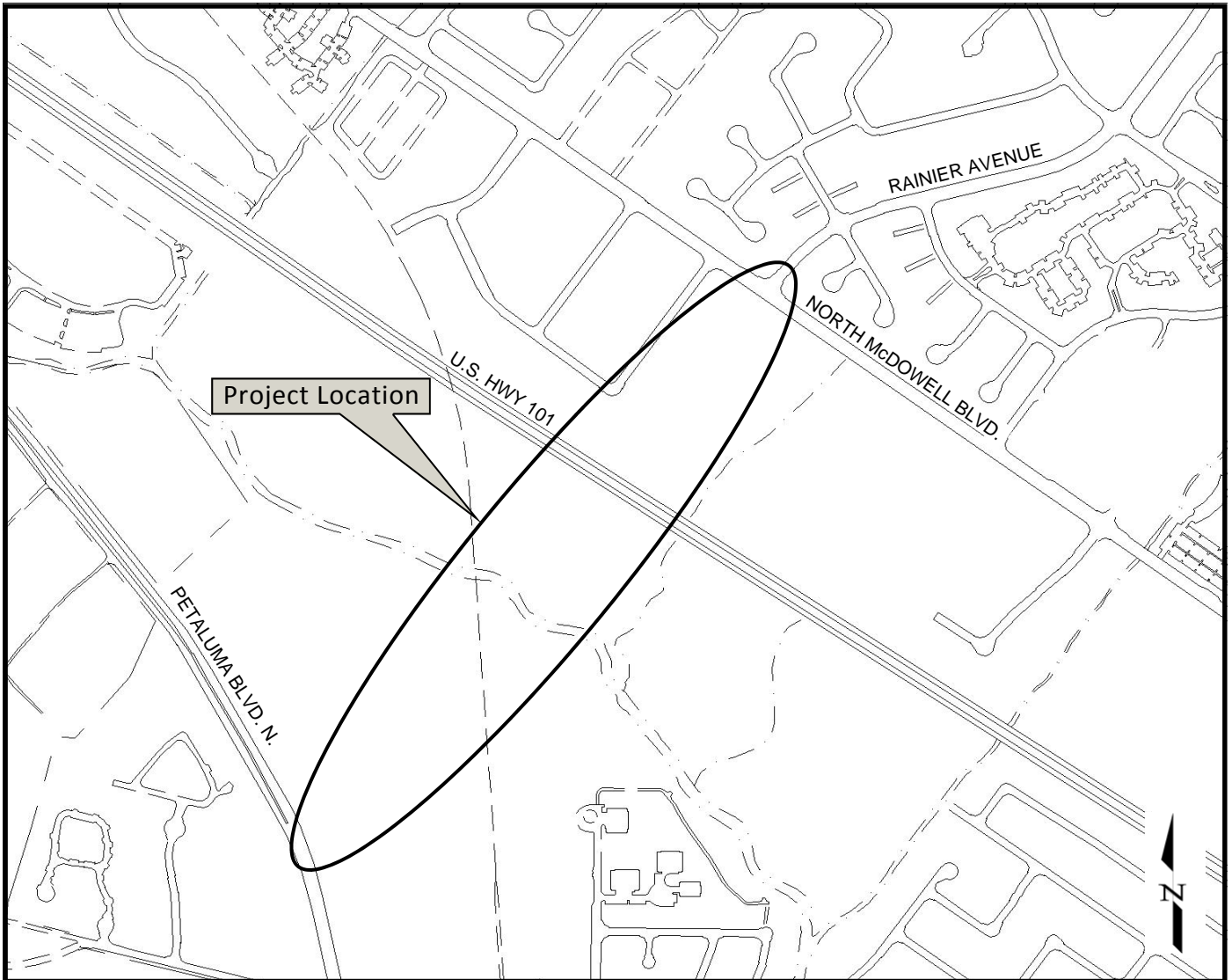
PGE Design  
 PGE Construction Contracts  
 PGE Construction Mgmt

**TOTAL RULE 20A EXPENSES**

-	-	-	238	-	-	-	238
-	-	-	-	2,200	-	-	2,200
-	-	-	-	200	-	-	200
<b>TOTAL RULE 20A EXPENSES</b>	<b>-</b>	<b>-</b>	<b>238</b>	<b>2,400</b>	<b>-</b>	<b>-</b>	<b>2,638</b>
PGE-Rule 20A Credit	-	-	238	2,400	-	-	2,638

**RAINIER AVENUE CROSS-TOWN CONNECTOR / INTERCHANGE**

**PUBLIC WORKS**



**Project Title: Rainier Cross-town Connector / Interchange  
Phase 1 – Undercrossing Structure**

**C00501204**

**PROJECT PURPOSE AND DESCRIPTION**

This project currently is funded for completion of an environmental impact report (EIR) and design/construction of the undercrossing structure of existing Highway 101 as a separate component of the total interchange project. The structure will be constructed by Caltrans as part of the Highway 101 MSN-C2 widening project. Future City led projects will be extending Rainier Avenue under the future 101 undercrossing to create a cross town connector, and a full 101 interchange.

**PROJECT PARAMETERS**

Environmental: Environmental impact report/statement  
 Public Info: Public Outreach as part of the EIR process  
 Schedule: Expected completion of design 2014. Project cost estimate through completion (this phase of work) is \$11.8M.  
 Permits: Caltrans Encroachment, US Army Corps of Engineers, California Department of Fish & Game, Storm Water Discharge (NPDES), Regional Water Quality Control Board, SMART  
 Reference: General Plan 2025

**FINANCIAL OVERVIEW**

C00501204

	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	2,101	-	2,101
Land & Easements		-	-
Design	656	(39)	617
Legal Services	5	3	8
Administration	17	(7)	10
Construction Contracts	7,000	-	7,000
Construction Mgmt	700	-	700
Salaries/Benefits	345	93	438
Contingency	647	(51)	596
CIP Overheads	315	1	316
<b>TOTAL</b>	<b>11,786</b>	<b>-</b>	<b>11,786</b>

**SOURCES (dollars in \$000)**

Traffic Mitigation Impact Fees	355	-	355
PCDC	1,528	260	1,788
Successor Agency - Former PCDC	8,472	(260)	8,212
Developer Contributions	1,431	-	1,431
<b>TOTAL</b>	<b>11,786</b>	<b>-</b>	<b>11,786</b>

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	1,496	375	230	-	-	-	-	2,101
Land & Easements	-	-	-	-	-	-	-	-
Design	217	200	200	-	-	-	-	617
Legal Services	5	3	-	-	-	-	-	8
Administration	9	1	-	-	-	-	-	10
Construction Contracts	-	-	-	-	-	7,000	-	7,000
Construction Mgmt	-	-	-	-	-	700	-	700
Salaries/Benefits	208	60	70	-	-	100	-	438
Contingency	-	-	49	-	-	547	-	596
CIP Overheads	83	7	17	-	-	209	-	316
<b>TOTAL USES</b>	<b>2,018</b>	<b>646</b>	<b>566</b>	<b>-</b>	<b>-</b>	<b>8,556</b>	<b>-</b>	<b>11,786</b>

**SOURCES (dollars in \$000)**

Traffic Mitigation Impact Fees	-	355	-	-	-	-	-	355
PCDC	1,788	-	-	-	-	-	-	1,788
Successor Agency - Former PCDC	-	-	566	-	-	7,646	-	8,212
Developer Contributions	2	-	-	-	-	1,429	-	1,431
<b>TOTAL FUNDS</b>	<b>1,790</b>	<b>355</b>	<b>566</b>	<b>-</b>	<b>-</b>	<b>9,075</b>	<b>-</b>	<b>11,786</b>

**Project Title: Traffic Signal Infrastructure Capital Replacement Program C16101301**

**PROJECT PURPOSE AND DESCRIPTION**

The project will repair and replace traffic signal infrastructure such as poles, lights, loops, controllers, push buttons, pedestrian audible heads, in-ground pavement light systems, etc. on an as-needed basis.

**PROJECT PARAMETERS**

Environmental: Not applicable – Maintenance Operation  
 Public Info:  
 Schedule: On-going  
 Permits: Not Applicable  
 Reference:

**FINANCIAL OVERVIEW**

C16101301

<b>Project Summary</b>		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
-	-	-
-	-	-
460	-	460
-	-	-
-	-	-
2,332	-	2,332
-	-	-
308	-	308
-	-	-
-	-	-
<b>TOTAL</b>	-	<b>3,100</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Mgmt  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

**SOURCES (dollars in \$000)**

Street Maintenance 2411  
 Undetermined

400	-	400
2,700	-	2,700
<b>TOTAL</b>	-	<b>3,100</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Mgmt  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
			FY 14-15	FY 15-16	FY 16-17	FY 17-18	
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	115	115	115	115	460
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	583	583	583	583	2,332
-	-	-	-	-	-	-	-
-	-	-	77	77	77	77	308
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
<b>TOTAL USES</b>	-	-	<b>775</b>	<b>775</b>	<b>775</b>	<b>775</b>	<b>3,100</b>

**SOURCES (dollars in \$000)**

Street Maintenance 2411  
 Undetermined

-	-	-	100	100	100	100	400
-	-	-	675	675	675	675	2,700
<b>TOTAL FUNDS</b>	-	-	<b>775</b>	<b>775</b>	<b>775</b>	<b>775</b>	<b>3,100</b>

**Project Title: Various Street Maintenance & Overlays**

**C16101303**

**PROJECT PURPOSE AND DESCRIPTION**

This project will reduce the continued degradation of the City's street system by implementing pavement maintenance measures. It is anticipated that this project will fund an annual crack sealing project and an annual seal coat project, along with pavement overlay projects. Projects will be selected to provide the most cost effective improvements for the entire pavement system and provide the most benefit for the travelling public. American with Disabilities Act (ADA) improvements to sidewalks and curb ramps will be included either as part of a paving project, or as a separate project.

**PROJECT PARAMETERS**

Environmental: To be determined by project  
 Public Info: Project areas will be noticed  
 Schedule: Annual  
 Permits: To be determined by project  
 Reference: Pavement Management Program Budget Options Report 2011

**FINANCIAL OVERVIEW**

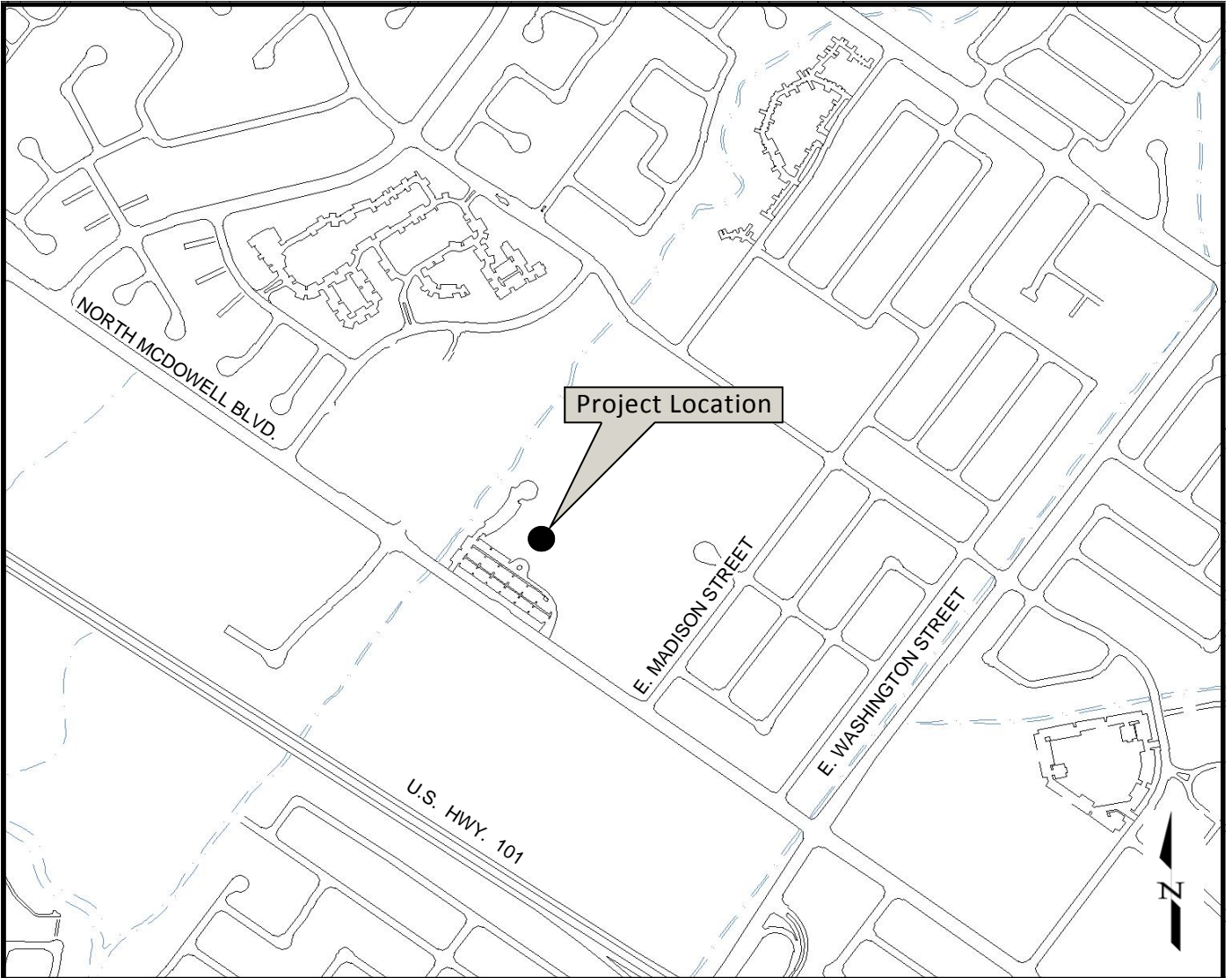
C16101303

	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental		-	-
Land & Easements		-	-
Design		19	19
Legal Services		-	-
Administration		-	-
Construction Contracts	8,495	(3,953)	4,542
Construction Mgmt		-	-
Salaries/Benefits		40	40
Contingency		-	-
CIP Overheads		14	14
<b>TOTAL</b>	<b>8,495</b>	<b>(3,880)</b>	<b>4,615</b>
<b>SOURCES (dollars in \$000)</b>			
Street Maintenance 2411	8,495	(3,880)	4,615
<b>TOTAL</b>	<b>8,495</b>	<b>(3,880)</b>	<b>4,615</b>

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	-	9	10	-	-	-	-	19
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	-	-	-	-	-
Construction Contracts	-	140	402	1,000	1,000	1,000	1,000	4,542
Construction Mgmt	-	-	-	-	-	-	-	-
Salaries/Benefits	-	10	30	-	-	-	-	40
Contingency	-	-	-	-	-	-	-	-
CIP Overheads	-	4	11	-	-	-	-	14
<b>TOTAL USES</b>	<b>-</b>	<b>163</b>	<b>453</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>4,615</b>
<b>SOURCES (dollars in \$000)</b>								
Street Maintenance 2411	-	163	453	1,000	1,000	1,000	1,000	4,615
<b>TOTAL FUNDS</b>	<b>-</b>	<b>163</b>	<b>453</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>4,615</b>

COMMUNITY CENTER INTERIOR REPAIRS

PUBLIC WORKS



**Project Title: Community Center Interior Repairs**

**C16201304**

**PROJECT PURPOSE AND DESCRIPTION**

The project will make repairs to the building interior primarily caused by roof leaks. Repairs are expected to include replacement of ceiling tiles, dry wall, and carpeting.

**PROJECT PARAMETERS**

Environmental: To be determined  
Public Info: None  
Schedule: Based on funding  
Permits: To be determined  
Reference:

**FINANCIAL OVERVIEW**

**C16201304**

<b>Project Summary</b>		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
	-	-
	-	-
	20	20
	-	-
	-	-
150	60	210
	-	-
	20	20
	40	40
	10	10
<b>TOTAL</b>	<b>150</b>	<b>300</b>

**USES (dollars in \$000)**

Planning/Environmental  
Land & Easements  
Design  
Legal Services  
Administration  
Construction Contracts  
Construction Mgmt  
Salaries/Benefits  
Contingency  
CIP Overheads

**SOURCES (dollars in \$000)**

Community Center Impact Fees  
Undetermined

	67	67
150	83	233
<b>TOTAL</b>	<b>150</b>	<b>300</b>

**USES (dollars in \$000)**

Planning/Environmental  
Land & Easements  
Design  
Legal Services  
Administration  
Construction Contracts  
Construction Mgmt  
Salaries/Benefits  
Contingency  
CIP Overheads

Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
			FY 14-15	FY 15-16	FY 16-17	FY 17-18	
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	20	-	-	-	20
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	210	-	-	-	210
-	-	-	-	-	-	-	-
-	-	-	20	-	-	-	20
-	-	-	40	-	-	-	40
-	-	-	10	-	-	-	10
<b>TOTAL USES</b>	<b>-</b>	<b>-</b>	<b>300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>300</b>

**SOURCES (dollars in \$000)**

Community Center Impact Fees  
Undetermined

-	-	-	67	-	-	-	67
-	-	-	233	-	-	-	233
<b>TOTAL FUNDS</b>	<b>-</b>	<b>-</b>	<b>300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>300</b>

**Project Title: HVAC – Community Center**

**C16201305**

**PROJECT PURPOSE AND DESCRIPTION**

This project will replace the existing HVAC units at the Petaluma Community Center. The existing units are beyond their useful life. Replacing the units will reduce energy and maintenance costs.

**PROJECT PARAMETERS**

Environmental: To be determined  
Public Info: None  
Schedule: Based on Funding  
Permits: Building Permit  
Reference:

**FINANCIAL OVERVIEW**

**C16201305**

	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	-	-
Land & Easements	-	-	-
Design	40	-	40
Legal Services	-	-	-
Administration	10	-	10
Construction Contracts	300	-	300
Construction Mgmt	30	-	30
Salaries/Benefits	-	-	-
Contingency	45	-	45
CIP Overheads	10	-	10
<b>TOTAL</b>	<b>435</b>	<b>-</b>	<b>435</b>

<b>SOURCES (dollars in \$000)</b>			
Community Facilities Imp Fees	98	-	98
Undetermined	337	-	337
<b>TOTAL</b>	<b>435</b>	<b>-</b>	<b>435</b>

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	-	40	-	-	-	40
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	10	-	-	-	10
Construction Contracts	-	-	-	300	-	-	-	300
Construction Mgmt	-	-	-	30	-	-	-	30
Salaries/Benefits	-	-	-	-	-	-	-	-
Contingency	-	-	-	45	-	-	-	45
CIP Overheads	-	-	-	10	-	-	-	10
<b>TOTAL USES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>435</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>435</b>

<b>SOURCES (dollars in \$000)</b>								
Community Facilities Imp Fees	-	-	-	98	-	-	-	98
Undetermined	-	-	-	337	-	-	-	337
<b>TOTAL FUNDS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>435</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>435</b>



**Project Title: Community Center Roof**

**C16201306**

**PROJECT PURPOSE AND DESCRIPTION**

The existing roof has reached the end of its useful life and needs to be replaced. It will be replaced in sections as funds become available.

**PROJECT PARAMETERS**

Environmental: Categorical Exclusion  
Public Info: None  
Schedule: As funding becomes available  
Permits: Encroachment  
Reference:

**FINANCIAL OVERVIEW**

C16201306

Project Summary		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
	-	-
	-	-
	-	-
	-	-
	-	-
100	76	176
	-	-
	12	12
10	3	13
3	2	5
<b>TOTAL</b>	<b>93</b>	<b>206</b>

**USES (dollars in \$000)**

Planning/Environmental  
Land & Easements  
Design  
Legal Services  
Administration  
Construction Contracts  
Construction Mgmt  
Salaries/Benefits  
Contingency  
CIP Overheads

**SOURCES (dollars in \$000)**

Community Facilities Imp Fees  
General Fund  
Undetermined

24	22	46
44	116	160
45	(45)	-
<b>TOTAL</b>	<b>93</b>	<b>206</b>

**USES (dollars in \$000)**

Planning/Environmental  
Land & Easements  
Design  
Legal Services  
Administration  
Construction Contracts  
Construction Mgmt  
Salaries/Benefits  
Contingency  
CIP Overheads

**TOTAL USES**

Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
			FY 14-15	FY 15-16	FY 16-17	FY 17-18	
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	48	35	93	-	-	-	176
-	-	-	-	-	-	-	-
-	2	10	-	-	-	-	12
-	5	8	-	-	-	-	13
-	1	4	-	-	-	-	5
<b>TOTAL USES</b>	<b>56</b>	<b>57</b>	<b>93</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>206</b>

**SOURCES (dollars in \$000)**

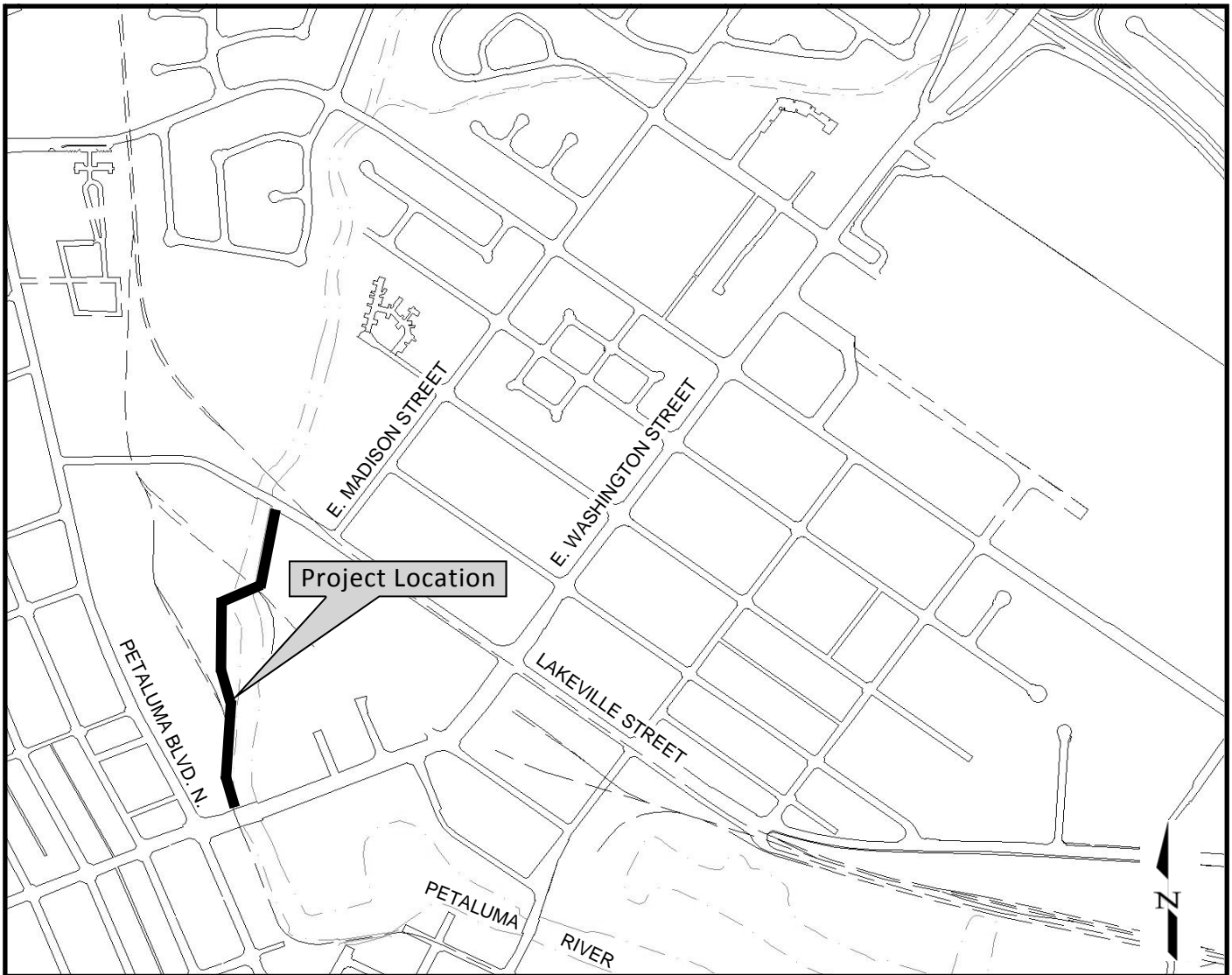
Community Facilities Imp Fees  
General Fund

**TOTAL FUNDS**

-	12	13	21	-	-	-	46
-	44	44	72	-	-	-	160
<b>TOTAL FUNDS</b>	<b>56</b>	<b>57</b>	<b>93</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>206</b>

RIVER TRAIL - WASHINGTON TO LAKEVILLE

PUBLIC WORKS



**Project Title: River Trail - Washington to Lakeville**

**C03200503**

**PROJECT PURPOSE AND DESCRIPTION**

The project implements the Petaluma River Trail Access and Enhancement Plan from Lakeville Street to Washington Street, primarily developing ADA-compliant pedestrian/bike paths along the river. A partial construction project will be expected to be completed in 2012, with two small portions excluded until additional property rights can be acquired along Water Street, and the Army Corps of Engineers completes the flood wall near Lakeville Street.

**PROJECT PARAMETERS**

Environmental: Mitigated Negative Declaration  
 Public Info: Adjacent property owners have been notified  
 Schedule: Expected completion – January 2013. Project estimate through completion \$1,767,000.  
 Permits: No work will be done in the River  
 Reference: PCDC Implementation Plan; Petaluma River Trail Access and Enhancement Plan; Bicycle and Pedestrian Plan; Petaluma General Plan 2025

**FINANCIAL OVERVIEW**

c03200503

USES (dollars in \$000)	Project Summary		
	Estimate as of 6/30/13	Adjustments FY 13-14	Estimate as of 6/30/14
Planning/Environmental	17	3	20
Land & Easements	167	(106)	61
Design	176	18	194
Legal Services	18	3	21
Administration	70	(54)	16
Construction Contracts	1,250	(283)	967
Construction Mgmt	70	(21)	49
Salaries/Benefits	113	117	230
Contingency	130	(10)	120
CIP Overheads	74	15	89
<b>TOTAL</b>	<b>2,085</b>	<b>(318)</b>	<b>1,767</b>

**SOURCES (dollars in \$000)**

Measure M	455	901	1,356
PCDC	158	253	411
Successor Agency - Former PCDC	1,472	(1,472)	-
<b>TOTAL</b>	<b>2,085</b>	<b>(318)</b>	<b>1,767</b>

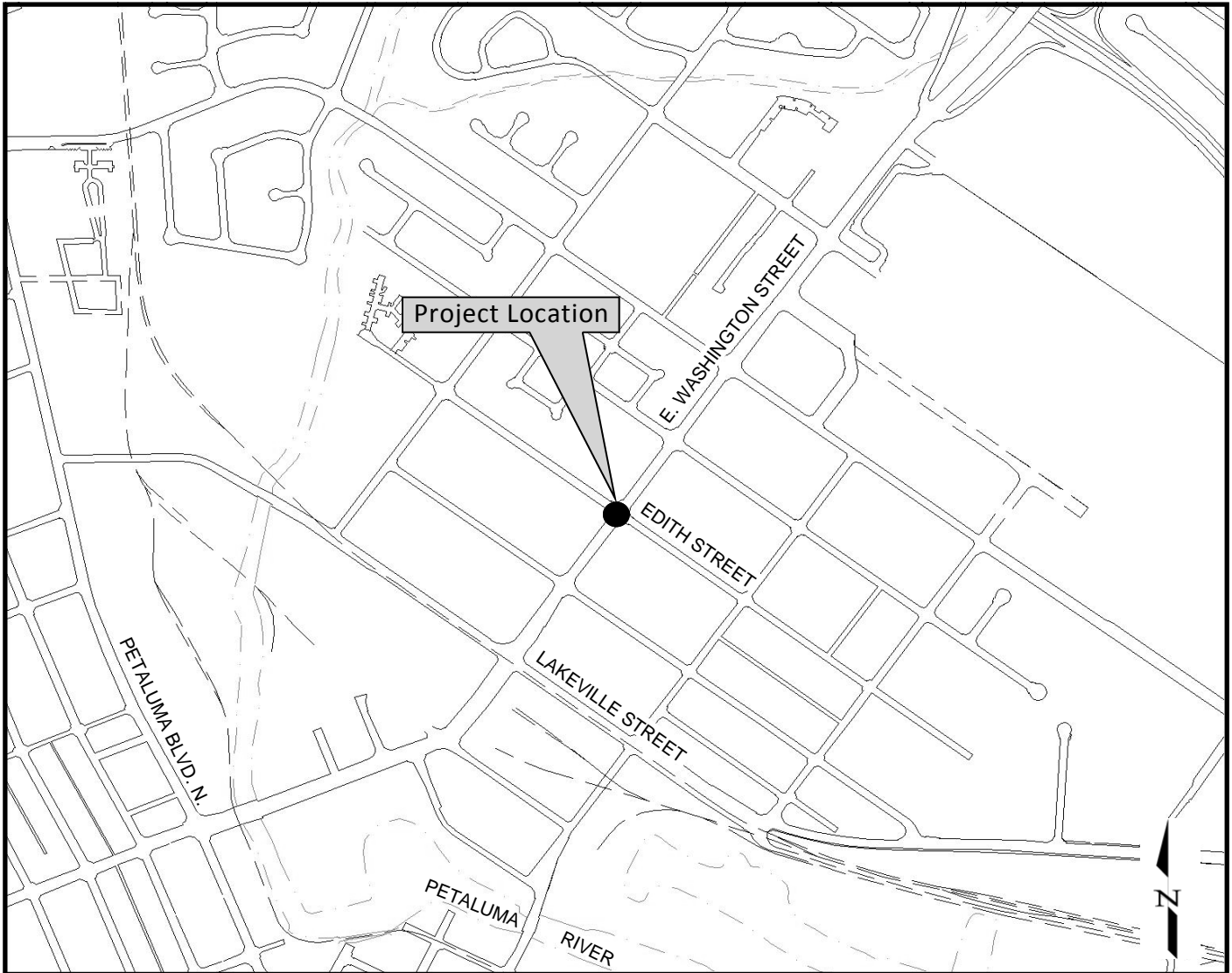
USES (dollars in \$000)	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
Planning/Environmental	15	5	-	-	-	-	-	20
Land & Easements	61	-	-	-	-	-	-	61
Design	174	15	5	-	-	-	-	194
Legal Services	21	-	-	-	-	-	-	21
Administration	16	-	-	-	-	-	-	16
Construction Contracts	-	830	137	-	-	-	-	967
Construction Mgmt	41	8	-	-	-	-	-	49
Salaries/Benefits	105	100	25	-	-	-	-	230
Contingency	-	-	120	-	-	-	-	120
CIP Overheads	59	23	7	-	-	-	-	89
<b>TOTAL USES</b>	<b>492</b>	<b>981</b>	<b>294</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,767</b>

**SOURCES (dollars in \$000)**

Traffic Mitigation Impact Fees	-	-	153	-	(153)	-	-	-
Measure M	435	380	388	-	153	-	-	1,356
PCDC	411	-	-	-	-	-	-	411
<b>TOTAL FUNDS</b>	<b>846</b>	<b>380</b>	<b>541</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,767</b>

LIGHTED CROSSWALK - WASHINGTON STREET & EDITH STREET

PUBLIC WORKS



**Project Title: Lighted Crosswalk on Washington & Edith**

**C16101308**

**PROJECT PURPOSE AND DESCRIPTION**

The project is for the design and construction of two lighted crosswalks and ADA compliant ramps on East Washington Street at Edith Street. There have been ten pedestrian related accidents in the Edith Street crossing of East Washington Street within the past twelve years with the most recent on January 1, 2012. The crossing requires pedestrians to cross five travel lanes with vehicular speeds ranging from 35 to over 40 miles per hour. Edith Street is half way between the two nearest signalized intersections. The project will improve pedestrian safety at this crossing.

**FINANCIAL OVERVIEW**

c16101308

Project Summary		
Estimate as of 6/30/13	Adjustments FY 13-14	Estimate as of 6/30/14
	-	-
	-	-
	-	-
	-	-
	5	5
	122	122
	-	-
	38	38
	12	12
	4	4
<b>TOTAL</b>	<b>-</b>	<b>181</b>

**USES (dollars in \$000)**

Planning/Environmental  
Land & Easements  
Design  
Legal Services  
Administration  
Construction Contracts  
Construction Mgmt  
Salaries/Benefits  
Contingency  
CIP Overheads

**TOTAL**

**SOURCES (dollars in \$000)**

Public Works Grants  
Developer Contributions

**TOTAL**

	155	155
	26	26
<b>TOTAL</b>	<b>-</b>	<b>181</b>

USES (dollars in \$000)	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-	-
Legal Services	-	-	-	-	-	-	-	-
Administration	-	1	4	-	-	-	-	5
Construction Contracts	-	-	122	-	-	-	-	122
Construction Mgmt	-	-	-	-	-	-	-	-
Salaries/Benefits	-	15	23	-	-	-	-	38
Contingency	-	-	12	-	-	-	-	12
CIP Overheads	-	-	4	-	-	-	-	4
<b>TOTAL USES</b>	<b>-</b>	<b>16</b>	<b>165</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>181</b>

**SOURCES (dollars in \$000)**

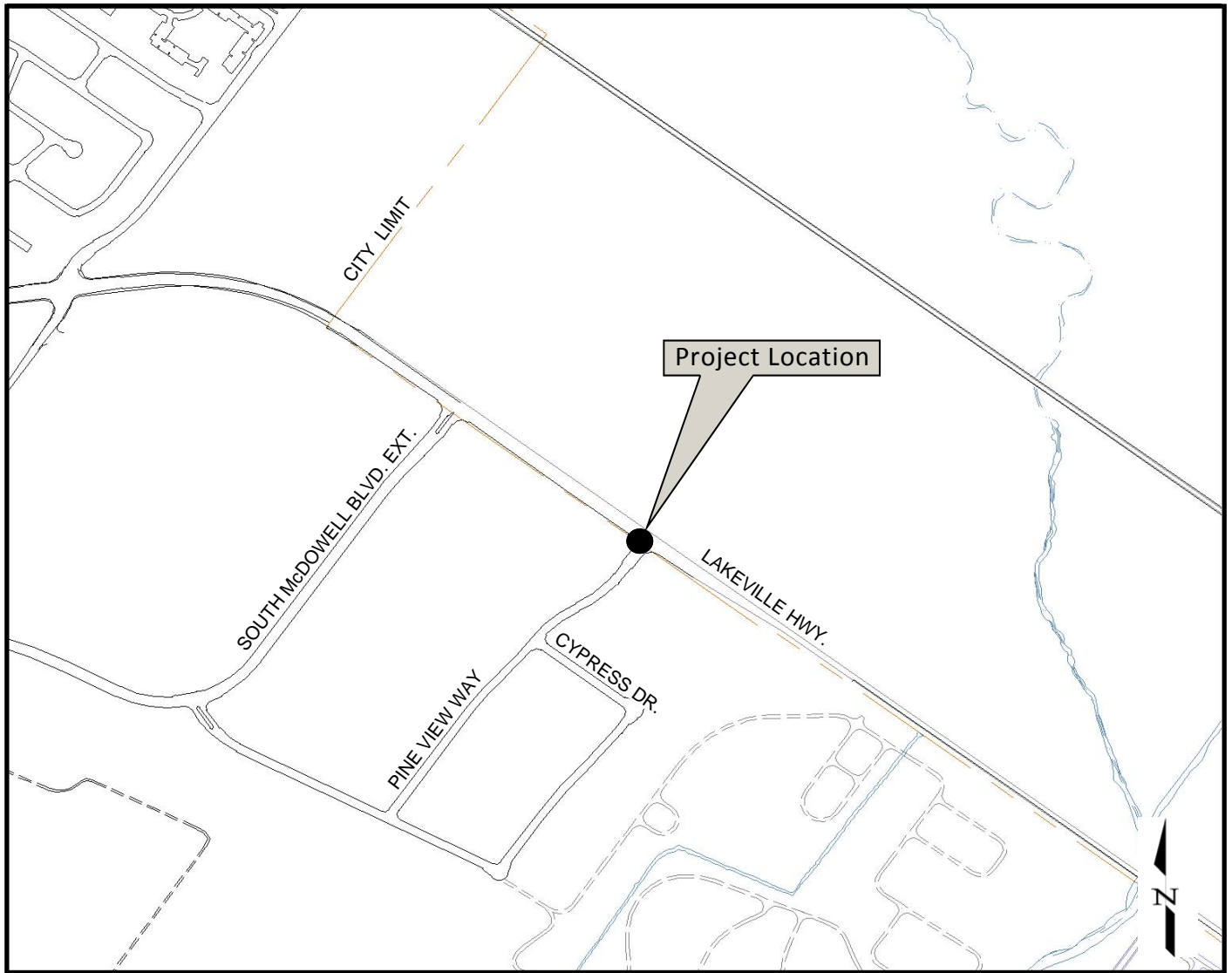
Safe Routes to School grant  
Developer Contributions

**TOTAL FUNDS**

	-	14	141	-	-	-	-	155
	-	2	24	-	-	-	-	26
<b>TOTAL FUNDS</b>	<b>-</b>	<b>16</b>	<b>165</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>181</b>

CHANNELIZATION LAKEVILLE & PINE VIEW WAY

PUBLIC WORKS



**Project Title: Channelization Lakeville & Pine View Way**

**C16101309**

**PROJECT PURPOSE AND DESCRIPTION**

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 delineated by use of raised medians at the right turn onto Pine View and the merge from Pine View onto Lakeville Highway. The project will improve safety for vehicular traffic.

**PROJECT PARAMETERS**

Environmental: To be determined  
 Public Info: Adjacent property and business owners will be notified  
 Schedule: Expected completion 2014  
 Permits: To be determined  
 Reference:

**FINANCIAL OVERVIEW**

c16101309

Project Summary		
Estimate as of 6/30/13	Adjustments FY 13-14	Estimate as of 6/30/14
	-	-
Planning/Environmental Land & Easements	-	-
Design	41	41
Legal Services	-	-
Administration	5	5
Construction Contracts	115	115
Construction Mgmt	-	-
Salaries/Benefits	30	30
Contingency	20	20
CIP Overheads	5	5
<b>TOTAL</b>	-	216

**USES (dollars in \$000)**

Planning/Environmental  
Land & Easements  
Design  
Legal Services  
Administration  
Construction Contracts  
Construction Mgmt  
Salaries/Benefits  
Contingency  
CIP Overheads

**TOTAL**

**SOURCES (dollars in \$000)**

Street Maintenance 2411  
Highway Safety Improvement Prog

**TOTAL**

	31	31
	185	185
<b>TOTAL</b>	-	216

USES (dollars in \$000)	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	41	-	-	-	-	41
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	5	-	-	-	-	5
Construction Contracts	-	-	115	-	-	-	-	115
Construction Mgmt	-	-	-	-	-	-	-	-
Salaries/Benefits	-	3	27	-	-	-	-	30
Contingency	-	-	20	-	-	-	-	20
CIP Overheads	-	-	5	-	-	-	-	5
<b>TOTAL USES</b>	-	3	213	-	-	-	-	216

**SOURCES (dollars in \$000)**

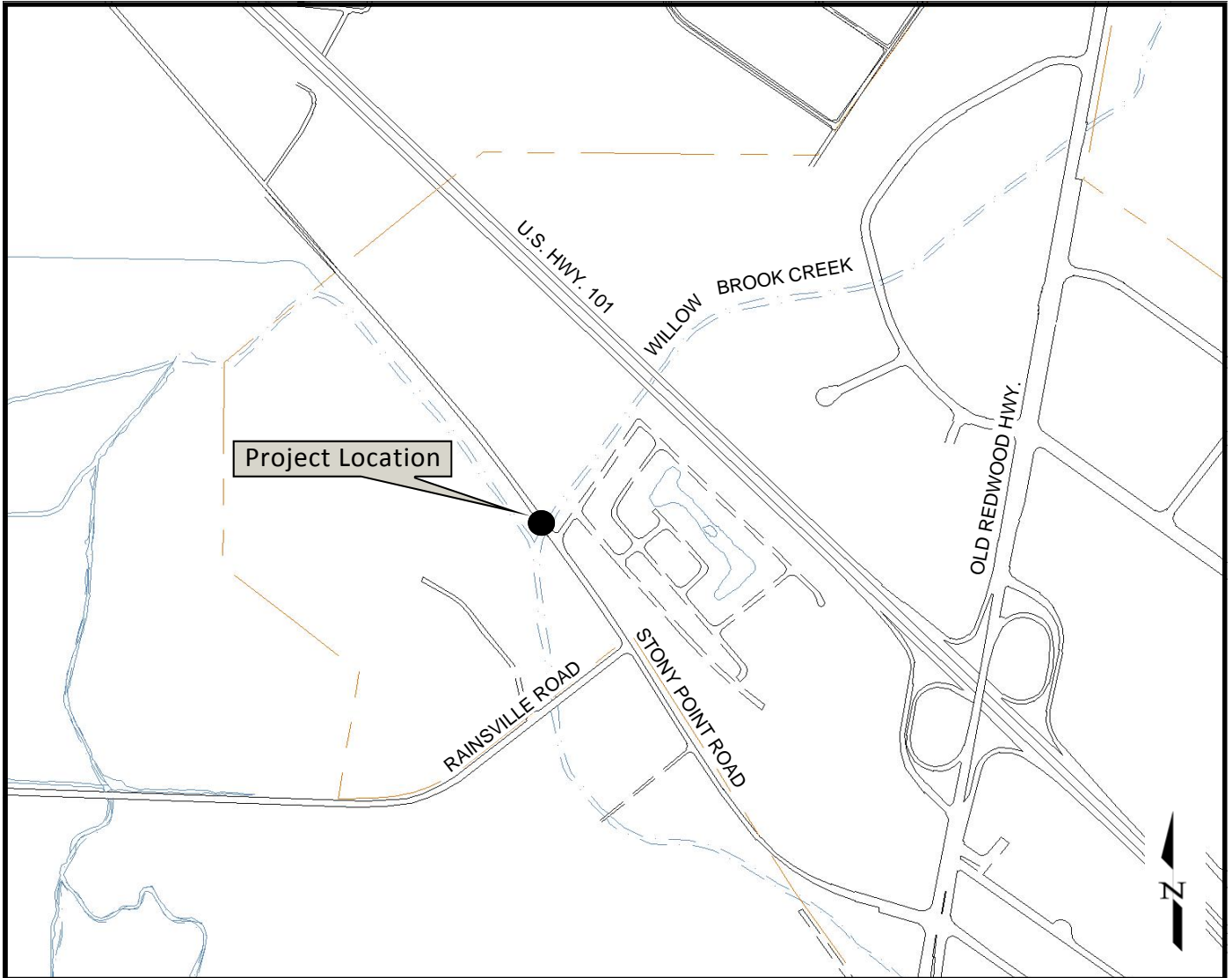
Street Maintenance 2411  
Highway Safety Improvement Prog

**TOTAL FUNDS**

	-	-	31	-	-	-	-	31
	-	3	182	-	-	-	-	185
<b>TOTAL FUNDS</b>	-	3	213	-	-	-	-	216

WILLOW BROOK CREEK BRIDGE SCOUR REPAIR

PUBLIC WORKS





**Project Title: Willow Brook Creek Bridge Scour Repair**

**C16501410**

**PROJECT PURPOSE AND DESCRIPTION**

The projects will backfill a void behind the abutment wall of the Willow Brook Creek Bridge and place rip rap to protect from further scour.

**PROJECT PARAMETERS**

Environmental: Categorical Exemption  
 Public Info: Adjacent property owners will be notified  
 Schedule: Expected completion 2014  
 Permits: To be determined  
 Reference:

**FINANCIAL OVERVIEW**

C16501410

Project Summary		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
-	-	-
-	-	-
-	3	3
-	-	-
-	-	-
-	40	40
-	-	-
-	14	14
-	8	8
-	2	2
<b>TOTAL</b>	<b>67</b>	<b>67</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Mgmt  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

**SOURCES (dollars in \$000)**

Street Maintenance 2411

	67	67
<b>TOTAL</b>	<b>67</b>	<b>67</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Mgmt  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
			FY 14-15	FY 15-16	FY 16-17	FY 17-18	
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	3	-	-	-	-	-	3
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	40	-	-	-	-	40
-	-	-	-	-	-	-	-
-	2	12	-	-	-	-	14
-	-	8	-	-	-	-	8
-	-	2	-	-	-	-	2
<b>TOTAL USES</b>	<b>5</b>	<b>62</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>67</b>

**SOURCES (dollars in \$000)**

Street Maintenance 2411

-	5	62	-	-	-	-	67
<b>TOTAL FUNDS</b>	<b>5</b>	<b>62</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>67</b>

**Project Title: Asphalt Rehabilitations for Public Paths, Parking and Courts C16501411**

**PROJECT PURPOSE AND DESCRIPTION**

The asphalt surface of the City's public paths, parking areas, and playing courts need periodic rehabilitation. This rehabilitation method will vary depending on the specific condition and use.

**PROJECT PARAMETERS**

Environmental: Exempt  
Public Info: As needed  
Schedule: 2014 and 2015  
Permits: None expected  
Reference: N/A

**FINANCIAL OVERVIEW**

C16501411

	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	-	-
Land & Easements	-	-	-
Design	-	-	-
Legal Services	-	-	-
Administration	-	-	-
Construction Contracts	-	150	150
Construction Mgmt	-	15	15
Salaries/Benefits	-	-	-
Contingency	-	20	20
CIP Overheads	-	5	5
<b>TOTAL</b>	-	190	190

<b>SOURCES (dollars in \$000)</b>		
Community Center Impact Fees	42	42
Undetermined	148	148
<b>TOTAL</b>	-	190

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-	-
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	-	-	-	-	-
Construction Contracts	-	-	-	150	-	-	-	150
Construction Mgmt	-	-	-	15	-	-	-	15
Salaries/Benefits	-	-	-	-	-	-	-	-
Contingency	-	-	-	20	-	-	-	20
CIP Overheads	-	-	-	5	-	-	-	5
<b>TOTAL USES</b>	-	-	-	190	-	-	-	190

<b>SOURCES (dollars in \$000)</b>								
Community Center Impact Fees	-	-	-	42	-	-	-	42
Undetermined	-	-	-	148	-	-	-	148
<b>TOTAL FUNDS</b>	-	-	-	190	-	-	-	190

**Project Title: LED Streetlight Retrofit**

**C16501412**

**PROJECT PURPOSE AND DESCRIPTION**

The City recently retrofitted many of our street lights with more energy efficient LED lamps. This project will continue the retrofit program by replacing the street lights at the City's intersections. Funding is expected through PG&E's "on-bill financing", which is a loan to be repaid through the energy savings.

**PROJECT PARAMETERS**

Environmental: Exempt  
Public Info: City Council Meetings  
Schedule: Spring 2014 or sooner  
Permits: N/A  
Reference: N/A

**FINANCIAL OVERVIEW**

**C16501412**

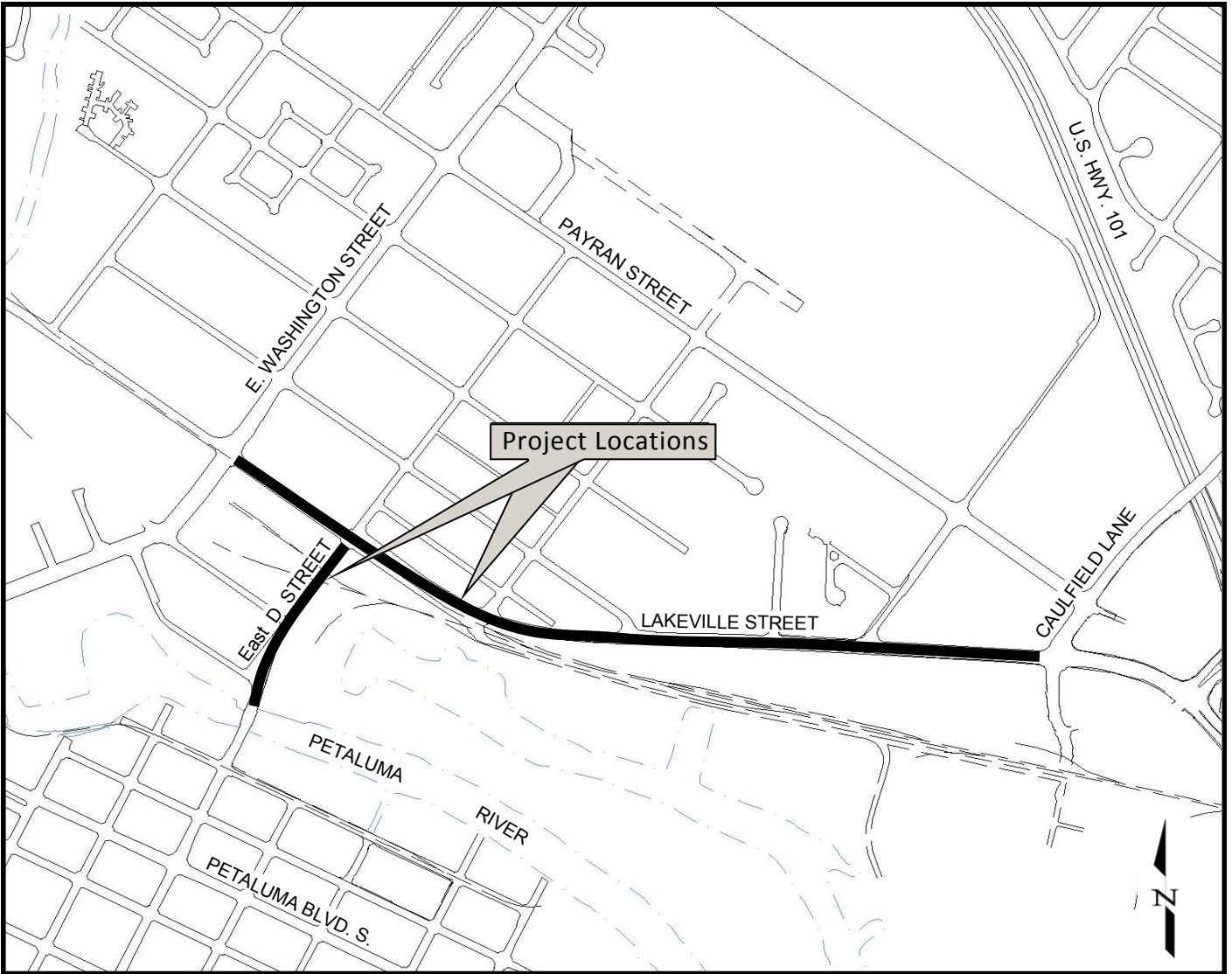
	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	-	-
Land & Easements	-	-	-
Design	-	-	-
Legal Services	-	-	-
Administration	-	-	-
Construction Contracts	-	250	250
Construction Mgmt	-	-	-
Salaries/Benefits	-	5	5
Contingency	-	-	-
CIP Overheads	-	7	7
<b>TOTAL</b>	-	262	262

<b>SOURCES (dollars in \$000)</b>			
Street Maintenance 2411		12	12
PG&E Loan		250	250
<b>TOTAL</b>	-	262	262

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-	-
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	-	-	-	-	-
Construction Contracts	-	-	250	-	-	-	-	250
Construction Mgmt	-	-	-	-	-	-	-	-
Salaries/Benefits	-	-	5	-	-	-	-	5
Contingency	-	-	-	-	-	-	-	-
CIP Overheads	-	-	7	-	-	-	-	7
<b>TOTAL USES</b>	-	-	262	-	-	-	-	262

<b>SOURCES (dollars in \$000)</b>								
Street Maintenance 2411	-	-	12	-	-	-	-	12
PG&E Loan	-	-	250	-	-	-	-	250
<b>TOTAL FUNDS</b>	-	-	262	-	-	-	-	262

REHABILITATION OF VARIOUS STREETS—LAKEVILLE STREET. & EAST D STREET PUBLIC WORKS



**Project Title: Rehabilitation of Various Streets in Petaluma**

**C16101416**

**PROJECT PURPOSE AND DESCRIPTION**

The project will rehabilitate roadway surfaces on Lakeville Street from East Washington Street to Caulfield Lane and East D Street from the D Street Bridge to Lakeville Street. Additionally it will add Class II bicycle lanes on Lakeville Street, provide sidewalk gap closures on both streets, and include ADA ramp improvements. Design is anticipated to begin in winter 2013 with construction to follow in the summer of 2014.

**FINANCIAL OVERVIEW**

**C16101416**

<b>Project Summary</b>		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
-	-	-
-	-	-
-	220	220
-	2	2
-	-	-
-	1,718	1,718
-	-	-
-	148	148
-	-	-
-	50	50
<b>TOTAL</b>	<b>2,138</b>	<b>2,138</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Mgmt  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

**SOURCES (dollars in \$000)**

Street Maintenance 2411  
 PG&E Loan

	290	290
	-	-
<b>TOTAL</b>	<b>2,138</b>	<b>2,138</b>

<b>USES (dollars in \$000)</b>	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	220	-	-	-	-	220
Legal Services	-	-	1	1	-	-	-	2
Administration	-	-	-	-	-	-	-	-
Construction Contracts	-	-	-	1,718	-	-	-	1,718
Construction Mgmt	-	-	-	-	-	-	-	-
Salaries/Benefits	-	-	28	120	-	-	-	148
Contingency	-	-	-	-	-	-	-	-
CIP Overheads	-	-	5	45	-	-	-	50
<b>TOTAL USES</b>	<b>-</b>	<b>-</b>	<b>254</b>	<b>1,884</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,138</b>

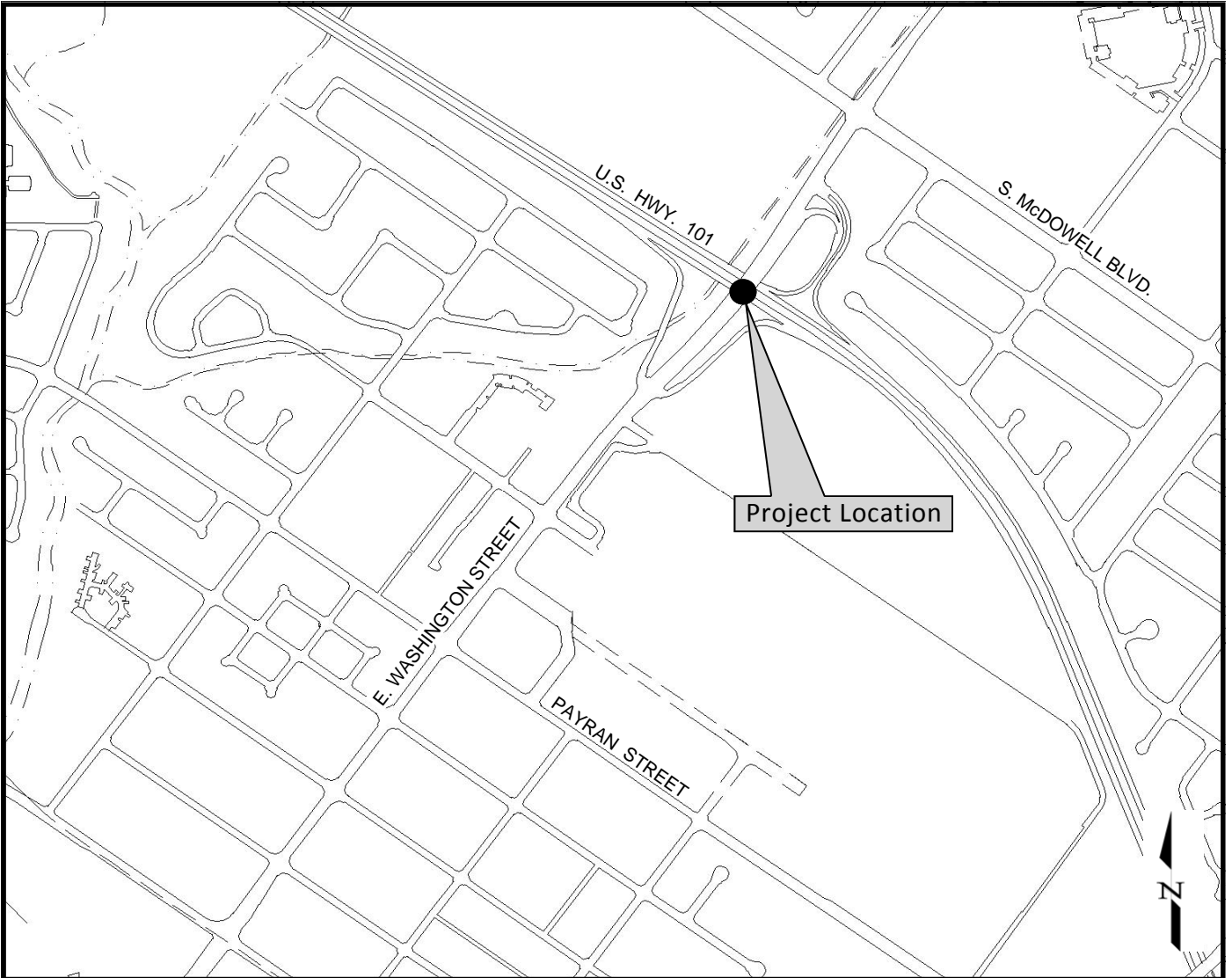
**SOURCES (dollars in \$000)**

Street Maintenance 2411  
 PG&E Loan

	-	-	34	256	-	-	-	290
	-	-	-	-	-	-	-	-
<b>TOTAL FUNDS</b>	<b>-</b>	<b>-</b>	<b>254</b>	<b>1,884</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,138</b>

101 / EAST WASHINGTON CONTRIBUTION TO CALTRANS

PUBLIC WORKS



**Project Title: 101/ East Washington Contribution to Caltrans**

**e16100280**

**PROJECT PURPOSE AND DESCRIPTION**

This project improves the East Washington Street interchange with Highway 101, by adding a new northbound on-ramp and realigning the existing southbound on-ramp. The project is being designed by the City's consultant and will be constructed by Caltrans using a variety of State, Measure M and local funds.

**PROJECT PARAMETERS**

Environmental: Initial study and mitigated negative declaration and NEPA categorical exclusion  
 Public Info: Design and right-of-way acquisition by the City and Construction by Caltrans  
 Schedule: Expected completion 2014. Project cost estimate for the design \$4M PCDC funds; construction estimate \$17.35M to be covered by Federal and Measure M funds.  
 Permits: Caltrans encroachment, US Army Corps of Engineers Permit (404), Dept. of Fish and Game 1600, Waste Discharge (NPDES), Regional Water Quality Control Board 401

**FINANCIAL OVERVIEW**

e16100280

	Project Summary		
	Estimate as of 6/30/13	Adjustments FY 13-14	Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	-	-
Land & Easements	1,561	(72)	1,489
Design	2,000	230	2,230
Legal Services	219	62	281
Administration	-	-	-
Construction Contracts	-	-	-
Construction Mgmt	220	(220)	-
Salaries/Benefits	-	-	-
Contingency	-	-	-
CIP Overheads	-	-	-
<b>TOTAL</b>	<b>4,000</b>	<b>-</b>	<b>4,000</b>

<b>SOURCES (dollars in \$000)</b>			
PCDC	2,203	-	2,203
Successor Agency - Former PCDC	1,797	-	1,797
<b>TOTAL</b>	<b>4,000</b>	<b>-</b>	<b>4,000</b>

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	248	471	770	-	-	-	-	1,489
Design	699	243	1,288	-	-	-	-	2,230
Legal Services	231	-	50	-	-	-	-	281
Administration	-	-	-	-	-	-	-	-
Construction Contracts	-	-	-	-	-	-	-	-
Construction Mgmt	-	-	-	-	-	-	-	-
Salaries/Benefits	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-
CIP Overheads	-	-	-	-	-	-	-	-
<b>TOTAL USES</b>	<b>1,178</b>	<b>714</b>	<b>2,108</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,000</b>

<b>SOURCES (dollars in \$000)</b>								
PCDC	2,203	-	-	-	-	-	-	2,203
Successor Agency - Former PCDC	222	249	1,326	-	-	-	-	1,797
<b>TOTAL FUNDS</b>	<b>2,425</b>	<b>249</b>	<b>1,326</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,000</b>

**Project Title: E. Washington Interchange Labor Charges**

**e16022011**

**PROJECT PURPOSE AND DESCRIPTION**

This project covers staff salaries for coordinating and providing project management to the East Washington Street interchange with Highway 101, Project No. e16100280.

**PROJECT PARAMETERS**

Environmental: Not Applicable  
Public Info: Not Applicable  
Schedule: Not Applicable  
Permits: Not Applicable

**FINANCIAL OVERVIEW**

e16022011

	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	1	1
Land & Easements	-	-	-
Design	-	-	-
Legal Services	-	-	-
Administration	-	1	1
Construction Contracts	-	-	-
Construction Mgmt	-	10	10
Salaries/Benefits	120	(12)	108
Contingency	-	-	-
CIP Overheads	-	-	-
<b>TOTAL</b>	<b>120</b>	<b>-</b>	<b>120</b>

<b>SOURCES (dollars in \$000)</b>			
Street Maintenance 2411		35	35
Street Maintenance 2413	120	(35)	85
<b>TOTAL</b>	<b>120</b>	<b>-</b>	<b>120</b>

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	1	-	-	-	-	-	-	1
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-	-
Legal Services	-	-	-	-	-	-	-	-
Administration	1	-	-	-	-	-	-	1
Construction Contracts	-	-	-	-	-	-	-	-
Construction Mgmt	10	-	-	-	-	-	-	10
Salaries/Benefits	54	28	26	-	-	-	-	108
Contingency	-	-	-	-	-	-	-	-
CIP Overheads	-	-	-	-	-	-	-	-
<b>TOTAL USES</b>	<b>66</b>	<b>28</b>	<b>26</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>120</b>

<b>SOURCES (dollars in \$000)</b>								
Street Maintenance 2411	-	-	35	-	-	-	-	35
Street Maintenance 2413	35	50	-	-	-	-	-	85
<b>TOTAL FUNDS</b>	<b>35</b>	<b>50</b>	<b>35</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>120</b>



**Project Title: Safe Routes to School Plan**

**e16042012**

**PROJECT PURPOSE AND DESCRIPTION**

This project will create a new Safe Routes to School Plan encompassing 11 elementary school campuses and 3 middle school campuses. The plan will include recommended infrastructure improvements within a half mile radius of each school campus. The plan will include ADA improvements.

**PROJECT PARAMETERS**

Environmental: Not Applicable  
 Public Info: Extensive outreach with the individual schools and public meetings will be held  
 Schedule: Expected completion in 2014  
 Permits: Not Applicable  
 Reference: 2005 Safe Routes to School Plan

**FINANCIAL OVERVIEW**

e16042012

	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	98	(98)	-
Land & Easements	-	-	-
Design	-	-	-
Legal Services	-	-	-
Administration	-	-	-
Construction Contracts	-	115	115
Construction Mgmt	-	-	-
Salaries/Benefits	32	(17)	15
Contingency	-	-	-
CIP Overheads	-	-	-
<b>TOTAL</b>	<b>130</b>	<b>-</b>	<b>130</b>

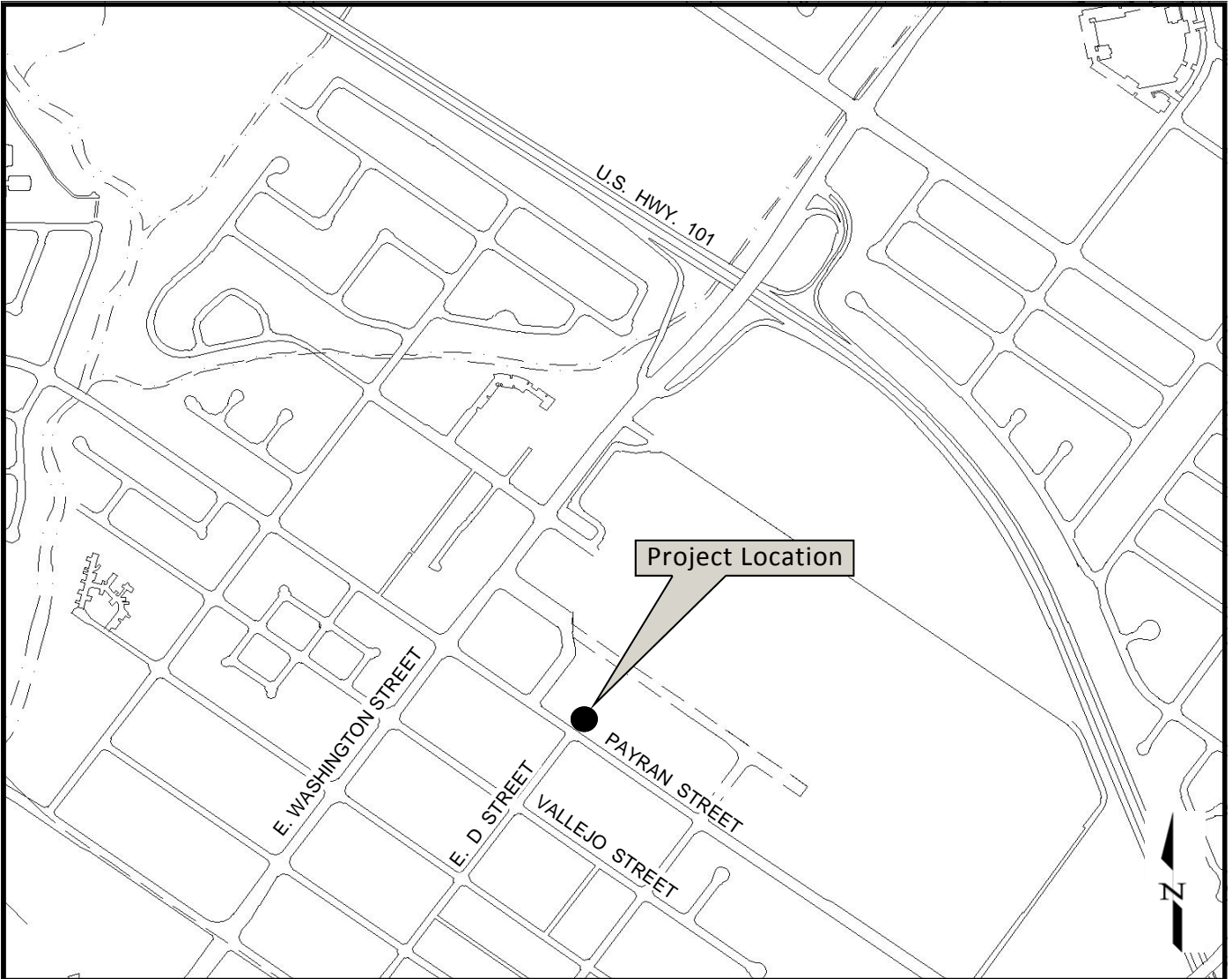
<b>SOURCES (dollars in \$000)</b>			
Public Works Grants	130	-	130
<b>TOTAL</b>	<b>130</b>	<b>-</b>	<b>130</b>

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-	-
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	-	-	-	-	-
Construction Contracts	-	56	59	-	-	-	-	115
Construction Mgmt	-	-	-	-	-	-	-	-
Salaries/Benefits	1	6	8	-	-	-	-	15
Contingency	-	-	-	-	-	-	-	-
CIP Overheads	-	-	-	-	-	-	-	-
<b>TOTAL USES</b>	<b>1</b>	<b>62</b>	<b>67</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>130</b>

<b>SOURCES (dollars in \$000)</b>								
Cycle 3 Safe Routes School Grant	1	62	67	-	-	-	-	130
<b>TOTAL FUNDS</b>	<b>1</b>	<b>62</b>	<b>67</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>130</b>

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. The site has had an extensive history of subsurface investigations and remediation work. The City of Petaluma is required to continue remediation of the site until allowed to be closed by County.

**PROJECT PARAMETERS-**

Environmental: Exempt  
Public Info: On-going coordination with the adjacent school and fairgrounds.  
Schedule: To be determined  
Permits: BAAQMD Air Quality Permit for Remediation  
Reference: State Requirement

**FINANCIAL OVERVIEW**

e16082012

	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	34	665	699
Land & Easements	-	-	-
Design	-	-	-
Legal Services	1	-	1
Administration	-	-	-
Construction Contracts	556	(556)	-
Construction Mgmt	-	-	-
Salaries/Benefits	48	(10)	38
Contingency	-	6	6
CIP Overheads	-	-	-
<b>TOTAL</b>	<b>639</b>	<b>105</b>	<b>744</b>

	SOURCES (dollars in \$000)		
	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14
Public Works Grants	17	333	350
PCDC	39	(6)	33
Interfund Loan	572	(221)	351
Undetermined	11	(1)	10
<b>TOTAL</b>	<b>639</b>	<b>105</b>	<b>744</b>

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	365	69	225	20	20	-	-	699
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-	-
Legal Services	-	-	1	-	-	-	-	1
Administration	-	-	-	-	-	-	-	-
Construction Contracts	-	-	-	-	-	-	-	-
Construction Mgmt	-	-	-	-	-	-	-	-
Salaries/Benefits	3	5	20	5	5	-	-	38
Contingency	-	-	6	-	-	-	-	6
CIP Overheads	-	-	-	-	-	-	-	-
<b>TOTAL USES</b>	<b>368</b>	<b>74</b>	<b>252</b>	<b>25</b>	<b>25</b>	<b>-</b>	<b>-</b>	<b>744</b>

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>SOURCES (dollars in \$000)</b>								
State UST Clean-up Fund	17	34	299	-	-	-	-	350
PCDC	33	-	-	-	-	-	-	33
Interfund Loan from Risk Mgmt	325	33	(7)	-	-	-	-	351
Undetermined	-	-	-	5	5	-	-	10
<b>TOTAL FUNDS</b>	<b>375</b>	<b>67</b>	<b>292</b>	<b>5</b>	<b>5</b>	<b>-</b>	<b>-</b>	<b>744</b>

Interfund loan in anticipation of State UST Clean-up fund reimbursement



# RECYCLED WATER PROJECTS FY 2013-2014

**RECYCLED WATER CAPITAL IMPROVEMENT PROGRAM BUDGET FY 13-14**

**PROJECT SUMMARY**

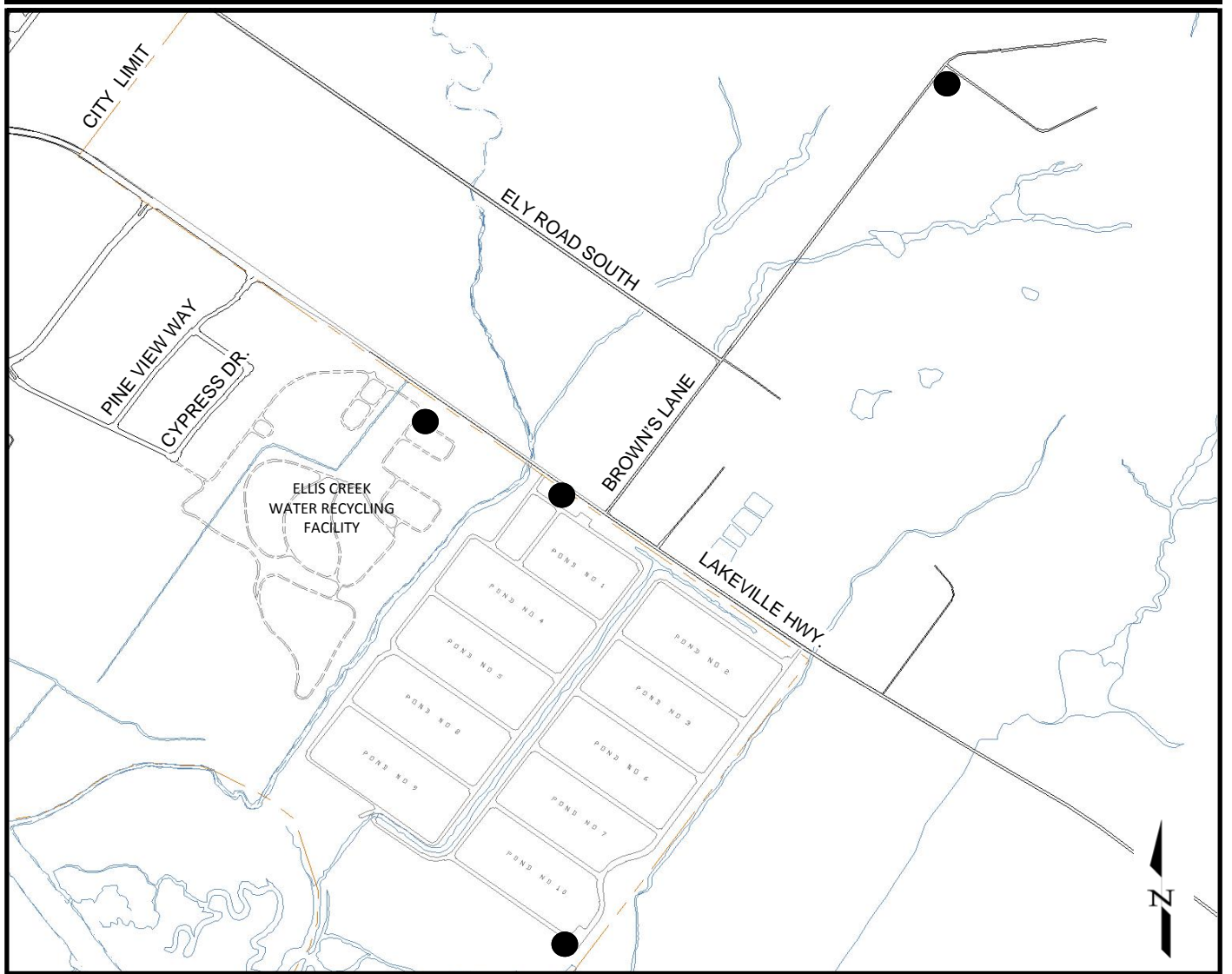
Fund 6690.66900

PROJECTS (dollars in \$000)	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
C66400902 Recycled Water Pump Station Improvements	363	823	1,983	-	-	-	-	3,169
C66401301 Brown's Lane Recycled Water Main Replacement	-	-	38	1,971	-	-	-	2,009
C66401415 Recycled Water Pipeline System Extensions	-	-	200	1,500	70	750	-	2,520
C66401416 Tertiary Filtration System Expansion	-	-	-	287	4,145	-	-	4,432
<b>TOTAL</b>	<b>\$ 363</b>	<b>\$ 823</b>	<b>\$ 2,221</b>	<b>\$ 3,758</b>	<b>\$ 4,215</b>	<b>\$ 750</b>	<b>\$ -</b>	<b>\$ 12,130</b>

**SOURCES (dollars in \$000)**

Waste Water Operating	\$ 266	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 266
WW Connection Fees	-	345	-	-	-	-	-	345
Waste Water Capital Funds	-	575	2,221	3,758	4,215	750	-	11,519
<b>TOTAL</b>	<b>\$ 266</b>	<b>\$ 920</b>	<b>\$ 2,221</b>	<b>\$ 3,758</b>	<b>\$ 4,215</b>	<b>\$ 750</b>	<b>\$ -</b>	<b>\$ 12,130</b>

**PUMP STATION IMPROVEMENTS** **RECYCLED WATER**



● PROJECT LOCATIONS

**Project Title: Recycled Water Pump Station Improvements**

**C66400902**

**PROJECT PURPOSE AND DESCRIPTION**

The recycled water pump stations were built in 1981. The system had previously conveyed secondary recycled water from the oxidation ponds to vineyards, fields and golf courses for disposal during the dry season, while tertiary water was used only at the Ellis Creek Water Recycling Facility for plant processing and site irrigation. The project will allow termination of secondary treated wastewater for recycled water use and eliminate the use of two of the City's four recycled water pump stations for this purpose and provide tertiary recycled water to approximately 850 acres of agricultural land. The project will modify two of the existing pump stations; upgrade a critical pressure reducing station; rehabilitate mechanical, electrical and control systems; and correct structural and HVAC deficiencies. Improvements include installation of a 20" pipeline connection, a pond outfall and HVAC upgrades at Pump Station No. 2 .

**PROJECT PARAMETERS**

Environmental: Notice of Exemption  
 Public Info: N/A  
 Schedule: Expected completion 2013. Project cost estimate through completion \$3,169,000  
 Permits: N/A  
 Reference: Secondary Recycled Water Pump Stations, Recycled Water Master Plan

**FINANCIAL OVERVIEW**

C66400902

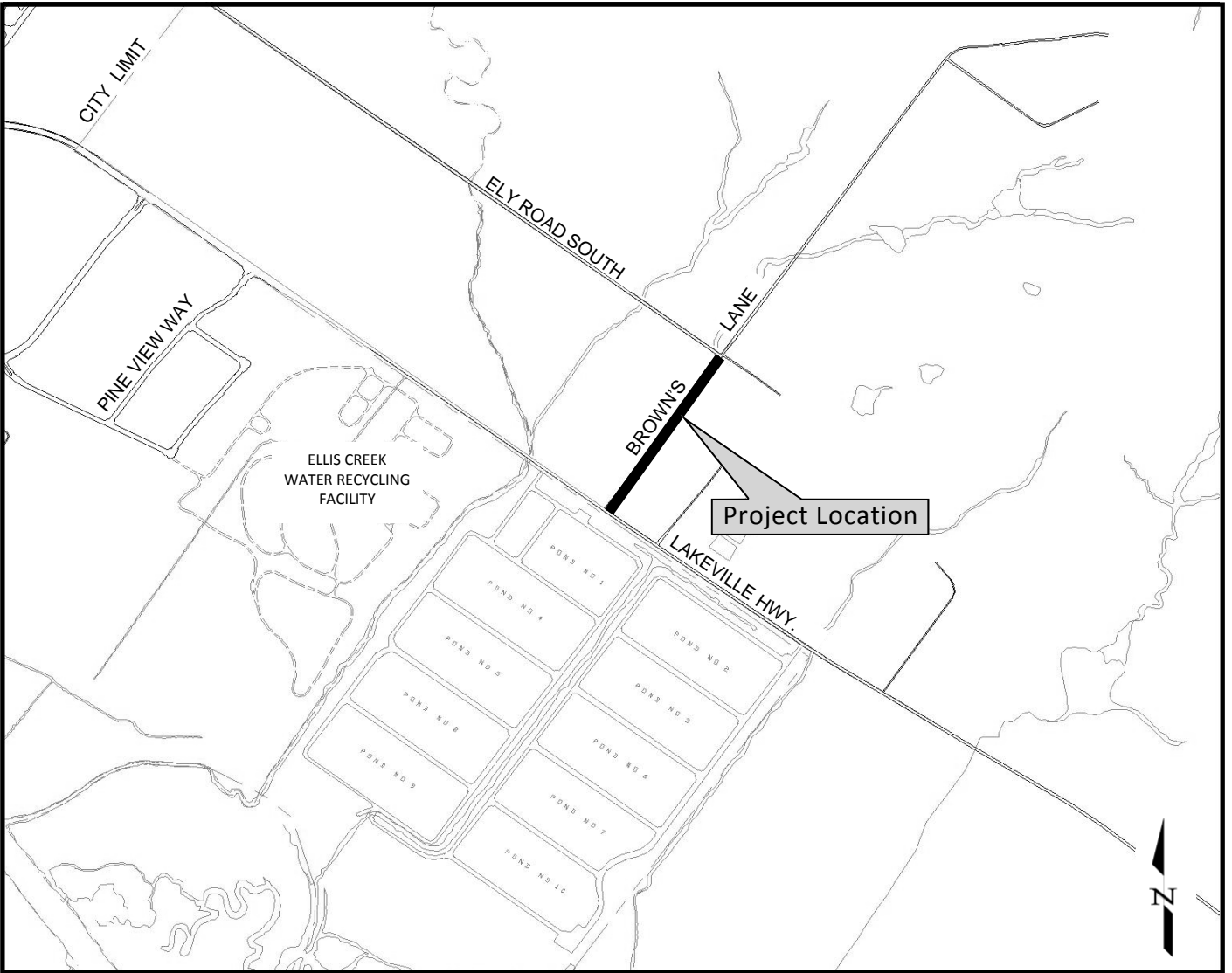
	Project Summary		
	Total Estimate as of 6/30/12	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental		-	-
Land & Easements		-	-
Design	450	4	454
Legal Services		-	-
Administration	6	-	6
Construction Contracts	2,254	(250)	2,004
Construction Management	300	-	300
Salaries/Benefits	50	70	120
Contingency	225	-	225
CIP Overheads	56	4	60
<b>TOTAL</b>	<b>3,341</b>	<b>(172)</b>	<b>3,169</b>

<b>SOURCES (dollars in \$000)</b>			
Waste Water Operating	266	-	266
WW Connection Fees		345	345
WW Capital Funds	3,075	(517)	2,558
<b>TOTAL</b>	<b>3,341</b>	<b>(172)</b>	<b>3,169</b>

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	348	106	-	-	-	-	-	454
Legal Services	-	-	-	-	-	-	-	-
Administration	-	2	4	-	-	-	-	6
Construction Contracts	4	500	1,500	-	-	-	-	2,004
Construction Management	-	150	150	-	-	-	-	300
Salaries/Benefits	3	47	70	-	-	-	-	120
Contingency	-	-	225	-	-	-	-	225
CIP Overheads	8	18	34	-	-	-	-	60
<b>TOTAL USES</b>	<b>363</b>	<b>823</b>	<b>1,983</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,169</b>

<b>SOURCES (dollars in \$000)</b>								
Waste Water Operating	266	-	-	-	-	-	-	266
WW Connection Fees	-	345	-	-	-	-	-	345
WW Capital Funds	-	575	1,983	-	-	-	-	2,558
<b>TOTAL FUNDS</b>	<b>266</b>	<b>920</b>	<b>1,983</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,169</b>

**BROWN'S LANE RECYCLED WATER MAIN REPLACEMENT** **RECYCLED WATER**





**Project Title: Brown's Lane Recycled Water Main Replacement**

**C66401301**

**PROJECT PURPOSE AND DESCRIPTION**

This recycled water transmission main was built in 1981 and conveys recycled water from Recycled Water Booster Pump No. 1 on Lakeville Hwy (State Route 116) to Booster Pump Station No. 2 on Brown's Lane. The existing asbestos concrete pipe is old and its joints are subject to acute failure. This project consists of replacing 1900 feet of a high pressure 20" recycled water main on Brown's Lane from Lakeville Hwy to Ely Rd.

**PROJECT PARAMETERS**

Environmental: Notice of Exemption  
 Public Info: N/A  
 Schedule: 2015. Project cost estimate through completion \$2,009,000.  
 Permits: None  
 Reference: Recycled Water Master Plan

**FINANCIAL OVERVIEW**

**C66401301**

	Project Summary		
	Total Estimate as of 6/30/12	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	60	60
Land & Easements	-	50	50
Design	25	95	120
Legal Services	-	5	5
Administration	5	-	5
Construction Contracts	475	725	1,200
Construction Management	35	85	120
Salaries/Benefits	25	75	100
Contingency	50	250	300
CIP Overheads	12	37	49
<b>TOTAL</b>	<b>627</b>	<b>1,382</b>	<b>2,009</b>
<b>SOURCES (dollars in \$000)</b>			
WW Capital Funds	627	1,382	2,009
<b>TOTAL</b>	<b>627</b>	<b>1,382</b>	<b>2,009</b>

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	10	50	-	-	-	60
Land & Easements	-	-	-	50	-	-	-	50
Design	-	-	20	100	-	-	-	120
Legal Services	-	-	1	4	-	-	-	5
Administration	-	-	1	4	-	-	-	5
Construction Contracts	-	-	-	1,200	-	-	-	1,200
Construction Management	-	-	-	120	-	-	-	120
Salaries/Benefits	-	-	5	95	-	-	-	100
Contingency	-	-	-	300	-	-	-	300
CIP Overheads	-	-	1	48	-	-	-	49
<b>TOTAL USES</b>	<b>-</b>	<b>-</b>	<b>38</b>	<b>1,971</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,009</b>
<b>SOURCES (dollars in \$000)</b>								
WW Capital Funds	-	-	38	1,971	-	-	-	2,009
<b>TOTAL FUNDS</b>	<b>-</b>	<b>-</b>	<b>38</b>	<b>1,971</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,009</b>



**Project Title: Recycled Water Pipeline System Extensions**

**C66401415**

**PROJECT PURPOSE AND DESCRIPTION**

This project is identified in the General Plan as a key component of the City's water supply plan, and includes providing tertiary recycled water for irrigation of parks, golf courses and open space areas. This project will scope, delineate and prioritize the expansion of the Recycled Water System construction projects.

**PROJECT PARAMETERS**

Environmental: Recycled Water EIR  
 Public Info: N/A  
 Schedule: 2017. Project cost estimate through completion \$2,520,000  
 Permits: N/A  
 Reference: General Plan 2025; Recycled Water Master Plan

**FINANCIAL OVERVIEW**

C66401415

Project Summary		
Total Estimate as of 6/30/12	Adjustments FY 13-14	Total Estimate as of 6/30/14
	90	90
	-	-
	295	295
	15	15
	10	10
	1,500	1,500
	150	150
	130	130
	275	275
	55	55
<b>TOTAL</b>	-	2,520

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Management  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

**SOURCES (dollars in \$000)**

WW Capital Funds

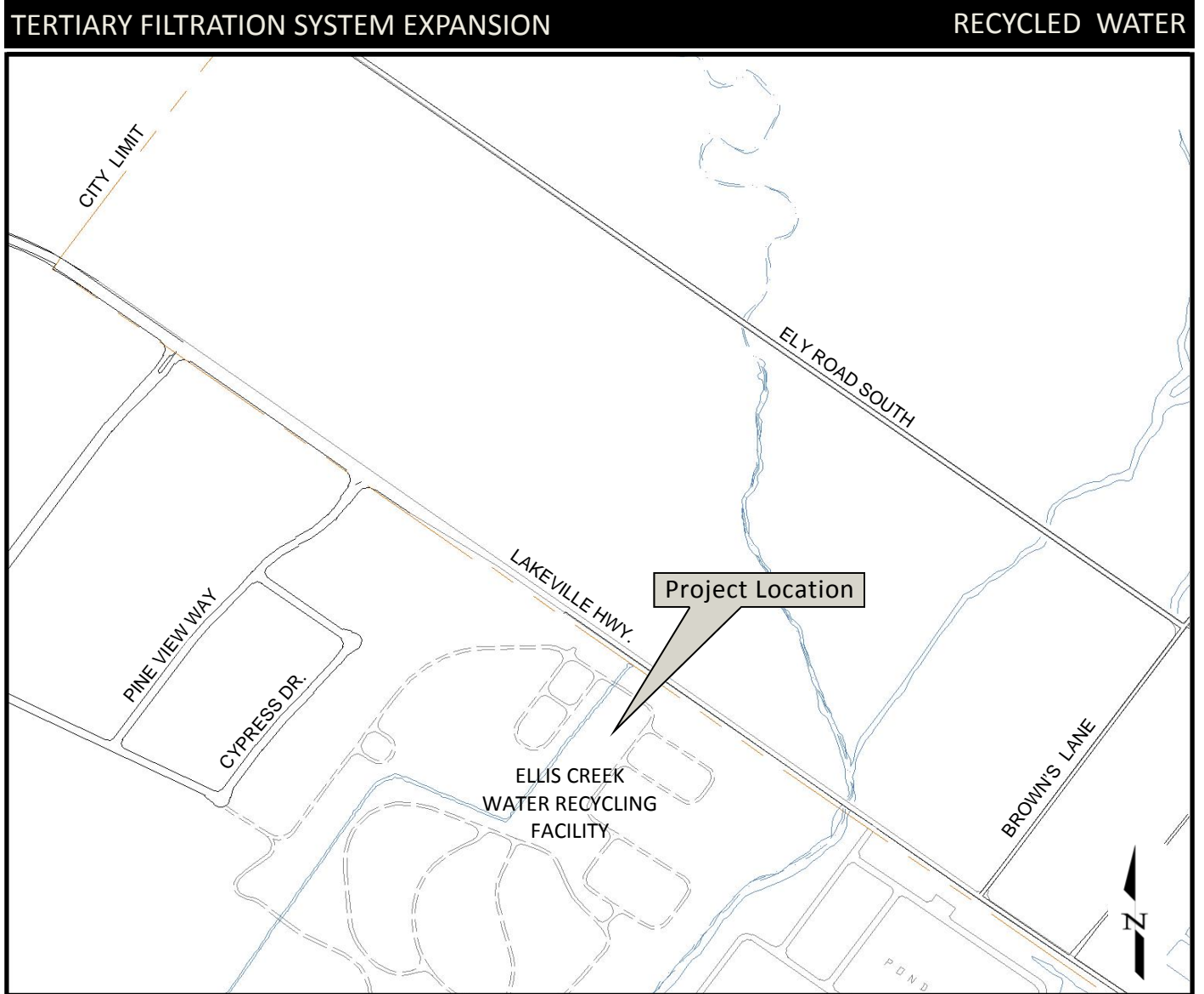
	2,520	2,520
<b>TOTAL</b>	-	2,520

USES (dollars in \$000)	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
Planning/Environmental	-	-	70	-	20	-	-	90
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	115	80	50	50	-	295
Legal Services	-	-	10	-	-	5	-	15
Administration	-	-	-	5	-	5	-	10
Construction Contracts	-	-	-	1,000	-	500	-	1,500
Construction Management	-	-	-	100	-	50	-	150
Salaries/Benefits	-	-	-	80	-	50	-	130
Contingency	-	-	-	200	-	75	-	275
CIP Overheads	-	-	5	35	-	15	-	55
<b>TOTAL USES</b>	-	-	200	1,500	70	750	-	2,520

**SOURCES (dollars in \$000)**

WW Capital Funds

	-	-	200	1,500	70	750	-	2,520
<b>TOTAL FUNDS</b>	-	-	200	1,500	70	750	-	2,520



**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 increase the amount of tertiary recycled water that can be sent offsite for use as potable water offset.

**PROJECT PARAMETERS**

Environmental: Recycled Water EIR  
 Public Info: N/A  
 Schedule: 2016. Project cost estimate through completion \$8,685,000.  
 Permits: N/A  
 Reference: General Plan 2025; Recycled Water Master Plan

**FINANCIAL OVERVIEW**

C66401416

	Project Summary		
	Total Estimate as of 6/30/12	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental		80	80
Land & Easements		-	-
Design		320	320
Legal Services		-	-
Administration		-	-
Construction Contracts		3,200	3,200
Construction Management		320	320
Salaries/Benefits		100	100
Contingency		350	350
CIP Overheads		62	62
<b>TOTAL</b>	-	4,432	4,432

<b>SOURCES (dollars in \$000)</b>		
WW Capital Funds	4,432	4,432
<b>TOTAL</b>	-	4,432

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	80	-	-	-	80
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	-	200	120	-	-	320
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	-	-	-	-	-
Construction Contracts	-	-	-	-	3,200	-	-	3,200
Construction Management	-	-	-	-	320	-	-	320
Salaries/Benefits	-	-	-	-	100	-	-	100
Contingency	-	-	-	-	350	-	-	350
CIP Overheads	-	-	-	7	55	-	-	62
<b>TOTAL USES</b>	-	-	-	287	4,145	-	-	4,432

<b>SOURCES (dollars in \$000)</b>								
WW Capital Funds	-	-	-	287	4,145	-	-	4,432
<b>TOTAL FUNDS</b>	-	-	-	287	4,145	-	-	4,432



# SURFACE WATER PROJECTS FY 2013-2014

**SURFACE WATER CAPITAL IMPROVEMENT PROGRAM BUDGET FY 13-14  
 PROJECT SUMMARY  
 Fund 3160.31600**

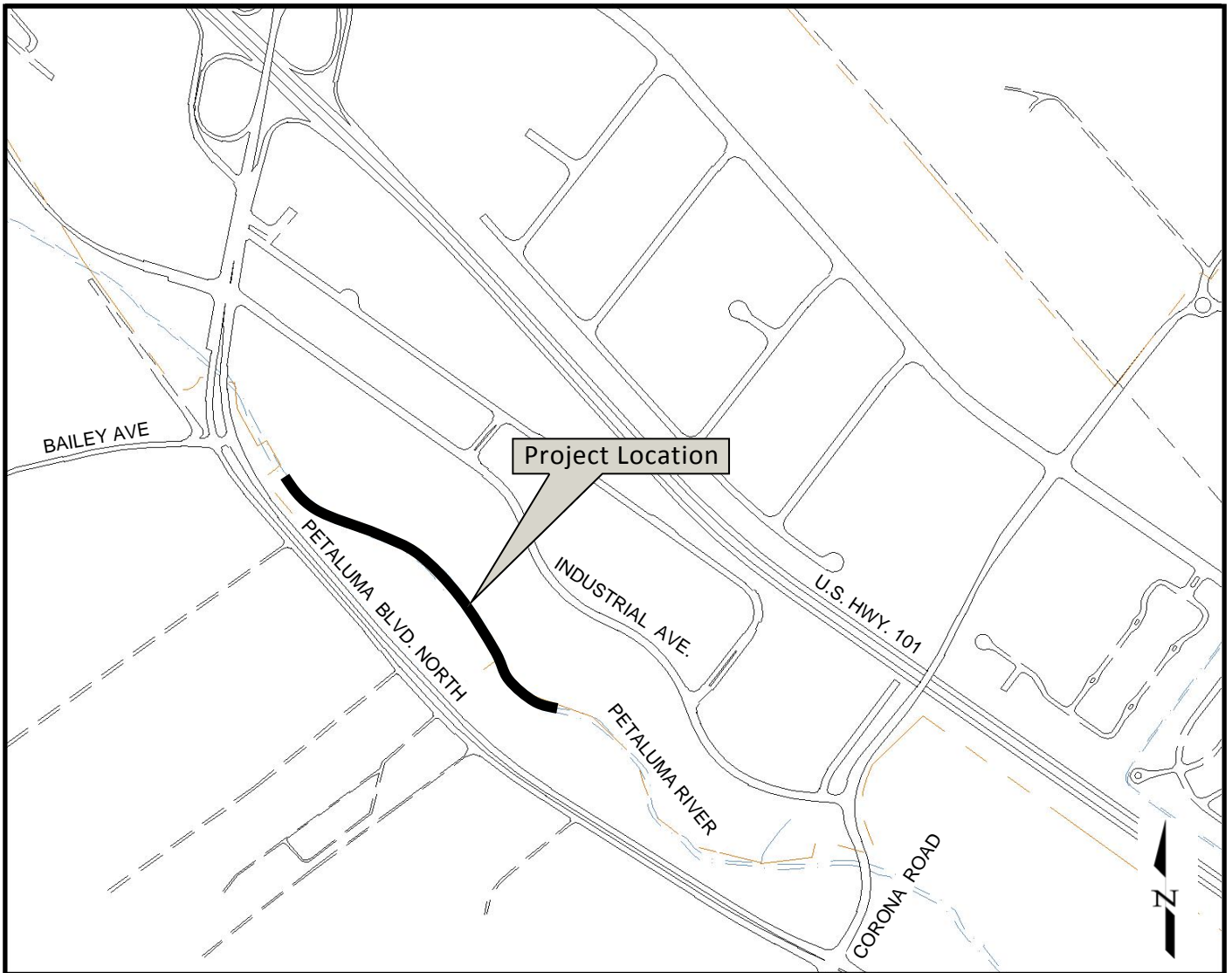
PROJECTS (dollars in \$000)	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
C00500208 River Plan - Denman Reach Phase 3	\$ 8	\$ 705	\$ 169	\$ 1,331	\$ -	\$ -	\$ -	\$ 2,213
C00500308 Stream and Precipitation Gauges	-	-	81	-	-	-	-	81
C00500704 Storm Dredge Spoils Reclamation	-	155	50	500	-	-	-	705
C00500705 Lakeville Channel Improvements	20	-	-	-	-	211	-	231
C16301307 Petaluma River Flood Control	338	-	310	310	310	-	-	1,268
C16301413 Capri Creek Re-contouring & Terr	-	-	164	936	-	-	-	1,100
C16301414 Kelly Creek Modifications	-	-	-	57	1,110	-	-	1,167
C16301415 Surface Water Projects	-	-	30	1,250	1,230	-	-	2,510
<b>TOTAL</b>	\$ 366	\$ 860	\$ 804	\$ 4,384	\$ 2,650	\$ 211	\$ -	\$ 9,275

**SOURCES (dollars in \$000)**

Storm Drainage Impact Fees	\$ 364	\$ 155	\$ 450	\$ 810	\$ 310	\$ 211	\$ -	\$ 2,300
State Grants	-	850	-	1,818	-	-	-	2,668
SCWA Zone 2A Assessments	-	-	356	361	-	-	-	717
Undetermined	-	-	-	1,250	2,340	-	-	3,590
<b>TOTAL</b>	\$ 364	\$ 1,005	\$ 806	\$ 4,239	\$ 2,650	\$ 211	\$ -	\$ 9,275

RIVER PLAN—DENMAN REACH PHASE 3

SURFACE WATER





**Project Title: Denman Reach Phase 3**

**C00500208**

**PROJECT PURPOSE AND DESCRIPTION**

This project is located along the Petaluma River, upstream of Corona Road within the Denman Reach. The project consists of excavating a longitudinal bench along the low-flow channel of the river to create a flood terrace and restore the wetland and upland habitat areas upstream of the previously constructed Phase 1 and 2 projects. This will stabilize the existing incised river channel and unstable bank areas, improve hydraulic function, and reduce localized flood levels currently impacting adjacent development in the City and unincorporated areas.

**PROJECT PARAMETERS**

Environmental: Mitigated Negative Declaration  
 Public Info: N/A  
 Schedule: Expected completion 2015. Project cost estimate through completion \$2,213,000.  
 Permits: U.S. Army Corps of Engineers, Dept. of Fish & Game, Regional Water Quality Control Board  
 Reference: Petaluma River Access & Enhancement Plan, General Plan 2025

**FINANCIAL OVERVIEW**

C00500208

Project Summary		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
45	41	86
660	100	760
65	(65)	-
-	5	5
-	-	-
993	-	993
328	(290)	38
30	20	50
250	-	250
-	31	31
<b>TOTAL</b>	<b>(158)</b>	<b>2,213</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Management  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

**SOURCES (dollars in \$000)**

Storm Drainage Impact Fees  
 State Grant  
 SCWA Zone 2A Assessments

8	-	8
1,887	(44)	1,843
476	(114)	362
<b>TOTAL</b>	<b>(158)</b>	<b>2,213</b>

USES (dollars in \$000)	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
Planning/Environmental	-	20	66	-	-	-	-	86
Land & Easements	-	680	80	-	-	-	-	760
Design	-	-	-	-	-	-	-	-
Legal Services	-	5	-	-	-	-	-	5
Administration	-	-	-	-	-	-	-	-
Construction Contracts	-	-	-	993	-	-	-	993
Construction Management	8	-	-	30	-	-	-	38
Salaries/Benefits	-	-	20	30	-	-	-	50
Contingency	-	-	-	250	-	-	-	250
CIP Overheads	-	-	3	28	-	-	-	31
<b>TOTAL USES</b>	<b>8</b>	<b>705</b>	<b>169</b>	<b>1,331</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,213</b>

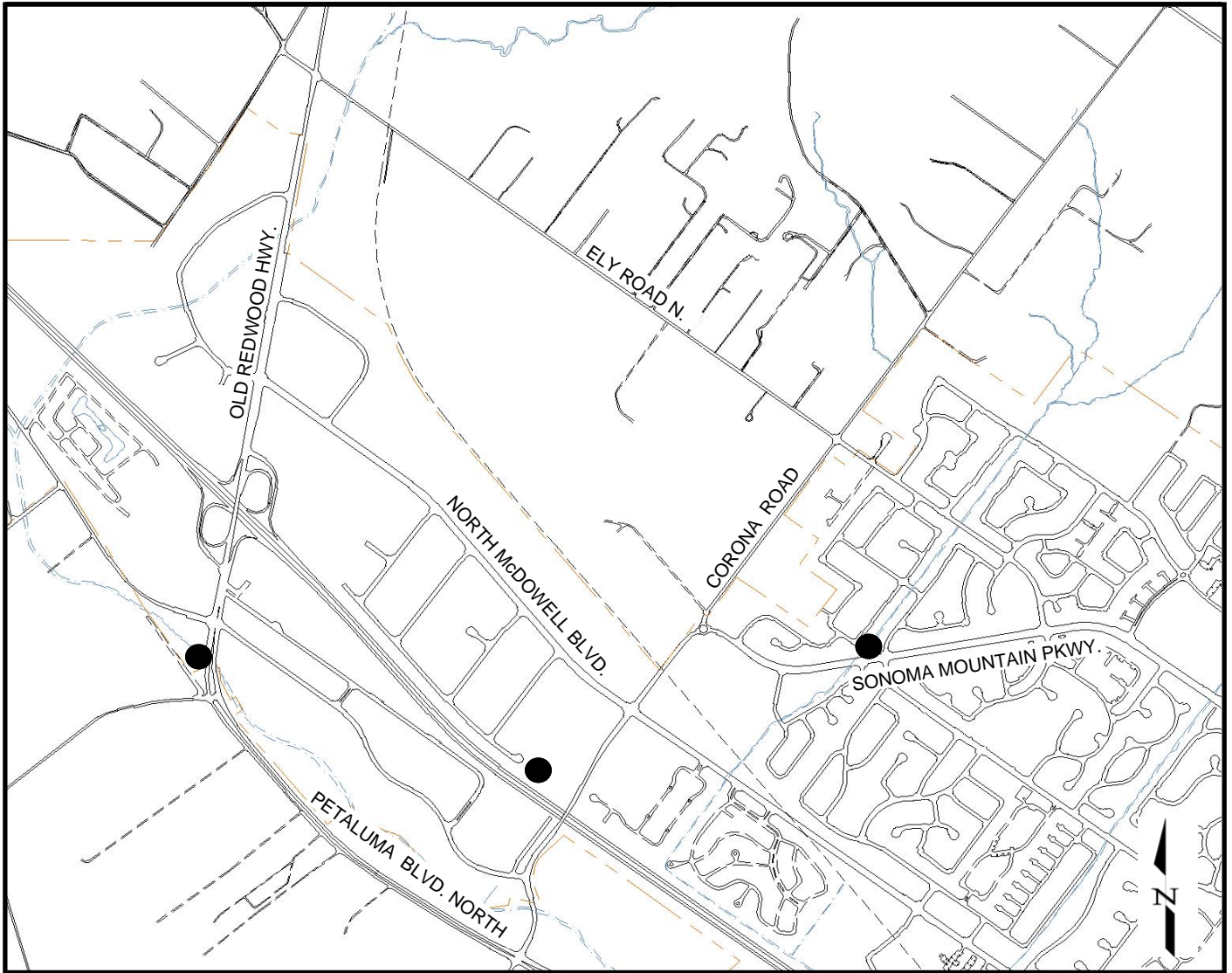
**SOURCES (dollars in \$000)**

Storm Drainage Impact Fees  
 State Grants  
 SCWA Zone 2A Assessments

8	-	-	-	-	-	-	8
-	850	-	993	-	-	-	1,843
-	-	169	193	-	-	-	362
<b>TOTAL FUNDS</b>	<b>8</b>	<b>850</b>	<b>169</b>	<b>1,186</b>	<b>-</b>	<b>-</b>	<b>2,213</b>

STREAM AND PRECIPITATION GAUGES

SURFACE WATER



● PROJECT LOCATIONS

**Project Title: Stream and Precipitation Gauges**

**C00500308**

**PROJECT PURPOSE AND DESCRIPTION**

This project is located in the upper Petaluma River watershed within the city limits, as well as unincorporated Sonoma County. The project consists of the installation of four additional gauges to measure and record stream depth and precipitation. The purpose is to obtain additional data necessary to evaluate surface water runoff and flooding in the watershed. These gauges will also augment the existing gauges used for City flood response activities. Completion of this project is contingent on receiving SCWA Zone 2A funding.

**PROJECT PARAMETERS**

Environmental: Initial study  
 Public Info: N/A  
 Schedule: Expected completion 2014. Project cost estimate through completion \$81,000.  
 Permits: CA Department of Fish & Game  
 Reference: Zone 2A Project Objectives Report

**FINANCIAL OVERVIEW**

C00500308

Project Summary		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
-	-	-
-	-	-
-	-	-
5	-	5
5	-	5
51	-	51
5	-	5
10	-	10
-	-	-
5	-	5
<b>TOTAL</b>		<b>81</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Management  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

**SOURCES (dollars in \$000)**

SCWA Zone 2A Assessments

81	-	81
<b>TOTAL</b>		<b>81</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Management  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

**TOTAL USES**

Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
			FY 14-15	FY 15-16	FY 16-17	FY 17-18	
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	5	-	-	-	-	5
-	-	5	-	-	-	-	5
-	-	51	-	-	-	-	51
-	-	5	-	-	-	-	5
-	-	10	-	-	-	-	10
-	-	-	-	-	-	-	-
-	-	5	-	-	-	-	5
<b>TOTAL USES</b>		<b>81</b>					<b>81</b>

**SOURCES (dollars in \$000)**

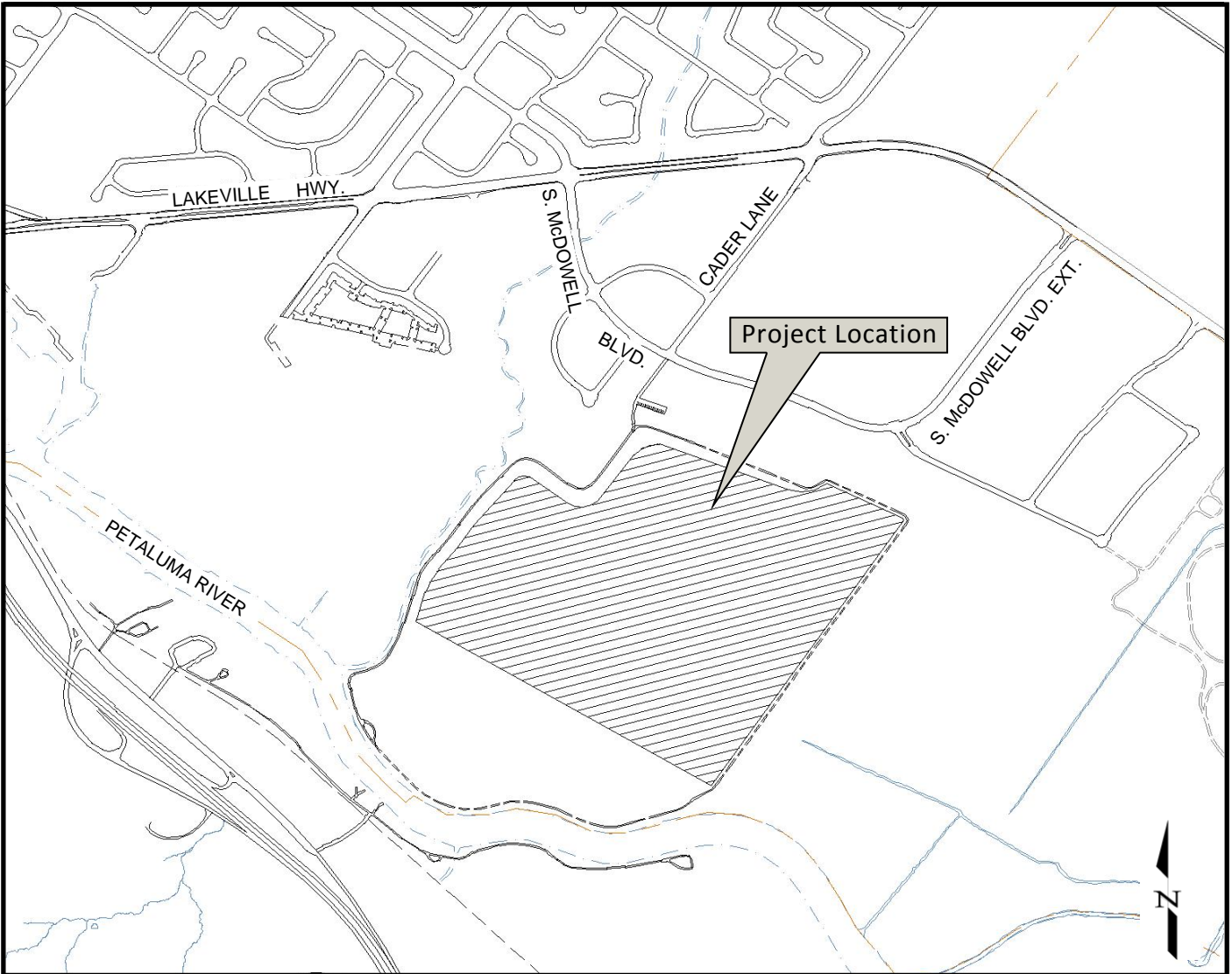
SCWA Zone 2A Assessments

**TOTAL FUNDS**

-	-	81	-	-	-	-	81
<b>TOTAL FUNDS</b>		<b>81</b>					<b>81</b>

STORM DREDGE SPOILS RECLAMATION

SURFACE WATER



**Project Title: Storm Dredge Spoils Reclamation**

**C00500704**

**PROJECT PURPOSE AND DESCRIPTION**

This project will identify long-term dredging needs, dredge deposited material within the structure to maintain sufficient channel capacity, and develop a management protocol for continued operation of the dredge spoils reclamation site. This project is expected to include specific implementation measures for future dredging of the Payran Flood Control Project and potential improvements to the dredge spoils disposal site, which may include habitat restoration.

**FINANCIAL OVERVIEW**

**C00500805**

	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	27	123	150
Land & Easements	-	-	-
Design	-	45	45
Legal Services	-	-	-
Administration	-	5	5
Construction Contracts	160	240	400
Construction Management	25	25	50
Salaries/Benefits	15	20	35
Contingency	25	(5)	20
CIP Overheads	-	-	-
<b>TOTAL</b>	<b>252</b>	<b>453</b>	<b>705</b>

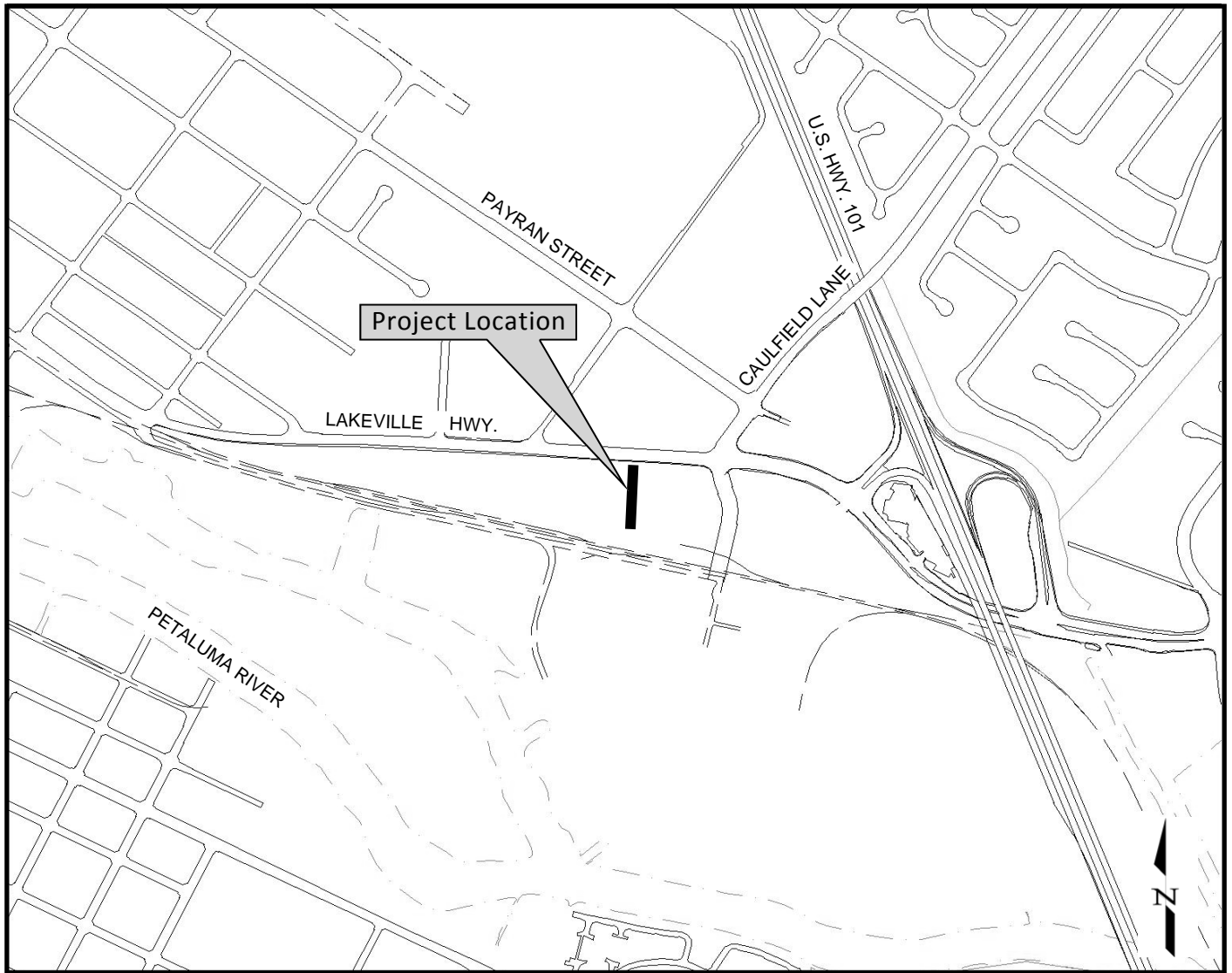
<b>SOURCES (dollars in \$000)</b>			
Storm Drainage Impact Fees	2	703	705
Undetermined	250	(250)	-
<b>TOTAL</b>	<b>252</b>	<b>453</b>	<b>705</b>

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	150	-	-	-	-	-	150
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	45	-	-	-	-	45
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	5	-	-	-	5
Construction Contracts	-	-	-	400	-	-	-	400
Construction Management	-	-	-	50	-	-	-	50
Salaries/Benefits	-	5	5	25	-	-	-	35
Contingency	-	-	-	20	-	-	-	20
CIP Overheads	-	-	-	-	-	-	-	-
<b>TOTAL USES</b>	<b>-</b>	<b>155</b>	<b>50</b>	<b>500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>705</b>

<b>SOURCES (dollars in \$000)</b>								
Storm Drainage Impact Fees	-	155	50	500	-	-	-	705
Undetermined	-	-	-	-	-	-	-	-
<b>TOTAL FUNDS</b>	<b>-</b>	<b>155</b>	<b>50</b>	<b>500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>705</b>

LAKEVILLE CHANNEL IMPROVEMENTS

SURFACE WATER



**Project Title: Lakeville Channel Improvements**

**C00500705**

**PROJECT PURPOSE AND DESCRIPTION**

The City currently owns and maintains an open drainage ditch at 960 Lakeville Street. The ditch conveys storm water runoff from Lakeville Street and the surrounding area into an adjacent channel. Maintaining adequate flow capacity of this ditch is exacerbated by the growth of cattails. This project will clean out the ditch and install approximately 500 linear feet of pipe. The potential environmental impacts of this proposed project have been determined, and mitigation alternatives need to be evaluated in order to proceed with the construction of this project.

**PROJECT PARAMETERS**

Environmental: Mitigated Negative Declaration  
 Public Info: N/A  
 Schedule: Expected completion 2017. Project cost estimate through completion \$231,000.  
 Permits: Regional Water Quality Control Board  
 Reference: N/A

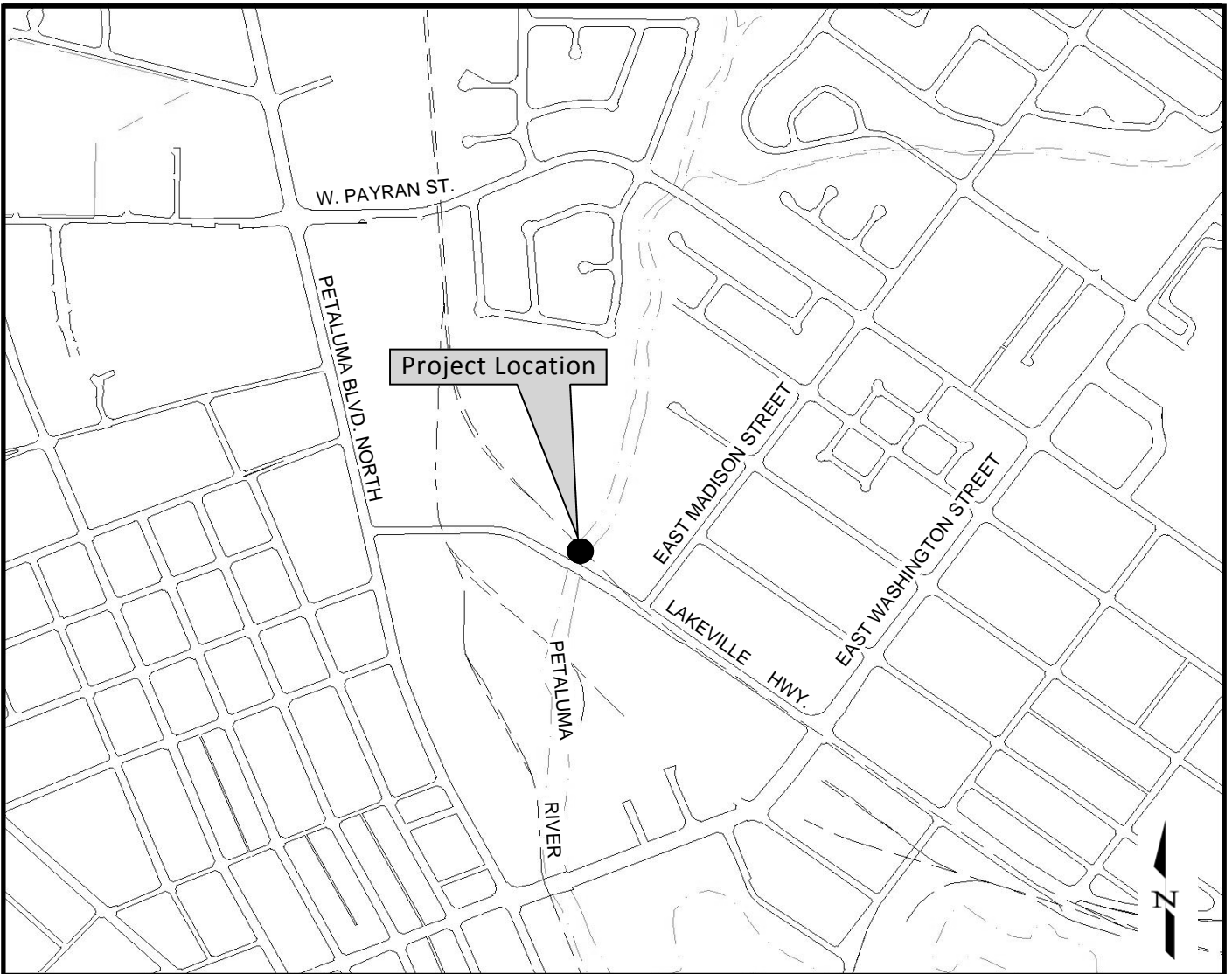
**FINANCIAL OVERVIEW**

C00500705	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	20	-	20
Land & Easements	-	-	-
Design	-	-	-
Legal Services	-	-	-
Administration	-	-	-
Construction Contracts	170	-	170
Construction Management	15	-	15
Salaries/Benefits	10	-	10
Contingency	15	-	15
CIP Overheads	1	-	1
<b>TOTAL</b>	<b>231</b>	<b>-</b>	<b>231</b>
<b>SOURCES (dollars in \$000)</b>			
Storm Drainage Impact Fees	231	-	231
<b>TOTAL</b>	<b>231</b>	<b>-</b>	<b>231</b>

C00500705	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	19	-	-	-	-	1	-	20
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-	-
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	-	-	-	-	-
Construction Contracts	-	-	-	-	-	170	-	170
Construction Management	-	-	-	-	-	15	-	15
Salaries/Benefits	-	-	-	-	-	10	-	10
Contingency	-	-	-	-	-	15	-	15
CIP Overheads	1	-	-	-	-	-	-	1
<b>TOTAL USES</b>	<b>20</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>211</b>	<b>-</b>	<b>231</b>
<b>SOURCES (dollars in \$000)</b>								
Storm Drainage Impact Fees	20	-	-	-	-	211	-	231
<b>TOTAL FUNDS</b>	<b>20</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>211</b>	<b>-</b>	<b>231</b>

PETALUMA RIVER FLOOD CONTROL

SURFACE WATER





**Project Title: Petaluma River Flood Control**

**C16301307**

**PROJECT PURPOSE AND DESCRIPTION**

This project completes the U.S. Corps of Engineers Payran Flood Control Project. This work includes 100 ft. of sheet pile flood wall extension to the SMART bridge abutment, embankment repair, and sheet pile cap repair. Projected costs for the project represent only the City's 35% cost share of the proposed project.

**PROJECT PARAMETERS**

Environmental: EIR completed  
 Public Info: Public meeting expected  
 Schedule: 2016 construction  
 Permits: Army Corps, Regional Water Quality Control Board, CA Fish and Game  
 Reference:

**FINANCIAL OVERVIEW**

C16301307

<b>Project Summary</b>		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
Planning/Environmental	-	-
Land & Easements	-	-
Design	-	-
Legal Services	-	-
Administration	327	327
Construction Contracts	(351)	900
Construction Management	-	-
Salaries/Benefits	13	33
Contingency	-	-
CIP Overheads	8	8
<b>TOTAL</b>	<b>(3)</b>	<b>1,268</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Management  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

**TOTAL**

**SOURCES (dollars in \$000)**

Storm Drainage Impact Fees

**TOTAL**

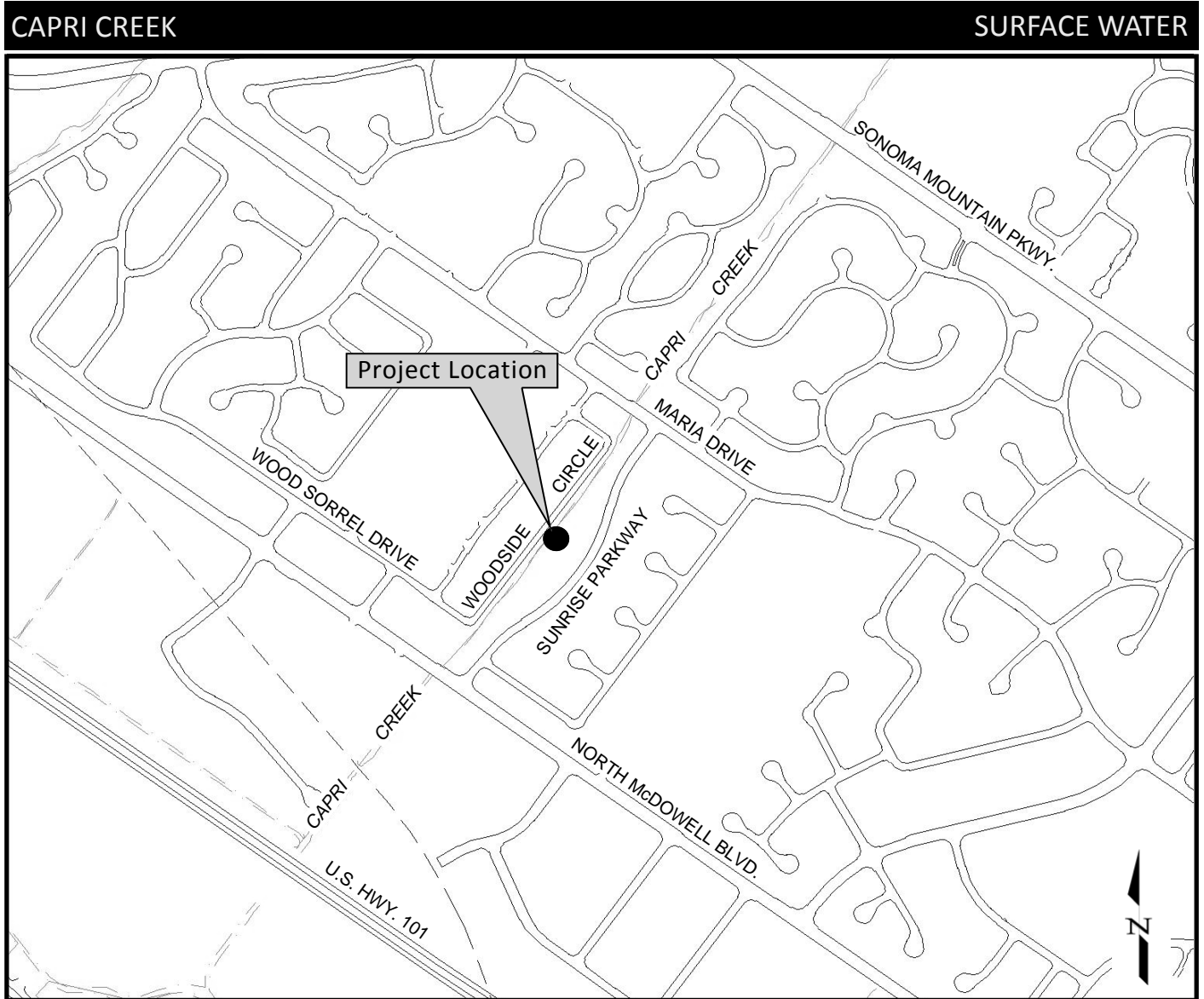
Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
			FY 14-15	FY 15-16	FY 16-17	FY 17-18	
Planning/Environmental	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Legal Services	-	-	-	-	-	-	-
Administration	327	-	-	-	-	-	327
Construction Contracts	-	300	300	300	-	-	900
Construction Management	-	-	-	-	-	-	-
Salaries/Benefits	3	10	10	10	-	-	33
Contingency	-	-	-	-	-	-	-
CIP Overheads	8	-	-	-	-	-	8
<b>TOTAL USES</b>	<b>338</b>	<b>310</b>	<b>310</b>	<b>310</b>	<b>-</b>	<b>-</b>	<b>1,268</b>

**SOURCES (dollars in \$000)**

Storm Drainage Impact Fees

**TOTAL FUNDS**

Storm Drainage Impact Fees	336	-	312	310	310	-	-	1,268
<b>TOTAL FUNDS</b>	<b>336</b>	<b>-</b>	<b>312</b>	<b>310</b>	<b>310</b>	<b>-</b>	<b>-</b>	<b>1,268</b>



**Project Title: Capri Creek Re-contouring and Terracing**

**C16301413**

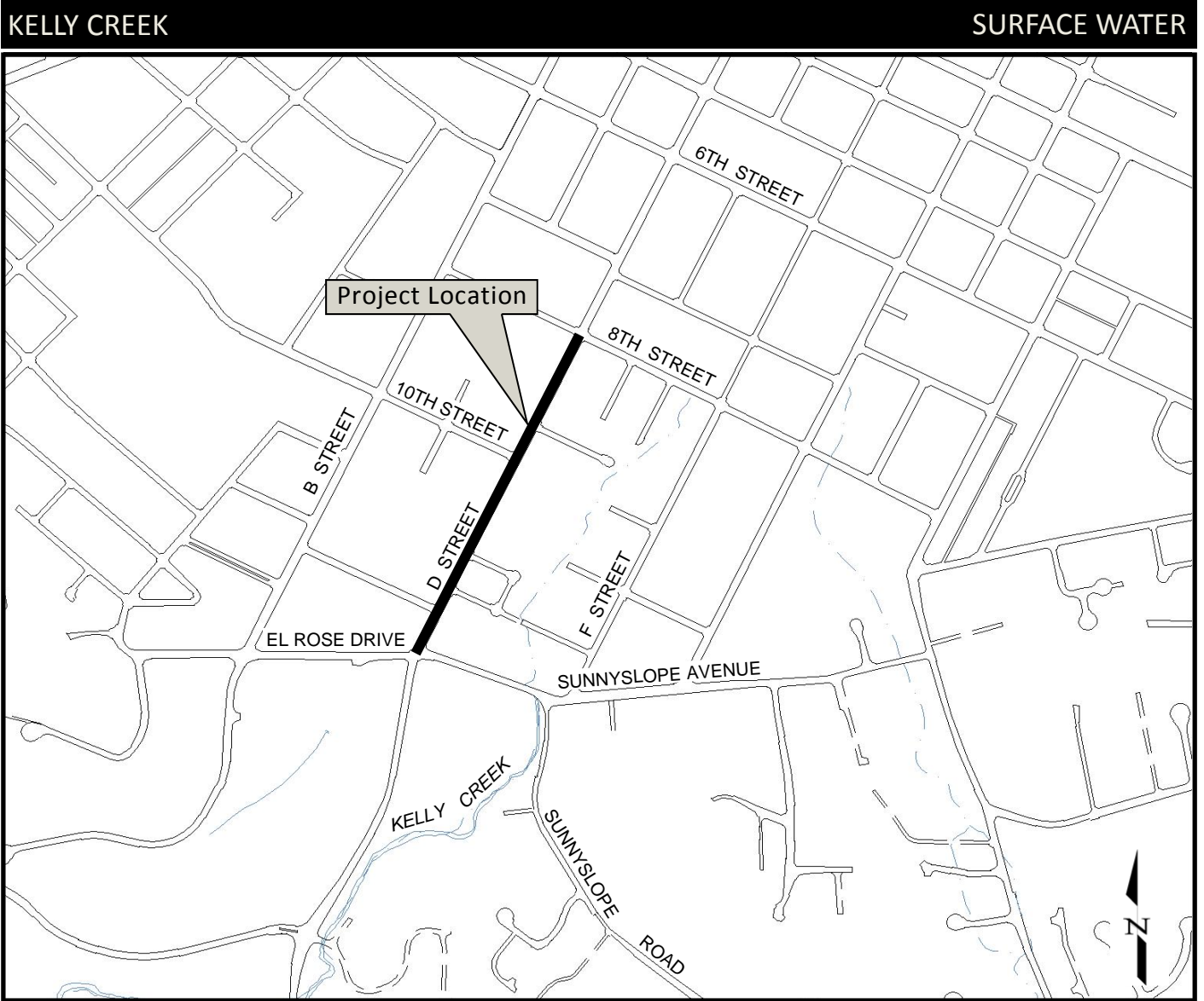
**PROJECT PURPOSE AND DESCRIPTION**

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 provide a maintenance/access trail. Additionally in-stream habitat structures and plantings of native trees and shrubs will be added along the riparian corridor. The project will be funded largely through a State grant and Zone 2A funding with additional supplemental funding with Storm Drainage Impact Fees.

**FINANCIAL OVERVIEW**

C16301413	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	88	88
Land & Easements	-	-	-
Design	-	76	76
Legal Services	-	-	-
Administration	-	-	-
Construction Contracts	-	607	607
Construction Management	-	-	-
Salaries/Benefits	-	115	115
Contingency	-	193	193
CIP Overheads	-	21	21
<b>TOTAL</b>	-	1,100	1,100
<b>SOURCES (dollars in \$000)</b>			
Storm Drainage Impact Fees	-	58	58
State Grant		825	825
SCWA Zone 2A Assessments		217	217
<b>TOTAL</b>	-	1,100	1,100

C16301413	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	88	-	-	-	-	88
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	76	-	-	-	-	76
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	-	-	-	-	-
Construction Contracts	-	-	-	607	-	-	-	607
Construction Management	-	-	-	-	-	-	-	-
Salaries/Benefits	-	-	-	115	-	-	-	115
Contingency	-	-	-	193	-	-	-	193
CIP Overheads	-	-	-	21	-	-	-	21
<b>TOTAL USES</b>	-	-	164	936	-	-	-	1,100
<b>SOURCES (dollars in \$000)</b>								
Storm Drainage Impact Fees	-	-	58	-	-	-	-	58
State Grant	-	-	-	825	-	-	-	825
SCWA Zone 2A Assessments	-	-	106	111	-	-	-	217
<b>TOTAL FUNDS</b>	-	-	164	936	-	-	-	1,100



**Project Title: Kelly Creek Modifications**

**C16301414**

**PROJECT PURPOSE AND DESCRIPTION**

The project will redirect culvert flow to a new storm drain line in D Street and reconnect the natural flow from Kelly Creek at Sunnyslope back into the Kelly Creek natural channel. The first phase of work is to assess the current conditions and existing capacity in the storm drain system to determine the project scope. The second phase is construction. The schedule will be based on priority and available funding. Initial funding for preliminary engineering will be Zone 2A.

**FINANCIAL OVERVIEW**

C16301414	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	9	9
Land & Easements	-	-	-
Design	-	44	44
Legal Services	-	-	-
Administration	-	-	-
Construction Contracts	-	900	900
Construction Management	-	50	50
Salaries/Benefits	-	44	44
Contingency	-	90	90
CIP Overheads	-	30	30
<b>TOTAL</b>	-	1,167	1,167
<b>SOURCES (dollars in \$000)</b>			
SCWA Zone 2A Assessments	-	57	57
Undetermined	-	1,110	1,110
<b>TOTAL</b>	-	1,167	1,167

C16301414	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	9	-	-	-	9
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	-	44	-	-	-	44
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	-	-	-	-	-
Construction Contracts	-	-	-	-	900	-	-	900
Construction Management	-	-	-	-	50	-	-	50
Salaries/Benefits	-	-	-	4	40	-	-	44
Contingency	-	-	-	-	90	-	-	90
CIP Overheads	-	-	-	-	30	-	-	30
<b>TOTAL USES</b>	-	-	-	57	1,110	-	-	1,167
<b>SOURCES (dollars in \$000)</b>								
SCWA Zone 2A Assessments	-	-	-	57	-	-	-	57
Undetermined	-	-	-	-	1,110	-	-	1,110
<b>TOTAL FUNDS</b>	-	-	-	57	1,110	-	-	1,167

**Project Title: Surface Water Projects**

**C16301415**

**PROJECT PURPOSE AND DESCRIPTION**

A five-year surface water project list will be developed to prioritize future capital projects. Likely future projects include creation of a sediment basin on Adobe Creek, developing a stewardship program and improving creekside trails on Adobe Creek, Lynch Creek, and Washington Creek, bank stabilization on Lynch Creek and detention/retention ponds for Willowbrook.

**PROJECT PARAMETERS**

Environmental: varied  
Public Info: based on project  
Schedule: varied  
Permits: based on project  
Reference:

**FINANCIAL OVERVIEW**

C16301415		Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14	
<b>USES (dollars in \$000)</b>				
Planning/Environmental	-	40	40	
Land & Easements	-	-	-	
Design	-	-	-	
Legal Services	-	-	-	
Administration	-	-	-	
Construction Contracts	-	2,000	2,000	
Construction Management	-	160	160	
Salaries/Benefits	-	110	110	
Contingency	-	200	200	
CIP Overheads	-	-	-	
<b>TOTAL</b>	-	2,510	2,510	
<b>SOURCES (dollars in \$000)</b>				
Storm Drainage Impact Fees	-	30	30	
Undetermined	-	2,480	2,480	
<b>TOTAL</b>	-	2,510	2,510	

USES (dollars in \$000)	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
Planning/Environmental	-	-	20	20	-	-	-	40
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-	-
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	-	-	-	-	-
Construction Contracts	-	-	-	1,000	1,000	-	-	2,000
Construction Management	-	-	-	80	80	-	-	160
Salaries/Benefits	-	-	10	50	50	-	-	110
Contingency	-	-	-	100	100	-	-	200
CIP Overheads	-	-	-	-	-	-	-	-
<b>TOTAL USES</b>	-	-	30	1,250	1,230	-	-	2,510
<b>SOURCES (dollars in \$000)</b>								
Storm Drainage Impact Fees	-	-	30	-	-	-	-	30
Undetermined	-	-	-	1,250	1,230	-	-	2,480
<b>TOTAL FUNDS</b>	-	-	30	1,250	1,230	-	-	2,510

# TRANSIT PROJECTS FY 2013-2014

**TRANSIT CAPITAL IMPROVEMENT PROGRAM BUDGET FY 13-14**

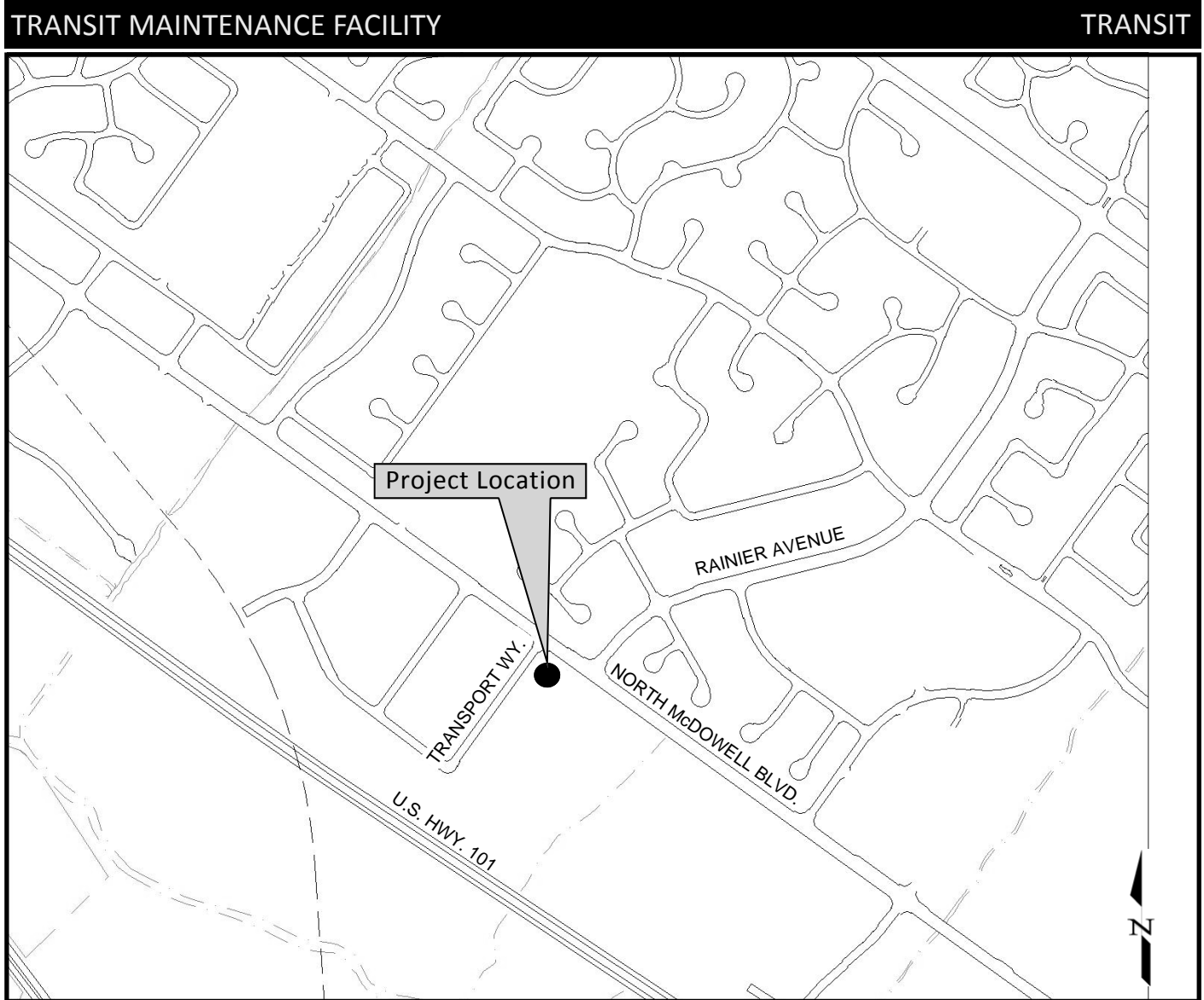
**PROJECT SUMMARY**

Fund 6590.65999

PROJECTS (dollars in \$000)	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
C65201201 Petaluma Transit Maint Facility	117	454	1,179	-	-	-	-	1,750
<b>TOTAL</b>	\$ 117	\$ 454	\$ 1,179	\$ -	\$ -	\$ -	\$ -	\$ 1,750

**SOURCES (dollars in \$000)**

TDA Transit Capital funds	-	-	277	-	-	-	-	277
FTA State of Good Repair (5309)	111	395	967	-	-	-	-	1,473
<b>TOTAL</b>	\$ 111	\$ 395	\$ 1,244	\$ -	\$ -	\$ -	\$ -	\$ 1,750





**Project Title: Petaluma Transit Maintenance Facility**

**C65201201**

**PROJECT PURPOSE AND DESCRIPTION**

This project is funded by two separate Federal Transit Administration (FTA) State of Good Repair Grants. Phase 1 began in FY 11-12 with the planning, environmental, and design of significant modifications to the existing maintenance and operations building. Construction was originally scheduled to begin in late FY 11-12, but has been delayed until early FY 12-13. Phase 1 will now revamp the maintenance building and install a drive through bus wash system, in addition to upgrades to lighting, heating and other improvements. These investments are needed to accommodate modern, larger transit buses. All construction and construction support for Phase 1 will occur in FY 12-13, as will planning and design of Phase 2 (primarily yard improvements, fencing, gates, lot paving, access improvements, etc.). Phase 2 construction is slated for early FY 13-14.

**PROJECT PARAMETERS**

Environmental: Exemption  
Public Info: None Expected  
Schedule: Construction of Phase 1 began July 2012  
Permits: Building Permit  
Reference: 2010 Short Range Transit Plan

**FINANCIAL OVERVIEW**

C65201201

	Project Summary		
	Total Estimate as of 6/30/12	Adjustments FY 12-13	Total Estimate as of 6/30/13
<b>USES (dollars in \$000)</b>			
Planning/Environmental	42	(37)	5
Land & Easements	-	-	-
Design	163	(29)	134
Legal Services	-	-	-
Administration	-	-	-
Construction Contracts	1,300	90	1,390
Construction Management	52	(26)	26
Salaries/Benefits	54	2	56
Contingency	139	(39)	100
CIP Overheads	-	39	39
<b>TOTAL</b>	<b>1,750</b>	<b>-</b>	<b>1,750</b>

**SOURCES (dollars in \$000)**

TDA Transit Capital funds	350	(73)	277
FTA State of Good Repair (5309)	1,400	73	1,473
<b>TOTAL</b>	<b>1,750</b>	<b>-</b>	<b>1,750</b>

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	2	-	3	-	-	-	-	5
Land & Easements	-	-	-	-	-	-	-	-
Design	109	22	3	-	-	-	-	134
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	-	-	-	-	-
Construction Contracts	-	411	979	-	-	-	-	1,390
Construction Management	1	(1)	26	-	-	-	-	26
Salaries and Benefits	2	22	32	-	-	-	-	56
Contingency	-	-	100	-	-	-	-	100
CIP Overheads	3	-	36	-	-	-	-	39
<b>TOTAL USES</b>	<b>117</b>	<b>454</b>	<b>1,179</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,750</b>

**SOURCES (dollars in \$000)**

TDA Transit Capital funds	-	-	277	-	-	-	-	277
FTA State of Good Repair (5309)	111	395	967	-	-	-	-	1,473
<b>TOTAL FUNDS</b>	<b>111</b>	<b>395</b>	<b>1,244</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,750</b>



# WATER UTILITY PROJECTS FY 2013-2014

**WATER UTILITY CAPITAL IMPROVEMENT PROGRAM BUDGET FY 13-14  
 PROJECT SUMMARY  
 Fund 6690.66900**

PROJECTS (dollars in \$000)	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
C67401201 Well Construction & Repair	\$ 6	\$ 80	\$ 274	\$ 240	\$ 454	\$ -	\$ -	\$ 1,054
C67401002 E. Washington St. 18" Water Main Replacement phase Two - Edith to River	96	1,015	1,569	-	-	-	-	2,680
C67401003 E. Washington St. 18" Water Main Replacement phase Three - 101 to Maria	-	-	200	1,200	-	-	-	1,400
C67401004 Pump Stations Emergency Power	-	51	108	51	102	-	-	312
C67401006 Casa Grande Road 16" Water Main Extension	-	-	-	-	-	-	1,530	1,530
C00500101 Paula Lane Reservoir #2	759	-	-	818	1,935	-	-	3,512
C67401005 Petaluma Blvd. North 12" Water Main Extension	-	-	-	-	-	-	2,545	2,545
C67501007 Hardin & Manor Tanks Exterior Recoating	-	-	-	-	680	-	-	680
C67501301 C67501301 G St. Water Main Replacement	-	390	179	-	-	-	-	569
C67501302 C67501302 SRJC 12" Water Main Extension	-	-	-	-	-	-	370	370
C67501303 Water Main Replacements	-	-	428	871	428	600	920	3,247
C67501304 Petaluma Blvd. 12" Water Main Replacement (Washington to D)	-	-	-	-	2,405	-	-	2,405
C67501408 Water Service Connections Petaluma Blvd N.	-	-	-	310	-	-	-	310
C67501407 Western Avenue Water Main Extension	-	-	527	-	-	-	-	527
C67501406 Water Service Replacement	-	-	750	1,250	250	150	250	2,650
C67501405 Oak Hill Reservoir	-	-	-	-	100	2,355	-	2,455
C67500903 Automatic Meter Read Replacement	-	-	800	800	-	-	-	1,600
e67012014 Ground Water Master Planning	-	-	125	150	125	-	-	400
<b>TOTAL</b>	<b>\$ 861</b>	<b>\$ 1,536</b>	<b>\$ 4,960</b>	<b>\$ 5,690</b>	<b>\$ 6,479</b>	<b>\$ 3,105</b>	<b>\$ 5,615</b>	<b>\$ 28,246</b>
<b>SOURCES (dollars in \$000)</b>								
Water Operating	\$ 1,005	\$ 23	\$ 925	\$ 950	\$ 125	\$ -	\$ -	\$ 3,028
Water Capital	-	1,452	4,035	4,657	6,354	3,105	5,615	25,218
<b>TOTAL</b>	<b>\$ 1,005</b>	<b>\$ 1,475</b>	<b>\$ 4,960</b>	<b>\$ 5,607</b>	<b>\$ 6,479</b>	<b>\$ 3,105</b>	<b>\$ 5,615</b>	<b>\$ 28,246</b>



**Project Title: Well Construction & Repair**

**C67401201**

**PROJECT PURPOSE AND DESCRIPTION**

This project is necessary to maintain the needed peaking and emergency flexibility of the current water system per a 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. FY 13/14: Park Place well has failed and will be re-drilled and put back into service to provide 400 gpm of expected capacity. FY 14/15: McDowell well will be put into service and is expected to provide 500 gpm capacity; project includes electrical, mechanical and structural improvements. FY 15/16: Upgrades to Willowbrook and Stony Point Wells include re-drilling and minor repairs.

**PROJECT PARAMETERS**

Environmental: Notice of Exemption  
 Public Info: N/A  
 Schedule: Expected completion 2016. Project cost estimate through completion \$1,054,000  
 Permits: N/A  
 Reference: General Plan 2025

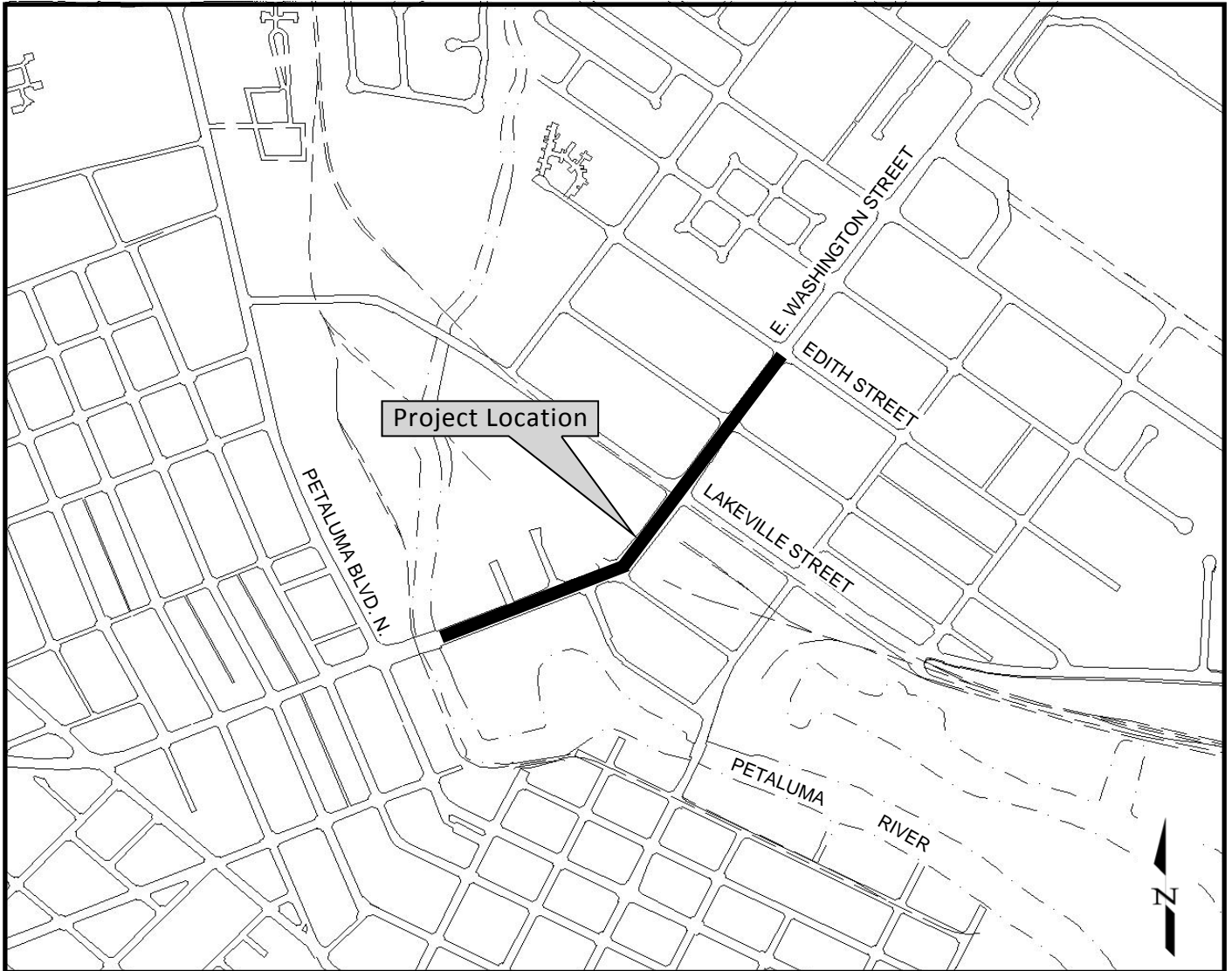
**FINANCIAL OVERVIEW**

C67401201	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	-	-
Land & Easements	-	-	-
Design	40	85	125
Legal Services	-	-	-
Administration	20	(10)	10
Construction Contracts	794	(131)	663
Construction Management	40	27	67
Salaries/Benefits	40	12	52
Contingency	100	23	123
CIP Overheads	20	(6)	14
<b>TOTAL</b>	<b>1,054</b>	<b>-</b>	<b>1,054</b>
<b>SOURCES (dollars in \$000)</b>			
Water Operating		54	54
Water Capital	1,054	(54)	1,000
<b>TOTAL</b>	<b>1,054</b>	<b>-</b>	<b>1,054</b>

C67401201	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	-	5	70	20	30	-	-	125
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	5	2	3	-	-	10
Construction Contracts	6	67	140	150	300	-	-	663
Construction Management	-	2	15	20	30	-	-	67
Salaries/Benefits	-	2	10	15	25	-	-	52
Contingency	-	3	30	30	60	-	-	123
CIP Overheads	-	1	4	3	6	-	-	14
<b>TOTAL USES</b>	<b>6</b>	<b>80</b>	<b>274</b>	<b>240</b>	<b>454</b>	<b>-</b>	<b>-</b>	<b>1,054</b>
<b>SOURCES (dollars in \$000)</b>								
Water Operating	54	-	-	-	-	-	-	54
Water Capital	-	32	274	240	454	-	-	1,000
<b>TOTAL FUNDS</b>	<b>54</b>	<b>32</b>	<b>274</b>	<b>240</b>	<b>454</b>	<b>-</b>	<b>-</b>	<b>1,054</b>

E. WASHINGTON ST. 18" WATER MAIN REPLACEMENT PHASE 2—EDITH TO RIVER

WATER UTILITY



**Project Title: E. Washington St. 18" Water Main Replacement - Maria to River  
Phase Two - Edith to River C67401002**

**PROJECT PURPOSE AND DESCRIPTION**

This project will replace the existing 6-inch, 8-inch and 10-inch cast iron water mains in Washington Street from Edith Street to the Petaluma River Bridge. Some of these existing utilities are over 60 years old, are in failure mode and need to be upgraded. Recent failures in these lines have required an elevation of the priority for this project. We are replacing the existing lines with a new polyvinyl chloride (PVC) 18" water transmission main, water services and fire hydrants.

**PROJECT PARAMETERS**

Environmental: Notice of Exemption  
Public Info: N/A  
Schedule: Expected completion 2013. Project cost estimate through completion \$2,680,000.  
Permits: SMART Encroachment  
Reference: Water Distribution System Master Plan

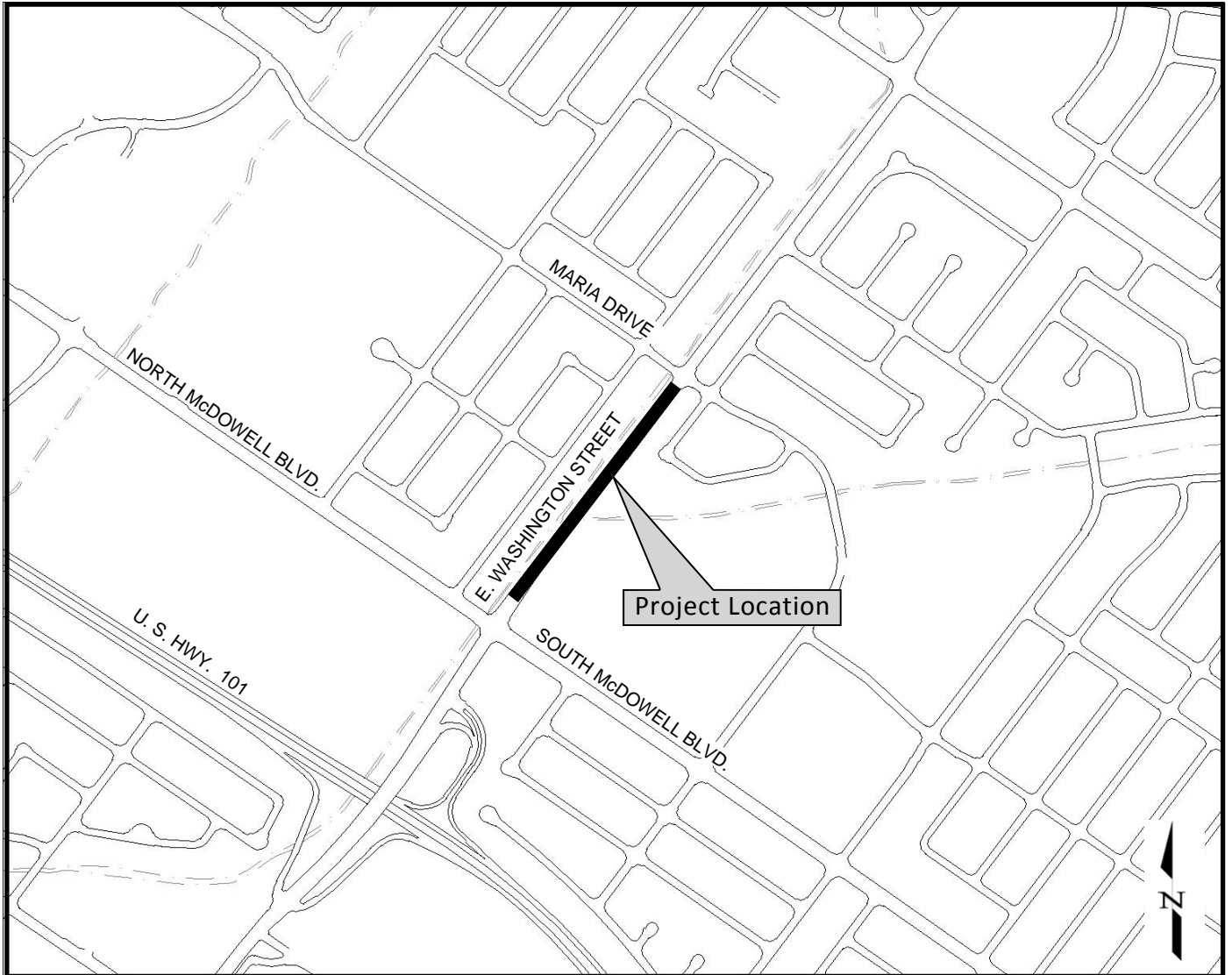
**FINANCIAL OVERVIEW**

C67401002	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	-	-
Land & Easements	-	-	-
Design	153	-	153
Legal Services	-	-	-
Administration	6	-	6
Construction Contracts	1,800	-	1,800
Construction Management	200	40	240
Salaries/Benefits	200	(40)	160
Contingency	275	-	275
CIP Overheads	46	-	46
<b>TOTAL</b>	<b>2,680</b>	<b>-</b>	<b>2,680</b>
<b>SOURCES (dollars in \$000)</b>			
Water Operating	65	48	113
Water Capital	2,615	(48)	2,567
<b>TOTAL</b>	<b>2,680</b>	<b>-</b>	<b>2,680</b>

USES (dollars in \$000)	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	93	35	25	-	-	-	-	153
Legal Services	-	-	-	-	-	-	-	-
Administration	-	1	5	-	-	-	-	6
Construction Contracts	-	800	1,000	-	-	-	-	1,800
Construction Management	-	80	160	-	-	-	-	240
Salaries/Benefits	1	79	80	-	-	-	-	160
Contingency	-	-	275	-	-	-	-	275
CIP Overheads	2	20	24	-	-	-	-	46
<b>TOTAL USES</b>	<b>96</b>	<b>1,015</b>	<b>1,569</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,680</b>
<b>SOURCES (dollars in \$000)</b>								
Water Operating	90	23	-	-	-	-	-	113
Water Capital	-	998	1,569	-	-	-	-	2,567
<b>TOTAL FUNDS</b>	<b>90</b>	<b>1,021</b>	<b>1,569</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,680</b>

E. WASHINGTON ST. 18" WATER MAIN REPLACEMENT PHASE 3— 101 TO MARIA

WATER UTILITY





**Project Title: E Washington St 18" Water Main Replacement - Maria to River  
Phase Three 101 to Maria C67401003**

**PROJECT PURPOSE AND DESCRIPTION**

This project will replace the existing 8-inch, 10-inch and 12-inch cast iron water mains in East Washington Street from Highway 101 to Maria Street. Some of these existing utilities are over 60 years old, are in failure mode and need to be upgraded. Recent failures in these lines have required an elevation of the priority for this project. We are replacing the existing lines with a new Polyvinyl chloride (PVC) 18" water transmission main, water services and fire hydrants.

**PROJECT PARAMETERS**

Environmental: Notice of Exemption  
Public Info: N/A  
Schedule: Expected completion 2015. Project cost estimate through completion \$1,400,000.  
Permits: N/A  
Reference: Water Distribution System Master Plan

**FINANCIAL OVERVIEW**

C67401003

	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	-	-
Land & Easements	-	-	-
Design	120	-	120
Legal Services	-	-	-
Administration	5	-	5
Construction Contracts	800	80	880
Construction Management	80	10	90
Salaries/Benefits	150	(36)	114
Contingency	125	46	171
CIP Overheads	20	-	20
<b>TOTAL</b>	<b>1,300</b>	<b>100</b>	<b>1,400</b>

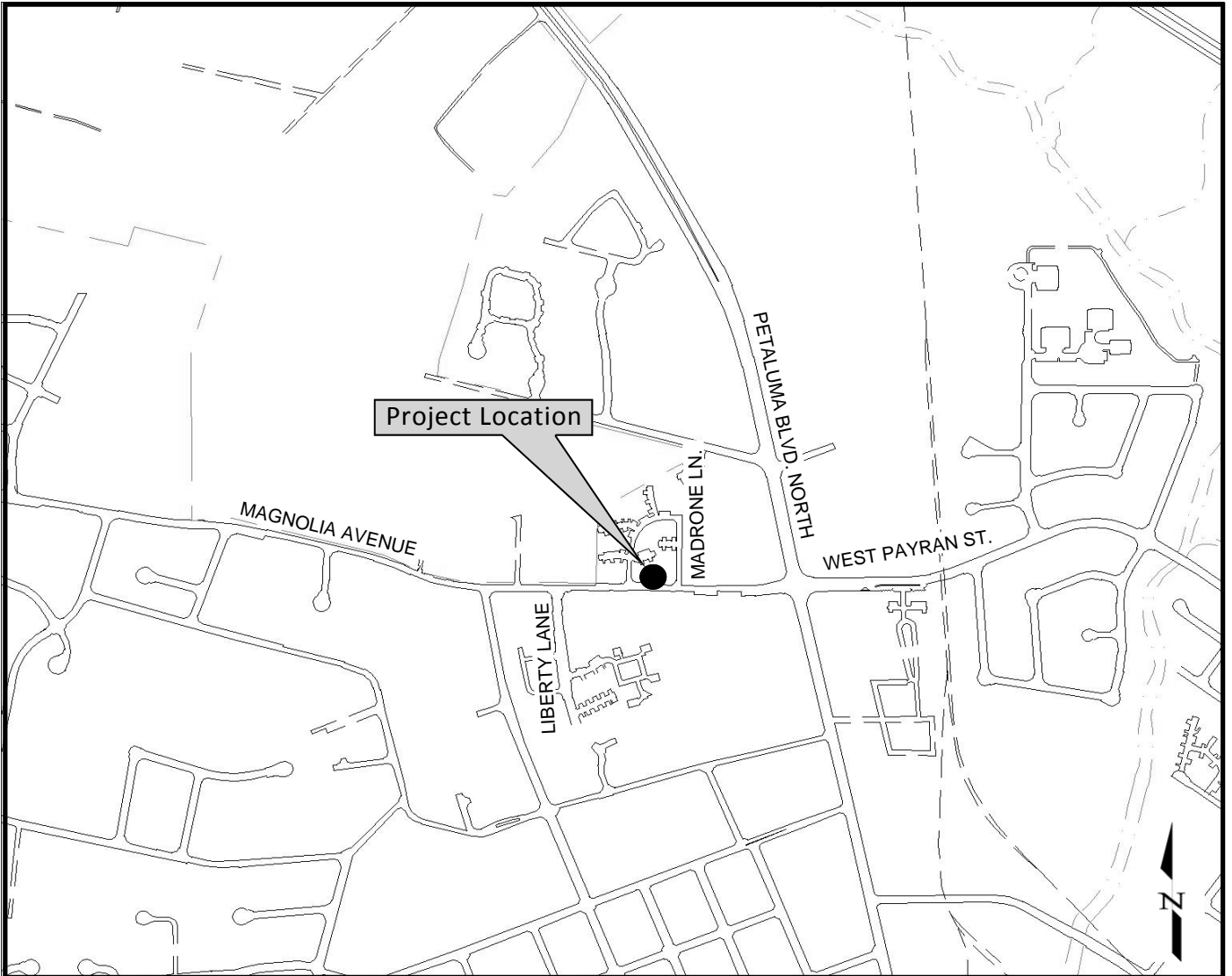
<b>SOURCES (dollars in \$000)</b>			
Water Capital	1,300	100	1,400
<b>TOTAL</b>	<b>1,300</b>	<b>100</b>	<b>1,400</b>

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	120	-	-	-	-	120
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	5	-	-	-	5
Construction Contracts	-	-	-	880	-	-	-	880
Construction Management	-	-	-	90	-	-	-	90
Salaries/Benefits	-	-	40	74	-	-	-	114
Contingency	-	-	36	135	-	-	-	171
CIP Overheads	-	-	4	16	-	-	-	20
<b>TOTAL USES</b>	<b>-</b>	<b>-</b>	<b>200</b>	<b>1,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,400</b>

<b>SOURCES (dollars in \$000)</b>								
Water Capital	-	-	200	1,200	-	-	-	1,400
<b>TOTAL FUNDS</b>	<b>-</b>	<b>-</b>	<b>200</b>	<b>1,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,400</b>

PUMP STATIONS EMERGENCY POWER

WATER UTILITY



**Project Title: Pump Stations Emergency Power**

**C67401004**

**PROJECT PURPOSE AND DESCRIPTION**

The project will replace the existing power service to the City's wells and replace them with new service receptacles that will allow the proper and safe connection of the well service to a portable power generation unit. Emergency power upgrades at the Victoria and Country Club pump stations has been completed. Fiscal year 13/14 upgrades include electrical service and receptacles at the Magnolia pump station; Fiscal year 14/15 includes upgrades at the Frates and Victoria pump stations. This project is meant to fully address the General Plan directive to be able to operate the wells in an emergency mode.

**PROJECT PARAMETERS**

Environmental: Notice of Exemption  
 Public Info: N/A  
 Schedule: Expected completion 2016. Project cost estimate through completion \$312,000.  
 Permits: N/A  
 Reference: General Plan

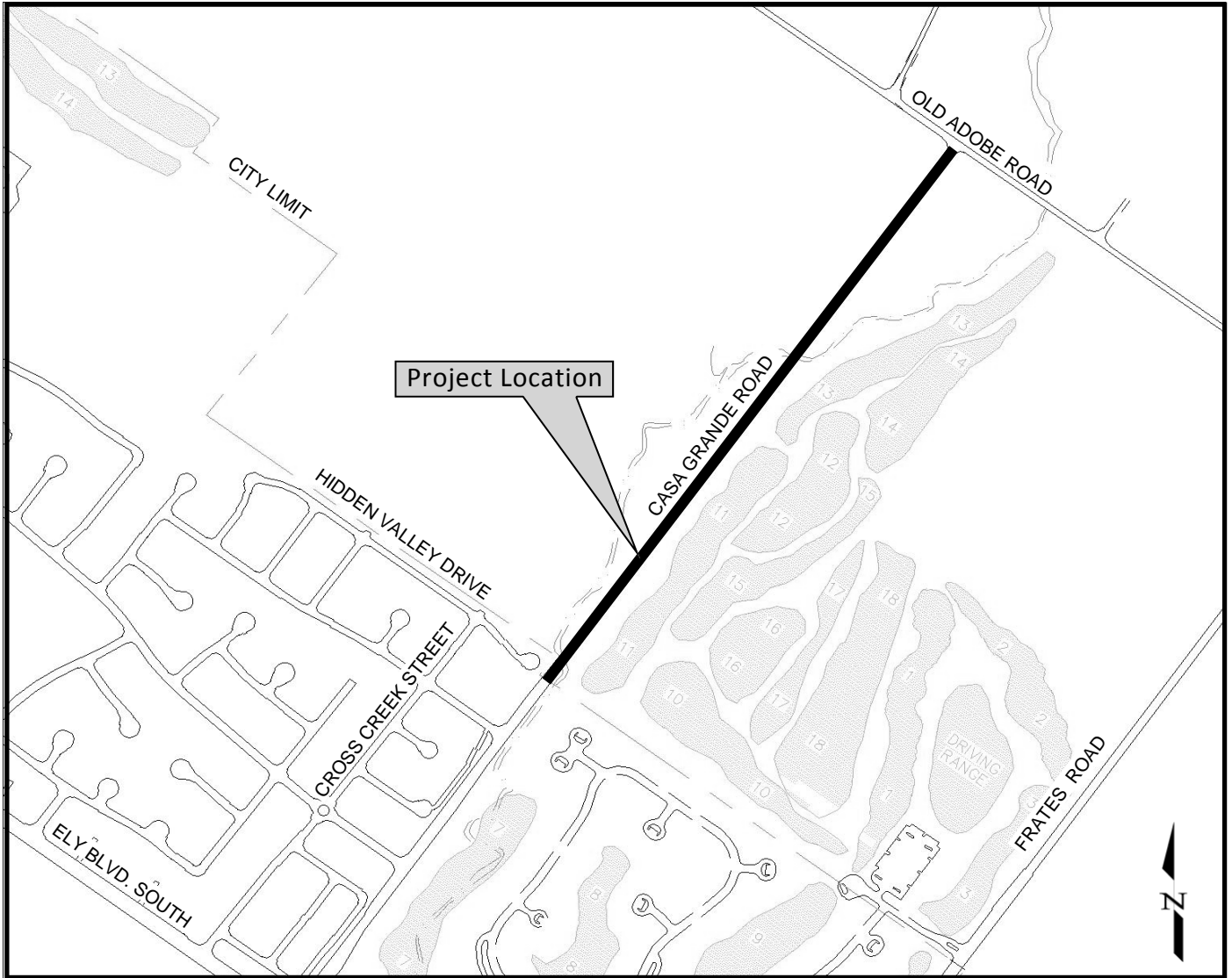
**FINANCIAL OVERVIEW**

C67401004	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	-	-
Land & Easements	-	-	-
Design	4	16	20
Legal Services	-	-	-
Administration	2	(2)	-
Construction Contracts	90	150	240
Construction Management	4	6	10
Salaries/Benefits	2	8	10
Contingency	12	13	25
CIP Overheads	2	5	7
<b>TOTAL</b>	<b>116</b>	<b>196</b>	<b>312</b>
<b>SOURCES (dollars in \$000)</b>			
Water Operating	-	19	19
Water Capital	116	177	293
<b>TOTAL</b>	<b>116</b>	<b>196</b>	<b>312</b>

C67401004	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	-	10	-	10	-	-	-	20
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	-	-	-	-	-
Construction Contracts	-	40	80	40	80	-	-	240
Construction Management	-	-	5	-	5	-	-	10
Salaries/Benefits	-	-	5	-	5	-	-	10
Contingency	-	-	15	-	10	-	-	25
CIP Overheads	-	1	3	1	2	-	-	7
<b>TOTAL USES</b>	<b>-</b>	<b>51</b>	<b>108</b>	<b>51</b>	<b>102</b>	<b>-</b>	<b>-</b>	<b>312</b>
<b>SOURCES (dollars in \$000)</b>								
Water Operating	19	-	-	-	-	-	-	19
Water Capital	-	32	108	51	102	-	-	293
<b>TOTAL FUNDS</b>	<b>19</b>	<b>32</b>	<b>108</b>	<b>51</b>	<b>102</b>	<b>-</b>	<b>-</b>	<b>312</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 providing this loop the pressure from the Manor Lane tank will provide more consistent load on the system and reduce wear and tear on its components.

**PROJECT PARAMETERS**

Environmental: Notice of Exemption  
 Public Info: N/A  
 Schedule: Expected completion 2018. Project cost estimate through completion \$1,530,000.  
 Permits: N/A  
 Reference: Water Distribution System Master Plan

**FINANCIAL OVERVIEW**

**C67401006**

Project Summary		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
-	-	-
-	-	-
100	-	100
-	-	-
5	-	5
1,000	-	1,000
100	-	100
150	-	150
150	-	150
25	-	25
<b>TOTAL</b>		<b>1,530</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Management  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

**SOURCES (dollars in \$000)**

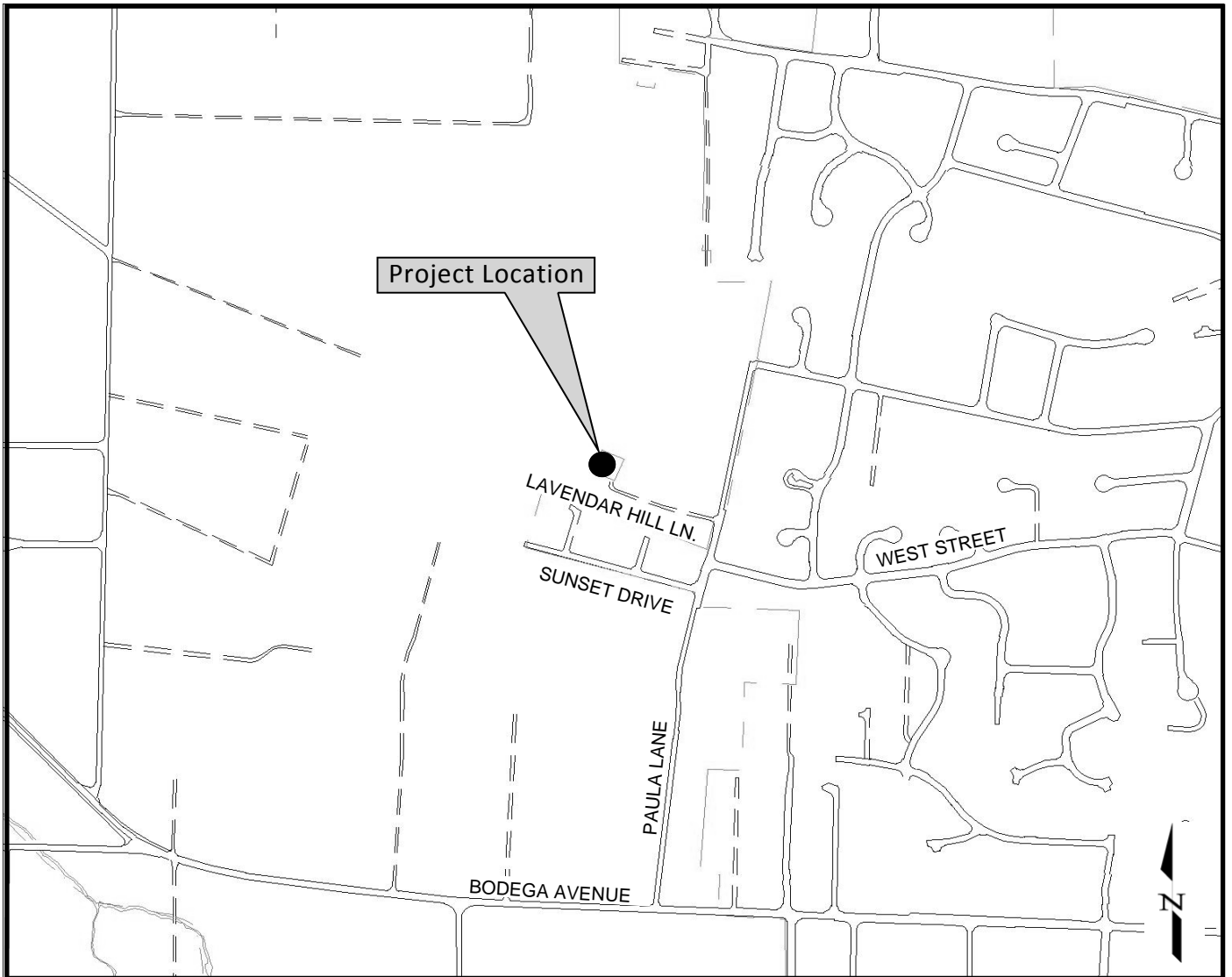
Water Capital

1,530	-	1,530
<b>TOTAL</b>		<b>1,530</b>

USES (dollars in \$000)	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	100	100
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	-	-	-	5	5
Construction Contracts	-	-	-	-	-	-	1,000	1,000
Construction Management	-	-	-	-	-	-	100	100
Salaries/Benefits	-	-	-	-	-	-	150	150
Contingency	-	-	-	-	-	-	150	150
CIP Overheads	-	-	-	-	-	-	25	25
<b>TOTAL USES</b>							<b>1,530</b>	<b>1,530</b>
<b>SOURCES (dollars in \$000)</b>								
Water Capital	-	-	-	-	-	-	1,530	1,530
<b>TOTAL FUNDS</b>							<b>1,530</b>	<b>1,530</b>

PAULA LANE RESERVOIR #1 AND #2

WATER UTILITY



**Project Title: Paula Lane Reservoir #1 & #2**

**C00500101**

**PROJECT PURPOSE AND DESCRIPTION**

The Paula Lane Reservoir #2 is needed to increase the City's water storage capacity by 1.7 MG. This will provide the City with 14.7 MG of storage, (approximately two days of average demand), improve the integrity and security of the City's water system, and support the future replacement of the Oak Hill Reservoir, which was constructed in the 1880's. This project will also provide needed maintenance at Reservoir No. 1, built in 1963, including sand blasting and re-coating the interior, replacement of the vents with screens, recoating of the exterior and safety improvements.

**PROJECT PARAMETERS**

Environmental: Various  
 Public Info: N/A  
 Schedule: Expected completion 2016. Project cost estimate through completion \$3,512,000  
 Permits: N/A  
 Reference: Water Distribution System Master Plan

**FINANCIAL OVERVIEW**

C00500101

Project Summary		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
272	-	272
420	-	420
68	-	68
28	-	28
10	-	10
1,944	-	1,944
275	-	275
150	-	150
285	-	285
60	-	60
<b>TOTAL</b>	-	<b>3,512</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Management  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

**SOURCES (dollars in \$000)**

Water Operating  
 Water Capital

759	83	842
2,753	(83)	2,670
<b>TOTAL</b>	-	<b>3,512</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Management  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
			FY 14-15	FY 15-16	FY 16-17	FY 17-18	
257	-	-	15	-	-	-	272
414	-	-	6	-	-	-	420
18	-	-	50	-	-	-	68
3	-	-	25	-	-	-	28
5	-	-	2	3	-	-	10
49	-	-	500	1,395	-	-	1,944
-	-	-	75	200	-	-	275
-	-	-	50	100	-	-	150
-	-	-	75	210	-	-	285
13	-	-	20	27	-	-	60
<b>TOTAL USES</b>	759	-	818	1,935	-	-	<b>3,512</b>

Capitalized Interest\*

84							84
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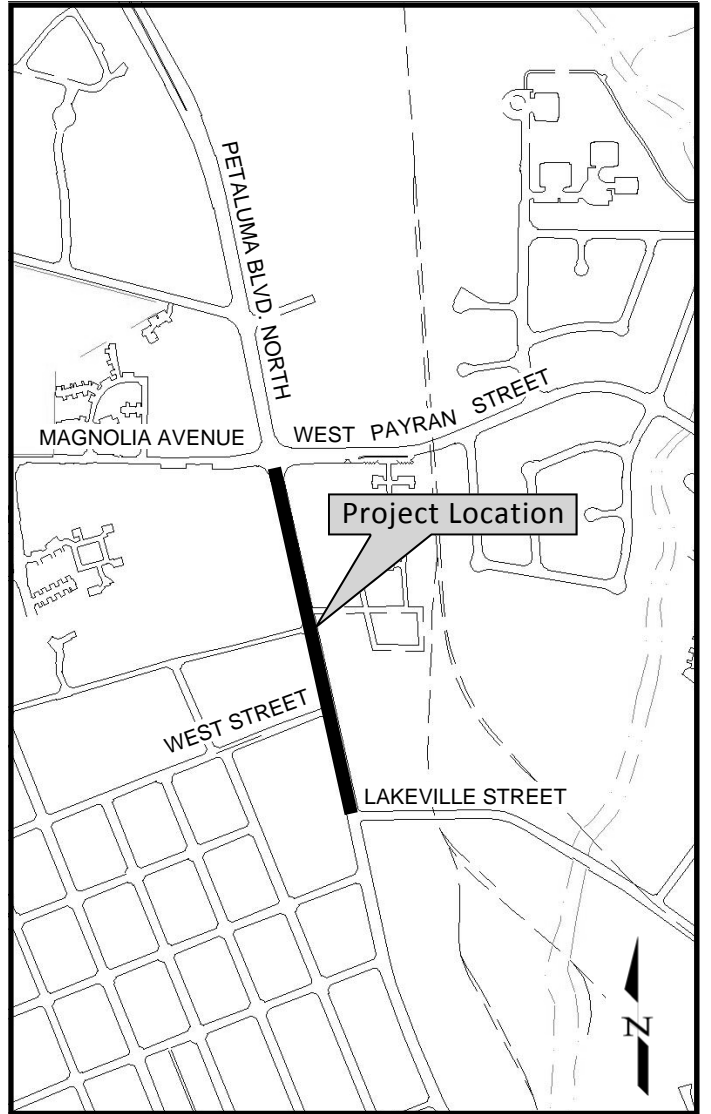
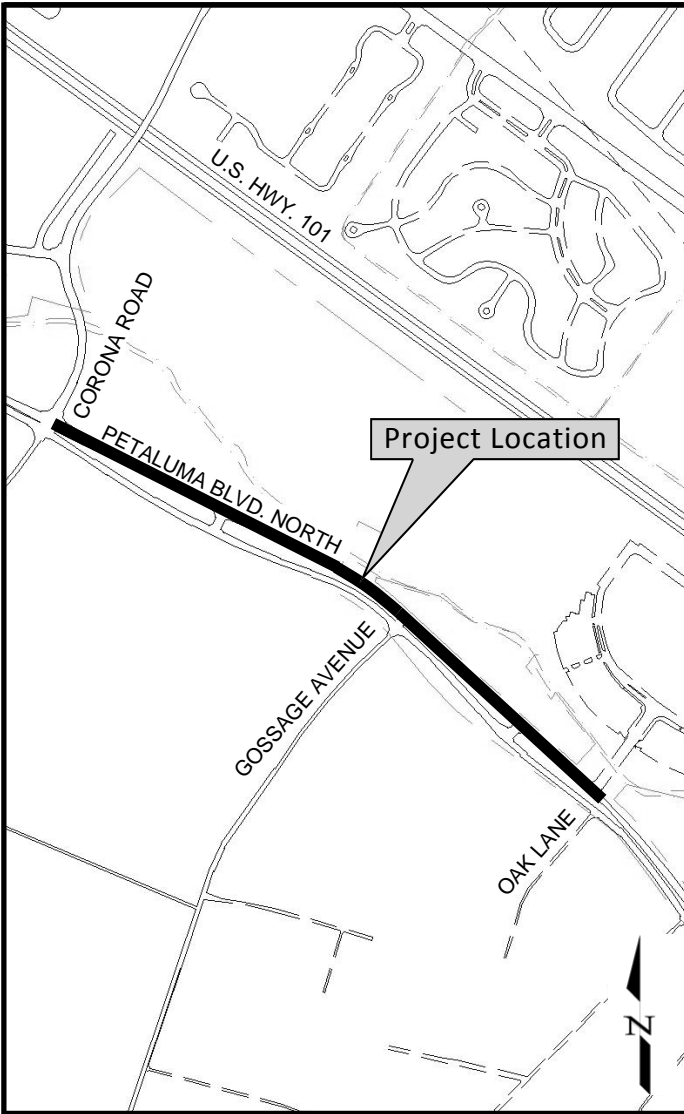
**SOURCES (dollars in \$000)**

Water Operating  
 Water Capital

842	-	-	-	-	-	-	842
-	-	-	735	1,935	-	-	2,670
<b>TOTAL FUNDS</b>	842	-	735	1,935	-	-	<b>3,512</b>

PETALUMA BLVD. NORTH 12" WATER MAIN EXTENSION

WATER UTILITY





**Project Title: Petaluma Blvd. North 12" Water Main Extension**

**C67401005**

**PROJECT PURPOSE AND DESCRIPTION**

This project will install a new 12-inch water main in Petaluma Blvd. North, between Corona Road and Oak Lane, thereby closing a gap in the existing water system. It will also install a 12-inch water main in Petaluma Blvd. North, between Magnolia Avenue and Lakeville Street, to provide a higher capacity main and improved service to central Petaluma. By improving the infrastructure, the project will increase water service levels and fire protection along Petaluma Blvd North. The main will also allow the utility to abandon an under-river water main which failed in 2009.

**PROJECT PARAMETERS**

Environmental: Notice of Exemption  
 Public Info: N/A  
 Schedule: Expected completion 2018. Project cost estimate through completion \$2,545,000.  
 Permits: N/A  
 Reference: Water Distribution System Master Plan

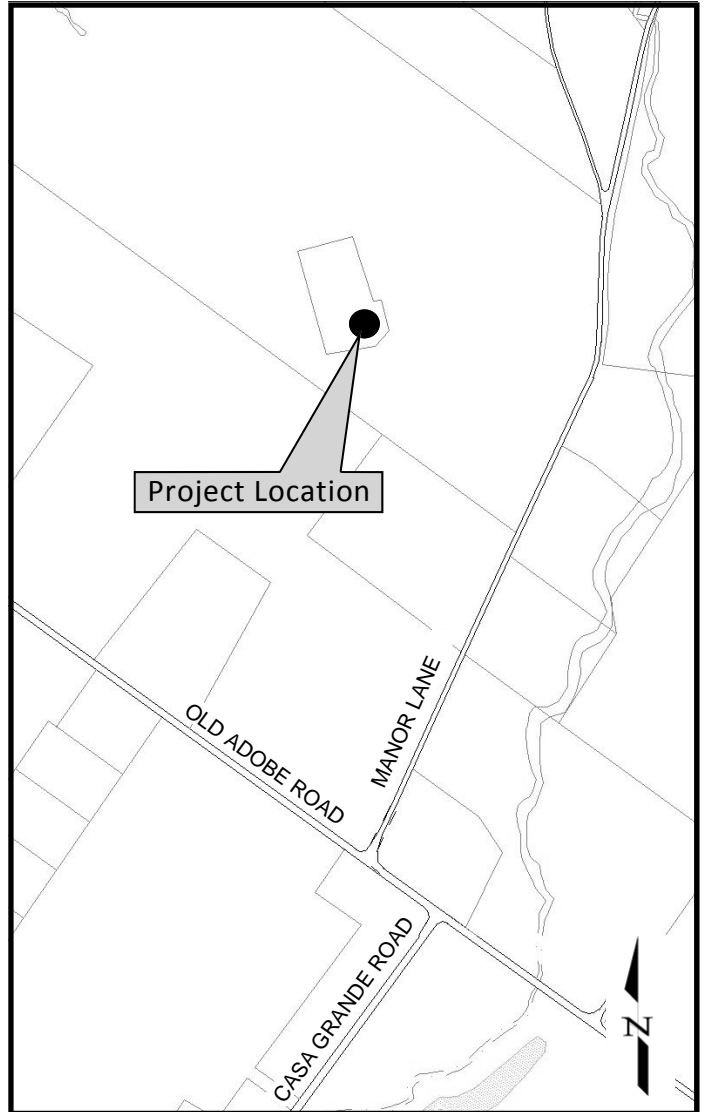
**FINANCIAL OVERVIEW**

C67401005	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	-	-
Land & Easements	-	-	-
Design	200	-	200
Legal Services	15	-	15
Administration	5	-	5
Construction Contracts	1,500	-	1,500
Construction Management	150	-	150
Salaries/Benefits	150	-	150
Contingency	300	-	300
CIP Overheads	225	-	225
<b>TOTAL</b>	<b>2,545</b>	<b>-</b>	<b>2,545</b>
<b>SOURCES (dollars in \$000)</b>			
Water Capital	2,545	-	2,545
<b>TOTAL</b>	<b>2,545</b>	<b>-</b>	<b>2,545</b>

C67401005	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	200	200
Legal Services	-	-	-	-	-	-	15	15
Administration	-	-	-	-	-	-	5	5
Construction Contracts	-	-	-	-	-	-	1,500	1,500
Construction Management	-	-	-	-	-	-	150	150
Salaries/Benefits	-	-	-	-	-	-	150	150
Contingency	-	-	-	-	-	-	300	300
CIP Overheads	-	-	-	-	-	-	225	225
<b>TOTAL USES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,545</b>	<b>2,545</b>
<b>SOURCES (dollars in \$000)</b>								
Water Capital	-	-	-	-	-	-	2,545	2,545
<b>TOTAL FUNDS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,545</b>	<b>2,545</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. The project will also include a seismic assessment. This project will improve the life of the tanks as well as improve the aesthetics.

**PROJECT PARAMETERS**

Environmental: Notice of Exemption  
 Public Info: N/A  
 Schedule: Expected completion 2016. Project cost estimate through completion \$680,000.  
 Permits: N/A  
 Reference: Corpro Inc. 15pt Annual Water Tank Review Report

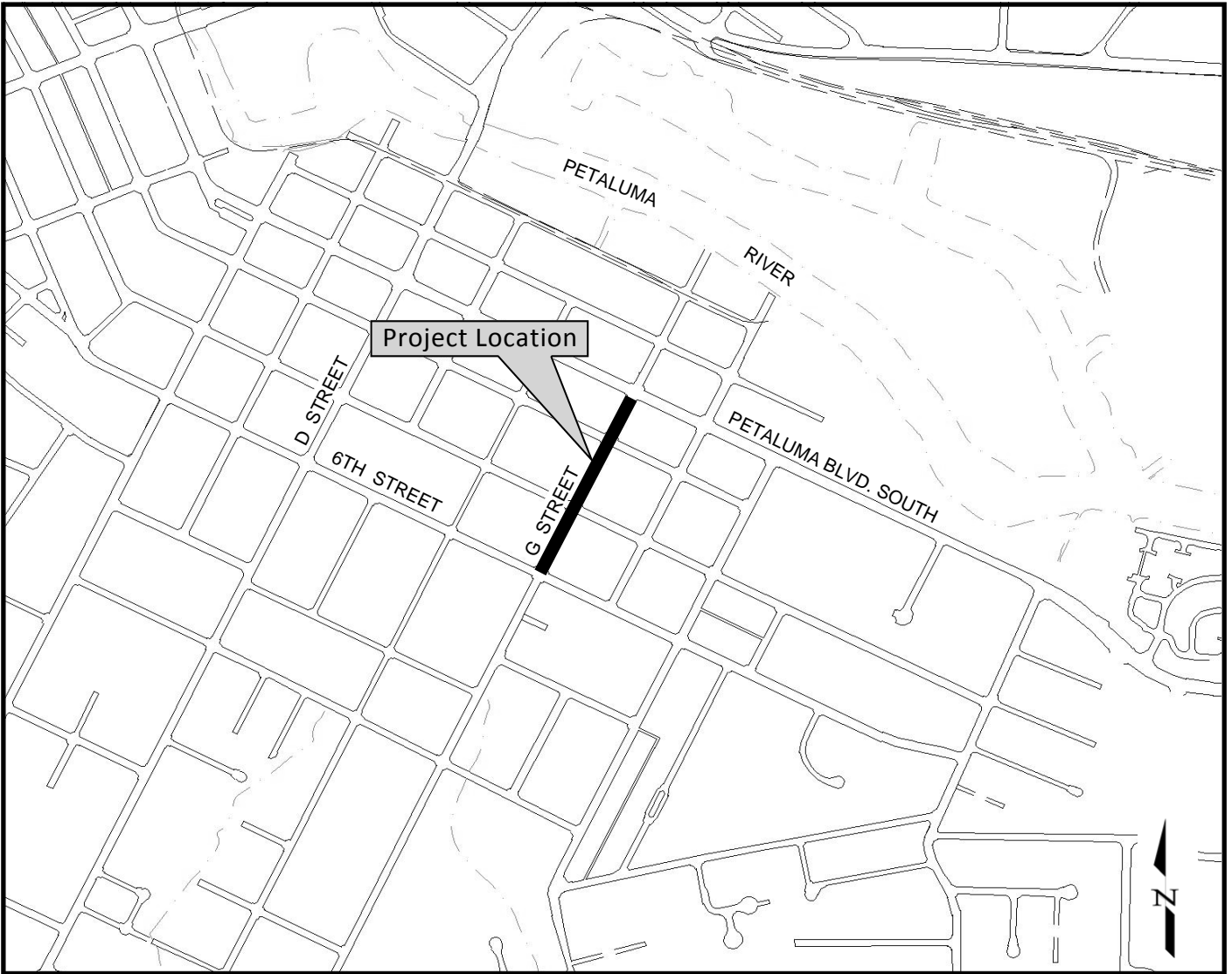
**FINANCIAL OVERVIEW**

C67501007	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	-	-
Land & Easements	-	-	-
Design	25	25	50
Legal Services	-	-	-
Administration	5	5	10
Construction Contracts	200	200	400
Construction Management	50	50	100
Salaries/Benefits	15	15	30
Contingency	40	40	80
CIP Overheads	5	5	10
<b>TOTAL</b>	<b>340</b>	<b>340</b>	<b>680</b>
<b>SOURCES (dollars in \$000)</b>			
Water Capital	340	340	680
<b>TOTAL</b>	<b>340</b>	<b>340</b>	<b>680</b>

C67501007	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	-	-	50	-	-	50
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	-	10	-	-	10
Construction Contracts	-	-	-	-	400	-	-	400
Construction Management	-	-	-	-	100	-	-	100
Salaries/Benefits	-	-	-	-	30	-	-	30
Contingency	-	-	-	-	80	-	-	80
CIP Overheads	-	-	-	-	10	-	-	10
<b>TOTAL USES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>680</b>	<b>-</b>	<b>-</b>	<b>680</b>
<b>SOURCES (dollars in \$000)</b>								
Water Capital	-	-	-	-	680	-	-	680
<b>TOTAL FUNDS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>680</b>	<b>-</b>	<b>-</b>	<b>680</b>

**G STREET WATER MAIN REPLACEMENT**

**WATER UTILITY**



**Project Title: G Street Water Main Replacement**

**C67501301**

**PROJECT PURPOSE AND DESCRIPTION**

This project will replace the existing 2-inch steel water mains in “G” Street from Petaluma Blvd. South to 6th Street. This main is over 75 years old. This project will replace old, deteriorated, and undersized water mains with a new Polyvinyl chloride (PVC) 8” water main, water services and fire hydrants to reduce maintenance costs and to improve fire flow. Recent failures in these lines have required an elevation of the priority for this project. This project will be completed in conjunction with the proposed sewer main replacement project, will repave the street, and make ADA improvements.

**PROJECT PARAMETERS**

Environmental: Notice of Exemption  
 Public Info: N/A  
 Schedule: 2013. Project cost estimate through completion \$569,000.  
 Permits: N/A  
 Reference: Water System Master Plan

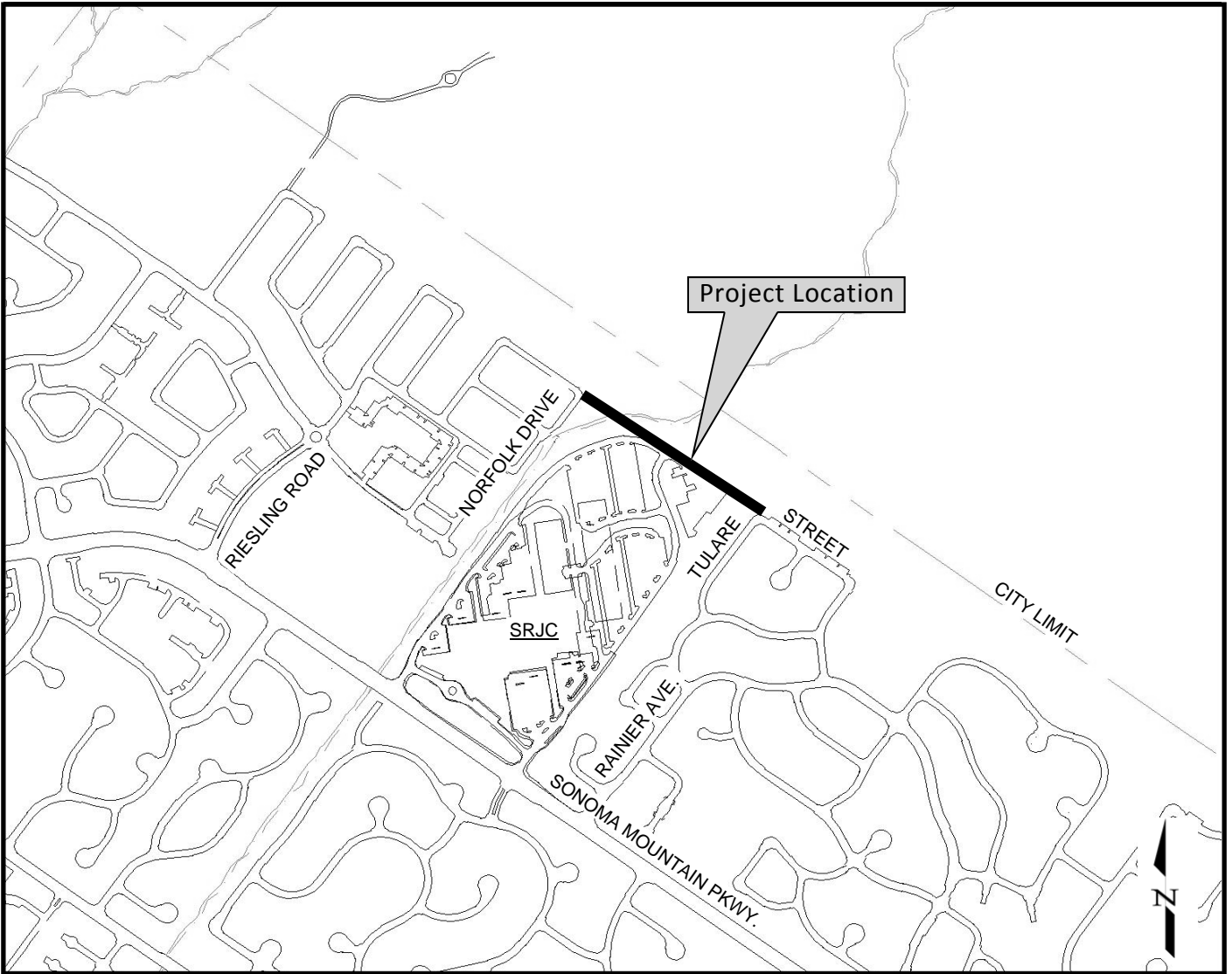
**FINANCIAL OVERVIEW**

C67501301	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	-	-
Land & Easements	-	-	-
Design	35	-	35
Legal Services	-	-	-
Administration	5	-	5
Construction Contracts	350	-	350
Construction Management	50	-	50
Salaries/Benefits	50	-	50
Contingency	70	-	70
CIP Overheads	9	-	9
<b>TOTAL</b>	<b>569</b>	<b>-</b>	<b>569</b>
<b>SOURCES (dollars in \$000)</b>			
Water Capital	569	-	569
<b>TOTAL</b>	<b>569</b>	<b>-</b>	<b>569</b>

C67501301	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	-	35	-	-	-	-	-	35
Legal Services	-	-	-	-	-	-	-	-
Administration	-	5	-	-	-	-	-	5
Construction Contracts	-	262	88	-	-	-	-	350
Construction Management	-	37	13	-	-	-	-	50
Salaries/Benefits	-	37	13	-	-	-	-	50
Contingency	-	10	60	-	-	-	-	70
CIP Overheads	-	4	5	-	-	-	-	9
<b>TOTAL USES</b>	<b>-</b>	<b>390</b>	<b>179</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>569</b>
<b>SOURCES (dollars in \$000)</b>								
Water Capital	-	390	179	-	-	-	-	569
<b>TOTAL FUNDS</b>	<b>-</b>	<b>390</b>	<b>179</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>569</b>

W SRJC 12" WATER MAIN EXTENSION

WATER UTILITY



**Project Title: SRJC 12” Water Main Extension**

**C67501302**

**PROJECT PURPOSE AND DESCRIPTION**

This project will install a new 12-inch water main between Norfolk Drive and Tulare Street across the eastern portion of the SRJC. This project will complete a gap in the existing water system. By providing this loop this project will provide more consistent load on the system and reduce wear and tear on its components. This project will improve utilization by providing an improved transmission main and reducing interference with pumping station operations. This project will reduce maintenance costs to the system in that area by reducing the pressure fluctuations. This project will also increase levels of water service by improving infrastructure and increasing fire protection.

**PROJECT PARAMETERS**

Environmental: Negative Declaration  
 Public Info: N/A  
 Schedule: Fall 2018. Project cost estimate through completion \$370,000.  
 Permits: N/A  
 Reference: Water System Master Plan

**FINANCIAL OVERVIEW**

C67501302

	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	-	-
Land & Easements	20	-	20
Design	40	-	40
Legal Services	-	-	-
Administration	5	-	5
Construction Contracts	200	-	200
Construction Management	30	-	30
Salaries/Benefits	40	-	40
Contingency	30	-	30
CIP Overheads	5	-	5
<b>TOTAL</b>	<b>370</b>	<b>-</b>	<b>370</b>
<b>SOURCES (dollars in \$000)</b>			
Water Capital	370	-	370
<b>TOTAL</b>	<b>370</b>	<b>-</b>	<b>370</b>

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	20	20
Design	-	-	-	-	-	-	40	40
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	-	-	-	5	5
Construction Contracts	-	-	-	-	-	-	200	200
Construction Management	-	-	-	-	-	-	30	30
Salaries/Benefits	-	-	-	-	-	-	40	40
Contingency	-	-	-	-	-	-	30	30
CIP Overheads	-	-	-	-	-	-	5	5
<b>TOTAL USES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>370</b>	<b>370</b>
<b>SOURCES (dollars in \$000)</b>								
Water Capital	-	-	-	-	-	-	370	370
<b>TOTAL FUNDS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>370</b>	<b>370</b>





**Project Title: 2" Water Main Replacements**

**C67501303**

**PROJECT PURPOSE AND DESCRIPTION**

This project will replace the existing undersized 2-inch water mains throughout the City. Most of the 2-inch water mains are deteriorating steel mains. The project will replace the deteriorated water mains with new Polyvinyl chloride (PVC) 8-inch water main, water services and fire hydrants to reduce maintenance cost and improve fire flow. Fiscal year 13-14 projects include Mission Drive from Mountain View to Middlefield. Fiscal year 14-15 projects include Kandance Ct, G Street at McNear Park, Brainerd, and Hinmann Street. Fiscal Year 15-16 projects include Webster Street from Hayes to B Street, and Hayes from Hill to Webster. Fiscal year 16-17 include I Street, Manor Way, and LaCresta Drive. The water service replacements are concurrent with planned sewer replacement projects.

**PROJECT PARAMETERS**

Environmental: Notice of Exemption  
 Public Info: N/A  
 Schedule: Ongoing. Project cost estimate through FY17-18 \$3,247,000.  
 Permits: N/A  
 Reference: Maintenance Records

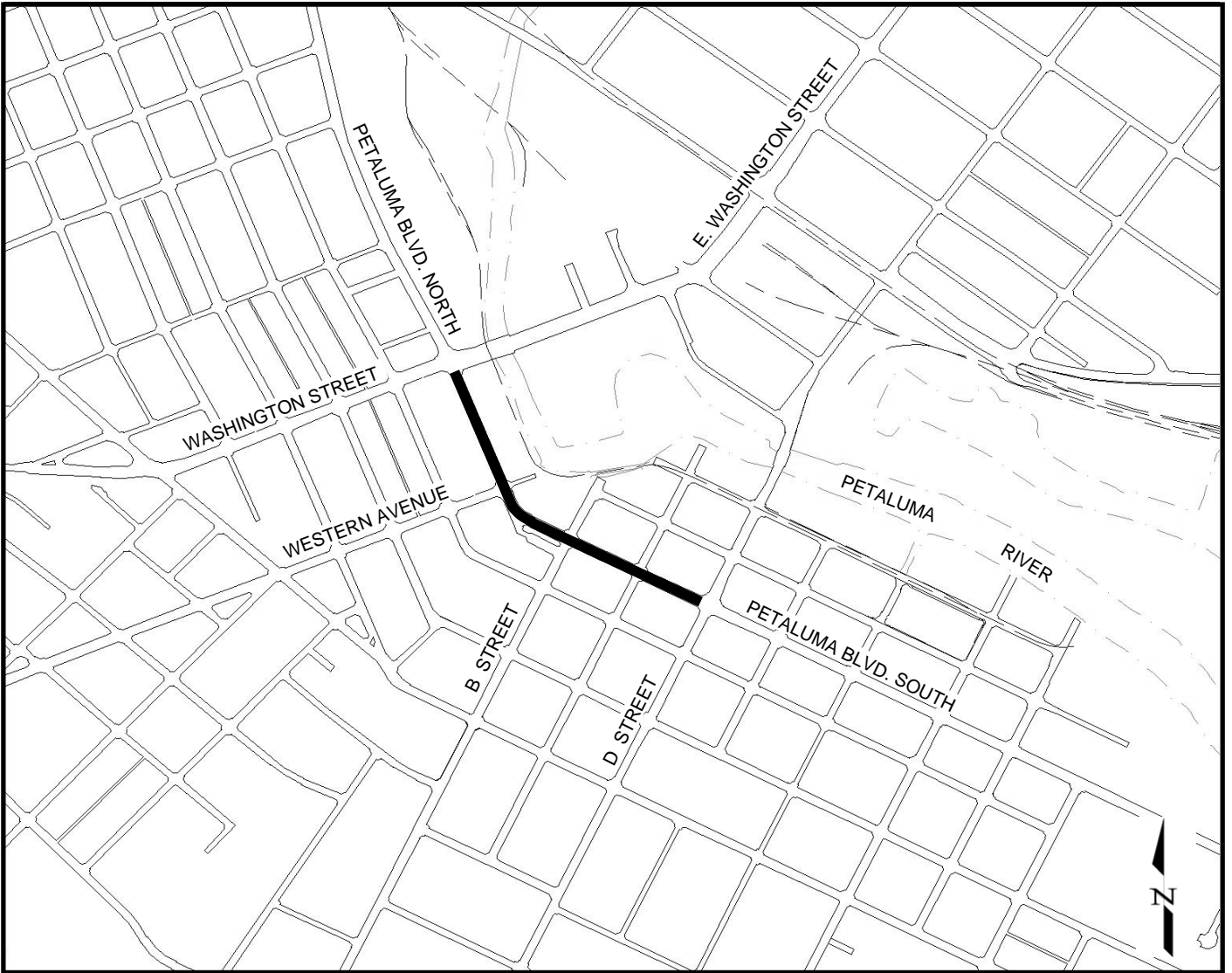
**FINANCIAL OVERVIEW**

C67501303

	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	-	-
Land & Easements	-	-	-
Design	50	110	160
Legal Services	-	-	-
Administration	5	32	37
Construction Contracts	325	1,761	2,086
Construction Management	50	189	239
Salaries/Benefits	50	187	237
Contingency	50	386	436
CIP Overheads	8	44	52
<b>TOTAL</b>	<b>538</b>	<b>2,709</b>	<b>3,247</b>
<b>SOURCES (dollars in \$000)</b>			
Water Capital	538	2,709	3,247
<b>TOTAL</b>	<b>538</b>	<b>2,709</b>	<b>3,247</b>

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	25	40	20	30	45	160
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	5	10	5	7	10	37
Construction Contracts	-	-	256	550	280	400	600	2,086
Construction Management	-	-	26	85	28	40	60	239
Salaries/Benefits	-	-	39	62	33	33	70	237
Contingency	-	-	71	110	55	80	120	436
CIP Overheads	-	-	6	14	7	10	15	52
<b>TOTAL USES</b>	<b>-</b>	<b>-</b>	<b>428</b>	<b>871</b>	<b>428</b>	<b>600</b>	<b>920</b>	<b>3,247</b>
<b>SOURCES (dollars in \$000)</b>								
Water Capital	-	-	428	871	428	600	920	3,247
<b>TOTAL FUNDS</b>	<b>-</b>	<b>-</b>	<b>428</b>	<b>871</b>	<b>428</b>	<b>600</b>	<b>920</b>	<b>3,247</b>

**PETALUMA BLVD. 12" WATER MAIN REPLACEMENT (WASHINGTON TO D) WATER UTILITY**



**Project Title: Petaluma Blvd. 12" Water Main Replacement  
(Washington to D)**

**C67501304**

**PROJECT PURPOSE AND DESCRIPTION**

This project will replace the existing 4-inch, cast iron and steel water mains in Petaluma Boulevard from Washington Street to "D" Street. This main is over 75 years old. This project will replaces old, deteriorated, and undersized water mains with a new Polyvinyl chloride (PVC) 12" water main, water services and fire hydrants to reduce maintenance costs and to improve fire flow.

**PROJECT PARAMETERS**

Environmental: Notice of Exemption  
Public Info: N/A  
Schedule: 2016. Project cost estimate through completion \$2,405,000.  
Permits: N/A  
Reference: Water System Master Plan, City Ordinance

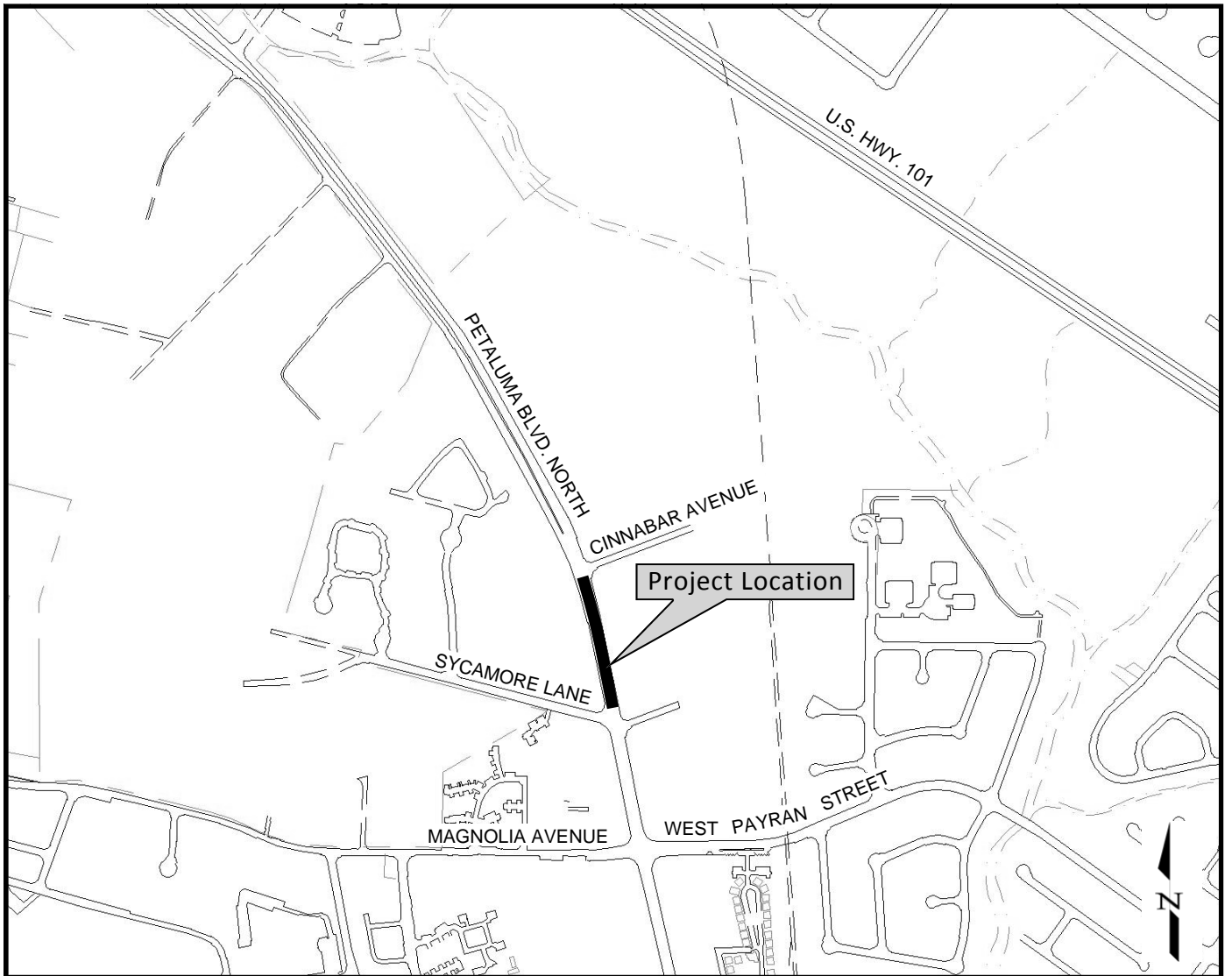
**FINANCIAL OVERVIEW**

C67501304	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	50	-	50
Land & Easements	-	-	-
Design	250	-	250
Legal Services	15	-	15
Administration	5	-	5
Construction Contracts	1,450	-	1,450
Construction Management	225	-	225
Salaries/Benefits	145	-	145
Contingency	225	-	225
CIP Overheads	40	-	40
<b>TOTAL</b>	<b>2,405</b>	<b>-</b>	<b>2,405</b>
<b>SOURCES (dollars in \$000)</b>			
Water Capital	2,405	-	2,405
<b>TOTAL</b>	<b>2,405</b>	<b>-</b>	<b>2,405</b>

C67501304	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	50	-	-	50
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	-	-	250	-	-	250
Legal Services	-	-	-	-	15	-	-	15
Administration	-	-	-	-	5	-	-	5
Construction Contracts	-	-	-	-	1,450	-	-	1,450
Construction Management	-	-	-	-	225	-	-	225
Salaries/Benefits	-	-	-	-	145	-	-	145
Contingency	-	-	-	-	225	-	-	225
CIP Overheads	-	-	-	-	40	-	-	40
<b>TOTAL USES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,405</b>	<b>-</b>	<b>-</b>	<b>2,405</b>
<b>SOURCES (dollars in \$000)</b>								
Water Capital	-	-	-	-	2,405	-	-	2,405
<b>TOTAL FUNDS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,405</b>	<b>-</b>	<b>-</b>	<b>2,405</b>

**WATER SERVICE CONNECTIONS PETALUMA BLVD. NORTH**

**WATER UTILITY**



**Project Title: Water Service Connections Petaluma Blvd. North**

**C67501408**

**PROJECT PURPOSE AND DESCRIPTION**

This project will connect the existing water services on the west side of Petaluma Boulevard North to the 12-inch water main from Sycamore Lane to Cinnabar Avenue. The services are currently connected to an undersized 2-inch steel water main. This project includes installation of a fire hydrant on the west side of the boulevard. The project will reduce maintenance cost and improved fire flow.

**PROJECT PARAMETERS**

Environmental: Notice of Exemption  
Public Info: N/A  
Schedule: 2015. Project cost estimate through completion \$310,000.  
Permits: N/A  
Reference: Maintenance Records

**FINANCIAL OVERVIEW**

C67501408

Project Summary		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
-	-	-
-	-	-
-	10	10
-	-	-
-	5	5
-	190	190
-	20	20
-	40	40
-	40	40
-	5	5
<b>TOTAL</b>	<b>310</b>	<b>310</b>

**USES (dollars in \$000)**

Planning/Environmental  
Land & Easements  
Design  
Legal Services  
Administration  
Construction Contracts  
Construction Management  
Salaries/Benefits  
Contingency  
CIP Overheads

**SOURCES (dollars in \$000)**

Water Capital

-	310	310
<b>TOTAL</b>	<b>310</b>	<b>310</b>

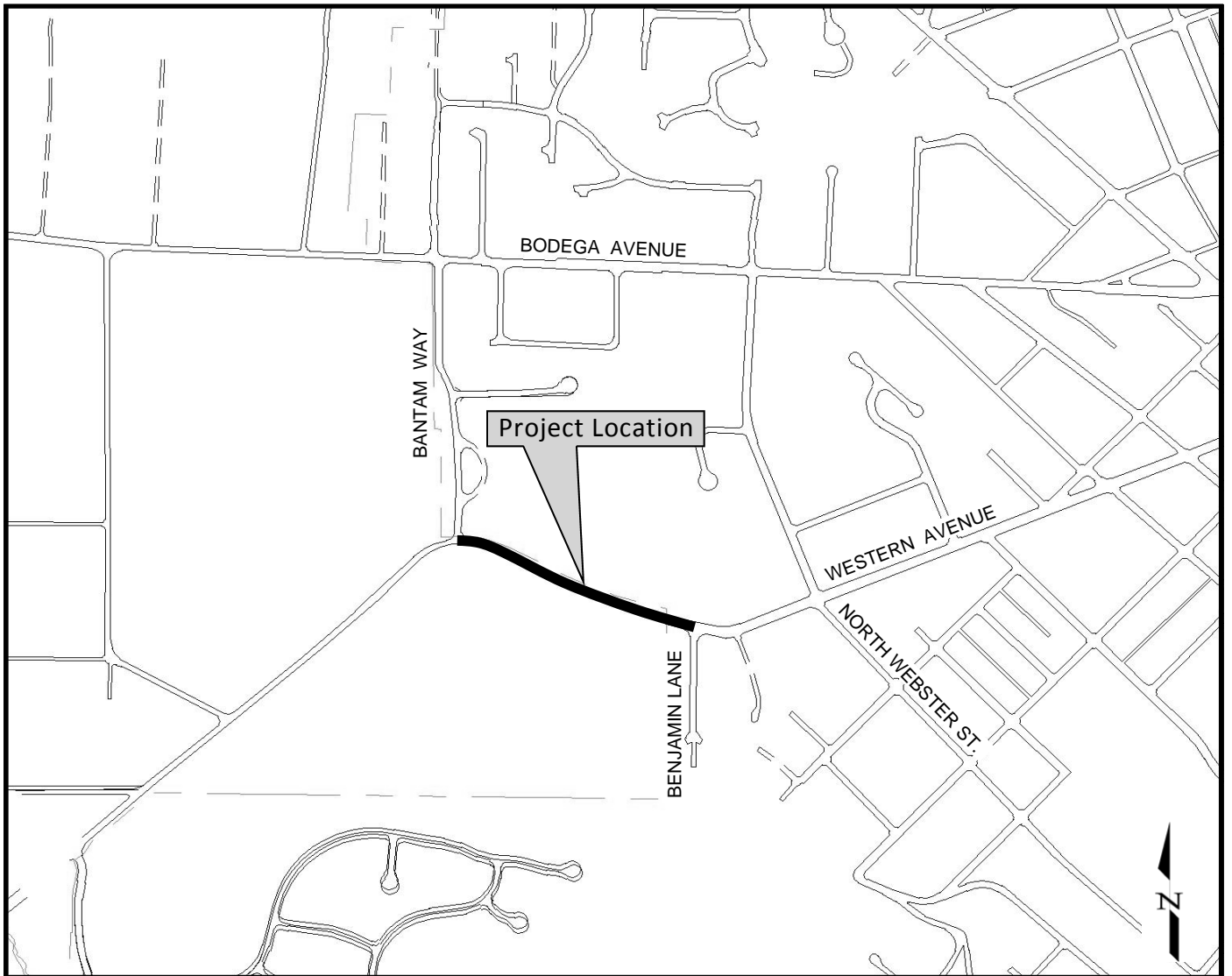
USES (dollars in \$000)	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	-	10	-	-	-	10
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	5	-	-	-	5
Construction Contracts	-	-	-	190	-	-	-	190
Construction Management	-	-	-	20	-	-	-	20
Salaries/Benefits	-	-	-	40	-	-	-	40
Contingency	-	-	-	40	-	-	-	40
CIP Overheads	-	-	-	5	-	-	-	5
<b>TOTAL USES</b>	-	-	-	<b>310</b>	-	-	-	<b>310</b>

**SOURCES (dollars in \$000)**

Water Capital

-	-	-	310	-	-	-	-	310
<b>TOTAL FUNDS</b>	-	-	<b>310</b>	-	-	-	-	<b>310</b>

**WESTERN AVENUE WATER MAIN EXTENSION** **WATER UTILITY**



**Project Title: Western Avenue Water Main Extension**

**C67501407**

**PROJECT PURPOSE AND DESCRIPTION**

This project will install a 10-inch water main on Western Avenue from Benjamin to Bantam Way. The project completes a service loop to improve fire flow and avoid consistent shutdowns at the western distribution areas. This project will install fire hydrants and reduce maintenance cost.

**PROJECT PARAMETERS**

Environmental: Notice of Exemption  
 Public Info: N/A  
 Schedule: 2014. Project cost estimate through completion \$527,000.  
 Permits: N/A  
 Reference: Maintenance Records

**FINANCIAL OVERVIEW**

C67501407

Project Summary		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
-	-	-
-	-	-
-	50	50
-	-	-
-	5	5
-	316	316
-	32	32
-	53	53
-	63	63
-	8	8
<b>TOTAL</b>	<b>527</b>	<b>527</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Management  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

**SOURCES (dollars in \$000)**

Water Capital

-	527	527
<b>TOTAL</b>	<b>527</b>	<b>527</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Management  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

**TOTAL USES**

Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
			FY 14-15	FY 15-16	FY 16-17	FY 17-18	
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	50	-	-	-	-	50
-	-	-	-	-	-	-	-
-	-	5	-	-	-	-	5
-	-	316	-	-	-	-	316
-	-	32	-	-	-	-	32
-	-	53	-	-	-	-	53
-	-	63	-	-	-	-	63
-	-	8	-	-	-	-	8
<b>TOTAL USES</b>	<b>-</b>	<b>527</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>527</b>

**SOURCES (dollars in \$000)**

Water Capital

-	-	527	-	-	-	-	527
<b>TOTAL FUNDS</b>	<b>-</b>	<b>527</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>527</b>





**Project Title: Water Service Replacement**

**C67501406**

**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 and 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 replace the deteriorated water services and saddles to current standards to reduce maintenance costs. Increase failures in these service lines have elevated the priority of this project.

**PROJECT PARAMETERS**

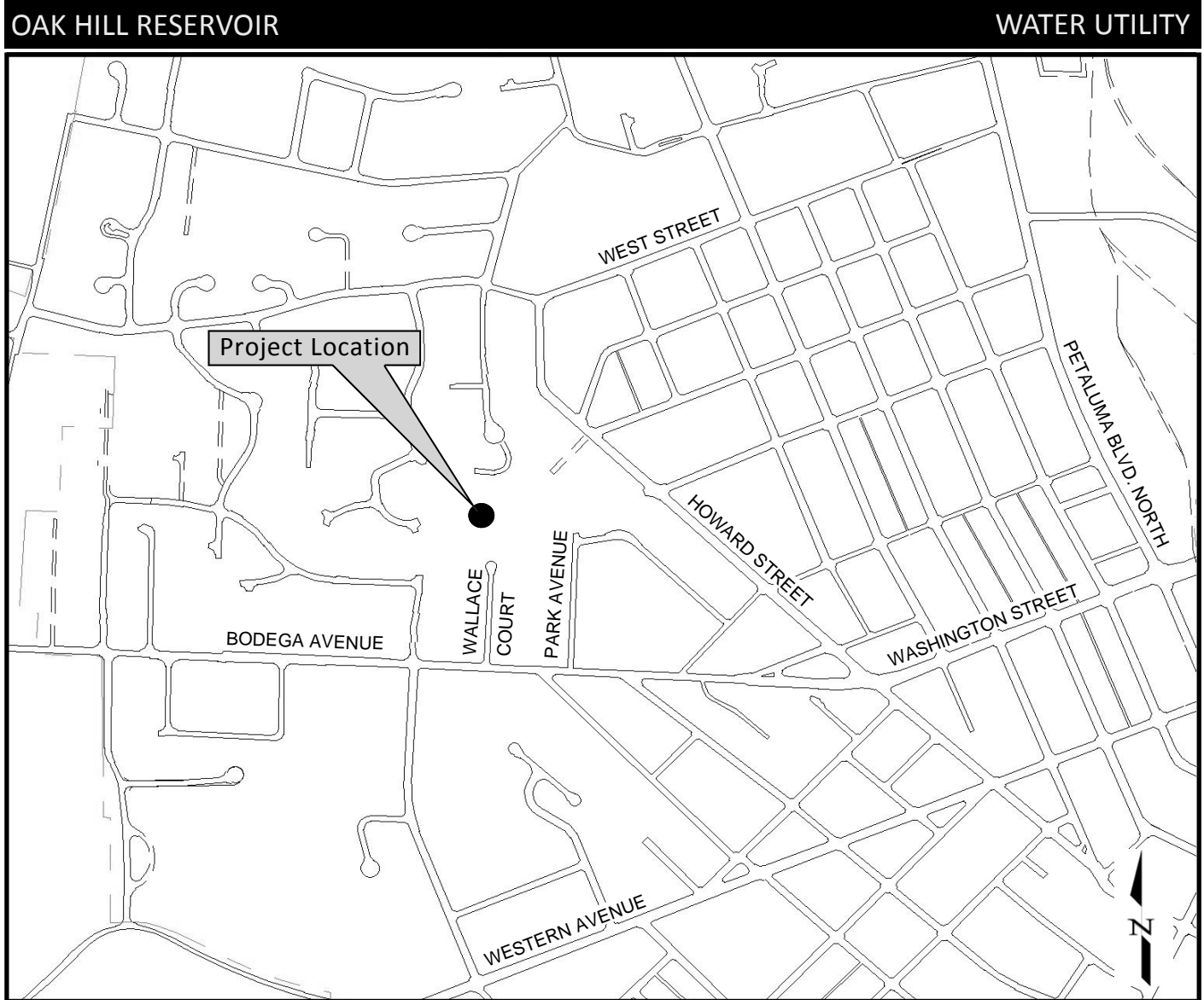
Environmental: Notice of Exemption  
Public Info: N/A  
Schedule: Ongoing. Project cost estimate through FY17-18 \$2,650,000.  
Permits: N/A  
Reference: Maintenance Records

**FINANCIAL OVERVIEW**

C67501406

	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	-	-
Land & Easements	-	-	-
Design	-	159	159
Legal Services	-	-	-
Administration	-	25	25
Construction Contracts	-	1,690	1,690
Construction Management	-	159	159
Salaries/Benefits	-	229	229
Contingency	-	348	348
CIP Overheads	-	40	40
<b>TOTAL</b>	-	2,650	2,650
<b>SOURCES (dollars in \$000)</b>			
Water Capital	-	2,650	2,650
<b>TOTAL</b>	-	2,650	2,650

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	45	75	15	9	15	159
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	5	5	5	5	5	25
Construction Contracts	-	-	450	850	150	90	150	1,690
Construction Management	-	-	45	75	15	9	15	159
Salaries/Benefits	-	-	74	76	31	17	31	229
Contingency	-	-	120	150	30	18	30	348
CIP Overheads	-	-	11	19	4	2	4	40
<b>TOTAL USES</b>	-	-	750	1,250	250	150	250	2,650
<b>SOURCES (dollars in \$000)</b>								
Water Capital	-	-	750	1,250	250	150	250	2,650
<b>TOTAL FUNDS</b>	-	-	750	1,250	250	150	250	2,650



**Project Title: Oak Hill Reservoir**

**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 MG. The reservoir has been re-lined twice with cement grout and has a redwood roof and is at the end of its service life. This project will assess the alternatives to replacing the existing reservoir and improve the integrity and security of the City's water system.

**PROJECT PARAMETERS**

Environmental: tbd  
 Public Info: N/A  
 Schedule: 2017. Project cost estimate through completion \$2,455,000.  
 Permits: Building Permit  
 Reference: Water System Distribution Master Plan; City General Plan 2006.

**FINANCIAL OVERVIEW**

C67501405	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	20	20
Land & Easements	-	-	-
Design	-	250	250
Legal Services	-	5	5
Administration	-	5	5
Construction Contracts	-	1,650	1,650
Construction Management	-	175	175
Salaries/Benefits	-	100	100
Contingency	-	250	250
CIP Overheads	-	-	-
<b>TOTAL</b>	-	2,455	2,455
<b>SOURCES (dollars in \$000)</b>			
Water Capital	-	2,455	2,455
<b>TOTAL</b>	-	2,455	2,455

C67501405	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	20	-	-	20
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	-	-	75	175	-	250
Legal Services	-	-	-	-	5	-	-	5
Administration	-	-	-	-	-	5	-	5
Construction Contracts	-	-	-	-	-	1,650	-	1,650
Construction Management	-	-	-	-	-	175	-	175
Salaries/Benefits	-	-	-	-	-	100	-	100
Contingency	-	-	-	-	-	250	-	250
CIP Overheads	-	-	-	-	-	-	-	-
<b>TOTAL USES</b>	-	-	-	-	100	2,355	-	2,455
<b>SOURCES (dollars in \$000)</b>								
Water Capital	-	-	-	-	100	2,355	-	2,455
<b>TOTAL FUNDS</b>	-	-	-	-	100	2,355	-	2,455

**Project Title: Automatic Meter Read Replacement**

**C67500903**

**PROJECT PURPOSE AND DESCRIPTION**

This project involves replacement of the City’s manual read water meters with new automatic read meters (AMR) which are fitted with radio transmitting devices that allow the meters to be read remotely. Automatic Meter Read (AMR) technology offers many benefits including support of monthly billing, read accuracy and speed, timely identification of leaks, water conservation benefits such as water use profiling, and improved customer service and satisfaction. The City began installing AMRs in 2001 as aging meters were replaced and new development occurred. Approximately 13,000 of the City’s 19,000 meters have been converted to AMR to date. The installation of the AMR meters will be done with a combination of contract and City forces to achieve economies of scale. City staff projects completion of AMR conversion by the end of 2015.

**FINANCIAL OVERVIEW**

C67500903	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
	<b>USES (dollars in \$000)</b>		
Planning/Environmental	-	-	-
Land & Easements	-	-	-
Design	-	-	-
Legal Services	-	-	-
Administration	-	-	-
Construction Contracts	-	1,520	1,520
Construction Management	-	-	-
Salaries/Benefits	-	30	30
Contingency	-	20	20
CIP Overheads	-	30	30
<b>TOTAL</b>	-	1,600	1,600

C67500903	SOURCES (dollars in \$000)		
Water Capital	-	-	-
<b>TOTAL</b>	-	1,600	1,600

C67500903	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-	-
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	-	-	-	-	-
Construction Contracts	-	-	760	760	-	-	-	1,520
Construction Management	-	-	-	-	-	-	-	-
Salaries/Benefits	-	-	15	15	-	-	-	30
Contingency	-	-	10	10	-	-	-	20
CIP Overheads	-	-	15	15	-	-	-	30
<b>TOTAL USES</b>	-	-	800	800	-	-	-	1,600

C67500903	SOURCES (dollars in \$000)							
Water Capital	-	-	-	-	-	-	-	-
<b>TOTAL FUNDS</b>	-	-	800	800	-	-	-	1,600

**Project Title: Ground Water Master Planning**

**e67012014**

**PROJECT PURPOSE AND DESCRIPTION**

The purpose of this project is to develop a plan to manage surface water and ground water to improve water supply in the Petaluma Valley Ground Water Basin. This project will allow the City to partner with the Sonoma County Water Agency (SCWA) and the U. S. Geological Society (USGS) for groundwater protection and recharge as well as groundwater monitoring and modeling.

**PROJECT PARAMETERS**

Environmental: tbd  
 Public Info: N/A  
 Schedule: Ongoing. Project cost estimate through FY15-16 \$400,000.  
 Permits: tbd  
 Reference: Sonoma County Groundwater Study

**FINANCIAL OVERVIEW**

e67012014	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	310	310
Land & Easements	-	-	-
Design	-	-	-
Legal Services	-	-	-
Administration	-	-	-
Construction Contracts	-	-	-
Construction Management	-	-	-
Salaries/Benefits	-	75	75
Contingency	-	-	-
CIP Overheads	-	15	15
<b>TOTAL</b>	-	400	400
<b>SOURCES (dollars in \$000)</b>			
Water Operating	-	400	400
<b>TOTAL</b>	-	400	400

e67012014	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	95	120	95	-	-	310
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-	-
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	-	-	-	-	-
Construction Contracts	-	-	-	-	-	-	-	-
Construction Management	-	-	-	-	-	-	-	-
Salaries/Benefits	-	-	25	25	25	-	-	75
Contingency	-	-	-	-	-	-	-	-
CIP Overheads	-	-	5	5	5	-	-	15
<b>TOTAL USES</b>	-	-	125	150	125	-	-	400
<b>SOURCES (dollars in \$000)</b>								
Water Operating	-	-	125	150	125	-	-	400
<b>TOTAL FUNDS</b>	-	-	125	150	125	-	-	400



# WASTEWATER UTILITY PROJECTS FY 2013-2014

**WASTEWATER UTILITY CAPITAL IMPROVEMENT PROGRAM BUDGET FY 13-14**

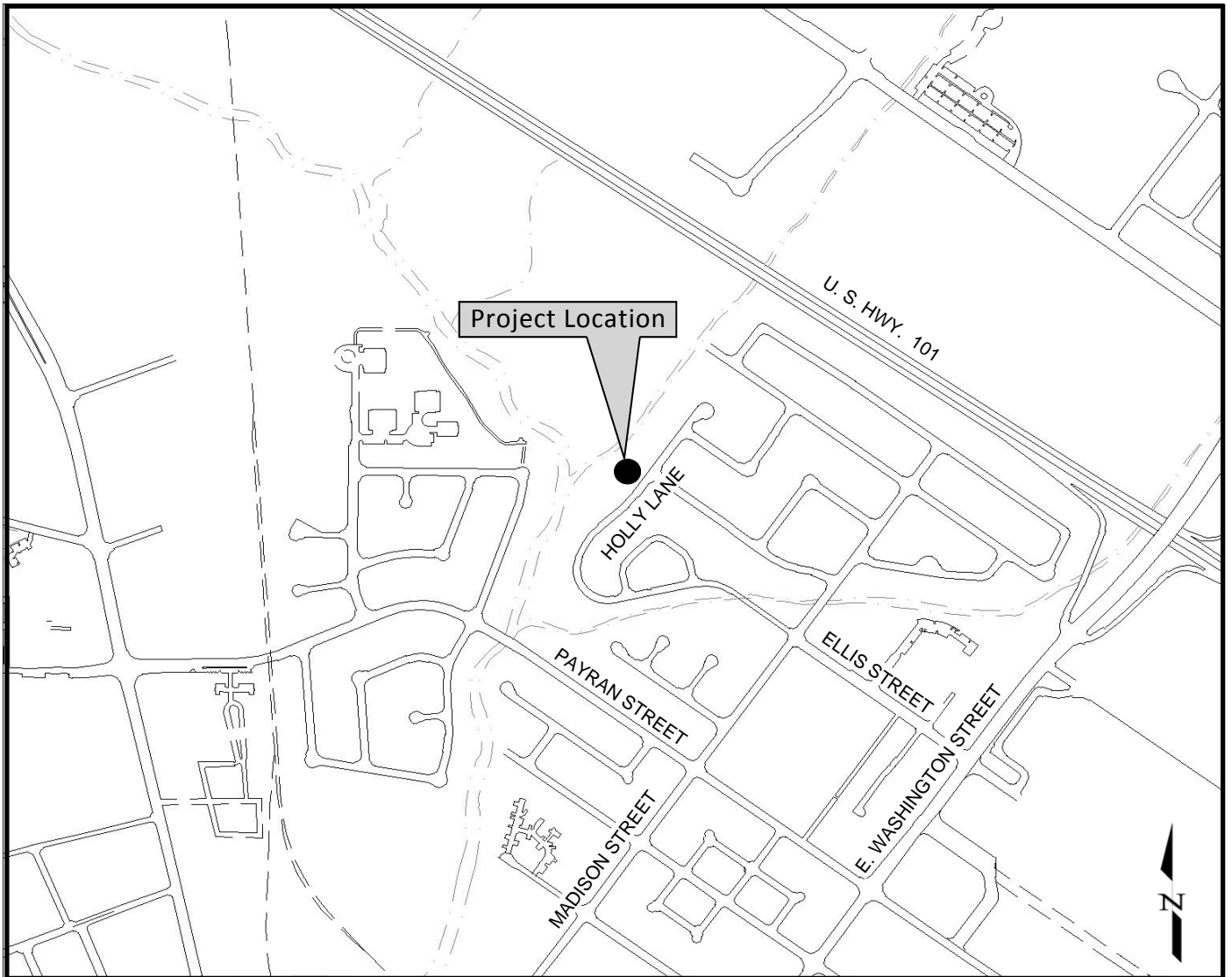
**PROJECT SUMMARY**

Fund 6690.66999

PROJECTS (dollars in \$000)	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
C00501400 Wilmington Pump Station	54	481	2,273	-	-	-	-	2,808
C66501002 Victoria Pump Station Generator Repl.	37	69	385	-	-	-	-	491
C66401101 Sewer Main Replacement - Halsey Ave. to Glendon Way	-	272	138	-	-	-	-	410
C66501004 Lift Station Upgrades	-	25	787	3,000	2,520	2,500	2,500	11,332
C66501003 Manhole Rehabilitation	139	57	750	62	688	62	688	2,446
C66501305 Ellis Creek Solids Handling Upgrades	-	50	2,140	2,090	-	-	-	4,280
C66501306 Ellis Creek Headworks Screen Upgrade	-	30	950	-	-	-	-	980
C66501307 Polishing Pond Improvements	-	-	-	-	116	699	-	815
C66501308 Chlorine System Improvements	-	-	-	-	779	1,333	-	2,112
C66501310 Hopper St. Washdown Pad And Headworks Plug	-	5	147	-	-	-	-	152
C66401311 G Street Sewer Improvements	-	333	187	-	-	-	-	520
C66401314 Petaluma Blvd So Sewer Trunk Main	-	-	118	342	2,653	-	-	3,113
C66401417 Sewer Main Replacement & Rehabilitation	-	-	1,118	1,366	1,244	2,288	2,169	8,185
C66501418 Ellis Creek Site Work	-	-	-	250	-	-	-	250
<b>TOTAL</b>	\$ 230	\$ 1,322	\$ 8,993	\$ 7,110	\$ 8,000	\$ 6,882	\$ 5,357	\$ 37,894
<b>SOURCES (dollars in \$000)</b>								
Waste Water Operating	\$ 351	\$ (67)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 284
Waste Water Capital	-	1,268	9,110	6,993	8,000	6,882	5,357	37,610
<b>TOTAL</b>	\$ 351	\$ 1,201	\$ 9,110	\$ 6,993	\$ 8,000	\$ 6,882	\$ 5,357	\$ 37,894

WILMINGTON PUMP STATION

WASTEWATER UTILITY





**Project Title: Wilmington Pump Station**

**C00501400**

**PROJECT PURPOSE AND DESCRIPTION**

The Wilmington Pump Station pumps raw wastewater to the City's Water Recycling Facility. The pump station had a minor upgrade in 1995 and is at the end of the useful life of those components. The station is experiencing repeated faults and failures requiring significant attention by maintenance. These faults have ranged from complete shutdown of the station to inaccurate alarms. These types of faults could result in a significant release of sewage if we are unable to repair or reset the offending systems. This project will update the structure, mechanical, electrical and instrumentation systems. It will also include construction of an odor control system, replacement of fencing and installation of landscaping to enhance the site aesthetics in the residential area.

**PROJECT PARAMETERS**

Environmental: Notice of Exemption  
 Public Info: N/A  
 Schedule: Expected completion 2014. Project cost estimate through completion \$2,808,000.  
 Permits: N/A  
 Reference: N/A

**FINANCIAL OVERVIEW**

C00501400

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Management  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

Project Summary		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
60	(60)	-
-	-	-
500	10	510
5	-	5
5	-	5
1,500	-	1,500
300	60	360
150	(60)	90
250	50	300
38	-	38
<b>TOTAL</b>	<b>-</b>	<b>2,808</b>

**SOURCES (dollars in \$000)**

Waste Water Operating  
 Waste Water Capital

-	141	141
2,808	(141)	2,667
<b>TOTAL</b>	<b>-</b>	<b>2,808</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Management  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
			FY 14-15	FY 15-16	FY 16-17	FY 17-18	
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
52	238	220	-	-	-	-	510
-	-	5	-	-	-	-	5
-	1	4	-	-	-	-	5
-	200	1,300	-	-	-	-	1,500
-	20	340	-	-	-	-	360
1	20	69	-	-	-	-	90
-	-	300	-	-	-	-	300
1	2	35	-	-	-	-	38
<b>TOTAL USES</b>	<b>54</b>	<b>481</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,808</b>

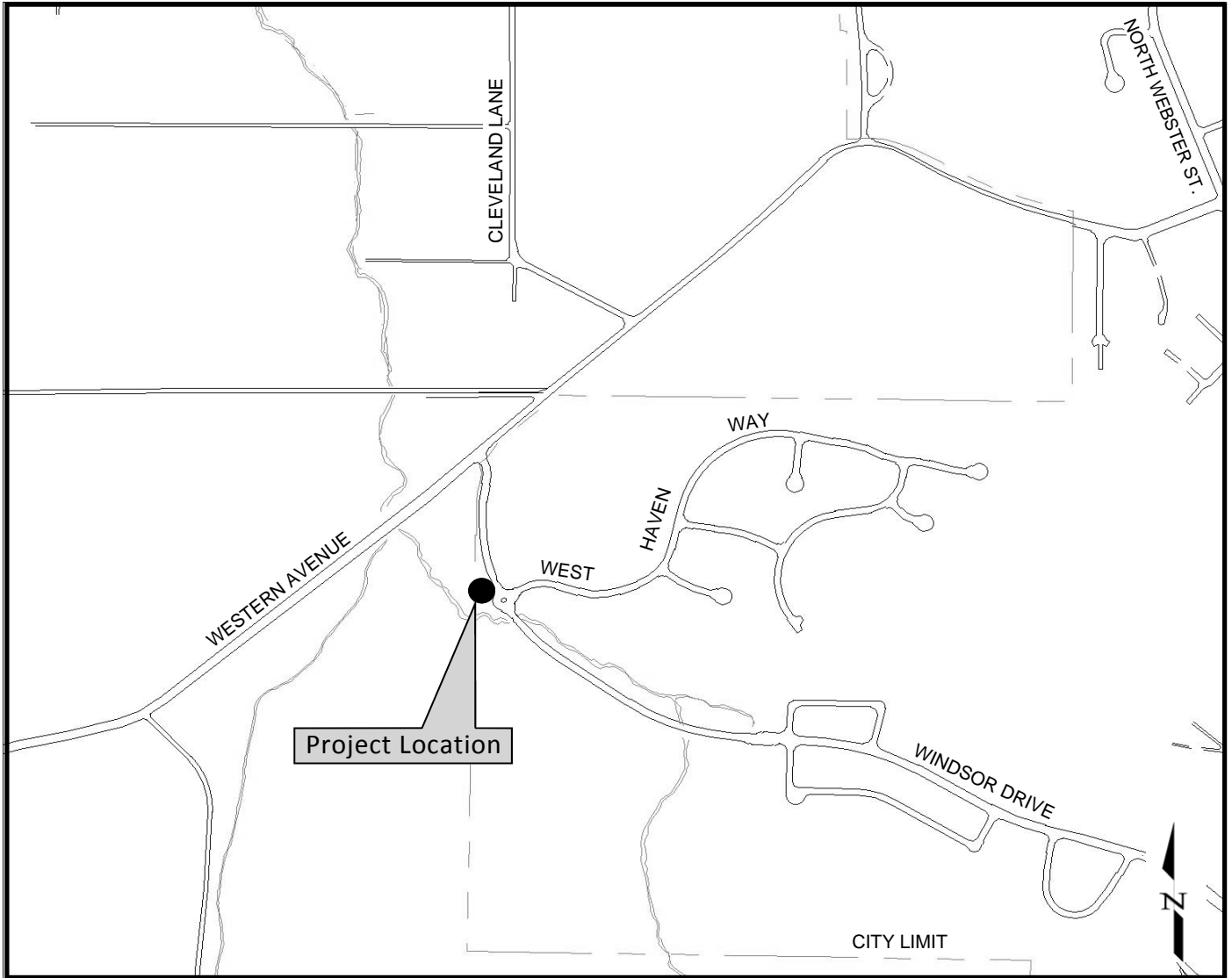
**SOURCES (dollars in \$000)**

Waste Water Operating  
 Waste Water Capital

141	-	-	-	-	-	-	141
-	394	2,273	-	-	-	-	2,667
<b>TOTAL FUNDS</b>	<b>141</b>	<b>394</b>	<b>2,273</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,808</b>

VICTORIA PUMP STATION GENERATOR REPLACEMENT

WASTEWATER UTILITY



**Project Title: Victoria Pump Station Generator Replacement**

**C66501002**

**PROJECT PURPOSE AND DESCRIPTION**

This project will provide an emergency generator and upgrade the controls and operation of the lift state which serves the Rock Ridge and Victoria Subdivision. The pump station currently does not have emergency power and required operations personnel to provide power in the event of an outage. The need for emergency power at the site is significant given its location and its limited storage. Currently, operations must respond to the site within 90 minutes. The project will also include necessary pump and valve improvements along with power and instrumentation upgrades to integrate it into SCADA.

**PROJECT PARAMETERS**

Environmental: Notice of Exemption  
 Public Info: N/A  
 Schedule: Expected completion 2014. Project cost estimate through completion \$491,000.  
 Permits: N/A  
 Reference: N/A

**FINANCIAL OVERVIEW**

C66501002

Project Summary		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
-	-	-
-	-	-
120	-	120
-	-	-
5	-	5
250	-	250
50	-	50
25	-	25
35	-	35
6	-	6
<b>TOTAL</b>	-	<b>491</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Management  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

**SOURCES (dollars in \$000)**

Waste Water Operating  
 Waste Water Capital

8	-	8
483	-	483
<b>TOTAL</b>	-	<b>491</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Management  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

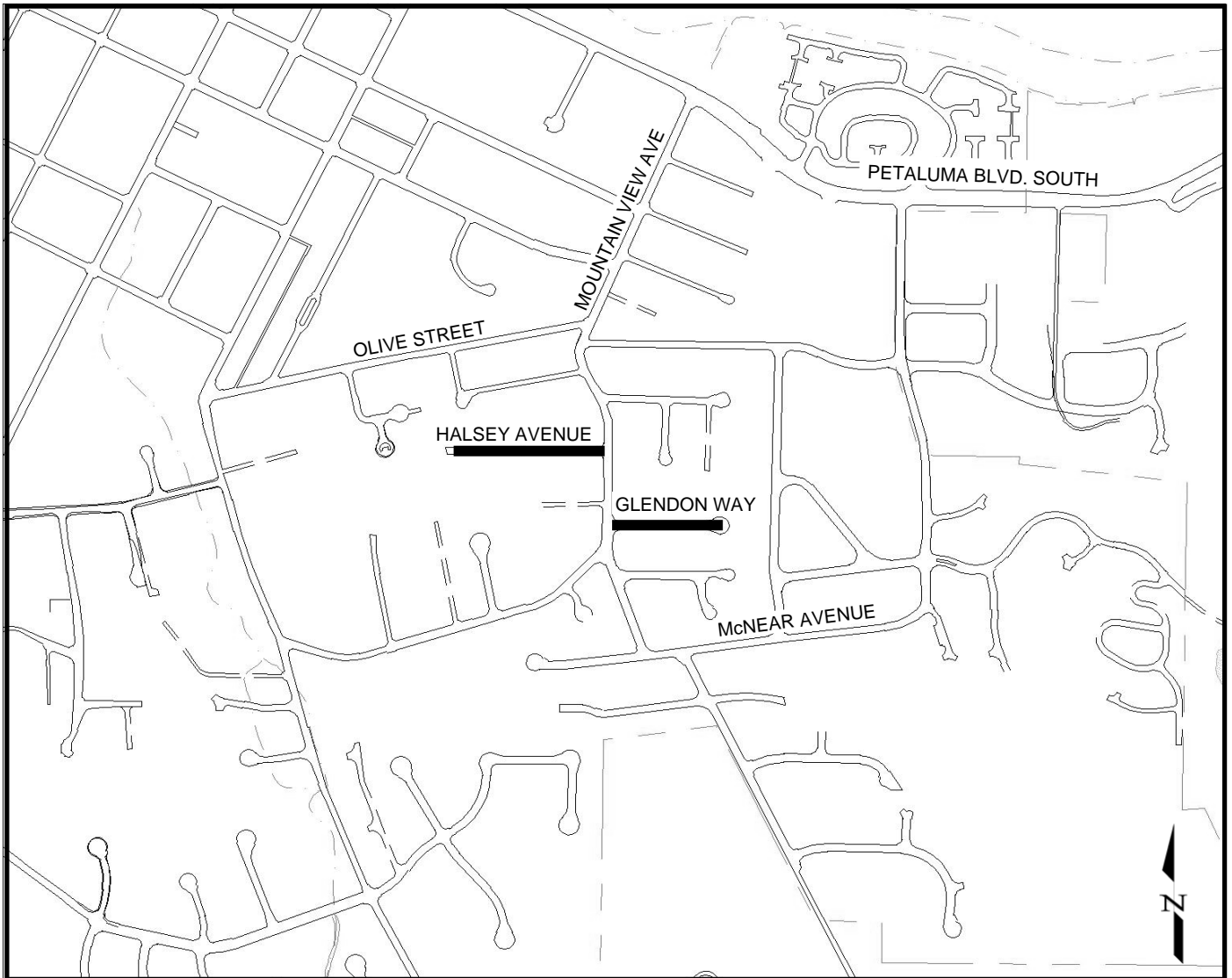
Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
			FY 14-15	FY 15-16	FY 16-17	FY 17-18	
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
36	24	60	-	-	-	-	120
-	-	-	-	-	-	-	-
-	-	5	-	-	-	-	5
-	40	210	-	-	-	-	250
-	-	50	-	-	-	-	50
-	5	20	-	-	-	-	25
-	-	35	-	-	-	-	35
1	-	5	-	-	-	-	6
<b>TOTAL USES</b>	<b>37</b>	<b>69</b>	-	-	-	-	<b>491</b>

**SOURCES (dollars in \$000)**

Waste Water Operating  
 Waste Water Capital

75	(67)	-	-	-	-	-	8
-	98	385	-	-	-	-	483
<b>TOTAL FUNDS</b>	<b>75</b>	<b>31</b>	-	-	-	-	<b>491</b>

**SEWER MAIN REPLACEMENT— HALSEY AVE AND GLENDON WAY WASTEWATER UTILITY**



**PROJECT LOCATIONS**

**Project Title: Sewer Main Replacement – Halsey Ave and Glendon Way**

**C66401101**

**PROJECT PURPOSE AND DESCRIPTION**

This project follows the Sewer replacement project recently completed on Mountain View Ave between Petaluma Blvd. and Purrington Road and will to address severe infiltration and inflow problems in two of the Mt. View arterials. As a result of the sanitary sewer overflows (SSOs) experienced on Petaluma Blvd S. during various significant storm events in 2008, the Regional Water Quality Control Board (RWQCB) has identified this project as mandatory and requires its completion as a demonstration of compliance with RWQCB enforcement directives. The project will replace the existing 6-inch Vitrified Clay Pipe (VCP) sewer mains in Haley Avenue and Glendon Way which, due to their age and fragility, are cracked and broken and replace with 8-inch PVC mains. This project will reduce inflow, infiltration and maintenance costs.

**PROJECT PARAMETERS**

Environmental: Notice of Exemption  
 Public Info: N/A  
 Schedule: Expected completion 2013. Project cost estimate through completion \$410,000.  
 Permits: N/A  
 Reference: RWQCB compliance order 2008

**FINANCIAL OVERVIEW**

C66401101

Project Summary		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
-	1	1
-	-	-
25	-	25
-	-	-
5	-	5
250	-	250
25	-	25
60	-	60
40	(1)	39
5	-	5
<b>TOTAL</b>	-	<b>410</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Management  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

**SOURCES (dollars in \$000)**

Waste Water Capital

410	-	410
<b>TOTAL</b>	-	<b>410</b>

USES (dollars in \$000)	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
Planning/Environmental	-	1	-	-	-	-	-	1
Land & Easements	-	-	-	-	-	-	-	-
Design	-	23	2	-	-	-	-	25
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	5	-	-	-	-	5
Construction Contracts	-	188	62	-	-	-	-	250
Construction Management	-	15	10	-	-	-	-	25
Salaries/Benefits	-	45	15	-	-	-	-	60
Contingency	-	-	39	-	-	-	-	39
CIP Overheads	-	-	5	-	-	-	-	5
<b>TOTAL USES</b>	-	<b>272</b>	<b>138</b>	-	-	-	-	<b>410</b>

**SOURCES (dollars in \$000)**

Waste Water Capital

-	272	138	-	-	-	-	410
<b>TOTAL FUNDS</b>	-	<b>272</b>	<b>138</b>	-	-	-	<b>410</b>

**Project Title: Lift Stations Upgrades**

**C66501004**

**PROJECT PURPOSE AND DESCRIPTION**

The City currently operates and maintains ten wastewater pumping stations. The 'C' Street Pump Station upgrade was recently completed. Wilmington and Victoria are scheduled for upgrades in 2013. This project will evaluate and upgrade all electrical, mechanical, structural, and instrumentation at the seven remaining wastewater lift stations (Payran, Oakmead, Prince Park, Redwood and Outlet Mall) to bring them up to current standards and code compliance. This project will bring the system into full cohesive operation with the Ellis Creek WRF. For fiscal year 13-14 the project will conduct condition assessment and preliminary engineering for the rehabilitation of the Copeland pump station and will upgrade the SCADA components for the pump stations. Fiscal year 14-15 projects include the construction of the Copeland Pump Station. This project meets the City Council goal to assess, prioritize and develop capital replacement schedule for wastewater systems.

**PROJECT PARAMETERS**

Environmental: Notice of Exemption  
 Public Info: N/A  
 Schedule: Expected completion 2018. Project cost estimate through FY 17-18 is \$11,307,000.  
 Permits: N/A  
 Reference: N/A

**FINANCIAL OVERVIEW**

**C66501004**

	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	260	(78)	182
Land & Easements	-	60	60
Design	1,260	60	1,320
Legal Services	20	(20)	-
Administration	20	5	25
Construction Contracts	6,300	25	6,325
Construction Management	1,260	(320)	940
Salaries/Benefits	630	(235)	395
Contingency	945	968	1,913
CIP Overheads	150	22	172
<b>TOTAL</b>	<b>10,845</b>	<b>487</b>	<b>11,332</b>

<b>SOURCES (dollars in \$000)</b>		
Waste Water Operating	25	25
Waste Water Capital	10,845	11,307
<b>TOTAL</b>	<b>10,845</b>	<b>11,332</b>

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	25	17	20	50	20	50	182
Land & Easements	-	-	-	30	-	30	-	60
Design	-	-	300	255	255	255	255	1,320
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	5	5	5	5	5	25
Construction Contracts	-	-	350	1,700	1,425	1,425	1,425	6,325
Construction Management	-	-	40	255	215	215	215	940
Salaries/Benefits	-	-	25	100	90	90	90	395
Contingency	-	-	45	593	425	425	425	1,913
CIP Overheads	-	-	5	42	55	35	35	172
<b>TOTAL USES</b>	<b>-</b>	<b>25</b>	<b>787</b>	<b>3,000</b>	<b>2,520</b>	<b>2,500</b>	<b>2,500</b>	<b>11,332</b>

<b>SOURCES (dollars in \$000)</b>								
Waste Water Operating	25	-	-	-	-	-	-	25
Waste Water Capital	-	-	787	3,000	2,520	2,500	2,500	11,307
<b>TOTAL FUNDS</b>	<b>25</b>	<b>-</b>	<b>787</b>	<b>3,000</b>	<b>2,520</b>	<b>2,500</b>	<b>2,500</b>	<b>11,332</b>

**Project Title: Manhole Rehabilitation**

**C66501003**

**PROJECT PURPOSE AND DESCRIPTION**

This project addresses an on-going concern for the Wastewater collection system. 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 allowing ground water to enter the system. The system currently has approximately 160 brick manholes in need of replacement. The project will span a number of years and will replace approximately 80 manholes in the worst condition every other year. This project meets the City Council goal to assess, prioritize and develop capital replacement schedule for wastewater systems.

**PROJECT PARAMETERS**

Environmental: Notice of Exemption  
 Public Info: N/A  
 Schedule: Expected completion 2018. Project cost estimate through FY 17-18 is \$2,446,000.  
 Permits: N/A  
 Reference: N/A

**FINANCIAL OVERVIEW**

C66501003

	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	-	-
Land & Easements	-	-	-
Design	31	104	135
Legal Services	-	-	-
Administration	20	(5)	15
Construction Contracts	1,950	(455)	1,495
Construction Management	105	40	145
Salaries/Benefits	95	260	355
Contingency	275	(35)	240
CIP Overheads	44	17	61
<b>TOTAL</b>	<b>2,520</b>	<b>(74)</b>	<b>2,446</b>

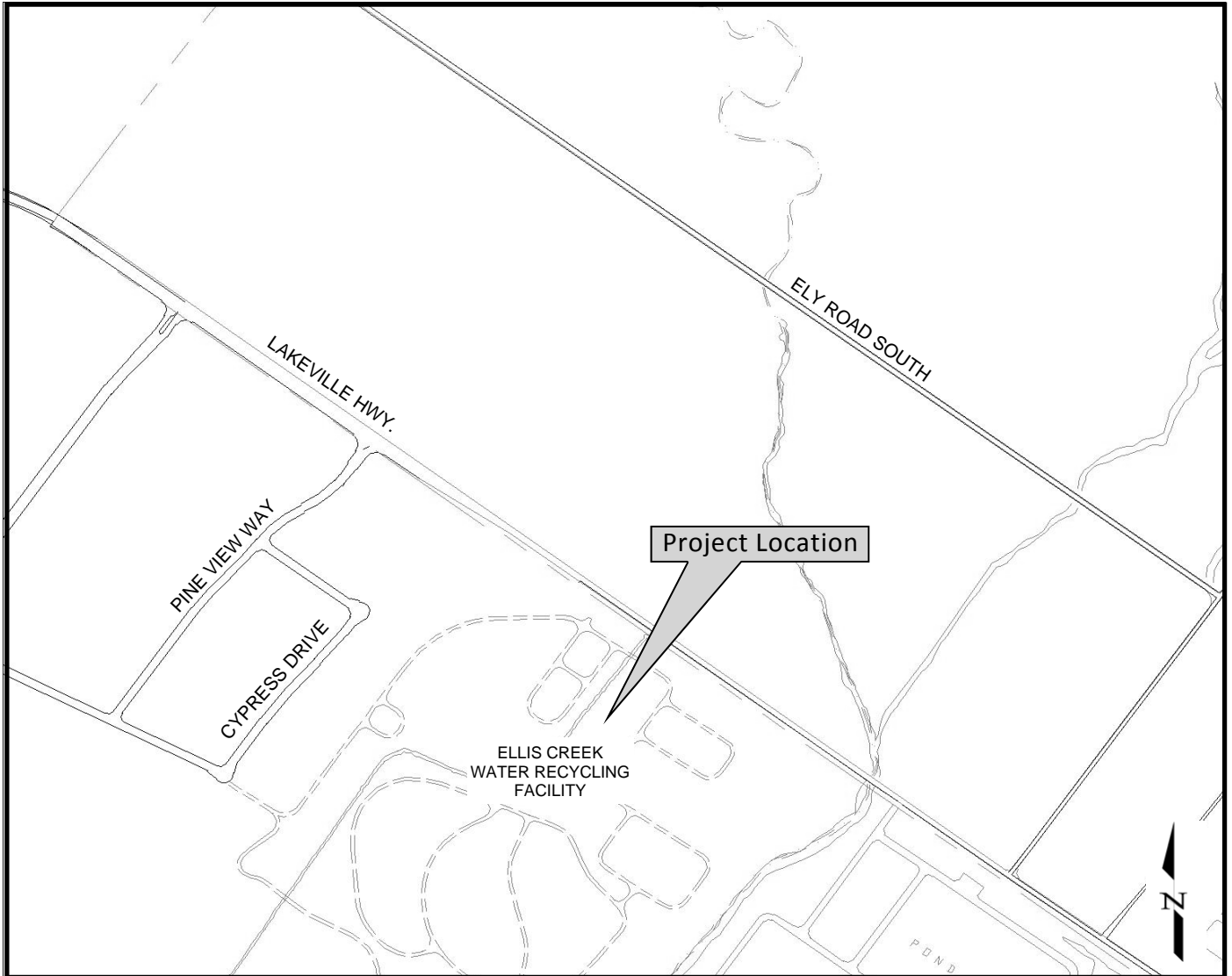
<b>SOURCES (dollars in \$000)</b>			
Waste Water Operating	-	110	110
Waste Water Capital	2,520	(184)	2,336
<b>TOTAL</b>	<b>2,520</b>	<b>(74)</b>	<b>2,446</b>

	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	45	30	15	30	15	135
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	5	-	5	-	5	15
Construction Contracts	118	27	450	-	450	-	450	1,495
Construction Management	5	-	80	-	30	-	30	145
Salaries/Benefits	12	30	51	30	101	30	101	355
Contingency	-	-	100	-	70	-	70	240
CIP Overheads	4	-	19	2	17	2	17	61
<b>TOTAL USES</b>	<b>139</b>	<b>57</b>	<b>750</b>	<b>62</b>	<b>688</b>	<b>62</b>	<b>688</b>	<b>2,446</b>

<b>SOURCES (dollars in \$000)</b>								
Waste Water Operating	110	-	-	-	-	-	-	110
Waste Water Capital	-	86	750	62	688	62	688	2,336
<b>TOTAL FUNDS</b>	<b>110</b>	<b>86</b>	<b>750</b>	<b>62</b>	<b>688</b>	<b>62</b>	<b>688</b>	<b>2,446</b>

ELLIS CREEK SOLIDS HANDLING UPGRADES

WASTEWATER UTILITY





**Project Title: Ellis Creek Solids Handling Upgrades**

**C66501305**

**PROJECT PURPOSE AND DESCRIPTION**

This project will assess the current solids waste treatment chain to optimize existing facilities and increase solids handling capacity to high strength waste (HSW). This project will install a pair of Hydrogen Sulfide scrubbers on the Anaerobic Digester at the Water Recycling Facility. The current operational configuration has difficulty controlling off gassing of this regulated substance by BAAQCB and could result in fines. The project will also optimize solids conveyance equipment by replacing the cake pump which has experienced high maintenance due to clogging. The project will also implement improvements based on the assessment including waste to energy improvements and conversion of septage receiving station to accept HSW.

**PROJECT PARAMETERS**

Environmental: ECWRF EIR  
 Public Info: N/A  
 Schedule: 2016. Project cost estimate through FY 14/15: \$4,280,000  
 Permits: N/A  
 Reference: ECWRF Design Documents; City Council Goals

**FINANCIAL OVERVIEW**

**C66501305**

<b>Project Summary</b>		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
-	100	100
-	-	-
50	370	420
-	-	-
5	5	10
200	2,600	2,800
40	240	280
20	60	80
40	450	490
5	95	100
<b>TOTAL</b>	<b>3,920</b>	<b>4,280</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Management  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

**SOURCES (dollars in \$000)**

Waste Water Capital

360	3,920	4,280
<b>TOTAL</b>	<b>3,920</b>	<b>4,280</b>

USES (dollars in \$000)	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
Planning/Environmental	-	50	50	-	-	-	-	100
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	210	210	-	-	-	420
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	5	5	-	-	-	10
Construction Contracts	-	-	1,400	1,400	-	-	-	2,800
Construction Management	-	-	140	140	-	-	-	280
Salaries/Benefits	-	-	40	40	-	-	-	80
Contingency	-	-	245	245	-	-	-	490
CIP Overheads	-	-	50	50	-	-	-	100
<b>TOTAL USES</b>	-	<b>50</b>	<b>2,140</b>	<b>2,090</b>	-	-	-	<b>4,280</b>

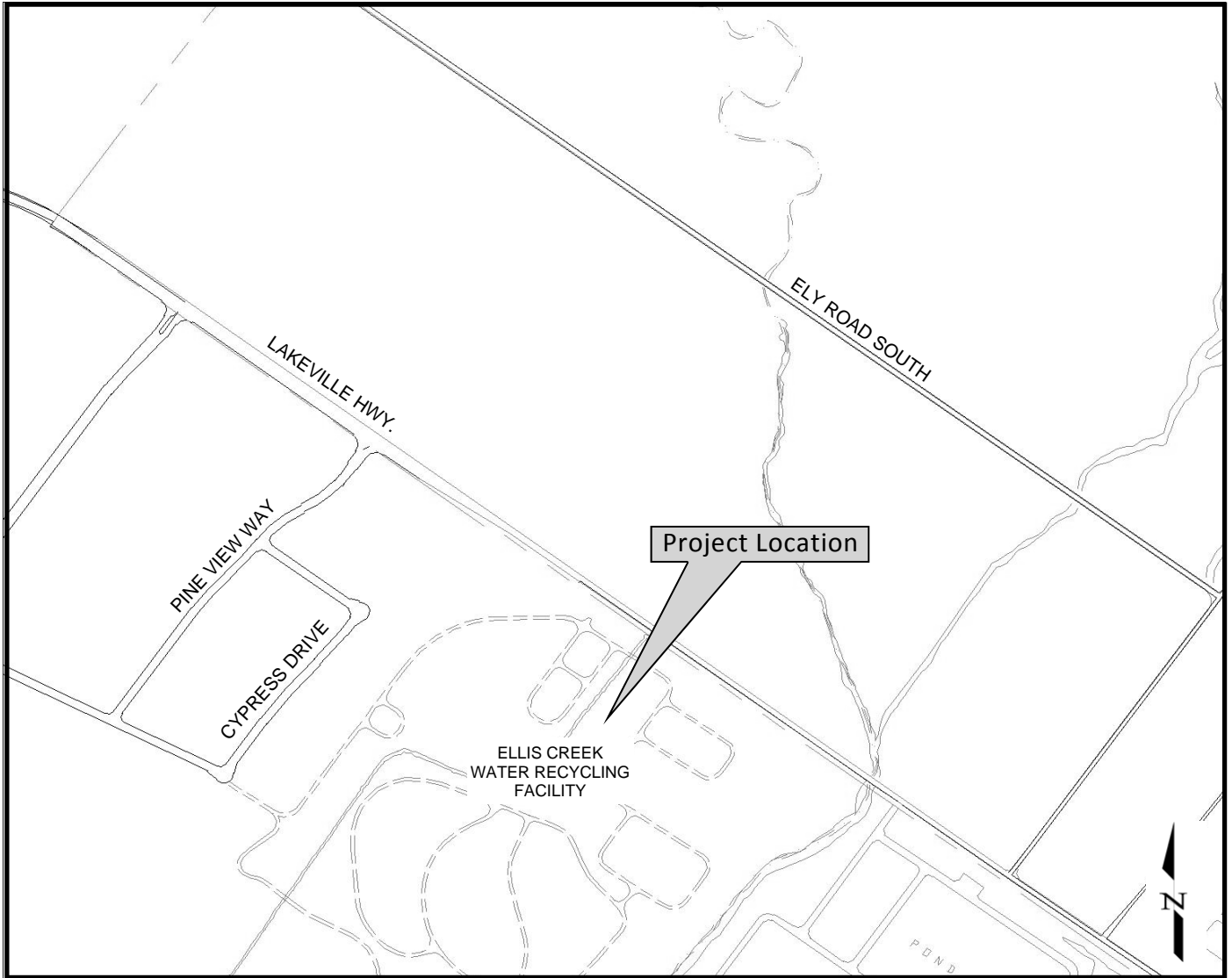
**SOURCES (dollars in \$000)**

Waste Water Capital

-	50	2,140	2,090	-	-	-	4,280
<b>TOTAL FUNDS</b>	-	<b>50</b>	<b>2,140</b>	<b>2,090</b>	-	-	<b>4,280</b>

ELLIS CREEK HEADWORKS SCREEN UPGRADES

WASTEWATER UTILITY



**Project Title: Ellis Creek Headworks Screen Upgrade**

**C66501306**

**PROJECT PURPOSE AND DESCRIPTION**

This project will replace the existing headworks screen. Since the design of the plant 12 years ago, an emerging issue surrounding ragging caused by disposable hand wipes has emerged. The current screens are not fine enough to deal with this new waste input and so the Water Recycling Facility is experiencing significant operational and maintenance issues with the ragging of pumps and other equipment. This is costing the Utility significant amounts of time and money to clean and repair. The new screens will alleviate the majority of this by removing the rags from the influent before they enter the treatment train.

**PROJECT PARAMETERS**

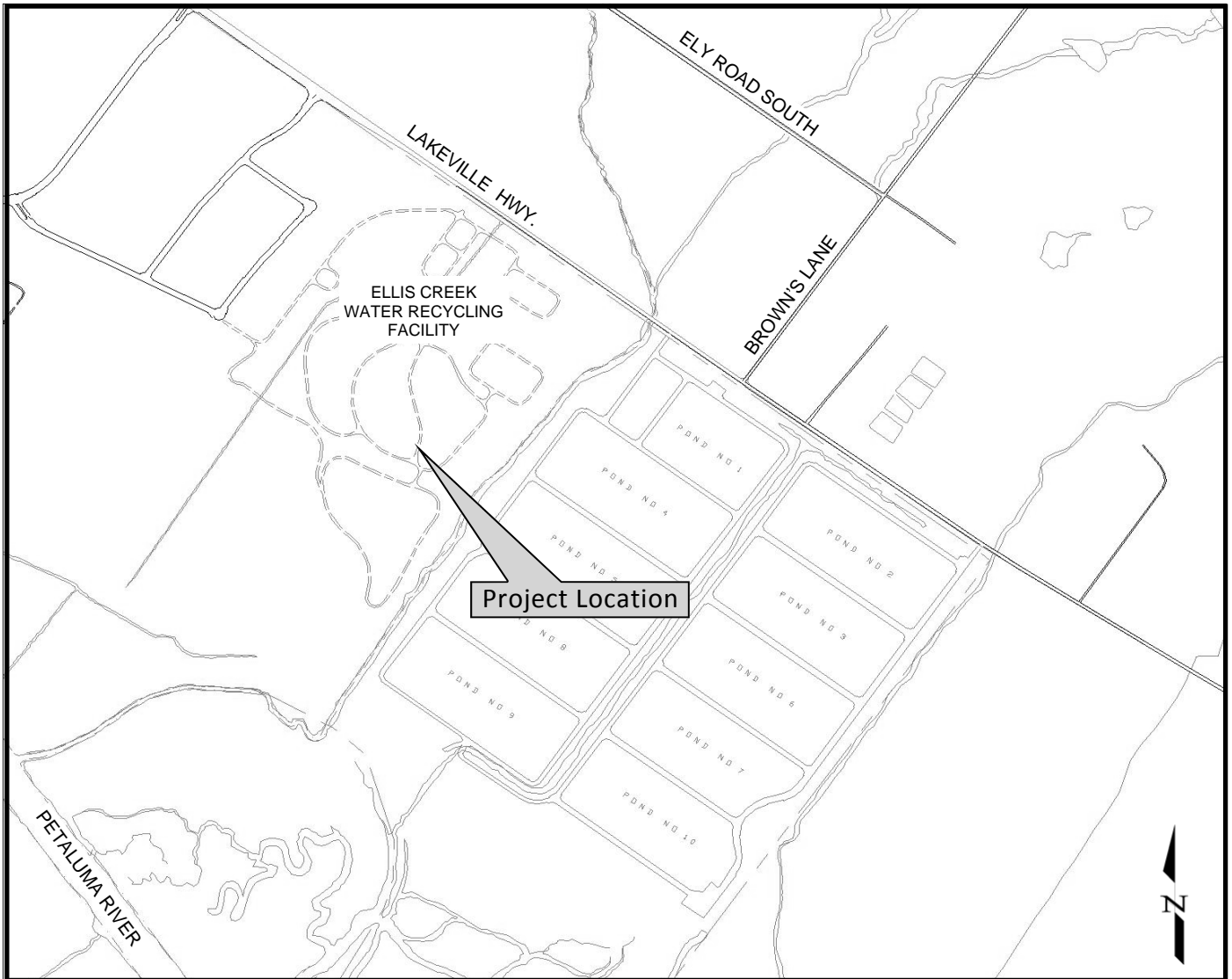
Environmental: Notice of Exemption  
 Public Info: N/A  
 Schedule: 2013. Project cost estimate through completion \$980,000.  
 Permits: N/A  
 Reference: N/A

**FINANCIAL OVERVIEW**

C66501306	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	-	-
Land & Easements	-	-	-
Design	75	(35)	40
Legal Services	-	-	-
Administration	-	-	-
Construction Contracts	700	15	715
Construction Management	75	10	85
Salaries/Benefits	50	(10)	40
Contingency	80	-	80
CIP Overheads	-	20	20
<b>TOTAL</b>	<b>980</b>	<b>-</b>	<b>980</b>
<b>SOURCES (dollars in \$000)</b>			
Waste Water Capital	980	-	980
<b>TOTAL</b>	<b>980</b>	<b>-</b>	<b>980</b>

C66501306	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	-	30	10	-	-	-	-	40
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	-	-	-	-	-
Construction Contracts	-	-	715	-	-	-	-	715
Construction Management	-	-	85	-	-	-	-	85
Salaries/Benefits	-	-	40	-	-	-	-	40
Contingency	-	-	80	-	-	-	-	80
CIP Overheads	-	-	20	-	-	-	-	20
<b>TOTAL USES</b>	<b>-</b>	<b>30</b>	<b>950</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>980</b>
<b>SOURCES (dollars in \$000)</b>								
Waste Water Capital	-	30	950	-	-	-	-	980
<b>TOTAL FUNDS</b>	<b>-</b>	<b>30</b>	<b>950</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>980</b>

**POLISHING WETLANDS ALGAE REMOVAL SYSTEM** **WASTEWATER UTILITY**



**Project Title: Polishing Pond Improvements**

**C66501307**

**PROJECT PURPOSE AND DESCRIPTION**

This project will remove half of the current vegetation in oxidation ponds 9 and 10. The vegetation has overgrown its area and needs to be removed. The vegetative load currently in the ponds is stripping the water of dissolved oxygen (DO), which means that it cannot be discharged directly to the river from the oxidation ponds and must be further treated to add back the necessary DO for discharge. The removal of the material will restore the necessary water surface area to provide for the air to water surface interface and enhance the DO in the ponds.

**PROJECT PARAMETERS**

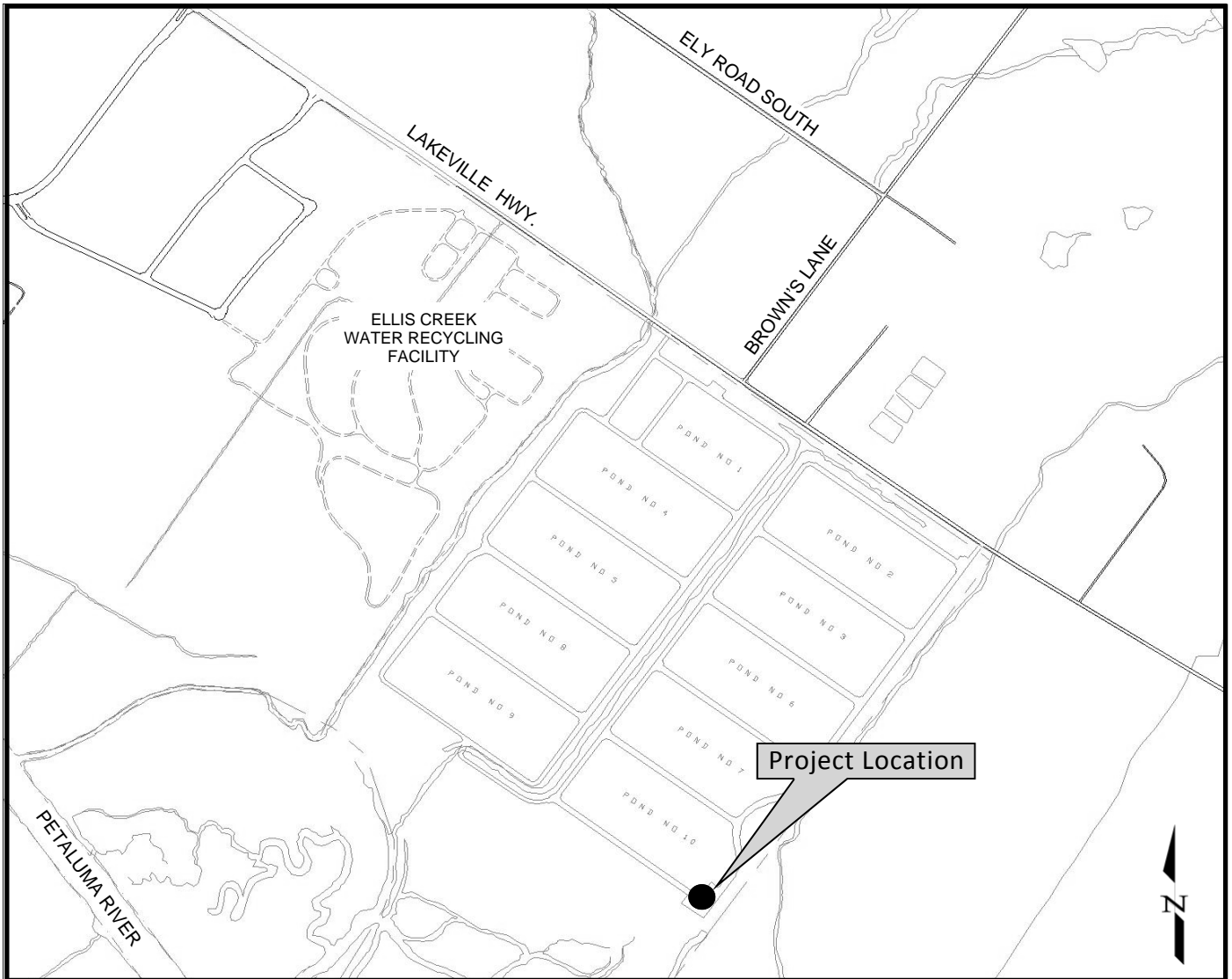
Environmental: Notice of Exemption  
 Public Info: N/A  
 Schedule: 2017. Project cost estimate through completion \$815,000.  
 Permits: N/A  
 Reference: ECWRF Design Documents

**FINANCIAL OVERVIEW**

C66501307	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	10	-	10
Land & Easements	-	-	-
Design	90	-	90
Legal Services	-	-	-
Administration	5	(2)	3
Construction Contracts	450	-	450
Construction Management	65	(3)	62
Salaries/Benefits	75	(5)	70
Contingency	110	-	110
CIP Overheads	10	10	20
<b>TOTAL</b>	<b>815</b>	<b>-</b>	<b>815</b>
<b>SOURCES (dollars in \$000)</b>			
Waste Water Capital	815	-	815
<b>TOTAL</b>	<b>815</b>	<b>-</b>	<b>815</b>

C66501307	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	10	-	-	10
Land & Easements	-	-	-	-	-	-	-	-
Design	-	-	-	-	90	-	-	90
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	-	-	3	-	-	3
Construction Contracts	-	-	-	-	-	450	-	450
Construction Management	-	-	-	-	-	62	-	62
Salaries/Benefits	-	-	-	-	10	60	-	70
Contingency	-	-	-	-	-	110	-	110
CIP Overheads	-	-	-	-	3	17	-	20
<b>TOTAL USES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>116</b>	<b>699</b>	<b>-</b>	<b>815</b>
<b>SOURCES (dollars in \$000)</b>								
Waste Water Capital	-	-	-	-	116	699	-	815
<b>TOTAL FUNDS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>116</b>	<b>699</b>	<b>-</b>	<b>815</b>

**OXIDATION PONDS CHLORINE SYSTEM IMPROVEMENTS** **WASTEWATER UTILITY**



**Project Title: Chlorine System Improvements**

**C66501308**

**PROJECT PURPOSE AND DESCRIPTION**

This project will upgrade chemical, mechanical, electrical and instrumentation equipment at the oxidation pond chlorine system. The facilities are over 20 years old and need to be upgraded to comply with current codes and safety standards and to improve chemical efficiency and lower maintenance and operation costs. This project will move the existing chlorine storage and delivery systems at the oxidation ponds to a new location closer to the dosing point since the current system has over a quarter of a mile of small diameter piping which along with temperature variations due to the depth of the line tends to causes the Chlorine come out of solution during the transit making dosing difficult. This project will also upgrade mechanical and electrical deficiencies at the main pump station, outfall structure and electrical structures.

**PROJECT PARAMETERS**

Environmental: Notice of Exemption  
 Public Info: N/A  
 Schedule: 2017. Project cost estimate through completion \$2,122,000.  
 Permits: N/A  
 Reference: N/A

**FINANCIAL OVERVIEW**

C66501308

Project Summary		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
-	-	-
-	-	-
25	-	25
-	-	-
5	-	5
250	1,350	1,600
15	145	160
25	25	50
10	210	220
2	50	52
<b>TOTAL</b>	<b>1,780</b>	<b>2,112</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Management  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

**SOURCES (dollars in \$000)**

Waste Water Capital

332	1,780	2,112
<b>TOTAL</b>	<b>1,780</b>	<b>2,112</b>

**USES (dollars in \$000)**

Planning/Environmental  
 Land & Easements  
 Design  
 Legal Services  
 Administration  
 Construction Contracts  
 Construction Management  
 Salaries/Benefits  
 Contingency  
 CIP Overheads

**TOTAL USES**

Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
			FY 14-15	FY 15-16	FY 16-17	FY 17-18	
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	25	-	-	25
-	-	-	-	-	-	-	-
-	-	-	-	-	5	-	5
-	-	-	-	600	1,000	-	1,600
-	-	-	-	60	100	-	160
-	-	-	-	15	35	-	50
-	-	-	-	60	160	-	220
-	-	-	-	19	33	-	52
<b>TOTAL USES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>779</b>	<b>1,333</b>	<b>-</b>	<b>2,112</b>

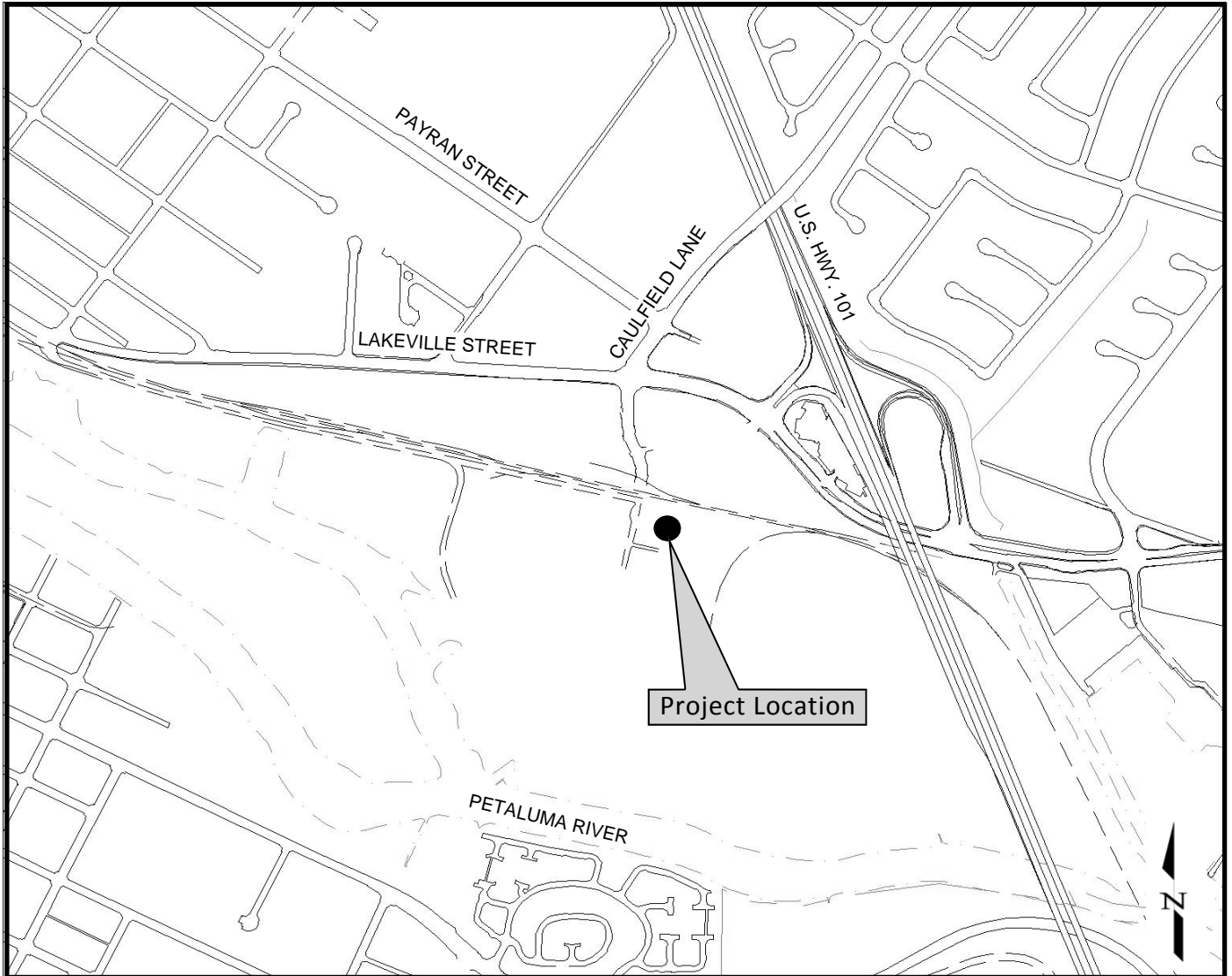
**SOURCES (dollars in \$000)**

Waste Water Capital

-	-	-	-	779	1,333	-	2,112
<b>TOTAL FUNDS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>779</b>	<b>1,333</b>	<b>-</b>	<b>2,112</b>

HOPPER STREET WASHDOWN PAD AND HEADWORKS PLUG

WASTEWATER UTILITY





**Project Title: Hopper Street Washdown Pad and Headworks Plug C66501310**

**PROJECT PURPOSE AND DESCRIPTION**

The current washdown slab for the Vector trucks is undersized and does not capture all the waste as they are washed and the Hopper Street wastewater treatment plant inlet pipe has not been isolated. This project consists of connecting building a new concrete slab, ramp, and sump, and connecting 225' of pipe from the sump to the existing sewer line, and installing a manhole at the existing sewer line. The headworks portion is to pour a concrete slug into the influent wetwell to seal the inlet pipe.

**PROJECT PARAMETERS**

Environmental: Notice of Exemption  
 Public Info: N/A  
 Schedule: 2013. Project cost estimate through completion \$152,000.  
 Permits: N/A  
 Reference: N/A

**FINANCIAL OVERVIEW**

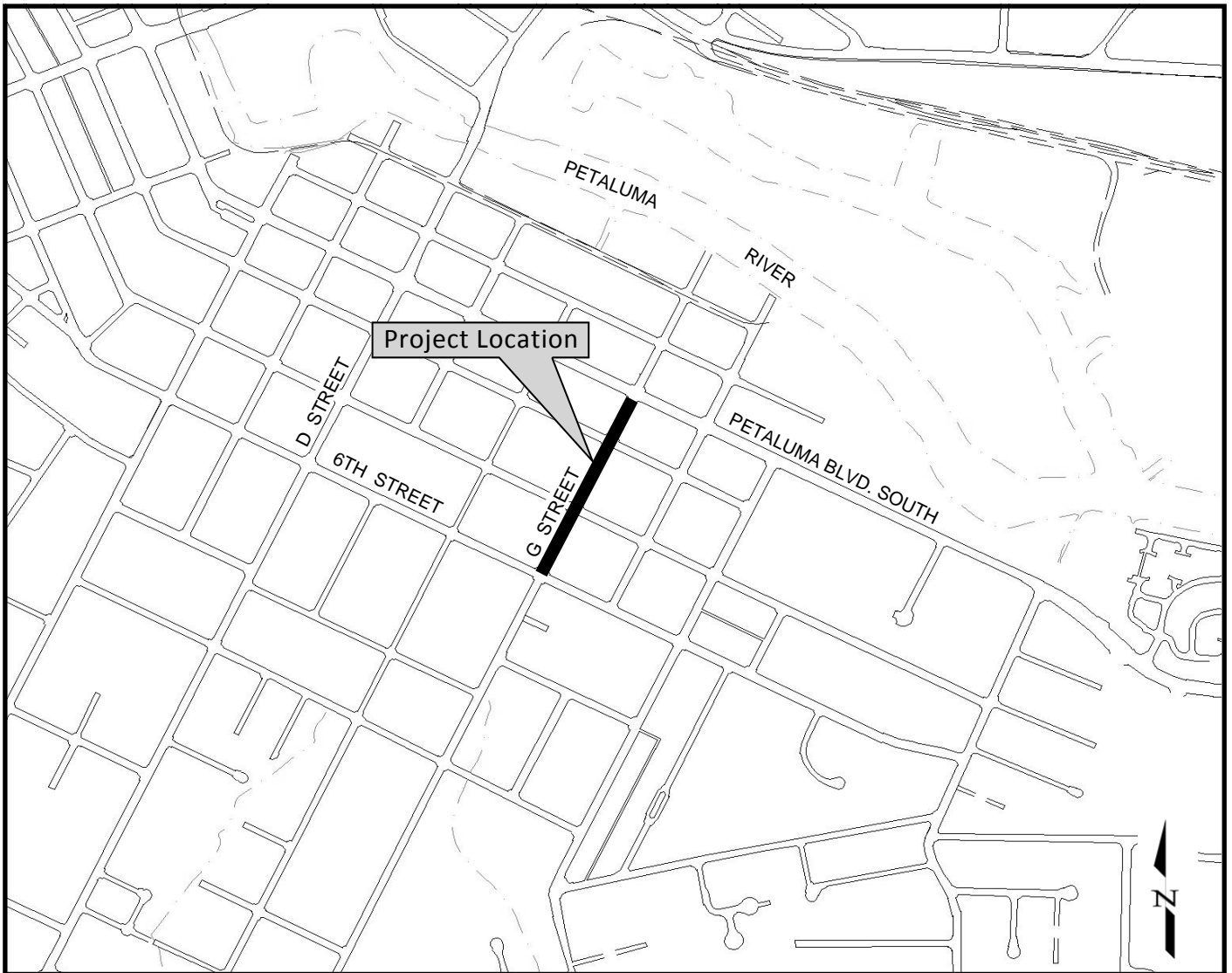
C66501310

<b>Project Summary</b>		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>		
Planning/Environmental	-	-
Land & Easements	-	-
Design	15	15
Legal Services	-	-
Administration	5	5
Construction Contracts	100	100
Construction Management	5	5
Salaries/Benefits	5	5
Contingency	20	20
CIP Overheads	2	2
<b>TOTAL</b>	<b>152</b>	<b>152</b>
<b>SOURCES (dollars in \$000)</b>		
Waste Water Capital	152	152
<b>TOTAL</b>	<b>152</b>	<b>152</b>

<b>USES (dollars in \$000)</b>	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	-	5	10	-	-	-	-	15
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	5	-	-	-	-	5
Construction Contracts	-	-	100	-	-	-	-	100
Construction Management	-	-	5	-	-	-	-	5
Salaries/Benefits	-	-	5	-	-	-	-	5
Contingency	-	-	20	-	-	-	-	20
CIP Overheads	-	-	2	-	-	-	-	2
<b>TOTAL USES</b>	<b>-</b>	<b>5</b>	<b>147</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>152</b>
<b>SOURCES (dollars in \$000)</b>								
Waste Water Capital	-	5	147	-	-	-	-	152
<b>TOTAL FUNDS</b>	<b>-</b>	<b>5</b>	<b>147</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>152</b>

**G STREET SEWER IMPROVEMENTS**

**WASTEWATER UTILITY**



**Project Title: G Street Sewer Improvements**

**C66401311**

**PROJECT PURPOSE AND DESCRIPTION**

This project will replace the existing 6-inch Vitrified Clay Pipe (VCP) sewer main on G Street from Petaluma Boulevard S. to 6th Street. This project is part of an ongoing program to upgrade existing sewer mains. This project replaces old, deteriorated and undersized sewer mains and manholes to maintain and improve existing infrastructure and reduce infiltration and inflow. This project will also reduce maintenance costs. This project will be completed in conjunction with the proposed water main replacement project.

**PROJECT PARAMETERS**

Environmental: Notice of Exemption  
 Public Info: N/A  
 Schedule: 2013. Project cost estimate through completion \$520,000.  
 Permits: N/A  
 Reference: N/A

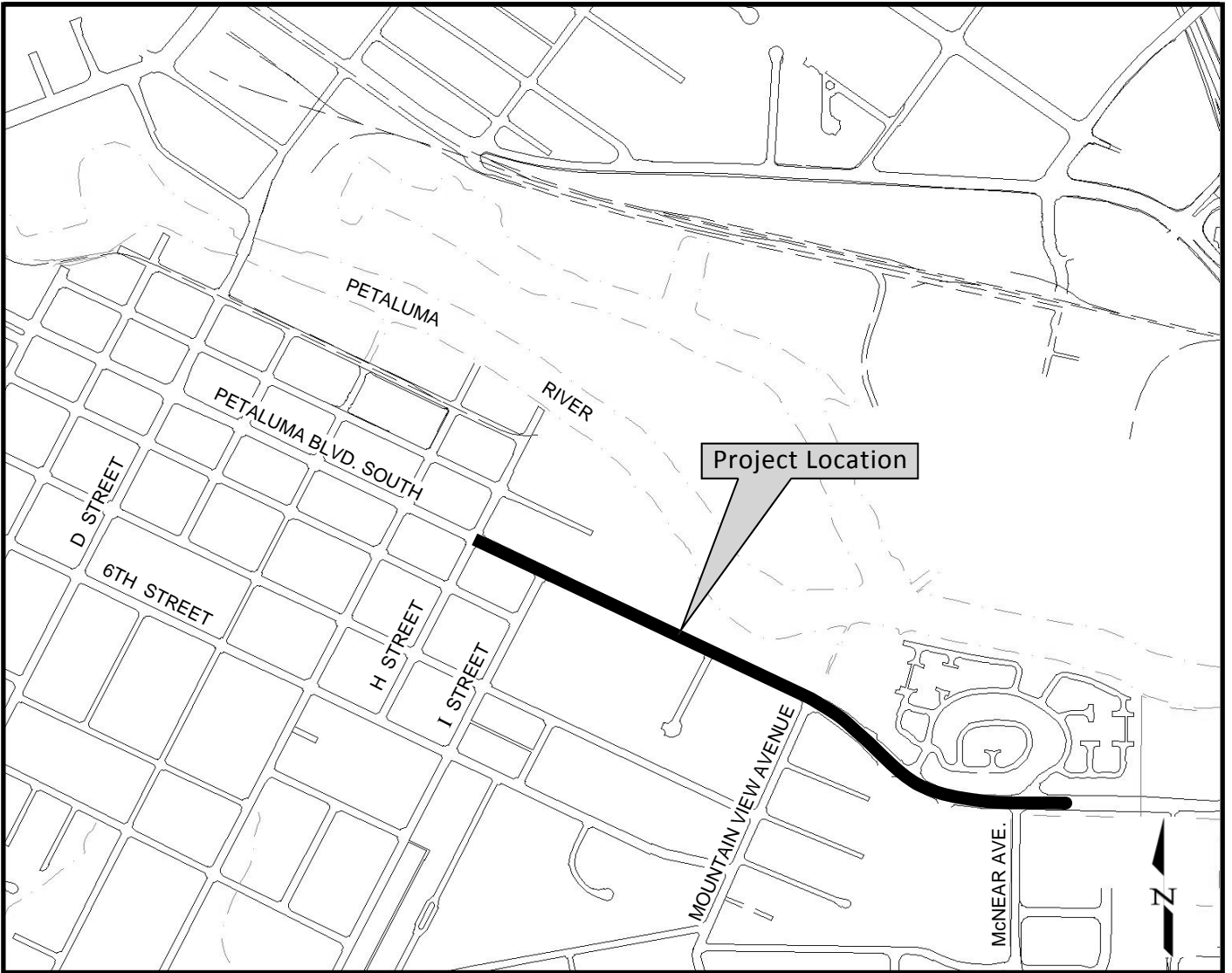
**FINANCIAL OVERVIEW**

C66401311	Project Summary		
	Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
<b>USES (dollars in \$000)</b>			
Planning/Environmental	-	-	-
Land & Easements	-	-	-
Design	35	-	35
Legal Services	-	-	-
Administration	5	-	5
Construction Contracts	325	-	325
Construction Management	35	-	35
Salaries/Benefits	47	-	47
Contingency	65	-	65
CIP Overheads	8	-	8
<b>TOTAL</b>	<b>520</b>	<b>-</b>	<b>520</b>
<b>SOURCES (dollars in \$000)</b>			
Waste Water Capital	520	-	520
<b>TOTAL</b>	<b>520</b>	<b>-</b>	<b>520</b>

C66401311	Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<b>USES (dollars in \$000)</b>								
Planning/Environmental	-	-	-	-	-	-	-	-
Land & Easements	-	-	-	-	-	-	-	-
Design	-	29	6	-	-	-	-	35
Legal Services	-	-	-	-	-	-	-	-
Administration	-	-	5	-	-	-	-	5
Construction Contracts	-	245	80	-	-	-	-	325
Construction Management	-	20	15	-	-	-	-	35
Salaries/Benefits	-	37	10	-	-	-	-	47
Contingency	-	-	65	-	-	-	-	65
CIP Overheads	-	2	6	-	-	-	-	8
<b>TOTAL USES</b>	<b>-</b>	<b>333</b>	<b>187</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>520</b>
<b>SOURCES (dollars in \$000)</b>								
Waste Water Capital	-	333	187	-	-	-	-	520
<b>TOTAL FUNDS</b>	<b>-</b>	<b>333</b>	<b>187</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>520</b>

PETALUMA BLVD. SO. SEWER TRUNK MAIN

WASTEWATER UTILITY



**Project Title: Petaluma Blvd So Sewer Trunk Main**

**C66401314**

**PROJECT PURPOSE AND DESCRIPTION**

The Petaluma Blvd South Project is meant to address undersized multiple parallel sewer mains as well as severe infiltration and inflow (I&I) problems on this main trunk sewer line. The system in the southwest portion of the City is Vitrified Clay Pipe (VCP) which, due to its age and fragility, is cracked and broken. This project will replace the existing pipes with an appropriately sized trunk main. This project will reduce the possibility of future failures, infiltration, and reduce maintenance costs. FY 13/14: Assessment and preliminary design. FY 13/14P: Final design. FY 15/16: Construction.

**PROJECT PARAMETERS**

Environmental: Notice of Exemption  
Public Info: N/A  
Schedule: 2016. Project cost estimate through completion \$3,113,000.  
Permits: N/A  
Reference: N/A

**FINANCIAL OVERVIEW**

**C66401314**

**USES (dollars in \$000)**

Planning/Environmental  
Land & Easements  
Design  
Legal Services  
Administration  
Construction Contracts  
Construction Management  
Salaries/Benefits  
Contingency  
CIP Overheads

Project Summary		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
10	-	10
-	-	-
380	-	380
10	-	10
5	-	5
1,900	-	1,900
190	-	190
285	-	285
285	-	285
48	-	48
<b>TOTAL</b>		<b>3,113</b>

**SOURCES (dollars in \$000)**

Waste Water Capital

3,113	-	3,113
<b>TOTAL</b>		<b>3,113</b>

**USES (dollars in \$000)**

Planning/Environmental  
Land & Easements  
Design  
Legal Services  
Administration  
Construction Contracts  
Construction Management  
Salaries/Benefits  
Contingency  
CIP Overheads

Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
			FY 14-15	FY 15-16	FY 16-17	FY 17-18	
-	-	10	-	-	-	-	10
-	-	-	-	-	-	-	-
-	-	90	290	-	-	-	380
-	-	5	5	-	-	-	10
-	-	-	-	5	-	-	5
-	-	-	-	1,900	-	-	1,900
-	-	-	-	190	-	-	190
-	-	10	40	235	-	-	285
-	-	-	-	285	-	-	285
-	-	3	7	38	-	-	48
<b>TOTAL USES</b>		<b>118</b>	<b>342</b>	<b>2,653</b>			<b>3,113</b>

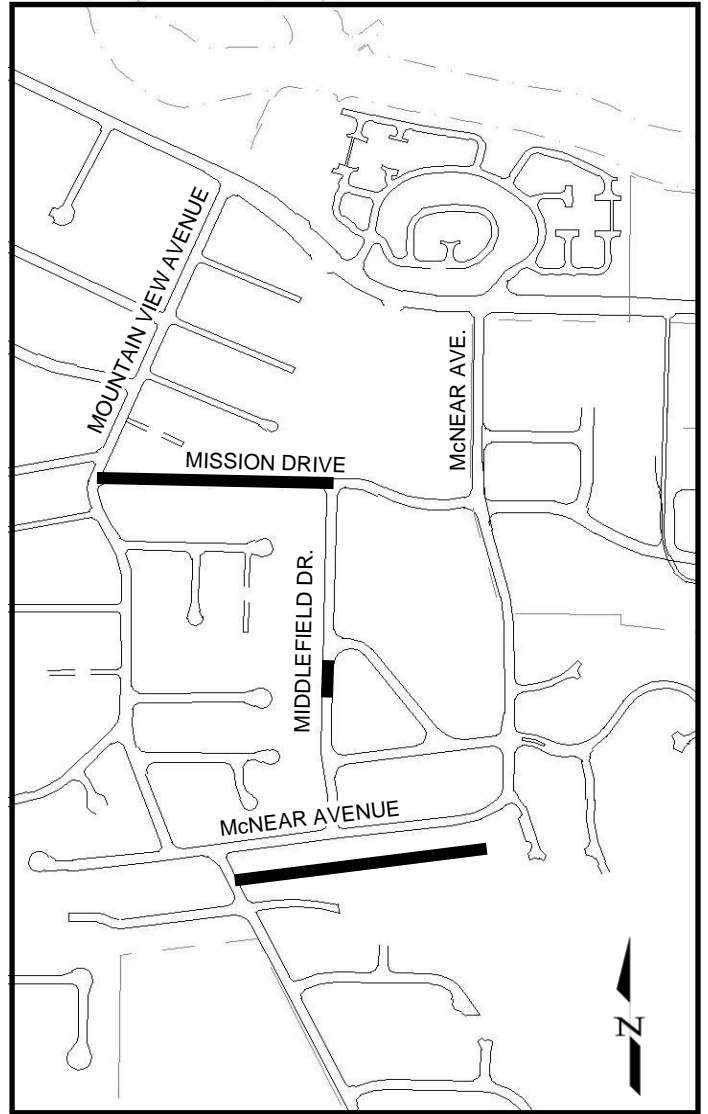
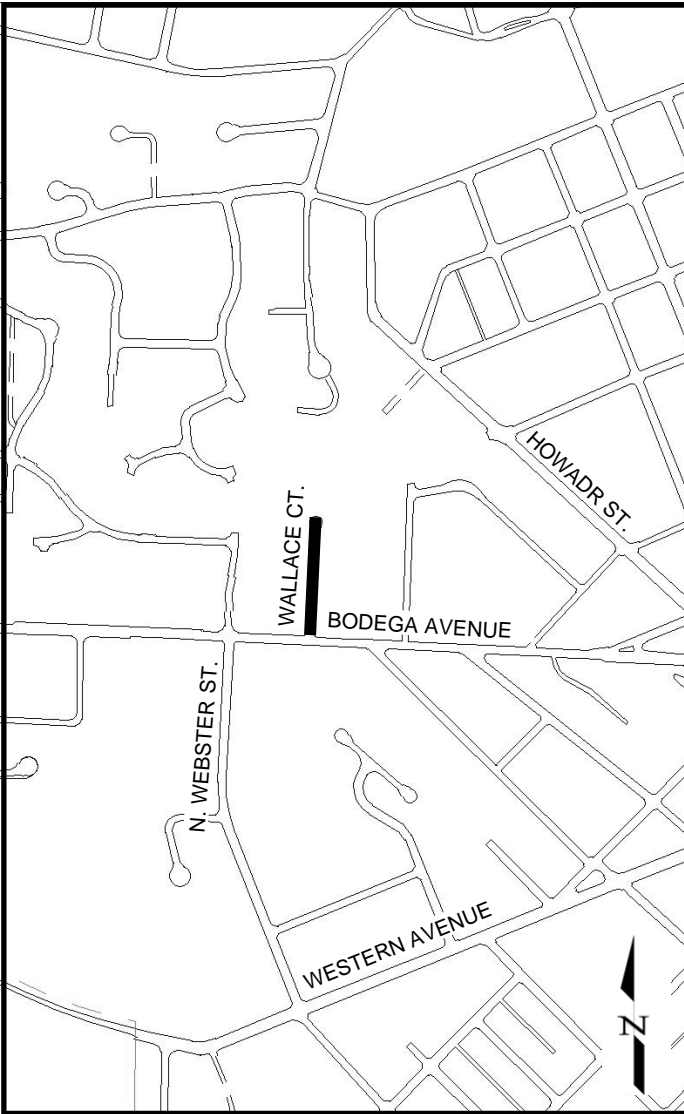
**SOURCES (dollars in \$000)**

Waste Water Capital

-	-	235	225	2,653	-	-	3,113
<b>TOTAL FUNDS</b>		<b>235</b>	<b>225</b>	<b>2,653</b>			<b>3,113</b>

SEWER MAIN REPLACEMENT AND REHABILITATION (13-14 PROJECTS)

WASTEWATER UTILITY



PROJECT LOCATIONS

**Project Title: Sewer Main Replacement & Rehabilitation**

**C66401417**

**PROJECT PURPOSE AND DESCRIPTION**

This project is an ongoing program 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. Fiscal year 13-14 projects include Mission Drive from Mountain View to Middlefield, McNear backyards, and Wallace Court. Fiscal year 14-15 projects include San valor and Vallejo backyard sewer, Arden Way, East D, Wilson at Jefferson, and Madison at San Carlos. Fiscal Year 15-16 projects include La Cresta backyards, Belle View, Orchard, Webster St from Hayes to B, and Hayes from Hill to Webster. Fiscal year 16-17 include Coronado, Cortes and Stuart backyards along with Joan Dr from Maria to Novak, Daniel Dr from Elizabeth to Bungalow, and Albert Way at Weaverly. Fiscal year 17-18 projects include Haven and Scenic backyards, La Cresta Dr, Manor Way, H St at Wickersham Park, Broadway from English to Dana, and Sonoma Ave to North Fair St. The sewer replacement and rehabilitation projects are concurrent with planned water main replacement projects.

**PROJECT PARAMETERS**

Environmental: Notice of Exemption  
Public Info: N/A  
Schedule: Ongoing. Project cost estimate through FY17-18 \$8,185,000.  
Permits: N/A  
Reference: Sewer CCTV and Maintenance Logs

**FINANCIAL OVERVIEW**

C66401417

**USES (dollars in \$000)**

Planning/Environmental  
Land & Easements  
Design  
Legal Services  
Administration  
Construction Contracts  
Construction Management  
Salaries/Benefits  
Contingency  
CIP Overheads

Project Summary		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
-	-	-
-	-	-
-	246	246
-	-	-
-	25	25
-	4,975	4,975
-	1,130	1,130
-	700	700
-	987	987
-	122	122
<b>TOTAL</b>	<b>8,185</b>	<b>8,185</b>

**SOURCES (dollars in \$000)**

Waste Water Capital

-	8,185	8,185
<b>TOTAL</b>	<b>8,185</b>	<b>8,185</b>

**USES (dollars in \$000)**

Planning/Environmental  
Land & Easements  
Design  
Legal Services  
Administration  
Construction Contracts  
Construction Management  
Salaries/Benefits  
Contingency  
CIP Overheads

Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
			FY 14-15	FY 15-16	FY 16-17	FY 17-18	
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	35	41	37	68	65	246
-	-	-	-	-	-	-	-
-	-	5	5	5	5	5	25
-	-	740	820	745	1,370	1,300	4,975
-	-	116	193	177	332	312	1,130
-	-	65	123	112	205	195	700
-	-	140	164	149	274	260	987
-	-	17	20	19	34	32	122
<b>TOTAL USES</b>	-	<b>1,118</b>	<b>1,366</b>	<b>1,244</b>	<b>2,288</b>	<b>2,169</b>	<b>8,185</b>

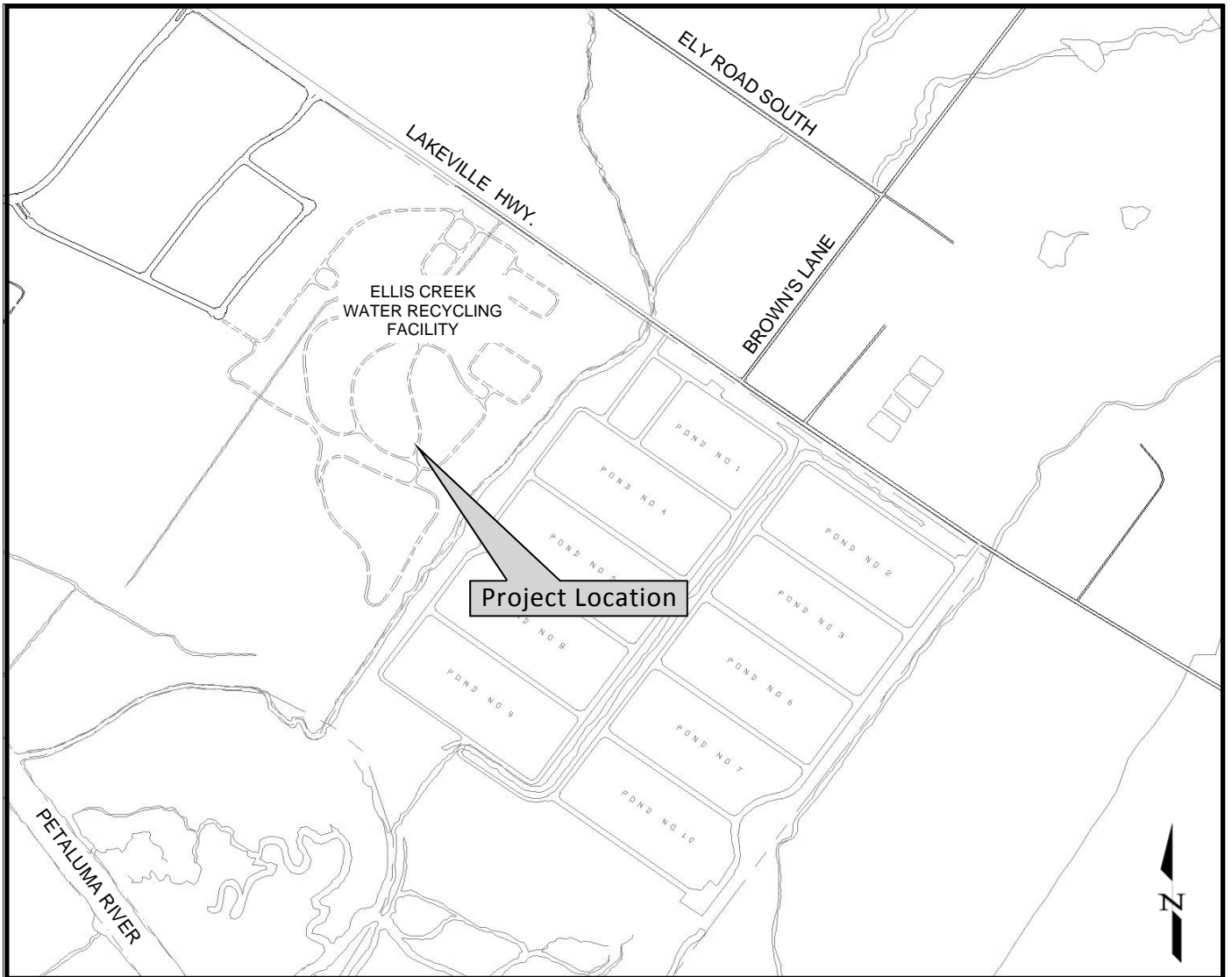
**SOURCES (dollars in \$000)**

Waste Water Capital

-	-	1,118	1,366	1,244	2,288	2,169	8,185
<b>TOTAL FUNDS</b>	-	<b>1,118</b>	<b>1,366</b>	<b>1,244</b>	<b>2,288</b>	<b>2,169</b>	<b>8,185</b>

ELLIS CREEK SITE WORK

WASTEWATER UTILITY





**Project Title: Ellis Creek Site Work**

**C66501418**

**PROJECT PURPOSE AND DESCRIPTION**

This project will improve the public pathways at the Ellis Creek Water Recycling Facility. Improvements include re-grading at lower lying paths which are inundated during winter storms, installing a connector walkway between the main path and the walkway at the polishing wetlands cell C due to foot traffic which has eroded the embankment.

**PROJECT PARAMETERS**

Environmental: Notice of Exemption  
Public Info: N/A  
Schedule: Summer 2015. Project cost estimate through completion \$250,000.  
Permits: N/A  
Reference: Maintenance issues.

**FINANCIAL OVERVIEW**

C66501418

**USES (dollars in \$000)**

Planning/Environmental  
Land & Easements  
Design  
Legal Services  
Administration  
Construction Contracts  
Construction Management  
Salaries/Benefits  
Contingency  
CIP Overheads

Project Summary		
Total Estimate as of 6/30/13	Adjustments FY 13-14	Total Estimate as of 6/30/14
-	-	-
-	-	-
-	25	25
-	-	-
-	-	-
-	150	150
-	15	15
-	25	25
-	30	30
-	5	5
<b>TOTAL</b>	<b>250</b>	<b>250</b>

**SOURCES (dollars in \$000)**

Waste Water Capital

-	250	250
<b>TOTAL</b>	<b>250</b>	<b>250</b>

**USES (dollars in \$000)**

Planning/Environmental  
Land & Easements  
Design  
Legal Services  
Administration  
Construction Contracts  
Construction Management  
Salaries/Benefits  
Contingency  
CIP Overheads

Actual Life to Date thru 6/30/12	Estimate FY 12-13	Budget FY 13-14	PROJECTED				Total Estimate
			FY 14-15	FY 15-16	FY 16-17	FY 17-18	
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	25	-	-	-	25
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	150	-	-	-	150
-	-	-	15	-	-	-	15
-	-	-	25	-	-	-	25
-	-	-	30	-	-	-	30
-	-	-	5	-	-	-	5
<b>TOTAL USES</b>	<b>-</b>	<b>-</b>	<b>250</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>250</b>

**SOURCES (dollars in \$000)**

Waste Water Capital

-	-	-	250	-	-	-	250
<b>TOTAL FUNDS</b>	<b>-</b>	<b>-</b>	<b>250</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>250</b>



**FEMA PERMANENT CAPITAL PROJECTS BUDGET FY 13-14  
WINTER STORM 2005 and SPRING STORM 2006  
PROJECT SUMMARY**

Fund 3161.31610

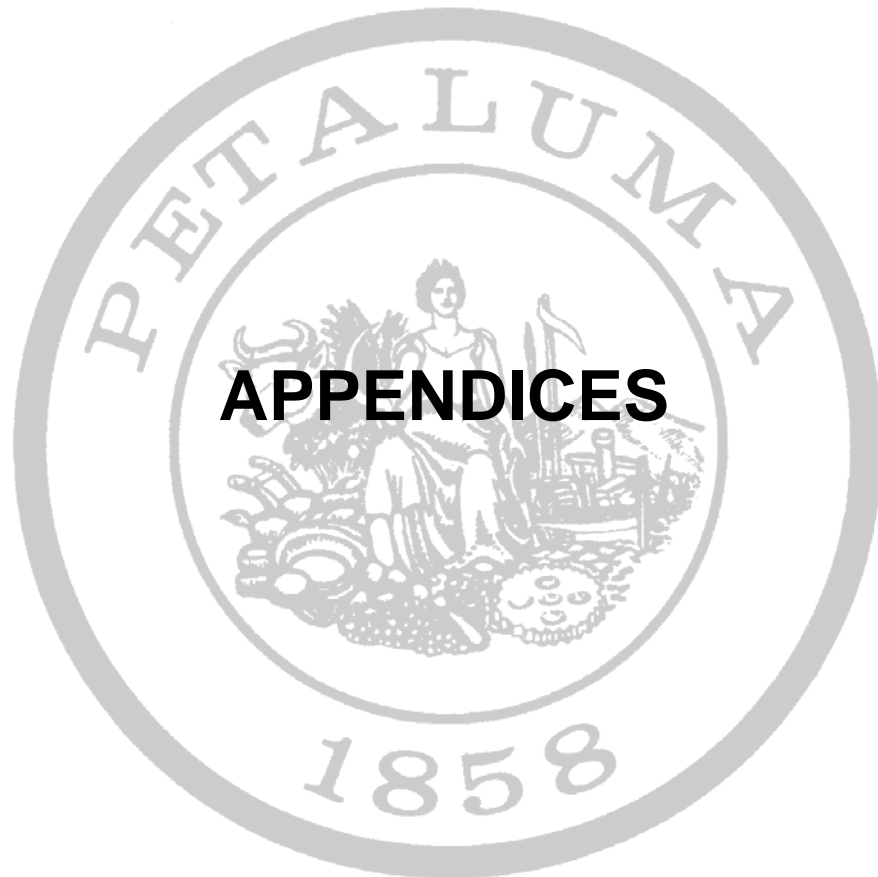
PROJECTS	Actual Life to Date thru 6/30/12	Estimated Actuals FY 12-13	Budget * FY 13-14	PROJECTED				Total Estimate
				FY 14-15	FY 15-16	FY 16-17	FY 17-18	
F070006 PW Roads - Stony Point	\$ 18,000	\$ -					\$ -	\$ 18,000
F128006 PW Roads - Asphalt Separation		-						-
F070406* PW Bridge - Factory Outlet	14,000	-	77,127	136,406				227,533
F071106* PW Streets - Stony Point Shoulder	5,000	-						5,000
F095406 PW Soundwalls - Caulfield/East Washington	102,000	-						102,000
F096106* PW Bridge - Balshaw	40,000	-	90,000	147,123				277,123
F127706 PW Rip Rap - Twin Bridges	80,000	-	70,000	96,000				246,000
F128006 PW Roads-Asphalt Separation	68,000	-						68,000
F128506* PW Flood Terrace - Industrial Ave	57,000	-	94,000	112,000				263,000
F128906* PW Roads - Asphalt Separation		-						-
F129306 PW Roads - Asphalt Separation	139,000	-						139,000
F130406 PW Rip Rap - Stony Point Bridge	95,000	-	60,000	125,000				280,000
F228506 PW Roads - Asphalt Separation	964,000	-	521,651					1,485,651
F334006 PW Traffic Signal Controller	13,000	-						13,000
F334906 PW Road Repair - Citywide	33,000	-						33,000
F335106* PW Road Repair - Citywide FHWA	5,000	-						5,000
F068306 PW Sidewalk - Prospect/Kentucky	68,000	-						68,000
F073106 PW Roads - Ely at Spanish Bay S.	51,000	-						51,000
F073206 PW Roads - S.McDowell at Corp. Cir	196,000	-						196,000
F073306* PW Roads - Casa Grande-Henry-S.Mc	7,000	-						7,000
F073606* PW Roads - Maria Dr.	6,000	-						6,000
F073706 PW Roads - Ely at Arrowhead	90,000	-						90,000
F073906* PW Roads - Casa Grande(Sartori/Henry)	5,000	-						5,000
F074006 PW Roads - McDowell (Casa Gr/Bond)	3,000	-						3,000
F074106 PW Roads - Pineview	104,000	-						104,000
F074406* PW Roads - Maria	4,000	-						4,000
F083906* PW Roads - Garfield		-						-
F084206 PW Roads - I St. (Kingswood)	57,000	-						57,000
<b>TOTAL</b>	<b>\$ 2,224,000</b>	<b>\$ -</b>	<b>\$ 912,778</b>	<b>\$ 616,529</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$3,753,307</b>

**SOURCES**

State Grant - OES (25%)	\$ 556,000	\$ -	228,195	\$ 154,132	\$ -	\$ -	\$ -	\$ 938,327
Federal Grant - FEMA (75%)	1,668,000	-	684,584	462,397	-	-	-	2,814,980
<b>TOTAL</b>	<b>\$ 2,224,000</b>	<b>\$ -</b>	<b>\$ 912,778</b>	<b>\$ 616,529</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$3,753,307</b>

\* Actuals adjusted for final appeal/review decisions on open projects and cumulative expenditures on projects. Projects still under appeal or denied have a zero actual/appropriation amount.







**FISCAL YEAR 2014**  
**ALLOCATION OF INTERNAL SERVICE FUNDS AND ADMINISTRATIVE OVERHEAD CHARGES**

<b>Department/Division</b>	<b>Info Svcs. FY 2014</b>	<b>Gen. Svcs. FY 2014</b>	<b>Liability FY 2014</b>	<b>Admin. Ovhd. FY 2014</b>	<b>Total Allocation FY 2014</b>
<b>City Council</b>	\$ -	\$ -	\$ 1,120	\$ -	1,120
<b>City Clerk</b>	20,670	1,000	4,480		26,150
<b>City Attorney</b>	3,280	1,000	4,480		8,760
<b>City Manager</b>	19,490	1,000	8,220		28,710
<b>Human Resources</b>	12,080	1,000	2,240		15,320
<b>Finance</b>	98,990	5,000	20,700		124,690
<b>Police</b>	289,950	32,550	283,330		605,830
<b>Fire</b>	89,100	16,650	172,450		278,200
<b>Community Development</b>	26,000		6,720		32,720
<b>Public Works</b>	129,730	10,850	67,770		208,350
<b>Parks &amp; Recreation</b>	<u>26,090</u>	<u>2,000</u>	<u>22,270</u>	-	<u>50,360</u>
<b>Sub-Total - General fund</b>	<u>715,380</u>	<u>71,050</u>	<u>593,780</u>	-	<u>1,380,210</u>

**FISCAL YEAR 2014  
 ALLOCATION OF INTERNAL SERVICE FUNDS AND ADMINISTRATIVE OVERHEAD CHARGES**

<b>Department/Division</b>	<b>Info Svcs. FY 2014</b>	<b>Gen. Svcs. FY 2014</b>	<b>Liability FY 2014</b>	<b>Admin. Ovhd. FY 2014</b>	<b>Total Allocation FY 2014</b>
CDBG	1,600		3,240	5,900	10,740
Gas Tax			-	1,000	1,000
General Government Donations			-	1,500	1,500
Governmental CIPs			-	134,550	134,550
Housing In-Lieu	7,010		9,340	8,000	24,350
Impact fees			-	10,950	10,950
Landscape Assessment Districts	2,580	100	1,570	3,600	7,850
Public Safety Special Revenue			-	2,056	2,056
Street Maintenance Funds	11,650	5,000	70,650	45,700	133,000
TOT	-	-	-	1,750	1,750
<b>Sub-total Special Rev. Funds</b>	<b><u>22,840</u></b>	<b><u>5,100</u></b>	<b><u>84,800</u></b>	<b><u>215,006</u></b>	<b><u>327,746</u></b>
Airport Operation	13,160	1,000	16,420	77,900	108,480
Development Services	111,070	1,000	9,760	52,800	174,630
Marina	5,950		5,980	32,400	44,330
Transit Operations	67,770	1,000	44,680	91,550	205,000
Wastewater Administration	311,440	8,000	467,770	342,750	1,129,960
Wastewater CIP				41,000	41,000
Water Administration	395,940	8,000	182,920	252,850	839,710
Water CIP	-	-	-	15,600	15,600
<b>Sub-total Enterprise Funds</b>	<b><u>905,330</u></b>	<b><u>19,000</u></b>	<b><u>727,530</u></b>	<b><u>906,850</u></b>	<b><u>2,558,710</u></b>
Information Services				38,800	38,800
Employee Benefits				12,750	12,750
Workers Compensation	1,530			18,400	19,930
General Services	6,460			12,850	19,310
Risk Management	16,790	-	-	25,700	42,490
<b>Sub-total Internal Service Funds</b>	<b><u>24,780</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>108,500</u></b>	<b><u>133,280</u></b>
Successor Agency Housing	-	1,000	61,190	36,500	98,690
<b>Sub-total Successor Agency Funds</b>	<b><u>-</u></b>	<b><u>1,000</u></b>	<b><u>61,190</u></b>	<b><u>36,500</u></b>	<b><u>98,690</u></b>
<b>TOTAL ALLOCATIONS</b>	<b><u>\$ 1,668,330</u></b>	<b><u>\$ 96,150</u></b>	<b><u>\$ 1,467,300</u></b>	<b><u>\$ 1,266,856</u></b>	<b><u>4,498,636</u></b>



## TRANSFERS OUT

FROM	TO	AMOUNT	PURPOSE
General Fund	Public Works CIP	44,000	C16201306
	Vehicle Replacement	<u>100,000</u>	
		144,000	
Commercial Linkage	Housing Successor Agency	150,000	SAR051150
Community Facilities Impact	Public Works CIP	13,000	C16201306
Fire Suppression Impact Fees	Fire CIP	194,000	C00300405
	Fire CIP	14,000	C14101406
	Fire CIP	<u>2,000</u>	C14501407
		210,000	
Housing In-Lieu Impact	Housing Successor Agency	150,000	SAR051150
Parkland Impact Fees	Parks CIP	74,000	C00400206
		278,000	C00400104
		<u>6,000</u>	C14501402
		358,000	
Storm Drainage Impact Fees	Public Works CIP	50,000	C00500704
	Public Works CIP	312,000	C16301307
	Public Works CIP	<u>58,000</u>	C16301412
		420,000	
Traffic Mitigation	Public Works CIP	153,000	C03200503
Public Works Grants	Public Works CIP	382,000	C16101006
	Public Works CIP	60,000	C16101101
	Public Works CIP	146,000	C16101103
	Public Works CIP	66,000	C16101201
	Public Works CIP	141,000	C16201308
	Public Works CIP	182,000	C16101309
	Public Works CIP	67,000	e16042012
	Public Works CIP	299,000	e16082012
	Public Works CIP	<u>220,000</u>	C16101416
		1,563,000	
Donations	Parks CIP	20,000	C00400206
	Public Works CIP	4,000	C16101103
	Public Works CIP	<u>24,000</u>	C16201308
		48,000	
Asset Seizure	General Fund	30,000	general support
SLESF	General Fund	100,000	CAD/RMS system
Gas Tax	Street Maintenance	1,250,000	street maintenance
TOT	General Fund	1,290,189	general support
	Information Technology	<u>10,000</u>	e73501401
		1,300,189	
Prince Park	General Fund	56,500	general support

## TRANSFERS OUT

FROM	TO	AMOUNT	PURPOSE
Street Maintenance	Public Works CIP	10,000	C16101101
	Public Works CIP	21,000	C16101103
	Public Works CIP	75,000	C16101201
	Public Works CIP	453,000	C16101303
	Public Works CIP	31,000	C16101309
	Public Works CIP	62,000	C16501410
	Public Works CIP	12,000	C16501412
	Public Works CIP	35,000	e16022011
	Public Works CIP	12,000	C02500104
	Public Works CIP	34,000	C16101416
		745,000	
Successor Agency	Public Works CIP	566,000	C00501204
	Public Works CIP	1,326,000	e16100280
		1,892,000	
Airport Operating	Airport CIP	27,000	C61501402
	Airport CIP	158,000	C61501402
		185,000	
Transit Operating	Transit CIP	277,000	C65201201
FTA State of Good Repair	Transit CIP	967,000	C65201201
Waste Water Operating	Waste Water CIP	1,983,000	C66400902
	Waste Water CIP	38,000	C66401301
	Waste Water CIP	200,000	C66401415
	Waste Water CIP	2,273,000	C00501400
	Waste Water CIP	385,000	C66501002
	Waste Water CIP	138,000	C66401101
	Waste Water CIP	787,000	C66501004
	Waste Water CIP	750,000	C66501003
	Waste Water CIP	2,140,000	C66501305
	Waste Water CIP	950,000	C66501306
	Waste Water CIP	147,000	C66501310
	Waste Water CIP	187,000	C66401311
	Waste Water CIP	1,118,000	C66401417
		11,096,000	
Water Operating	Water CIP	274,000	C67401201
	Water CIP	1,569,000	C67401002
	Water CIP	200,000	C67401003
	Water CIP	108,000	C67401004
	Water CIP	179,000	C67501301
	Water CIP	428,000	C67501303
	Water CIP	527,000	C67501407
	Water CIP	750,000	C67501406
	Water CIP	800,000	C67500903
	Water CIP	125,000	e67012014
		4,960,000	
<b>GRAND TOTAL</b>		<b>26,067,689</b>	

TRANSFERS IN

TO	FROM	AMOUNT	PURPOSE
General Fund	Asset Seizure	30,000	general support
	SLESF	100,000	CAD/RMS system
	TOT	1,290,189	general support
	Prince Park	56,500	general support
		<u>1,476,689</u>	
Housing Successor Agency	Commercial Linkage	150,000	SAR051150
	Housing In-Lieu Impact	150,000	SAR051150
		<u>300,000</u>	
Street Maintenance	Gas Tax	1,250,000	street maintenance
Vehicle Replacement	General Fund	100,000	
Airport CIP	Airport Operating	27,000	C61501402
	Airport Operating - FAA grant	158,000	C61501402
		<u>185,000</u>	
Information Technology	TOT	10,000	e73501401
Public Works CIP	General Fund	44,000	C16201306
	Community Facilities Impact	13,000	C16201306
	Storm Drainage Impact Fees	50,000	C00500704
	Storm Drainage Impact Fees	312,000	C16301307
	Storm Drainage Impact Fees	58,000	C16301412
	Traffic Mitigation	153,000	C03200503
	Public Works Grants	382,000	C16101006
	Public Works Grants	60,000	C16101101
	Public Works Grants	146,000	C16101103
	Public Works Grants	66,000	C16101201
	Public Works Grants	141,000	C16201308
	Public Works Grants	182,000	C16101309
	Public Works Grants	67,000	e16042012
	Public Works Grants	299,000	e16082012
	Public Works Grants	220,000	C16101416
	Donations	4,000	C16101103
	Donations	24,000	C16201308
	Street Maintenance	10,000	C16101101
	Street Maintenance	21,000	C16101103
	Street Maintenance	75,000	C16101201
	Street Maintenance	453,000	C16101303
	Street Maintenance	31,000	C16101309
	Street Maintenance	62,000	C16501410
	Street Maintenance	12,000	C16501412
	Street Maintenance	35,000	e16022011
	Street Maintenance	12,000	C02500104
	Street Maintenance	34,000	C16101416
	Successor Agency	566,000	C00501204
	Successor Agency	1,326,000	e16100280
		<u>4,858,000</u>	
	Fire CIP	Fire Suppression Impact Fees	194,000
Fire Suppression Impact Fees		14,000	C14101406
Fire Suppression Impact Fees		2,000	C14501407
		<u>210,000</u>	

**TRANSFERS IN**

TO	FROM	AMOUNT	PURPOSE
Parks CIP	Parkland Impact Fees	74,000	C00400206
	Parkland Impact Fees	278,000	C00400104
	Parkland Impact Fees	6,000	C14501402
	Donations	20,000	C00400206
		<u>378,000</u>	
Transit CIP	FTA State of Good Repair	967,000	C65201201
	Transit Operating	277,000	C65201201
		<u>1,244,000</u>	
Water CIP	Water Operating	274,000	C67401201
	Water Operating	1,569,000	C67401002
	Water Operating	200,000	C67401003
	Water Operating	108,000	C67401004
	Water Operating	179,000	C67501301
	Water Operating	428,000	C67501303
	Water Operating	527,000	C67501407
	Water Operating	750,000	C67501406
	Water Operating	800,000	C67500903
	Water Operating	125,000	e67012014
		<u>4,960,000</u>	
Waste Water CIP	Waste Water Operating	1,983,000	C66400902
	Waste Water Operating	38,000	C66401301
	Waste Water Operating	200,000	C66401415
	Waste Water Operating	2,273,000	C00501400
	Waste Water Operating	385,000	C66501002
	Waste Water Operating	138,000	C66401101
	Waste Water Operating	787,000	C66501004
	Waste Water Operating	750,000	C66501003
	Waste Water Operating	2,140,000	C66501305
	Waste Water Operating	950,000	C66501306
	Waste Water Operating	147,000	C66501310
	Waste Water Operating	187,000	C66401311
	Waste Water Operating	1,118,000	C66401417
		<u>11,096,000</u>	
<b>GRAND TOTAL</b>		<b>26,067,689</b>	

**FULL TIME POSITIONS - ALLOCATION BY HOME DEPARTMENT  
FY 13-14**

DEPARTMENT POSITION	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 13-14	General Fund	Enterprise Funds	Internal Service Funds	Successor Agency Funds	Other Funds
	-----Authorized-----				Funded					
	Positions	Positions	Positions	Positions	Positions					
<b><u>CITY CLERK</u></b>										
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00				
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00				
<b>Total City Clerk</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>CITY ATTORNEY</u></b>										
Legal Assistant	0.50	0.50	0.50	0.50	0.00	0.00				
<b>Total City Attorney</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</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	0.50	0.3		0.20	
Asst. City Manager	1.00	1.00	1.00	1.00	1.00	1.00				
Senior Planner	1.00	1.00	1.00	1.00	1.00	0.80				0.20
Exec. Asst. to City Manager	1.00	1.00	1.00	1.00	1.00	1.00				
Secretary	1.00	1.00	1.00	1.00	0.00	0.00				
<b>Total City Manager</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>4.00</b>	<b>3.30</b>	<b>0.30</b>	<b>0.00</b>	<b>0.20</b>	<b>0.20</b>
<b><u>HUMAN RESOURCES</u></b>										
Human Resources Analyst II/III	1.00	1.00	1.00	1.00	0.00					
Human Resources Asst. II	1.00	1.00	1.00	1.00	1.00	1.00				
Human Resources Manager	1.00	1.00	1.00	1.00	1.00	0.60		0.40		
Human Resources Specialist	1.00	1.00	1.00	1.00	1.00			1.00		
<b>Total Human Resources</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>3.00</b>	<b>1.60</b>	<b>0.00</b>	<b>1.40</b>	<b>0.00</b>	<b>0.00</b>
<b><u>INFORMATION TECHNOLOGY</u></b>										
Info Tech Specialist 1/2/3	4.00	4.00	4.00	4.00	4.00			4.00		
Information Systems Manager	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		
Programmer Analyst	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>0.00</b>	<b>0.00</b>	<b>7.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>FINANCE DEPARTMENT</u></b>										
Accountant	2.00	2.00	2.00	2.00	2.00	2.00				
Senior Financial Analyst	0.00	0.00	0.00	1.00	1.00	1.00				
Accountant Analyst	1.00	1.00	1.00	1.00	1.00	0.15		0.10		0.75
Accounting Assistant I/II	6.00	6.00	6.00	6.00	6.00	2.00	4.00			
Accounting Technician	1.00	1.00	1.00	1.00	0.00					
Administrative Technician	1.00	1.00	1.00	1.00	0.00					
Commercial Services Mgr.	1.00	1.00	1.00	1.00	1.00	0.40	0.50	0.10		
Dir. Of Finance	1.00	1.00	1.00	1.00	1.00	0.50	0.20	0.10	0.20	
Finance & Accounting Manager	1.00	1.00	1.00	1.00	0.00					
Mail Service Assistant	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		
Senior Accountant	1.00	1.00	1.00	1.00	1.00	1.00				
<b>Total Finance</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>18.00</b>	<b>15.00</b>	<b>7.05</b>	<b>4.70</b>	<b>2.30</b>	<b>0.20</b>	<b>0.75</b>

**FULL TIME POSITIONS - ALLOCATION BY HOME DEPARTMENT  
FY 13-14**

DEPARTMENT POSITION	-----Authorized-----				FY 13-14	General Fund	Enterprise Funds	Internal Service Funds	Successor Agency Funds	Other Funds
	FY 10-11 Positions	FY 11-12 Positions	FY 12-13 Positions	FY 13-14 Positions	FY 13-14 Funded Positions					
<b><u>POLICE</u></b>										
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00				
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00				
Community Service Officer	5.00	5.00	5.00	5.00	1.00	1.00				
Evidence Technician	1.00	1.00	1.00	1.00	1.00	1.00				
Police Captain	2.00	0.00	0.00	0.00	0.00	0.00				
Police Lieutenant	4.00	4.00	5.00	5.00	5.00	5.00				
Police Officer	60.00	60.00	60.00	60.00	47.00	46.00				1.00
Police Records Assistant II	5.50	5.50	5.50	5.50	4.50	4.50				
Parking Enforcement Officer	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				
Police Sergeant	10.00	10.00	10.00	10.00	9.00	9.00				
Public Safety Dispatcher	12.00	12.00	12.00	12.00	9.00	9.00				
Neighbor. Pres. Coord.	1.00	1.00	1.00	1.00	1.00	0.55	0.45			
Public Safety Comm Mgr	1.00	1.00	1.00	1.00	0.00	0.00				
Secretary	1.00	1.00	1.00	1.00	0.00	0.00				
<b>Total Police</b>	<b>107.50</b>	<b>105.50</b>	<b>106.50</b>	<b>106.50</b>	<b>82.50</b>	<b>81.05</b>	<b>0.45</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>
<b><u>ANIMAL SERVICES</u></b>										
Animal Care Technician	1.00	1.00	1.00	0.00	0.00	0.00				
Animal Control Officer	2.00	2.00	2.00	0.00	0.00	0.00				
Animal Services Manager	1.00	1.00	1.00	0.00	0.00	0.00				
Animal Shelter Assistant	2.00	2.00	2.00	0.00	0.00	0.00				
Animal Shelter Supervisor	1.00	1.00	1.00	0.00	0.00	0.00				
Sr. Animal Control Officer	1.00	1.00	1.00	0.00	0.00	0.00				
<b>Total Animal Services</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>FIRE</u></b>										
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00				
Fire Battalion Chief - EMS Mgr	1.00	1.00	1.00	1.00	1.00	1.00				
Fire Battalion Chief	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				
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00				
Fire Engineer	7.00	6.00	6.00	4.00	4.00	6.00				
Fire Engineer/Paramedic	2.00	3.00	3.00	5.00	5.00	2.00				
Fire Inspector I/II	2.00	2.00	2.00	2.00	1.00	2.00				
Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00				
Firefighter	13.00	14.00	14.00	16.00	12.00	14.00				
Firefighter/Paramedic	17.00	16.00	16.00	14.00	18.00	16.00				
Secretary	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>57.00</b>	<b>57.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>COMMUNITY DEVELOPMENT</u></b>										
Building Inspector I	2.00	2.00	2.00	2.00	2.00		2.00			
Permit Processing Tech	1.00	1.00	1.00	1.00	1.00		1.00			
Chief Bldg Official	0.00	1.00	1.00	1.00	1.00		1.00			
Plans Examiner	0.00	0.00	0.00	1.00	1.00		1.00			
Senior Building Inspector	1.00	0.00	1.00	1.00	0.00					
<b>Total Comm. Development</b>	<b>4.00</b>	<b>4.00</b>	<b>5.00</b>	<b>6.00</b>	<b>5.00</b>	<b>0.00</b>	<b>5.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**FULL TIME POSITIONS - ALLOCATION BY HOME DEPARTMENT  
FY 13-14**

DEPARTMENT POSITION	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 13-14	General Fund	Enterprise Funds	Internal Service Funds	Successor Agency Funds	Other Funds
	-----Authorized-----				Funded					
	Positions	Positions	Positions	Positions	Positions					
<b><u>PUBLIC WORKS</u></b>										
Administrative Assistant	1.00	1.00	1.00	1.00	0.00					
Airport Manager	1.00	1.00	1.00	1.00	1.00		1.00			
Dir. Public Works & Utilities	1.00	0.50	0.50	0.50	0.50	0.05	0.30			0.15
Budget/Grants Manager	1.00	1.00	1.00	1.00	0.00					
City Engineer	1.00	1.00	1.00	1.00	1.00	0.80				0.20
Engineering Manager	1.00	1.00	1.00	1.00	1.00	0.10	0.40			0.50
Equipment Mechanic	1.00	1.00	1.00	1.00	1.00	0.70	0.20			0.10
Equipment Maintenance Lead Wkr	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	1.90	0.10			
Green Building Project Manager	1.00	1.00	1.00	1.00	1.00	0.20	0.10			0.70
Inspection Supervisor	1.00	1.00	1.00	1.00	1.00	0.75				0.25
Office Assistant II	2.00	2.00	2.00	2.00	1.00	0.40	0.30			0.30
Parks Landscape Manager	1.00	1.00	1.00	1.00	1.00	0.75				0.25
Parks Maintenance Foreworker	1.00	1.00	1.00	1.00	1.00	1.00				
Parks Maintenance Lead Worker	2.00	3.00	3.00	3.00	0.00	0.00				
Parks Maintenance Worker I	2.00	2.00	2.00	2.00	0.00	0.00				
Parks Maintenance Worker II	9.00	8.00	8.00	8.00	6.00	6.00				
Public Works Crew Supervisor	2.00	2.00	2.00	2.00	1.00					1.00
Public Works Inspector I	1.00	1.00	1.00	1.00	0.00	0.00				
Public Works Inspector II	2.00	2.00	2.00	2.00	2.00	0.25	1.20			0.55
Public Works Supervisor	1.00	1.00	1.00	1.00	0.00					
Secretary	2.00	2.00	2.00	2.00	1.00	0.35	0.65			
Senior Civil Engineer	3.00	3.00	3.00	3.00	2.00	0.20	0.70			1.10
Street Maintenance Lead Wkr	1.00	1.00	1.00	1.00	2.00					2.00
Street Maintenance Worker II	10.00	10.00	10.00	10.00	9.00					9.00
Traffic Signal Light Technician	3.00	3.00	3.00	3.00	2.00					2.00
Transit Manager	1.00	1.00	1.00	1.00	1.00		1.00			
<b>Total Public Works</b>	<b>55.00</b>	<b>54.50</b>	<b>54.50</b>	<b>54.50</b>	<b>38.50</b>	<b>14.15</b>	<b>6.15</b>	<b>0.00</b>	<b>0.00</b>	<b>18.20</b>
<b><u>PARKS &amp; RECREATION</u></b>										
Administrative Technician	1.00	1.00	1.00	1.00	1.00	1.00				
Office Assistant II	2.00	2.00	2.00	2.00	1.00	1.00				
Recreation Coordinator	2.00	2.00	2.00	3.00	3.00	3.00				
Recreation Supervisor	2.00	2.00	2.00	1.00	1.00	1.00				
<b>Total Parks &amp; Recreation</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>RISK MANAGEMENT</u></b>										
Risk Manager	1.00	1.00	1.00	1.00	0.00					
Secretary	1.00	1.00	1.00	1.00	0.00					
<b>Total Risk Management</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**FULL TIME POSITIONS - ALLOCATION BY HOME DEPARTMENT  
FY 13-14**

DEPARTMENT POSITION	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 13-14	General Fund	Enterprise Funds	Internal Service Funds	Successor Agency Funds	Other Funds
	-----Authorized-----				Funded					
	Positions	Positions	Positions	Positions	Positions					
<b><u>WATER RESOURCES/CONSERVATION</u></b>										
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	0.15	0.70			0.15
Administrative Technician	1.00	1.00	1.00	1.00	1.00		1.00			
Asst. Utility Manager	1.00	0.00	0.00	0.00	0.00					
Asst. Utility System Operator	2.00	1.00	1.00	1.00	1.00		1.00			
Dir. Public Works & Utilities	0.00	0.50	0.50	0.50	0.50		0.50			
Electrical Maintenance Worker II	1.00	1.00	1.00	1.00	1.00		1.00			
Water Resource & Conserv Eng Mgr	0.00	1.00	1.00	1.00	1.00		1.00			
Engineering Manager	2.00	1.00	1.00	1.00	1.00		1.00			
Engineering Tech II	1.00	1.00	1.00	2.00	2.00		2.00			
Env. Compliance Inspector	1.00	1.00	1.00	1.00	1.00		1.00			
Env. Services Supervisor	1.00	1.00	1.00	1.00	1.00		1.00			
Laboratory Analyst	1.00	1.00	1.00	1.00	1.00		1.00			
Mechanical Technician	1.00	1.00	1.00	1.00	1.00		1.00			
Office Asst. II	1.00	1.00	1.00	1.00	1.00	0.05	0.80			0.15
Secretary	1.00	1.00	1.00	1.00	1.00		0.85			0.15
Senior Civil Engineer	2.00	2.00	1.00	1.00	1.00		0.90			0.10
Associate Civil Engineer			1.00	1.00	1.00		1.00			
Senior Engineering Tech	2.00	2.00	2.00	2.00	2.00		2.00			
Senior Env. Chemist	1.00	0.00	0.00	0.00	0.00					
Sr. Laboratory Analyst	0.00	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			
Utility Manager	1.00	1.00	1.00	1.00	1.00	0.05	0.70			0.25
Utility Service Lead Worker	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			
Utility Service Worker III	2.00	2.00	2.00	2.00	2.00		2.00			
Utility System Operator	0.00	1.00	1.00	1.00	1.00		1.00			
Utility Supervisor	1.00	2.00	2.00	2.00	2.00	0.10	1.00			0.90
Utility Technician	2.00	2.00	2.00	2.00	2.00		2.00			
Water Conservation Coordinator	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			
Water Service Rep Lead Worker	1.00	1.00	1.00	1.00	1.00		1.00			
Water Service Representative	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			
Water Recycling Operator II/III	4.00	4.00	4.00	4.00	4.00		4.00			
Water Recycling Operator Supervisor	1.00	1.00	1.00	1.00	1.00		1.00			
<b>Total Water Res./Conserv.</b>	<b>54.00</b>	<b>54.50</b>	<b>54.50</b>	<b>55.50</b>	<b>55.50</b>	<b>0.35</b>	<b>53.45</b>	<b>0.00</b>	<b>0.00</b>	<b>1.70</b>
<b><u>ECONOMIC DEV./REDEVELOPMENT</u></b>										
Economic Development Manager	1.00	1.00	1.00	1.00	1.00	0.50			0.50	
<b>Total Econ. Dev./Redevelopment</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.50</b>	<b>0.00</b>
<b><u>HOUSING</u></b>										
Housing Administrator	1.00	1.00	1.00	1.00	0.00					
Housing Program Specialist	1.00	1.00	1.00	1.00	1.00					1.00
<b>Total Housing Division</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>
<b>Total Position Summary</b>	<b>334.00</b>	<b>332.00</b>	<b>334.00</b>	<b>329.00</b>	<b>277.50</b>	<b>173.00</b>	<b>70.05</b>	<b>10.70</b>	<b>0.90</b>	<b>22.85</b>



## FREQUENTLY ASKED QUESTIONS

The City of Petaluma designed the Annual Budget to offer citizens an understandable and meaningful budget document. This guide along with the Glossary of Terms will provide assistance to those unfamiliar with Petaluma's budgeting and financial processes.

### **WHAT IS A "FISCAL YEAR (FY)" AND WHEN DOES IT BEGIN AND END?**

The City of Petaluma follows a Fiscal Year (FY) that starts on July 1st and ends on June 30<sup>th</sup>. A Fiscal Year is the period designated by the city for the beginning and ending of financial transactions or a budget cycle. The "2011 Annual Budget" or "Fiscal Year 2010 - 2011 (FY 2010)" refers to the period that begins on July 1, 2010 and concludes on June 30, 2011.

### **WHAT DOES IT MEAN TO "ADOPT THE BUDGET?"**

Budget adoption is a formal action taken by the City Council that sets the city's priorities and spending limits for the next year. The Fiscal Year 2010 – 2011 will be formally adopted by the passage of the "Appropriations Ordinance", though city staff had been preparing the budget for months in advance.

### **WHAT IS AN "APPROPRIATING ORDINANCE?"**

The City of Petaluma's charter requires that the budget be passed in two phases. The first is by a resolution that adopts the Preliminary Budget and the Adopted Budget. However, this acts only as formality since the budget requires an Ordinance that actually provides for the spending plan (appropriations). This ordinance requires a unanimous vote of the Council to become effective immediately. If there is not a unanimous vote, the Ordinance requires a second reading (approximately two weeks later) and then does not become effective for 30 days after the second reading.

### **WHAT IS MEANT BY "BUDGET APPROPRIATIONS?"**

Budget appropriations refer to authorizations made by the City Council that permit the city to incur obligations and expend resources. When the City Council appropriates funds, they are saying the community should, for example, spend its money on public safety, or make investments that improve the quality of life in Petaluma. The city cannot collect or spend money unless it is appropriated, and this ensures the public's money is spent according to the public's needs as expressed by the democratically elected City Council.

### **WHAT IS THE DIFFERENCE BETWEEN THE CAPITAL IMPROVEMENT BUDGET AND THE OPERATING BUDGET?**

The Capital Improvement Budget (CIP) is an appropriation of resources for improvements in city facilities that may include parks, buildings, streets, and water and sewer lines. The operating budget covers the costs of the city's day-to-day operations, such as employee salaries for such departments as Police, Fire, Recreation and supplies and contracts.

### **WHAT IS DEBT SERVICE?**

A family's debt service is the payments they make on loans, such as a mortgage or credit cards. Principal and interest payments on outstanding bonds are referred to as debt service. Just like a family cannot skip a mortgage payment or credit card payment, the city must always keep up on its debt service payments, so this will always be part of the city's budget.

### **WHAT IS AN ENCUMBRANCE?**

An encumbrance refers to the formal accounting recognition of commitments to expend resources in the future. For example, when a purchase order is issued for equipment, that fund is encumbered until delivery. Once the equipment arrives the invoice is paid and the encumbrance is relieved becoming an expense.

**WHAT IS AN EXPENDITURE?**

Expenditures represent a decrease in fund resources or, stated simply, a recorded expense.

**WHAT IS A FULL-TIME EQUIVALENT POSITION (FTE)?**

An FTE refers to one or more employees working a total of 40 hours per week, or 2,080 hours per year. For example, a part-time employee working 20 hours per week would be considered a 0.5 FTE.

**WHAT IS THE DEFINITION OF A BUDGET FUND?**

Petaluma has many budget funds to help keep track of and focus resources. These include the General Fund, Gas Tax Fund and Water Fund, to name just a few. A family might use several funds, too, in order to help manage their finances and determine how close they are to reaching certain goals. For instance, a family might have a children's college fund, a retirement fund, a vacation fund and household expenses fund. A budget fund, then, is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources. Petaluma uses separate funds in order to correctly and legally track revenues and expenditures by program.

**WHAT IS A FUND BALANCE?**

Fund balance refers to the remainder or carryover that occurs when actual revenues exceed budgeted revenues and/or when actual expenditures are less than budgeted expenditures at the end of the fiscal year (June 30<sup>th</sup>). If the city has \$3 million available in resources and budgets (plans to spend) \$3 million on roads next year, but only spends \$2 million, there is a \$1 million fund balance.

**WHAT ARE INFRASTRUCTURE AND CAPITAL IMPROVEMENTS?**

Infrastructure and capital improvements refer to facilities that need to be in place in order to support the basic needs of residents and businesses in the community. Examples include roads, water lines, sewers, public buildings, parks and the airport.

**WHAT EXACTLY IS A "PROGRAM" IN THE CITY BUDGET?**

A program is a group of related activities performed by one or more organizational units for the purpose of accomplishing a city responsibility. For example, one program in the Police Department is Drug Enforcement. Based on staff's assessment of costs and needs, the desires of citizens and the priorities of the City Council, the Drug Enforcement program is budgeted a set amount of money to accomplish its objectives. These are sometimes referred to as "divisions" or "sections" for accounting purposes and/or organizational purposes.

**WHERE DOES THE CITY'S REVENUE COME FROM?**

Petaluma's revenue comes from a variety of sources, including sales taxes, property taxes, and user charges and from other units of governments such as the State of California. This budget includes a section detailing all the revenue sources for the City of Petaluma.

**WHAT IS “STATE SUBVENTIONS”?**

The State of California shares a portion of its tax revenues (gas tax and motor vehicle in-lieu taxes) with California cities and towns. This funding is divided amongst the local governments by various formulas, generally population. State subventions enables local governments to continue to provide basic services, such as police and fire protection, without burdening the residents with additional local taxes. These are the funds that are being jeopardized by the continuing state budget crisis.

**WHAT IS A BUDGET TRANSFER?**

A budget transfer moves budget appropriations between programs or funds. Transfers within funds may be done on the City Manager’s authority, the City Manager is appointed by the City Council to act as the city’s chief executive officer. Transfer between funds requires City Council approval.

**WHAT ARE USER CHARGES?**

User charges are fees paid in direct receipt of a public service by the party who benefits from the service. Fees paid for recreation classes are examples of user charges.

The above are some of the more frequently asked questions concerning the City of Petaluma’s budget. Additional definitions of terms used in the budget document are provided for in the Glossary of Budget Terminology. All questions concerning the City of Petaluma’s budget should be directed to:

City of Petaluma  
Finance Department  
11 English Street  
Petaluma, CA 94952  
[finance@ci.petaluma.ca.us](mailto:finance@ci.petaluma.ca.us)  
(707) 778-4352  
Fax – (707) 778-4428



## GLOSSARY OF BUDGETARY TERMINOLOGY

### TERMS

<b>ADOPTED BUDGET</b>	The City Council approved annual budget establishing the legal authority for the expenditure of funds as set forth in the Appropriation Ordinance.
<b>ACCRUAL/ACCRUAL BASIS OF ACCOUNTING</b>	A method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows.
<b>ANNUAL FINANCIAL REPORT APPROPRIATION</b>	A financial report applicable to a single fiscal year. An authorization made by the City Council, which permits officials to incur obligations against and to make expenditures of resources. Appropriations are usually made to fixed amounts and are typically granted for one-year period.
<b>ASSESSED VALUATION</b>	A valuation set upon real estate or other property by a government as a basis for a tax levy.
<b>ASSESSMENT DISTRICT</b>	A defined area of land that is benefited by the acquisition, construction or maintenance of a public improvement. An assessment is levied and collected on the regular property tax bill to fund the improvements.
<b>AUDIT</b>	A view of the City accounts by an independent auditing firm to substantiate year-end fund, salaries, reserves, and cash on hand.
<b>BALANCED BUDGET</b>	The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of appropriations and available resources.
<b>BASELINE BUDGET</b>	The first annual budget for the City that provides a summary of the actual revenues and expenditures necessary to operate this City post start-up.
<b>BEGINNING/ENDING FUND BALANCE</b>	Appropriated resources available in a fund from the prior/current year after payment of the prior/current year's expenses. This is not necessarily cash on hand.
<b>BOND</b>	A City may raise capital by issuing a written promise to pay a specific sum of money, called the face value or principal amount, at a specified date or dates in the future, together with periodic interest at a specified rate.
<b>BUDGET</b>	A plan of financial operation embodying an estimate of proposed appropriations for a given period of time and the proposed means of financing them.
<b>BUDGETARY BASIS</b>	The method of accounting applied to the budgetary accounts and process
<b>BUDGET MESSAGE OR BUDGET TRANSMITTAL LETTER</b>	A general discussion of the proposed budget as presented in writing by the City Manager to the City Council. The message contains an explanation of principal budget items and summaries found in the prepared budget relative to the current year adopted budget.
<b>CALLABLE BONDS</b>	Bonds, which can be prepaid without penalty. Generally, bonds are issued with a period of time that prepayments can't be made without some sort of penalty. When those penalties no longer apply, the bonds can be paid off (called) without penalty.
<b>CAPITAL BUDGET</b>	The appropriation of bonds or operating revenue for improvements to City facilities, which may include buildings, streets, water and sewer lines, and parks.
<b>CAPITAL EXPENDITURES</b>	Amounts expended for fixed asset acquisitions and improvements.

<b>CAPITAL IMPROVEMENT</b>	Typically capital improvements include new street improvements, construction of public facilities, and major maintenance/repair projects such as street resurfacing or modifications to public facilities.
<b>CAPITAL IMPROVEMENT PROGRAM (CIP)</b>	A comprehensive 5-year plan of implementing proposed capital projects, which identifies priorities as to need, cost and method of financing them during the 5 years. The first year of the CIP is typically adopted as the current capital budget.
<b>CAPITAL LEASE</b>	An agreement that conveys the rights to use property, plant or equipment, usually for a stated period of time.
<b>CAPITAL OUTLAY</b>	Expenditures for the acquisition of capital assets.
<b>CERTIFICATES OF PARTICIPATION</b>	Bonds that are issued pursuant to some fixed asset that is owned by public agency, which is not the City. The City then leases the property from the lessor and makes lease payments equaling the debt service payment. In the event of default, the asset that was pledged backs the bonds.
<b>DEBT SERVICE</b>	Payment of interest and repayment of principal to holders of the City's debt instruments (bonds).
<b>DEBT SERVICE FUND</b>	Governmental fund type used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.
<b>DEFICIT</b>	An excess of expenditures or expenses over resources.
<b>DEPARTMENT</b>	An operational and budgetary unit designated by the City Council to define and organize City operations.
<b>DEPRECIATION</b>	The portion of the cost of a fixed-asset charged as an expense prorated over the estimated life of the asset.
<b>E-COMMERCE</b>	Fee and service transactions paid over City website.
<b>ENCUMBRANCE</b>	An amount of money committed for the payment of goods and services not yet received or paid for. A purchase order is a common encumbrance.
<b>ENTERPRISE FUND</b>	These funds are used to account for City operations that are financed and operated in a manner to private business enterprises. The intent of the City in using this type of fund is to see that the costs (expenses, including depreciation) of providing these services to the general public on a continuing basis are financed or recovered primarily through user fees.
<b>ESTIMATED REVENUES</b>	The budgeted, projected revenues expected to be realized during the budget (fiscal) year to finance all or part of the planned expenditures.
<b>EXPENDITURE</b>	The actual payment for goods and services.
<b>EXPENSES</b>	The incurrence of liabilities or the consumption of assets arising from the delivery or production of goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operation. The term applies to the City's Enterprise and Internal Service Funds.
<b>FISCAL YEAR (FY)</b>	A 12-month period of time to which the budget applies. For the City of Petaluma it is July 1 <sup>st</sup> through June 30 <sup>th</sup> .
<b>FIXED ASSET</b>	A long-lived tangible asset obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include land, buildings, equipment, improvements to other assets and infrastructure (i.e., streets, highways, bridges, etc.)
<b>FULL TIME EQUIVALENT (FTE) POSITION</b>	The amount of time a position has been budgeted for in terms of the amount of time a regular, full-time employee normally works in a year (2,080 hours).
<b>FUND</b>	An accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual

	equities, or balances and changes therein are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.
<b>FUND BALANCE</b>	The difference between the assets (revenues and other resources) and liabilities (expenditures incurred or committed to) for a particular fund. It also represents the accumulated net resources of a fund available for reservation, designation or for appropriation.
<b>GANN</b>	Refers to the last name of the individual who championed Proposition 13 and secured the passage of the constitutional amendment that led to the property tax rollback in the 1970's.
<b>GAS TAX</b>	Administered by the State Board of Equalization, this is an 18-cent per gallon tax on fuel used to propel a motor vehicle or aircraft. Use of the revenue is for research, planning, construction, improvement, maintenance and operation of public streets and highways or public mass transit.
<b>GASB 34</b>	Governmental Accounting Standards Board.
<b>GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)</b>	Uniform minimum standards and guidelines for accounting and reporting. These standards govern the form and content of the annual financial statements of an entity. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).
<b>GENERAL FUND</b>	The primary governmental fund used to account for all financial resources, except those required to be accounted for in another fund.
<b>GENERAL PLAN</b>	A comprehensive, long-range policy guide intended to promote efficient and desirable growth in the community.
<b>GOAL</b>	A general and timeless statement created with a purpose based on the needs of the community.
<b>GOVERNMENTAL FUNDS</b>	Distinguished by their measurement focus on determining financial position and changes in financial position.
<b>GRANTS</b>	Contributions of gifts or cash or other assets from another government to be used or expended for a specific purpose, activity or facility.
<b>INFRASTRUCTURE</b>	Facilities that support the continuance and growth of a community. Examples include roads, water lines, sewers, public buildings, parks and airports.
<b>INTERFUND TRANSFERS</b>	Monies moved from one fund to another. The money is transferred to finance the operations of another fund or to reimburse the fund for expenses.
<b>INTERGOVERNMENTAL</b>	Other agencies such as federal, state and county.
<b>INTERNAL SERVICE FUNDS</b>	A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost-reimbursement basis.
<b>INTRAGOVERNMENTAL</b>	Departments within the City of Petaluma
<b>LANDSCAPING DISTRICT</b>	Frontage landscaping has been installed in various locations through the City of Petaluma to improve the aesthetic appearance of neighborhoods. Although maintenance is scheduled from a citywide standpoint, in actuality the neighborhoods stand alone in terms of utility usage, maintenance need, capital improvements, cost accounting and available funds. Budgets are established yearly as part of the assessment district activities, and detailed breakdowns are provided in the required engineer's reports.
<b>LINE ITEM</b>	The description of an object of expenditure, i.e. salaries, supplies, professional services, and other operational costs.

<b>MAINTENANCE &amp; OPERATION (M&amp;O) COSTS</b>	The day-to-day operating and maintenance costs of a municipality. These costs include personnel, gas, electric utility bills, telephone expense, reproduction costs, postage, and vehicle maintenance.
<b>MODIFIED ACCRUAL</b>	An adaptation of the accrual basis of accounting for governmental funds types. Revenues and other financing resources are recognized when they become available to finance expenditures of the current period. Expenditures are recognized when the fund liability is incurred.
<b>MOTOR VEHICLE IN-LIEU</b>	A State vehicle license fee imposed on motorists for the privilege of operating a motor vehicle on the public highways. It is imposed "in-lieu" of a local property tax.
<b>NOTES</b>	A paper that acknowledges a debt and promises payment to a specified party of a specific sum, describing a time of maturity that is either definite or will become definite.
<b>OBJECT</b>	An individual expenditure account.
<b>OBJECTIVE</b>	A measurable output that an organization strives to achieve within a designated time frame. The achievement of the objective advances an organization toward a corresponding goal.
<b>OPERATING BUDGET</b>	Plans of current expenditures and the proposed means of financing them. The annual operating budget, as distinguished from the capital program budget, is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.
<b>OPERATING DEFICIT</b>	The deficiency of operating revenues under expenditures.
<b>OPERATING EXPENSES</b>	Expenditures for materials, supplies, and services which are ordinarily consumed with a fiscal year and which are not included in the program inventories.
<b>OPERATING SURPLUS</b>	The excess of operating revenues over operating expenditures.
<b>ORDINANCE</b>	A formal legislative enactment by the City Council. It is the full force and effect of law within the City boundaries unless pre-empted by a higher form of law. An ordinance has a higher legal standing than a resolution.
<b>PERFORMANCE MEASURES</b>	Measurement of service performance indicators that reflect the amount of money spent on services and the resulting outcomes at a specific level of services provided.
<b>PERS</b>	Public Employees Retirement System provides retirement and health care services for public employees throughout California. PERS is the largest pension plan in the world.
<b>PROGRAM</b>	A group of related activities performed by one or more organizational units for the purpose of accomplishing a City responsibility.
<b>PROPERTY TAX</b>	Property tax is imposed on real property (land and permanently attached improvement, such as buildings) and tangible personal property located within the City. The tax comprises one percent of the assessed value of the property.
<b>PROPOSED BUDGET</b>	This refers to the status of an annual budget, which has been submitted to the City Council by the City Manager and is pending public review and City Council adoption. Also referred to as the "Preliminary Budget".
<b>PROPRIETARY FUNDS</b>	Sometimes referred to as a commercial-type fund. All assets, liabilities, equities, revenues, expenses and transfers relating to the government business and activities are accounted for through this type of fund.
<b>REDEVELOPMENT AGENCY (RDA)</b>	A separate legal entity charged with the responsibility for elimination of blight through the process of redevelopment.



<b>RESERVED FUND BALANCE</b>	An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriations.
<b>RESOLUTION</b>	A special order of the City Council, which has a lower legal standing than an ordinance.
<b>RESOURCES</b>	Total amounts available for appropriation including estimated revenues, fund transfers and beginning fund balances.
<b>RETAINED EARNINGS</b>	An equity account reflecting the accumulated earnings of an enterprise or internal service fund.
<b>REVENUE</b>	Income received through such sources as taxes, fines, fees, grants or service charges that can be used to finance operations or capital assets.
<b>REVENUE BONDS</b>	A type of bond usually used to construct facilities. The bond is repaid from the revenue produced by the operation of these facilities.
<b>RISK MANAGEMENT</b>	An organized attempt to protect an organization's assets against accidental loss in the most cost-effective manner.
<b>SALARIES AND BENEFITS</b>	A budget category, which generally accounts for full-time and temporary employees, overtime and all employee benefits, such as medical, dental and retirements.
<b>SELF INSURANCE</b>	A term often used to describe the retention by an entity of a risk of loss arising out of the ownership of property or the activity of the agency. It is distinguished from the transfer of risk to a third party (insurance company).
<b>SERVICE EFFORT</b>	A measure of expected output by a budgetary program.
<b>SPECIAL REVENUE FUNDS</b>	A governmental fund type used to account for the proceeds of specific revenue sources (other than for major capital projects) that are legally restricted to expenditure for specified purposes.
<b>SUBVENTIONS</b>	Revenues collected by the State (or other level of government), which are allocated to the City on a formula basis. The major subventions received by the City come from the State of California and include motor vehicle in-lieu and gas tax
<b>TAX ALLOCATION BONDS</b>	A bond that issued that has a specific tax revenue source that backs the payment of the debt. In the City, these are not issued for General Fund purposes.
<b>TAXES</b>	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.
<b>TRANSFER IN/OUT</b>	Movement of resources between two funds. Example: An Interfund transfer would include the transfer of operating resources from the General Fund to an Enterprise Fund.
<b>TRANSIENT OCCUPANCY TAX (TOT)</b>	This revenue source originates in a tax placed on lodging facilities for the occupancy of a room. Petaluma has a 10% tax for such occupancies.
<b>TRUST FUNDS</b>	Funds held by the City that are subject to the terms of the trust that created the source of funding.
<b>UNRESERVED FUND BALANCE</b>	Account used for excess funds not committed.
<b>USER CHARGES</b>	The payment of a fee in direct receipt of a public service by the party who benefits from the service.
<b>WORKLOAD INDICATORS</b>	Statistical information that indicates the demands for services within a given department or division. Workload indicators are a type of performance measure utilized by departments or divisions to assess its level of service.

## ACRONYMS

Throughout the budget, acronyms are used that are familiar to those in government but are quite unfamiliar to those who do not work in that setting. Efforts were made to list as many of those that were used in the budget document and follow:

<b>“AAU”</b>	Amateur Athletic Union
<b>“ALS”</b>	Advanced Life Support
<b>“BMP”</b>	Best Management Practices
<b>“CAD”</b>	Computer Aided Dispatch
<b>“CAD/RMS/MDC”</b>	Computer Aided Dispatch/Records Management System/Mobile Data Computers
<b>“CAFR”</b>	Comprehensive Annual Financial Report or Annual Financial Report
<b>“CDBG”</b>	Community Development Block Grant
<b>“CMOM”</b>	Capacity Maintenance, Operations and Management System
<b>“COPPS”</b>	Community Oriented Policing and Problem Solving
<b>“CRC”</b>	Cavanaugh Recreation Center
<b>“CSIF”</b>	California Seismic Instrumentation Fee
<b>“CSO”</b>	Community Service Officer
<b>“CSR’s”</b>	Customer Service Representatives
<b>“CUPA”</b>	Certified Unified Program Agency
<b>“CYO”</b>	Catholic Youth Organization
<b>“DARE”</b>	Drug Abuse Resistance Education
<b>“DBE”</b>	Disadvantaged Business Enterprise
<b>“DUI”</b>	Driving while Under the Influence
<b>“EIR”</b>	Environmental Impact Report
<b>“EMS”</b>	Emergency Medical Service
<b>“EOC”</b>	Emergency Operations Center
<b>“FPPC”</b>	Fair Political Practices Commission
<b>“FTP”</b>	File Transfer Protocol
<b>“FEIR”</b>	Final Environmental Impact Report
<b>“FEMA”</b>	Federal Emergency Management Administration
<b>“GIS”</b>	Geographic Information Services
<b>“HVAC”</b>	Heating Ventilation and Air Conditioning
<b>“IPM”</b>	Integrated Pest Management
<b>“IPP”</b>	Industrial Pre-Treatment Program
<b>“ISTEA”</b>	Intermodal Surface Transportation Efficiency Act
<b>“ISTEA-RTSOP”</b>	ISTEA-Regional Traffic Signal Operations Program
<b>“ISTEA-STP-5311”</b>	ISTEA-Surface Transportation Program-5311
<b>“LED”</b>	Light Emitting Diode
<b>“LLEBG”</b>	Local Law Enforcement Block Grant
<b>“LLESSF”</b>	Law Enforcement Supplemental Services
<b>“MDC”</b>	Mobile Data Computing
<b>“MOU”</b>	Memorandum of Understanding
<b>“OES”</b>	Office of Emergency Services
<b>“PBS”</b>	Petaluma Boulevard South
<b>“PCA”</b>	Petaluma Community Access
<b>“PCDC”</b>	Petaluma Community Development Commission
<b>“PG&amp;E”</b>	Pacific Gas & Electric
<b>“POST”</b>	Police Officers Standards and Training
<b>“PPSC”</b>	Petaluma People’s Services Center
<b>“RIM”</b>	Records and Information Management
<b>“RMS”</b>	Records Management System
<b>“SCATT”</b>	Sonoma County Auto Theft Task Force
<b>“SCWA”</b>	Sonoma County Water Agency
<b>“SEMS”</b>	Standardized Emergency Management System
<b>“SPARC”</b>	Site Plan and Architectural Review Committee

<b>“STOP”</b>	Serious Traffic Offender Program
<b>“SWAT”</b>	Special Weapons and Tactics
<b>“TDA”</b>	Transportation Development Act
<b>“TEA-21”</b>	Transportation efficiency Act of the 21 <sup>st</sup> Century
<b>“TED”</b>	Training and Education Development
<b>“TFCA”</b>	Transportation Fund for Clean Air
<b>“WC”</b>	Worker’s Compensation
<b>“WRDA”</b>	Water Resources Development Act
<b>“WWTP”</b>	Waste Water Treatment Plant

