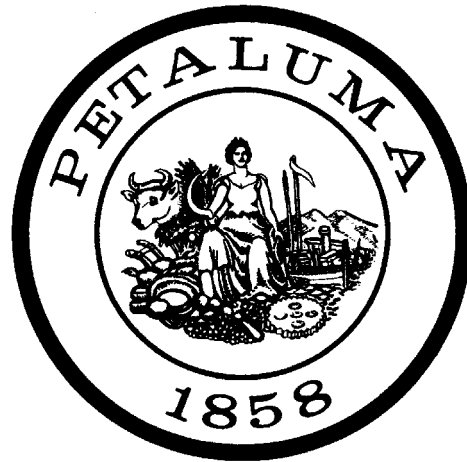


CITY OF PETALUMA
CALIFORNIA



FISCAL YEAR 2015-2016
Adopted Operating Budget and
Capital Improvement Program

David Glass
Mayor

Chris Albertson
Council Member

Mike Healy
Council Member

Dave King
Council Member

Teresa Barrett
Council Member

Gabe Kearney
Council Member

Kathy Miller
Vice Mayor

CITY OF PETALUMA PRINCIPAL OFFICIALS

Appointed Staff

City Manager – John Brown

City Attorney – Eric Danly

City Clerk – Claire Cooper

Department Heads

Assistant City Manager / Recreation Parks Director – Scott Brodhun

Interim Fire Chief – Leonard Thompson

Police Chief – Patrick Williams

Finance Director – William Mushallo

Director of Public Works & Utilities – Dan St. John

Human Resources Director – Dianne Dinsmore

CITY OF PETALUMA
CALIFORNIA



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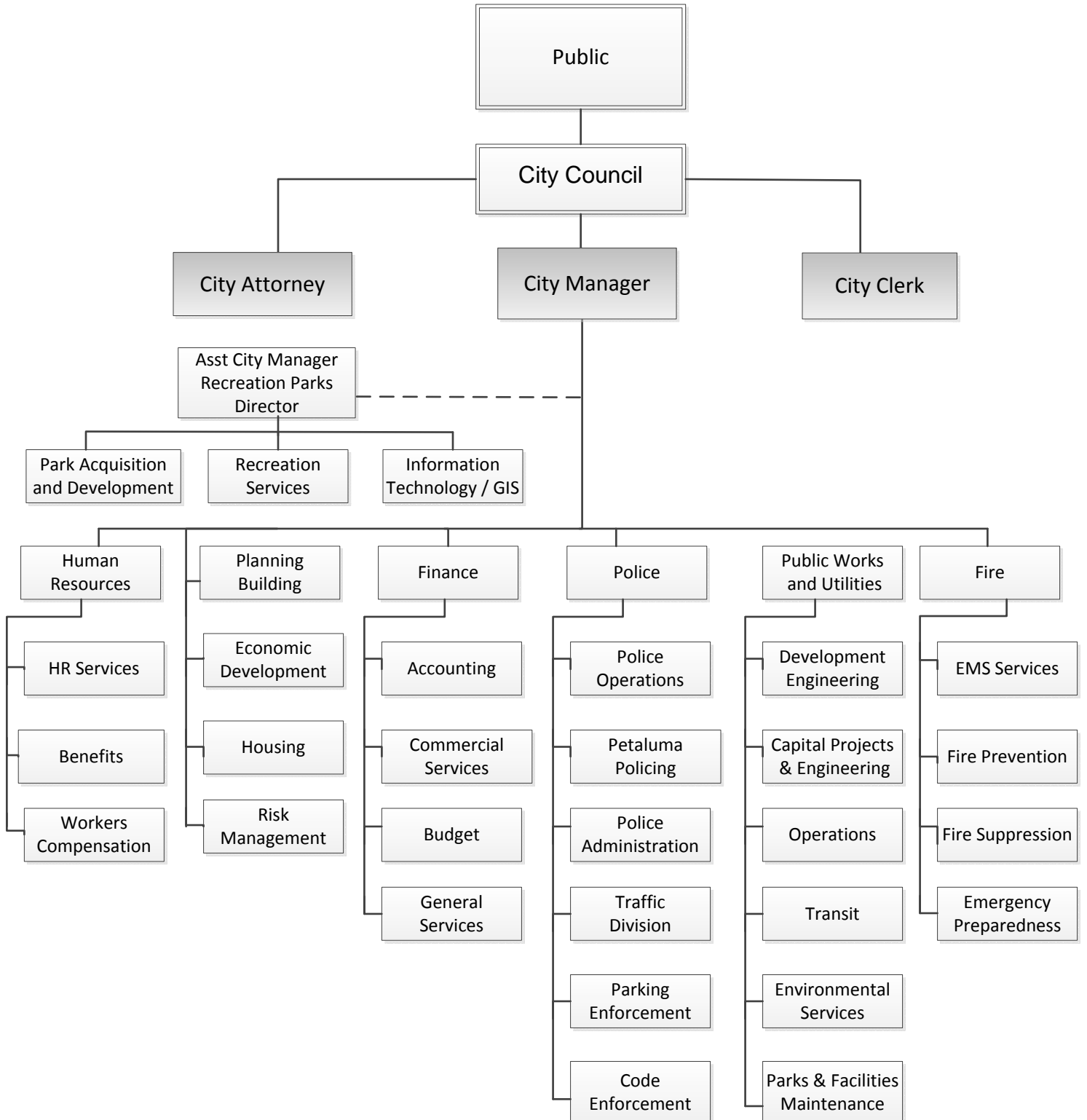
Kathy Miller
Vice Mayor

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Offices, Departments & Divisions

City of Petaluma, California

Fiscal Year 15/16



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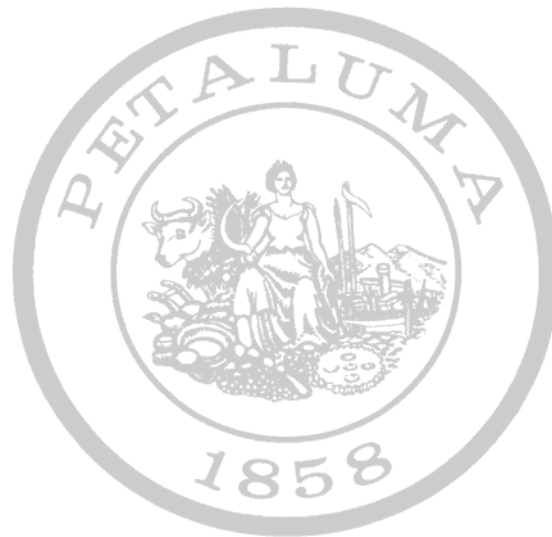
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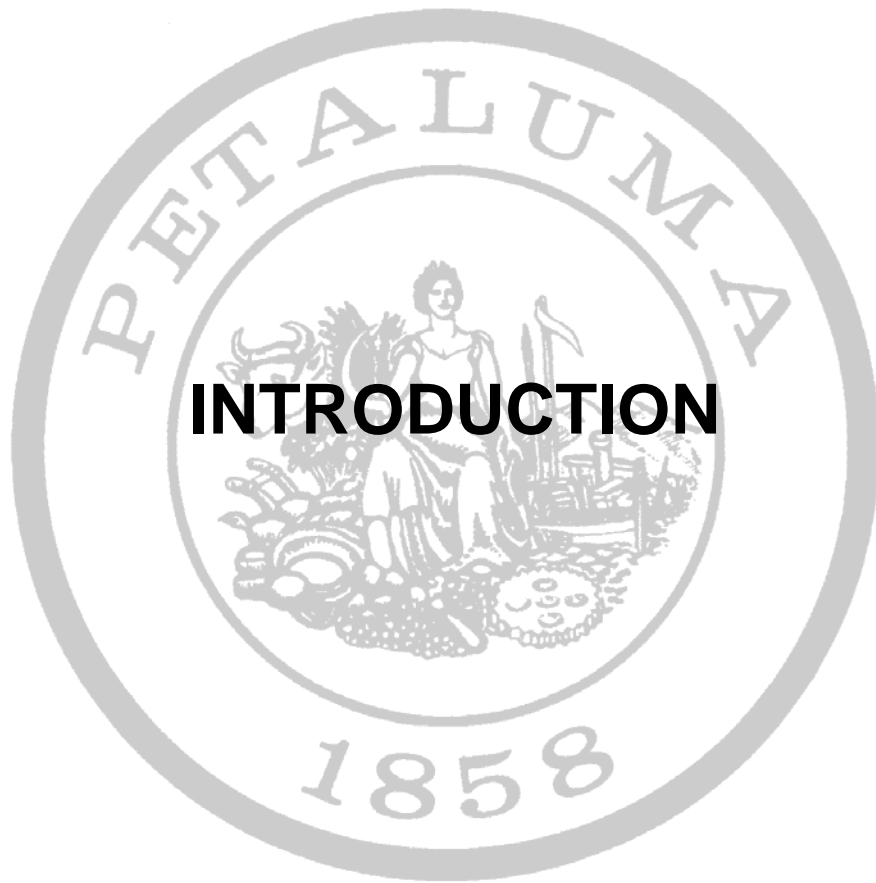
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6. Successor Agency to the Former PCDC

Successor Agency SA-1





INTRODUCTION



CITY MANAGER'S BUDGET MESSAGE

Honorable Mayor and Members of the City Council:

Presented for your consideration, by the deadline imposed by the City Charter, is the Proposed Budget recommended for 2015/16. This represents the third budget developed under "stable" conditions: available resources were sufficient to support expenditures, without the necessity for more of the dramatic budget cuts that characterized fiscal years 2008/09 through 2012/13. Stability reflects economic recovery, and allows staff to focus on budget process instead of budgeting under crisis. This document includes expanded narratives to help to explain tabular presentations, to make it more understandable for the lay-reader. This document and the budgeting process will be subject to continued improvement, which is important in meeting several of the City Council's goals for achieving Financial Stability.

Total Appropriations in all funds, of \$161,604,688 are recommended for FY 2015/16. This represents a decrease of \$27.2 million (14.4%) from the revised budget for 2014/15. **Total resources are estimated at \$149.7 million.** Fund balances offset the difference. Adjusted to remove Transfers-In, and Transfers-Out, which are \$29.7 million each, total recommended expenditures for 2015/16 are \$131.9 million and total estimated revenues are \$120 million.

Petaluma's finances are accounted for in a total of 118 separate funds. These funds are grouped into seven categories: the General Fund, Special Revenue Funds, Enterprise Funds, Utilities, Internal Service Funds, Capital Improvement Funds, and Successor Agency (to the former Petaluma Community Development Commission) Fund. A description of these fund categories is provided on Page S-1 of this document. Appropriations in these fund categories are as follows:

General Fund	\$41,459,967
Special Revenue Funds	\$18,663,232
Enterprise Funds	\$10,451,683
Utility Funds	\$50,594,257
Internal Service Funds	\$ 6,244,381
Capital Project Funds	\$28,660,000
Successor Agency Funds	\$ 5,531,168

Decreases in four of these categories account for the total reduction of \$27.2 million from 2014/15: \$14.6 million in Capital Projects; \$6.9 million in Special Revenues; \$.2m in Internal Services; and \$9.4 in the Successor Agency. These are slightly offset by increases of \$1.6 million in the General Fund, \$1.0 million Utilities and \$1.3 million in the Enterprises. Decreased Capital Project activity is primary responsible for these reductions. This includes the capital budget itself, and corresponding appropriations in the Special Revenue and Enterprise funds from where funding for projects is transferred. These projects are primarily funded from development impact fees and grants, and support Parks, Streets, Airport, Transit, and Utilities. The Successor Agency budget reflects a reduction in bond-related drawdown activity related to the City's share of the Old Redwood Highway project, which should be completed in 2015/16.

My message each year concentrates on the General Fund because that's where the bulk of the City Council's discretionary spending occurs, and because it was the most dramatically affected by economic downturn. This year is no different, although I also discuss the Streets Fund because trends there are of serious concern. Ideally, the message would include a discussion of each major fund category. Instead, for at least another year, the reader will need to look elsewhere in this document for that information. As always, more detailed information regarding all 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 2015/16.

**General Fund Comparison
 FY 2014/15 to 2015/16**

	FY 2014/15 Revised	FY 2015/16 Proposed	Amount of Change	Percent Change
Revenues				
Taxes	\$25,114,971	\$26,638,997	\$1,524,026	6.1%
Licenses/Permits/Fees	\$1,035,050	\$899,169	-\$135,881	-13.1%
Fines/Forfeitures/Penalties	\$525,366	\$542,500	\$17,134	3.3%
Earnings/rent	\$459,597	\$443,800	-\$15,797	-3.4%
Intergovernmental	\$4,789,212	\$5,004,503	\$215,291	4.5%
Charges for Service	\$5,821,010	\$5,941,785	\$120,775	2.1%
Other	\$103,356	\$28,680	-\$74,676	-72.3%
Transfers – In	\$1,649,012	\$1,617,012	-\$32,000	-1.9%
TOTAL REVENUES	\$39,497,574	\$41,116,446	\$1,618,872	4.1%

	FY 2014/15 Revised	FY 2015/16 Proposed	Amount of Change	Percent Change
Expenditures				
Salaries	\$20,664,180	\$20,614,017	-\$50,163	-0.0%
Benefits	\$10,935,641	\$11,485,983	\$550,342	5.0%
Services/Supplies	\$5,728,850	\$6,034,276	\$305,426	5.3%
Intra-governmental	\$1,593,842	\$1,958,638	\$364,796	22.9%
Capital	\$0	\$0	\$0	0.0%
Transfers	\$675,000	\$1,367,053	\$692,053	102.5%
TOTAL EXPENDITURES	\$39,597,513	\$41,459,967	\$1,862,454	4.7%

Difference	-\$99,939	-\$343,521		
Beginning Carry-over	\$1,633,298	\$1,533,359		
Ending Carry-over	\$1,533,359	\$1,189,838		

The General Fund

A General Fund operating **budget of \$41.46 million** is recommended for 2015/16. This is an increase of 4.7% over the revised budget for 2014/15. Estimated **revenues are \$41.12 million** and are 4.1% greater than revised estimates for 2014/15. The difference between the two is offset with working capital carryover.

General Fund Revenue

As noted, General Fund revenue estimates for 2015/16 are approximately \$1.6 million higher than 2014/15. This growth reflects the currently healthy US and expanding California economies, which are expected to remain so for at least the next two-to-three years.¹ The US economy is expected to grow at least 3 percent per year, and in California, employment and new housing starts are increasing. California added 216,000 new jobs in the past year, and 100,000 housing units are expected to be permitted in 2015. Housing permits are expected to increase by 120,000 and 137,000 per year more in 2016 and 2017, respectively.

In Petaluma, growth is occurring in Sales Taxes, Property Taxes, Intergovernmental revenues, and Charges for Services. Sales Taxes are anticipated to grow approximately \$1.1 million, and gains represent increases in the Business to Business, Construction, General Retail, and Transportation categories. An inflationary growth factor of 3 percent is also being applied, which mirrors expectations for the national inflation rate. Sales tax gains also reflect the final true-up payment from the triple flip that will be received in FY 2015/16. Sales tax estimates for 2015/16 (approximately \$13,350,000) represent another historic high and are almost \$2 million greater than in 2007/08, the last budget adopted prior to the Recession.

With respect to Property Taxes, the Sonoma County Auditor/Controller's office projects an increase of 3.5% in Petaluma's assessed valuation. This represents \$300,000 in additional anticipated revenue. Intergovernmental revenues are projected to increase \$215,000 over last year. This increase is primarily due to increases in Motor Vehicle in-lieu fees, and linked to projected increases in assessed valuation. Finally, an increase of \$120,000 in Charges for Services reflects changes associated with updating the City's cost allocation plan for 2015/16, and increased recreation program revenues, slightly offset by a decrease in Fire overtime reimbursements. The cost plan has been updated annually, beginning in 2013/14, pursuant to City Council goals for Financial Stability, to account for changes in budgeting and/or actual expenditures. Changes in 2015/16 reflect salaries and benefits increases in the General Fund charged to other funds. The majority of this increase is associated with charging a full year's operation of a fully-staffed in-house City Attorney's Office to the various users of legal services. General Fund revenue increases are partially offset by decreases in Licenses/Permits and Fees, and in the "Other" revenue category. Reductions in the former estimate reflect a reduction in anticipated Fire permits, plan check and sprinkler fees revenue, based on current year's activity. Reductions in the latter reflect the shift of revenue

¹ Source: Beacon Economics, and UCLA Anderson forecasts

previously recognized in this category to the Intergovernmental category in 2015/16. Changes in the other revenue categories are not proportionately significant and basically offset each other.

General Fund Expenditures

Each year, I remind the reader how Department requests are developed, reviewed, and incorporated in the Proposed Budget. Departments submit their requests to the Finance Department pursuant to strict guidance. Because revenue growth continues to lag program needs, careful attention to cost containment is paramount. Personnel costs are calculated by the Finance Department. This ties salary and benefit estimates directly to the City's payroll system, increasing the accuracy of calculations and assuring vacant positions remain unfunded. Departments are allowed to calculate overtime costs, and special pays, but these estimates are examined closely in the budget review process. Budgeting for part-time help and overtime is held to a minimum, when possible and if it makes operational sense. Departments are required to submit Services and Supplies requests that do not exceed prior-year's totals. This approach requires departments to absorb any cost increases without additional resources. Increases reflected in this expense object are few and far between, and are nearly always justified not only on the basis of critical need but also on dedicated revenues outside existing General Fund sources.

While budget guidance is restrictive, and increases the challenges of managing budgets for our departments, these restrictions continue to be necessary to maintain balance. Rather than budgeting for contingencies at the department level, this approach maintains contingencies at the Fund level, and retains City Council discretion over how reserves may be used. An additional note: departments have been diligent in managing what they are allowed, enabling the General Fund in the aggregate to end each successive fiscal year in the black.

General Fund expenditures continue to increase modestly, year over year. **Salaries**, the base wages and overtime paid to employees, are slightly **less** (\$50,000) in 2015/16 than in 2014/15. This reduction directly reflects a shift in the Police Department budget, from Salaries-Part-time to Services and Supplies, to fund the purchase of body cameras for officers. That Salaries as a budget category did not increase over 2014/15 levels is also due to savings associated with retirement-related turnover, the catalyst for which has been turnover in Public Safety positions. Incoming appointments are paid at lower salary steps than were the outgoing retirees. This movement created promotional and intake opportunities at lower levels of the organization. Those promoted, and new hires, are filling these positions at lower steps than the former incumbents. These savings, however, will evaporate over time, as employees advance through their salary steps.

The savings associated with Salaries is far more than offset by increases in **Benefits**, which are approximately \$550,000 (5%) greater in 2015/16 than last year. Escalation in Benefits is driven by increases in the City's share of PERS contributions, and Workers' Compensation costs. PERS rates for Miscellaneous employees will increase from 16 to 18 percent in 2015/16, and the rate for Safety employees will increase from 39.8 to 42.4 percent. Workers' Compensation rates are increasing by five (5) percent in 2015/16 based on actual and anticipated activity in that program, and an additional \$100,000 has

been budgeted for Employee Retirements to support the separation expenses (leave accruals with cash value) of staff whose retirements are anticipated for 2015/16.

Although guidance requires departments to budget **Services/Supplies** at prior years' levels, they are able to request additional funds, when costs cannot be contained and/or a source of funding the request can be applied to the cost. The amount recommended for Services and Supplies is \$305,000 (5.3%) more than last year and primarily reflects an increase in the cost of participating in the joint powers agency for Computer Aided Dispatch (\$60,000) and for Police body cameras (\$50,000). Increases also include the partial restoration of budgeting in the General Fund for street lighting (\$175,000). Until 2009, street lights and traffic signals were budgeted in the General Fund. Those costs were transferred to the Streets fund to help balance General Fund expenditures with dwindling revenues, and have remained there since 2009. Budgeting for them there, in conjunction with declining gas tax revenues, has contributed to a decline in the Streets fund balance. This action will relieve some of the existing fiscal pressure on the Street fund.

Intragovernmental costs, charges to the General Fund from the Information Technology (IT), Risk, and General Services' internal services funds, are increasing \$365,000 (22.9%), and reflect updating the cost allocation plan. Internal Service budgets have increased, (approximately \$300,000 in IT and \$100,000 in Risk).

Transfers-Out of \$1,367,053 are \$692,053 (102.5%) greater than in 2014/15. Earlier this year, the City Council conducted a workshop regarding its reserve policies, and discussed distributing approximately \$600,000 in unanticipated fund balance generated by savings, and stronger than projected revenue growth. The Council's strongest distribution preferences were for Vehicle Replacement and Storm Water costs. The increase in Transfers-out represents the distribution of that money, as well as increases in budgeting to other uses from 2015/16 revenues, based on need. Increases support the following activities: Vehicle Replacement (\$400,000); increased support for Storm Water, associated with system needs, case settlement and legal fees, and the payback of a loan to the Storm Drainage Impact Fees (\$200,000); reducing Other Post Retirement Benefits (OPEB) liability (\$200,000); and funding for Police Department and Community Center Roof design and replacement costs (\$75,000).

Working Capital Carry-over (Fund Balance)

Working Capital carry over on July 1, 2015 is projected at \$1,533,359. The ending balance at June 30, 2016 is estimated at \$1,189,838. This represents a decrease of approximately 22 percent from the ending balance for 2014/15, and reflects a trend that projects the exhaustion of working capital by the end of FY 2018/19.

General Fund Reserve

A **designated reserve of \$3,883,676** is maintained separate of the operations. The reserve consists of monies accumulated through June, 2014, and includes funding earmarked for specific uses, and monies set aside for emergencies. This amount represents 9.4 percent of the General Fund budget. Designated reserves were accumulated over the past two years from one-time revenue sources including:

Redevelopment Dissolution proceeds; a settlement related to the property tax administration fees; the initial payment related to the updated refuse franchise agreement; General Plan Implementation fees; real property transfer tax revenues; and other, smaller, one-time receipts. A portion of new revenues has also been directed into designated reserves, but in 2015/16 that contribution is recommended instead to rebuild a Vehicle Replacement fund and to support the cost of storm water services. One-time revenue will continue to be directed into designated reserves pursuant to City Council policy until the goal of 15% of expenditures is achieved.

The foregoing represents the highlights of the recommended General Fund budget for 2015/16. Details are contained in financial summaries, program descriptions, objectives and accomplishments, and budget narratives provided for each department. I'll focus briefly on the long-range forecast before moving away from the General Fund.

Updated Financial Forecast

The first long-term financial forecast was presented to the City Council in January 2011 and has been updated bi-annually. Updates occur with the development of the annual budget and at mid-year reviews. This approach adjusts for changing conditions, keeps assumptions relevant, and has been valuable in identifying the long-range effects of current actions, and for budget planning.

The Forecast was updated most recently in February. At that time, the forecast was:

Forecast – February 2015

	FY 14/15	FY 15/16	FY 16/17	FY 17/18
REVENUES	\$39,497,574	\$41,148,100	\$41,783,439	\$42,982,787
EXPENDITURES	\$39,597,513	\$41,469,275	\$42,674,248	\$43,783,243
REVENUES OVER (UNDER) EXPENDITURES	-\$99,939	-\$321,175	-\$890,809	-\$800,456
BEGINNING FUND BALANCE	\$1,633,298	\$1,533,359	\$1,212,184	\$321,375
ENDING FUND BALANCE	\$1,533,359	\$1,212,184	\$321,375	-\$479,081

The February 2015 forecast actually extended one additional year, but is not displayed here due to space constraints, and projected for FY 2018/19: Revenues of \$44.2 million; Expenditures of \$44.9 million; a deficit, Expenditures over Revenues of \$.7 million, a beginning Fund Balance of -\$0.5 million; and an ending Fund Balance of -\$1.2 million.

This forecast updated the budget assumptions to include mid-year adjustments for 2014/15. It increased 2014/15 Revenues by \$748,763 and Expenditures by \$59,000. Ending Fund balance was increased by \$689,763. It also incorporated in future years'

projections the adjustments approved by the Council in February 2015 that could be expected to be recurring. Changes integrated in current and future forecast projections are summarized below:

Revenues:

- Property Taxes were increased based on anticipated increases in assessed valuation;
- Sales Tax was increased to reflect the payment of the final triple flip amount. Moderate to strong construction, transportation, and business to business sector growth was also forecasted;
- Other revenue categories were projected to grow between 2% and 3% annually throughout the life of the forecast. As noted earlier, this rate of inflationary growth is consistent with economic projections for the performance of the National economy over most of this forecast period.

Expenditures:

- Salary and wages were increased \$59,000 due to reimbursable Fire overtime costs and the partial funding of a HR Specialist position.

These changes are incorporated in the recommended budget for 2015/16. In addition, assumptions used to develop the current financial forecast include updated cost allocations, and other changes noted on Pages M-4 and M-5 of this document. Assumptions still continue to include escalation factors for PERS and Health Care costs, as have been discussed in previous budget messages. They also include increasing revenue estimates from the major retail developments that are still under construction and/or seeking tenants to fill empty space. Revenue estimates do not include any development projects that have not received entitlements, or for which no estimates exist for issuance of building permits.

The following table provides a summary of the revised financial projection, based on the recommended Budget, through fiscal year 2018/19.

General Fund Long Term Operating Forecast - May 2015

	FY 15/16	FY 16/17	FY 17/18	FY 18/19
REVENUES	\$41,116,446	\$41,502,705	\$42,699,293	\$43,935,285
EXPENDITURES	\$41,459,967	\$42,490,499	\$43,541,022	\$44,703,219
REVENUES OVER (UNDER) EXPENDITURES	-\$343,521	-\$987,793	-\$841,728	-\$767,934
BEGINNING FUND BALANCE	\$1,533,359	\$1,189,838	\$202,044	-\$639,684
ENDING FUND BALANCE	\$1,189,838	\$202,044	-\$639,684	-\$1,407,618

A familiar theme is present in the May 2015 forecast. The forecast period begins with a positive ending fund balance, and ends with a negative fund balance. In no instance does anticipated revenue exceed estimated expenses. All rely on working capital carryover to balance, and as expenditures increase over time, our financial position deteriorates.

There is a noteworthy difference, however, between this projection and its predecessors. Previous forecasts did not assume, or assumed only token, contributions to capital replacement. They did not support General-Funded capital projects, or the Streets funds, or address post-retirement benefit obligations. As noted in the Services and Supplies and Transfers-out discussions earlier in this message, the 2015/16 budget invests nearly \$900,000 in all these needs. This forecast is built on the assumption that the same amounts will be invested in each year through the forecast period. If that investment was not made, expenditures would be nearly \$900,000 less in each year, revenues would exceed expenditures in all but one year, and the ending fund balance at the end of the forecast period would be positive.

One can rightly say, then, our financial condition is improved and it appears the worst is behind us. We are not forced to cut budgets to achieve a balance, no lay-offs or “golden handshakes” are needed to reduce the ranks of City staff. For the first time in many years the City Council is able to prioritize the allocation of un-anticipated revenues, and we possess the largest reserve the General Fund has had in nearly a decade. These are all reasons to breathe a collective sigh of relief. For some, it may be tempting to view the deficits forecast for fiscal years 2017/18 and 2018/19 as a manipulation of numbers that can be made to go away by simply changing assumptions. But real, and huge, challenges still loom; the same challenges that I cautioned in last year’s budget message.

The modest amounts recommended in 2015/16 for vehicle replacement, a General-Funded capital project, Storm water, and to support the Streets fund, represent improvement from recent years when contributions could not be made. But these contributions only scratch the surface of the City’s deferred and unmet facilities, equipment, and infrastructure needs. For example, an analysis conducted in 2014 identified approximately \$1.9 million in immediate unmet vehicle replacement needs in the General Fund, and projected an annual need of \$1.8 million per year averaging needs over a 30-year period. Using these estimates, it would require five years to accumulate enough money to replace the 2014 list, by which time General Fund vehicle replacement needs would have grown to \$9 million. Similarly, staff analysis in 2014 determined that \$25 million is required to relocate and rebuild Fire Station 1, expand Fire stations 2 and 3, and renovate and make seismically safe the Carnegie Library. \$75,000 is programmed in the 2015/16 General Fund CIP. Budgeting at that rate, it would require over 333 years to accumulate the funds needed to complete \$25 million worth of work, assuming no other demands in the meanwhile (an assumption which ignores the age and condition of City Hall, the Lucchesi Center, or the Police facility, to name a few).

Another comparison: street and sidewalk improvement cost estimates developed prior to placing Measure Q on the ballot in 2014 ranged from \$86 to \$210 million, with the larger number representative of bringing all these facilities up to a “good” rating.

Conversation at that time focused on a probable estimate of \$100 million, which represented the amount of work that could be bonded, and reasonably expected to be delivered over a ten year period. Let's assume that's the correct number and not something higher, and that the City's streets needs are \$10 million per year over the next ten years. \$10 million is about three times what is currently budgeted in the Streets fund for all purposes: Salaries, Benefits, material and supplies, and transfers to the Capital Improvement Fund to support the cost of projects. In 2015, project-related transfers are \$589,000. Budgeting \$589,000 every year, it would take 17 years to fund the first \$10 million of need, and 170 years to fund the entire \$100 million.

So, while our finances are level at the moment, it's a steep climb out of a deep hole we face going forward, where our equipment, structure, and infrastructure needs are concerned. And that doesn't even start to address staffing needs in Public Safety and across the entire General Fund spectrum.

**Streets Fund Comparison
 FY 2014/15 to 2015/16**

	FY 2014/15 Revised	FY 2015/16 Proposed	Amount of Change	Percent Change
Revenues				
Taxes Revenue	\$1,361,000	\$1,364,199	\$3,199	0.0%
Intergovernmental Revenue	\$1,825,434	\$1,651,262	-\$174,172	-9.5%
Other	\$2,000	\$6,205	\$4,205	210%
TOTAL REVENUES	\$3,188,434	\$3,021,666	-\$166,768	-5.2%

	FY 2014/15 Revised	FY 2015/16 Proposed	Amount of Change	Percent Change
Expenditures				
Salaries	\$1,083,824	\$1,136,155	\$52,331	4.8%
Benefits	\$584,222	\$583,304	-\$918	-0.0%
Services/Supplies	\$1,140,390	\$1,052,082	-\$88,308	-7.7%
Intra-governmental	\$259,819	\$286,584	\$26,765	10.3%
Capital	\$23,810	\$0	-\$23,810	-100%
Transfers	\$1,085,087	\$589,000	-\$496,087	-45.7%
TOTAL EXPENDITURES	\$4,177,152	\$3,647,125	-\$530,027	-12.7%

Difference - \$988,718 - \$625,459

Beginning Carry-over \$2,383,023 \$1,394,305

Ending Carry-over **\$1,394,305** **\$768,846**

The Streets Fund

A Streets Fund **budget of \$3,647,125** is recommended for 2015/16. This is a decrease of \$530,027 (12.7%) from the revised budget for 2014/15. Estimated **revenues are \$3,021,666**, and are \$166,768 (-5.2%) less than revised estimates for 2014/15. The difference between the two is offset with working capital carryover.

Streets Fund Revenue

As noted, Streets Fund revenue estimates for 2015/16 are approximately \$167,000 less in 2015/16 than in 2014/15. Streets fund revenues are comprised of an apportionment of State Highway Users (Gas) tax proceeds, a Measure M (County sales tax for transportation) apportionment, a road impact fee charged to the City solid waste hauler, and a portion of the City's franchise fee collected from its solid waste hauler. The City Council chose to share this piece of the franchise fees in 2013, following a revision to the hauler's franchise agreement that increased the franchise fee by \$500,000 per year. The Highway Users Tax is based on a formula that includes a variable fuel rate, which is adjusted each year by the State Board of Equalization. None of the primary revenue sources, with the exception of Measure M funds, is growing. Franchise fees are a fixed amount (\$250,000), and road impact fees are not fixed but are tied to the net operating revenues of the solid waste hauler, which have been generally flat. Both of these revenues are classified in the table above as "Taxes Revenue", as is Measure M funding. Similarly, gas tax revenues have not been increasing, and instead are on the decline. This reflects greater fuel efficiency in gasoline powered vehicles, and more hybrid and electric vehicles entering the market. In 2015/16, gas tax revenues are decreased, to reflect not only this trend in reduced consumption, but also a reduction by the State of six (6) cents per gallon in the variable fuel rate.

There is recognition that gas tax, as a major funding source for road maintenance, is not sustainable and falls far short of providing the revenue needed to maintain our infrastructure. How that is dealt with on a statewide basis will be of utmost importance to the viability of Petaluma's Street fund, as underscored by a review of the 2015/16 Streets fund expenditures and fund balance.

Streets Fund Expenditures

Streets Fund expenditures are down \$530,000 (-12.7%) from 2014/15. This reflects reductions in every expenditure category except Salaries, the single largest reduction is in transfers, which support capital projects, and are 45.7% less than in 2014/15.

Streets Fund **Salaries** are up approximately \$53,000 (4.7%) over 2014/15 and reflect the estimated effect of salary step advancements, and anticipated use of overtime and part-time help in the coming year. **Benefits** are \$900 less in 2015/16, which reflects increases in PERS offset by decreases in medical and separation costs.

Services/Supplies of \$1,052,082 are recommended for 2015/16. This is \$88,308 less than last year, and represents the net effect of shifting \$175,000 for street lighting into the General Fund, partially offset by an increase associated with materials, supplies, and minor equipment anticipated to be purchased in 2015/16.

Intragovernmental costs, charges to the Streets Fund from the Information Technology (IT), Risk, and General Services internal services funds, are increasing \$26,765 (10.3%) over 2014/15 and reflect the effect on this fund of updating the cost allocation plan.

Transfers are \$589,000 in 2015/16, and are \$496,087 (-45.7%) less than in 2014/15. This represents a reduction in the funding for capital projects. The Public Works and Utilities Department, through its CIP Division, maximizes Streets funding by using it to match grants and leverage other funding sources. Few projects of any size could be constructed with only \$589,000, if the Streets fund had to be the sole funding source. Reductions in 2015/16 have been made to address the decline in revenues, and to preserve fund balance so that the fund can be kept viable for a longer period.

Working Capital Carry-over (Fund Balance)

Working Capital carry-over on July 1, 2015 is projected at \$1,394,305. The ending balance on June 30, 2016 is estimated at \$768,846. This represents a 51 percent decrease from the ending balance for 2014/15. It is estimated FY 16/17 revenues will approximate \$3 million, and expenditures will be approximately \$3.6 million, including a \$500,000 transfer to CIP. This would leave an estimated fund balance at June 30, 2017 of less than \$300,000. Following that trend, the Streets fund will enter deficit in FY 17/18. Eliminating transfers to CIP in that year could extend the viability of the fund to the end of the 2017/18 fiscal year, but will seriously impact the ability to construct any street project that is not entirely grant funded. Combine this situation with my previous conversation about the magnitude of our street maintenance challenges, and the prognosis for Petaluma's streets and roads is bleak to say the least. There may be some relief on the way, in the form of a countywide 1/2 cent sales tax increase currently set on the June 2015 ballot, which purports to provide Petaluma with \$11.9 million per year for five (5) years. Nothing is anticipated in the 2015/16 Streets Fund budget from that source.

In Conclusion

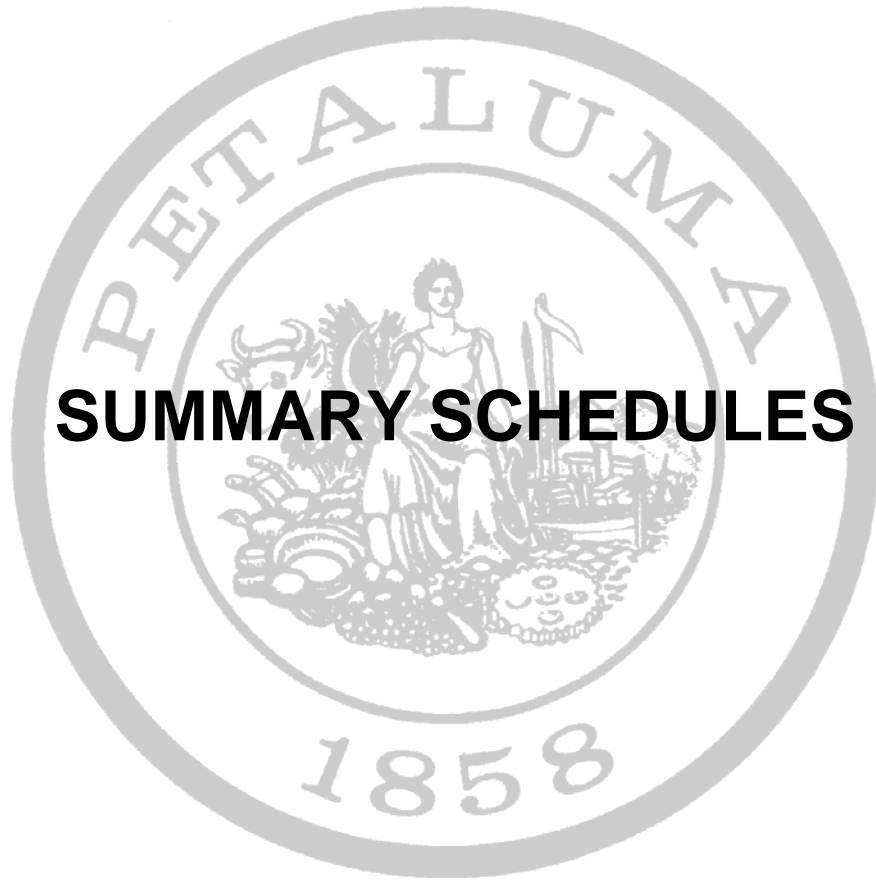
I think this message would seem lacking without some mention of Measure Q, 2014's failed sales tax measure, particularly given the enthusiasm I expressed in last year's message because of it. What certainly seemed at the time like ample groundwork laid through education, outreach, and surveying identified the public's priorities for new City spending. It also appeared to show an appetite for self-taxation was evident among those who participated in the outreach process. Not surprising, the condition of our streets, and transportation circulation, were the most important to residents, although strong interest existed in assuring a safe and ready fleet of emergency vehicles and in preserving existing levels of Police staffing. Polling suggested voters would support a one percent increase, and that they were not opposed to a general tax or one that would extend indefinitely. November told a different story. Whether the tax failed because it asked for too much, or for too long, or because City Councils present or future were not constrained from spending its proceeds at their discretion, because it promised too little or too much, or for any of the other reasons posed to explain its failure, the tax failed - and a transformative opportunity slipped away. Hopefully, there will be another opportunity.

In the opening paragraph of this message, I mentioned the City Council's goals for Fiscal Stability. Those goals were updated in January 2015 and include a number of priorities and objectives which, if met, will help solve the problems I've discussed in this message, and protect and enhance the quality of life in Petaluma for years to come. The Council's goals address a two-year period, recognizing there's a lot of work to be done, and that change takes time. These goals can be found, in their entirety beginning on Page Ops 11 of the budget document. Among the most important of this current set of goals are those found in the first priority, "Develop a Five Year Financial Plan for the General Fund", and in the second priority, "Enhance Revenues". Together, the objectives involved in achieving these priorities will provide for greater public understanding of the City's financial situation, involvement in a prioritization process, and very hopefully, support for a funding measure on a 2016 ballot. These are worthy goals, and ones that the City staff and I are fully committed to achieving.

I would like to extend thanks to City staff in the Finance Department, in the operating departments, and in my office for working cooperatively to compile the recommendations and descriptions – tabular and narrative – contained in this year's budget. I look forward to discussing our recommendations with the City Council, at the workshop scheduled for May 11, 2015 and during the budget meetings set for May 18, and June 1, 2015.



John C. Brown
City Manager
May 4, 2015



SUMMARY SCHEDULES



2015-16 ALL FUNDS BUDGET SUMMARY

Total budgeted appropriations for fiscal year 2015-16 is \$161,604,688. This amount represents all funds of the City and their major components; operations, capital improvements, debt service, and transfers.

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

General Fund appropriations are \$41,459,967. The General Fund is used to account for resources traditionally associated with government. These include City Administration, Finance, Public Safety, Community Development, Public Works, Parks and Recreation.

Special Revenue Funds appropriations are \$18,663,232. This includes Street Maintenance, 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 which include the acquisition, development, and enhancement of neighborhood and community parks as well as housing assistance to people with low and moderate incomes.

Enterprise Funds appropriations are \$10,451,683. The Enterprise Funds account for the daily operation and maintenance of the Petaluma Airport, Development and Planning Services, Petaluma Marina and Petaluma Transit Services.

Utility Funds appropriations are \$50,594,257. The Utilities provide for the comprehensive and integrated management of Petaluma's water resources, storm water and the collection and treatment of wastewater.

Internal Service Funds appropriations are \$6,244,381. Funds include Employee Benefits, General Services, Information Technology, Risk Management, Vehicle and Equipment Replacement, and Workers' Compensation. All Internal Service Fund costs are charged back to user departments in the City.

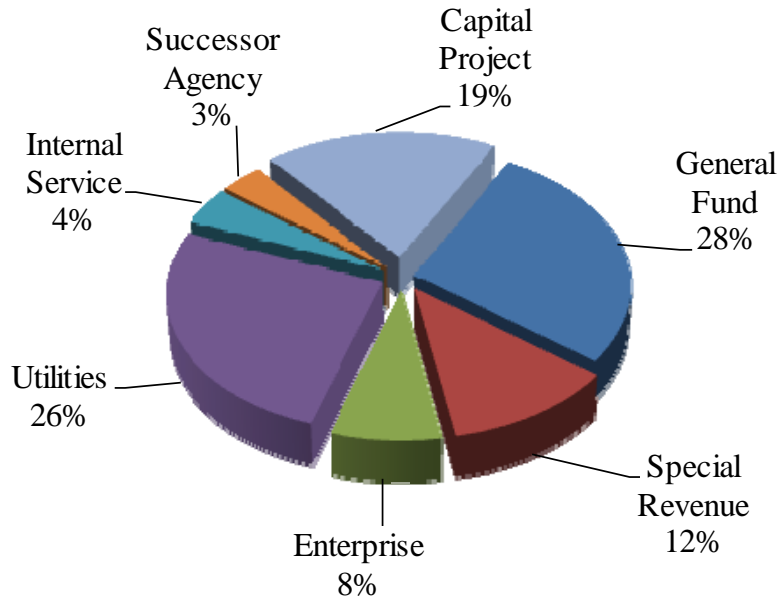
Successor Agency Funds appropriations are \$5,531,168. These funds provide for debt service, program expenditures, and intergovernmental charges through the transfer of tax increment revenue received.

Capital Project Funds appropriations are \$28,660,000. These funds account for the collection of resources and the related expenditure on acquisition and construction of major capital improvement projects in the City. These funds include Airport, Facilities, Fire, Parks, Public Works, Surface Water, Transit, Water, Recycled Water and Wastewater.

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

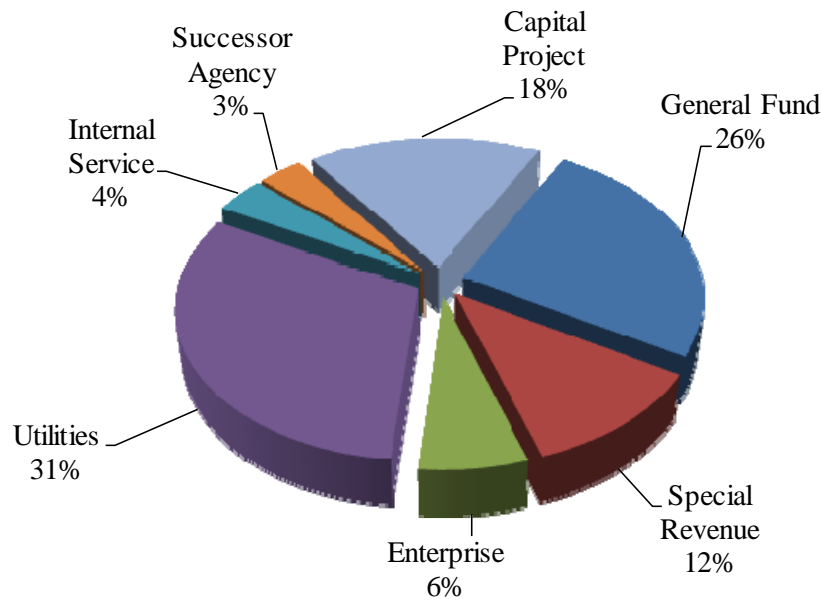
WHERE THE MONEY COMES FROM...

**2015-2016
ESTIMATED REVENUES - \$149,683,000**



WHERE THE MONEY GOES...

**2015-2016
ESTIMATED APPROPRIATIONS - \$161,604,688**



FUND SUMMARY
FISCAL YEAR 2014-15 Estimate

Fund Description	Beg. Bal. 7/1/2014	Estimated Revenues	Estimated Expenditures	Transfers In	Transfers Out	Est. Fund Bal. 6/30/2015
GENERAL FUND OPERATING	\$ 1,633,298	\$ 37,848,561	\$ (38,922,513)	\$ 1,649,012	\$ (675,000)	1,533,358
General Fund Designated Reserves	4,164,956	-	(229,880)	-	(51,400)	3,883,676
TOTAL GENERAL FUND	\$ 5,798,254	\$ 37,848,561	\$ (39,152,393)	\$ 1,649,012	\$ (726,400)	\$ 5,417,034
Community Development Block Grant	94,553	328,342	(287,372)	-	(35,500)	100,023
Home/Begin Grants	415,312	1,000	-	-	(67,825)	348,487
Housing Successor Agency	22,661,491	-	(320,001)	235,500	-	22,576,990
Mobile Home Rent Program	(51,614)	-	-	-	-	(51,614)
Aquatic Facility Impact Fees	76,096	200	-	-	-	76,296
Commercial Linkage Fees	1,337,964	4,000	(427,421)	-	(100,000)	814,543
Community Facilities Impact Fees	619,870	5,000	-	12,000	(113,735)	523,135
Community Facilities Impact Fees - 08	176,836	500	-	-	(189,890)	177,336
Fire Suppression Impact Fees	314,023	1,200	-	-	(100,000)	125,333
Housing In-Lieu Fees	1,569,001	177,244	(487,485)	67,825	-	1,226,585
Library Facility Impact Fees	232,615	800	-	-	-	233,415
Parkland Acq/Dev Impact Fees	1,515,925	1,600	-	102,988	(1,978,496)	(357,983)
Parkland Acquisition Impact Fees-08	624,432	202,284	(5,994)	-	-	820,722
Parkland Development Impact Fees-08	1,271,041	646,300	(19,254)	-	(1,582,630)	315,457
Open Space Acquisition Impact Fees - 08	76,732	47,430	(1,399)	-	-	122,763
Quimby Act Dedication and In-Lieu-08	138	157,792	(4,722)	-	-	153,208
Law Enforcement Facility Impact Fees	441,442	1,600	-	-	-	443,042
Public Facilities Impact Fees	171,445	700	-	4,000	(2,358)	173,787
Public Facilities Impact Fees-08	161,573	500	-	-	-	162,073
City Facilities Development Impact Fee	403,934	620,110	(18,579)	-	-	1,005,465
Storm Drainage Impact Fees	2,609,964	1,500	-	72,050	(64,000)	2,619,514
Storm Drainage Impact Fees - 08	203,182	800	-	-	-	203,982
Traffic Mitigation Impact Fees	3,061,890	1,689,600	(50,328)	-	(2,000,000)	2,701,162
Traffic Mitigation Impact Fees-08	9,776,129	479,380	(14,081)	-	-	10,241,428
Public Art Fees	317,186	200	(139,741)	-	-	177,645
3% Admin Impact Fees	250,669	119,714	(10,520)	-	-	359,863
General Government Grants	652	-	-	-	-	652
Fire Department Grants	(11,980)	-	-	-	-	(11,980)
Police Grants	(3,619)	500,000	(500,000)	-	-	(3,619)
Parks and Rec Grants	-	4,600,000	-	-	(4,600,000)	-
Public Works Grants	900,641	2,392,000	-	-	(2,445,000)	847,641
Gas Tax	944,697	1,467,458	(32,000)	-	(1,168,600)	1,211,555
Landscape Assessment Districts	390,970	388,625	(268,660)	-	-	510,935
Abandoned Vehicle Abatement	283,833	105,000	(82,038)	-	-	306,795
Asset Seizures	356,385	181,000	(160,467)	-	(30,000)	346,918
Street Maintenance Gas Tax	1,438,326	1,720,976	(3,060,065)	1,156,663	(1,073,150)	182,750
Transient Occupancy Tax	646,130	1,927,500	(342,745)	-	(1,455,512)	775,373
Haz Mat Fines	16,832	-	(12,000)	-	-	4,832
Fire in-Lieu Fees	-	-	-	-	-	-
SLESF	8,927	100,000	-	-	(109,000)	(73)
Donations	311,215	2,191,000	(171,653)	-	(2,023,000)	307,562
Prince Park Trust	864,169	4,500	-	-	(56,500)	812,169
TOTAL SPECIAL REVENUE FUNDS	54,479,005	20,065,855	(6,416,525)	1,651,026	(19,195,196)	50,584,165

FUND SUMMARY
FISCAL YEAR 2014-15 Estimate

Fund Description	Beg. Bal. 7/1/2014	Estimated Revenues	Estimated Expenditures	Transfers In	Transfers Out	Est. Fund Bal. 6/30/2015
PRIVATE & PERMANENT TRUST FUNDS						
Wickersham Park Trust	23,755	-	-	-	-	23,755
Thomas Lee Charity Trust	24,280	-	-	-	-	24,280
Child Care Trust	162,922	-	-	-	-	162,922
PRIVATE & PERMANENT TRUST FUNDS	210,957	-	-	-	-	210,957
ENTERPRISE FUNDS						
Airport Operations	473,575	2,832,780	(1,829,130)		(945,000)	532,225
Development Services	423,633	1,425,900	(1,346,483)			503,050
Marina	(234,431)	255,700	(306,955)			(285,686)
Transit	134,272	4,752,310	(3,971,365)		(740,000)	175,217
TOTAL ENTERPRISE FUNDS	797,049	9,266,690	(7,453,933)	-	(1,685,000)	924,806
UTILITIES						
Waste Water Utility	28,602,797	23,212,900	(20,372,842)	93,580	(8,934,000)	22,602,435
Waste Water Rate Stabilization	3,582,357	17,800	-		-	3,600,157
Water Utility	14,110,884	14,476,600	(14,313,638)		(5,476,000)	8,797,846
Storm Utility	11,427	-	(454,138)	437,420	-	(5,291)
TOTAL UTILITIES	47,104,514	46,973,990	(42,594,551)	531,000	(16,095,000)	35,919,953
INTERNAL SERVICE FUNDS						
Employee Benefits	202,299	1,489,758	(1,430,581)			261,476
General Services	117,968	229,788	(234,747)			113,009
Information Technology	23,215	1,532,846	(1,670,461)			(114,400)
Risk Management (Liability)	4,290,152	1,545,177	(1,532,400)			4,302,929
Vehicle and Equipment Replacement	107,412	800	-	100,000		208,212
Workers' Compensation	3,977,254	1,151,500	(1,578,159)		(23,000)	3,527,595
TOTAL INTERNAL SERVICE FUNDS	8,718,300	5,949,869	(6,446,348)	100,000	(23,000)	8,298,821
CAPITAL PROJECT FUNDS						
General Gov CIP	(52,559)	-	(25,000)	81,622	(4,063)	-
Community Development CIP	(39,471)	-	-	39,471		-
Police CIP	-	-	-	-		-
Fire CIP	500,008	-	(189,890)	189,890		500,008
Parks and Recreation CIP	(31,362)	-	(10,306,280)	10,280,526	(51,044)	(108,160)
Public Works/Surface Water CIP	1,336,593	579,000	(15,089,000)	14,306,150	(135,994)	996,749
FEMA Permanent CIP	(321,421)	1,332,000	(945,000)			65,579
TDA CIP	-	-	-	-		-
Airport CIP	877	-	(945,000)	945,000		877
Marina CIP	195,271	-	(153,000)	-		42,271
Transit CIP	(42,122)	-	(883,000)	883,000		(42,122)
Waste Water/Recycled Water CIP	135,655	-	(8,956,000)	8,934,000		113,655
Water CIP	24,393	-	(5,605,000)	5,476,000		(104,607)
TOTAL CAPITAL PROJECT FUNDS	1,705,861	1,911,000	(43,097,170)	41,135,659	(191,101)	1,464,250
Successor Agency Debt	11,441,103	5,748,634	(5,748,634)		(8,836,000)	2,605,103
Successor Agency Admin	77,815	250,000	(283,439)			44,376
TOTAL SUCCESSOR AGENCY FUNDS	11,518,918	5,998,634	(6,032,073)	-	(8,836,000)	2,649,479
TOTAL ALL FUNDS	\$ 129,535,810	\$ 118,747,909	\$ (143,739,060)	\$ 45,066,697	\$ (45,066,697)	\$ 104,544,659

FUND SUMMARY
FISCAL YEAR 2015-2016

Fund Description	Est. Fund Bal. 7/01/2015	Budgeted Revenues	Budgeted Expenditures	Budgeted Transfers In	Budgeted Transfers Out	Proj. Fund Bal. 6/30/2016
GENERAL FUND OPERATING	\$ 1,533,358	\$ 39,499,433	\$ (40,092,914)	\$ 1,617,012	\$ (1,367,053)	\$ 1,189,836
General Fund Designated Reserves	3,883,676	-	-	-	-	3,883,676
	\$ 5,417,034	\$ 39,499,433	\$ (40,092,914)	\$ 1,617,012	\$ (1,367,053)	\$ 5,073,512
Community Development Block Grant	100,023	326,202	(324,458)	-	(28,130)	73,637
Home/Begin Grants	348,487	837	-	-	-	349,324
Housing Successor Agency	22,576,990	25,149	(316,967)	128,130	-	22,413,302
Mobile Home Rent Program	(51,614)	22,143	(3,000)	-	-	(32,471)
Aquatic Facility Impact Fees	76,296	331	(7)	-	-	76,620
Commercial Linkage Fees	814,543	355,236	(340,000)	-	(50,000)	779,779
Community Facilities Impact Fees	523,135	1,440	(29)	-	-	524,546
Community Facilities Impact Fees - 08	177,336	594	(12)	-	-	177,918
Fire Suppression Impact Fees	125,333	421	(8)	-	(120,000)	5,746
Housing In-Lieu Fees	1,226,585	659,201	(142,511)	-	(50,000)	1,693,275
Library Facility Impact Fees	233,415	1,007	(20)	-	-	234,402
Parkland Acq/Dev Impact Fees	(357,983)	-	-	317,452	-	(40,531)
Parkland Acquisition Impact Fees-08	820,722	37,674	(753)	-	-	857,643
Parkland Development Impact Fees-08	315,457	264,281	(5,286)	-	(574,452)	(0)
Open Space Acquisition Impact Fees - 08	19,488	19,488	(390)	-	-	141,861
Quimby Act Dedication and In-Lieu-08	153,208	47,689	(954)	-	-	199,943
Law Enforcement Facility Impact Fees	443,042	1,484	(30)	-	-	444,496
Public Facilities Impact Fees	173,787	585	(12)	-	-	174,360
Public Facilities Impact Fees-08	162,073	545	(11)	-	-	162,607
City Facilities Development Impact Fee	1,005,465	275,230	(5,505)	-	-	1,275,190
Storm Drainage Impact Fees	2,619,514	7,581	(1,121)	48,473	(744,000)	1,930,447
Storm Drainage Impact Fees - 08	203,982	20,789	(416)	-	-	224,355
Traffic Mitigation Impact Fees	2,701,162	4,805	(96)	-	(1,105,567)	1,600,304
Traffic Mitigation Impact Fees-08	10,241,428	2,797,141	(55,943)	-	(1,793,433)	11,189,193
Public Art Fees	177,645	71,065	(143,537)	-	-	105,173
3% Admin Impact Fees	359,863	93,220	(22,876)	-	-	430,207
General Government Grants	652	-	-	-	-	652
Fire Department Grants	(11,980)	-	-	-	-	(11,980)
Police Grants	(3,619)	567,000	(567,000)	-	-	(3,619)
Parks and Rec Grants	-	336,000	-	-	(336,000)	-
Public Works Grants	847,641	3,627,000	-	-	(3,627,000)	847,641
Gas Tax	1,211,555	1,255,026	(34,569)	-	(1,873,262)	558,750
Landscape Assessment Districts	510,935	389,455	(316,459)	-	-	583,931
Abandoned Vehicle Abatement	306,795	115,937	(81,422)	-	-	341,310
Asset Seizures	346,918	180,759	(101,857)	-	(30,000)	395,820
Street Maintenance Gas Tax	182,750	1,766,640	(3,029,556)	1,851,262	(567,000)	204,096
Transient Occupancy Tax	775,373	2,021,967	(402,117)	-	(1,455,512)	939,711
Haz Mat Fines	4,832	8,651	(10,070)	-	-	3,413
Fire in-Lieu Fees	-	-	-	-	-	-
SLESF	(73)	100,011	-	-	(100,000)	(62)
Donations	307,562	232,500	(57,384)	-	(188,000)	294,678
Prince Park Trust	812,169	2,913	-	-	(56,500)	758,582
TOTAL SPECIAL REVENUE FUNDS	50,584,165	15,637,997	(5,964,376)	2,345,317	(12,698,856)	49,904,247

FUND SUMMARY
FISCAL YEAR 2015-2016

Fund Description	Est. Fund Bal. 7/01/2015	Budgeted Revenues	Budgeted Expenditures	Budgeted Transfers In	Budgeted Transfers Out	Proj. Fund Bal. 6/30/2016
PRIVATE & PERMANENT TRUST FUNDS						
Wickersham Park Trust	23,755	-	-	-	-	23,755
Thomas Lee Charity Trust	24,280	-	-	-	-	24,280
Child Care Trust	162,922	-	-	-	-	162,922
PRIVATE & PERMANENT TRUST FUNDS	210,957	-	-	-	-	210,957
ENTERPRISE FUNDS						
Airport Operations	532,225	1,903,500	(1,835,382)	-	-	600,343
Development Services	503,050	1,427,100	(1,354,515)	-	-	575,635
Marina	(285,686)	214,728	(313,589)	-	-	(384,547)
Transit	175,217	7,939,705	(6,698,197)	-	(250,000)	1,166,725
TOTAL ENTERPRISE FUNDS	924,806	11,485,033	(10,201,683)	-	(250,000)	1,958,156
UTILITIES						
Waste Water Utility	22,602,435	24,142,000	(20,412,543)	93,580	(8,639,000)	17,786,472
Waste Water Rate Stabilization	3,600,157	17,900	-	-	-	3,618,057
Water Utility	8,797,846	14,344,100	(14,218,533)	-	(6,776,000)	2,147,413
Storm Utility	(5,291)	100	(548,181)	550,000	-	(3,372)
TOTAL UTILITIES	35,919,953	49,989,133	(45,380,940)	643,580	(15,665,000)	25,506,726
INTERNAL SERVICE FUNDS						
Employee Benefits	261,476	1,076,851	(1,076,625)	200,000	-	461,702
General Services	113,009	224,006	(224,023)	-	-	112,992
Information Technology	(114,400)	1,802,161	(1,802,161)	-	-	(114,400)
Risk Management (Liability)	4,302,929	1,677,153	(1,677,178)	-	-	4,302,904
Vehicle and Equipment Replacement	208,212	-	-	400,000	-	608,212
Workers' Compensation	3,527,595	1,197,466	(1,464,394)	-	-	3,260,667
TOTAL INTERNAL SERVICE FUNDS	8,298,821	5,977,637	(6,244,381)	600,000	-	8,632,077
CAPITAL PROJECT FUNDS						
General Gov CIP	-	-	(100,000)	100,000	-	-
Community Development CIP	-	-	-	-	-	-
Police CIP	-	-	-	-	-	-
Fire CIP	500,008	-	(120,000)	120,000	-	500,008
Parks and Recreation CIP	(108,160)	250,000	(968,000)	718,000	-	(108,160)
Public Works/Surface Water CIP	996,749	3,407,000	(11,237,000)	7,802,000	-	968,749
FEMA Permanent CIP	65,579	-	-	-	-	65,579
TDA CIP	-	-	-	-	-	-
Airport CIP	877	-	-	-	-	877
Marina CIP	42,271	-	-	-	-	42,271
Transit CIP	(42,122)	-	(317,000)	307,000	-	(52,122)
Waste Water/Recycled Water CIP	113,655	-	(8,702,000)	8,702,000	-	113,655
Water CIP	(104,607)	-	(7,216,000)	6,776,000	-	(544,607)
TOTAL CAPITAL PROJECT FUNDS	1,464,250	3,657,000	(28,660,000)	24,525,000	-	986,250
Successor Agency Debt	2,605,103	4,940,891	(4,940,891)	-	-	2,605,103
Successor Agency Admin	44,376	250,000	(590,277)	-	-	(295,901)
TOTAL SUCCESSOR AGENCY FUNDS	2,649,479	5,190,891	(5,531,168)	-	-	2,309,202
TOTAL ALL FUNDS	\$ 104,544,659	\$ 119,952,091	\$ (131,873,779)	\$ 29,730,909	\$ (29,730,909)	\$ 92,622,971

Sources and Uses of Funds Fiscal Year 15-16

	General Fund	Special Revenue Funds incl. LMH	Enterprise Funds	Utilities	Internal Service Funds	Private Purpose/ Permanent Trust	Capital Project Funds	Successor Agency Funds	All Funds
Revenue									
Taxes Revenue	26,638,997	3,382,199	70,000					5,190,891	35,282,087
Licenses, Permits and Fees	1,441,669	4,589,605	1,310,200	1,000					7,342,474
Use of Property Revenue	443,800	108,379	1,154,400	286,400	19,700				2,012,679
Intergovernmental	5,004,503	6,822,425	7,717,455				3,157,000		22,701,383
Charges for Services/Sales	5,921,784	502,889	126,500		5,957,937				12,509,110
Utility Revenue	20,000		354,650	38,185,800					38,560,450
Sales Revenue	2,640		751,828	12,400					766,868
Other Revenue	26,040	232,500	18,500				500,000		777,040
Total Revenues	\$ 39,499,433	\$ 15,637,997	\$ 11,485,033	\$ 38,504,100	\$ 5,977,637	\$ -	\$ 3,657,000	\$ 5,190,891	\$ 119,952,091
Other Sources:									
Transfers In	1,617,012	2,345,317	-	643,580	600,000		24,525,000		29,730,909
Total Revenue and Other Sources	\$ 41,116,445	\$ 17,983,314	\$ 11,485,033	\$ 39,147,680	\$ 6,577,637	\$ -	\$ 28,182,000	\$ 5,190,891	\$ 149,683,000
Expenditures and Expenses									
Salaries and Benefits	32,100,000	2,212,987	1,249,505	6,435,190	1,483,057		1,222,742	50,607	44,754,088
Services and Supplies	1,026,214	686,370	1,135,300	9,093,650	86,250			200	12,027,984
Professional Services,Maint, Repair	3,520,305	1,696,631	3,677,735	3,919,600	1,276,318		26,899,908	113,150	41,103,647
Intragovernmental Charges	1,958,638	701,623	611,573	2,639,471	66,562		255,350	420,954	6,654,171
Utilities, Rent, Training	1,409,927	397,765	253,162	2,034,450	3,253,674			5,366	7,354,344
Advertising,Promotion,Debt	77,830	203,000	621,721	10,551,896	520			4,940,891	16,395,858
Capital Improvement Projects	-	66,000	2,652,687	505,000	78,000		282,000		3,583,687
Total Expenditures and Expenses	\$ 40,092,914	\$ 5,964,376	\$ 10,201,683	\$ 35,179,257	\$ 6,244,381	\$ -	\$ 28,660,000	\$ 5,531,168	\$ 131,873,779
Other Uses:									
Transfers Out	1,367,053	12,698,856	250,000	15,415,000					29,730,909
Total Expenditures, Expenses and Other Uses	\$ 41,459,967	\$ 18,663,232	\$ 10,451,683	\$ 50,594,257	\$ 6,244,381	\$ -	\$ 28,660,000	\$ 5,531,168	\$ 161,604,688



**2016 Budget
 General Fund Revenue by Account Type**

Account Type	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
TAXES REVENUE	23,455,329	24,275,470	25,114,971	26,638,997
FEES/PERMITS AND FINES REVENUE	2,036,622	1,761,931	1,560,416	1,441,669
USE OF PROPERTY REVENUE	417,820	452,299	459,597	443,800
INTERGOVERNMENTAL REVENUE	4,212,477	4,491,242	4,895,212	5,004,503
CHARGES FOR SERVICE REVENUE	4,578,026	5,094,931	5,846,454	5,921,784
UTILITY REVENUE	-	52,172	(25,445)	20,000
SALES REVENUE	5,103	2,883	2,550	2,640
MISCELLANEOUS	395,036	1,876,084	(5,194)	26,040
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	1,589,914	31,285	1,649,012	1,617,012
GENERAL FUND REVENUE	36,690,327	38,038,297	39,497,573	41,116,445

2016 Budget
General Fund Revenue by Function

Function	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
GENERAL GOVERNMENT	31,075,420	32,603,283	34,618,434	36,306,283
CDD	741,813	767,388	578,000	615,000
FIRE	2,322,331	2,424,594	2,224,966	2,091,054
PARK/REC	842,813	861,542	838,137	857,400
POLICE	1,070,468	1,071,963	980,618	1,000,488
PUBLIC WORKS	637,482	309,527	257,418	246,220
GENERAL FUND REVENUE	36,690,327	38,038,297	39,497,573	41,116,445

2016 Budget
General Fund Revenue by Cost Center

Cost Center	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
GENERAL FUND COST CENTER	30,960,483	32,116,056	33,925,748	36,256,283
ANIMAL SERVICES ADMIN/OPERATIONS	95,521	3,678	-	-
CITY ATTORNEY ADMIN/OPERATIONS	-	376,612	600,682	-
CITY CLERK ADMIN/OPERATIONS	19,416	14,933	-	-
NON DEPARTMENTAL	-	92,004	92,004	50,000
CDD ADMIN	353,834	180,144	178,000	215,000
COST RECOVERY	387,979	587,244	400,000	400,000
FIRE ADMIN	500,496	489,246	504,966	391,096
FIRE PREVENTION	148,881	84,982	101,000	79,958
AMBULANCE	1,672,954	1,850,366	1,619,000	1,620,000
PARK/REC ADMIN	35,615	(5,810)	6,000	2,000
PR CAVANAGH CENTER	6,595	4,522	5,500	500
PR COMMUNITY CENTER	259,698	294,612	280,000	280,000
PR PARK MAINTENANCE	3,259	-	-	-
PR YOUTH/TEENS PROGRAMS	244,389	278,406	250,000	260,000
PR CONTRACT CLASSES	146,646	149,077	145,000	150,000
PR SPORTS PROGRAMS	93,423	62,700	70,000	70,000
PR LUCHESSI FIELD TURF	4,473	-	-	-
PR SPORTS FIELD LIGHTS	16,658	5,334	5,387	52,100
PR AQUATIC PROGRAMS	-	737	3,567	800
PR SENIOR PROGRAMS	32,057	60,036	60,636	30,000
PR SPECIAL EVENTS	-	11,928	12,047	12,000
POLICE ADMIN	1,070,468	1,071,963	980,618	1,000,488
PUB WORKS ADMIN	606,891	286,573	241,258	225,200
PUB WORKS PARKS MAINTENANCE	-	-	-	-
TURNING BASIN/D ST BRIDGE	30,591	22,954	16,160	21,020
GENERAL FUND REVENUE	36,690,327	38,038,297	39,497,573	41,116,445

2016 Budget
General Fund Appropriations by Account Type

Account Type	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
SALARY	18,397,924	18,681,692	20,662,180	20,614,017
BENEFITS	8,544,814	9,808,027	10,935,641	11,485,983
SUPPLIES	939,624	1,030,608	1,016,349	1,026,214
PROF SERVICES, MAINT, REPAIR	3,022,721	3,446,050	3,524,008	3,520,305
INTRAGOVERNMENTAL SERVICES	1,129,710	1,434,450	1,593,842	1,958,638
UTILITIES, RENT, TRAINING	1,134,154	1,146,951	1,242,590	1,409,927
ADVERTISING, PROMOTION, DEBT	16,886	35,244	172,783	77,830
CAPITAL EXPENDITURES	321,603	124,999	5,000	-
TRANSFERS	349,561	637,580	726,400	1,367,053
GENERAL FUND APPROPRIATIONS	33,856,997	36,345,601	39,878,793	41,459,967
LESS INTRAGOVERNMENTAL OFFSET	(1,199,245)	(1,218,200)	(2,077,327)	(2,858,548)
GENERAL FUND NET COST	32,657,752	35,127,401	37,801,466	38,601,419

2016 Budget
General Fund Appropriations by Function

Function	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
GENERAL GOVERNMENT	3,331,691	4,142,336	5,860,238	7,319,537
CDD	527,265	747,491	557,793	554,149
FIRE	10,688,599	11,495,272	12,435,586	12,240,359
PARK/REC	1,369,772	1,437,810	1,554,054	1,644,283
POLICE	14,540,994	15,238,518	16,012,549	16,023,530
PUBLIC WORKS	3,398,676	3,284,174	3,458,573	3,678,109
GENERAL FUND APPROPRIATIONS	33,856,997	36,345,601	39,878,793	41,459,967
LESS INTRAGOVERNMENTAL OFFSET	(1,199,245)	(1,218,200)	(2,077,327)	(2,858,548)
GENERAL FUND NET COST	32,657,752	35,127,401	37,801,466	38,601,419

2016 Budget
General Fund Appropriations by Cost Center

Cost Center	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
GENERAL FUND COST CENTER	349,561	637,562	726,400	1,368,141
ANIMAL SERVICES ADMIN/OPERATIONS	537,715	51	-	-
CITY COUNCIL ADMIN/OPERATIONS	71,787	84,221	86,596	120,305
CITY ATTORNEY ADMIN/OPERATIONS	260,249	597,298	897,229	879,885
CITY CLERK ADMIN/OPERATIONS	197,153	163,199	171,564	195,698
CITY CLERK ELECTIONS	109,700	60,783	113,928	68,558
CITY MANAGER ADMIN/OPERATIONS	526,632	550,164	765,240	800,462
ECONOMIC DEVELOPMENT	93,444	139,095	305,079	299,678
FINANCE ADMIN	372,369	431,455	548,848	733,809
FINANCE ACCOUNTING SERVICE	441,534	485,234	621,991	603,826
FINANCE COMMERCIAL SERVICE	101,028	112,558	593,140	599,034
HUMAN RESOURCES ADMIN/OPERATIONS	204,091	254,747	422,023	488,692
NON DEPARTMENTAL	66,428	625,969	608,200	1,161,449
CDD ADMIN	135,222	151,650	153,793	150,149
COST RECOVERY	392,043	595,841	404,000	404,000
FIRE ADMIN	972,523	1,132,415	1,366,487	1,273,575
FIRE DISASTER PREPAREDNESS	2,160	3,051	2,660	2,660
FIRE HAZARDOUS MATERIALS	59,946	120,840	146,865	151,095
FIRE PREVENTION	281,454	289,148	306,253	301,034
FIRE SUPPRESSION	8,940,650	9,494,279	10,123,955	10,010,151
FIRE SUPPRESSION-APPARATUS	125,728	140,225	127,966	140,444
FIRE SUPPRESSION-BUILDING/GROUNDS	27,200	12,182	12,300	14,000
FIRE SUPPRESSION-COMMUNICATIONS	2,243	2,434	12,410	9,900
FIRE SUPPRESSION-SUPPLIES	22,806	47,256	56,365	43,000
FIRE SUPPRESSION-TRAINING	17,350	24,221	21,250	21,250
AMBULANCE	236,539	229,221	259,075	273,250
PARK/REC ADMIN	654,718	653,412	756,976	753,446
PR CAVANAGH CENTER	19,481	19,942	18,310	12,850
PR COMMUNITY CENTER	152,639	155,080	174,354	204,271
PR LIBRARY/MUSEUM	25,863	27,310	25,546	31,240
PR YOUTH/TEENS PROGRAMS	226,326	256,317	243,827	303,765
PR CONTRACT CLASSES	81,680	100,353	76,000	80,000

2016 Budget
General Fund Appropriations by Cost Center

Cost Center	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
PR SPORTS PROGRAMS	43,554	44,037	72,226	62,621
PR AQUATIC PROGRAMS	101,347	108,063	106,100	111,600
PR SENIOR PROGRAMS	63,082	61,927	60,715	64,490
PR SPECIAL EVENTS	1,082	11,369	20,000	20,000
POLICE ADMIN	2,502,125	2,571,510	3,017,790	2,860,222
POLICE COMMUNICATION	1,002,155	1,147,896	1,192,499	1,184,513
POLICE CAD/RMS	255,851	254,812	284,450	340,950
POLICE INVESTIGATION	1,271,331	1,145,675	1,130,008	1,190,327
POLICE PATROL	7,447,116	7,769,187	8,094,756	8,089,244
POLICE AUTO THEFT	2	177,017	180,810	173,675
POLICE TRAFFIC SAFETY	1,177,302	1,155,810	1,161,358	1,242,572
POLICE RECORDS	563,836	585,336	639,171	615,857
PARKING ENFORCEMENT	321,276	431,275	311,707	326,170
PUB WORKS ADMIN	679,533	367,043	409,827	431,787
PUB WORKS ENGINEERING DEVELOPMENT	236,013	384,086	307,260	314,920
PUB WORKS ENGINEERING CIP	119,048	76,463	85,939	98,086
PUB WORKS ENGINEERING TRAFFIC	25,495	9,520	42,761	46,093
PUB WORKS BLDG/FACILITY MAINTENANCE	645,746	646,681	640,591	669,481
PUB WORKS AUTO/EQUIP MAINT SHOP	222,569	185,659	187,937	217,030
PUB WORKS STREET SIGNALS	957	33	-	-
PUB WORKS STREET SIGNS	460	-	-	-
PUB WORKS STREET LIGHTS	(710)	(521)	-	175,000
PUB WORKS PARKS MAINTENANCE	1,458,719	1,548,291	1,531,203	1,555,474
DOWNTOWN STREETS/SIDEWALKS MAINT	-	31,953	221,000	136,000
PUB WORKS TURNING BASIN/D ST BRIDGE	10,846	34,966	32,055	34,238
GENERAL FUND APPROPRIATIONS	33,856,997	36,345,601	39,878,793	41,459,967
LESS INTRAGOVERNMENTAL OFFSET	(1,199,245)	(1,218,200)	(2,077,327)	(2,858,548)
GENERAL FUND NET COST	32,657,752	35,127,401	37,801,466	38,601,419



**2016 Budget
Special Revenue Funds
Revenue by Account Type**

Account Type	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
TAXES REVENUE	2,475,138	3,274,839	3,927,800	3,382,199
FEES/PERMITS AND FINES REVENUE	9,594,807	4,899,157	3,415,340	4,589,605
USE OF PROPERTY REVENUE	243,697	186,507	75,600	108,379
INTERGOVERNMENTAL REVENUE	9,842,830	5,153,450	9,949,776	6,822,425
CHARGES FOR SERVICE REVENUE	714,915	429,088	506,339	502,889
SALES REVENUE	300	2,400	-	-
MISCELLANEOUS	194,560	198,816	2,191,000	232,500
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	3,251,973	1,701,648	1,651,026	2,345,317
SPECIAL REVENUE FUNDS	26,318,220	15,845,905	21,716,881	17,983,314

**2016 Budget
Special Revenue Funds
Revenue by Fund**

Fund	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
AQUATIC CENTER FACILITIES IMPACT FEES	22,826	2,412	200	331
COMMERCIAL LINKAGE FEES	548,168	652,362	4,000	355,236
COMMUNITY FACILITIES IMPACT FEES	75,608	23,002	17,000	1,440
COMMUNITY CENTER FACILITIES IMP FEES-08	45,697	(1,327)	500	594
FIRE SUPPRESSION FACILITIES IMPACT FEES	190,259	9,362	1,200	421
HOUSING IN-LIEU IMPACT FEES	693,139	330,627	245,069	659,201
LIBRARY FACILITY IMPACT FEES	44,456	6,099	800	1,007
PARKLAND ACQ AND DVLPMNT IMPACT FEES	242,457	41,177	104,588	317,452
PARK LAND ACQUISITION IMPACT FEES-08	100,169	21,207	202,284	37,674
PARK LAND DEVELOPMENT IMPACT FEES-08	686,537	204,783	646,300	264,281
OPEN SPACE ACQUISITION IMPACT FEES-08	(37,648)	(62,534)	47,430	19,488
QUIMBY ACT DEDICATION AND IN-LIEU FEE-08	1	1	157,792	47,689
LAW ENFORCEMENT FACILITIES IMPACT FEES	75,271	8,185	1,600	1,484
PUBLIC FACILITIES IMPACT FEES	68,856	17,465	4,700	585
PUBLIC FACILITY-08	37,596	(2,037)	500	545
CITY FACILITIES DEVELOPMENT IMPACT FEE	180,786	231,360	620,110	275,230
STORM DRAINAGE IMPACT FEES	299,434	278,415	73,550	56,054
STORM DRAINAGE IMPACT FEES - 08	194,097	1,143	800	20,789
TRAFFIC IMPACT FEES	606,049	767,277	1,689,600	4,805
TRAFFIC IMPACT FEES - 08	6,282,851	2,328,294	479,380	2,797,141
PUBLIC ART FEES	286,516	37,790	200	71,065
3% ADMIN FEE - 08	284,580	515	119,714	93,220
CDBG	292,702	321,175	328,342	326,202
HOME/BEGIN	4,140,444	46,439	1,000	837
FIRE GRANTS	23,181	6,517	-	-
PARKS AND REC GRANTS	1,055,183	-	4,600,000	336,000
POLICE GRANTS	476,634	621,760	500,000	567,000
PUBLIC WORKS GRANTS	1,935,730	1,672,260	2,392,000	3,627,000
DONATIONS/DEVELOPER CONTRIB	163,135	147,811	2,191,000	232,500
ABANDONED VEHICLE ABATEMENT	28,973	119,072	105,000	115,937
ASSET SEIZURES	222,288	303,274	181,000	180,759
HAZ MAT FINES-FIRE	2,221	332	-	8,651
IN-LIEU FEES-FIRE	45	-	-	-
SLESF	139,920	83,661	100,000	100,011
GAS TAX	1,422,001	1,802,379	1,467,458	1,255,026
STREET MAINTENANCE (HUT)	3,109,746	3,092,368	2,877,639	3,617,902
LANDSCAPE ASSESSMENT DISTRICTS	394,439	392,051	388,625	389,455
TRANSIENT OCCUPANCY TAX	1,683,481	1,924,392	1,927,500	2,021,967
PRINCE PARK TRUST	3,664	3,588	4,500	2,913
SUCCESSOR AGENCY HOUSING	296,728	392,667	235,500	153,279
MOBILE HOME RENT PROGRAM	-	20,581	-	22,143
SPECIAL REVENUE FUNDS	26,318,220	15,845,905	21,716,881	17,983,314

**2016 Budget
 Special Revenue Funds
 Appropriations by Account Type**

Account Type	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
SALARY	1,675,986	1,697,962	1,383,633	1,524,683
BENEFITS	574,124	716,616	707,731	688,304
SUPPLIES	897,151	699,533	747,900	686,370
PROF SERVICES, MAINT, REPAIR	5,680,953	1,787,168	2,153,884	1,696,631
INTRAGOVERNMENTAL SERVICES	541,997	291,314	633,317	701,623
UTILITIES, RENT, TRAINING	536,806	551,979	456,478	397,765
ADVERTISING, PROMOTION, DEBT	809,986	208,838	214,772	203,000
CAPITAL EXPENDITURES	1,193,322	81,730	118,810	66,000
TRANSFERS	7,102,315	6,177,659	19,195,196	12,698,856
SPECIAL REVENUE FUNDS	19,012,640	12,212,799	25,611,721	18,663,232

**2016 Budget
Special Revenue Funds
Appropriations by Fund**

Fund	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
AQUATIC CENTER FACILITIES IMPACT FEES	736	(142)	-	7
COMMERCIAL LINKAGE FEES	117,343	225,665	527,421	390,000
COMMUNITY FACILITIES IMPACT FEES	15,307	13,797	113,735	29
COMMUNITY CENTER FACILITIES IMP FEES-08	1,351	(490)	-	12
FIRE SUPPRESSION FACILITIES IMPACT FEES	162,274	3,272	189,890	120,008
HOUSING IN-LIEU IMPACT FEES	913,518	913,917	587,485	192,511
LIBRARY FACILITY IMPACT FEES	1,460	(182)	-	20
PARKLAND ACQ AND DVLPMNT IMPACT FEES	80,569	436,622	1,978,496	-
PARK LAND ACQUISITION IMPACT FEES-08	2,930	73,395	5,994	753
PARK LAND DEVELOPMENT IMPACT FEES-08	10,125	643	1,601,884	579,738
OPEN SPACE ACQUISITION IMPACT FEES-08	(1,157)	(872)	1,399	390
QUIMBY ACT DEDICATION AND IN-LIEU FEE-08	-	-	4,722	954
LAW ENFORCEMENT FACILITIES IMPACT FEES	2,462	(357)	-	30
PUBLIC FACILITIES IMPACT FEES	2,103	(298)	2,358	12
PUBLIC FACILITY-08	1,110	(423)	-	11
CITY FACILITIES DEVELOPMENT IMPACT FEE	5,412	2,800	18,579	5,505
STORM DRAINAGE IMPACT FEES	160,130	18,994	64,000	745,121
STORM DRAINAGE IMPACT FEES - 08	5,808	(1,928)	-	416
TRAFFIC IMPACT FEES	459,812	220,098	2,050,328	1,105,663
TRAFFIC IMPACT FEES - 08	188,259	(16,749)	14,081	1,849,376
PUBLIC ART FEES	15,225	17,083	139,741	143,537
3% ADMIN FEE - 08	51,383	26,567	10,520	22,876
CDBG	294,795	321,344	322,872	352,588
HOME/BEGIN	4,144,095	-	67,825	-
FIRE GRANTS	26,400	3,298	-	-
PARKS AND REC GRANTS	1,055,183	-	4,600,000	336,000
POLICE GRANTS	537,031	551,070	500,000	567,000
PUBLIC WORKS GRANTS	1,940,138	1,675,932	2,445,000	3,627,000
DONATIONS/DEVELOPER CONTRIB	222,285	192,794	2,194,653	245,384
ABANDONED VEHICLE ABATEMENT	3,621	46,016	82,038	81,422
ASSET SEIZURES	527,301	105,029	190,467	131,857
HAZ MAT FINES-FIRE	1,296	9,488	12,000	10,070
IN-LIEU FEES-FIRE	8,975	-	-	-
SLESF	112,100	115,100	109,000	100,000
GAS TAX	1,182,629	1,284,613	1,200,600	1,907,831
STREET MAINTENANCE (HUT)	4,133,798	3,269,328	4,133,215	3,596,556
STREET RECONSTRUCTION	21	-	-	-
STREET MAINTENANCE (FF VEH IMPACT)	11,803	-	-	-
LANDSCAPE ASSESSMENT DISTRICTS	378,383	368,524	268,660	316,459
TRANSIENT OCCUPANCY TAX	1,359,640	1,982,248	1,798,257	1,857,629
PRINCE PARK TRUST	56,500	56,500	56,500	56,500
SUCCESSOR AGENCY HOUSING	820,486	227,908	320,001	316,967
MOBILE HOME RENT PROGRAM	-	72,195	-	3,000
SPECIAL REVENUE FUNDS	19,012,640	12,212,799	25,611,721	18,663,232

**2016 Budget
Trust Revenue by Fund**

<i>Fund</i>	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
WICKERSHAM TRUST	90	89	0	0
CHILD CARE TRUST	616	613	0	0
THOMAS LEE CHARITY TRUST	85	88	0	0
TRUST REVENUE	791	790	0	0

**2016 Budget
Trust Appropriations by Fund**

<i>Fund</i>	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
WICKERSHAM TRUST	0	0	0	0
CHILD CARE TRUST	0	0	0	0
THOMAS LEE CHARITY TRUST	0	0	0	0
TRUST APPROPRIATIONS	0	0	0	0



**2016 Budget
Enterprise Funds Revenue by Account Type**

Account Type	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
TAXES REVENUE	75,657	61,011	65,000	70,000
FEES/PERMITS AND FINES REVENUE	1,560,079	1,362,623	1,312,400	1,310,200
USE OF PROPERTY REVENUE	1,205,275	1,248,039	1,204,380	1,154,400
INTERGOVERNMENTAL REVENUE	2,071,213	3,999,939	5,174,830	7,717,455
CHARGES FOR SERVICE REVENUE	180,108	180,913	126,500	126,500
UTILITY REVENUE	240,671	272,671	337,760	354,650
SALES REVENUE	874,803	844,830	879,100	751,828
MISCELLANEOUS	7,266	2,371	166,720	-
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBTN	10,647	95,164	-	-
ENTERPRISE FUNDS REVENUE	6,225,719	8,067,561	9,266,690	11,485,033

**2016 Budget
Enterprise Funds Revenue by Fund**

Fund	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
AIRPORT	1,898,848	1,909,285	2,832,780	1,903,500
DEVELOPMENT SERVICES	1,717,742	1,533,226	1,425,900	1,427,100
MARINA	299,521	254,101	255,700	214,728
TRANSIT	2,309,608	4,370,949	4,752,310	7,939,705
ENTERPRISE FUNDS REVENUE	6,225,719	8,067,561	9,266,690	11,485,033

**2016 Budget
Enterprise Funds Revenue by Cost Center**

Cost Center	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
AIRPORT ADMIN/OPERATIONS	1,898,848	1,909,285	2,832,780	1,903,500
DEVELOP SVC ADMIN	29,531	32,929	25,900	27,100
DEVELOP SVC BLDG SVC	1,535,339	1,353,415	1,300,000	1,300,000
DEVELOP SVC COST RECOVERY	152,872	146,882	100,000	100,000
MARINA ADMIN/OPERATIONS	299,521	254,101	255,700	214,728
TRANSIT ADMIN	1,587,828	1,747,031	2,874,710	3,896,015
TRANSIT CITY ROUTES	540,826	2,475,502	1,396,460	3,677,345
PARATRANSIT	180,954	148,416	481,140	366,345
ENTERPRISE FUNDS REVENUE	6,225,719	8,067,561	9,266,690	11,485,033

**2016 Budget
 Enterprise Funds Appropriations by Account Type**

Account Type	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
SALARY	665,292	771,572	924,803	885,802
BENEFITS	230,100	314,379	367,106	363,703
SUPPLIES	1,108,556	1,102,922	1,203,260	1,135,300
PROF SERVICES, MAINT, REPAIR	1,973,495	2,304,616	3,192,335	3,677,735
INTRAGOVERNMENTAL SERVICES	473,810	532,440	535,599	611,573
UTILITIES, RENT, TRAINING	239,074	243,399	259,829	253,162
ADVERTISING, PROMOTION, DEBT	1,627,044	1,395,541	646,001	621,721
CAPITAL EXPENDITURES	-	-	325,000	2,652,687
TRANSFERS	98,854	1,637,477	1,685,000	250,000
ENTERPRISE FUNDS APPROPRIATIONS	6,416,225	8,302,346	9,138,933	10,451,683

**2016 Budget
 Enterprise Funds Appropriations by Fund**

Fund	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
AIRPORT	2,034,753	1,817,983	2,774,130	1,835,382
DEVELOPMENT SERVICES	1,197,943	1,301,271	1,346,483	1,354,515
MARINA	528,707	488,339	306,955	313,589
TRANSIT	2,654,822	4,694,753	4,711,365	6,948,197
ENTERPRISE FUNDS APPROPRIATIONS	6,416,225	8,302,346	9,138,933	10,451,683

**2016 Budget
 Enterprise Funds Appropriations by Cost Center**

Cost Center	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
AIRPORT ADMIN/OPERATIONS	1,267,840	1,084,687	1,948,330	1,104,982
AIRPORT FUELING	733,241	708,303	779,000	705,000
AIRPORT HANGARS	33,672	24,993	46,800	25,400
DEVELOP SVC BLDG SVC	1,042,129	1,147,909	1,187,483	1,195,515
DEVELOP SVC COST RECOVERY	155,814	153,362	159,000	159,000
MARINA ADMIN/OPERATIONS	528,707	488,339	306,955	313,589
TRANSIT ADMIN	250,268	1,964,584	2,349,391	2,544,896
TRANSIT CITY ROUTES	1,578,982	1,896,316	1,606,281	3,646,164
PARATRANSIT	825,572	833,853	755,693	757,137
ENTERPRISE FUNDS APPROPRIATIONS	6,416,225	8,302,346	9,138,933	10,451,683

**2016 Budget
 Utilities Revenue by Account Type**

Account Type	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
FEES/PERMITS AND FINES REVENUE	2,500	1,324	1,000	1,000
USE OF PROPERTY REVENUE	137,699	264,659	260,500	286,400
CHARGES FOR SERVICE REVENUE	442	-	-	-
UTILITY REVENUE	38,366,960	39,039,520	37,410,300	38,185,800
SALES REVENUE	34,794	19,889	14,500	12,400
MISCELLANEOUS	98,575	89,229	21,000	18,500
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBTN	19,048,335	1,973,022	531,000	643,580
UTILITIES REVENUE	57,689,305	41,387,643	38,238,300	39,147,680

**2016 Budget
 Utilities Revenue by Fund**

Fund	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
WASTE WATER	40,309,310	25,641,484	23,324,280	24,253,480
WATER	17,379,995	15,346,892	14,476,600	14,344,100
STORM WATER	-	399,267	437,420	550,100
UTILITIES REVENUE	57,689,305	41,387,643	38,238,300	39,147,680

**2016 Budget
 Utilities Revenue by Cost Center**

Cost Center	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
WASTE WATER ADMIN	40,304,311	25,628,360	23,306,480	24,085,580
WASTE WATER CAPACITY FEES	-	-	-	150,000
WASTE WATER RECLAMATION	4,999	13,124	17,800	17,900
WATER ADMIN	17,373,404	15,340,052	14,471,100	14,337,700
WATER CONSERVATION	6,591	6,840	5,500	6,400
STORM DRAINAGE UTILITY ADMIN	-	399,267	437,420	550,100
UTILITIES REVENUE	57,689,305	41,387,643	38,238,300	39,147,680

**2016 Budget
Utilities Appropriations by Account Type**

Account Type	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
SALARY	4,566,207	4,336,164	4,381,395	4,479,377
BENEFITS	1,198,431	1,663,688	1,920,186	1,955,813
SUPPLIES	8,189,981	7,654,924	8,978,600	9,093,650
PROF SERVICES, MAINT, REPAIR	3,178,857	2,926,432	4,317,400	3,919,600
INTRAGOVERNMENTAL SERVICES	1,746,650	1,969,670	2,257,167	2,639,471
UTILITIES, RENT, TRAINING	1,370,617	1,546,986	2,061,850	2,034,450
ADVERTISING, PROMOTION, DEBT	12,272,080	11,330,787	10,569,270	10,551,896
CAPITAL EXPENDITURES	-	-	654,750	505,000
TRANSFERS	17,426,268	4,447,242	14,410,000	15,415,000
UTILITIES APPROPRIATIONS	49,949,091	35,875,893	49,550,618	50,594,257

**2016 Budget
Utilities Appropriations by Fund**

Fund	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
WASTE WATER	31,314,234	20,872,988	29,306,842	29,051,543
WATER	18,267,654	14,439,430	19,789,638	20,994,533
STORM DRAINAGE UTILITY	367,203	563,475	454,138	548,181
UTILITIES APPROPRIATIONS	49,949,091	35,875,893	49,550,618	50,594,257

**2016 Budget
Utilities Appropriations by Cost Center**

Cost Center	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
WASTE WATER ADMIN	24,155,033	13,957,843	20,277,121	20,131,707
WASTE WATER COLLECT SYSTEM	1,483,012	1,342,391	1,333,366	1,213,568
WASTE WATER SEWAGE PUMP STATIONS	-	-	549,860	592,862
WASTE WATER CUSTOMER SVC	209,134	270,038	115,800	112,800
WASTE WATER INDUSTRIAL	367,387	323,567	420,907	425,403
WASTE WATER RECLAMATION	783,068	650,036	1,100,634	1,108,182
WASTE WATER STORM DRAIN	193,728	127,159	203,632	196,274
WASTE WATER ELLIS CREEK OPERATIONS	4,122,872	4,201,954	5,305,522	5,270,747
WATER ADMIN	7,929,500	4,119,807	8,456,767	9,456,715
WATER CONSERVATION	474,227	525,365	755,480	716,171
WATER CUSTOMER SERVICES	771,863	835,934	468,335	672,695
WATER LEAK DETECT/CROSS CONNECT	114,791	122,451	125,893	120,952
WATER PUMPING	82,242	126,951	569,250	569,250
WATER SOURCE OF SUPPLY	6,374,463	6,523,356	6,950,000	6,950,000
WATER TRANSMISSION & DISTRIBUTION	2,520,568	2,185,566	2,463,913	2,508,750
STORM DRAINAGE UTILITY ADMIN	367,203	563,475	454,138	548,181
UTILITIES APPROPRIATIONS	49,949,091	35,875,893	49,550,618	50,594,257

2016 Budget
Internal Service Funds Revenue by Account Type

Account Type	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
USE OF PROPERTY REVENUE	13,161	39,506	46,100	19,700
CHARGES FOR SERVICE REVENUE	4,646,375	5,925,903	5,903,769	5,957,937
SALES REVENUE	5,633	6,425	-	-
MISCELLANEOUS	7,861	147,917	-	-
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	-	110,000	100,000	600,000
INTERNAL SERVICE FUNDS REVENUE	4,673,030	6,229,751	6,049,869	6,577,637

2016 Budget
Internal Service Funds Revenue by Fund

Fund	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
EE BENEFITS	619,833	1,386,608	1,489,758	1,276,851
GENERAL SERVICES	109,254	106,985	229,788	224,006
INFORMATION TECHNOLOGY	1,423,937	1,677,822	1,532,846	1,802,161
RISK MANAGEMENT	1,403,713	1,539,202	1,545,177	1,677,153
VEH/EQUIPMENT REPLACE	27,927-	100,323	100,800	400,000
WORKERS COMP	1,144,220	1,418,811	1,151,500	1,197,466
INTERNAL SERVICE FUNDS REVENUE	4,673,030	6,229,751	6,049,869	6,577,637

**2016 Budget
 Internal Service Funds Appropriations by Account Type**

Account Type	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
SALARY	964,361	1,258,106	1,083,548	785,723
BENEFITS	355,631	367,384	685,440	697,334
SUPPLIES	125,677	149,868	91,150	86,250
PROF SERVICES, MAINT, REPAIR	1,094,895	1,196,582	1,256,230	1,276,318
INTRAGOVERNMENTAL SERVICES	128,740	133,280	220,282	66,562
UTILITIES, RENT, TRAINING	1,546,281	1,809,274	2,994,778	3,253,674
ADVERTISING, PROMOTION, DEBT	604,316	422,953	220	520
CAPITAL EXPENDITURES	-	-	114,700	78,000
INTERNAL SERVICE FUNDS APPROPRIATIONS	4,819,901	5,337,447	6,446,348	6,244,381

**2016 Budget
 Internal Service Funds Appropriations by Fund**

Fund	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
EE BENEFITS	823,817	1,074,968	1,430,581	1,076,625
GENERAL SERVICES	246,182	311,720	234,747	224,023
INFORMATION TECHNOLOGY	1,633,236	1,593,175	1,670,461	1,802,161
RISK MANAGEMENT	75,473	549,134	1,532,400	1,677,178
VEH/EQUIPMENT REPLACE	474,820	403,585	-	-
WORKERS COMP	1,566,373	1,404,865	1,578,159	1,464,394
INTERNAL SERVICE FUNDS APPROPRIATIONS	4,819,901	5,337,447	6,446,348	6,244,381

2016 Budget
Capital Projects Revenue by Account Type

Account Type	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
FEES/PERMITS AND FINES REVENUE	4,871,079	-	-	-
USE OF PROPERTY REVENUE	22,428	19,508	-	-
INTERGOVERNMENTAL REVENUE	936,394	392,358	1,911,000	3,157,000
SALES REVENUE	1,298	606	-	-
MISCELLANEOUS	1,350	2,000	-	500,000
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	22,101,068	10,129,797	41,135,659	24,525,000
CAPITAL PROJECTS REVENUE	27,933,617	10,544,269	43,046,659	28,182,000

**2016 Budget
 Capital Projects Revenue by Fund**

Fund	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
GENERAL GOVERN CIP	-	277,989	81,622	100,000
COMM DEVELOP CIP	-	(278,000)	39,471	-
FIRE CIP	160,000	3,600	189,890	120,000
PARK AND REC CIP	1,212,200	194,491	10,280,526	968,000
PUBLIC WORKS CIP	6,901,565	3,930,151	14,885,150	11,209,000
FEMA/OES CIP	768	102,244	1,332,000	-
AIRPORT CIP	-	8,250	945,000	-
MARINA CIP	-	264,975	-	-
TRANSIT CIP	98,854	1,572,007	883,000	307,000
WASTE WATER CIP	13,739,714	2,646,272	8,934,000	8,702,000
WATER CIP	5,820,516	1,822,290	5,476,000	6,776,000
CAPITAL PROJECTS REVENUE	27,933,617	10,544,269	43,046,659	28,182,000

2016 Budget
Capital Projects Appropriations by Account Type

Account Type	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
SALARY	409,615	276,438	603,829	869,573
BENEFITS	143,562	121,530	440,056	353,169
SUPPLIES	178	9,665	-	-
PROF SERVICES, MAINT, REPAIR	6,513,476	2,572,600	37,756,308	26,899,908
INTRAGOVERNMENTAL SERVICES	131,056	58,313	180,977	255,350
UTILITIES, RENT, TRAINING	5,750	1,364	-	-
ADVERTISING, PROMOTION, DEBT	7,989	24,644	-	-
CAPITAL EXPENDITURES	80,903	727,253	4,116,000	282,000
TRANSFERS	20,741,251	1,247,776	191,101	-
CAPITAL PROJECTS APPROPRIATIONS	28,033,780	5,039,583	43,288,271	28,660,000

**2016 Budget
 Capital Projects Appropriations by Fund**

Fund	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
GENERAL GOVERN CIP	-	-	29,063	100,000
COMM DEVELOP CIP	-	(38,472)	-	-
FIRE CIP	147,904	4,175	189,890	120,000
PARK AND REC CIP	795,990	309,863	10,357,324	968,000
PUBLIC WORKS CIP	8,096,009	2,442,687	15,224,994	11,237,000
FEMA/OES CIP	-	38,553	945,000	-
AIRPORT CIP	-	5,944	945,000	-
MARINA CIP	-	11,475	153,000	-
TRANSIT CIP	10,647	-	883,000	317,000
WASTE WATER CIP	16,450,382	1,419,486	8,956,000	8,702,000
WATER CIP	2,532,848	845,872	5,605,000	7,216,000
CAPITAL PROJECTS APPROPRIATIONS	28,033,780	5,039,583	43,288,271	28,660,000

**2016 Budget
 Successor Agency Revenue by Account Type**

Account Type	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
TAXES REVENUE	6,016,240	4,039,476	5,998,634	5,190,891
USE OF PROPERTY REVENUE	4,798	9,617	-	-
INTERGOVERNMENTAL REVENUE	429,498	-	-	-
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	3,877,954	-	-	-
SUCCESSOR AGENCY REVENUE	10,328,490	4,049,093	5,998,634	5,190,891

**2016 Budget
 Successor Agency Revenue by Fund**

Fund	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
SUCCESSOR AGENCY DEBT SERVICE	5,736,209	3,962,985	5,748,634	4,940,891
SUCCESSOR AGENCY ADMIN	4,592,281	86,108	250,000	250,000
SUCCESSOR AGENCY REVENUE	10,328,490	4,049,093	5,998,634	5,190,891

**2016 Budget
 Successor Agency Appropriations by Account Type**

Account Type	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
SALARY	174,624	133,368	36,525	33,573
BENEFITS	58,018	50,839	15,910	17,034
SUPPLIES	710	245	400	200
PROF SERVICES, MAINT, REPAIR	9,663,473	179,787	48,120	113,150
INTRAGOVERNMENTAL SERVICES	289,905	-	171,118	420,954
UTILITIES, RENT, TRAINING	19,903	4,854	11,366	5,366
ADVERTISING, PROMOTION, DEBT	6,341,066	3,556,632	5,748,634	4,940,891
CAPITAL EXPENDITURES	1,059,000	-	-	-
TRANSFERS	3,880,620	1,654,786	8,836,000	-
SUCCESSOR AGENCY APPROPRIATIONS	21,487,319	5,580,511	14,868,073	5,531,168

**2016 Budget
 Successor Agency Appropriations by Fund**

Fund	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
SUCCESSOR AGENCY DEBT SERVICE	6,850,666	5,211,418	14,584,634	4,940,891
SUCCESSOR AGENCY ADMIN	14,636,653	369,093	283,439	590,277
SUCCESSOR AGENCY APPROPRIATIONS	21,487,319	5,580,511	14,868,073	5,531,168



OPERATING BUDGETS



General Fund Operating Budget Overview

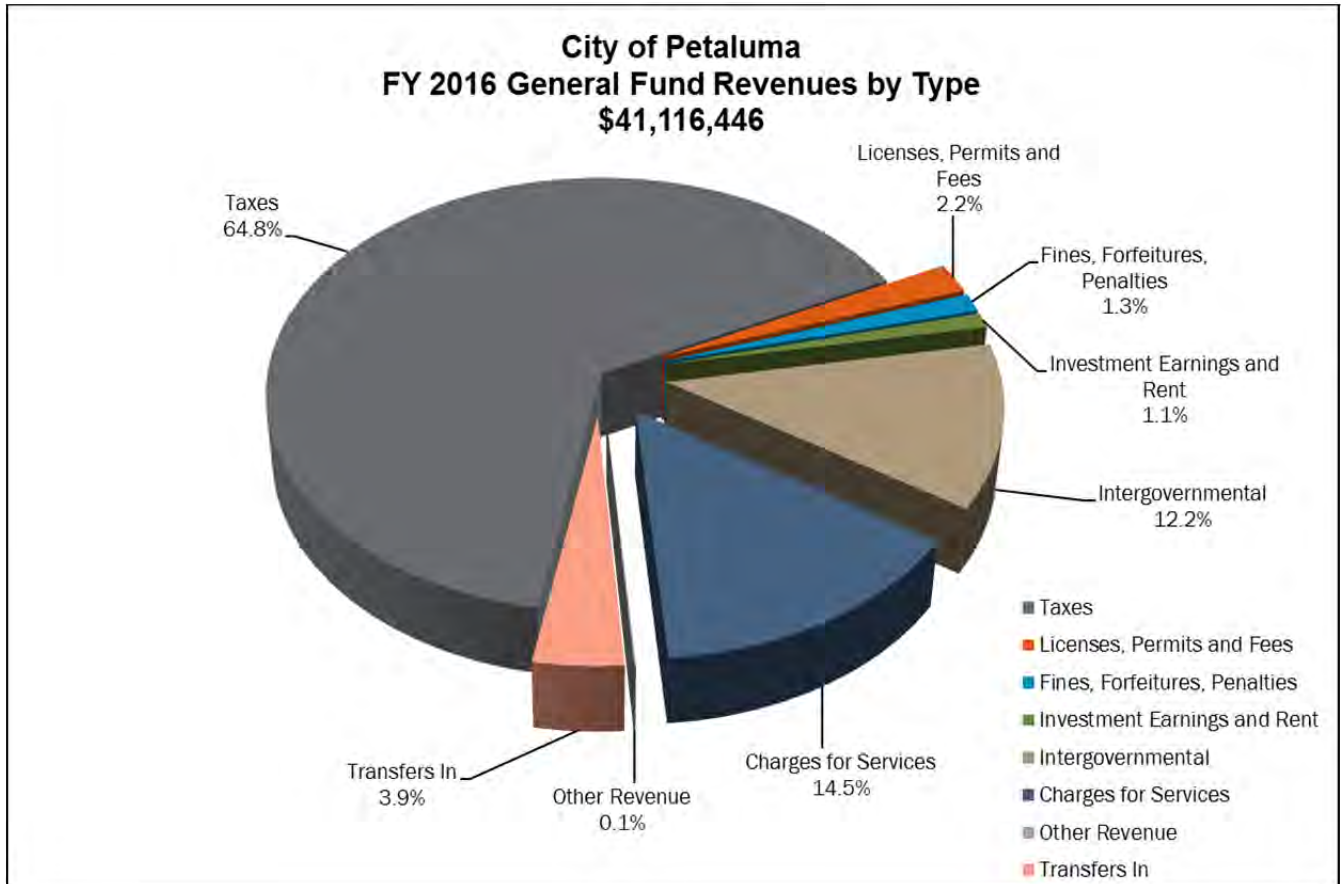
FY 15-16 Budget

	FY 2013 Actual	FY 2014 Actual	FY 2015 Revised Budget	FY 2016 Adopted Budget
Revenues				
Taxes	\$ 23,455,329	\$ 24,275,470	\$ 25,114,971	\$ 26,638,997
Licenses, Permits and Fees	1,260,170	1,070,986	1,035,050	899,169
Fines, Forfeitures, Penalties	776,452	690,944	525,366	542,500
Investment Earnings and Rent	417,820	452,298	459,597	443,800
Intergovernmental	4,212,477	4,491,242	4,789,212	5,004,503
Charges for Services	4,583,129	5,147,104	5,821,010	5,941,785
Other Revenue	395,036	78,967	103,356	28,680
Transfers In	<u>1,589,914</u>	<u>1,831,285</u>	<u>1,649,012</u>	<u>1,617,012</u>
Total Revenues	<u>\$ 36,690,327</u>	<u>\$ 38,038,296</u>	<u>\$ 39,497,574</u>	<u>\$ 41,116,446</u>
Expenditures/Appropriations				
Salaries	\$ 18,397,924	\$ 18,681,682	\$ 20,664,180	\$ 20,614,017
Benefits	8,544,814	9,808,014	10,935,641	11,485,983
Services and Supplies	5,113,385	5,658,837	5,728,850	6,034,276
Capital	321,603	124,998	-	-
Transfers Out	349,561	637,580	675,000	1,367,053
Intragovernmental	<u>1,129,710</u>	<u>1,434,450</u>	<u>1,593,842</u>	<u>1,958,638</u>
Total Expenditures/Appropriations	<u>\$ 33,856,997</u>	<u>\$ 36,345,561</u>	<u>\$ 39,597,513</u>	<u>\$ 41,459,967</u>
Difference	<u>\$ 2,833,330</u>	<u>\$ 1,692,735</u>	<u>\$ (99,939)</u>	<u>\$ (343,521)</u>
Beginning Working Capital Balance	\$ 1,260,988	\$ 1,703,571	\$ 1,633,298	\$ 1,533,359
Ending Working Capital Balance *	<u>\$ 1,703,571</u>	<u>\$ 1,633,298</u>	<u>\$ 1,533,359</u>	<u>\$ 1,189,838</u>

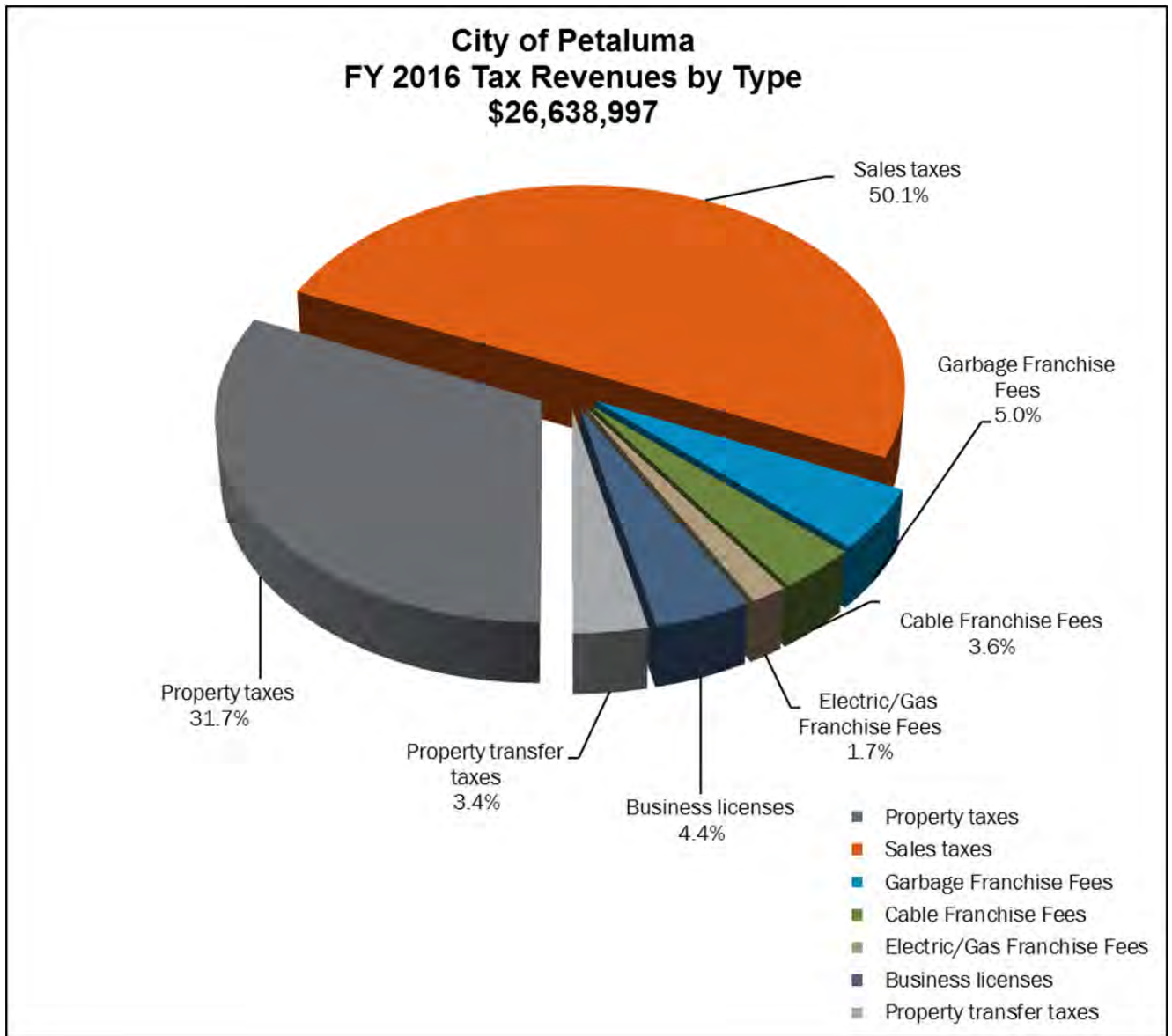
* Note: Does not include designated reserves

Revenues:

Total General Fund revenues in FY 16 are projected to be \$41,116,446. This represents a 4.1% increase over FY 15 revised revenues. The chart below shows total General Fund revenues by type.



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.



Sales Tax revenue is the largest revenue source in the General Fund. Sales Tax represents 50.1% of General Fund tax revenues and is projected to approximate \$13.3 million during FY 16. This represents an increase of \$1.1 million or 9% over FY 15 revised revenue. The majority of this increase is due to the final true-up payment anticipated from the triple flip. Increases are also projected in the Business to Business and Construction tax categories. An inflationary growth factor of 3% is also included in the projection for FY 16.

Property Tax revenue is the second largest individual source of revenue in the General Fund and makes up 31.7% of General Fund tax revenues. FY 16 overall property tax revenues are projected to be \$8.4million. This amount is up \$.3 million from FY 15 and

represents an increase of 3.5%. This estimate was developed in conjunction with the Sonoma County Auditor/Controller's office. The County considers economic factors, Proposition 8 reassessments, median home prices, number of property resales, etc. in estimating a growth factor for the upcoming year.

Franchise Fee revenues make up 10.3% of General Fund tax revenues. Franchise Fees overall will increase slightly by \$82k from FY 15 amounts. This revenue category is continuing a pattern of slow growth and is expected to increase approximately 3.1% next fiscal year.

Business License revenues and Real Property Transfer Taxes combined make up approximately 7.8% of General Fund tax revenues. Revenues in these categories are estimated to be \$2.1million in FY 16, and are up slightly (1.6%) over FY 15 projections.

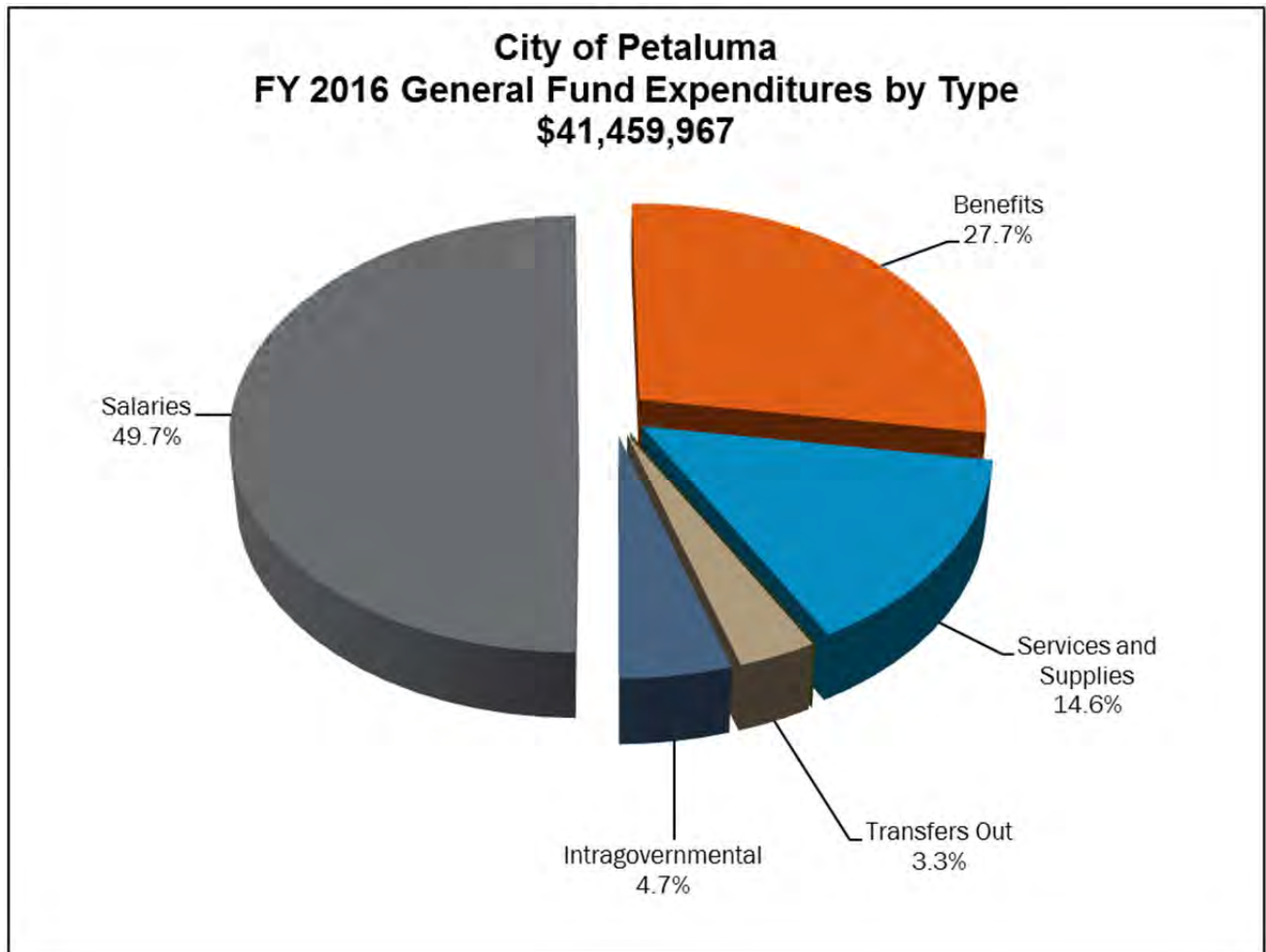
Licenses, Permits and Fees revenue are projected to be \$.9m during FY 16. This category is down slightly due primarily to lower anticipated development and fire permit activity.

Fines, Forfeitures and Penalties revenue as well as Investment Earnings & Rent, Intergovernmental revenues, Charges for Services, and Other Revenues are projected to be approximately \$11.9 million in FY 16. This increase is related to Charges for Services which are projected to be up approximately \$120k year over year. This is due to additional revenue associated with the cost allocation plan update. Intergovernmental revenues are forecasted to be up by 4.5% next year due to higher anticipated motor vehicle in-lieu revenues, along with the impact of the Casino revenue transferred from the Other revenue category. Other revenue is down due to the transfer of the Graton Rancheria Casino revenue to the Intergovernmental revenue category.

Transfers into the General Fund during the upcoming fiscal year will be approximately \$1.6 million, a slight decrease of 1.9% or \$32k. This decrease is due to non-recurring transfers for the Human Resource Specialist and transfers from the SLESF fund.

Expenditures:

Overall General Fund expenditures are projected to increase approximately \$1.9 million or 4.7% next year over FY 15. The chart on the next page shows expenditures by type.



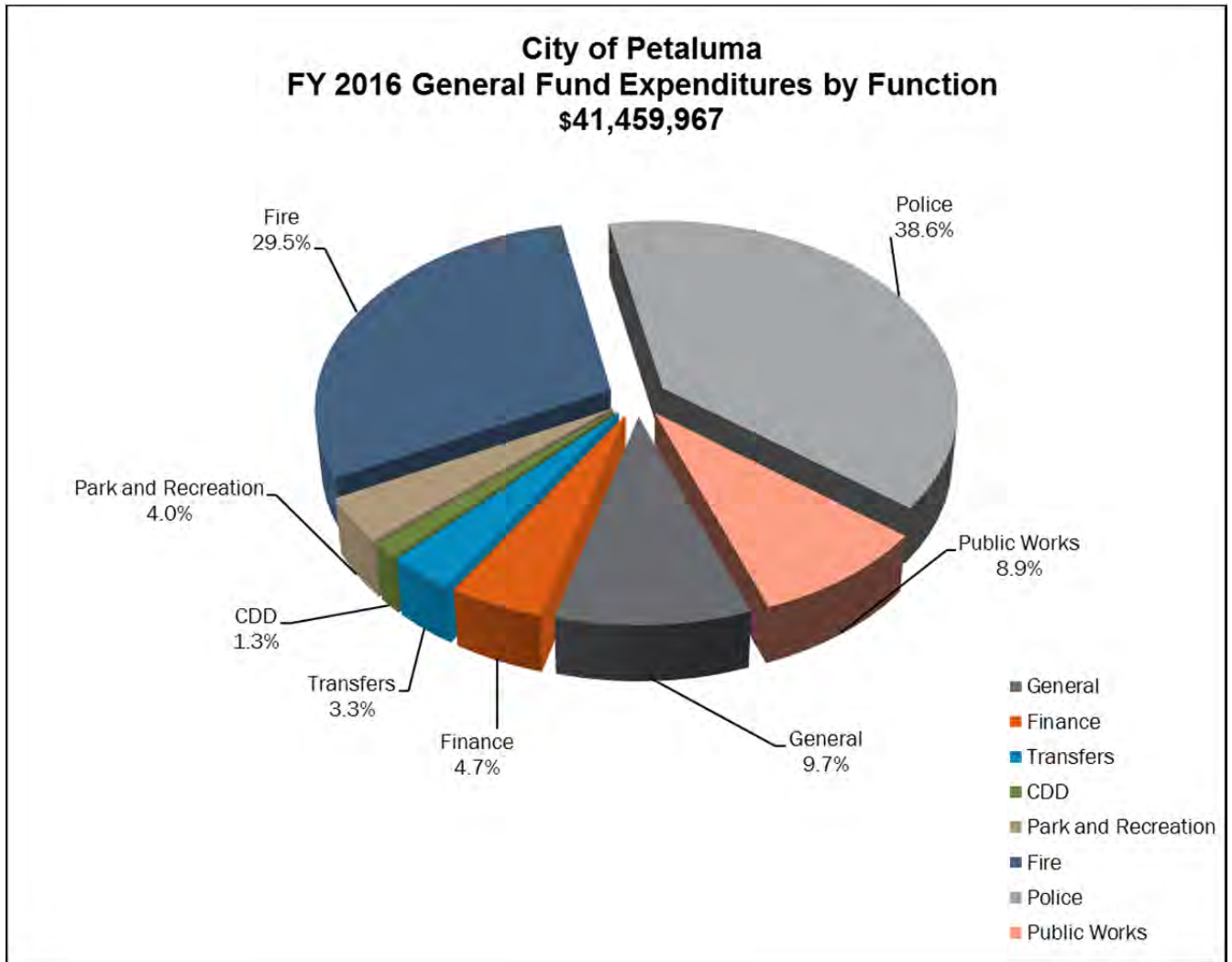
Salaries are expected to be slightly down due to vacant positions filled at lower steps and the transfer of part time salaries to services and supplies in the Police Department.

Benefits are expected to increase next fiscal year by approximately \$550k. This is mainly due to an increase in PERS cost of \$350k related to increased rates – Miscellaneous from 15.991% to 18.002% and Safety from 39.829% to 42.456%. Separation costs are also higher by approximately \$100k due to projected increased payouts for retirements and separations.

Intragovernmental charges are increasing by approximately \$364k due mainly to increased Internal Service Fund charges and are directly offset by an increase in Intragovernmental revenue. This is based on an updated cost allocation plan and methodology developed in conjunction with the new cost allocation plan.

Transfers out are increasing by \$692k due mainly to increased transfers to the Employee Benefits fund of \$200k to pay down the OPEB liability, \$400k for Vehicle

Replacement and \$70k for the Police station roof. Also included are transfers to cover storm water costs, the planned payback of the inter-fund loan to the storm drainage impact fee fund and the payment related to the litigation settlement. The chart below shows General Fund expenditures by function.



Five-Year Forecast Update

The revised long term General Fund forecast is located on the next page. Revenue and expenditure assumptions have been updated. Property Tax growth is expected to be nominal over the next several years. The average Sales Tax revenue growth is anticipated to be 3.5% annually over the next several years and is reflective of an adjustment for the final triple flip payment of \$1m included in FY 2016. 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 mainly to continued benefit cost increases.

General Fund Long Term Operating Forecast

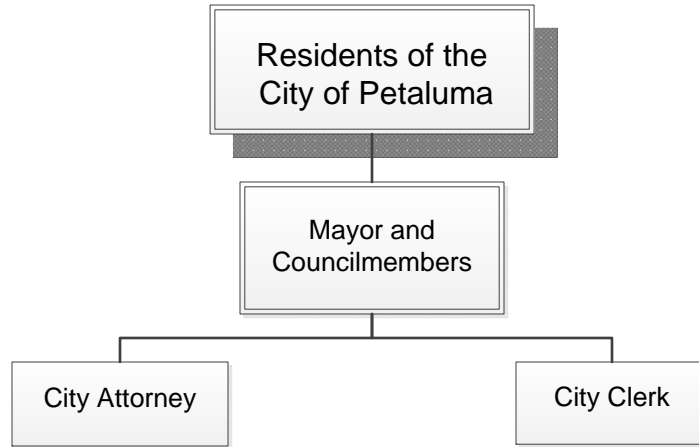
Revenue Categories	<i>Revised</i> 2015	<i>Budget</i> 2016	<i>Forecast</i> 2017	<i>Forecast</i> 2018	<i>Forecast</i> 2019
Property Taxes	\$ 8,164,396	\$ 8,450,150	\$ 8,703,654	\$ 8,921,246	\$ 9,144,277
Sales and Use Taxes	12,231,075	13,352,747	13,064,309	13,610,334	14,178,208
Business Lic & Prop Trf Taxes	2,065,000	2,099,500	2,162,485	2,227,360	2,294,180
Franchise Fees	2,654,500	2,736,600	2,818,698	2,903,259	2,990,357
Licenses and Permits	1,035,050	899,169	926,144	953,928	982,546
Fines & Forfeitures & Penalties	525,366	542,500	553,350	564,417	575,705
Investment Earnings and Rent	459,597	443,800	457,114	470,827	484,952
Intergovernmental Revenues	4,789,212	5,004,503	5,154,638	5,309,277	5,468,556
Charges for Services	5,821,010	5,941,785	6,016,621	6,092,953	6,170,812
Other Revenues	103,356	28,680	28,680	28,680	28,680
Transient Occupancy Tax Trf	1,430,512	1,430,512	1,430,512	1,430,512	1,430,512
Other Transfers and Sources	218,500	186,500	186,500	186,500	186,500
Total Revenues	\$ 39,497,574	\$ 41,116,446	\$ 41,502,705	\$ 42,699,293	\$ 43,935,285

Expenditure Categories	<i>Revised</i> 2015	<i>Budget</i> 2016	<i>Forecast</i> 2017	<i>Forecast</i> 2018	<i>Forecast</i> 2019
Salaries and Wages	\$ 20,664,180	\$ 20,614,017	\$ 20,820,157	\$ 21,028,359	\$ 21,238,639
Benefits	\$ 10,935,641	11,485,983	12,324,689	13,045,111	13,872,690
Services & Supplies	\$ 5,728,850	6,034,276	6,094,962	6,216,861	6,341,198
Intragovernmental	\$ 1,593,842	1,958,638	1,958,638	1,958,638	1,958,638
Fixed Assets & Cap. Outlay	\$ -	-	-	-	-
Storm water transfer	\$ 531,000	692,053	692,053	692,053	692,053
Transfers Out	\$ 144,000	675,000	600,000	600,000	600,000
Total Expenditures	\$ 39,597,513	\$ 41,459,967	\$ 42,490,499	\$ 43,541,022	\$ 44,703,219

Rev. Over (Under) Exp.	\$ (99,939)	\$ (343,521)	\$ (987,793)	\$ (841,728)	\$ (767,934)
Unassigned Bal. Beg. of Yr	\$ 1,633,298	\$ 1,533,359	\$ 1,189,838	\$ 202,044	\$ (639,684)
Unassigned Bal. End of Yr	\$ 1,533,359	\$ 1,189,838	\$ 202,044	\$ (639,684)	\$ (1,407,618)



Legislative



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.

2014-2015 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

Many of the City Council's accomplishments and highlights can be seen in departmental sections of the budget. Below are some of the more noteworthy.

- The refunding of tax allocation bonds was approved and achieved an approximate net savings of \$653,000
- Approved modifications to IZO to allow freeway oriented signs
- Authorization of Community Choice Aggregation through Sonoma Clean Power
- Approved extension of Transit hours of operation
- Approved revised phase 1 design for new sports park on East Washington St., and conducted ribbon cutting at grand opening ceremony on April 17
- Accepted completion of various projects, including;
 - Swim Center energy efficiency project
 - Wiseman Park restroom construction
 - Airport runway extension project
 - Left turn signal project
 - Expansion of recycled water delivery to 3 parks, the high school and 9 holes of golf course
 - Replacement of 250 streetlights with LED technology utilizing PG&E incentive program
- Approved various equipment acquisitions, including;
 - An agreement with CalOES for Type 1 Fire Engine
 - Purchase of a Type 3 Fire Engine
 - Purchase of 6 Police Patrol vehicles
- Held various workshops including;
 - Goal Setting
 - Budget review and Financial Forecast update

- Sign Code review
- Equal Opportunity Plan review
- General Fund Reserve Policy review
- Water conservation
- CalPERS analysis and actuarial
- Approved tentative map for Riverfront and Keller Court Commons projects

2015-2016 GOALS and PRIORITIES

Following are the City Council Goals and Priorities for 2015-2017.

I. CATEGORY: FINANCIAL STABILITY

A. Goal: Maintain Financial Sustainability

1. **Priority:** Develop Five-Year Financial Plan for the General Fund
 - a. Provide Semi-Annual Forecast Updates to the City Council.
 - b. Develop and Prioritize Revenue Scenario Options Reflecting Community and Council Preferences.
 - c. Develop and Prioritize Expense Scenario Options Reflecting Community and Council Preferences.
 - d. Select Preferred Alternatives.
 - e. Establish and Implement Budget Policies Necessary to Realize Preferred Alternatives and Foster Long-Term Financial Sustainability.
 - f. Analyze Alternatives for Reducing PERS and Other Post Retirement Benefits (OPEB) Unfunded Liability.
 - g. Develop and Implement Plans to Re-Establish Regular Contributions to Funds Including General Fund CIP Fund, Vehicle Replacement, PERS and OPEB Unfunded Liability, Employee Benefits, and Marina.

2. **Priority:** Enhance Revenues
 - a. Evaluate the Benefits of Establishing Revenue Recovery and Purchasing Specialist Positions; Create and Budget, Accordingly.
 - b. Develop a Plan (2015) to Educate (2016) the Public and Business Community on City Finances.
 - c. Evaluate and Take Appropriate Legislative Action to Establish New Revenue Sources and Means of Financing City Services and Infrastructure Projects.

3. **Priority:** Update City Purchasing Ordinance
 - a. Draft Comprehensive, Updated Purchasing Ordinance Reflecting Current Best Practices.
 - b. Update Agreements and Other Supporting Documents such as Requests for Proposals to Updated Purchasing Requirements.
 - c. Provide Staff Training on Updated Purchasing Requirements and Supporting Materials.

4. **Priority:** Prepare Financial Forecasts and Establish/Revise Reserve Policies for Enterprise and Special Revenue Funds
 - a. Water
 - b. Waste Water
 - c. Storm Water
 - d. Streets
5. **Priority:** Amend/Revise Reserve Policy for General Fund
6. **Priority:** Establish Fiscally Sustainable Funding for Storm Water Management and Pavement Maintenance
 - a. Re-Visit Options and Implement Council Direction Regarding a Storm Water Utility or Other Funding Means, as Appropriate.
7. **Priority:** Address Loss of Redevelopment
 - a. Evaluate Feasibility of Completing Major Transportation Projects Utilizing an Enhanced Infrastructure Financing District (SB628).
 - b. Continue to Monitor Evolving Dissolution Law and State Response and Pursue Administrative Actions, and/or Litigation Related to Project Funding.
8. **Priority:** Continue to Develop the City's Website and Social Media to Allow for More Efficient and Interactive Communication Between Residents and City Departments
 - a. Implement Additional On-Line Payment/Billing Systems.
 - b. Evaluate and Implement, if Feasible, On-Line Permit Applications for Building Permits and Simple Planning Approvals.
 - c. Maximize Digitization of Stored Documents.
 - d. Maximize use of Social Media across Departments

II. CATEGORY: COUNCIL/STAFF RELATIONS AND DECISION MAKING

- A. **Goal: Build a Cohesive Team Comprised of the Mayor and Council, City Manager, City Staff That Provides Clear and Consistent Direction and Works Together to Provide Core Services**
 1. **Priority:** Negotiate Successor Agreements with All Represented Employees, to Include:
 - a. Units 1, 2, and 3 (AFSCME)
 - b. Units 4, 9 and 11 (PPMMA)
 - c. Unit 6 (POA)
 - d. Unit 7 (PFA)
 - e. Unit 8 (Senior Management, Compensation Plan)
 - f. Unit 10 (Public Safety Mid-Level Management)

2. **Priority:** Plan For, and Conduct, at Least Six (6) City Council Workshops Each Year, to Provide Ample Time For In-Depth Consideration of Issues:
 - a. Sign Code
 - b. Mid-Year Budget Reports and Financial Forecast Updates
 - c. PERS
 - d. User Fee Update
 - e. Storm Water System, Structure and Financing
 - f. Equal Opportunity Plan
 - g. General Plan Amendments
 - h. Ambulance Exclusive Operating Area
 - i. Homelessness
 - j. Others as Determined by Need and City Council Interest

3. **Priority:** Establish an In-House Leadership/Management Academy (Management Training) for Management and Supervisory Staff
 - a. Outline Program Design
 - b. Identify Potential Outside Funding Sources
 - c. Refine Program Design and Provide Program to New and Existing Management and Supervisory Staff

4. **Priority:** Design and Implement a Robust Equal Opportunity Employment Plan
 - a. Conduct Applicant Pool Availability Analysis
 - b. Develop and Initiate Department-Specific Strategies that Promote Equal Opportunity in All Areas of Employment

5. **Priority:** Establish Low-Cost Employee Recognition Programs
 - a. Employee of the Quarter
 - b. Employee of the Year
 - c. Informal Recognition

6. **Priority:** Update and Make Consistent Advisory Bodies' Enabling Legislation
 - a. Airport Commission
 - b. Building Board of Appeals
 - c. Historic and Cultural Preservation Committee
 - d. Public Art Committee
 - e. Recreation, Music & Parks Commission
 - f. Senior Advisory Committee
 - g. Transit Advisory Committee

7. **Priority:** Develop Materials and Provide Staff Training
 - a. Public Records Requests
 - b. Resolutions
 - c. Ordinances
 - d. Contracts

- e. Leases
- f. Requests for Proposals

III. CATEGORY: HEALTHY DEVELOPMENT, SUSTAINABILITY, AND ECONOMIC DEVELOPMENT

A. Goal: Create and Implement Clear Direction on Development and Sustainability Objectives

1. **Priority:** Continue to Develop and Implement Procedural and Legislative Changes That Will Expedite the Development Review Process
 - a. Revise Local CEQA Guidelines for Consistency with State Guidelines
 - b. Modify Processing Policies to Streamline Public Hearing Process for Projects That Necessitate Both Planning Commission and City Council Consideration.
2. **Priority:** Streamline the Development Review Process
 - a. Establish a “One Stop Shop” for Permitting and Inspections.
 - b. Expand Opportunities for Online Applications, and Simple Permitting if Feasible.
 - c. Integrate Sustainable Development Practices and Requirements into the Development Review Process.
3. **Priority:** Complete Components of a Zoning Code Update That Bring Current Provisions That are Out-of-Date
 - a. Revise the Sign Ordinance.
 - b. Update Chapter 15 of the IZO to Facilitate Application for Certified Local Government Certification.
 - c. FEMA Flood Mapping Changes.
4. **Priority:** Sustainability Practices
 - a. Join and Participate in Sustainability Circle or Similar Program.
 - b. Design and Deliver Cost-Effective energy and Other Resource Savings Projects for City Facilities and Infrastructure.
 - c. Seek Funding For and Implement Project to Beneficially Utilize Bio-methane Produced as By-Product of Waste Water Treatment.
5. **Priority:** Implement the Central Petaluma Specific Plan – Maximize Development Potential Around Transit-Oriented Development
 - a. Work with SMART to:
 - i. Extend Regional Bike Trail Through Petaluma
 - ii. Site Second Station
 - iii. Pre-Design Downtown Station Area
 - iv. Create Fact Sheets to Market SMART Sites

- b. Work With Property Owner to Design, Entitle, and Market Haystack Site.

B. Goal: Plan for the Future

1. Priority: Review and Amend the Elements of the General Plan 2025 to Reflect Changes since its Adoption in 2008

- a. Updates to Reflect Changes in Redevelopment.
- b. Updates to Reflect FEMA Mapping Update.
- c. Conduct UGB Assessment (Policy 1-P-37).
- d. Update Exhibits and Figures to Reflect Implementation.
- e. Incorporate and Update References to New/Updated Plans and Studies.
- f. Update Traffic Analysis to Conform with Changes to State CEQA Standards.

2. Priority: Complete Comprehensive Planning for Major Systems and Programs

- a. Prepare a Petaluma Community Climate Action Plan to Achieve Greenhouse Gas Emissions Reduction Requirements.
- b. Update the Urban Water Management Plan.
- c. Update Master Plans:
 - i. Water
 - ii. Recycled Water
 - iii. Wastewater
 - iv. Storm Water

3. Priority: Enhance Petaluma's Ability to Divert Solid Waste From the Waste Stream by Increasing Recycling and Composting

- a. Complete Alternatives Evaluation for Services Currently Provided by Membership in the Sonoma County Waste Management Agency.
- b. Assume Leadership Role in Determining the Future of the Agency, or Successor Agency, Including Amendments to the Joint Powers Agreement, if Any, and Fate of Composting in Sonoma County.

C. Goal: Attract and Retain Businesses in Petaluma to Enhance the Tax Base, Jobs and Quality of Life for the Community

1. 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

- a. Business Retention:
 - i. Support Business Development and Growth
 - ii. Talent Creation and Attraction
 - work with High Schools, Junior College and Sonoma State to develop talent

- iii. Business Education
 - b. Small Business Assistance
 - i. Develop a Petaluma-Focused Business Guide
 - ii. Design and Implement an Educational Program to Orient Small Businesses to the Development Review and Permitting Process
 - 2. **Priority:** Implement a Comprehensive Marketing Program to Promote Petaluma as a Business Location
 - a. Create Compelling Online and Print Materials that Promote Petaluma's Strengths and Assets to Business, Talent, and Investment Audiences.
 - b. Partner with Local Companies to Finance and Develop a Talent Attraction Campaign.
 - c. Promote Petaluma's Strengths and Assets Using Advertising, Social Media, Content Development, Conferences and Trade Shows, and Public Relations.
 - 3. **Priority:** Focus Attention on Supporting Food and Beverage Processing, Manufacturing, and Alternative Energy Business Clusters, and Companies Focused on Sustainability and Community Benefits
 - a. Implement Marketing Strategy to Attract Companies Focused on Sustainability and Community Benefits.
 - b. Improve Business-Friendly Practices for Collection, Treatment and Disposal of Waste Water.
 - i. Complete Solids Treatment Improvements to Allow Acceptance of High Strength Waste.
 - ii. Update Water and Wastewater Rate Studies
 - 4. **Priority:** Support Heritage Tourism
 - a. Identify Heritage Tourism Opportunities.
 - b. Assist Visitors Program with Marketing Events and Destinations Related to Petaluma's Heritage.
- D. Goal: Focus Attention on Opportunity Sites Identified in the Petaluma Economic Development Strategy**
- 1. **Priority:** Evaluate Sites and Opportunities for City Involvement, Support, and/or Partnership
 - a. Pomeroy Property and surrounds (Jericho to Riverfront)
 - b. North Water Street
 - c. Downtown SMART Station Site
 - d. Corona SMART Station Site
 - 2. **Priority:** Conclude Fairgrounds Lease Negotiations

IV. CATEGORY: SUPPORT PUBLIC SAFETY

1. Goal: Maintain a Safe Petaluma

1. **Priority:** Revise Sidewalk Repair Strategy, and Budget Appropriately, to Optimize Current Maintenance Techniques and Reduce Administrative/Legal Costs
2. **Priority:** Complete Flood Control Projects
 - a. Petaluma River Flood Control Project.
 - b. Complete 5-Year Community Rating System Re-Verification (by 10/15).
 - c. Denman Reach, Phase 3 and Capri Creek Projects.
 - d. Identify Funding to Dredge Petaluma River and Marina/Turning Basin.
3. **Priority:** Continue to implement "Petaluma Policing"
 - a. Determine Policy for Regulating Grow-Houses, and Develop Ordinance.
 - b. Identify and Implement Technology Tools to Enhance Service Delivery.
 - c. Implement P.O.S.T. Management Study Recommendations Regarding Patrol and Detective Services.
 - d. Initiate the CALEA Standards Process and Develop a Two-Year Plan for Certification.
 - e. Develop a Plan to Expand, Update, and provide ongoing maintenance of the Police facility.
 - f. Expand Town Hall Meetings and Community Policing Academies for the Latino Community.
 - g. Collaborate with Regional Law Enforcement Agencies to Determine Feasibility of Providing Shared Service.
4. **Priority:** Refine and Implement a Structured, Prioritized, and Time-Specific Plan for a Comprehensive Citywide Fleet Replacement Program
5. **Priority:** Develop a Plan and Financing to Expand Fire Stations 2 and 3
6. **Priority:** Seek Financing to Relocate and Construct Fire Station 1
7. **Priority:** Revisit Downtown Sprinkler Ordinance and Conduct Outreach
8. **Priority:** Resolve the Petaluma Historic Ambulance Service Area with Sonoma County:
 - a. Evaluate Financial Viability of Continuing to Provide Advanced Emergency Medical and Transport Services Within the Petaluma Historic Ambulance Service Area.

- b. Provide Council with Recommendations in Support of Continuing or Discontinuing Emergency Medical Services in the County Area.
- c. Restructure as Needed and if Possible to Continue Providing Viable Services.
- d. Secure a California Health & Safety Code Section 224 Rights Agreement with Sonoma County.

9. **Priority:** Implement a Real-Time Bus Arrival System for Petaluma Transit

V. CATEGORY: CAPITAL IMPROVEMENTS

A. Goal: Plan For and Implement Priority Capital Projects as Funding Permits

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

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

2. **Priority:** Prepare Capital Replacement and/or Maintenance Plans for Water and Sewer Distribution and Collection Systems; Storm Water Facilities; Streets, Streetlights, and Traffic Signals; and City Facilities

- a. Prioritize Improvements
- b. Identify Funding Sources
- c. Initiate Construction

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

- a. Baseball Facilities
- b. Restroom

4. **Priority:** Seek Grant Funding of Water Recycle Projects Through Proposition 1 and Other Funding Opportunities Being Created by the North Bay Water Recycle Authority for:

- a. Expansion of Recycled Water Production Capability.
- b. Off-Season Storage Facilities and Increased Agricultural Use
- c. Extension of In-House "Purple Pipe" Distribution System.

"Parking Lot"

- 1. Explore Feasibility of Benefit Assessment Districts for Street Paving and Transportation Facility Projects
- 2. Update Taxi Regulations
- 3. McDowell Crossing in Brew Area

ADOPTED BUDGET

A City Council budget of \$120,305 is recommended for 2015-2016. This is an increase of \$33,709 over 2014-2015. The increase is partially off-set by \$12,451 of revenue from the cost allocation plan update.

Salaries and benefits are recommended at \$100,572, and are increased by \$21,276 over 2014/15. The increase reflects a shift in the level of medical benefits subscribed to by the City Council, and as well by changes in the mix of members opting to take medical cash back rather than insurance coverage.

Services and Supplies of \$7,300 reflect no change from 2014/15 levels, pursuant to budget guidance. There is an increase of \$12,433 for Intragovernmental Services.

POLICY OPTIONS

- None

11300 CITY COUNCIL ADMIN/OPERATIONS	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	49,022	52,445	51,612	48,112
BENEFITS	16,076	26,973	27,684	52,460
SUPPLIES	1,363	108	1,350	1,350
PROF SERVICES, MAINT, REPAIR	480	142	1,200	700
INTRAGOVERNMENTAL SERVICES	750	1,120	-	12,433
UTILITIES, RENT, TRAINING	4,096	3,433	4,750	5,250
CITY COUNCIL ADMIN/OPERATIONS	71,787	84,221	86,596	120,305
LESS INTRAGOVERNMENTAL OFFSET	(72,721)	(68,796)	(33,563)	(46,014)
CITY COUNCIL ADMIN/OPERATIONS NET COST	(934)	15,425	53,033	74,291

CITY CLERK

The City Clerk is a charter officer appointed by the City Council, and serves as liaison between the Public, the media, the Mayor, and Council Members. The City Clerk also serves as Clerk of the Council and Recording Secretary of the Petaluma Community Development Successor Agency 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 elections for the City and 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.

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.

2014-2015 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). City Council Resolutions and Ordinances are available from 1970 to the present; City Council Minutes from 1911 to the present.
- Encouraged departments to update their inventory of records stored offsite to identify those eligible for destruction in accordance with the Citywide Records Retention Schedule.
- Broadened the City's social media presence through Facebook.

2015-2016 DEPARTMENT GOALS and PRIORITIES

- Enhance and expand the Records and Document Search Program, which makes public documents available through a link on the City's website, including user-friendly improvements to the search interface as well as increasing the number and

type of documents available.

- Continue implementation of EDMS to include records for all departments. Encourage departments to identify paper records that may be stored electronically through EDMS, in many cases eliminating the need to retain and store hard copies.
- Encourage continued identification of records stored off-site that may be destroyed, to reduce costs of off-site storage.
- Revise Citywide Records Retention Schedule to help departments identify these records.

ADOPTED BUDGET

City Clerk Admin/Operations – A budget of \$195,698 is recommended for 2015-2016. This is an increase of \$24,134 from 2014-2015.

Salaries and benefits are recommended at \$149,514, and are increased by \$2,225 over 2014/15. This reflects the estimated cost of the currently funded staffing level, including increases in PERS, health care, and Workers compensation rates.

Services and Supplies of \$18,500 are recommended, which represents a decrease of \$1,325 from 2014/15. There is an increase of \$27,684 for Intragovernmental Services that reflects a change in methodology in the updated cost allocation plan; the increase is partially off-set by revenue.

POLICY OPTIONS

None

ADOPTED BUDGET

City Clerk Elections – A budget of \$68,558 is recommended for 2015-2016. This is a decrease of \$45,370 from 2014-2015.

Salaries and benefits are recommended at \$68,558 and are decreased by \$1,695 from 2014/15. This reflects the estimated cost of the currently funded staffing level, including increases in PERS, health care, and Workers compensation rates.

Services and Supplies of \$0 are recommended, which represents a decrease of \$43,675 from 2014-2015 because there are no election costs anticipated.

POLICY OPTIONS

None

11320 CITY CLERK ADMIN/OPERATIONS	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	111,638	93,523	111,146	109,181
BENEFITS	25,764	23,850	40,593	40,333
SUPPLIES	1,236	1,746	1,200	1,200
PROF SERVICES, MAINT, REPAIR	29,033	14,294	12,529	13,010
INTRAGOVERNMENTAL SERVICES	24,660	26,150	-	27,684
UTILITIES, RENT, TRAINING	4,746	3,574	3,650	2,050
ADVERTISING, PROMOTION, DEBT	76	62	2,446	2,240
CITY CLERK ADMIN/OPERATIONS	197,153	163,199	171,564	195,698
LESS INTRAGOVERNMENTAL OFFSET	(62,445)	(59,174)	(67,032)	(75,123)
CITY CLERK ADMIN/OPERATIONS NET COST	134,708	104,025	104,532	120,575

11321 CITY CLERK ELECTIONS	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	53,267	49,262	54,362	52,688
BENEFITS	10,684	11,293	15,891	15,870
SUPPLIES	-	228	-	-
PROF SERVICES, MAINT, REPAIR	45,749	-	43,675	-
CITY CLERK ELECTIONS	109,700	60,783	113,928	68,558
LESS INTRAGOVERNMENTAL OFFSET	-	-	(5,801)	(9,884)
CITY CLERK ELECTIONS NET COST	109,700	60,783	108,127	58,674

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

DEPARTMENT POSITION	FY 13-14		FY 14-15		FY 15-16		Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<u>CITY CLERK</u>									
City Clerk	1.00	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	1.00		
Total City Clerk	2.00	2.00	2.00	2.00	2.00	2.00	2.00	0.00	0.00

CITY ATTORNEY'S OFFICE

The City Attorney's Office was created by the City Council effective July 1, 2013, with the hiring of an in-house City Attorney. Establishing the department is one of a number of actions intended to implement the City Council's 2013-2014 goal: Achieve fiscal stability and maintain financial sustainability.

The City Attorney's Office is responsible for providing, coordinating and managing the provision of all of the City's legal service needs. By City Charter, the City Attorney: prosecutes Charter and Municipal Code violations; attends to all suits and matters to which the City is a party or in which the City has an interest; gives written advice to City officials and bodies whenever required to do so; passes on the sufficiency and validity of bonds and contracts of the City; and drafts proposed ordinances, resolutions, laws, rules, contracts, bonds and all other legal papers for the City.

2014-15 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

During the past fiscal year, the City Attorney's Office continued to make progress towards the City Council's Goals of Financial Stability and Council/Staff Effectiveness and Decision Making by reducing reliance on contract legal services. With both the City Attorney and the advice and counseling Assistant City Attorney in-house for the fiscal year, the City Attorney's Office was able to focus on improved service to the City's other departments by reducing turnaround times for routine matters, such as contracts and agenda reports, and supporting major legislative efforts, such as work on Measure Q and short term rental regulations. With the hiring of the litigation Assistant City Attorney mid-way through the fiscal year, the City Attorney's Office has begun to handle some cases in-house, and to establish the necessary tools to manage litigation as an integrated program, which includes providing the City Council with a complete overview of all pending matters and anticipated costs. At this time, the City Attorney's Office is handling approximately one third of the pending proceedings in-house and actively involved in the cases being handled by outside counsel.

2015-16 DEPARTMENTAL GOALS and PRIORITIES

For the upcoming fiscal year, the City Attorney's Office will improve upon support service to City departments and reducing reliance on contract legal services by taking a lead role on the following projects:

- Updating the City's Purchasing Program, which includes drafting an updated purchasing ordinance for Council consideration, updating related form documents, and providing related materials and training to staff.
- Providing materials and training to staff related to public records act requests, subpoenas, as well as materials and training related to resolutions, ordinances, and certifications.
- Integrating the City's litigation program to provide the City Council and City management with a comprehensive overview of the City's estimated litigation costs and liability exposure to allow for identification of liability trends.

- Continuing to monitor redevelopment dissolution to provide recommendations regarding administrative and/or litigation action intended to preserve funding and program commitments of the former Petaluma Community Development Commission.

In addition to the projects identified above, the City Attorney's Office will support the City departments leading other major Council goals by drafting new legislation, providing opinions and drafting agreements and policies.

ADOPTED BUDGET

A City Attorney Department budget of \$879,885 is recommended for 2015/16. This represents a slight decrease of \$17,344 from 2014/15.

Salaries are recommended at \$541,008, representing a slight increase of \$6,799 due to planned step increases in the upcoming fiscal year.

Benefits are budgeted at \$155,061 and represent a decrease of \$38,016, due higher retirement and Workers Compensation costs offset by a change in benefit coverage options selected by department staff.

Other expenditures are budgeted at \$183,816, an increase of \$13,870. The elimination of start-up costs in the new fiscal year was offset by increased intragovernmental costs in the department.

This will be the first year since the City Attorney's Office was created in which the office will be fully staffed. No start-up costs are included in the 2015/2016 fiscal year budget. With the exception of salaries and benefits and legal services, the City Attorney's Office budget is mostly allocated to legal resources and training to ensure in-house staff develops and maintains the expertise needed to handle diverse advice and litigation matters in-house and reduce the City's reliance on outside counsel.

The legal services budget is based primarily on budgets for cases in which the City is represented by outside legal counsel. It also includes budgets for cases being handled in-house that will incur costs such as courier services, transcripts, expert, and mediation costs. Litigation costs included in the legal services budgets for 2015/2016 are those estimated to be incurred in that fiscal year. Costs estimated to be incurred in a case after June 30, 2016, are not included. Due to the uncertain nature of budget forecasting, there is some risk that costs could be incurred sooner or in greater amounts than anticipated. The 2015/2016 budget also includes a budget estimate for legal service costs for new cases, which is based on evaluating trends from prior years.

POLICY OPTIONS

- None

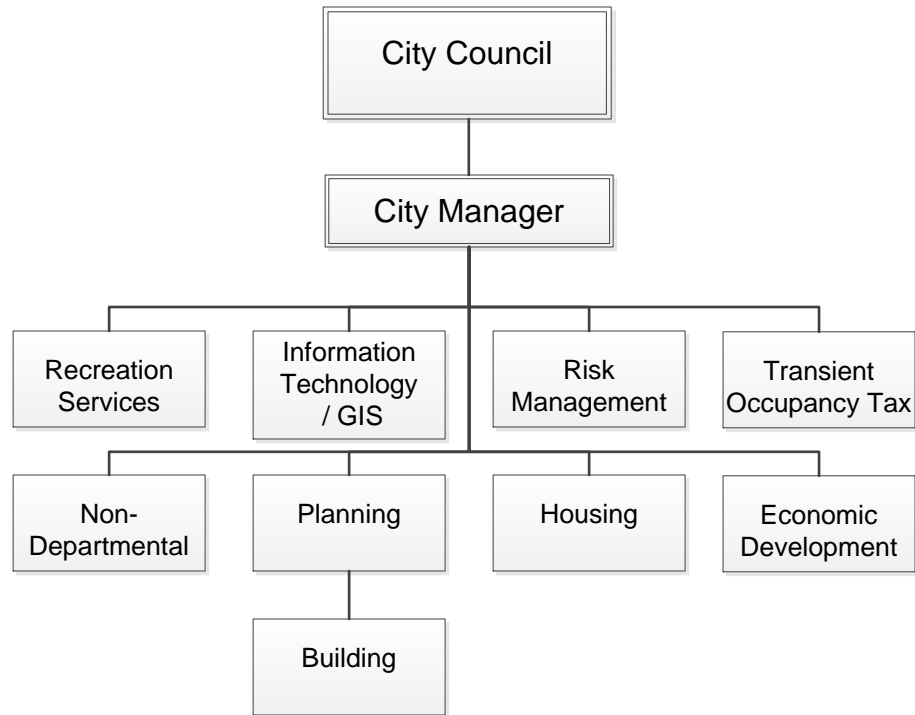
11310 CITY ATTORNEY ADMIN/OPERATIONS	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	-	276,408	534,206	541,008
BENEFITS	(32)	91,570	193,077	155,061
SUPPLIES	149	29,028	30,556	6,500
PROF SERVICES, MAINT, REPAIR	252,227	126,138	112,500	115,400
INTRAGOVERNMENTAL SERVICES	7,890	63,000	-	44,616
UTILITIES, RENT, TRAINING	15	11,154	26,890	17,300
CITY ATTORNEY ADMIN/OPERATIONS	260,249	597,298	897,229	879,885
LESS INTRAGOVERNMENTAL OFFSET	-	-	(207,486)	(820,268)
CITY ATTORNEY ADMIN/OPERATIONS NET COST	260,249	597,298	689,743	59,617

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

DEPARTMENT POSITION	FY 13-14		FY 14-15		FY 15-16		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<u>CITY ATTORNEY</u>									
City Attorney	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Assistant City Attorney	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Legal Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Total City Attorney	4.00	4.00	4.00	4.00	4.00	4.00	4.00	0.00	0.00



Executive



CITY MANAGER
RECREATION SERVICES
INFORMATION TECHNOLOGY
RISK MANAGEMENT
ECONOMIC DEVELOPMENT
PLANNING/BUILDING
HOUSING
TRANSIENT OCCUPANCY TAX
NON-DEPARTMENTAL

CITY MANAGER

by Account Type	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Revised</u>	<u>2016 Budget</u>
SALARY	2,130,142	2,200,751	2,527,606	2,625,854
BENEFITS	660,657	780,231	943,879	1,447,964
SUPPLIES	253,635	221,133	166,800	155,050
PROF SERVICES, MAINT, REPAIR	7,213,390	4,144,766	3,904,326	3,470,382
INTRAGOVERNMENTAL SERVICES	398,182	413,851	587,667	740,648
UTILITIES, RENT, TRAINING	(176,968)	300,618	1,376,200	1,714,906
ADVERTISING, PROMOTION, DEBT	306,262	255,904	280,255	271,245
CAPITAL EXPENDITURES	-	-	98,000	78,000
TRANSFERS	1,883,845	2,707,591	2,485,237	2,950,695
CITY MANAGER	12,669,145	11,024,845	12,369,970	13,454,744
LESS INTRAGOVERNMENTAL OFFSET	(198,956)	(187,712)	(437,344)	(505,718)
CITY MANAGER NET COST	12,470,189	10,837,133	11,932,626	12,949,026

by Cost Center	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Revised</u>	<u>2016 Budget</u>
GENERAL FUND COST CENTER	349,561	637,562	726,400	1,368,141
CITY MANAGER ADMIN/OPERATIONS	526,632	550,164	765,240	800,462
ECONOMIC DEVELOPMENT	93,444	139,095	305,079	299,678
NON DEPARTMENTAL	66,428	625,969	608,200	1,161,449
PLANNING ADMIN	135,222	151,650	153,793	150,149
PLANNING COST RECOVERY	392,043	595,841	404,000	404,000
PARK/REC ADMIN	654,718	653,412	756,976	753,446
PR CAVANAGH CENTER	19,481	19,942	18,310	12,850
PR COMMUNITY CENTER	152,639	155,080	174,354	204,271
PR LIBRARY/MUSEUM	25,863	27,310	25,546	31,240
PR YOUTH/TEENS PROGRAMS	226,326	256,317	243,827	303,765
PR CONTRACT CLASSES	81,680	100,353	76,000	80,000
PR SPORTS PROGRAMS	43,554	44,037	74,726	62,621
PR AQUATIC PROGRAMS	101,347	108,063	103,600	111,600
PR SENIOR PROGRAMS	63,082	61,927	60,715	64,490
PR SPECIAL EVENTS	1,082	11,369	20,000	20,000
COMMERCIAL LINKAGE FEES	117,343	225,665	527,421	390,000
HOUSING IN-LIEU IMPACT FEES	913,518	913,917	587,485	192,511
CDBG	294,795	321,344	322,872	352,588
HOME/BEGIN	4,144,095	-	67,825	-
TOT-COMMUNITY PROMO	1,359,640	1,982,248	1,798,257	1,857,629
DEVELOP SVC BLDG SVC	1,042,129	1,147,909	1,187,483	1,195,515
DEVELOP SVC COST RECOVERY	155,814	153,362	159,000	159,000
INFORMATION TECH ADMIN/OPERATIONS	1,633,236	1,593,175	1,670,461	1,802,161
RISK MANAGEMENT ADMIN/OPERATIONS	75,473	549,134	1,532,400	1,677,178
CITY MANAGER	12,669,145	11,024,845	12,369,970	13,454,744
LESS INTRAGOVERNMENTAL OFFSET	(198,956)	(187,712)	(437,344)	(505,718)
CITY MANAGER NET COST	12,470,189	10,837,133	11,932,626	12,949,026

CITY MANAGER OVERVIEW

The City Manager provides general management, oversight, and direction to all the City's departments, in the execution of City Council policy. The Manager's Office also provides administrative support to the Mayor and Council, and develops agenda materials for meetings of the City Council. The City Manager is appointed by the City Council based on qualifications, provides policy advice to, and serves at the pleasure of the City Council. Under the Council/Manager form of government and the City Charter, the City Manager is the administrative head of the City. All City employees answer directly or indirectly to, or are under the administrative control of, the City Manager. The Manager organizes City departments for efficient and effective delivery of services, acts as the City's Personnel, Budget, and Purchasing Officer, and provides the strategic planning necessary to accommodate anticipated future needs. As Budget Officer, he recommends the annual and capital budgets to the City Council, and keeps the Council informed as to the fiscal condition and operational needs of the City. The Manager's Office is the liaison with other cities, the County, and State government on matters of mutual importance, and represents the Council in intergovernmental affairs. The Office also responds to inquiries, conducts investigations as needed and coordinates and issues film permits. In addition to the general direction the Manager provides to all City departments, he manages or oversees the Risk Management, Information Technology, Recreation Services, Economic Development, Housing, Building, and Advance and Current Planning functions.

2014-15 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Delivered another balanced budget to the City Council, by the deadline specified in the City Charter.
- Completed analysis and review of Sonoma Clean Power and Community Choice Aggregation and recommended approval to the City Council.
- Planned for and conducted City Council workshops on Council goal topics including;
 - Budget Review and Financial Forecast Update
 - Sign Code Review
 - Equal Opportunity Plan
 - General Fund Reserve Policy
 - CalPERS Analysis and Actuarial
 - Water Conservation Strategies
- Conducted community education and outreach campaign, and administrative actions supporting the sales tax measure placed on the November 2014 ballot.
- Oversaw and guided staff work in successful refunding of tax allocation bonds.
- Oversaw and/or conducted recruitment and selection for Assistant City Attorney, Chief Building Official, and Interim Fire Chief.

2015-2016 DEPARTMENT GOALS and PRIORITIES

- Update five-year General Fund financial plan with prioritized revenue and expense options reflecting City Council and Community preferences.
- Work toward establishing fiscally sustainable storm water management and pavement maintenance programs.
- Recruit and select new Fire Chief
- Update City purchasing ordinance that reflects current best practices.
- Plan and conduct a series of Council workshops in 2015-2016.
- Update advisory body enabling legislation for consistency among the various boards, commissions and committees.
- Conclude Fairgrounds lease negotiations.
- Establish an in-house leadership/management academy for management and supervisory staff.
- Continue to coordinate the activities of City Departments to achieve other City Council goals as outlined in the City Council budget narrative.

ADOPTED BUDGET

A City Manager Admin/Operations budget of \$800,462 is recommended for 2015-2016. This is an increase of \$35,222 from 2014-2015.

Salaries and benefits are recommended at \$741,057, and are increased by \$117 over 2014/15. This reflects the estimated cost of the currently funded staffing level, including increases in PERS, health care, and Workers compensation rates.

Services and Supplies of \$24,300 reflect no change from 2014/15 levels, pursuant to budget guidance. There is an increase of \$35,105 for Intragovernmental Services that reflects a change in methodology in the updated cost allocation plan; the increase is offset by revenue.

POLICY OPTIONS

None

11330 CITY MANAGER ADMIN/OPERATIONS	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	361,797	366,044	522,418	522,377
BENEFITS	121,673	143,039	218,522	218,680
SUPPLIES	3,785	2,855	3,750	3,000
PROF SERVICES, MAINT, REPAIR	5,642	1,490	8,475	8,325
INTRAGOVERNMENTAL SERVICES	24,870	28,710	-	35,105
UTILITIES, RENT, TRAINING	6,421	5,152	7,400	8,300
ADVERTISING, PROMOTION, DEBT	2,444	2,874	4,675	4,675
CITY MANAGER ADMIN/OPERATIONS	526,632	550,164	765,240	800,462
LESS INTRAGOVERNMENTAL OFFSET	(198,956)	(187,712)	(349,875)	(379,763)
CITY MANAGER ADMIN/OPERATIONS NET COST	327,676	362,452	415,365	420,699

11100 GENERAL FUND COST CENTER	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
PROF SERVICES, MAINT, REPAIR	-	(18)	-	-
INTRAGOVERNMENTAL SERVICES	-	-	-	1,088
TRANSFERS	349,561	637,580	726,400	1,367,053
GENERAL FUND COST CENTER	349,561	637,562	726,400	1,368,141

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

DEPARTMENT POSITION	FY 13-14		FY 14-15		FY 15-16		----- Allocation -----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<u>CITY MANAGER</u>									
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Asst. City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Senior Planner	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Exec. Asst. to City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
Total City Manager	5.00	4.00	5.00	4.00	5.00	4.00	4.00	0.00	0.00

NON DEPARTMENTAL

ADOPTED BUDGET

A Non Departmental budget of \$1,161,499 is recommended for 2015-2016. This is an increase of \$553,249 from 2014-2015.

Benefits are recommended at \$500,000, and are increased by \$500,000 over 2014/15. This reflects that retirement/separation costs were previously spread throughout the various department budgets, and in 2015-2016 are allocated solely within this budget.

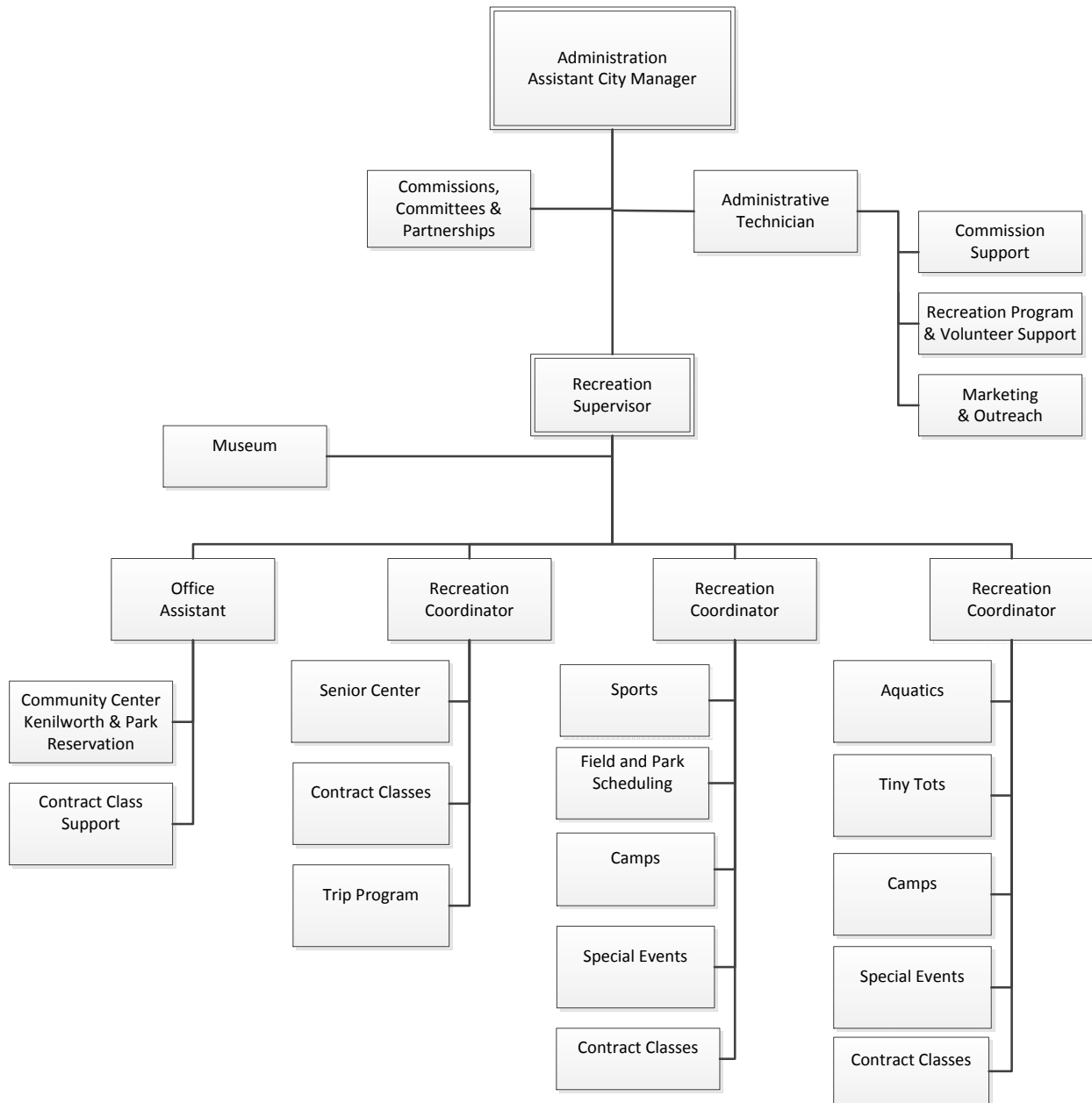
Services and Supplies of \$661,449 are recommended, which represents an increase of \$53,249 over 2014/15. This includes a projected increase of \$40,000 for the Animal Services contract. This budget also supports dues to other agencies such as ABAG, LAFCO, LOCC, etc., and anticipates the increases in the membership dues for those agencies.

POLICY OPTIONS

None

11800 NON DEPARTMENTAL	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
BENEFITS	-	-	-	500,000
PROF SERVICES, MAINT, REPAIR	13,169	551,206	478,200	518,200
UTILITIES, RENT, TRAINING	53,259	62,763	83,000	96,249
ADVERTISING, PROMOTION, DEBT	-	12,000	47,000	47,000
NON DEPARTMENTAL	66,428	625,969	608,200	1,161,449

PARKS AND RECREATION DEPARTMENT



RECREATION SERVICES DEPARTMENT OVERVIEW

Recreation Services plans, coordinates and implements recreation programs and classes for toddlers, youth, teens, adults and older adults. Included is the operation of the Petaluma Community Center, Kenilworth Recreation Center, Petaluma Swim Center, Cavanagh Pool, the Novak Senior Center, Petaluma Historical Library and Museum, and oversight of the agreement for Mentor Me occupancy of the Cavanagh Recreation Center. The division is also responsible for planning and implementing community-wide special events; presenting a wide array of recreation classes and camps; managing aquatic programming and pool operations; and, providing a comprehensive adult sports program. The Parks Maintenance function has been aligned with the Public Works Department since 2009-2010. Nevertheless, communication, coordination and collaboration between the Recreation and Parks divisions are essential components in providing quality and seamless Parks and Recreation services. The 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.

2014-2015 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Groundbreaking for the park project on East Washington St. was held in July, and a ribbon cutting ceremony to celebrate the opening of the facility was held on April 17, 2015.
- The Department continued to engage with park users, volunteers and non-profit organizations on park and recreation initiatives including; A facility use partnership with Mentor Me Petaluma; A volunteer effort to renovate Walnut Park; design for C. St. pocket park volunteer project; and, design development for volunteer improvements at McNear Park.
- See additional accomplishments and highlights listed in the various narratives.

2015-2016 DEPARTMENT GOALS, PROGRAM INITIATIVES and PRIORITIES

- See divisional narratives for additional goals, initiatives and priorities.

ADOPTED BUDGET

A department budget of \$1,644,283 is recommended for 2015-2016. This is an increase of \$90,229 over 2014-2015.

Salaries and benefits are recommended at \$946,302, and are increased by \$82,543 over 2014/15. This reflects the estimated cost of the currently funded full-time staffing level, including increases in PERS, health care, and Workers compensation rates, and adjustments for those employees advancing in the salary step range. This also includes increases in part-time staffing costs, that are off-set by increased revenue, and those descriptions are provided in the specific cost center narratives.

Services and Supplies of \$523,150 reflect no change from 2014/15 levels, pursuant to budget guidance. Intragovernmental Services are increased by \$7,646.

ADMINISTRATION OVERVIEW

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

2014-2015 ACCOMPLISHMENTS and HIGHLIGHTS

- Phase 1 of the East Washington Park project was revised, designed and the project completed.
- The City and Mentor Me Petaluma successfully negotiated an agreement for occupancy and management of the Cavanagh Recreation Center, including preservation of existing community programs on-site. In addition to generating cost savings, the agreement will result in improvements and renovations to the City facility.
- The Department partnered with the Sonoma Media Group for presentation of the July 4th fireworks program.

2015-2016 GOALS, PROGRAM INITIATIVES and PRIORITIES

- Design, bid and construct restroom, concession and storage facilities at new park.
- Begin final design for regulation baseball field at new park.
- Continue collaborative approach to park improvement by engaging partners in projects such as McNear Park improvement, C Street pocket park and Prince Park ballfield improvements.
- Fully implement new pre-school programming.

ADOPTED BUDGET

An Administration budget of \$753,446 is recommended for 2015-2016. This is a net reduction of \$3,530 from 2014-2015.

Salaries and benefits are recommended at \$512,765, and are increased by \$2,524 over 2014/15. This reflects the estimated cost of the currently funded full-time staffing level, including increases in PERS, health care, and Workers compensation rates, and adjustments for those employees advancing in the salary step range.

Services and Supplies of \$65,850 are recommended, which represents a decrease of \$13,700 from 2014/15 levels. The reduction is reallocated to other Recreation cost centers. Intragovernmental Services increased by \$7,646.

POLICY OPTIONS

- None

14100 PARK/REC ADMIN	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	404,292	343,744	353,902	358,482
BENEFITS	130,739	158,909	156,339	154,283
SUPPLIES	19,601	23,926	18,500	19,000
PROF SERVICES, MAINT, REPAIR	39,023	54,266	35,650	39,650
INTRAGOVERNMENTAL SERVICES	41,800	50,360	167,185	174,831
UTILITIES, RENT, TRAINING	19,182	21,941	25,400	7,200
ADVERTISING, PROMOTION, DEBT	81	266	-	-
PARK/REC ADMIN	654,718	653,412	756,976	753,446

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

DEPARTMENT POSITION	FY 13-14		FY 14-15		FY 15-16		Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<u>RECREATION</u>									
Administrative Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Office Assistant II	2.00	1.00	2.00	1.00	2.00	1.00	1.00		
Recreation Coordinator	3.00	3.00	3.00	3.00	3.00	3.00	3.00		
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Total Parks & Recreation	7.00	6.00	7.00	6.00	7.00	6.00	6.00	0.00	0.00

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. In 2014 the City executed an agreement with Mentor Me for occupancy, operation and renovation of the facility. The agreement requires that existing City programs utilizing the gymnasium continue to have access, allows Mentor Me to operate on-site, and also allows Mentor Me to plan and fund renovations to the building, subject to City review and approval.

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

2014-2015 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Mentor Me Petaluma program took occupancy of the building per agreement with the City on August 1.
- Renovations to the building include new flooring, lighting, counter-tops, cabinets, office space, windows and paint.
- Current facility use includes:

Open Gym	2700 participants
CYO/Boys and Girls Club basketball	450 participants
Camp K2 Day Camp	23 Campers per wk. for 9 Weeks
Table Tennis (3x/wk)	20 per class average
Adult Exercise Classes (2x/wk)	30 per class average

ADOPTED BUDGET

A Cavanagh Recreation Center budget of \$12,850 is recommended for 2015-2016. This is a reduction of \$5,460 from 2014-2015.

There are no salaries or benefits included in this budget.

Services and Supplies of \$12,850 are recommended, which represents a decrease of \$5,460 from 2014/15. The only remaining funds in this budget are for utility services necessary for Cavanagh Pool operations. This budget change has occurred as a result of the transfer of management and maintenance of the facility to Mentor Me Petaluma.

POLICY OPTIONS

- None

City of Petaluma, California
Fiscal Year 2016 Budget

14200 PR CAVANAGH CENTER	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
SUPPLIES	-	844	-	-
PROF SERVICES, MAINT, REPAIR	1,136	349	1,310	-
UTILITIES, RENT, TRAINING	18,345	18,749	17,000	12,850
PR CAVANAGH CENTER	19,481	19,942	18,310	12,850

PETALUMA COMMUNITY CENTER OVERVIEW

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

PCC Use Comparison

	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15
Permits Issued	538	432	496	558	*591
Hours Rented	8,951	9,185	10,718	12,403	*11,468

**as of 4/28/2015*

2014-2015 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Deferred maintenance items were completed including replacement of carpet in the Assembly Room, replacement of ceiling tiles and repair and cleaning of wallpapered and carpeted walls.
- Converted 'Craft Room 2' into Preschool space for new Teeny Tiny Tots program.
- Purchased and implemented staff paging system, whereby users are able to engage a call button to alert staff to their needs.

2015-2016 GOALS, PROGRAM INITIATIVES and PRIORITIES

- In cooperation with Public Works, continue to implement deferred maintenance projects including final section of roof repairs, replacement of floor coverings and painting.
- Evaluate current room amenities against current room use. Establish a priority list of upgrades and minor repairs to be implemented as budget allows.
- Complete a book of photographic examples of room set-ups for use with customers during the rental process.

ADOPTED BUDGET

A Community Center budget of \$204,271 is recommended for 2015-2016. This is an increase of \$29,917 over 2014-2015.

Part-time salaries and benefits are increased by \$15,717, as a result of wage adjustments for living wage positions and positions benchmarked to living wage, minor increases in benefits, and for added hours as a result of increased rentals. The increase is off-set by increased rental income.

Services and Supplies of \$82,500 are recommended, which represents an increase of \$14,200 over 2014/15. The increase is off-set by a reallocation of funds to this budget from other Recreation cost centers.

POLICY OPTIONS

- Increased Service Level Options

The number and length of facility rentals has increased significantly; \$15,714 is approved for additional part-time hours. The additional expenditure will be offset by a corresponding increase in rental revenue.

14210 PR COMMUNITY CENTER	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	85,272	88,930	97,084	110,888
BENEFITS	8,389	8,659	8,970	10,883
SUPPLIES	12,399	8,905	16,200	15,900
PROF SERVICES, MAINT, REPAIR	7,048	6,903	10,100	9,600
UTILITIES, RENT, TRAINING	38,762	40,845	41,000	56,000
ADVERTISING, PROMOTION, DEBT	769	838	1,000	1,000
PR COMMUNITY CENTER	152,639	155,080	174,354	204,271

CARNEGIE LIBRARY/MUSEUM OVERVIEW

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

2014-2015 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- City staff from Public Works and Recreation and representatives from the Museum's Board of Directors solicited proposals to establish a framework and scope of work regarding the seismic retrofit of the Museum building.
- Major exhibits and events included; "Petaluma Viticulture History and Heritage; A Celebration of Wine and Community"; The Legacy of Prohibition; 6th Annual New Year's Eve Concert; B'Nai Israel 150th Anniversary; and, a Tribute to Maya Angelou.
- The Board of Directors continued to prioritize a stable budget process with monthly revenues exceeding expenses.
- Petaluma Museum Board, City of Petaluma and PG&E completed Lighting Retrofit and Rebate program for the building.

2015-2016 GOALS, PROGRAM INITIATIVES and PRIORITIES

- Maintain fiscal responsibility and accountability relating to museum operations, especially those related to exhibits.
- Complete an accurate inventory and accounting of City-owned Museum artifact collection.
- Continue and complete work associated with policy and procedure revisions.
- Complete building analysis for seismic retrofit project.

ADOPTED BUDGET

A Carnegie Library/Museum budget of \$31,240 is recommended for 2015-2016. This is an increase of \$5,694 over 2014-2015.

Part-time salaries and benefits are recommended at \$16,240, and are increased by \$1,044 over 2014/15. This reflects the estimated cost of the currently funded part-time staffing level, including wage adjustments to the part-time position that is benchmarked to living wage and minor increases in benefit costs.

Services and Supplies of \$15,000 are recommended, which represents an increase of \$4,650 over 2014/15. The increase is off-set by a reallocation of funds to this budget from other Recreation cost centers.

POLICY OPTIONS

- None

14220 PR LIBRARY/MUSEUM	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
SALARY	14,021	14,582	14,404	15,371
BENEFITS	727	803	792	869
SUPPLIES	1,373	1,935	600	3,800
PROF SERVICES, MAINT, REPAIR	1,164	1,893	1,350	1,400
UTILITIES, RENT, TRAINING	8,578	8,097	8,400	9,800
PR LIBRARY/MUSEUM	25,863	27,310	25,546	31,240

YOUTH PROGRAM OVERVIEW

The Teeny Tiny Tots (ages 18-36 months), Tiny Tots (ages 3-5) and KinderReady (ages 4-5) pre-school programs provide a safe environment within which opportunities are provided for children to discover and learn in a social setting. Children are assessed several times during the school year as they progress toward achieving developmental milestones. Summer camps include Camp Sunshine (ages 3-5), Kids Klub (grades 1-5) and Camp K2 (grades 6-8), which are offered for 9-10 weeks each summer.

2014-2015 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Tiny Tots and Kids Klub operated at maximum daily capacity.
- A new, 3 day/wk, Teeny Tiny Tots program was piloted for children 18-36 months.
- Changes were implemented in the Tiny Tots program including more sports/outdoor time, minimizing the use of paper by moving to electronic communications, sending surveys to gauge parent interest in specific programming, and scheduling more consistent classroom sanitization procedures.
- Recreation staff coordinated solicitation of proposals, and neighborhood and community outreach for the playground replacement project at Meadowview Park.

2015-2016 GOALS, PROGRAM INITIATIVES and PRIORITIES

- Evaluate programming for Tiny Tots, determine program gaps, implement new components and expand the operating hours of the program to better serve families.
- Fully implement Teeny Tiny Tots and afternoon Tiny Tots pre-school programs.
- Continue to refine program details designed to increase enrollment in Camp K2.

ADOPTED BUDGET

A Youth Program budget of \$303,765 is recommended for 2015-2016. This is an increase of \$59,938 over 2014-2015.

Part-time salaries and benefits are recommended at \$255,765, and are increased by \$56,888 over 2014/15. This reflects an increase in part-time staff to accommodate expansion and addition to preschool programs, part-time staffing to increase the capacity for summer camp enrollment, and also includes wage increases for living wage positions and positions benchmarked to living wage. This increase is off-set by \$55,000 to \$65,000 of increased revenue from new programming, depending on enrollment.

Services and Supplies of \$48,000 are recommended, which represents an increase of \$3,050 over 2014/15. The increase is off-set by a reallocation of funds to this budget from other Recreation cost centers.

POLICY OPTIONS

a. Increased Service Level Options

Fully implement new Teeny Tiny Tots program 3 days a week and add new afternoon Tiny Tot sessions 5 days per week during 9 month school year. Increase enrollment capacity for summer camps. Families will have the opportunity to register for programs that fit their schedule and need. Revenue from new programming estimated to be \$55,000 to \$65,000 depending on enrollment.

14420 PR YOUTH/TEENS PROGRAMS	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	154,912	180,369	179,582	237,360
BENEFITS	13,357	16,184	19,295	18,405
SUPPLIES	12,448	11,455	15,300	18,350
PROF SERVICES, MAINT, REPAIR	45,609	47,759	28,650	28,650
UTILITIES, RENT, TRAINING	-	550	1,000	1,000
PR YOUTH/TEENS PROGRAMS	226,326	256,317	243,827	303,765

CONTRACT CLASSES OVERVIEW

Classes are held at the Petaluma Community Center as well as off site at other locations. Classes are advertised in the Activity Guide and through the use of press releases and email blasts. The Activity Guide is mailed to a data base of approximately 8,700 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 and promoted through broadcast emails and Facebook.

2014-2015 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Several new contracted summer camps were successfully offered, as is evidenced by participation data in the table that follows.

	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15
Registrations	2,142	2,154	2,451	2,598	2,908	*2,077
Revenue	\$121,282	\$127,857	\$129,610	\$136,765	\$138,677	*\$82,376

**as of 4/21/15 – does not include registration for summer offerings*

2015-2016 GOALS, PROGRAM INITIATIVES and PRIORITIES

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

ADOPTED BUDGET

A Contract Class budget of \$80,000 is recommended for 2015-2016. This is an increase of \$4,000 over 2014-2015.

There are no salaries or benefits included in this budget.

Services and Supplies of \$80,000 are recommended, which represents an increase of \$4,000 over 2014/15. The increase reflects higher levels of participation in contract classes. While there is a direct relationship between expense and revenue, the increase is off-set by a reallocation of funds to this budget from other Recreation cost centers. All classes are taught on a percentage basis. The City receives all income from registration, pays the contractor, and retains 40% to 45% of the proceeds.

POLICY OPTIONS

- None

14500 PR CONTRACT CLASSES	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
PROF SERVICES, MAINT, REPAIR	81,680	100,353	76,000	80,000
PR CONTRACT CLASSES	81,680	100,353	76,000	80,000

SPORTS PROGRAM OVERVIEW

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

2014-2015 MAJOR 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.
- Staff worked with Petaluma Girls Softball in renovation of the three Prince Park softball fields, and with Valley and American Little League on renovation of the baseball field.

2015-2016 GOALS, PROGRAM INITIATIVES and PRIORITIES

- The construction of 3, synthetic, multi-use fields will create exciting programming opportunities for staff and the community and use must be distributed equitably, fairly and in an organized fashion.
- Improve participation in the adult volleyball program and re-establish a viable adult volleyball league program.

ADOPTED BUDGET

A Sports Program budget of \$62,621 is recommended for 2015-2016. This is a reduction of \$9,605 from 2014-2015.

Part-time salaries and benefits are recommended at \$7,771 and are increased by \$2,095 over 2014/15. This reflects additional part-time hours needed for off-site facility preparation and supervision related to softball and basketball programs.

Services and Supplies of \$54,850 are recommended, which represents a decrease of \$11,700 from 2014/15. The decrease is reallocated to other Recreation cost centers.

POLICY OPTIONS

- None

14600 PR SPORTS PROGRAMS	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
SALARY	4,613	5,604	5,538	7,582
BENEFITS	114	139	138	189
SUPPLIES	6,626	4,760	5,100	6,250
PROF SERVICES, MAINT, REPAIR	31,241	31,918	61,450	47,000
UTILITIES, RENT, TRAINING	960	1,616	-	1,600
PR SPORTS PROGRAMS	43,554	44,037	72,226	62,621

AQUATICS OVERVIEW

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

2014-2015 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Petaluma Swim Center (PSC) opened on March 9 with public lap swim along with two high school swim teams, a swim club and a water polo program taking advantage of the facility opening two and a half months early.
- Petaluma Swim Center (PSC) lighting upgrades were completed and PSC pool ladders replaced.
- The PSC main building exterior and interior (shower rooms and staff rooms) along with the exterior of the secondary building (mechanical systems and classroom) were painted.

2015-2016 GOALS, PROGRAM INITIATIVES and PRIORITIES

- Continue to generate sufficient registration that allows continued winter time aquatic programming at the Cavanagh Pool and the opportunity to extend the season at PSC.

ADOPTED BUDGET

An Aquatics budget of \$111,600 is recommended for 2015-2016. This is an increase of \$5,000 over 2014-2015.

There are no salaries or benefits included in this budget.

Services and Supplies of \$111,600 are recommended, which represents an increase of \$5,000 over 2014/15. The increase is a result of additional supplies and utilities necessary to accommodate an expanded season at the Petaluma Swim Center. The increase is off-set by a reallocation of funds to this budget from other Recreation cost centers.

POLICY OPTIONS

- None

<u>14700</u>	<u>PR AQUATIC PROGRAMS</u>	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Revised</u>	<u>2016 Budget</u>
	SUPPLIES	28,707	23,959	16,500	13,000
	PROF SERVICES, MAINT, REPAIR	19,911	21,995	7,500	10,500
	UTILITIES, RENT, TRAINING	50,896	60,515	81,500	87,500
	ADVERTISING, PROMOTION, DEBT	1,833	1,594	600	600
	PR AQUATIC PROGRAMS	101,347	108,063	106,100	111,600

INFORMATION TECHNOLOGY DIVISION

The Information Technology Division is charged with responsibility for the City's technology assets. Technology solutions are always conceived, carefully planned and deployed appropriately, efficiently and effectively.

This division supports the technological needs of all the operating departments – over 300 full time users, 300 desktop computers, over six dozen laptop/mobiles, over six dozen network servers, and an interconnecting wide area network that covers 30 different locations. All users are provided with broad application and internet support, telephone and communication services. IT operates and manages the City's web site. The Division supports over 250 systems for public safety, including dispatch, police and fire records; many databases for enterprise-wide financial systems and permitting; para-transit scheduling and 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 IT division provides data management, network security, purchasing, and equipment disposal and provides general project assistance to all departments and on all levels. IT manages or maintains all computers, network equipment and networked printers and also provides full support for the telephone and voicemail system and limited support for radios, alarm systems, video, pagers, and cellular phones.

The division serves as the staff liaison to the Technology and Telecommunications Committee appointed by the City Council, is the City representative to Petaluma Community Access (PCA) television, and coordinates and monitors video/cable TV franchise issues for the City.

It is anticipated that the trend for competing needs of IT resources will continue for the foreseeable future. Given the reliance on technology, it continues to be important to constantly evaluate the IT needs of each of the City's departments in order to determine priorities, establish appropriate service levels and properly distribute IT costs throughout the organization.

2014-2015 ACCOMPLISHMENTS and HIGHLIGHTS

- Upgraded over 100 desktops and laptops
- Expanded security access control and video surveillance as required by DOJ.
- Updated IT Strategic Plan to incorporate Council goals.
- Assisted with office and personnel moves in Public Works and City Attorney.
- Replaced networked multifunction printer/copiers (MFPs) at 13 locations, added 2 more, in a constant effort to reduce printing costs.
- Started efforts to improve responsiveness and efficiency by commencing to deploy Customer Relations Management (CRM), along with a device-friendly app.

- Furthered efforts to improve responsiveness and efficiency by commencing City-wide asset management and work order system, in partnership with Public Works and Utilities.
- Replaced Geographic Information System development tools and upgraded GIS web sites, while reducing system maintenance costs.
- Upgraded Ellis Creek SCADA network servers to support full SCADA upgrade.
- Replaced approximately 1/3 network switches and several routers.
- Replaced and upgraded the main network firewall, with additional protective functions.
- Deployed SmartJustice (desktop) and JusticeMobile (mobile device) platforms for Police staff.

2015-2016 GOALS and PRIORITIES

- Network uptime of 99.9% for all major nodes and systems, with recovery time of one business day for major systems (email, full network, finance system) and Zero downtime due to malware (virus, spyware, hacking) incursion.
- Conduct full software upgrade of Police' records, dispatch, mobiles.
- Deploy work-order and asset management system for water and sewer assets.
- Implement limited web access for permitting applications.

ADOPTED BUDGET

An Information Technology Admin/Operations budget of \$1,802,161 is recommended for 2015-2016. This is an increase of \$131,700 from 2014-2015.

Salaries and benefits are recommended at \$940,160, and are increased by \$2,299 over 2014/15. This reflects the estimated cost of the currently funded staffing level, including increases in PERS, health care, and Workers compensation rates.

Services and Supplies of \$762,700 are recommended, which represents an increase of \$128,100 over 2014/15. A Capital budget of \$78,000 is recommended, which represents a decrease of \$20,000 from 2014-2015. There is an increase of \$21,301 for Intragovernmental Services.

POLICY OPTIONS

a. Increased Service Level Options

The increase in Services and Supplies includes \$64,000 for professional design and consulting services to perform network equipment upgrades that support productivity and to perform a required security vulnerability study. The increase also includes \$64,000 for leased equipment, phones and training which are necessary to support increased network demands in water, sewer, public works and transit efforts, in support of Council goals. The increase is off-set by revenue and is included in the Intragovernmental Services allocations spread across the various departments.

73100 INFORMATION TECH ADMIN/OPS	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	683,236	685,866	684,488	686,653
BENEFITS	217,728	226,544	253,373	253,507
SUPPLIES	101,443	116,997	51,900	42,200
PROF SERVICES, MAINT, REPAIR	269,983	282,512	347,700	423,300
INTRAGOVERNMENTAL SERVICES	38,800	38,800	-	21,301
UTILITIES, RENT, TRAINING	195,301	222,138	235,000	297,200
ADVERTISING, PROMOTION, DEBT	126,745	20,318	-	-
CAPITAL EXPENDITURES	-	-	98,000	78,000
INFORMATION TECH ADMIN/OPS	1,633,236	1,593,175	1,670,461	1,802,161

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

DEPARTMENT POSITION	FY 13-14		FY 14-15		FY 15-16		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
INFORMATION TECHNOLOGY									
Info Tech Specialist 1/2/3	4.00	4.00	4.00	4.00	4.00	4.00			4.00
Information Technology Manager	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Geographic Info Systems Mgr.	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Programmer Analyst	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Total Information Technology	7.00	7.00	7.00	7.00	7.00	7.00	0.00	0.00	7.00

RISK MANAGEMENT

Risk Management provides a multitude of risk management services to the City of Petaluma and guidance for the City Council, City Management and City staff. Risk Management was a division of the Manager's office until 2010. Since that time, Risk Management services have been provided under contract to the City by Insurance Consulting Associates.

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

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

2014-2015 ACCOMPLISHMENTS and HIGHLIGHTS

- Reduced tort claims defense costs by approximately 48%
- Created and implemented city wide contract insurance requirements to comply with new I.S.O. regulations
- Created and implemented utilization of defense panel
- Completed revisions to City's insurance requirements for agreements

2015-2016 GOALS and PRIORITIES

- Replenish risk reserve / insurance funds
- Implement the Risk Management/Senior Management committee
- Assist in reducing tort claims legal expenses
- Reduce frequency and severity of City losses
- Increase subrogation recoveries
- Continue to research alternative Risk Insurance programs that would be more cost effective

ADOPTED BUDGET

A Risk Management Fund budget of \$1,677,178 is being recommended for 2015/16. This represents an increase of \$144,778 over 2014/15.

There are no salaries or benefits in the Risk Management Fund budget.

Services and supplies are increasing by \$125,000 over 2014/15 due to an anticipated reduction in legal fees being more than offset by higher anticipated insurance settlements related to claims currently being litigated.

Intragovernmental Services costs are increasing by \$19,778 due to an updated cost allocation plan.

POLICY OPTIONS

- None

<u>74100 RISK MGMT ADMIN/OPERATIONS</u>	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Revised</u>	<u>2016 Budget</u>
SUPPLIES	2,910	4,004	5,550	4,300
PROF SERVICES, MAINT, REPAIR	616,814	683,720	671,730	577,880
INTRAGOVERNMENTAL SERVICES	39,930	42,490	-	19,778
UTILITIES, RENT, TRAINING	(584,242)	(181,130)	855,000	1,075,100
ADVERTISING, PROMOTION, DEBT	61	50	120	120
RISK MGMT ADMIN/OPERATIONS	75,473	549,134	1,532,400	1,677,178

ECONOMIC DEVELOPMENT DIVISION

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 works with local and prospective businesses to assure the City maximizes opportunities to keep, retain and attract business to Petaluma. Staff also works cooperatively with other City departments to create procedures and regulations that support business growth.

Division staff markets the City of Petaluma as a business location through an active website and social media campaign, by building relationships within the North Bay and Bay Area business and real estate community, and by attending relevant business-related conferences. Staff also works regionally with other economic development organizations to assure economic development services are coordinated.

Staff works to expand tourism and to assist future development of opportunity sites identified in the Economic Development strategy and the City Councils' Goals. By attracting new businesses to currently vacant office buildings and providing incentives to redevelop property, Petaluma will attract jobs and increase property values citywide.

The division also provides staff support to the Petaluma Community Development Successor Agency and Oversight Board, and addresses all activities required by the dissolution of the former Petaluma Community Development Commission.

2014-2015 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Attracted Revive Kombucha, Rustic Bakery and Synergy Health adding 110 new jobs.
- Completed 222 business support actions for 43 business attraction leads, 7 business expansion opportunities and 70 local businesses.
- Created 78 Blog Posts, 3 Newsletters, 1 Gift Guide and 10 business success stories.
- Generated 9,012 website visits and grew newsletter subscribers list to 1,015.
- Completed a Business Toolkit for startup and expanding businesses.
- Won California Economic Development Association and International Association of Economic Development Award for best marketing campaign.
- Completed feasibility study to support lease negotiations with Petaluma Fair Board.
- Maintained positive working relationships with regional partners including the Petaluma Chamber of Commerce, Petaluma Healthcare District, SRJC, Sonoma State University, Sonoma County EDB, Sonoma County BEST, North Bay Life Science Alliance, SF Made, Downtown Association and Visitor's Center.
- Launched Sustainability Circle in partnership with Petaluma Chamber of Commerce.

2015-2016 DEPARTMENT GOALS and PRIORITIES

- Complete 250 business support actions for 75 business attraction leads, 20 business expansion opportunities and 75 local businesses.
- Create 75 Blog Posts and 12 business success stories.
- Generate 10,000 website visits to the Petaluma star website and grow newsletter subscribers to 1,200.
- Implement Public Relations Program to increase business attraction leads.
- Transition Successor Agency from local to County oversight and complete annual budget.
- Complete and implement Vacation Rental Ordinance.
- Complete Petaluma City App and Map in partnership with the Petaluma Downtown Association and Visitor Program.
- Create and implement customer feedback system
- Implement Heritage Tourism Program
- Identify and implement a marketing strategy that promotes Petaluma's opportunity development sites.
- Work with local businesses to create a talent attraction campaign for Petaluma.

ADOPTED BUDGET

An Economic Development budget of \$299,678 is recommended for 2015-2016. This is a decrease of \$5,401 from 2014-2015.

Salaries and benefits are recommended at \$215,370, and are decreased by \$525 from 2014/15. This reflects the estimated cost of the currently funded staffing level, including increases in PERS, health care, and Workers compensation rates.

Services and Supplies of \$59,000 is recommended, which represents a decrease of \$31,234 from 2014/15. There is an increase of \$25,308 for Intragovernmental Services that reflects a change in methodology in the updated cost allocation plan; the increase is off-set by revenue.

POLICY OPTIONS

None

11340 ECONOMIC DEVELOPMENT	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	61,855	63,579	162,188	161,559
BENEFITS	20,345	24,466	52,657	53,811
SUPPLIES	4,340	1,907	5,500	3,000
PROF SERVICES, MAINT, REPAIR	6,460	41,402	61,234	40,000
INTRAGOVERNMENTAL SERVICES	-	-	-	25,308
UTILITIES, RENT, TRAINING	444	2,360	2,000	2,000
ADVERTISING, PROMOTION, DEBT	-	5,381	21,500	14,000
ECONOMIC DEVELOPMENT	93,444	139,095	305,079	299,678
LESS INTRAGOVERNMENTAL OFFSET	-	-	(87,469)	(125,955)
ECONOMIC DEVELOPMENT NET COST	93,444	139,095	217,610	173,723

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

DEPARTMENT POSITION	FY 13-14		FY 14-15		FY 15-16		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<u>ECONOMIC DEV./REDEVELOPMENT</u>									
Economic Development Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Total Econ. Dev./Redevelopment	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00	0.00

COMMUNITY DEVELOPMENT PROGRAMS

Until 2009, current and advance planning, Building, Housing, and Code Enforcement were divisions and functions of the City's Community Development Department. These activities were largely intended to be self-supporting and were eliminated and contracted out, or transferred, to other departments because of the adverse effects of the recent recession on development activity in Petaluma.

Since 2009 Planning has been provided under a cost-recovery model by the Metropolitan Planning Group (M-Group). Code Enforcement was transferred to the Police Department. Housing and advance Planning functions came under the control of the City Manager's office.

All current Planning services are provided by the Metropolitan Planning Group pursuant to a professional services agreement, and all current planning staff are M-Group employees.

PLANNING DIVISION

The Planning Division is responsible for residential, industrial, and commercial development, and public improvements. The Planning Division leads the effort, supported by other departments to implement the City's General Plan and enforce the regulations in the Implementing Zoning Ordinance. M-Group staffing currently consists of 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 planning. 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; and, works closely with the City Council, citizen boards and commissions, and public and private officials to provide technical assistance, advice, and recommendations related to urban development and the City's General Plan.

The Planning staff provides project and environmental review for all planning entitlement proposals including subdivisions, planned unit developments, commercial and residential design review, historic district review, use permits, variances and annexations. 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.

2014-2015 ACCOMPLISHMENTS and HIGHLIGHTS

- Provided base level services such as counter coverage, business license review, zoning permit processing, fence permits approvals, and other zoning related review.
- Provided regular staffing to the Planning Commission, Historic and Cultural Preservation Committee, Public Art Committee, and City Council.
- Flexible staffing allowed the Planning Division to modify staffing hours based on workload to consistently meet the needs of the public.
- Continued to provide plan check review of building permit applications to ensure compliance with the Implementing Zoning Ordinance.
- Worked with Public Art Committee to create Waterfront public art RFQ.
- Continued to process all planning entitlement applications efficiently and collaboratively with applicable City departments, outside agencies, citizen groups, and the applicant team.
- Continued working with the Public Works Department and consultants on the environmental review process for the Rainier Cross Town Connector.

2015-2016 GOALS and PRIORITIES

- Continue to improve and streamline internal development review procedures and working relationships with other departments and outside agencies.
- Timely processing of planning entitlement applications consistent with the General Plan 2025, Implementing Zoning Ordinance, and applicable City plans and policies.
- Work collaboratively to respond to City Council planning related goals for 2015/16.
- Present an update of Petaluma's local environmental review guidelines and work with other departments to consult on CEQA review of city projects as appropriate.
- Update the City's sign code and update Chapter 15 (Historic Preservation) of the IZO and associated HCPC bylaws to establish a separate historic review body.
- Continue to support the Public Art Committee to commission Waterfront artwork.
- Complete the environmental review process for the Rainier Cross Town Connector.

ADOPTED BUDGET

Planning Admin – A budget of \$150,149 is recommended for 2015-2016. This is a decrease of \$3,644 from 2014-2015.

Planning Cost Recovery - A budget of \$404,000 is recommended for 2015-2016, which is the same as 2014-2015.

There are no salaries and benefits in these budgets.

POLICY OPTIONS

- None

12100 PLANNING ADMIN	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
SUPPLIES	139	355	250	250
PROF SERVICES, MAINT, REPAIR	89,640	112,710	122,000	122,110
INTRAGOVERNMENTAL SERVICES	41,500	32,720	29,083	25,439
UTILITIES, RENT, TRAINING	2,748	2,576	2,200	2,000
ADVERTISING, PROMOTION, DEBT	1,195	3,289	260	350
PLANNING ADMIN	135,222	151,650	153,793	150,149

12700 PLANNING COST RECOVERY	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
SUPPLIES	56	14	-	-
PROF SERVICES, MAINT, REPAIR	391,987	595,827	404,000	404,000
PLANNING COST RECOVERY	392,043	595,841	404,000	404,000

BUILDING DIVISION

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

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

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

The Building Division also investigates complaints about unpermitted construction and substandard housing through the Code Enforcement Officer and Field Inspectors.

2014-2015 ACCOMPLISHMENTS and HIGHLIGHTS

- In FY 2014-2015 the Building Division continued to offer services such as permit processing, Field Inspections, other Building Permit related tasks, and customer service activities at the Building Counter.
- The Building Counter was open from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m., Monday through Thursday.
- Continued to provide plan check review of building permit applications to ensure compliance with State and Local Building Standards Codes.
- Continued to process all Building Permit applications efficiently and collaboratively with other applicable City departments, outside agencies, citizen groups, and the applicant team.
- Continues to provide next day inspection service to permit holders.
- Continues to be available to Police and Fire 24 hours a day.
- Continues to offer off hour inspections.
- Updated all of the Building Department handouts to reflect the new codes.

2015-2016 GOALS and PRIORITIES

- Coordinate with other 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 2013 California Building Standards Codes.

- Continue to improve and streamline internal review procedures and working relationships with other departments and outside agencies.
- Continue to participate in weekly Design Review meetings to help prospective clients determine the feasibility of proposed projects and to suggest solutions to conflicts between proposed design and City/State codes.
- Propose legislation to enable the City to fulfil its obligations under AB2188 "Expedited Solar Permitting Act".

ADOPTED BUDGET

Building Services - A budget of \$1,195,515 is recommended for 2015-2016. This is an increase of \$8,032 over 2014-2015.

The Salaries and benefits budget is recommended at \$730,929, and is increased by \$16,849 over 2014/15. This reflects the estimated cost of the currently funded staffing level, including increases in PERS, health care, and Workers compensation rates, and adjustments for those employees advancing in the salary step range.

A Services and Supplies budget of \$464,586 is recommended, which represents a decrease of \$8,817 from 2014/15 for Professional Services.

Building Services Cost Recovery - A budget of \$159,000 is recommended for 2015-2016. Pursuant to budget guidance, the budget reflects no change from 2014/15 levels. There are no salaries and benefits in the Building Services Cost Recovery budget.

POLICY OPTIONS

- None

63200 BLDG SVC	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	334,363	421,961	481,222	496,660
BENEFITS	144,896	199,841	232,858	234,269
SUPPLIES	53,734	13,716	24,500	19,500
PROF SERVICES, MAINT, REPAIR	362,394	332,342	219,500	212,500
INTRAGOVERNMENTAL SERVICES	142,490	174,630	219,903	220,986
UTILITIES, RENT, TRAINING	3,709	4,993	8,500	9,100
ADVERTISING, PROMOTION, DEBT	543	426	1,000	2,500
BLDG SVC	1,042,129	1,147,909	1,187,483	1,195,515

63500 BLDG SVC COST RECOVERY	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SUPPLIES	488	708	600	600
PROF SERVICES, MAINT, REPAIR	155,326	152,654	158,400	158,400
BLDG SVC COST RECOVERY	155,814	153,362	159,000	159,000

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

DEPARTMENT POSITION	FY 13-14		FY 14-15		FY 15-16		Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
BUILDING SERVICES									
Building Inspector I/II	2.00	2.00	2.00	2.00	2.00	2.00			2.00
Permit Processing Tech	2.00	2.00	2.00	2.00	2.00	2.00			2.00
Chief Bldg Official	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Plans Examiner	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Senior Building Inspector	1.00	0.00	1.00	0.00	1.00	0.00			
Total Building Services	7.00	6.00	7.00	6.00	7.00	6.00	0.00	6.00	0.00

HOUSING DIVISION

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

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

2014-2015 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Received certification of Petaluma's 2015-2023 Housing Element from California's Housing & Community Development Department.
- Completed the 2015-2020 Consolidated Plan for our Community Development Block Grant Program and submitted to HUD
- Received a Housing-Related Parks Program grant in the amount of \$472,500 to benefit our local parks – Meadowview and East Washington.
- With the Housing funds allocated to our nonprofit agencies, the following services were achieved: Rebuilding Together completed 52 projects, 47 of which were critical home repair projects; PPSC's Meals on Wheels program served meals to 200 seniors; The Boys & Girls Club's after school program had an average of 200 children a month in their program at the assisted housing sites; COTS served more than 500 individuals and 13 families each month at the Mary Isaak Center; and over 180 people needed tenant/landlord assistance through PPSC;

2015-2016 HOUSING GOALS and PRIORITIES

- Continue to finance and build on the success of our nonprofit agencies who serve the low income community of Petaluma.
- Continue to monitor all Petaluma's affordable housing properties and keep them in compliance with federal and state regulations.
- Keep up to date on any new funding sources, State and/or Federal, when they become available.
- Update and/or revise Petaluma's Housing Plan for Council review.

ADOPTED BUDGET

COMMERCIAL LINKAGE FEES BUDGET:

- Work Force Housing Subsidy – Housing Land Trust of SC \$ 25,000
- Supportive Services – Family - Boys & Girls Club \$ 300,000
- Administrative Costs \$ 50,000
- \$ 375,000

A Commercial Linkage Fees budget of \$390,000 is recommended for 2015-2016. This is a reduction of \$137,421 from 2014-2015. There are no salaries or benefits included

in this budget. Services and Supplies of \$375,000 are recommended, which represents a decrease of \$150,000 from 2014-2015. Intragovernmental Services is increased by \$12,579 over 2014-2015.

ADOPTED BUDGET

HOUSING IN-LIEU IMPACT FEE BUDGET:

- Rental Assistance & Fair Housing – PPSC \$ 111,175
- Administrative Costs \$ 50,000
- \$ 166,175

A Housing In-Lieu Impact Fee budget of \$192,511 is recommended for 2015-2016. This is a reduction of \$394,974 from 2014-2015. There are no salaries or benefits included in this budget. Services and Supplies of \$163,175 are recommended, which represents a decrease of \$403,250 from 2014-2015. Intragovernmental Services is increased by \$8,276.

ADOPTED BUDGET

CDBG BUDGET:

- Meals on Wheels – Petaluma People Services Center \$ 48,300
- Rehab Program – Rebuilding Together Petaluma \$231,692
- Rehab Program – PEP Housing \$ 23,000
- Administrative costs \$ 47,500
- \$350,492

A CDBG budget of \$352,588 is recommended for 2015-2016. This is an increase of \$29,716 over 2014-2015. There are no salaries or benefits included in this budget. Services and Supplies of \$345,222, are recommended, which represents an increase of \$27,620 over 2014-2015. Intragovernmental Services is increased by \$2,096.

ADOPTED BUDGET

SUCCESSOR AGENCY HOUSING BUDGET:

- Mobile Home Admin costs \$ 15,000
- Supportive Services – Homeless – COTS \$ 100,000
- Rehab Program – PEP Housing \$ 35,500
- \$ 150,500

A Successor Agency Housing budget of \$316,967 is recommended for 2015-2016. This is a decrease of \$3,034 from 2014-2015.

Salaries and benefits are recommended at \$79,659, and are increased by \$1,009 over 2014/15. This reflects the estimated cost of the Housing Coordinator being promoted to Housing Administrator with an increased cost of \$9,100 which is allocated between several departments as follows: Housing 55%, Successor Agency 35% and Finance 10%.

Services and Supplies of \$159,125 are recommended, which represents a decrease of \$20,725 from 2014/15. Intragovernmental Services is increased by \$16,682.

ADOPTED BUDGET

A Mobile Home Rental Stabilization Program Services and Supplies budget of \$3,000 is recommended for 2015-2016. This is an increase of \$3,000 from 2014-2015.

POLICY OPTIONS

The staff position that administers the Housing program is changing from Housing Coordinator to Housing Administrator as a result of taking on the duties of the Housing Administrator as well as the Housing Coordinator. The salary is being allocated to three cost centers, including Housing, the Successor Agency, and a portion to the Finance Department due to estimated hours of work to be performed for the Finance Department.

	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
21150 COMMERCIAL LINKAGE FEES				
PROF SERVICES, MAINT, REPAIR	25,000	67,162	425,000	325,000
INTRAGOVERNMENTAL SERVICES	17,343	8,503	2,421	15,000
TRANSFERS	75,000	150,000	100,000	50,000
COMMERCIAL LINKAGE FEES	117,343	225,665	527,421	390,000
21300 HOUSING IN-LIEU IMPACT FEES				
PROF SERVICES, MAINT, REPAIR	799,019	738,587	466,425	113,175
INTRAGOVERNMENTAL SERVICES	39,499	25,148	21,060	29,336
ADVERTISING, PROMOTION, DEBT	-	182	-	-
TRANSFERS	75,000	150,000	100,000	50,000
HOUSING IN-LIEU IMPACT FEES	913,518	913,917	587,485	192,511
22210 CDBG				
SALARY	359	-	-	-
BENEFITS	56	-	-	-
PROF SERVICES, MAINT, REPAIR	258,266	293,888	281,202	316,092
INTRAGOVERNMENTAL SERVICES	10,200	10,740	5,270	7,366
ADVERTISING, PROMOTION, DEBT	914	716	900	1,000
TRANSFERS	25,000	16,000	35,500	28,130
CDBG	294,795	321,344	322,872	352,588
22220 HOME/BEGIN				
PROF SERVICES, MAINT, REPAIR	3,975,000	-	-	-
TRANSFERS	169,095	-	67,825	-
HOME/BEGIN	4,144,095	-	67,825	-

City of Petaluma, California
Fiscal Year 2016 Budget

51150 SUCCESSOR AGENCY HOUSING	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	184,644	142,466	54,787	54,109
BENEFITS	34,793	45,749	23,863	25,550
SUPPLIES	274	449	500	500
PROF SERVICES, MAINT, REPAIR	7,666	(60,140)	178,350	157,625
INTRAGOVERNMENTAL SERVICES	97,800	98,690	61,501	78,183
UTILITIES, RENT, TRAINING	510	339	-	-
ADVERTISING, PROMOTION, DEBT	494,799	355	1,000	1,000
SUCCESSOR AGENCY HOUSING	820,486	227,908	320,001	316,967

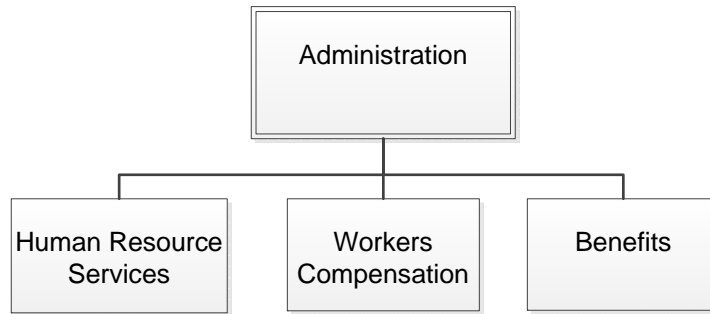
51160 MOBILE HOME RENTAL STABILIZATION PROGRAM	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
PROF SERVICES, MAINT, REPAIR	-	72,195	-	3,000
MOBILE HOME RENTAL STABILIZATION PROGRAM	-	72,195	-	3,000

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

DEPARTMENT POSITION	FY 13-14		FY 14-15		FY 15-16		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<u>HOUSING</u>									
Housing Administrator	1.00	0.00	1.00	0.00	1.00	1.00			1.00
Housing Program Specialist	1.00	1.00	1.00	1.00	1.00	0.00			
Total Housing Division	2.00	1.00	2.00	1.00	2.00	1.00	0.00	0.00	1.00



Human Resources



HUMAN RESOURCES DEPARTMENT OVERVIEW

The Human Resources Department provides a full range of human resources services and support to departments within the City. Those services include recruitment and staffing; employee orientation and training; classification and compensation; policy development and documentation; performance management; and employee relations. The Division also ensures compliance with federal, state, and local employment law, manages the City's benefit and worker's compensation programs, and oversees the City's workplace safety program.

2014-2015 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Despite continued reduced HR staff, by the end of the fiscal year HR will have conducted over 43 full-time and part-time recruitments resulting in 46 full-time and 8 part-time appointments.
- Developed 2015 Equal Opportunity Plan (Council Goal: Build a Cohesive Team Comprised of the Mayor and Council, City Manager, City Staff That Provides Clear and Consistent Direction and Works Together to Provide Core Services; Priorities 2 and 4)
- Continued negotiations toward successor agreements with Units 4, 6, 7, 9, 10, and 11 and wage reopener with Units 1, 2, and 3 (Council Goal: Build a Cohesive Team Comprised of the Mayor and Council, City Manager, City Staff That Provides Clear and Consistent Direction and Works Together to Provide Core Services; Priority 1)
- Completed implementation of Public Works & Utilities Reorganization Study.
- Implemented Online Prevention of Harassment and Discrimination training (Council Goal: Maintain Financial Sustainability; Priority 8)
- Began implementation of Eden HR/Benefits Module (Council Goal: Maintain Financial Sustainability; Priority 8)
- Initiated process to bring pre-1986 hires into Medicare.
- Completed CalPERS Dependent Verification and City Cash in Lieu audit.

2015-2016 DEPARTMENT GOALS and PRIORITIES

- Continue to work to meet City staffing needs.
- Reach negotiated agreement with all bargaining units (Council Goal: Build a Cohesive Team Comprised of the Mayor and Council, City Manager, City Staff That Provides Clear and Consistent Direction and Works Together to Provide Core Services; Priority 1)
- Complete implementation of Eden HR/Benefits Module (Council Goal: Maintain Financial Sustainability; Priority 8)
- Implement 2015 Equal Opportunity Plan (Council Goal: Build a Cohesive Team Comprised of the Mayor and Council, City Manager, City Staff That Provides Clear and Consistent Direction and Works Together to Provide Core Services; Priorities 2 and 4)
- Identify funding and begin design of In-House Leadership Academy for Managers and Supervisors (Council Goal: Build a cohesive team comprised of the Mayor and

Council, City Manager, City Staff that provides clear and consistent direction and works together to provide core services; Priority 3)

- Continue to update and/or revise City administrative policies.

ADOPTED BUDGET

A Human Resources Department General Fund budget of \$488,692 is recommended for 2015/16. This represents an increase of \$66,669 over 2014/15.

Salaries are recommended at \$326,752, an increase of \$12,546 and include a full year of costs related to the Human Resources Specialist.

Benefits are budgeted at \$120,907 and represent an increase of \$24,739. These costs reflect higher retirement and Workers Compensation costs along with the annual benefit costs of the HR Specialist.

Services and supplies are flat year over year, and Intragovernmental services are increasing by \$29,384, related to the update of the City’s cost allocation plan. These costs are offset by higher General Fund revenues.

POLICY OPTIONS

- None

11600 HUMAN RESOURCES ADMIN/OPERATIONS	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	153,297	186,259	314,206	326,752
BENEFITS	24,676	36,679	96,168	120,907
SUPPLIES	931	2,939	1,279	1,279
PROF SERVICES, MAINT, REPAIR	9,668	10,673	10,370	10,370
INTRAGOVERNMENTAL SERVICES	15,260	15,320	-	29,384
UTILITIES, RENT, TRAINING	259	2,877	-	-
HUMAN RESOURCES ADMIN/OPERATIONS	204,091	254,747	422,023	488,692
LESS INTRAGOVERNMENTAL OFFSET	(94,896)	(92,893)	(272,504)	(161,100)
HUMAN RESOURCES ADMIN/OPERATIONS NET COST	109,195	161,854	149,519	327,592

ADOPTED BUDGET

A total Employee Benefits fund budget of \$1,076,625 is recommended for 2015/16. This represents a decrease of \$353,956 from 2014/15. The decrease is due mainly to separation expenses being transitioned to the Non-Departmental cost center in the General Fund. This cost is partially offset by a slight increase for employee and retirement benefits administration.

The Employee Benefits – Admin budget is recommended at \$59,143, a decrease of \$532,710. This is due to separation expenses being reclassified to the non-

departmental cost center, along with a reduction in intragovernmental charges based on an updated cost allocation plan.

The Employee Benefits – Dental Program budget is recommended at \$387,000 in 2015/16, and is flat year over year.

The Employee Benefits – Retiree Benefits budget is recommended at \$567,482 in 2015/16. This represents an increase of \$140,754 over 2014/15 due to increased monies budgeted for the funding of the City’s OPEB liability.

The Employee Benefits – Unemployment Program budget is recommended at \$30,000 in 2015/16, an increase of \$8,000 over 2014/15 due to higher claims than anticipated.

The Employee Benefits – Vision Program budget is recommended at \$33,000 in 2015/16, and is flat year over year.

POLICY OPTIONS

- None

ADOPTED BUDGET

A Worker’s Compensation fund budget of \$1,464,394 is being recommended for 2014/15. The budget is down \$113,765 from 2014/15 due almost exclusively to lower intragovernmental services costs.

POLICY OPTIONS

- None

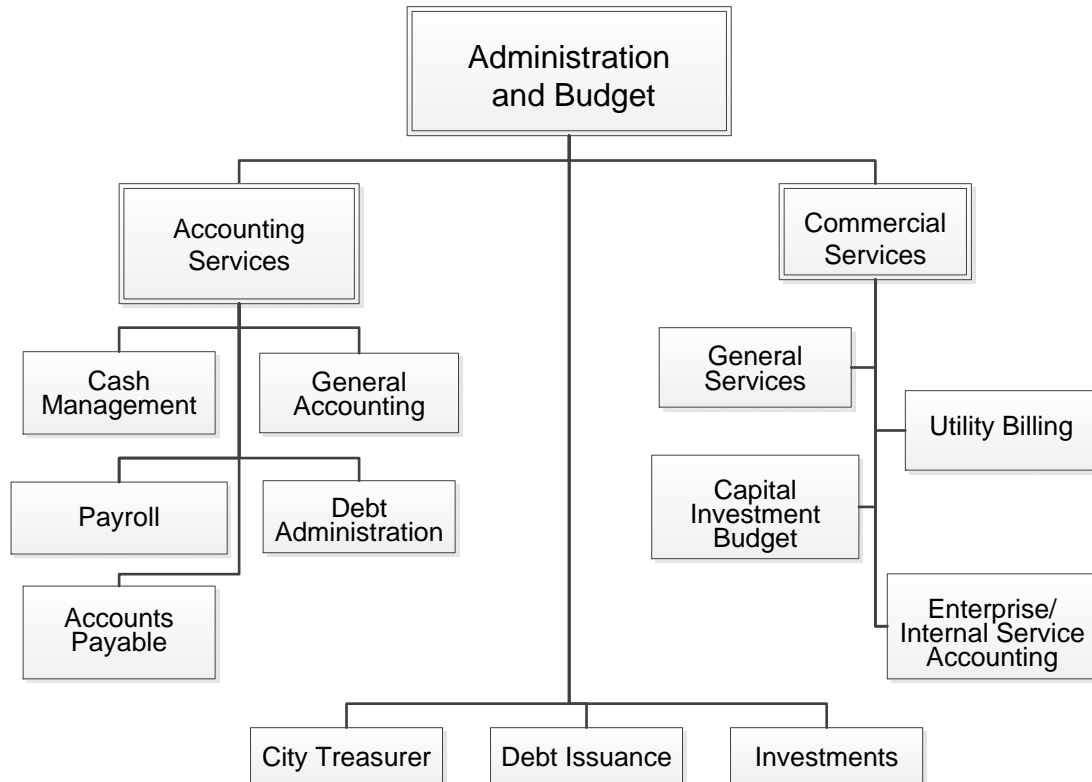
	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
71100 EE BENEFIT-ADMIN/OTHER				
SALARY	-	344,879	300,000	-
BENEFITS	(1,672)	24,919	120,930	-
SUPPLIES	11,997	12,237	16,000	16,000
PROF SERVICES, MAINT, REPAIR	18,897	22,801	21,500	27,640
INTRAGOVERNMENTAL SERVICES	5,350	5,350	96,623	8,503
UTILITIES, RENT, TRAINING	4,525	5,894	6,800	7,000
EE BENEFIT-ADMIN/OTHER	39,097	416,080	561,853	59,143
71200 EE BENEFIT-DENTAL PROGRAM				
PROF SERVICES, MAINT, REPAIR	35,320	35,176	35,000	35,000
INTRAGOVERNMENTAL SERVICES	3,150	3,150	-	-
UTILITIES, RENT, TRAINING	349,208	350,586	352,000	352,000
EE BENEFIT-DENTAL PROGRAM	387,678	388,912	387,000	387,000
71300 EE BENEFIT-RETIREE BENEFITS				
SALARY	49,048	21,971	-	-
BENEFITS	124,285	49,193	259,750	392,538
PROF SERVICES, MAINT, REPAIR	3,401	3,500	4,400	4,514
INTRAGOVERNMENTAL SERVICES	3,100	3,100	-	-
UTILITIES, RENT, TRAINING	136,089	146,665	162,578	170,430
EE BENEFIT-RETIREE BENEFITS	315,923	224,429	426,728	567,482
71400 EE BENEFIT-UNEMPLOYMENT PROGRAM				
INTRAGOVERNMENTAL SERVICES	900	900	-	-
UTILITIES, RENT, TRAINING	49,248	19,223	22,000	30,000
EE BENEFIT-UNEMPLOYMENT PROGRAM	50,148	20,123	22,000	30,000
71500 EE BENEFIT-VISION PROGRAM				
PROF SERVICES, MAINT, REPAIR	7,269	8,263	8,000	8,000
INTRAGOVERNMENTAL SERVICES	250	250	-	-
UTILITIES, RENT, TRAINING	23,452	16,911	25,000	25,000
EE BENEFIT-VISION PROGRAM	30,971	25,424	33,000	33,000
76100 WORKERS COMP				
SALARY	74,009	47,598	-	-
BENEFITS	6,100	(1,992)	-	-
SUPPLIES	-	120	5,000	10,000
PROF SERVICES, MAINT, REPAIR	104,197	120,978	125,000	156,834
INTRAGOVERNMENTAL SERVICES	19,690	19,930	123,659	10,916
UTILITIES, RENT, TRAINING	1,362,377	1,218,231	1,324,500	1,286,644
WORKERS COMP	1,566,373	1,404,865	1,578,159	1,464,394

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

DEPARTMENT POSITION	----- Allocation-----								
	FY 13-14		FY 14-15		FY 15-16		General	Enterprise	Other
	Authorized	Funded	Authorized	Funded	Authorized	Funded	Fund	Funds	Funds
HUMAN RESOURCES									
Director Human Resources	0.00	0.00	1.00	1.00	1.00	1.00	1.00		
Human Resources Analyst II/III	1.00	0.00	1.00	1.00	1.00	1.00	1.00		
Human Resources Asst. II	1.00	1.00	1.00	1.00	1.00	0.60	0.60		
Human Resources Manager	1.00	1.00	0.00	0.00	0.00	0.00			
Human Resources Specialist	1.00	1.00	1.00	0.00	1.00	1.00	1.00		
Total Human Resources	4.00	3.00	4.00	3.00	4.00	3.60	3.60	0.00	0.00



Finance Department



FINANCE DEPARTMENT

by Account Type	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
SALARY	651,274	671,591	1,177,117	1,184,468
BENEFITS	134,411	230,294	451,559	451,548
SUPPLIES	21,606	25,402	29,000	26,650
PROF SERVICES, MAINT, REPAIR	196,830	248,144	297,200	302,250
INTRAGOVERNMENTAL SERVICES	136,750	144,000	-	171,786
UTILITIES, RENT, TRAINING	16,724	20,238	25,350	22,150
ADVERTISING, PROMOTION, DEBT	3,518	1,298	1,800	1,840
CAPITAL EXPENDITURES	-	-	16,700	-
FINANCE DEPT	1,161,113	1,340,967	1,998,726	2,160,692
LESS INTRAGOVERNMENTAL OFFSET	(770,227)	(722,156)	(1,141,066)	(1,240,441)
FINANCE DEPT NET COST	390,886	618,811	857,660	920,251
by Cost Center	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
FINANCE ADMIN	372,369	431,455	548,848	733,809
FINANCE ACCOUNTING SERVICE	441,534	485,234	621,991	603,826
FINANCE COMMERCIAL SERVICE	101,028	112,558	593,140	599,034
FINANCE	914,931	1,029,247	1,763,979	1,936,669
LESS INTRAGOVERNMENTAL OFFSET	(770,227)	(722,156)	(1,141,066)	(1,240,441)
FINANCE DEPT NET COST	144,704	307,091	622,913	696,228
GENERAL SVC-ADMIN	41,944	40,496	18,200	7,564
GENERAL SVC-MAIL SERVICES	87,933	104,641	96,324	96,180
GENERAL SVC-PRINTING SERVICES	108,521	131,858	120,073	120,129
GENERAL SVC-PURCHASING SERVICES	7,784	34,725	150	150
GENERAL SERVICES	246,182	311,720	234,747	224,023
FINANCE DEPARTMENT NET COST	390,886	618,811	857,660	920,251

FINANCE DEPARTMENT

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; and, create a positive and productive workplace where all are respected, valued and empowered to deliver excellent service to the community of Petaluma.

2014-2015 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Prepared and presented the 2014-15 City budget to the City Council, on time and in balance
- Completed the June 30, 2014 Comprehensive Annual Financial Report before December 31, 2014. Received an unqualified opinion on the FY 2013-14 audits. Completed the single audit of 2 programs.
- Completed the annual State Controller's and Streets reports.
- Ended the June 31, 2014 fiscal year with a total of \$5.7 million in General Fund reserves; \$4.1 million of which are designated for specific contingencies.
- Completed an updated cost allocation plan for the City's central and internal service departments.
- Refunded two of the City's Tax Allocation Bonds saving \$650,000 over 19 years.
- Dealt with numerous public records act and subpoena requests, the processing of which continues to require significant staff time.
- Completed an analysis of CalPERS unfunded liabilities and discussed funding recommendations with the City Council

2015-2016 DEPARTMENT GOALS and PRIORITIES

- Continue to closely 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 and the establishment of a Long Range Financial Plan including:
 - Complete a comprehensive fee study.
 - Complete an analysis of the City's OPEB liability and recommend funding recommendations.
 - Prepare long term financial forecasts for Utility and Special Revenue funds.
 - Review/establish reserve policies for all major Utility, Special Revenue, and Internal Service funds.
 - Evaluate the benefits of establishing Revenue Recovery and Purchasing Specialist positions.

ADOPTED BUDGET

A Finance Department budget of \$2,160,692 is recommended for 2015/16. This represents an increase of \$161,966 from 2014/15. This increase is due entirely to higher intragovernmental services costs resulting from the updated cost allocation plan. Those costs are, for the most part, offset by higher General Fund revenues.

Salaries are recommended at \$1,184,468, representing a slight increase of \$7,351 due to a change in allocated salaries in the upcoming fiscal year.

Benefits are budgeted at \$451,548 and are flat year over year. Higher costs associated with retirement and Worker's Compensation costs are offset by benefit selection.

Other expenditures are budgeted at \$352,890, a decrease of \$460 overall.

FINANCE ADMINISTRATION

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.

2014-2015 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.
- Worked with Human Resources to develop a plan for implementing the new EDEN HR module.
- Prepared numerous costings and attended closed sessions related to labor negotiations.
- Continued monitoring of the Successor Agency and reporting of fund balances to the State.

2015-2016 GOALS 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.

ADOPTED BUDGET

A Finance Administration budget of \$733,809 is recommended for 2015/16. This represents an increase of \$184,961 from 2014/15. This increase is due almost entirely

to higher intragovernmental services costs resulting from the updated cost allocation plan. Those costs are, for the most part, offset by higher General Fund revenues.

Salaries are recommended at \$247,273, representing a slight increase of \$18,555 due to a change in allocated salaries in the upcoming fiscal year.

Benefits are budgeted at \$84,874 and are essentially flat year over year.

Other expenditures are budgeted at \$236,150, a slight increase of \$210 overall.

POLICY OPTIONS

- None

11400 FINANCE ADMIN	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	69,801	93,980	228,718	247,273
BENEFITS	21,604	33,048	83,980	84,874
SUPPLIES	8,863	7,377	12,000	10,600
PROF SERVICES, MAINT, REPAIR	147,257	165,426	214,300	217,300
INTRAGOVERNMENTAL SERVICES	119,180	124,690	-	165,722
UTILITIES, RENT, TRAINING	5,566	6,391	9,150	7,600
ADVERTISING, PROMOTION, DEBT	98	543	700	440
FINANCE ADMIN	372,369	431,455	548,848	733,809
LESS INTRAGOVERNMENTAL OFFSET	(323,652)	(313,707)	(362,833)	(399,619)
FINANCE ADMIN NET COST	48,717	117,748	186,015	334,190

ACCOUNTING SERVICES

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 Comprehensive Annual Financial Reports and Single Audit Reports. The Division provides information to outside agencies, City staff, the City Manager and the City Council.

2014-2015 ACCOMPLISHMENTS and HIGHLIGHTS

- Continued implementation of the Eden time sheet module.
- Implemented cross training for payroll related functions.
- Received the GFOA award for Excellence in Financial Reporting for the June 30, 2014 Comprehensive Annual Financial Report.
- Established procedures for reconciling the newly implemented EDEN permit and inspection module and designed policies and reports for depositing and tracking encroachment permits.
- Compiled complex data and prepared reports related to the new State ambulance cost reimbursement program.
- Met all filing deadlines from regulatory agencies.
- Worked with the Police Department to transition management of the State OTS grant from the City of Petaluma to the City of Santa Rosa.

2015-2016 GOALS and PRIORITIES

- Prepare a RFP for banking services.
- Establish policies and procedures for all finance and accounting functions.
- Implement the EDEN HR module.
- Finish implementing electronic time sheets.
- Evaluate the feasibility of adding certificates of deposit to the City's list of routinely considered investments.
- Evaluate the feasibility of performing increased active portfolio management.

ADOPTED BUDGET

A Finance Accounting Services budget of \$603,826 is recommended for 2015/16. This represents a decrease of \$18,165 from 2014/15.

Salaries are recommended at \$411,722, representing a decrease of \$16,542 due to a currently vacant position budgeted at a lower step than in 2014/15.

Benefits are budgeted at \$144,054 and are down slightly year over year.

Other expenditures are budgeted at \$48,050, s slight increase of \$250 overall.

POLICY OPTIONS

- None

11410 FINANCE ACCOUNTING SERVICE	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	344,953	342,328	428,264	411,722
BENEFITS	82,273	97,890	145,427	144,054
SUPPLIES	2,184	980	3,000	1,000
PROF SERVICES, MAINT, REPAIR	10,559	40,190	40,000	41,800
UTILITIES, RENT, TRAINING	835	3,091	4,300	4,250
ADVERTISING, PROMOTION, DEBT	730	755	1,000	1,000
FINANCE ACCOUNTING SERVICE	441,534	485,234	621,991	603,826
LESS INTRAGOVERNMENTAL OFFSET	(396,253)	(362,545)	(311,057)	(328,869)
FINANCE ACCOUNTING SERVICE NET COST	45,281	122,689	310,934	274,957

COMMERCIAL AND GENERAL SERVICES

The Commercial Services Division is responsible for 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 \$900,000 in annual revenues to the General Fund. The Commercial Services Division is responsible for the supervision of the City's General Services Department, which includes mail, copying, purchasing and lockbox services.

2014-2015 ACCOMPLISHMENTS and HIGHLIGHTS

- Offered online renewal payment option to all business license customers.
- Started design of paperless utility billing service request system, linking the Utility Billing service order system with the Public Works & Utilities Department's asset management system.
- Added additional past due billing notifications to increase collections on delinquent accounts.
- Re-designed utility billing past due notice to disclose more comprehensive balance information to enhance collections.
- Upgraded the General Services color copier to incorporate significant technology improvements that support heavy color coverage associated with background fill and photographs.
- Implemented UPS 'Smart Pick-up Service' to reduce rising shipping costs. This service eliminates the daily UPS truck stopover.

2015-2016 DEPARTMENTAL GOALS and PRIORITIES

- Improve upon and implement accounts receivable online payment system. Goal is to provide 24 hour online account balance access and payment options.
- Create online public service request system for Utility Billing customers as an alternative to telephone requests for service.
- Establish collection assignments for new personnel, focusing on collecting delinquent business license and miscellaneous accounts receivable balances.
- Initiate vacation rental business sector outreach. Goal is to educate vacation rental owners on new business license and TOT requirements and to collect the associated revenue.
- Create online business license application form for improved licensing access by out-of-town businesses.
- Complete Commercial Services policies and procedures documentation, to augment and support customer service activities.

ADOPTED BUDGET

A Finance Commercial Services budget of \$599,034 is recommended for 2015/16. This represents an increase of \$5,894 over 2014/15.

Salaries are recommended at \$426,403, representing an increase of \$5,328 over 2014/15 due to a projected step increase.

Benefits are budgeted at \$171,331 and are up \$566 year over year due to increased retirement and Workers Compensation costs.

Other expenditures are budgeted at \$1,300 and are flat year over year.

POLICY OPTIONS

- None

11420 FINANCE COMMERCIAL SERVICE	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	78,452	77,491	421,075	426,403
BENEFITS	21,344	30,636	170,765	171,331
SUPPLIES	1,232	535	1,300	1,300
PROF SERVICES, MAINT, REPAIR	-	3,896	-	-
FINANCE COMMERCIAL SERVICE	101,028	112,558	593,140	599,034
LESS INTRAGOVERNMENTAL OFFSET	(50,322)	(45,904)	(467,176)	(511,953)
FINANCE COMMERCIAL SERVICE NET COST	50,706	66,654	125,964	87,081

ADOPTED BUDGET

A Finance General Services budget of \$224,023 is recommended for 2015/16. This represents a decrease of \$10,724 from 2014/15. Increased intergovernmental charges are more than offset by lower capital expenditures.

General Services-Admin is recommended at \$7,564 in 2015/16. This is down \$10,636 from 2014/15 due to the elimination of the capital expenditure budget. That amount is offset by \$6,064 in intragovernmental services due to the cost plan update.

General Services – Mail services budget is recommended at \$96,180 and is down slightly (\$144) from 2014/15

General Services – Printing Services budget is recommended at \$120,129 in 2015/16. This budget is up slightly (\$56) over 2014/15

General Services – Purchasing Services budget is recommended at \$150 and is flat year over year.

POLICY OPTIONS

- None

GENERAL SVC-ADMIN	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	27,431	26,944	-	-
BENEFITS	693	1,572	-	-
SUPPLIES	-	-	-	-
PROF SERVICES, MAINT, REPAIR	2,100	1,500	1,500	1,500
INTRAGOVERNMENTAL SERVICES	9,030	10,480	-	6,064
UTILITIES, RENT, TRAINING	-	-	-	-
ADVERTISING, PROMOTION, DEBT	2,690	-	-	-
ASSETS BELOW CAPITALIZATION LIMIT	-	-	-	-
CAPITAL EXPENDITURES	-	-	16,700	-
GENERAL SVC-ADMIN	41,944	40,496	18,200	7,564

GENERAL SVC-MAIL SERVICES	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	53,321	53,374	49,530	49,535
BENEFITS	12,729	28,636	25,694	25,645
SUPPLIES	577	154	300	200
PROF SERVICES, MAINT, REPAIR	16,144	17,185	19,400	19,500
INTRAGOVERNMENTAL SERVICES	4,250	4,390	-	-
UTILITIES, RENT, TRAINING	912	902	1,400	1,300
GENERAL SVC-MAIL SERVICES	87,933	104,641	96,324	96,180

GENERAL SVC-PRINTING SERVICES	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	53,320	53,373	49,530	49,535
BENEFITS	12,730	28,638	25,693	25,644
SUPPLIES	8,750	16,356	12,400	13,550
PROF SERVICES, MAINT, REPAIR	20,770	19,947	21,950	22,100
INTRAGOVERNMENTAL SERVICES	3,540	3,690	-	-
UTILITIES, RENT, TRAINING	9,411	9,854	10,500	9,000
ADVERTISING, PROMOTION, DEBT	-	-	-	300
GENERAL SVC-PRINTING SERVICES	108,521	131,858	120,073	120,129

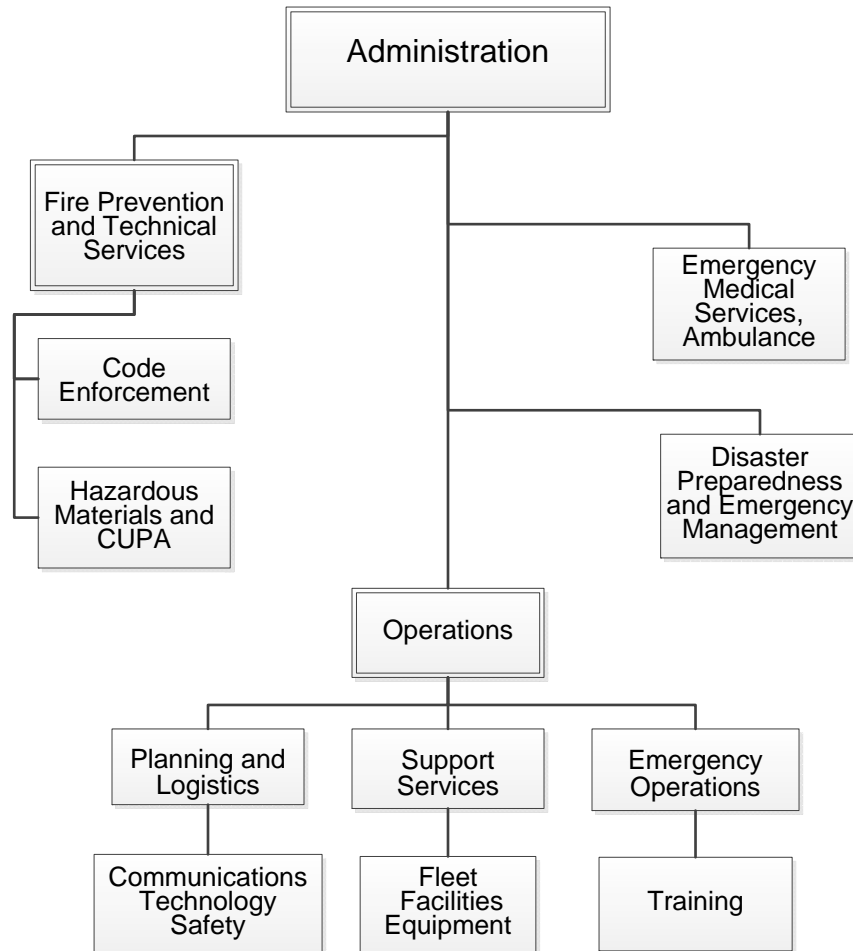
GENERAL SVC-PURCHASING SERVICES	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	23,996	24,101	-	-
BENEFITS	(16,962)	9,874	-	-
PROF SERVICES, MAINT, REPAIR	-	-	50	50
INTRAGOVERNMENTAL SERVICES	750	750	-	-
ADVERTISING, PROMOTION, DEBT	-	-	100	100
GENERAL SVC-PURCHASING SERVICES	7,784	34,725	150	150

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

DEPARTMENT POSITION	FY 12-13		FY 13-14		FY 14-15		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
FINANCE DEPARTMENT									
Dir. Of Finance	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Principal Financial Analyst	0.00	0.00	1.00	1.00	1.00	1.00	1.00		
Accountant	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Accountant Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accounting Assistant I/II	6.00	6.00	6.00	6.00	6.00	6.00	6.00		
Accounting Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Administrative Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Commercial Services Mgr.	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Finance and Act Mgr.	1.00	0.00	1.00	0.00	1.00	0.00			
Mail Service Assistant	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Office Assistant II	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Senior Accountant	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Total Finance	17.00	14.00	18.00	15.00	18.00	15.00	13.00	0.00	2.00



Fire Department



FIRE DEPARTMENT

by Account Type	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Revised</u>	<u>2016 Budget</u>
SALARY	6,271,551	6,412,853	6,752,505	6,666,570
BENEFITS	3,448,645	4,003,026	4,350,485	4,328,877
SUPPLIES	280,923	306,624	331,409	312,910
PROF SERVICES, MAINT, REPAIR	397,652	414,394	564,729	498,690
INTRAGOVERNMENTAL SERVICES	204,820	278,200	341,156	341,284
UTILITIES, RENT, TRAINING	71,401	77,809	86,700	89,028
ADVERTISING, PROMOTION, DEBT	2,004	2,366	3,602	3,000
CAPITAL EXPENDITURES	11,603	-	5,000	-
TOTAL FIRE DEPARTMENT	10,688,599	11,495,272	12,435,586	12,240,359

by Cost Center	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Revised</u>	<u>2016 Budget</u>
FIRE ADMIN	972,523	1,132,415	1,366,487	1,273,575
FIRE DISASTER PREPAREDNESS	2,160	3,051	2,660	2,660
FIRE HAZARDOUS MATERIALS	59,946	120,840	146,865	151,095
FIRE PREVENTION	281,454	289,148	306,253	301,034
FIRE SUPPRESSION	8,940,650	9,494,279	10,123,955	10,010,151
FIRE SUPPRESSION-APPARATUS	125,728	140,225	127,966	140,444
FIRE SUPPRESSION-BUILDING/GROUNDS	27,200	12,182	12,300	14,000
FIRE SUPPRESSION-COMMUNICATIONS	2,243	2,434	12,410	9,900
FIRE SUPPRESSION-SUPPLIES	22,806	47,256	56,365	43,000
FIRE SUPPRESSION-TRAINING	17,350	24,221	21,250	21,250
AMBULANCE	236,539	229,221	259,075	273,250
TOTAL FIRE DEPARTMENT	10,688,599	11,495,272	12,435,586	12,240,359

FIRE DEPARTMENT OVERVIEW

The Petaluma Fire Department is responsible for the prevention and extinguishment of fires, medical treatment and transport of the sick and traumatically injured, extrication and rescue of victims, and the overall management of related emergency events impacting the health, welfare, and safety of citizens and visitors to Petaluma. Incident responses increased slightly at 5,668 emergency events for the period. Incidents are projected to exceed 6,000 annually in beginning in FY 2015-16.

2014-15 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Achieved Insurance Services Office (ISO) Class II Fire Protection Rating
- Completed City Council Goals 4-A, Priority G, I, and J
- Begin Phase 2 City Council Goal that Continues Fleet Replacement Planning
- Completed Council Goal 4-A, Priority G: Plan for Fire Stations 1, 2, and 3
- Completed Council Goal 4-A, Priority I and J: Consolidations & Partnerships
- Continued Participation Public Education Initiative for Hands-only-CPR
- The Department Continued to Implement its 14 Strategic Priorities.

2015-2016 DEPARTMENT GOALS and PRIORITIES

- Implementation of City Council Goal for Resolving the Petaluma Historic Ambulance Exclusive Operating Area
- Phase II Implementation of City Council Goal for 30 Year Fleet Replacement
- Phase II Implementation of City Council Goal for FS1, FS2, FS3
- Implementation of City Council Goal for Downtown Sprinkler Ordinance
- Continue Implementation of Strategic Priorities Leading to a 20 Year Business Plan - Link to Priorities - <http://cityofpetaluma.net/firedept/pdf/strategic-priorities.pdf>.

ADOPTED BUDGET

A Fire Department budget of \$12,240,359 is being recommended for 2015/16. This represents a decrease of \$195,227 from 2014/15.

Salaries and benefits are recommended at \$10,995,447, representing a decrease of \$107,543 due to retirements being filled at lower steps and to higher PERS and Workers Compensation rates that are more than offset by the transition of separation expenses to the Non-Departmental cost center.

Services and supplies are budgeted at \$1,244,912, a decrease of \$87,684 overall. This is due to one-time carry over expenditures during 2014/15 that will not recur.

POLICY OPTIONS

- None

ADMINISTRATION

Administration provides comprehensive administrative oversight to the Fire Department with an emphasis on strategic planning, personnel management, budget preparation and expenditure control, and it is responsible for the leadership, management and support of the Fire Department. This is accomplished through the Department's three Divisions: Operations, Fire Prevention & Technical Services, and Fire Administration-EMS & Training.

2014-2015 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Generated Ending Fund Balance Through Revenue Enhancements, Vacancy Savings & Expenditure Controls.
- Increased ALS Ambulance Revenues
- Recruited and Refilled Four of Seven FireFighter Vacancies
- Made Several Promotions Covering all Fire Department Line and Supervisory Ranks
- Submitted AFG Grants for Aerial Ladder Truck and Communications Equipment

2015-2016 GOALS and PRIORITIES

- Continue to Implement Cost Savings and Expenditure Control Strategies
- Prepare Annual Report of Department Operations
- Manage the Ongoing Recruitment, Promotion, & Selection of Department Personnel

ADOPTED BUDGET

An Administration Division budget of \$1,273,575 is recommended for 2015-2016. This is a net reduction of \$92,912 from 2014-2015.

Salaries and benefits are recommended at \$642,745, and are decreased by \$5,200 from 2014/15. This reflects the estimated cost of the currently funded full-time staffing level, including increases in PERS, health care, and Workers compensation rates, and adjustments for those employees advancing in the salary step range.

Services and Supplies of \$628,880 are recommended, which represents a decrease of \$87,712 from 2014/15 levels due to one-time carry over expenditures during 2014/15 that are not recurring.

POLICY OPTIONS

- None

<u>13100 FIRE ADMIN</u>	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Revised</u>	<u>2016 Budget</u>
SALARY	340,193	380,981	397,354	399,586
BENEFITS	176,494	230,125	250,591	243,159
SUPPLIES	3,398	2,573	1,950	1,950
PROF SERVICES, MAINT, REPAIR	208,328	187,359	322,586	234,746
INTRAGOVERNMENTAL SERVICES	204,820	278,200	341,156	341,284
UTILITIES, RENT, TRAINING	39,194	53,081	52,850	52,850
ADVERTISING, PROMOTION, DEBT	96	96	-	-
FIRE ADMIN	972,523	1,132,415	1,366,487	1,273,575

DISASTER PREPAREDNESS PROGRAM

The Fire Department is responsible for Emergency Management (EM) coordination and preparation in Petaluma. It provides EM information, training and support to all City departments, Schools, and citizen groups that request assistance. The Department is the point of contact for EM information to Sonoma County and various State agencies, and it is the representative agency for the California Region 2 Area to the State Office of Emergency Services.

2014-2015 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Coordinated, Delivered, & Participated in Annual City-wide Emergency Management Exercise
- Provided Annual Training to new City Employees in Basic NIIMS ICS
- Opened the City EOC During a County-wide Rain and Flood Event

2015-2016 GOALS and PRIORITIES

- Develop and Deliver the 2015 Annual City-wide Emergency Management Exercise
- Train all New City Employees in Basic NIIMS ICS
- Support Community-wide Preparedness Efforts
- Deliver a Lessons Learned from the Napa Earthquake Presentation to the Petaluma City Council and Community

ADOPTED BUDGET

A division budget of \$2,660 is recommended for 2015-2016. This is the same amount as in 2014-2015.

There are no Salaries and benefits in this budget. Services and Supplies of \$2,660 are recommended and are the same as in 2014/15.

POLICY OPTIONS

- None

13200 FIRE DISASTER PREPAREDNESS	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
SUPPLIES	160	1,051	660	660
PROF SERVICES, MAINT, REPAIR	2,000	2,000	2,000	2,000
FIRE DISASTER PREPAREDNESS	2,160	3,051	2,660	2,660

FIRE PREVENTION & TECHNICAL SERVICES

The Fire Prevention Bureau’s primary mission is to provide public education to all age groups and to enforce local and state laws that protect life safety, the environment, and property both personal and public. The Bureau provides detailed pre-development plan reviews to insure compliance with the law, and it coordinates efforts with other City departments, such as Building and Planning, to ensure fire and life safety protection in all new, expanded, and/or remodeled buildings.

2014-2015 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Development Review – Participant in Several Major Developments (Baywood Drive Apartments, Lagunitas, Toyota Expansion etc.)
- Implement New Technology and Initiatives to Meet State Mandates & Maximize Efficiency/Productivity

2015-2016 GOALS and PRIORITIES

- Prioritize Fire/Life Safety Public Education to At-Risk Groups - Elderly, Children, & Disadvantaged-Community Risk Reduction Approach
- Reduce/Eliminate Fire Hazards Through Code Compliance Fire Inspection Program
- Implement Firehouse Engine Company iPad Firehouse Data System Technology.

ADOPTED BUDGET

A division budget of \$301,034 is recommended for 2015-2016. This is a net reduction of \$5,219 from 2014-2015.

Salaries and benefits are recommended at \$262,906, and are decreased by \$5,247 from 2014/15. This reflects the estimated cost of the currently funded full-time staffing level, including increases in PERS, health care, and Workers compensation rates, and adjustments for those employees advancing in the salary step range.

Services and Supplies of \$38,128 are recommended, which represents an increase of \$28 over 2014/15 levels.

POLICY OPTIONS

- None

13400 FIRE PREVENTION	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
SALARY	166,550	159,916	173,126	173,263
BENEFITS	86,179	89,928	95,027	89,643
SUPPLIES	2,372	3,661	3,000	3,000
PROF SERVICES, MAINT, REPAIR	22,900	29,864	27,800	25,500
UTILITIES, RENT, TRAINING	3,308	4,996	4,300	6,628
ADVERTISING, PROMOTION, DEBT	145	783	3,000	3,000
FIRE PREVENTION	281,454	289,148	306,253	301,034

HAZARDOUS MATERIALS (HAZMATS)

The Fire Prevention Bureau (Bureau) regulates the use of Hazardous Materials in Petaluma, and is certified by CalEPA as a Certified *Unified Program Agency (CUPA)*. The Bureau has Hazardous Materials Specialists to respond to releases of hazardous materials and provide technical support and oversight for cleanups. The Bureau strives to assist businesses in Petaluma by providing training and education to help them understand the regulations to prevent accidents and releases of hazardous materials that could pose a significant health hazard and threat to life, property and the environment if released into the environment.

2014-2015 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Made Significant Progress Towards Mitigating Payran UST Remediation Site
- Successfully Completed CalEPA CUPA Audit
- Initiated Major CUPA Enforcement Action

2015-2016 DIVISION GOALS and PRIORITIES

- Implement Garrison iPad and CERS Data Exchange Program.
- Provide High Level HazMat Emergency Response Training to PFD Operational Personnel
- Create a volunteer Fire Prevention Program
- Reduce/Eliminate Community Risk to HazMats Through Technical CUPA Inspection Program

ADOPTED BUDGET

A division budget of \$151,095 is recommended for 2015-2016. This is a net increase of \$4,230 over 2014-2015.

Salaries and benefits are recommended at \$148,245, and are increased by \$4,230 over 2014/15. This reflects the estimated cost of the currently funded full-time staffing level, including increases in PERS, health care, and Workers compensation rates, and adjustments for those employees advancing in the salary step range.

Services and Supplies of \$2,850 reflect no change from 2014/15 levels, pursuant to budget guidance.

POLICY OPTIONS

- None

13300 FIRE HAZARDOUS MATERIALS	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	46,597	79,551	92,537	94,661
BENEFITS	13,349	40,633	51,478	53,584
PROF SERVICES, MAINT, REPAIR	-	656	2,350	2,350
UTILITIES, RENT, TRAINING	-	-	500	500
FIRE HAZARDOUS MATERIALS	59,946	120,840	146,865	151,095

SUPPRESSION-AMBULANCE-EMERGENCY RESPONSE

The Emergency Response Division is responsible for all services related to emergency operations including fire suppression, emergency medical treatment, transport, extrication and rescue. This Division is responsible for the delivery of essential emergency services to all residents, businesses and visitors within four minutes or less, 90% of the time, and when requested through the 911 System.

2014-2015 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Extinguished 93 Fires (8.5 months only, trending to 131 total Fires)
- Provided ALS Medical Care and at 3,831 (trending) Emergency Incidents
- Initiated Purchase of Type III Fire Engine
- Acquired Cal-OES Type I Fire Engine
- Completed CAD to FireHouse Data Transfer Project
- Actively Represented Petaluma on County Dispatch Operations Advisory Group

2015-2016 DIVISION GOALS, PROGRAM INITIATIVES and PRIORITIES

- Technical Skills Training, Professional Development, & Certification of all Personnel
- Implement Mandated Electronic Pre-Hospital Patient Care Report Program
- Implement Telestaff Interface Data Management System into FireHouse RMS
- Secure Service Contract for Transferring all Fire Records Systems to the "Cloud"
- Participate in County Emergency Operational Group Meetings & Initiatives
- Develop and Implement Contemporary Active Shooter Protocols

ADOPTED BUDGET

A total division budget (cost centers 13500-13600) of \$10,511,995 is recommended for 2015-2016. This is a net reduction of \$101,326 from 2014-2015.

Salaries and benefits are recommended at \$9,941,551, and are decreased by \$101,326 from 2014/15. This reflects the estimated cost of the currently funded full-time staffing level, including increases in PERS, health care, and Workers compensation rates, and adjustments for those employees advancing in the salary step range. The decrease is due to retirements being filled at lower steps, and to higher PERS and Workers Compensation rates that are more than offset by the transition of separation expenses to the Non-Departmental cost center.

Services and Supplies of \$570,444 reflect no change from 2014/15 levels, pursuant to budget guidance.

POLICY OPTIONS

- None

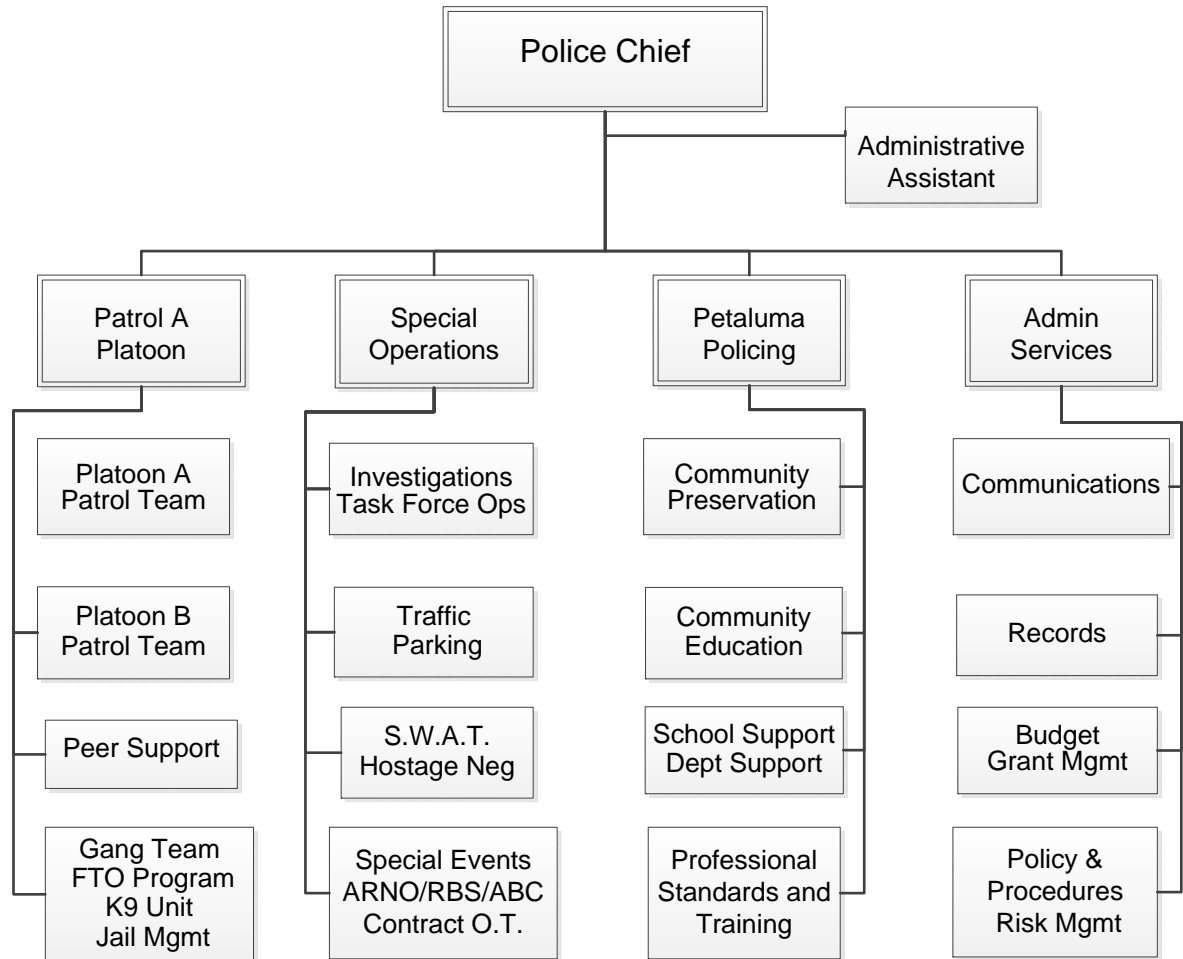
13500 FIRE SUPPRESSION	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	5,718,211	5,792,405	6,089,488	5,999,060
BENEFITS	3,172,623	3,642,340	3,953,389	3,942,491
SUPPLIES	37,052	43,828	44,024	41,400
PROF SERVICES, MAINT, REPAIR	9,715	11,245	29,252	25,000
UTILITIES, RENT, TRAINING	2,077	3,426	2,200	2,200
ADVERTISING, PROMOTION, DEBT	972	1,035	602	-
CAPITAL EXPENDITURES	-	-	5,000	-
FIRE SUPPRESSION	8,940,650	9,494,279	10,123,955	10,010,151
13510 FIRE SUPPRESSION-APPARATUS	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SUPPLIES	99,539	106,380	100,000	100,000
PROF SERVICES, MAINT, REPAIR	26,189	33,845	27,966	40,444
FIRE SUPPRESSION-APPARATUS	125,728	140,225	127,966	140,444
13520 FIRE SUPPRESSION-BUILDING/GROU	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SUPPLIES	12,750	3,474	3,000	3,000
PROF SERVICES, MAINT, REPAIR	14,450	8,708	9,300	11,000
FIRE SUPPRESSION-BUILDING/GROUNDS	27,200	12,182	12,300	14,000
13530 FIRE SUPPRESSION-COMMUNICATIO	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SUPPLIES	2,243	2,434	12,410	9,900
FIRE SUPPRESSION-COMMUNICATIONS	2,243	2,434	12,410	9,900
13540 FIRE SUPPRESSION-SUPPLIES	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SUPPLIES	16,311	47,256	56,365	43,000
CAPITAL EXPENDITURES	6,495	-	-	-
FIRE SUPPRESSION-SUPPLIES	22,806	47,256	56,365	43,000
13550 FIRE SUPPRESSION-TRAINING	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SUPPLIES	1,743	6,588	3,000	3,000
PROF SERVICES, MAINT, REPAIR	-	10,843	5,000	5,000
UTILITIES, RENT, TRAINING	15,607	6,790	13,250	13,250
FIRE SUPPRESSION-TRAINING	17,350	24,221	21,250	21,250
13600 AMBULANCE	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SUPPLIES	105,355	89,379	107,000	107,000
PROF SERVICES, MAINT, REPAIR	114,070	129,874	138,475	152,650
UTILITIES, RENT, TRAINING	11,215	9,516	13,600	13,600
ADVERTISING, PROMOTION, DEBT	791	452	-	-
CAPITAL EXPENDITURES	5,108	-	-	-
AMBULANCE	236,539	229,221	259,075	273,250

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

DEPARTMENT POSITION	FY 13-14		FY 14-15		FY 15-16		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<u>FIRE</u>									
Administrative Assistant	1.00	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	1.00		
Fire Battalion Chief	3.00	3.00	3.00	3.00	3.00	3.00	3.00		
Fire Captain	9.00	9.00	9.00	9.00	9.00	9.00	9.00		
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Fire Engineer	4.00	4.00	4.00	4.00	3.00	3.00	3.00		
Fire Engineer/Paramedic	5.00	5.00	6.00	6.00	6.00	6.00	6.00		
Fire Inspector	3.00	1.00	3.00	2.00	2.00	2.00	2.00		
Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Firefighter	16.00	12.00	12.00	12.00	9.00	9.00	9.00		
Firefighter/Paramedic	14.00	18.00	17.00	17.00	21.00	21.00	21.00		
Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Total Fire	59.00	57.00	59.00	58.00	58.00	58.00	58.00	0.00	0.00



Police Department



POLICE DEPARTMENT

by Account Type	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
SALARY	9,054,887	9,055,355	9,432,900	9,381,582
BENEFITS	4,233,494	4,710,658	4,947,480	4,954,151
SUPPLIES	457,471	415,597	345,400	399,900
PROF SERVICES, MAINT, REPAIR	618,778	683,942	872,051	916,450
INTRAGOVERNMENTAL SERVICES	499,500	605,930	775,856	790,469
UTILITIES, RENT, TRAINING	215,659	217,960	220,900	228,400
ADVERTISING, PROMOTION, DEBT	1,857	958	-	1,000
CAPITAL EXPENDITURES	-	145,204	-	-
TOTAL POLICE DEPARTMENT	15,081,646	15,835,604	16,594,587	16,671,952

by Cost Center	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
POLICE ADMIN	2,502,125	2,571,510	3,017,790	2,860,222
POLICE COMMUNICATION	1,002,155	1,147,896	1,192,499	1,184,513
POLICE CAD/RMS	255,851	254,812	284,450	340,950
POLICE INVESTIGATION	1,271,331	1,145,675	1,130,008	1,190,327
POLICE PATROL	7,447,116	7,769,187	8,094,756	8,089,244
POLICE AUTO THEFT	2	177,017	180,810	173,675
POLICE TRAFFIC SAFETY	1,177,302	1,155,810	1,161,358	1,242,572
POLICE RECORDS	563,836	585,336	639,171	615,857
PARKING ENFORCEMENT	321,276	431,275	311,707	326,170
POLICE GRANTS	537,031	551,070	500,000	567,000
ABANDONED VEHICLE ABATEMENT	3,621	46,016	82,038	81,422
TOTAL POLICE DEPARTMENT	15,081,646	15,835,604	16,594,587	16,671,952

POLICE DEPARTMENT OVERVIEW

The mission of the police department is to provide professional police services with innovation and excellence. The police department provides a full range of law enforcement services to the community. The police department is divided into operational units with employees assigned to specific functions including uniformed patrol, traffic enforcement, parking enforcement, investigations, records, communications and administration. The FY 15-16 Police Department budget reflects this structure.

The department budget presented for FY15-16 was prepared within guidelines requiring minimal adjustments to supplies and services over the previous year. The budget reflects no staffing reductions.

2014-15 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Continued implementation of the Petaluma Policing Initiative. This involved the following:
 - **District Policing.** Designated officers have been assigned responsibility for 15 specific neighborhoods to establish community relationships, prioritize neighborhood issues, and develop problem-solving strategies.
 - **Town Hall Meetings.** Eight neighborhood meetings and one citywide meeting have been attended by hundreds of community members connecting with the police department on matters relating to public safety and quality of life.
 - **Citizen Academy.** 72 members of the community have now participated in a 10-week orientation to police operations in the interest of education and transparency.
 - **Junior Police Camp.** 100 children have now attended a 4-day camp designed to educate Petaluma youth and build relationships with the police.
 - **Volunteer Programs.** 55 community members are now participating in the Reserve Community Service Officer, Chaplaincy, Police Volunteer and Intern programs.
- The Communications Division is now fully staffed resulting in better shift coverage and reduced overtime.
- The Vehicle Abatement Program has been successful. The program has shown to be self-sustaining with increased abatement activity.
- The Patrol Division has only one vacancy. This, in addition to realigned patrol shift schedules, has provided better patrol coverage and reduced overtime.
- Secured and managed grants to provide updated radio equipment to patrol officers. Through various grant programs, nearly two thirds of the portable radio equipment has now been replaced.
- Several command staff members have now been trained to begin the process of accreditation by CALEA – the Commission on Accreditation of Law Enforcement Agencies. The process of accreditation begins June 1, 2015, and a full implementation of “best practices” throughout the agency will be expected within the 3-year implementation and evaluation period.

- The reinstatement of a 5th Lieutenant will help balance the agency's management functions and allow for focused implementation of the CALEA process.
- The hiring of a part-time Volunteer Coordinator to assist in managing the growing volunteer program.
- Contracting with BAIR Analytics for an embedded full-time crime analyst to identify crime patterns more quickly and focus patrol efforts to better prevent, anticipate and detect crime.
- Implementation of the Enhanced 9-1-1 system scheduled for June, 2015.
- Twenty three body worn camera systems were purchased and all patrol officers were trained in their use in preparation for an initial rollout of the program in May, 2015.
- Smartphones were purchased for all sworn staff, allowing for a variety of databases to be accessed by officers in the field and enhancing efficiency.
- A thorough site review was conducted by auditors from the Commission on Peace Officers Standards and Training, upon the request of our agency for an outside evaluation of our department structure and workflow systems. The results of the review are pending.
- Based on salary savings from several vacancies through mid-year, the Council authorized the transfer of \$400,000 from the salary portion of the budget to address one-time facility and equipment needs. This allowed for the purchase of six new patrol vehicles, some essential patrol equipment and addressed some maintenance needs for the police facility.

2015-16 DEPARTMENT GOALS and PRIORITIES

- Continued development of the Petaluma Policing Initiative. This will include building stronger community relationships, emphasizing a culture of transparency and service, and continuing toward a goal of 100 community volunteers. The initiative will also expand to include a Downtown Ambassador program, Reserve Police Officer and Police Explorer programs, School Safety Patrols, Vacation Checks for community members, and an expanded volunteer presence in neighborhoods.
- Continue with the CALEA accreditation to further inspire public confidence and fully implement a wide range of law enforcement "best practices."
- Hire a part-time Management Analyst to further support administrative functions
- Continue seeking grant opportunities relating to public safety, education, and staffing needs.
- Complete implementation of the body worn camera program to all sworn staff.
- Reestablish the Traffic Division as a distinct program. During FY14-15 members of this division were temporarily assigned to assist with patrol staffing.
- Reinstating the Crisis Response Unit (SWAT and Hostage Negotiation Teams). The department is exploring alternatives to the traditional model, including regionalization concepts.
- Full implementation of the crime analysis program. Under the contract with BAIR Analytics, a full-time contract employee will analyze and provide data to Petaluma officers in addition to supporting the efforts of neighboring jurisdictions primarily addressing the impacts of Public Safety Realignment under AB109.

ADOPTED BUDGET

A Police Department budget of \$16,671,952 is being recommended for 2015/16. This represents an increase of \$77,365 over 2014/15.

Salaries are recommended at \$9,381,582 and are down \$51,318 from the prior year. This is due to a reduction in budgeted hours for part time investigators. There are positions and people reallocated across and between department cost centers, thus there are variations in those specific areas. Benefits are budgeted at \$4,954,151 and are virtually flat from 2014/15. Higher PERS rates and Worker's Compensation costs are offset by separation expenses being moved to the Non-Departmental cost center.

Total other expenditures are budgeted at \$1,545,750, an increase of \$107,399; \$60,000 of the increase is for Computer Aided Dispatch Consortium costs, and the remainder is for additional body cameras. The camera cost is directly offset by the reduction in part time investigator costs mentioned previously. There is an increase in Intragovernmental services of approximately \$15,000.

ADMINISTRATION

ADOPTED BUDGET

An Administration budget of \$2,860,222 is recommended for 2015-2016. This is a net reduction of \$157,568 from 2014-2015.

Salaries and benefits are recommended at \$1,814,663, and are decreased by \$168,005 from 2014/15. This reflects the estimated cost of the currently funded full-time staffing level, including increases in PERS, health care, and Workers compensation rates, and adjustments for those employees advancing in the salary step range.

Services and Supplies of \$255,500 are recommended, which represents a decrease of \$3,766 from 2014/15 levels. Intragovernmental Services increased by \$14,203.

POLICY OPTIONS

- None

15100 POLICE ADMIN	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	1,175,042	1,067,675	1,269,550	1,190,743
BENEFITS	613,028	628,222	713,118	623,920
SUPPLIES	21,682	20,338	23,400	27,400
PROF SERVICES, MAINT, REPAIR	15,019	70,040	66,966	55,200
INTRAGOVERNMENTAL SERVICES	499,400	605,830	775,856	790,059
UTILITIES, RENT, TRAINING	176,187	178,447	168,900	171,900
ADVERTISING, PROMOTION, DEBT	1,767	958	-	1,000
POLICE ADMIN	2,502,125	2,571,510	3,017,790	2,860,222

COMMUNICATION

ADOPTED BUDGET

A Communication budget of \$1,184,513 is recommended for 2015-2016. This is a net reduction of \$7,986 from 2014-2015.

Salaries and benefits are recommended at \$1,176,513, and are decreased by \$7,986 from 2014/15. This reflects the estimated cost of the currently funded full-time staffing level, including increases in PERS, health care, and Workers compensation rates, and adjustments for those employees advancing in the salary step range.

Services and Supplies of \$8,000 reflect no change from 2014/15 levels, pursuant to budget guidance.

POLICY OPTIONS

- None

15200 POLICE COMMUNICATION	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	804,327	896,752	925,169	909,718
BENEFITS	191,649	242,671	259,330	266,795
SUPPLIES	1,029	-	-	-
PROF SERVICES, MAINT, REPAIR	5,150	8,473	8,000	8,000
POLICE COMMUNICATION	1,002,155	1,147,896	1,192,499	1,184,513

CAD/RMS

ADOPTED BUDGET

A CAD/RMS budget of \$340,950 is recommended for 2015-2016. This is an increase of \$56,500 over 2014-2015.

There are no salaries or benefits in this budget.

There are no services and Supplies in this budget.

POLICY OPTIONS

- Increased Service Levels

The cost of the City's participation in the CAD Consortium is expected to increase due to a formula change for the participating agencies. Finance Department staff are engaged in discussions with member agencies and anticipate this will be modified to the City's benefit in future years.

15210	POLICE CAD/RMS	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
PROF SERVICES, MAINT, REPAIR		255,851	254,812	284,450	340,950
	POLICE CAD/RMS	255,851	254,812	284,450	340,950

INVESTIGATION

ADOPTED BUDGET

An Investigation budget of \$1,190,327 is recommended for 2015-2016. This is an increase of \$60,319 over 2014-2015.

Salaries and benefits are recommended at \$1,148,327, and are increased by \$50,819 over 2014/15. This reflects the estimated cost of the currently funded full-time staffing level, including increases in PERS, health care, and Workers compensation rates, and adjustments for those employees advancing in the salary step range.

Services and Supplies of \$42,000 are recommended, which represents an increase of \$9,500 over 2014/15 levels.

POLICY OPTIONS

- None

15500 POLICE INVESTIGATION	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
SALARY	839,168	717,816	702,738	702,940
BENEFITS	420,354	389,248	394,770	445,387
SUPPLIES	6,750	6,109	6,500	6,000
PROF SERVICES, MAINT, REPAIR	5,059	32,502	26,000	36,000
POLICE INVESTIGATION	1,271,331	1,145,675	1,130,008	1,190,327

PATROL

ADOPTED BUDGET

A Patrol budget of \$8,089,244 is recommended for 2015-2016. This is a net reduction of \$5,512 from 2014-2015.

Salaries and benefits are recommended at \$7,596,444, and are decreased by \$48,412 from 2014/15. This reflects the estimated cost of the currently funded full-time staffing level, including increases in PERS, health care, and Workers compensation rates, and adjustments for those employees advancing in the salary step range.

Services and Supplies of \$492,800 are recommended, which represents an increase of \$42,900 over 2014/15 levels.

POLICY OPTIONS

- None

15600 POLICE PATROL	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	4,643,527	4,661,336	4,883,750	4,843,202
BENEFITS	2,380,384	2,660,773	2,761,106	2,753,242
SUPPLIES	287,085	328,357	305,000	340,000
PROF SERVICES, MAINT, REPAIR	99,254	82,341	92,900	96,300
UTILITIES, RENT, TRAINING	36,776	36,380	52,000	56,500
ADVERTISING, PROMOTION, DEBT	90	-	-	-
POLICE PATROL	7,447,116	7,769,187	8,094,756	8,089,244

AUTO THEFT

ADOPTED BUDGET

An Auto Theft budget of \$173,675 is recommended for 2015-2016. This is a net reduction of \$7,135 from 2014-2015.

Salaries and benefits are recommended at \$173,675, and are decreased by \$7,135 from 2014/15. This reflects the estimated cost of the currently funded full-time staffing level, including increases in PERS, health care, and Workers compensation rates, and adjustments for those employees advancing in the salary step range.

There are no services and supplies in this budget.

POLICY OPTIONS

- None

15610 POLICE AUTO THEFT	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	-	107,367	110,658	104,064
BENEFITS	2	69,650	70,152	69,611
POLICE AUTO THEFT	2	177,017	180,810	173,675

TRAFFIC SAFETY

ADOPTED BUDGET

A Traffic Safety budget of \$1,242,572 is recommended for 2015-2016. This is an increase of \$81,214 over 2014-2015.

Salaries and benefits are recommended at \$1,221,072, and are increased by \$75,714 over 2014/15. This reflects the estimated cost of the currently funded full-time staffing level, including increases in PERS, health care, and Workers compensation rates, and adjustments for those employees advancing in the salary step range.

Services and Supplies of \$21,500 reflect an increase of \$5,500 over 2014/2015.

POLICY OPTIONS

- None

15620 POLICE TRAFFIC SAFETY	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	761,393	721,681	729,853	736,473
BENEFITS	380,860	418,586	415,505	484,599
SUPPLIES	12,782	3,953	5,000	5,000
PROF SERVICES, MAINT, REPAIR	22,267	11,590	11,000	16,500
POLICE TRAFFIC SAFETY	1,177,302	1,155,810	1,161,358	1,242,572

RECORDS

ADOPTED BUDGET

A Records budget of \$615,857 is recommended for 2015-2016. This is a reduction of \$23,314 from 2014-2015.

Salaries and benefits are recommended at \$609,857, and are decreased by \$22,314 from 2014/15. This reflects the estimated cost of the currently funded full-time staffing level, including increases in PERS, health care, and Workers compensation rates, and adjustments for those employees advancing in the salary step range.

Services and Supplies of \$6,000 are recommended, which represents a decrease of \$1,000 from 2014/15 levels.

POLICY OPTIONS

- None

15700 POLICE RECORDS	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	418,921	409,021	438,770	406,671
BENEFITS	138,353	169,638	193,401	203,186
SUPPLIES	2,059	2,342	3,000	3,000
PROF SERVICES, MAINT, REPAIR	4,503	4,335	4,000	3,000
POLICE RECORDS	563,836	585,336	639,171	615,857

PARKING ENFORCEMENT

ADOPTED BUDGET

A Parking Enforcement budget of \$326,170 is recommended for 2015-2016. This is an increase of \$14,463 over 2014-2015.

Salaries and benefits are recommended at \$219,170, and are increased by \$13,463 over 2014/15. This reflects the estimated cost of the currently funded full-time staffing level, including increases in PERS, health care, and Workers compensation rates, and adjustments for those employees advancing in the salary step range.

Services and Supplies of \$107,000 are recommended, which represents an increase of \$1,000 over 2014/15 levels.

POLICY OPTIONS

- None

15800	PARKING ENFORCEMENT	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
	SALARY	148,314	147,144	153,328	179,293
	BENEFITS	42,258	47,844	52,379	39,877
	SUPPLIES	269	5,751	2,500	3,500
	PROF SERVICES, MAINT, REPAIR	130,435	120,162	103,500	103,500
	CAPITAL EXPENDITURES	-	110,374	-	-
	PARKING ENFORCEMENT	321,276	431,275	311,707	326,170

GRANTS

ADOPTED BUDGET

A Grants budget of \$567,000 is recommended for 2015-2016. This is an increase of \$67,000 over 2014-2015.

Salaries and benefits are recommended at \$295,000, and are increased by \$70,235 over 2014/15. This reflects the estimated cost of the currently funded full-time staffing level, including increases in PERS, health care, and Workers compensation rates, and adjustments for those employees advancing in the salary step range.

Services and Supplies of \$272,000 are recommended, which represents a decrease of \$3,235 from 2014/15 levels.

POLICY OPTIONS

- None

22500 POLICE GRANTS	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	260,958	288,038	154,594	244,509
BENEFITS	66,322	77,635	70,171	50,491
SUPPLIES	125,815	47,747	-	15,000
PROF SERVICES, MAINT, REPAIR	81,240	99,687	275,235	257,000
INTRAGOVERNMENTAL SERVICES	-	-	-	-
UTILITIES, RENT, TRAINING	2,696	3,133	-	-
CAPITAL EXPENDITURES	-	34,830	-	-
POLICE GRANTS	537,031	551,070	500,000	567,000

ABANDONED VEHICLE ABATEMENT

ADOPTED BUDGET

An Abandoned Vehicle Abatement budget of \$81,422 is recommended for 2015-2016. This is a net reduction of \$616 from 2014-2015.

Salaries and benefits are recommended at \$81,012, and are decreased by \$1,026 from 2014/15. This reflects the estimated cost of the currently funded full-time staffing level, including increases in PERS, health care, and Workers compensation rates, and adjustments for those employees advancing in the salary step range.

Services and Supplies of \$410 are recommended, which represents an increase of \$410 from 2014/15 levels.

POLICY OPTIONS

- None

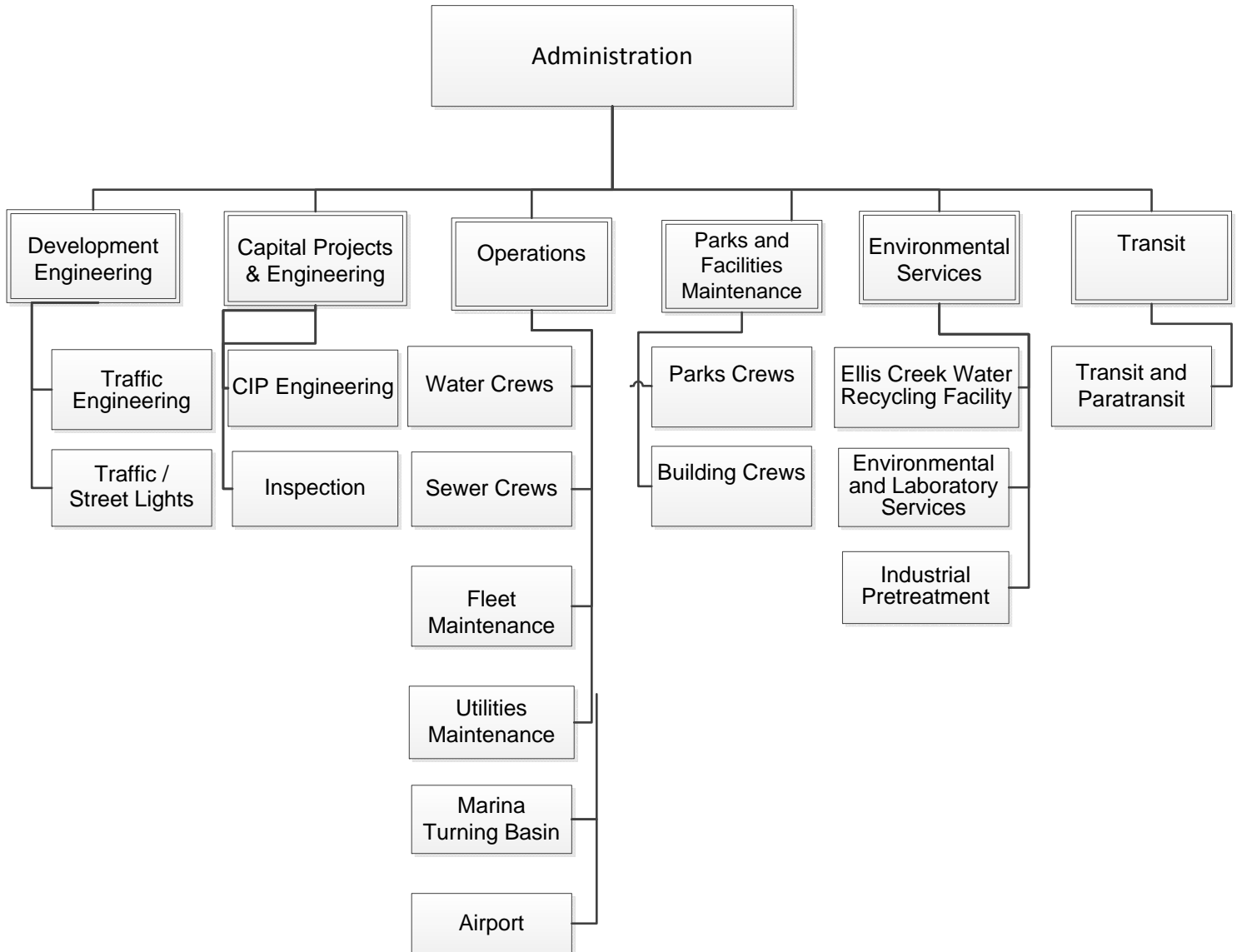
23100 ABANDONED VEHICLE ABATEMENT	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	3,237	38,525	64,490	63,969
BENEFITS	284	6,391	17,548	17,043
SUPPLIES	-	1,000	-	-
INTRAGOVERNMENTAL SERVICES	100	100	-	410
ABANDONED VEHICLE ABATEMENT	3,621	46,016	82,038	81,422

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

DEPARTMENT POSITION	FY 13-14		FY 14-15		FY 15-16		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<u>POLICE</u>									
Police Chief	1.00	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	1.00		
Abandoned Vehicle Abatement Officer	1.00	0.00	1.00	1.00	1.00	1.00			1.00
Community Service Officer	5.00	1.00	5.00	1.00	5.00	1.00	1.00		
Evidence Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Police Lieutenant	5.00	5.00	5.00	5.00	5.00	5.00	5.00		
Police Officer	60.00	47.00	60.00	47.00	60.00	47.00	47.00		
Police Records Assistant II	5.50	4.50	5.50	4.50	5.50	4.50	4.50		
Parking Enforcement Officer	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Police Records Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Police Sergeant	10.00	9.00	10.00	9.00	10.00	9.00	9.00		
Public Safety Dispatcher	12.00	9.00	12.00	9.00	12.00	9.00	9.00		
Public Safety Dispatch Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Neighbor. Pres. Coord.	1.00	1.00	1.00	1.00	1.00	1.00	0.55	0.45	
Public Safety Comm Mgr	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
Total Police	108.50	83.50	108.50	84.50	108.50	84.50	83.05	0.45	1.00



Public Works and Utilities



PUBLIC WORKS AND UTILITIES

by Account Type	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	7,354,902	7,185,037	7,125,112	7,299,278
BENEFITS	2,163,863	2,836,466	3,144,745	3,205,878
SUPPLIES	10,068,621	9,552,136	10,826,965	10,903,975
PROF SERVICES, MAINT, REPAIR	5,344,902	5,718,110	8,221,727	8,319,524
INTRAGOVERNMENTAL SERVICES	2,338,170	2,677,680	3,134,007	3,622,114
UTILITIES, RENT, TRAINING	2,742,249	2,887,430	3,360,407	3,396,020
ADVERTISING, PROMOTION, DEBT	13,974,086	12,729,201	11,289,443	11,174,642
CAPITAL EXPENDITURES	328,403	1,814,625	964,960	3,163,687
TRANSFERS	19,944,956	7,483,410	18,336,750	18,105,262
PUBLIC WORKS AND UTILITIES	64,260,152	52,884,095	66,404,116	69,190,380

by Cost Center	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
PUB WORKS ADMIN	679,533	2,167,043	409,827	431,787
PUB WORKS ENGINEERING DEVELOPMENT	236,013	384,086	307,260	314,920
PUB WORKS ENGINEERING CIP	119,048	76,463	85,939	98,086
PUB WORKS ENGINEERING TRAFFIC	25,495	9,520	42,761	46,093
PUB WORKS BLDG/FACILITY MAINTENANCE	645,746	646,681	640,591	669,481
PUB WORKS AUTO/EQUIP MAINT SHOP	222,569	185,659	187,937	217,030
PUB WORKS PARKS MAINTENANCE	1,458,719	1,548,291	1,531,203	1,555,474
PUB WORKS STREET LIGHTS	-	-	-	175,000
DOWNTOWN STREETS/SIDEWALKS MAINTEN	-	31,953	221,000	136,000
PUB WORKS TURNING BASIN/D ST BRIDGE	10,846	34,966	32,055	34,238
GAS TAX	1,182,629	1,284,613	1,200,600	1,907,831
STREET MAINTENANCE (HUT)	3,024,726	2,099,895	2,919,772	2,367,033
STREET SIGNS AND MARKINGS	505,345	431,913	487,569	611,137
STREET SIGNALS AND LIGHTS	603,727	693,007	679,502	570,583
SOLID WASTE CONTRACT MANAGEMENT	-	44,513	46,372	47,803
LAD ADMIN/OPERATIONS	378,383	368,524	268,660	316,459
AIRPORT ADMIN/OPERATIONS	1,267,840	1,084,687	1,948,330	1,104,982
AIRPORT FUELING	733,241	708,303	779,000	705,000
AIRPORT HANGARS	33,672	24,993	46,800	25,400
MARINA ADMIN/OPERATIONS	528,707	488,339	306,955	313,589
TRANSIT ADMIN	250,268	1,964,584	2,349,391	2,544,896
CITY CITY ROUTES	1,578,982	1,896,316	1,606,281	3,646,164
PARATRANSIT	825,572	833,853	755,693	757,137
WASTE WATER ADMIN	24,155,033	13,957,843	20,277,121	20,131,707
WASTE WATER COLLECT SYSTEM	1,483,012	1,342,391	1,333,366	1,213,568
WASTE WATER SEWAGE PUMP STATIONS	-	-	549,860	592,862
WASTE WATER CUSTOMER SVC	209,134	270,038	115,800	112,800
WASTE WATER INDUSTRIAL	367,387	323,567	420,907	425,403
WASTE WATER RECLAMATION	783,068	650,036	1,100,634	1,108,182
WASTE WATER STORM DRAIN	193,728	127,159	203,632	196,274
WASTE WATER ELLIS CREEK OPERAIONS	4,122,872	4,201,954	5,305,522	5,270,747
WATER ADMIN	7,929,500	4,119,807	8,456,767	9,456,715
WATER CONSERVATION	474,227	525,365	755,480	716,171
WATER CUSTOMER SERVICES	771,863	835,934	468,335	672,695
WATER LEAK DETECT/CROSS CONNECT	114,791	122,451	125,893	120,952
WATER PUMPING	82,242	126,951	569,250	569,250
WATER SOURCE OF SUPPLY	6,374,463	6,523,356	6,950,000	6,950,000
WATER TRANSMISSION & DISTRIBUTION	2,520,568	2,185,566	2,463,913	2,508,750
STORM DRAINAGE UTILITY	367,203	563,475	454,138	548,181
TOTAL PUBLIC WORKS AND UTILITIES	64,260,152	52,884,095	66,404,116	69,190,380

PUBLIC WORKS AND UTILITIES OVERVIEW

The Public Works and Utilities Department is responsible for the 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 was created by merging the former Public Works, and Water Resources and Conservation Departments in 2012 and is comprised of the following divisions: Administration, Capital Projects, Development Engineering, Environmental Services, Operations, Parks and Facility Maintenance, and Transit. The Public Works and Utilities Department relies on sharing of resources across divisions, and cross training of personnel to maximize efficiencies and provide optimum public service within existing fiscal constraints. Continuous process improvement is underway to further consolidate forces and reassess service delivery processes.

2014-2015 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- See these items within divisional narratives.

2015-2016 GOALS and PRIORITIES

- See these items within divisional narratives.

ADOPTED BUDGET

A Public Works and Utilities Department budget of \$69,190,380 is recommended for 2015/16. This represents an increase of \$2,786,264 over 2014/15 and includes budgets in Utilities, Enterprise, and Special Revenue funds as well as costs supported by the General Fund.

Total salaries are recommended at \$7,299,278, representing an increase of \$174,166 and reflect anticipated step increases, along with the addition of a Management Analyst position. Benefits are budgeted at \$3,205,878 and represent an increase of \$61,133 and reflect higher PERS and Workers Compensation costs, along with benefits associated with the Analyst position.

Total services and supplies are budgeted at \$33,794,161, an increase of \$95,619 overall, and reflect the purchase of minor equipment. Intragovernmental costs are budgeted at \$3,622,114 and represent an increase of \$488,107 as a result of a cost allocation plan update. Capital expenditures are budgeted at \$3,163,687, reflecting an

increase of \$2,198,727 mainly due to the purchase of fixed route buses in the Transit Division. Transfers out are budgeted at \$18,105,262 and are down slightly year over year. Further explanations of budget changes can be found in the individual division narratives.

ADMINISTRATION

The Administration division serves all department divisions, and coordinates with department staff, and City Manager's office to ensure that department activities align with goals set by 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 divisions. Staff coordinates customer service requests regarding utility billing questions, field work orders, water turn-ons and shut-offs, water conservation, flood plain maps, encroachment permits, development matters, and building repairs.

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

2014-2015 ACCOMPLISHMENTS and HIGHLIGHTS

- Prepared 102 Council agenda memorandum packages.
- Administrative staff fielded 9,553 telephone inquiries over the last twelve months; a 9.5% increase compared to the previous fiscal year.
- Administrative staff supports the Airport Commission, The Pedestrian Bicycle Advisory Committee, the Transit Commission, and the Tree Committee.
- Administrative staff now manages the City's Facebook page, which has experienced a 150% increase in followers, currently at 793 "likes".
- Completed class specification updates to align job descriptions with duties required for new department.
- Administers 66 Professional Services Agreements and Construction Contracts.

2015-2016 GOALS and PRIORITIES

- Training to support new asset management and customer request tracking systems.
- Continue to work on the department website upgrade and expand social media presence to Twitter.
- Cross training and enhanced team work has allowed administrative staff to function effectively with one less staff member, representing an 18% reduction from previous fiscal year.

PUBLIC WORKS ADMINISTRATION

ADOPTED BUDGET

A Public Works Administrative budget of \$431,787 is recommended for 2015/16. This is an increase of \$21,960 from 2014/15.

Salaries and benefits are recommended at \$66,652, an increase of \$15,837 over 2014/15 and includes the addition of a Management Analyst to support the director and division managers at a professional level. Primary responsibilities to include budget analysis, maintenance of fiscal project for enterprise funds, grant and contract administration, oversight of asset management and customer service request programs, and management of rate studies and adjustments.

Services and Supplies of \$365,135 are recommended which represents a slight increase of \$6,123. This represents an increase in Intragovernmental charges.

POLICY OPTIONS

None

<i>16100 PUB WORKS ADMIN</i>	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
SALARY	123,799	66,168	34,266	45,561
BENEFITS	35,755	23,196	16,549	21,091
SUPPLIES	5,833	7,277	5,000	5,000
PROF SERVICES, MAINT, REPAIR	39,879	46,912	59,550	62,050
INTRAGOVERNMENTAL SERVICES	149,580	208,350	280,562	285,685
UTILITIES, RENT, TRAINING	12,942	15,235	13,200	11,700
ADVERTISING, PROMOTION, DEBT	1,745	299	700	700
CAPITAL EXPENDITURES	310,000	1,799,606	-	-
PUB WORKS ADMIN	679,533	2,167,043	409,827	431,787

WASTE WATER ADMINISTRATION

ADOPTED BUDGET

A Waste Water Administrative budget of \$20,131,707 is recommended for 2015/16. This is a decrease of \$145,414 from 2014/15.

Salaries and benefits are recommended at \$438,429, an increase of \$73,173 over 2014/15 and includes the addition of a Management Analyst to support the director and division managers at a professional level. Primary responsibilities to include budget analysis, maintenance of fiscal project for enterprise funds, grant and contract administration, oversight of asset management and customer service request programs, and management of rate studies and adjustments.

Services and Supplies of \$11,054,278 are recommended which represent an increase of \$76,413. This reflects an increase in Intragovernmental charges offset by a decrease in Professional Services.

Transfers Out of \$8,639,000 are recommended which represents a decrease of \$295,000 from 2014/15. Lower CIP project activity reduced corresponding transfers.

POLICY OPTIONS

None

66100 WASTE WATER ADMIN	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	323,742	293,332	263,746	316,674
BENEFITS	33,781	83,782	101,510	121,755
SUPPLIES	11,388	23,462	42,000	19,200
PROF SERVICES, MAINT, REPAIR	250,687	222,739	334,650	241,000
INTRAGOVERNMENTAL SERVICES	696,530	782,130	756,165	987,878
UTILITIES, RENT, TRAINING	19,125	33,994	44,000	44,500
ADVERTISING, PROMOTION, DEBT	10,632,780	9,872,612	9,759,700	9,756,700
CAPITAL EXPENDITURES	-	-	41,350	5,000
TRANSFERS	12,187,000	2,645,792	8,934,000	8,639,000
WASTE WATER ADMIN	24,155,033	13,957,843	20,277,121	20,131,707

WATER ADMINISTRATION

ADOPTED BUDGET

A Water Administrative budget of \$9,456,715 is recommended for 2015/16. This is an increase of \$999,948 from 2014/15.

Salaries and benefits are recommended at \$424,050 an increase of \$31,014 over 2014/15 and includes the addition of a Management Analyst to support the director and division managers at a professional level. Primary responsibilities to include budget analysis, maintenance of fiscal project for enterprise funds, grant and contract administration, oversight of asset management and customer service request programs, and management of rate studies and adjustments.

Services and Supplies of \$2,256,665 are recommended which represents a decrease of \$331,066. This reflects a decrease in professional services and Intragovernmental charges.

Transfers Out of \$6,776,000 are recommended, which represents an increase of \$1,300,000 from 2014/15. This represents an increase in activity related to CIP projects and a corresponding increase in transfers.

POLICY OPTIONS

None

67100 WATER ADMIN	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	454,558	325,506	284,051	303,756
BENEFITS	87,337	93,245	108,985	120,294
SUPPLIES	157	(160,692)	59,000	36,000
PROF SERVICES, MAINT, REPAIR	119,214	111,583	605,750	416,000
INTRAGOVERNMENTAL SERVICES	394,000	465,500	1,155,411	1,052,250
UTILITIES, RENT, TRAINING	39,386	76,349	76,500	81,500
ADVERTISING, PROMOTION, DEBT	1,595,580	1,406,866	650,770	650,915
CAPITAL EXPENDITURES	-	-	40,300	20,000
TRANSFERS	5,239,268	1,801,450	5,476,000	6,776,000
WATER ADMIN	7,929,500	4,119,807	8,456,767	9,456,715

STORM DRAINAGE UTILITY ADMINISTRATION

ADOPTED BUDGET

A Storm Drainage Utility Administrative budget of \$548,181 is recommended for 2015/16. This is an increase of \$94,043 from 2014/15.

Salaries and benefits are recommended at \$258,973 a decrease of \$6,348 from 2014/15. This is due to salary step and benefit changes for staff.

Services and Supplies of \$289,208 are recommended which represents an increase of \$100,391. This reflects an increase in Intragovernmental charges.

POLICY OPTIONS

None

<u>68100 STORM DRAINAGE UTILITY ADMIN</u>	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Revised</u>	<u>2016 Budget</u>
SALARY	103,252	154,425	185,760	182,135
BENEFITS	52,699	79,845	79,561	76,838
SUPPLIES	20,246	21,349	22,250	22,000
PROF SERVICES, MAINT, REPAIR	141,365	254,235	66,800	36,800
INTRAGOVERNMENTAL SERVICES	6,625	6,625	53,767	151,427
UTILITIES, RENT, TRAINING	11,179	14,426	21,000	21,000
ADVERTISING, PROMOTION, DEBT	31,837	32,570	25,000	37,981
CAPITAL EXPENDITURES	-	-	-	20,000
STORM DRAINAGE UTILITY ADMIN	367,203	563,475	454,138	548,181

CAPITAL PROJECTS

The Capital Projects Division staff manages preliminary and final design, permitting, and construction of the City's infrastructure improvements utilizing grants and integrating green and sustainable practices whenever possible. Division staff develops the annual water and sewer main replacement priorities and sets pavement maintenance goals. Capital infrastructure improvements address needs to roads and traffic controls; 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 the deputy director, 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. Technical staff supports other divisions by providing technical leadership for pavement management, bridge maintenance, water audits and operations, water supply, stormwater and flood management, and permitting.

2014-2015 ACCOMPLISHMENTS and HIGHLIGHTS

- East Washington Street Interchange Project: Old Redwood Highway Interchange Project: Construction continued through this fiscal year and is still on target for July 2015 completion.
- 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).
- Wilmington Pump Station Upgrade.
- Park Place Well and Meadow Wood Well Improvements.
- Western Avenue Water Main Replacement.
- Construction of the East Washington Park – Phase 1 and Phase 2.
- Magnolia Pump Station Improvements.
- Design of final phase of Petaluma River Flood Control Project and achieved "Work Plan" status by USACE (U.S. Army Corps of Engineers), and obtained final funding for completion of the project.
- FEMA project to place Riprap at Various locations along the River at B Street., Copeland Pump Station, Hawk / Noriel Creek and Under Twin Bridges on Petaluma Blvd.
- FEMA-funded Hopper Street Reconstruction project.
- Petaluma Municipal Airport Runway Overlay project.
- Design and Bid for Marina Fueling System Upgrade project. Construction to start in April and expected to complete by June 2015.

- Automatic Meter Read Replacement Project.
- Various Streets Maintenance Project – Applied microsurfacing at Petaluma Blvd S, Washington Street, Magnolia Ave, East D Street, Gumwood/Wood Lane, Caulfield Lane, South McDowell Blvd, Corona Rd, and Cape Seal on East Madison Street.
- East Washington Street at Edith Street Light Crosswalks Project.
- Design for East Washington Street 18” Water Main Replacement Project Phase 3 – McDowell to Sutter, East Washington Park Multi-Use Pathway, Browns Lane Recycled Water Line Replacement Project.
- Transit Maintenance Facility Rehabilitation Project.
- Swim Center Energy Efficiency and Renewable Energy Project.
- Left-Turn Protected / Permissive Signal Modification Project.
- Land acquisition tasks for the Denman Reach Phase 3 project, closed \$1,015,262 State Natural Resources Agency grant.
- Construction of Mission Drive and Wallace Court Water Main Replacement project.
- Construction of Mission Drive, McNear backyard, Cherry Street, Kent Street, 8th Street, and Wallace Court Sewer Main Replacement project.
- Prepared Pavement Management Master Plan to support Measure Q.
- Design and Inspection of Paula Lane Tank.
- Design and Bid Ellis Headwork Screen Replacement project.

2015-2016 GOALS and PRIORITIES

- Brown’s Lane Recycled water pipeline replacement project.
- East Washington Street. 18” water main replacement Phase 3 – McDowell to Sutter.
- Petaluma Boulevard North 12” water main replacement – Kent Street to B Street.
- Stream and Precipitation Gauge Installation Project.
- East Washington Park Multi-Use Pathway.
- Petaluma Blvd. So Sewer trunk Main.
- Rehab Sewer Manholes for Phases I and II.
- Riprap and grouting work for Willow Brook Creek Bridge Scour Repair.
- Washington Street Bridge Seismic Rehabilitation and obtain grant funding for construction
- Water service Replacement for Marilyn Cir and Northstar Drive.
- Victoria Pump Station Upgrade project.
- Design and grant funding of the Recycled Water Extension and Santa Rosa Junior College Water Main Extension.
- ECWRF Second Digester and seek grant funding for Tertiary treatment expansion and for CNG production including acceptance of high strength waste.
- ECWRF Headworks Screen Replacement.

- Design of Copeland Pump Station.
- Complete Petaluma River Flood Control Project sheet pile wall extension, pile cap repair and embankment slide repair.
- Denman Reach Phase 3 Flood Reduction and Habitat Restoration Project.
- Petaluma Complete Street Project on Lakeville Street from East Washington Street to Caulfield Lane, and on East D Street from the D Street Bridge to Lakeville Street.
- Lakeville Highway Channelization Project at Pine View Way.
- Continue Citywide LED Streetlight Retrofit program.
- Design and permit Capri Creek Flood Reduction and Habitat Enhancement Project.
- Update 5-year water and sewer line replacement program.
- Install additional stream flow and precipitation gauges within the watershed.
- Permit stream maintenance activities provided by Operation Division.
- Complete Annual Water Audit.

ADOPTED BUDGET

A Capital Project budget of \$98,086 is recommended for 2015/16, an increase of \$12,147 over 2014/15.

Salary and Benefits are recommended at \$96,011, an increase of \$11,072 over 2014/15. This reflects a minor increase related to additional staff from last year.

Services and Supplies are recommended at \$2,075, an increase of \$1,075 over 2014/15.

POLICY OPTIONS

The CIP Division has been continuously increasing the amount of work done by staff and decreasing our consultant dependence. City staff design and construction management has proven to be more cost effective for most projects along with increased technical support of other divisions.

16210 PUB WORKS ENGINEERING CIP	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	99,901	54,834	58,730	71,673
BENEFITS	18,616	19,981	26,209	24,338
SUPPLIES	211	377	-	550
PROF SERVICES, MAINT, REPAIR	-	28	-	-
UTILITIES, RENT, TRAINING	320	1,243	1,000	1,525
PUB WORKS ENGINEERING CIP	119,048	76,463	85,939	98,086

DEVELOPMENT ENGINEERING

Managed by the City Engineer, Development Engineering addresses site development, encroachments, traffic engineering, and floodplain management. The division includes traffic signal and street light technicians, a part-time traffic engineer, a part-time senior traffic technician, public works inspector for 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. He manages the City's ADA (American Disability Act) Transition Plan, and oversees portions of the City's MS4 Phase II Stormwater permit requirements. 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 2,900 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-Marín Area Rail Transit (SMART) advisory committees.

2014-2015 ACCOMPLISHMENTS and HIGHLIGHTS

- Reviewed planning entitlements including environmental impact reports, tentative maps, major and minor subdivision improvement plans, lot line adjustments and design review.
- Accepted \$5,256,171 worth of public improvements from privately funded developments including the East Washington Place Shopping Center.
- Repaired 878 streetlights and performed annual preventive maintenance inspections for City's traffic signal system.
- Reviewed and approved 830 encroachment permits.
- Permitted, coordinated and inspected PG&E 18-inch high pressure gas main project on East Washington Street and North McDowell Boulevard as well as Sonic Communications fiber optic upgrade project.
- Completed and issued 73 work orders from the Traffic Engineering Division.
- Responded to 99 call outs for traffic signal work orders, including special operations of downtown signals during community events.
- Completed implementation of the protective permissive left turn traffic signal head removal project.

- Complete update of City wide traffic and speed surveys, required every five years per State law.
- Completed signing and striping update for Petaluma Elementary and Middle Schools as part of the updated Safe Routes to School Plan implementation.
- Negotiated and processed four major land exchanges with SMART to support rail and flood control projects.

2015-2016 GOALS and PRIORITIES

- Implementation of the City's updated ADA Transition Plan adopted by the City Council in January 2011. Support defense of ADA litigation.
- Coordination on traffic signal, intersection and grade crossing improvements, rail alignment, regional trail multi-use path (MUP) and station improvements with the Sonoma Marin Area Rail Transit (SMART) for passenger train services.
- Update City's roadway design and construction standards and specifications.
- Implement on-line encroachment and transportation permit tracking system.
- Update 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.
- Complete street light LED retrofit project through PG&E on-bill financing program and continue streetlight retrofitting program.
- Complete 5-year re-verification audit of City's Community Rating System program and maintain current Class 6 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. Update City's Floodplain Management plan.
- Complete Letter of Map Revision with FEMA to remove A99 zone in the Payran Neighborhood upon completion of the Petaluma River Flood Control Project.
- Coordinate with the Federal Emergency Management Agency on the Bay Coastal Study and complete update of associated flood insurance rate maps.
- Implement efficiencies in permit processing with Building and Planning Departments.

ADOPTED BUDGET

A Public Works Engineering Development budget of \$314,920 is recommended for 2015/16, an increase of \$7,660 over 2014/15.

Salary and Benefits are recommended at \$302,245, an increase of \$7,660 over 2014/15. This reflects an increase in PERS, step advancements and workers compensation costs.

Services and Supplies are recommended at \$12,675, no change from 2014/15

POLICY OPTIONS

None

<u>16200 PUB WORKS ENGINEERING DEVELOPMENT</u>	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Revised</u>	<u>2016 Budget</u>
SALARY	168,653	281,211	207,319	215,970
BENEFITS	50,633	92,016	87,266	86,275
SUPPLIES	7,233	4,337	5,625	5,075
PROF SERVICES, MAINT, REPAIR	6,858	3,149	5,700	5,275
UTILITIES, RENT, TRAINING	2,636	3,373	1,350	2,325
PUB WORKS ENGINEERING DEVELOPMENT	236,013	384,086	307,260	314,920

PUBLIC WORKS ENGINEERING TRAFFIC

ADOPTED BUDGET

A Public Works Engineering Traffic budget of \$46,093 is recommended for 2015/16, an increase of \$3,332 over 2014/15.

Salary and Benefits are recommended at \$44,893, an increase of \$3,332 over 2014/15. This reflects an increase in PERS, step advancements and workers compensation costs.

Services and Supplies are recommended at \$1,200, no change from 2014/15.

POLICY OPTIONS

None

<u>16220 PUB WORKS ENGINEERING TRAFFIC</u>	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Revised</u>	<u>2016 Budget</u>
SALARY	24,199	8,600	40,745	44,020
BENEFITS	501	101	816	873
SUPPLIES	81	33	100	100
UTILITIES, RENT, TRAINING	714	786	1,100	1,100
PUB WORKS ENGINEERING TRAFFIC	25,495	9,520	42,761	46,093

PUBLIC WORKS STREET LIGHTS

ADOPTED BUDGET

A Public Works Engineering Traffic budget of \$175,000 is recommended for 2015/16, an increase of \$175,000 over 2014/15.

Services and Supplies are recommended at \$175,000, an increase from 2014/15. This is a result of increased utilities costs moved to Public Works Street Lights from the Streets Fund to reduce the burden on the Street Fund.

POLICY OPTIONS

None

<u>16530 PUB WORKS STREET LIGHTS</u>	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Revised</u>	<u>2016 Budget</u>
UTILITIES, RENT, TRAINING	-	-	-	175,000
PUB WORKS STREET LIGHTS	-	-	-	175,000

STREET SIGNALS and LIGHTS

ADOPTED BUDGET

A Street Signals and Lights budget of \$570,583 is recommended for 2015/16, a decrease of \$108,919 over 2014/15.

Salary and Benefits are recommended at \$266,020, a slight increase of \$1,955 from 2014/15. This is due to salary step and benefit changes for staff.

Services and Supplies are recommended at \$304,563, a decrease of \$110,874 from 2014/15. This is a result of decreased utilities costs moved to Public Works Street Lights to reduce the burden on the Street Fund.

POLICY OPTIONS

None

<u>24112 STREET SIGNALS AND LIGHTS</u>	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Revised</u>	<u>2016 Budget</u>
SALARY	138,811	192,110	183,068	189,059
BENEFITS	51,099	76,465	80,997	76,961
SUPPLIES	24,219	46,004	35,500	37,000
PROF SERVICES, MAINT, REPAIR	67,545	40,236	47,500	47,500
INTRAGOVERNMENTAL SERVICES	-	-	24,337	26,963
UTILITIES, RENT, TRAINING	322,053	338,192	302,100	187,100
CAPITAL EXPENDITURES	-	-	6,000	6,000
STREET SIGNALS AND LIGHTS	603,727	693,007	679,502	570,583

ENVIRONMENTAL SERVICES

This Division's primary functions include wastewater treatment, water reuse, laboratory analysis, industrial pretreatment program, and environmental compliance for wastewater, biosolids, and stormwater. The Division also supports utility master planning, wetland area management, solid waste, and water conservation.

Environmental compliance staff provides operation of the Ellis Creek Water Recycling Facility (ECWRF), regulatory and program management of the industrial pretreatment program, MS4 (municipal separate sewer and storm drain system) stormwater permit, and sampling and testing for water, wastewater and storm water programs. Staff works with the Regional Water Quality Control Board (RWQCB) for compliance with 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.

Staff also manages water conservation as outlined in the Water Conservation Plan and the City's Water Conservation Ordinance, which reduces water use by existing customers and assures that new developments utilize most water efficient technology and systems. Community awareness and support for conservation is promoted through a variety of incentive and rebate programs.

The ECWRF, with an average dry and wet weather design capacity of 6.7 million gallons per day (mgd) and 36 mgd, respectively, treats the domestic, commercial, and industrial wastewater generated within the City's service area including Penngrove. Operations staff operates and maintains the treatment system, recycled water system, and sewer collection system pump stations. Tertiary treated recycled wastewater is delivered 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, city parks, greenbelts, the airport, and ECWRF buildings. Operations staff coordinates with users, monitor irrigation, prepare an annual regulatory report, and assist in the development of capital improvements for ECWRF facilities.

2014-2015 ACCOMPLISHMENTS and HIGHLIGHTS

- Produced 729 million gallons of recycled water, treated 1.962 billion gallons of wastewater and managed 9,170 tons of biosolids for the preceding 12 months.
- Expanded urban recycled water distribution pipelines to serve Casa Grande High School, thus offsetting potable water use.
- Completed the rehabilitation of the Wilmington sewer pump station and the recycled water pump station, resulting in better performance and reduced energy costs.
- Conducted 12 conservation workshops, events, 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 160,480 square feet of turf into low water use gardens. This results in over 4.0 million gallons of water savings.
- Began the installation of new ECWRF influent screens to more effectively remove rags and disposable wipes that detrimentally impact operations of the treatment plant.
- Completed an engineering assessment of the liquids and solids treatment processes at ECWRF.
- Initiated a groundwater study of the Petaluma Valley groundwater basin with the United States Geological Survey and the Sonoma County Water Agency.

2015-2016 GOALS and PRIORITIES

- Design and begin construction of upgrades to the solids treatment processes at the ECWRF including treatment of high strength waste.
- Explore options for upgrading the liquids treatment train at ECWRF, including oxidation ditches, clarifiers, and polishing wetlands, and identify projects for optimization.
- Expand the recycled water delivery system to service additional urban areas for potable water offset and additional agricultural customers in the vicinity of ECWRF.
- Update the Sanitary Sewer Master Plan.
- Pursue funding opportunities for ECWRF optimization, recycled water expansion, and sustainable reuse of food waste, high strength waste, and wastewater biosolids.
- Improve operation of wetlands and enhance habitat functionality of waterways by removing excess vegetation in polishing ponds and Shollenberger decant channel.
- Complete the groundwater study of the Petaluma Valley groundwater basin with the United States Geological Survey and the Sonoma County Water Agency and begin preparation of a groundwater management plan.
- Develop technical and financial foundation for a dedicated stormwater funding program, i.e. Stormwater Utility.
- Expand the Mulch Madness program to reduce irrigation demands of commercial turf areas and incentivize the installation of mixed use water meters for metering irrigation water separately.
- Develop an in-house waste recycling program and procurement process to expand use of recycled materials in City projects and programs.
- Implement new state regulations for water use restrictions during the drought.

WASTE WATER PUMP STATIONS

ADOPTED BUDGET

A Waste Water Pump Station budget of \$592,862 is recommended for 2015/16. This is an increase of \$43,002 over 2014/15.

Salaries and Benefits are recommended at \$197,862, an increase of \$43,002 over 2014/15. This reflects the increases in PERS, workers compensation and adjustments for those employees advancing in the salary step range. This also includes partial funding for an Engineering Technician and Water Recycle Plant Operator II/III.

Services and Supplies of \$395,000 are recommended, no change from 2014/15.

POLICY OPTIONS

None

<u>66250 WASTE WATER SEWAGE PUMP STATIONS</u>	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Revised</u>	<u>2016 Budget</u>
SALARY	-	-	106,397	131,800
BENEFITS	-	-	48,463	66,062
SUPPLIES	-	-	50,000	50,000
PROF SERVICES, MAINT, REPAIR	-	-	155,000	134,800
UTILITIES, RENT, TRAINING	-	-	190,000	210,200
WASTE WATER SEWAGE PUMP STATIONS	-	-	549,860	592,862

WASTE WATER INDUSTRIAL

ADOPTED BUDGET

A Waste Water Industrial budget of \$425,403 is recommended for 2015/16. This is an increase of \$4,496 over 2014/15.

Salaries and Benefits are recommended at \$123,403, a decrease of \$15,504 from 2014/15. This represents the re-allocation of positions from other funds.

Services and Supplies of \$302,000 are recommended, which represents an increase of \$20,000 from 2014/15. This represents an increase in Supplies and a slight increase in professional services.

POLICY OPTIONS

Increase funds in the Industrial Pretreatment program budget line item for Lab Testing Services to compensate for increased monitoring requirements for NPDES permit renewal, industrial monitoring associated with capacity fee investigations, and industrial permit compliance. Increase funds to replace the industrial pretreatment van that has exceeded its useful service life and major repairs are imminent.

66400 WASTE WATER INDUSTRIAL	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	71,480	80,224	96,226	89,226
BENEFITS	21,027	31,293	42,681	34,177
SUPPLIES	47,160	48,359	56,650	72,650
PROF SERVICES, MAINT, REPAIR	220,937	156,027	204,500	208,000
INTRAGOVERNMENTAL SERVICES	4,250	4,250	-	-
UTILITIES, RENT, TRAINING	1,758	3,399	5,550	6,050
ADVERTISING, PROMOTION, DEBT	775	15	300	300
CAPITAL EXPENDITURES	-	-	15,000	15,000
WASTE WATER INDUSTRIAL	367,387	323,567	420,907	425,403

WASTE WATER RECLAMATION

ADOPTED BUDGET

A Waste Water Reclamation budget of \$1,108,182 is recommended for 2015/16. This is an increase of \$7,548 over 2014/15.

Salaries and Benefits are recommended at \$313,182, an increase of \$7,548 from 2014/15. This represents the re-allocation of positions to other funds. This also includes partial funding for an Engineering Technician and Water Recycle Plant Operator II/III.

Services and Supplies of \$795,000 are recommended, no change from 2014/15.

POLICY OPTIONS

None

<u>66500 WASTE WATER RECLAMATION</u>	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Revised</u>	<u>2016 Budget</u>
SALARY	127,748	121,166	215,417	215,191
BENEFITS	(5,119)	44,110	90,217	97,991
SUPPLIES	98,825	45,264	100,000	120,000
PROF SERVICES, MAINT, REPAIR	446,659	363,968	545,000	565,000
INTRAGOVERNMENTAL SERVICES	7,400	7,400	-	-
UTILITIES, RENT, TRAINING	106,786	68,128	117,000	110,000
ADVERTISING, PROMOTION, DEBT	769	-	-	-
CAPITAL EXPENDITURES	-	-	33,000	-
WASTE WATER RECLAMATION	783,068	650,036	1,100,634	1,108,182

WASTE WATER ELLIS CREEK OPERATIONS

ADOPTED BUDGET

A Waste Water Ellis Creek operations budget of \$5,270,747 is recommended for 2015/16. This is a decrease of \$34,775 from 2014/15.

Salaries and Benefits are recommended at \$1,596,227, an increase of \$28,028 from 2014/15. This represents the re-allocation of positions to other funds. This also includes partial funding for a Water Recycle Plant Operator II/III.

Services and Supplies of \$3,674,520 are recommended, a decrease of \$62,803 from 2014/15. This represents a decrease in Intragovernmental Charges.

POLICY OPTIONS

None

<u>66700 WASTE WATER ELLIS CREEK OPERATIONS</u>	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Revised</u>	<u>2016 Budget</u>
SALARY	1,087,713	948,050	1,101,705	1,106,777
BENEFITS	343,369	358,672	466,493	489,450
SUPPLIES	625,567	647,004	728,500	766,000
PROF SERVICES, MAINT, REPAIR	925,879	905,119	1,134,500	1,173,500
INTRAGOVERNMENTAL SERVICES	255,930	291,880	291,824	229,020
UTILITIES, RENT, TRAINING	880,546	1,047,845	1,428,000	1,402,000
ADVERTISING, PROMOTION, DEBT	3,868	3,384	4,000	4,000
CAPITAL EXPENDITURES	-	-	150,500	100,000
WASTE WATER ELLIS CREEK OPERATIONS	4,122,872	4,201,954	5,305,522	5,270,747

WATER CONSERVATION

ADOPTED BUDGET

A Water Conservation budget of \$716,171 is recommended for 2015/16. This is a decrease of \$39,309 from 2014/15.

Salaries and Benefits are recommended at \$220,495, a decrease of \$50,585 from 2014/15. This represents the re-allocation of positions to other funds.

Services and Supplies of \$495,676 are recommended, an increase of \$11,276 from 2014/15. This represents an increase in Intragovernmental Charges.

POLICY OPTIONS

None

67200 WATER CONSERVATION	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	93,882	98,434	169,296	157,061
BENEFITS	32,595	34,907	101,784	63,434
SUPPLIES	25	90	400	2,000
PROF SERVICES, MAINT, REPAIR	291,346	340,388	478,000	475,000
INTRAGOVERNMENTAL SERVICES	53,040	46,770	-	11,676
UTILITIES, RENT, TRAINING	3,339	4,558	6,000	7,000
ADVERTISING, PROMOTION, DEBT	-	218	-	-
WATER CONSERVATION	474,227	525,365	755,480	716,171

SOLID WASTE CONTRACT MANAGEMENT

ADOPTED BUDGET

A Solid Waste Contract Management budget of \$47,803 is recommended for 2015/16. This is a slight increase of \$1,431 from 2014/15.

Salaries and Benefits are recommended at \$41,606, a decrease of \$2,908 from 2014/15. This represents the re-allocation of positions to other funds.

Services and Supplies of \$6,197 are recommended, an increase of \$4,339 from 2014/15. This represents an increase in professional services.

POLICY OPTIONS

None

<u>24113 SOLID WASTE CONTRACT MGT</u>	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Revised</u>	<u>2016 Budget</u>
SALARY	-	31,345	30,539	29,149
BENEFITS	-	13,168	13,975	12,457
PROF SERVICES, MAINT, REPAIR	-	-	-	5,000
INTRAGOVERNMENTAL SERVICES	-	-	1,858	1,197
SOLID WASTE CONTRACT MGT	-	44,513	46,372	47,803

OPERATIONS

Operations includes maintenance of streets and signage, water distribution and pumping systems, sewer collection system, storm water facilities and fleet equipment; and operations of airport and marina facilities, including D Street Bridge.

The street crew performs pothole-patching, overlays, trench repair, crack sealing, weed abatement, debris removal, and flood response. Typically, crews apply fifteen to twenty tons of asphalt per week during the winter season and two hundred to four hundred tons per week during the summer season. Streets staff provides on-call service to operate the D Street Bridge. Fleet mechanics maintain and repair many of the City's vehicles and equipment. 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 water pump stations, ten active storage reservoirs with 10.1 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. They perform operation and maintenance of twenty-one wells of which six are active, five are on standby, and 10 are inactive; water pump stations and reservoirs. Water crews 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, reduce leaks, and increase system efficiency. Water crews manage the cross-connection control program to protect from outside contamination in compliance with the California Department of Health Services regulations.

Customer Service staff answers customer billing inquiries, reads meters, responds to field service orders, conducts water turn-ons and shut-offs, and supports the utility billing system. Staff read over 19,700 City water meters every 30 days, perform minor meter and leak repairs, and working closely with the Finance Department to investigate and resolve customer-billing inquiries.

Stormwater crews clear, clean, and maintain the storm water drainage system consisting of approximately 780 storm drain catch basins, culverts and open ditches. Storm water management includes a flood alert system and storm water pump stations located at Payran, Vallejo and Wilson Streets.

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 the interior of pipes with remote control TV cameras and repair or clean lines using a high pressure water jet vacuum truck.

The Petaluma Municipal Airport records approximately 60,000 take-offs and landings 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 Avgas service, and jet fuel is available on-call. The automated weather observation system and a ground communication outlet are safety features important to attract charter aircraft business.

Under contract, the Harbormaster manages the Petaluma Marina and the Turning Basin. The Marina rents 167 berths in varying size from 22' – 40' and has an overall occupancy average of 60%. The Turning Basin has over 60 berths available for non-live-aboard daily or monthly rentals, and temporary transient moorings.

2014-2015 ACCOMPLISHMENTS and HIGHLIGHTS

- Successfully overlaid 5 complete streets, two courts and five partial streets, replaced traffic and street signs throughout the city, replaced and installed new traffic marking buttons and crack sealed fifty-one streets.
- Social media for Public Works has shown dividends by informing citizens of sidewalk and tree responsibilities thus seeing more positive response to correction letters.
- Cleaned 275,489 feet of sewer pipelines, and TV'd 78,040 feet of sewer pipeline.
- Distributed 2.170 billion gallons of potable water equivalent to 5.9 mgd with 8 million gallons from local supply and remaining from Sonoma County Water Agency.
- Inspected 45,307 feet of storm channels and removed 207 cubic yards of debris from storm channels.
- Completed the Mission Street water main replacement project.
- Completed major sewer pipe replacements on Cherry Street, Wallace Court, Phillips Street, Middlefield, McNear, including backyards, and Kent between Liberty and Kentucky.
- Completed 1,000 feet of 6-inch water main on West Street.
- Removed and replaced 2-inch water service on H Street.
- Operated water system for over one week with Paula Lane tank offline to allow for inspection and design of improvements.
- Operated the D Street Bridge for approximately 600 recreational and 40 commercial vessels. Street crew replaced bridge house trim and installed fencing under the bridge to alleviate homeless camping.
- Continued enforcement of existing City Waterways Ordinance and Marina Regulations including termination of slip lease agreements for serious violations.
- Servicing and repairing small equipment in lieu of outsourcing and replaced multi department high mileage daily use vehicles with low mileage low usage vehicles to reduce fleet and repair costs.
- Completed Runway Pavement Rehabilitation and Overlay Project.
- Completing new fueling facility at City Marina.

2015-2016 GOALS and PRIORITIES

- Update the Airport Layout Plan to reflect future Federal Aviation Administration grant funded projects.
- Update and Repair Airport terminal to better serve tenants and visiting aircraft.
- Change zoning at the west end of the airfield from Aircraft Storage to Aviation Commercial and complete the Airport business model to attract aviation related businesses.
- Replace 8-inch water main from N. McDowell to Sutter to tie-in the existing 18-inch water main.
- Replace a 12-inch water main from Lakeville Road to B. Street.
- Implement leak detection to reduce water losses.
- Replace pump at Stony Point and La Tercera wells, and outfit McDowell well.
- Implement a new CMMS (computerized maintenance management system) for all field operation crews including backflow prevention program.
- Implement sidewalk repair and replacement program starting with City downtown areas.
- Upgrade City well facilities and increase capacity to meet SCWA goal of 40% local production capability during droughts and other water delivery curtailments.
- Refinish Paula Lane reservoir and re-roof Oak Hill Reservoir.
- Amend Marina fees and agreements, including a live-aboard addendum. Implement new live-aboard fees to increase Marina revenues.

AUTO/EQUIP MAINTENANCE SHOP

ADOPTED BUDGET

An Auto/Equip Maintenance Shop budget of \$217,030 is recommended for 2015/16. This is an increase of \$29,093 from 2014/15.

Salaries and Benefits are recommended at \$200,730, an increase of \$29,293 from 2014/15. This reflects the increases in PERS, workers compensation and adjustments for those employees advancing in the salary step range.

Services and Supplies of \$16,300 are recommended, a slight decrease of \$200.

POLICY OPTIONS

None

<u>16400 PUB WORKS AUTO/EQUIP MAINT SHOP</u>	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Revised</u>	<u>2016 Budget</u>
SALARY	159,561	117,016	119,092	138,888
BENEFITS	54,782	47,345	52,345	61,842
SUPPLIES	101	12,153	9,180	9,400
PROF SERVICES, MAINT, REPAIR	6,686	7,674	4,120	4,000
UTILITIES, RENT, TRAINING	354	361	2,100	1,800
ADVERTISING, PROMOTION, DEBT	1,085	1,110	1,100	1,100
PUB WORKS AUTO/EQUIP MAINT SHOP	222,569	185,659	187,937	217,030

DOWNTOWN STREETS/SIDEWALKS MAINTENANCE

ADOPTED BUDGET

A Downtown Street and Sidewalks Maintenance budget of \$136,000 is recommended for 2015/16. This is a decrease of \$85,000 from 2014/15.

Services and Supplies of \$136,000 are recommended, a decrease of \$85,000 from 2014/15. This represents a non-recurring appropriation from 2014/15.

POLICY OPTIONS

None

16550 DOWNTOWN STREETS/SIDEWALKS MAINT	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
PROF SERVICES, MAINT, REPAIR	-	31,872	136,000	136,000
ADVERTISING, PROMOTION, DEBT	-	81	85,000	-
DOWNTOWN STREETS/SIDEWALKS MAINT	-	31,953	221,000	136,000

PUBLIC WORKS TURNING BASIN/D ST BRIDGE

ADOPTED BUDGET

A Public Works Turning Basin and D St Bridge budget of \$34,238 is recommended for 2015/16; an increase of \$2,183.

Salaries and Benefits are recommended at \$7,438, an increase of \$1,683 from 2014/15. This reflects the increases in PERS, workers compensation and adjustments for those employees advancing in the salary step range.

Services and Supplies of \$26,800 are recommended, a slight increase of \$500 for utilities.

POLICY OPTIONS

None

16600 PUB WORKS TURNING BASIN/D ST BRIDGE	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	-	-	3,611	5,253
BENEFITS	-	-	2,144	2,185
SUPPLIES	1,735	2,195	2,300	2,300
PROF SERVICES, MAINT, REPAIR	-	26,509	16,500	16,500
UTILITIES, RENT, TRAINING	9,111	6,262	7,500	8,000
PUB WORKS TURNING BASIN/D ST BRIDGE	10,846	34,966	32,055	34,238

GAS TAX

ADOPTED BUDGET

A Gas Tax budget of \$1,907,831 is recommended for 2015/16. This is an increase of \$707,231 from 2014/15.

Transfers Out is recommended at \$1,873,262, an increase of \$707,231. This represents an increased transfer to the Street Maintenance Fund to fund operating and capital expenditures.

POLICY OPTIONS

None

<u>24100 GAS TAX</u>	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Revised</u>	<u>2016 Budget</u>
PROF SERVICES, MAINT, REPAIR	31,155	33,613	32,000	34,382
INTRAGOVERNMENTAL SERVICES	1,000	1,000	-	187
TRANSFERS	1,150,474	1,250,000	1,168,600	1,873,262
GAS TAX	1,182,629	1,284,613	1,200,600	1,907,831

STREET MAINTENANCE (HUT)

ADOPTED BUDGET

A Street Maintenance budget of \$2,367,033 is recommended for 2015/16. This is a decrease of \$552,739 from 2014/15.

Salaries and Benefits are recommended at \$967,557, a decrease of \$85,931 from 2014/15. This reflects a movement of salary and benefits previously budgeted in the Street Fund to other funds.

Services and Supplies of \$832,476 are recommended, an increase of \$39,342. This represents increased utilities and Intragovernmental charges.

Transfers Out is recommended at \$567,000, a decrease of 506,150. This is due to decreased capital projects funded by Street Maintenance due to declining revenue anticipated in coming years.

POLICY OPTIONS

Significant decrease in gas tax (HUT) revenue anticipated, resulting in reduction of capital spending for street maintenance projects.

24110 STREET MAINTENANCE (HUT)	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	716,173	778,123	661,079	626,843
BENEFITS	293,949	402,171	392,409	340,714
SUPPLIES	488,358	394,073	302,000	356,200
PROF SERVICES, MAINT, REPAIR	15,043	188,583	209,390	160,300
INTRAGOVERNMENTAL SERVICES	102,190	133,000	203,934	233,876
UTILITIES, RENT, TRAINING	61,954	54,303	61,000	81,100
ADVERTISING, PROMOTION, DEBT	59,296	951	1,000	1,000
CAPITAL EXPENDITURES	18,403	-	15,810	-
TRANSFERS	1,269,360	148,691	1,073,150	567,000
STREET MAINTENANCE (HUT)	3,024,726	2,099,895	2,919,772	2,367,033

STREET SIGNS AND MARKINGS

ADOPTED BUDGET

A Street Signs and Markings budget of \$611,137 is recommended for 2015/16. This is an increase of \$123,568 from 2014/15.

Salaries and Benefits are recommended at \$444,276, an increase of \$138,297 from 2014/15.

Services and Supplies of \$166,861 are recommended, a decrease of \$14,729. This represents supplies cost budgeted.

POLICY OPTIONS

None

<u>24111 STREET SIGNS AND MARKINGS</u>	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Revised</u>	<u>2016 Budget</u>
SALARY	288,129	196,028	209,138	291,104
BENEFITS	110,205	82,828	96,841	153,172
SUPPLIES	102,468	139,664	99,400	85,200
PROF SERVICES, MAINT, REPAIR	3,815	13,393	50,000	56,800
INTRAGOVERNMENTAL SERVICES	-	-	29,690	24,361
UTILITIES, RENT, TRAINING	728	-	500	500
CAPITAL EXPENDITURES	-	-	2,000	-
STREET SIGNS AND MARKINGS	505,345	431,913	487,569	611,137

WASTE WATER COLLECT SYSTEM

ADOPTED BUDGET

A Waste Water Collect System budget of \$1,213,568 is recommended for 2015/16. This is a decrease of \$119,798 from 2014/15.

Salaries and Benefits are recommended at \$786,918 a decrease of \$10,798 from 2014/15.

Services and Supplies of \$426,650 are recommended, a decrease of \$109,000. This represents a decrease in professional services cost.

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POLICY OPTIONS

None

<u>66200 WASTE WATER COLLECT SYSTEM</u>	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Revised</u>	<u>2016 Budget</u>
SALARY	605,968	634,490	563,944	556,147
BENEFITS	188,270	235,439	233,772	230,771
SUPPLIES	133,058	103,065	126,000	126,000
PROF SERVICES, MAINT, REPAIR	325,140	169,908	260,000	165,000
INTRAGOVERNMENTAL SERVICES	24,650	24,650	-	-
UTILITIES, RENT, TRAINING	205,926	174,839	23,400	9,400
ADVERTISING, PROMOTION, DEBT	-	-	15,000	15,000
CAPITAL EXPENDITURES	-	-	111,250	111,250
WASTE WATER COLLECT SYSTEM	1,483,012	1,342,391	1,333,366	1,213,568

WASTE WATER CUSTOMER SERVICE

ADOPTED BUDGET

A Waste Water Customer Service budget of \$112,800 is recommended for 2015/16. This is a decrease of \$3,000 from 2014/15.

Services and Supplies of \$112,800 are recommended, a decrease of \$3,000. This represents a decrease in capital expenditures.

POLICY OPTIONS

None

66300 WASTE WATER CUSTOMER SVC	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	160,805	144,346	-	-
BENEFITS	(5,231)	44,597	-	-
SUPPLIES	621	294	1,000	800
PROF SERVICES, MAINT, REPAIR	72,152	76,348	77,800	80,000
INTRAGOVERNMENTAL SERVICES	6,400	6,400	-	-
UTILITIES, RENT, TRAINING	-	285	-	-
ADVERTISING, PROMOTION, DEBT	(25,613)	(2,232)	34,000	32,000
CAPITAL EXPENDITURES	-	-	3,000	-
WASTE WATER CUSTOMER SVC	209,134	270,038	115,800	112,800

WASTE WATER STORM DRAIN

ADOPTED BUDGET

A Waste Water Storm Drain budget of \$196,274 is recommended for 2015/16. This is a decrease of \$7,358 from 2014/15.

Salaries and Benefits are recommended at \$117,774, no change from 2014/15.

Services and Supplies of \$78,500 are recommended, a decrease of \$7,358. This represents a slight decrease in professional services and supplies.

POLICY OPTIONS

None

66600 WASTE WATER STORM DRAIN	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	130,532	59,667	80,050	80,002
BENEFITS	34,028	22,391	37,682	37,772
SUPPLIES	12,528	25,500	28,750	24,750
PROF SERVICES, MAINT, REPAIR	7,137	11,228	18,500	16,500
INTRAGOVERNMENTAL SERVICES	6,625	6,625	-	-
UTILITIES, RENT, TRAINING	2,878	1,748	4,900	3,500
CAPITAL EXPENDITURES	-	-	33,750	33,750
WASTE WATER STORM DRAIN	193,728	127,159	203,632	196,274

WATER CUSTOMER SERVICES

ADOPTED BUDGET

A Water Customer Services budget of \$672,695 is recommended for 2015/16. This is an increase of \$204,360 from 2014/15.

Salaries and Benefits are recommended at \$298,175, no change from 2014/15.

Services and Supplies of \$374,520 are recommended, an increase of \$204,360. This represents an increase in Intragovernmental charges.

POLICY OPTIONS

None

<i>67300 WATER CUSTOMER SERVICES</i>	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
SALARY	355,068	355,961	194,643	194,653
BENEFITS	93,927	145,235	103,392	103,522
SUPPLIES	3,930	1,833	7,500	7,500
PROF SERVICES, MAINT, REPAIR	86,160	86,155	102,800	113,000
INTRAGOVERNMENTAL SERVICES	207,600	243,840	-	207,220
UTILITIES, RENT, TRAINING	198	484	1,000	800
ADVERTISING, PROMOTION, DEBT	24,980	2,426	56,000	46,000
CAPITAL EXPENDITURES	-	-	3,000	-
WATER CUSTOMER SERVICES	771,863	835,934	468,335	672,695

WATER LEAK DETECT/CROSS CONNECT

ADOPTED BUDGET

A Water Leak Detect/Cross Connect budget of \$120,952 is recommended for 2015/16. This is a decrease of \$4,941 from 2014/15.

Salaries and Benefits are recommended at \$109,952, no change from 2014/15.

Services and Supplies of \$11,000 are recommended, a decrease of \$4,941. This represents a decrease in Capital Expenditures.

POLICY OPTIONS

None

67400 WATER LEAK DETECT/CROSS CONNECT	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	78,670	79,081	72,254	72,259
BENEFITS	30,199	37,596	37,639	37,693
SUPPLIES	216	1,208	6,500	6,500
PROF SERVICES, MAINT, REPAIR	856	1,656	3,000	3,000
INTRAGOVERNMENTAL SERVICES	2,850	2,850	-	-
UTILITIES, RENT, TRAINING	2,000	60	1,500	1,500
CAPITAL EXPENDITURES	-	-	5,000	-
WATER LEAK DETECT/CROSS CONNECT	114,791	122,451	125,893	120,952

WATER PUMPING

ADOPTED BUDGET

A Water Pumping budget of \$569,250 is recommended for 2015/16. No change from 2014/15.

POLICY OPTIONS

None

67500 WATER PUMPING	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	4,093	-	-	-
BENEFITS	(7,857)	(304)	-	-
SUPPLIES	33,348	34,579	318,250	318,250
PROF SERVICES, MAINT, REPAIR	43,984	82,657	130,000	130,000
INTRAGOVERNMENTAL SERVICES	1,600	1,600	-	-
UTILITIES, RENT, TRAINING	7,074	8,419	121,000	121,000
WATER PUMPING	82,242	126,951	569,250	569,250

WATER SOURCE OF SUPPLY

ADOPTED BUDGET

A Water Source of Supply budget of \$6,950,000 is recommended for 2015/16. No change from 2014/15.

POLICY OPTIONS

None

67600 WATER SOURCE OF SUPPLY	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SUPPLIES	6,331,083	6,489,405	6,950,000	6,950,000
PROF SERVICES, MAINT, REPAIR	9,430	1	-	-
INTRAGOVERNMENTAL SERVICES	33,950	33,950	-	-
WATER SOURCE OF SUPPLY	6,374,463	6,523,356	6,950,000	6,950,000

WATER TRANSMISSION AND DISTRIBUTION

ADOPTED BUDGET

A Water Transmission and Distribution budget of \$2,508,750 is recommended for 2015/16. This is an increase of \$44,837 from 2014/15.

Salaries and Benefits are recommended at \$1,549,750, an increase of \$33,837 from 2014/2015.

Services and Supplies of \$959,000 are recommended, an increase of \$11,000. This represents an increase in Capital expenditures for the Purchase of a skid steer bobcat to increase efficiency of field maintenance operations and rent to street operations for paving and patching services.

POLICY OPTIONS

None

<u>67700 WATER TRANSMISSION & DISTRIBUTION</u>	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Revised</u>	<u>2016 Budget</u>
SALARY	968,696	1,041,482	1,047,906	1,073,696
BENEFITS	299,406	452,880	468,007	476,054
SUPPLIES	871,829	374,204	513,000	572,000
PROF SERVICES, MAINT, REPAIR	237,911	144,420	239,000	162,000
INTRAGOVERNMENTAL SERVICES	45,200	45,200	-	-
UTILITIES, RENT, TRAINING	90,422	112,452	16,000	16,000
ADVERTISING, PROMOTION, DEBT	7,104	14,928	-	9,000
CAPITAL EXPENDITURES	-	-	180,000	200,000
WATER TRANSMISSION & DISTRIBUTION	2,520,568	2,185,566	2,463,913	2,508,750

AIRPORT ADMIN/OPERATIONS

ADOPTED BUDGET

An Airport Admin/Operations budget of \$1,104,982 is recommended for 2015/16. This is a decrease of \$843,348 from 2014/15.

Salaries and Benefits are recommended at \$161,424, a decrease of \$38,446 from 2014/2015. This is a result of the re-allocation of a Senior Civil Engineer.

Services and Supplies of \$943,558 are recommended, an increase of \$140,098. This represents an increase in Intragovernmental charges and professional services related the Airport Layout Plan Update which is eligible for a Grant from the Federal Aviation Administration.

Transfers Out is budgeted at \$0 in 2015/2016, a decrease of \$945,000. This represents a decrease in capital project activity directly affecting the transfers out that fund CIP projects.

POLICY OPTIONS

None

61100 AIRPORT ADMIN/OPERATIONS	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	104,382	108,583	144,251	111,456
BENEFITS	34,137	41,593	55,619	49,968
SUPPLIES	14,308	12,520	8,400	9,500
PROF SERVICES, MAINT, REPAIR	82,205	102,495	53,885	189,585
INTRAGOVERNMENTAL SERVICES	98,510	103,480	110,880	125,778
UTILITIES, RENT, TRAINING	32,999	49,901	59,375	49,100
ADVERTISING, PROMOTION, DEBT	901,299	657,865	570,920	569,595
TRANSFERS	-	8,250	945,000	-
AIRPORT ADMIN/OPERATIONS	1,267,840	1,084,687	1,948,330	1,104,982

AIRPORT FUELING

ADOPTED BUDGET

An Airport Fueling budget of \$705,000 is recommended for 2015/16. This is a decrease of \$74,000 from 2014/15.

Services and Supplies of \$705,000 are recommended, a decrease of \$74,000 caused by a reduction in fuel costs.

POLICY OPTIONS

None

61200 AIRPORT FUELING	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SUPPLIES	703,691	681,637	731,400	653,500
PROF SERVICES, MAINT, REPAIR	23,630	19,521	21,000	24,000
INTRAGOVERNMENTAL SERVICES	4,500	4,500	-	-
ADVERTISING, PROMOTION, DEBT	1,420	2,645	1,600	2,500
CAPITAL EXPENDITURES	-	-	25,000	25,000
AIRPORT FUELING	733,241	708,303	779,000	705,000

AIRPORT HANGERS

ADOPTED BUDGET

An Airport Hangers budget of \$25,400 is recommended for 2015/16. This is a decrease of \$21,400 from 2014/15.

Services and Supplies of \$25,400 are recommended, a decrease of \$21,400. This represents a decrease in professional services costs.

POLICY OPTIONS

None

61300 AIRPORT HANGARS	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SUPPLIES	166	-	-	-
PROF SERVICES, MAINT, REPAIR	5,406	7,274	28,800	6,600
INTRAGOVERNMENTAL SERVICES	500	500	-	-
UTILITIES, RENT, TRAINING	27,600	17,219	18,000	18,800
AIRPORT HANGARS	33,672	24,993	46,800	25,400

MARINA ADMIN/OPERATIONS

ADOPTED BUDGET

A Marina budget of \$313,589 is recommended for 2015/16. This is an increase of \$6,634 from 2014/15.

Salaries and Benefits are recommended at \$37,075, no change from 2014/2015.

Services and Supplies of \$276,514 are recommended, an increase of \$6,634. This represents an increase in Intragovernmental Charges.

POLICY OPTIONS

None

<u>64100 MARINA ADMIN/OPERATIONS</u>	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Revised</u>	<u>2016 Budget</u>
SALARY	15,473	27,029	30,607	30,411
BENEFITS	1,827	6,001	6,724	6,664
SUPPLIES	19,421	10,429	18,400	19,000
PROF SERVICES, MAINT, REPAIR	92,730	103,086	73,500	72,500
INTRAGOVERNMENTAL SERVICES	42,210	44,330	64,424	85,714
UTILITIES, RENT, TRAINING	103,680	75,026	95,800	82,800
ADVERTISING, PROMOTION, DEBT	253,366	222,438	17,500	16,500
MARINA ADMIN/OPERATIONS	528,707	488,339	306,955	313,589

PARKS AND FACILITIES MAINTENANCE

Parks and Facilities Maintenance Division maintains and repairs City facilities, including Heating Ventilation and Air Conditioning equipment (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, Putnam Plaza restroom, Water Field Office and Ellis Creek Water Recycling Facility. The division also maintains 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. The division manager serves as the City arborist and 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. 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 responds to requests from the public.

2014-2015 ACCOMPLISHMENTS and HIGHLIGHTS

- The Adopt-A-Park program and other volunteer efforts significantly helped improve public facilities, including: Petaluma Youth Soccer League volunteers helped fill cracks and holes in several playing fields. Neighbors of Southgate Park have begun maintenance work. Volunteers are reviewing plans to make improvements at McNear Park. Youth Commission volunteers refurbished several large picnic tables at the Swim Center. Eagle Scouts painted the wall at Anna's Meadows Park and helped clear the Lynch Creek trail of vegetation. The Mothers Club spread mulch near the new playground structure at Meadowview Park and installed picnic tables. At Center Park, volunteers doubled the brick paved area and installed 6 new benches. They also planted new landscaping and, as part of the Arbor Day celebrations, planted a redwood tree to replace the one removed in 2013. The Walnut Park improvement project, spearheaded and funded by the Petaluma Service Clubs Alliance in partnership with the City, was completed, including replacing the asphalt paths with concrete, installing new benches and a drinking fountain, and re-sodding large areas. The Wiseman Park restroom was constructed with donated funds.
- Groomed and renovated the synthetic turf field at Luchessi Park.
- Completed the first phase of East Washington Park comprising three multi-use synthetic sports fields, lighting and parking. Acquired new equipment to maintain artificial fields.
- The Community Center Assembly Room carpet was replaced with new vinyl tiles.
- Prince, Wiseman, Arroyo and Southgate Parks converted to recycled water system.

2015-2016 GOALS and PRIORITIES

- Improve ADA accessibility at all park playgrounds.
- Expand Adopt-A-Park and volunteer program and secure donations and funding for playground equipment replacement.
- Resurface tennis courts.
- Complete Community Center roof rehabilitation
- Complete the second phase of building East Washington Park sports fields.
- Replace Miwok Park play-structure.
- Convert parks and LADs to recycled water when available.
- Establish a routine maintenance schedule to swap and rake all artificial playing fields.
- Continue downtown beautification program and sidewalk cleaning for health purposes.
- Used 19 million gallons of reclaimed water on parks and open space.

PUBLIC WORKS BLDG/FACILITY MAINTENANCE

ADOPTED BUDGET

A Public Works Bldg/Facility Maintenance budget of \$669,481 is recommended for 2015/16. This is an increase of \$28,890 from 2014/15.

Salaries and Benefits are recommended at \$223,831, an increase of \$16,390 from 2014/15.

Services and Supplies of \$445,650 are recommended for 2015/16, an increase of \$12,500 from 2014/15. This represents an increase in supplies costs.

POLICY OPTIONS

None

<u>16300 PUB WORKS BLDG/FACILITY MAINTENANCE</u>	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Revised</u>	<u>2016 Budget</u>
SALARY	188,008	152,933	143,604	151,624
BENEFITS	58,798	59,886	63,837	72,207
SUPPLIES	61,813	70,142	54,600	67,800
PROF SERVICES, MAINT, REPAIR	218,556	232,732	263,150	263,750
UTILITIES, RENT, TRAINING	118,571	130,838	115,400	114,100
ADVERTISING, PROMOTION, DEBT	-	150	-	-
PUB WORKS BLDG/FACILITY MAINTENANCE	645,746	646,681	640,591	669,481

PUBLIC WORKS PARKS MAINTENANCE

ADOPTED BUDGET

A Public Works Parks Maintenance budget of \$1,555,474 is recommended for 2015/16. This is an increase of \$24,271 from 2014/15.

Salaries and Benefits are recommended at \$852,274, an increase of \$24,271 from 2014/15. This is due to a new seasonal position dedicated to maintenance of artificial turf playing fields.

Services and Supplies of \$703,200 are recommended for 2015/16, no change from 2014/15.

POLICY OPTIONS

None

<u>16540 PUB WORKS PARKS MAINTENANCE</u>	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Revised</u>	<u>2016 Budget</u>
SALARY	524,407	594,665	583,007	595,674
BENEFITS	196,500	230,059	244,996	256,600
SUPPLIES	132,254	132,459	125,300	126,500
PROF SERVICES, MAINT, REPAIR	124,938	143,814	111,000	131,975
UTILITIES, RENT, TRAINING	480,278	431,567	466,900	444,000
ADVERTISING, PROMOTION, DEBT	342	708	-	725
CAPITAL EXPENDITURES	-	15,019	-	-
PUB WORKS PARKS MAINTENANCE	1,458,719	1,548,291	1,531,203	1,555,474

PUBLIC WORKS LAD ADMIN/OPERATIONS

ADOPTED BUDGET

A Public Works LAD Admin/operations budget of \$316,459 is recommended for 2015/16. This is an increase of \$47,799 from 2014/15.

Salaries and Benefits are recommended at \$37,857, no change from 2014/15.

Services and Supplies of \$278,602 are recommended for 2015/16, an increase of \$47,799 from 2014/15. This represents an increase in professional services costs.

POLICY OPTIONS

None

<u>25100 LAD ADMIN/OPERATIONS</u>	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Revised</u>	<u>2016 Budget</u>
SALARY	26,125	26,229	25,938	25,941
BENEFITS	9,390	11,024	11,927	11,916
PROF SERVICES, MAINT, REPAIR	195,795	203,543	117,082	169,557
INTRAGOVERNMENTAL SERVICES	7,430	7,850	20,763	19,787
UTILITIES, RENT, TRAINING	126,606	119,878	81,078	89,258
ADVERTISING, PROMOTION, DEBT	13,037	-	11,872	-
LAD ADMIN/OPERATIONS	378,383	368,524	268,660	316,459

TRANSIT

Established in 1976, Petaluma Transit and Paratransit provide over 385,000 annual rides with a bus network operating along six fixed routes that run seven days per week. Expanded capacity is available at school bell times to accommodate high volumes of student riders at the local junior highs and high schools. Routes operate on 30, 60, and 75 minute headways weekdays from 6:15 am to 10:15 pm, Saturdays from 7:20 am to 10:15 pm, and Sundays from 8:20 am to 5:45 pm with limited holiday service. The Eastside Transit Center (ETC) at Maria Drive next to the Washington Square Shopping Center and Copeland Street Transit Mall compliment the service. Service is provided with a growing fleet of 11 modern, low-floor, fully accessible buses, many equipped with Wi-Fi.

Petaluma Paratransit provides approximately 22,000 door-to-door trips annually for people whose disabilities prevent them from utilizing fixed route buses. This service shares the same operating schedule as Petaluma Transit. Transit works with the Petaluma Transit Advisory Committee to set a strategy for transit improvements. Both the fixed route and paratransit systems are operated under contract to MV Transportation, Inc.

2014-2015 ACCOMPLISHMENTS and HIGHLIGHTS

- Grew fixed route transit ridership by 1.5% with additional weekend services and focused marketing activities.
- Placed into service two new paratransit vans in January 2015. Jointly procured a full CAD/AVL (computer dispatch/vehicle location) system and are implementing the system in late FY 14/15.
- Replaced on-board computers in Paratransit fleet as they exceeded useful life.
- Obtained new and expected to be ongoing grant funding in two new categories (TFCA and Cap and Trade/LCTOP) that will improve future transit funding projections, and increase reserves.
- Completed the fuel choice alternatives evaluation process, and developed detailed procurement specs for next order of (3) fixed route hybrid buses.
- Implemented a fare increase on both fixed route and paratransit services.
- Initiated paratransit training program in Spanish.

2015-2016 GOALS and PRIORITIES

- Grow fixed route transit ridership by 5% by further marketing recently expanded evening services.
- Complete installation and acceptance testing of comprehensive CAD/AVL (computer aided dispatch/automatic vehicle location) system on fixed route fleet.
- Order two new paratransit vans to replace two existing vans that have expended their useful lives.

- Complete pilot corridor of Transit Signal Priority (TSP) Project and monitor results. Award contract for Phase II TSP design contract, and procure equipment for the Phase II corridor E. Washington and D Street.
- Complete an update of the 2012 Short Range Transit Plan.
- Design and deliver Phase II of the Transit Facility Rehabilitation project, including extending bus parking areas, upgrading fences, gates, security access.

TRANSIT ADMINISTRATION

ADOPTED BUDGET

A Transit Administration budget of \$2,544,896 is recommended for 2015/16. This is an increase of \$195,505 from 2014/15.

Salaries and Benefits are recommended at \$320,077, an increase of \$122,192 from 2014/15. This represents a re-allocation of salary and benefits from other cost centers.

Services and Supplies of \$1,974,819 is recommended for 2015/16, an increase of \$563,313 from 2014/15. This represents an increase in maintenance parts budget due to aging of the current fleet, with most buses now out of warranty, and some expensive one-time part replacements anticipated on older buses in FY 15-16. An increase of \$20,000 for the Petaluma Transit phone system upgrade, \$200,000 for the Transit Facility Rehab Phase II project, and \$150,000 for MV Transportation contract to enable required keep up with system growth and longer service hours.

Transfers Out is \$250,000, a decrease of \$490,000 from 2014/15. This represents a decrease in CIP project activity and corresponding transfers to fund CIP projects.

POLICY OPTIONS

Petaluma Transit is expanding its revenues via TDA and other transit grants and expenditures to increase staffing within contract operations, cover increases in maintenance due to an aging fleet, and implement the phone system upgrades and Facility Rehab Phase II project.

65100 TRANSIT ADMIN	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	-	7,418	136,851	247,275
BENEFITS	-	2,510	61,034	72,802
SUPPLIES	33	364	11,200	9,000
PROF SERVICES, MAINT, REPAIR	80,293	341,754	1,284,500	1,584,100
INTRAGOVERNMENTAL SERVICES	70,950	70,950	40,658	73,803
UTILITIES, RENT, TRAINING	138	1,581	74,154	82,862
ADVERTISING, PROMOTION, DEBT	-	-	994	5,054
CAPITAL EXPENDITURES	-	-	-	220,000
TRANSFERS	98,854	1,540,007	740,000	250,000
TRANSIT ADMIN	250,268	1,964,584	2,349,391	2,544,896

CITY ROUTES

ADOPTED BUDGET

A City Routes budget of \$3,646,164 is recommended for 2015/16. This is an increase of \$2,039,883 from 2014/15.

Salaries and Benefits are \$0, a decrease of \$63,000 from 2014/15. This represents a re-allocation of salary and benefits to the admin cost center.

Services and Supplies of \$3,646,164 is recommended for 2015/16, an increase of \$2,102,883 from 2014/15. This represents an increase in maintenance parts budget due to aging of the current fleet, with most buses now out of warranty, and some expensive one-time part replacements anticipated on older buses in FY 15-16. An increase for the Petaluma Transit phone system upgrade, Transit Facility Rehab Phase II project, and MV Transportation contract to enable required keep up with system growth and longer service hours.

POLICY OPTIONS

Petaluma Transit is expanding its revenues via TDA and other transit grants and expenditures to increase staffing within contract operations, cover increases in maintenance due to an aging fleet, and implement the phone system upgrades and Facility Rehab Phase II project.

65200 CITY ROUTES	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	65,762	83,822	61,477	-
BENEFITS	20,630	30,415	1,523	-
SUPPLIES	234,233	305,349	342,560	363,000
PROF SERVICES, MAINT, REPAIR	689,037	752,054	878,000	869,000
INTRAGOVERNMENTAL SERVICES	107,250	126,650	99,734	105,292
UTILITIES, RENT, TRAINING	40,600	52,425	-	7,500
ADVERTISING, PROMOTION, DEBT	421,470	456,381	52,987	25,572
CAPITAL EXPENDITURES	-	-	170,000	2,275,800
TRANSFERS	-	89,220	-	-
CITY ROUTES	1,578,982	1,896,316	1,606,281	3,646,164

PARA-TRANSIT

ADOPTED BUDGET

A Para-Transit budget of \$757,137 is recommended for 2015/16. This is an increase of \$1,444 from 2014/15.

Salaries and Benefits are \$0, a decrease of \$79,743 from 2014/15 due to a re-allocation of salary and benefits to the admin cost center.

Services and Supplies budget of \$757,137 is recommended for 2015/16, an increase of \$81,187 from 2014/15. This represents an increase in professional services for maintenance parts due to aging of the current fleet. Most buses are now out of warranty and some expensive one-time part replacements are anticipated on older buses in FY 2015/16.

POLICY OPTIONS

Petaluma Transit is expanding its revenues via TDA and other transit grants and expenditures to increase staffing within contract operations, cover increases in maintenance due to an aging fleet, and implement the phone system upgrades and Facility Rehab Phase II project.

65300 PARATRANSIT	2013 Actuals	2014 Actuals	2015 Revised	2016 Budget
SALARY	145,312	122,759	70,395	-
BENEFITS	28,610	34,019	9,348	-
SUPPLIES	82,482	78,199	66,200	61,200
PROF SERVICES, MAINT, REPAIR	482,474	493,436	474,750	561,050
INTRAGOVERNMENTAL SERVICES	7,400	7,400	-	-
UTILITIES, RENT, TRAINING	30,348	42,254	4,000	3,000
ADVERTISING, PROMOTION, DEBT	48,946	55,786	1,000	-
CAPITAL EXPENDITURES	-	-	130,000	131,887
PARATRANSIT	825,572	833,853	755,693	757,137

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

DEPARTMENT POSITION	FY 13-14		FY 14-15		FY 15-16		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<u>PUBLIC WORKS</u>									
Administrative Assistant	1.00	0.00	1.00	0.00	1.00	0.00			
Airport Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Dir. Public Works & Utilities	0.50	0.50	0.50	0.50	0.50	0.15	0.05		0.10
Deputy Director DP&U	0.00	0.00	1.00	1.00	1.00	1.00	0.10	0.20	0.70
Budget Grants/Project Manager	1.00	0.00	1.00	0.00	1.00	0.00			
City Engineer	1.00	1.00	1.00	1.00	1.00	1.00	0.55	0.25	0.20
Engineering Manager	1.00	1.00	0.00	0.00	0.00	0.00			
Equipment Mechanic	1.00	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	1.00	0.70	0.20	0.10
Facilities Maintenance Worker I/II	2.00	2.00	2.00	2.00	2.00	2.00	1.90	0.10	
Project Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.20		0.80
Inspection Supervisor	1.00	1.00	1.00	1.00	0.00	0.00			
Office Assistant II	2.00	1.00	2.00	1.00	2.00	1.00	0.10	0.80	0.10
Parks Landscape Manager	1.00	1.00	0.00	0.00	0.00	0.00			
Parks & Facilities Manager	0.00	0.00	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	1.00		
Parks Maintenance Lead Worker	3.00	0.00	3.00	0.00	3.00	0.00			
Parks Maintenance Worker I	2.00	0.00	2.00	0.00	2.00	0.00			
Parks Maintenance Worker II	8.00	6.00	8.00	6.00	8.00	6.00			6.00
Public Works Crew Supervisor	2.00	1.00	2.00	1.00	2.00	1.00	0.05		0.95
Public Works Inspector I	1.00	0.00	1.00	0.00	1.00	0.00			
Public Works Inspector II	2.00	2.00	2.00	2.00	3.00	3.00	1.15		1.85
Public Works Supervisor	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	2.00	1.00	2.00	1.00	2.00	2.00	0.75	1.15	0.10
Senior Civil Engineer	2.00	2.00	2.00	2.00	2.00	2.00	0.20		1.80
Street Maintenance Lead Wkr	1.00	1.00	2.00	2.00	2.00	2.00			2.00
Street Maintenance Worker II	10.00	10.00	9.00	8.00	9.00	8.00			8.00
Traffic Signal Light Technician	3.00	2.00	3.00	2.00	3.00	2.00			2.00
Transit Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Total Public Works	53.50	38.50	53.50	37.50	53.50	38.15	8.20	4.90	25.05

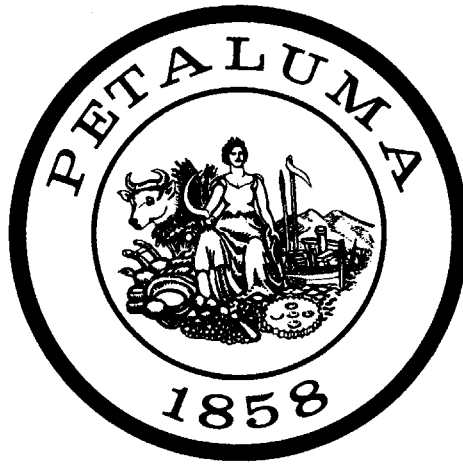
Full Time Positions - Authorized and Funded - Allocation by Home Department

DEPARTMENT POSITION	FY 13-14		FY 14-15		FY 15-16		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
WATER RESOURCES/CONSERVATION									
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00	0.10	0.80	0.10
Administrative Technician	1.00	1.00	1.00	1.00	1.00	0.00			
Assistant Engineer I	0.00	1.00	0.00	1.00	0.00	1.00		0.20	0.80
Associate Civil Engineer	2.00	1.00	2.00	1.00	2.00	1.00		0.50	0.50
Asst. Operations Manager	0.00	0.00	2.00	2.00	2.00	2.00	0.30	1.00	0.70
Asst. Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Dir. Public Works & Utilities	0.50	0.50	0.50	0.50	0.50	0.85		0.85	
Electrical Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Engineering Tech II	3.00	3.00	3.00	3.00	3.00	3.00		1.70	1.3
Environmental Compliance Inspector	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Service Analyst	0.00	0.00	1.00	1.00	1.00	1.00		0.75	0.25
Environmental Services Tech	1.00	1.00	2.00	2.00	2.00	2.00		2.00	
Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Maintenance Supervisor	0.00	0.00	1.00	1.00	0.00	0.00			
Management Analyst	0.00	0.00	0.00	0.00	1.00	1.00	0.05	0.95	
Mechanical Technician	2.00	1.00	2.00	2.00	2.00	2.00		2.00	
Office Assistant II	1.00	1.00	1.00	1.00	1.00	1.00	0.05	0.95	
Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00		0.80	0.20
Secretary	1.00	1.00	1.00	1.00	1.00	1.00	0.05	0.90	0.05
Senior Civil Engineer	1.00	1.00	1.00	1.00	1.00	1.00		0.25	0.75
Senior Engineering Tech	2.00	2.00	2.00	2.00	2.00	2.00		1.40	0.60
Senior Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Senior Mechanical Technician	1.00	1.00	1.00	0.00	1.00	1.00		1.00	
Utility Manager	1.00	1.00	1.00	0.00	1.00	0.00			
Utility Service Lead Worker	4.00	4.00	4.00	4.00	4.00	4.00		4.00	
Utility Service Worker I/II	11.00	11.00	11.00	11.00	11.00	11.00		11.00	
Utility Service Worker III	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Utility Supervisor	2.00	2.00	0.00	0.00	0.00	0.00			
Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Technician	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Water Conservation Coordinator	1.00	1.00	0.00	0.00	0.00	0.00			
Water Recycling Lead Operator	2.00	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	5.00	5.00		5.00	
Water Recycling Operator Supervisor	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Water Resources Tech	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Water Service Rep Lead Worker	1.00	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		2.00	
Total Water Res./Conserv.	59.50	58.50	61.50	59.50	62.50	60.85	0.55	55.05	5.25





CITY OF PETALUMA
CALIFORNIA



Capital Improvement Program
Five Year Plan
Fiscal Years 2016-2020



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FY 2015-16 CIP Budget

USES AND SOURCES

(dollars in \$000)

USES (dollars in \$000)/FUND	Facilities CIP 3110	Fire CIP 3130	Parks CIP 3140	Public Works 3160	Surface Water 3160	Transit CIP 6590	Water CIP 6790	Recycled Water 6690	Waste Water CIP 6690	Budget FY 15-16 TOTAL
Planning/Environmental	25		10	260	47		33	269	197	841
Land & Easements			12	23	222		15	10		282
Design	10	120	25	610	188	51	255	603	1,342	3,204
Legal Services				15	6		16	6	3	46
Administration			2	4			33	7	20	66
Construction Contracts	60		529	4,916	4,114	220	5,285	1,200	3,254	19,578
Construction Management	5		315	121	129		611	120	304	1,605
Contingency			68	335	103	27	806	300	870	2,509
CIP Overheads			7	102	42	19	137	47	150	504
Capitalization Interest							25			25
TOTAL USES	\$ 100	\$ 120	\$ 968	\$ 6,386	\$ 4,851	\$ 317	\$ 7,216	\$ 2,562	\$ 6,140	\$ 28,660
<u>SOURCES (dollars in \$000)</u>										
Army Corps of Engineers					1,820					1,820
Dept of Water Resources Grant					993					993
Developer Contributions			125						63	188
Federal Transit Administration						114				114
Fire Suppression Impact Fees		120								120
Gas Tax				22						22
General Fund	75									75
Housing Related Parks Program			50							50
MTC Transit Performance Incentive						136				136
Open Space Grant					50					50
Park Land Development Impact Fees			257							257
PG&E Loan				250						250
Public Works Grants			286	2,584						2,870
SCTA			250							250
SCWA Zone 2A Assessments					1,337					1,337
Storm Drainage Impact Fees					744					744
Street Maintenance 2411				567						567
Transient Occupancy Tax	25									25
Traffic Mitigation Impact Fees				2,842		57				2,899
Water Capital							6,776			6,776
Waste Water Capital								2,562	6,077	8,639
Prior-year funds & timing of reimbursements				121	(93)	10	440			478
TOTAL SOURCES	\$ 100	\$ 120	\$ 968	\$ 6,386	\$ 4,851	\$ 317	\$ 7,216	\$ 2,562	\$ 6,140	\$ 28,660

FY 2015-16 CIP Budget by Project

			\$000
Facilities CIP	C11201602	Police Station Roof Replacement	70
	C16201306	Community Center Roof and HVAC Replacement	5
	C11201501	Petaluma Library & Museum Seismic Retrofit	25
			100
Fire CIP	C00300405	Expansion of Fire Stations 2 & 3	120
Parks CIP	C00400205	Playground Replacements	52
	C14501403	East Washington Park Multi-use Pathway Connection	466
	C14501604	East Washington Park Baseball Restroom Ph. 2	200
	C14101606	Wiseman Trail Rehabilitation	250
			968
Public Works	C00501304	Old Redwood Highway Interchange	2,692
	C16101201	Washington St Bridge Seismic Rehab	626
	C00501204	Rainier Ave Cross-town Connector	20
	C03200503	River Trail - Washington to Lakeville	27
	C16101309	Channelization Lakeville & Pine View Way	165
	C16501410	Willow Brook Creek Bridge Scour Repair	5
	C16101416	Petaluma Complete Streets	1,932
	C16101301	Traffic Signal Infrastructure Capital Replacement Program	200
	C16501412	LED Streetlight Retrofit	262
	C16101601	Road Diet Extension Petaluma Blvd South	194
	e16082012	Payran UST	40
	e16102015	Caulfield Lane Grade Crossing Improvements	223
			6,386
Recycled Water	C66401301	Brown's Lane Recycled Water Main Replacement	1,769
	C66401415	Recycled Water Pipeline System Extensions	43
	C66401416	Tertiary Filtration System Expansion	750
			2,562
Surface Water	C00500208	River Plan - Denman Reach Phase 3	1,496
	C16301307	Petaluma River Flood Control	2,800
	C16301413	Capri Creek Re-contouring and Terracing	100
	C00500705	Lakeville Channel Improvements	10
	C00500308	Stream and Precipitation Gauges	107
	C16301414	Kelly Creek Modifications	52
	C16301417	Washington Creek Repair & Enhancement	155
C16301518	Old Corona Road Water Quality Mitigation	131	
			4,851
Transit CIP	C65501503	Automatic Vehicle Location System	149
	C65501604	Transit Signal Priority - Phase II	168
			317

FY 2015-16 CIP Budget by Project

			<u>\$000</u>
Water CIP	C00500101	Paula Lane Reservoir	1,040
	C67401201	Well Construction (Park Pl. & Willowbrook)	904
	C67401003	E. Washington St. 18" Water Main Replacement Ph 3 - McDowell To Sutter	1,679
	C67501405	Oak Hill Reservoir Roof Replacement	122
	C67501302	SRJC 12" Water Main Extension	177
	C67501304	Petaluma Blvd. 12" Water Main Replacement (B St To Kent St)	2,130
	C67501406	Water Service Replacement	1,164
			<u>7,216</u>
Waste Water CIP	C66501002	Victoria Pump Station Replacement	181
	C66501003	Manhole Rehabilitation	250
	C66501305	Ellis Creek Solids Handling Upgrades	2,791
	C66401314	Petaluma Blvd So Sewer Trunk Main	162
	C66501306	Ellis Creek Headworks Screen Upgrade	1,583
	C66501307	Polishing Ponds Improvements	60
	C66501517	Primary Influent Pump Station Odor Control	63
	C66501501	Copeland Lift Station Upgrade	736
	C66501519	Payran Lift Station Upgrade	54
	C66501520	Hopper Street Emergency Pumping Storage	106
	C66501518	CNG Fueling Station Ellis Creek	154
			<u>6,140</u>
TOTAL CIP BUDGET			\$ 28,660



AIRPORT PROJECTS FY 2015-2016

**AIRPORT CAPITAL IMPROVEMENT PROGRAM BUDGET FY 15-16
 PROJECT SUMMARY
 Fund 6190.61999**

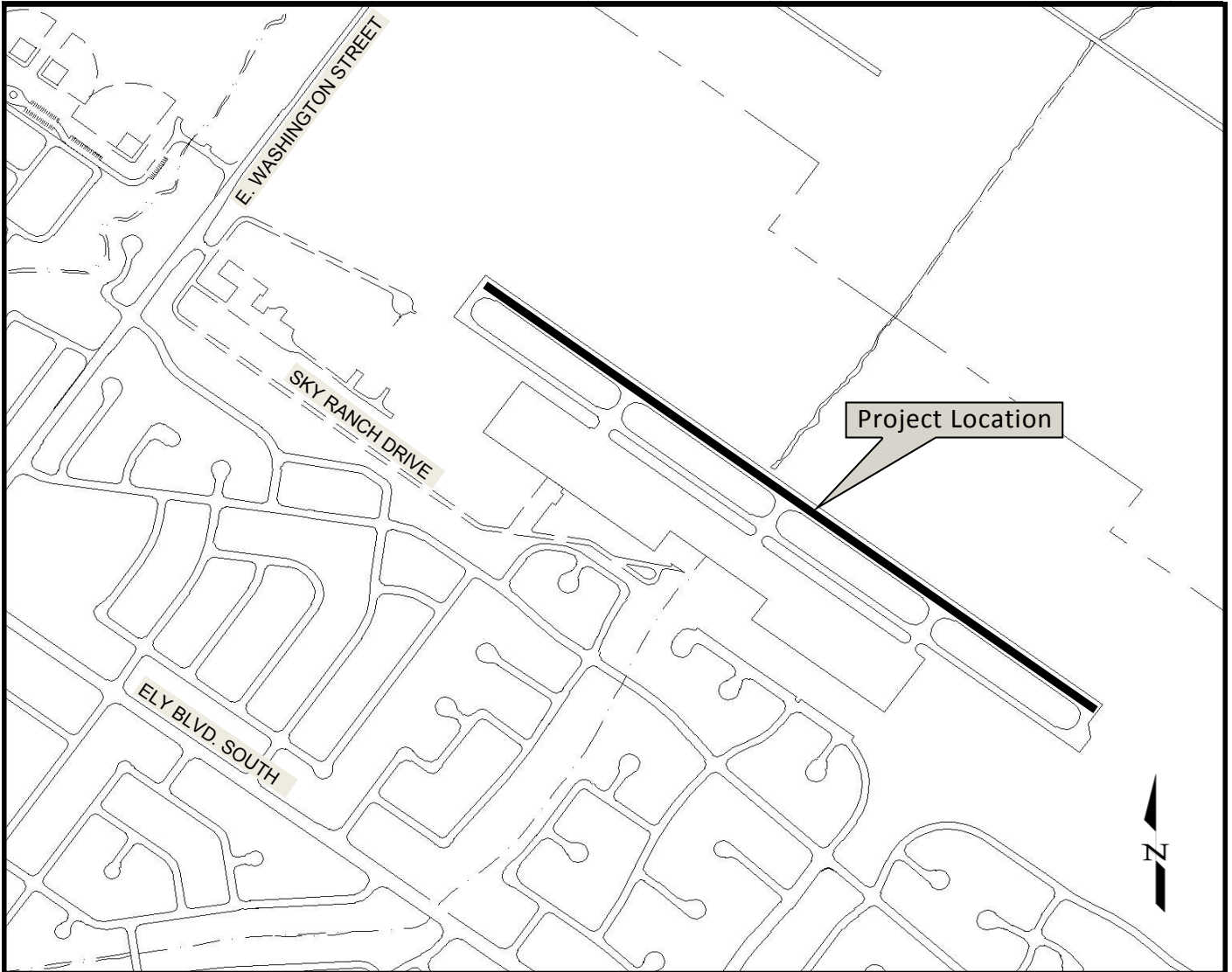
PROJECTS (dollars in \$000)	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Adopted Budget FY 15-16	PROJECTED				Total Estimate
				FY 16-17	FY 17-18	FY 18-19	FY 19-20	
C61501604 Update Layout and Runway Electrical Improvements	\$ -	\$ -	\$ -	\$ 169	\$ 287	\$ -	\$ -	\$ 456
TOTAL	\$ -	\$ -	\$ -	\$ 169	\$ 287	\$ -	\$ -	\$ 456

SOURCES (dollars in \$000)

Airport Operating Fund	\$ -	\$ -	\$ -	\$ 19	\$ 35	\$ -	\$ -	\$ 54
FAA Grant	-	-	-	150	252	-	-	402
TOTAL	\$ -	\$ -	\$ -	\$ 169	\$ 287	\$ -	\$ -	\$ 456

UPDATE LAYOUT AND RUNWAY ELECTRICAL IMPROVEMENTS

AIRPORT



Project Title: Update Layout and Runway Electrical Improvements

C61501604

PROJECT PURPOSE AND DESCRIPTION

The project involves replacing the runway edge lights and Airfield Guidance Signs. The current edge lights were installed in 1985 and are approaching replacement age. The electrical improvement project will replace the current edge lights with an LED system that will reduce the electrical usage and provide a brighter environment. Replacing the current Airfield Guidance Signage is required by the FAA. Currently the guidance signs are not lighted. The Airport Payout Plan will incorporate future projects at the airport, a requirement for FAA Grants.

FINANCIAL OVERVIEW

C61501604

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-		165	3			168
Legal Services			-						-
Administration			-						-
Construction Contracts			-			250			250
Construction Mgmt			-			17			17
Salaries and Benefits			-						-
Contingency			-			10			10
CIP Overheads			-		4	7			11
TOTAL USES	-	-	-	-	169	287	-	-	456
SOURCES (dollars in \$000)									
Airport Operating Fund			-		19	35			54
FAA Grant			-		150	252			402
TOTAL FUNDS	-	-	-	-	169	287	-	-	456



FACILITIES PROJECTS FY 2015-2016

**FACILITIES CAPITAL IMPROVEMENT PROGRAM BUDGET FY 15-16
 PROJECT SUMMARY
 Fund 3110.31100**

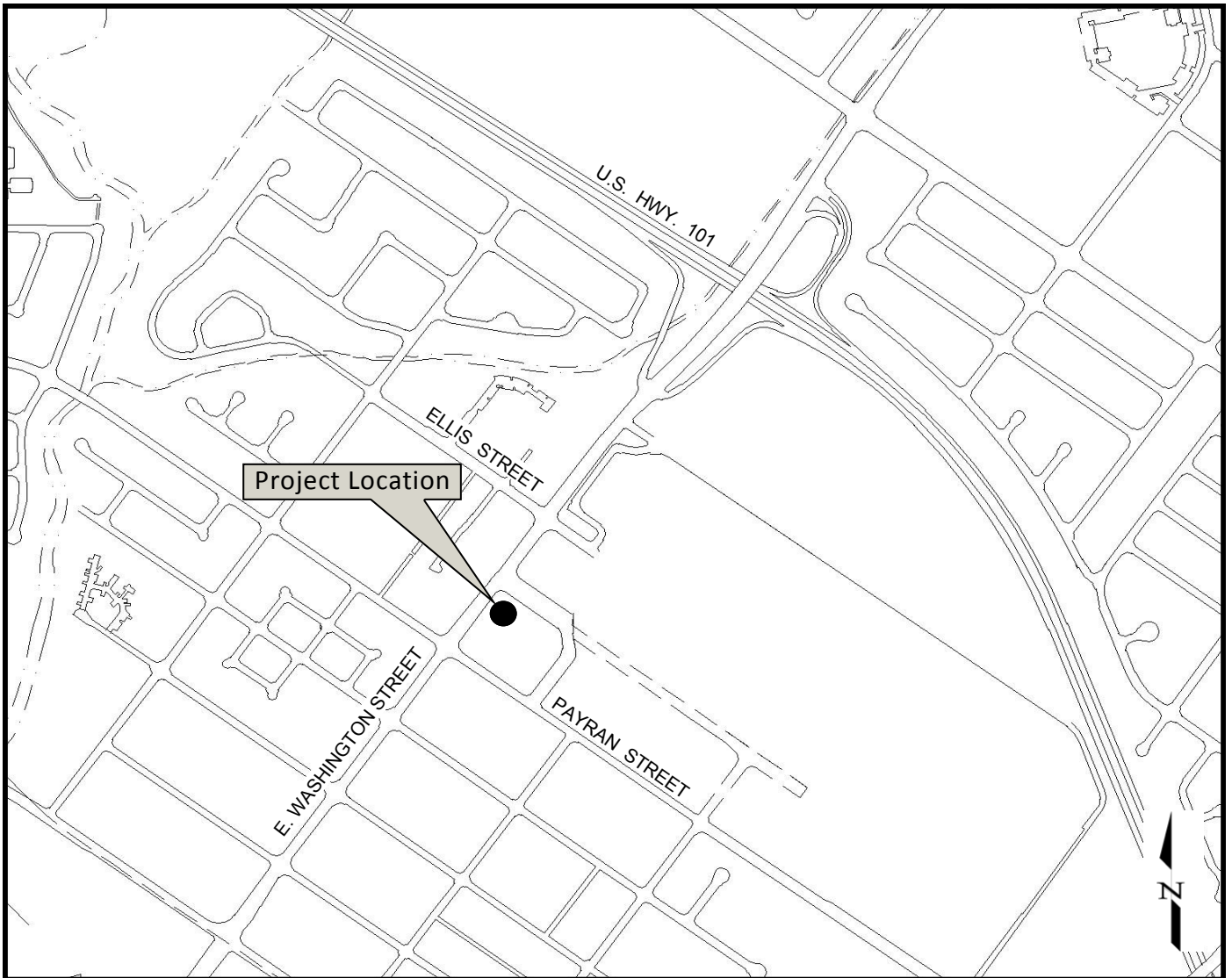
PROJECTS (dollars in \$000)	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Adopted Budget FY 15-16	PROJECTED				Total Estimate
				FY 16-17	FY 17-18	FY 18-19	FY 19-20	
C11201603 Library Roof Replacement	-	-	-	35	-	-	-	35
C11201602 Police Station Roof Replacement	-	-	70	-	-	-	-	70
C16201306 Community Center Roof and HVAC Replacement	121	2	5	207	-	-	-	335
C16201304 Community Center Interior Repairs	-	-	-	300	-	-	-	300
C11201501 Petaluma Library & Museum Seismic Retrofit	-	-	25	365	1,760	-	-	2,150
TOTAL	\$ 121	\$ 2	\$ 100	\$ 907	\$ 1,760	\$ -	\$ -	\$ 2,890

SOURCES (dollars in \$000)

General Fund	\$ 88	\$ 79	\$ 75	\$ 418	\$ -	\$ -	\$ -	\$ 660
Community Facilities Impact Fees	25	-	-	20	-	-	-	45
Transient Occupancy Tax	-	-	25	-	-	-	-	25
Undetermined	-	-	-	400	1,760	-	-	2,160
TOTAL	\$ 113	\$ 79	\$ 100	\$ 838	\$ 1,760	\$ -	\$ -	\$ 2,890

LIBRARY ROOF REPLACEMENT

FACILITIES



PROJECT TITLE: Library Roof Replacement

C11201603

PROJECT PURPOSE AND DESCRIPTION

The library roof is beyond its expected life and needs to be replaced.

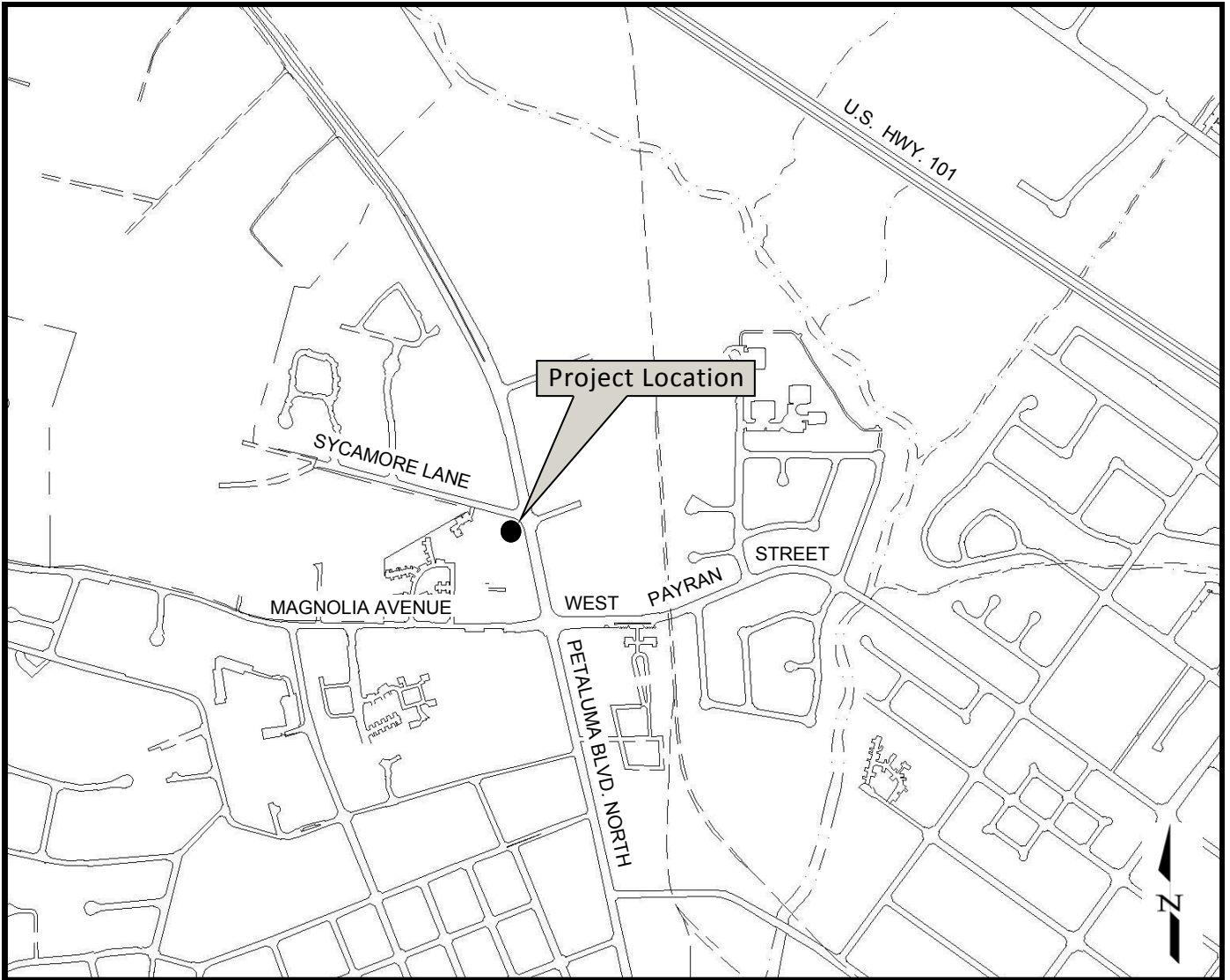
FINANCIAL OVERVIEW

C11201603

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-						-
Legal Services			-						-
Administration			-						-
Construction Contracts			-		35				35
Construction Mgmt			-						-
Salaries and Benefits			-						-
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	-	-	-	-	35	-	-	-	35
SOURCES (dollars in \$000)									
Undetermined			-		35				35
TOTAL FUNDS	-	-	-	-	35	-	-	-	35

POLICE STATION ROOF REPLACEMENT

FACILITIES



PROJECT TITLE: Police Station Roof Replacement

C11201602

PROJECT PURPOSE AND DESCRIPTION

The police station roof is beyond its expected life and needs to be replaced.

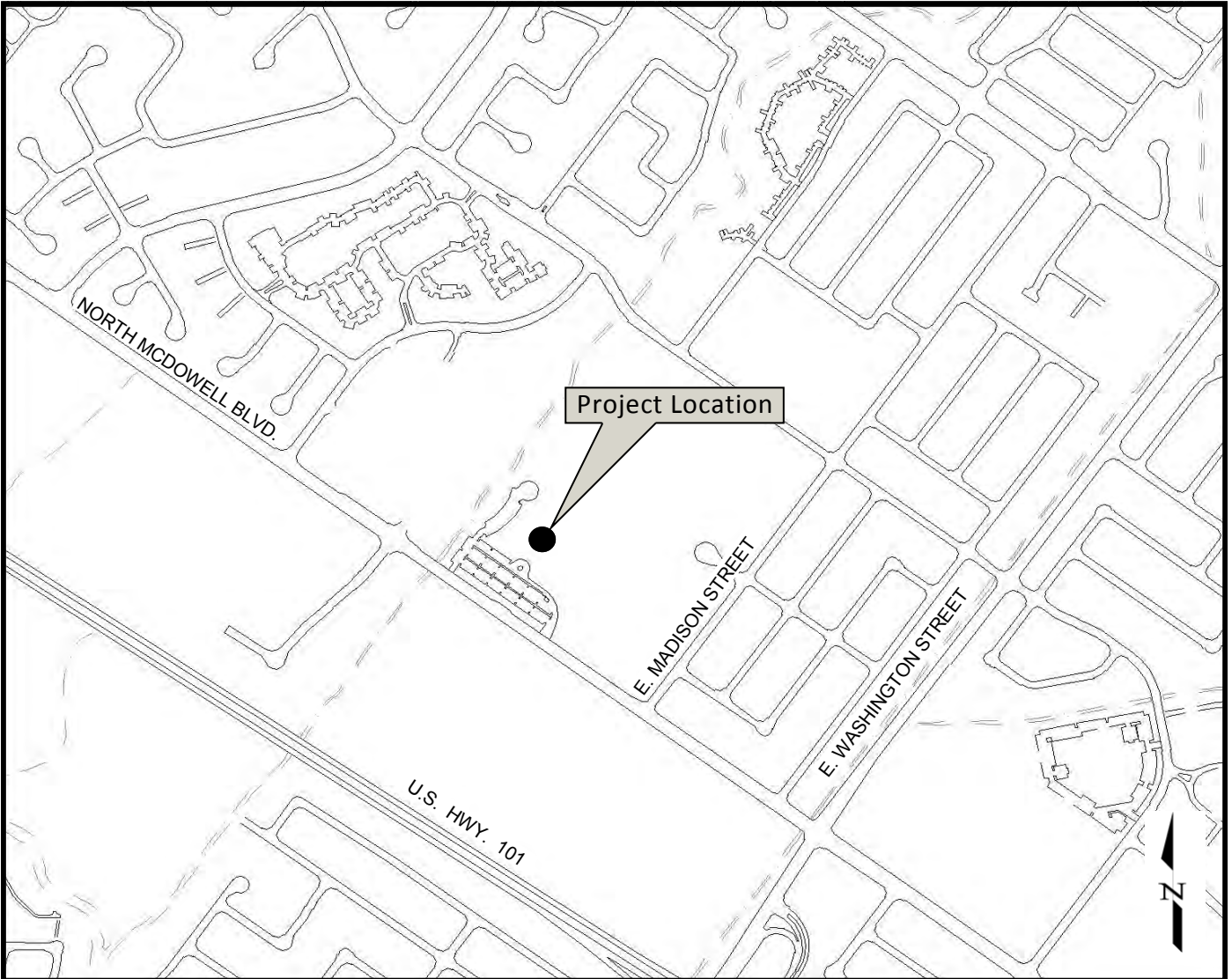
FINANCIAL OVERVIEW

C11201602

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-	5					5
Legal Services			-						-
Administration			-						-
Construction Contracts			-	60					60
Construction Mgmt			-	5					5
Salaries and Benefits			-						-
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	-	-	-	70	-	-	-	-	70
SOURCES (dollars in \$000)									
General Fund			-	70					70
TOTAL FUNDS	-	-	-	70	-	-	-	-	70

COMMUNITY CENTER ROOF AND HVAC REPLACEMENT

FACILITIES



Project Title: Community Center Roof and HVAC Replacement

C16201306

PROJECT PURPOSE AND DESCRIPTION

The existing roof has reached the end of its useful life and needs to be replaced. Approximately two-thirds of the roof sections have been replaced in the past few years. The replacement of the remaining sections of the roof requires that the HVAC units be removed during construction. However, the HVAC units are also at the end of their useful life and need to be replaced.

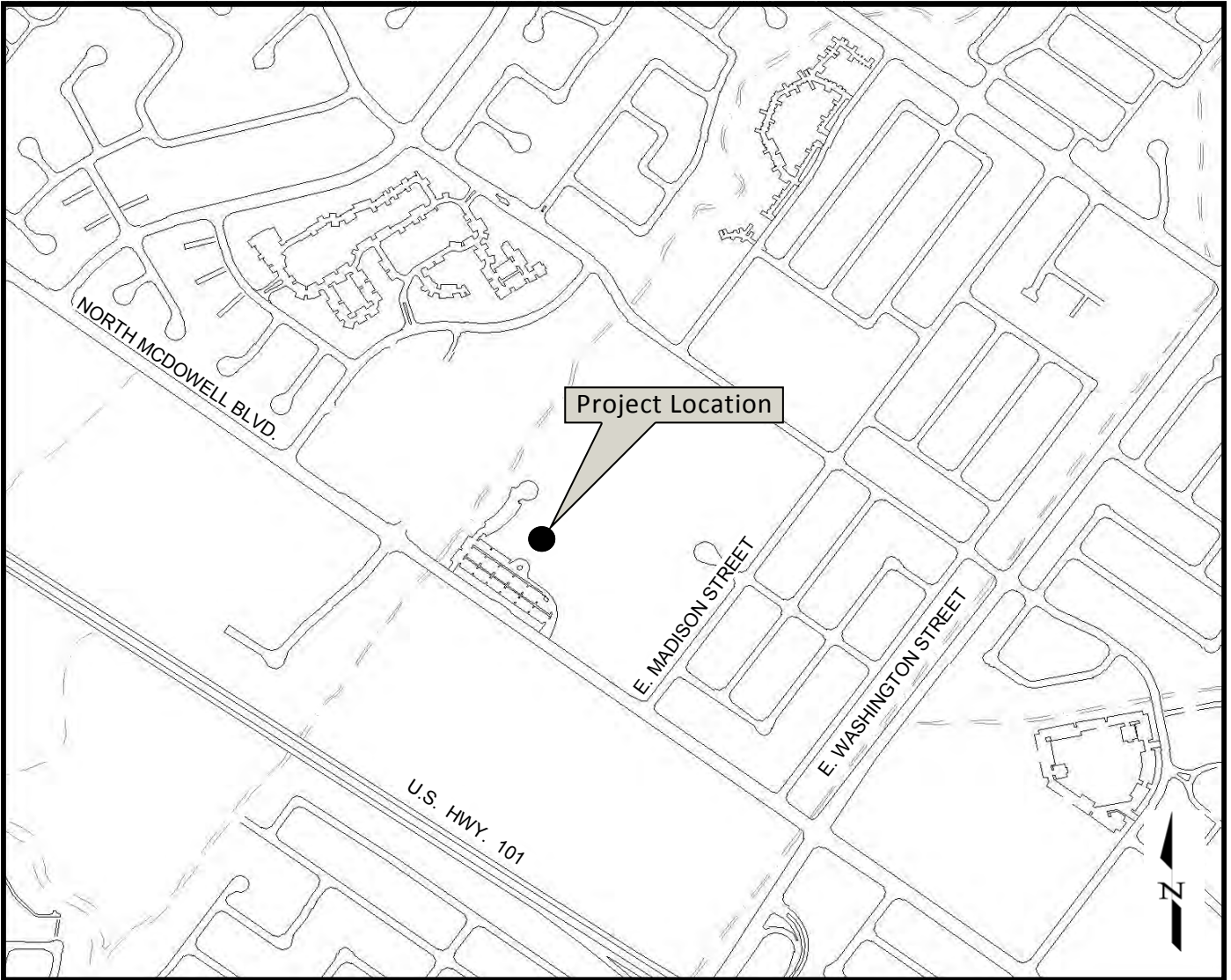
FINANCIAL OVERVIEW

C16201306

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design		2	2	5					7
Legal Services			-		2				2
Administration			-		4				4
Construction Contracts	110		110		166				276
Construction Mgmt			-		15				15
Salaries and Benefits	9		9	-	-				9
Contingency			-		15				15
CIP Overheads	2		2		5				7
TOTAL USES	121	2	123	5	207	-	-	-	335
SOURCES (dollars in \$000)									
General Fund	88	79	167	5	118				290
Community Facilities Impact Fees	25		25		20				45
TOTAL FUNDS	113	79	192	5	138	-	-	-	335

COMMUNITY CENTER INTERIOR REPAIRS

FACILITIES



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. These repairs are necessary to maintain the well-used community center, but no funds are designated at this time.

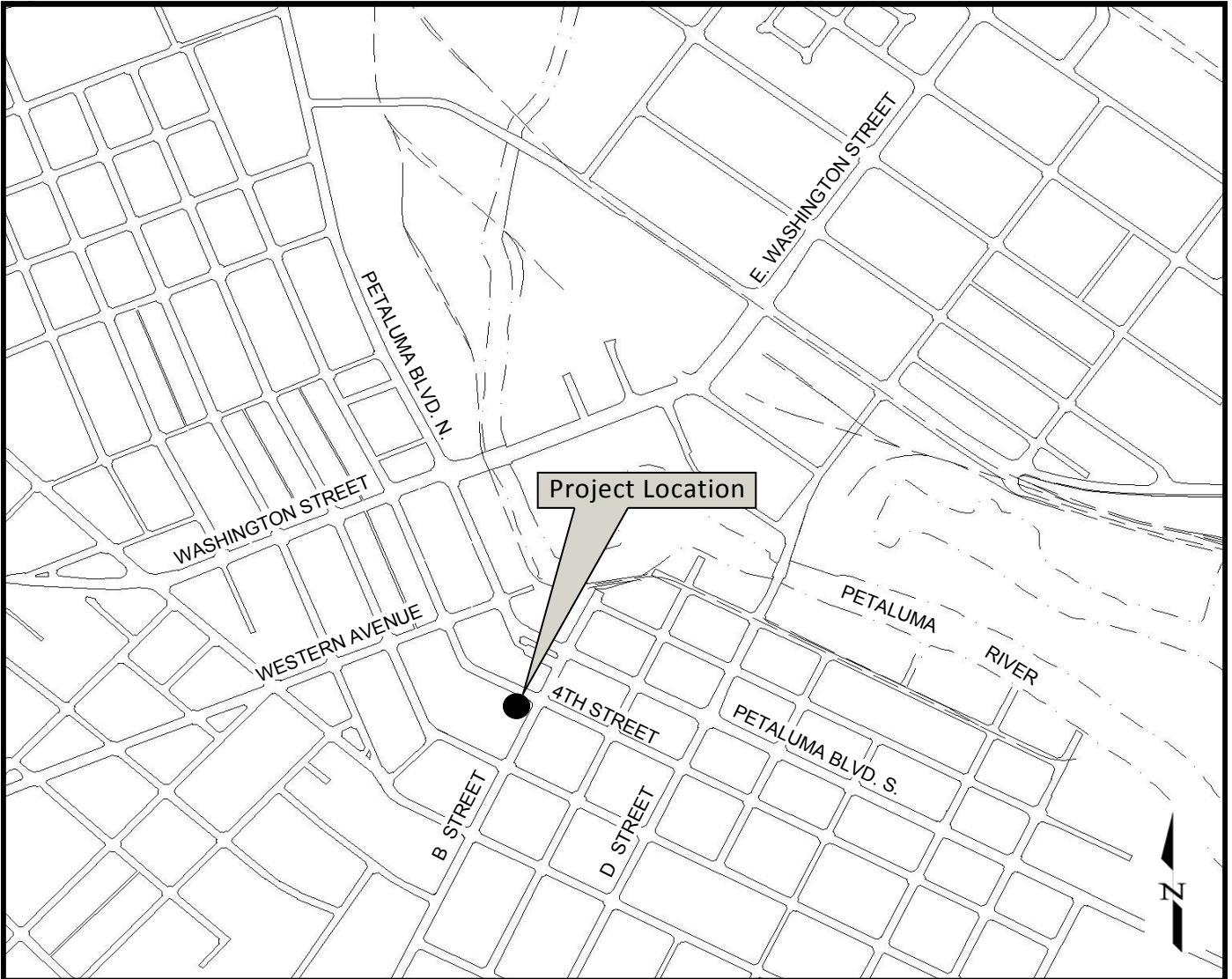
FINANCIAL OVERVIEW

C16201304

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-		25				25
Legal Services			-		-				-
Administration			-		-				-
Construction Contracts			-		210				210
Construction Mgmt			-		15				15
Salaries and Benefits			-						-
Contingency			-		40				40
CIP Overheads			-		10				10
TOTAL USES	-	-	-	-	300	-	-	-	300
SOURCES (dollars in \$000)									
General Fund			-		300				300
TOTAL FUNDS	-	-	-	-	300	-	-	-	300

PETALUMA LIBRARY & MUSEUM SEISMIC RETROFIT

FACILITIES



Project Title: Petaluma Library & Museum Seismic Retrofit

C11201501

PROJECT PURPOSE AND DESCRIPTION

The Petaluma Library and Museum (formerly the City of Petaluma Library) housed in the 1906 Carnegie Library building and listed on the National Register of Historic Places is in need of seismic retrofitting.

FINANCIAL OVERVIEW

C11201501	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-	25	140				165
Land & Easements			-						-
Design			-		220				220
Legal Services			-		5				5
Administration			-						-
Construction Contracts			-			1,300			1,300
Construction Mgmt			-			260			260
Salaries and Benefits			-						-
Contingency			-			200			200
CIP Overheads			-						-
TOTAL USES	-	-	-	25	365	1,760	-	-	2,150
SOURCES (dollars in \$000)									
Transient Occupancy Tax			-	25					25
Undetermined			-		365	1,760			2,125
TOTAL FUNDS	-	-	-	25	365	1,760	-	-	2,150



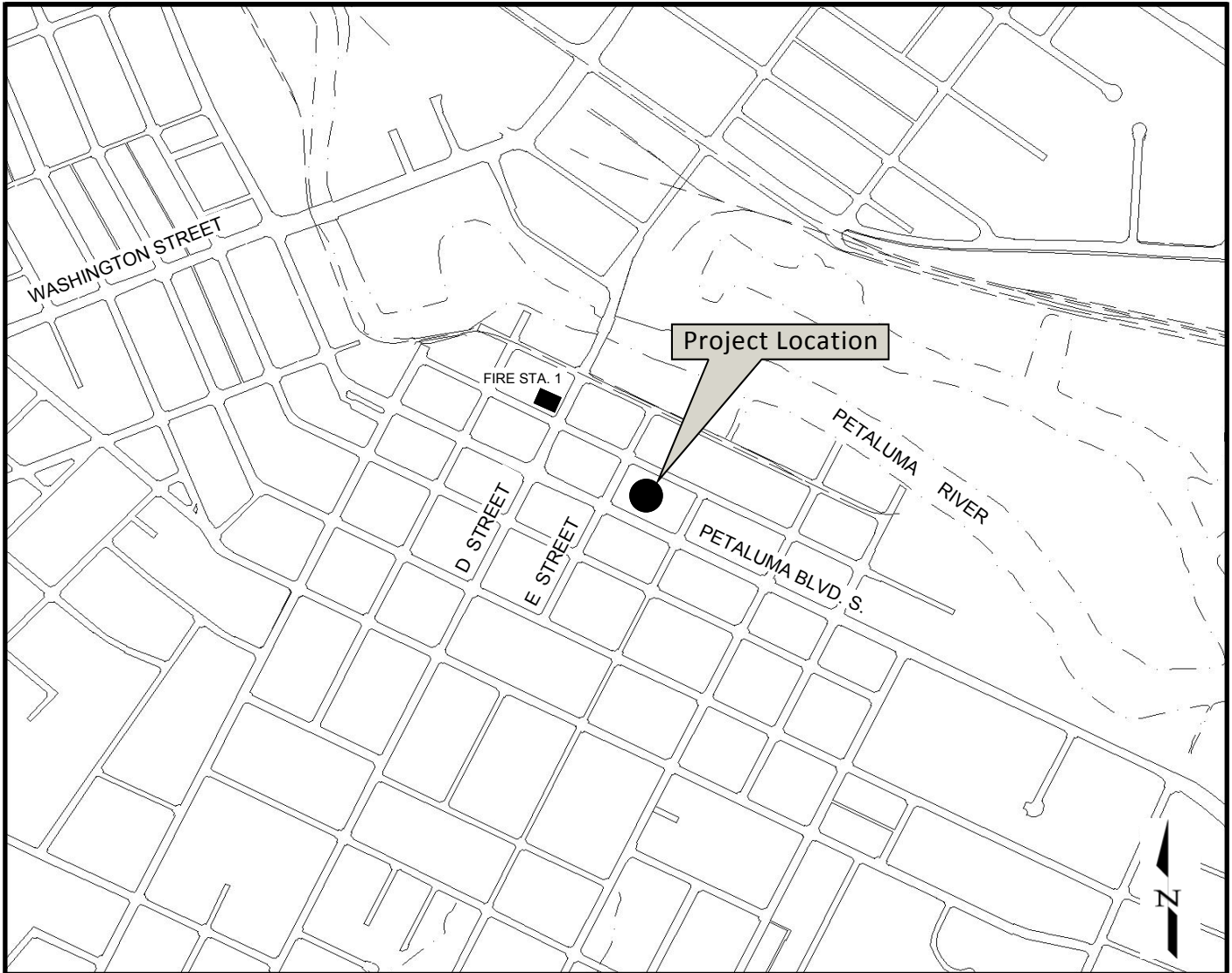
FIRE DEPARTMENT PROJECTS FY 2015-2016

PROJECTS (dollars in \$000)	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Adopted Budget FY 15-16	PROJECTED				Total Estimate
				FY 16-17	FY 17-18	FY 18-19	FY 19-20	
C00300305 Relocation Of Fire Station #1	\$ 2,428	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,038	\$ 15,466
C00300405 Expansion Of Fire Stations #2 & #3	44	70	120	7,125	-	-	-	7,359
C14101406 Fire Station #2 Corona Rd. Secondary Access	-	9	-	649	-	-	-	658
C14501407 Fire Station #2 Above-Ground Fuel Tank	1	1	-	203	-	-	-	205
TOTAL	\$ 2,473	\$ 80	\$ 120	\$ 7,977	\$ -	\$ -	\$ 13,038	\$ 23,688

SOURCES (dollars in \$000)	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Adopted Budget FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Total Estimate
Fire Suppression Impact Fees	\$ 124	\$ 80	\$ 120	\$ -	\$ -	\$ -	\$ -	\$ 324
PCDC	594	-	-	-	-	-	-	594
Grants & Stimulus Aid	-	-	-	-	-	-	4,406	4,406
Donations/Developer Contributions	2,255	-	-	-	-	-	-	2,255
Undetermined	-	-	-	7,977	-	-	8,132	16,109
TOTAL	\$ 2,973	\$ 80	\$ 120	\$ 7,977	\$ -	\$ -	\$ 12,538	\$ 23,688

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.

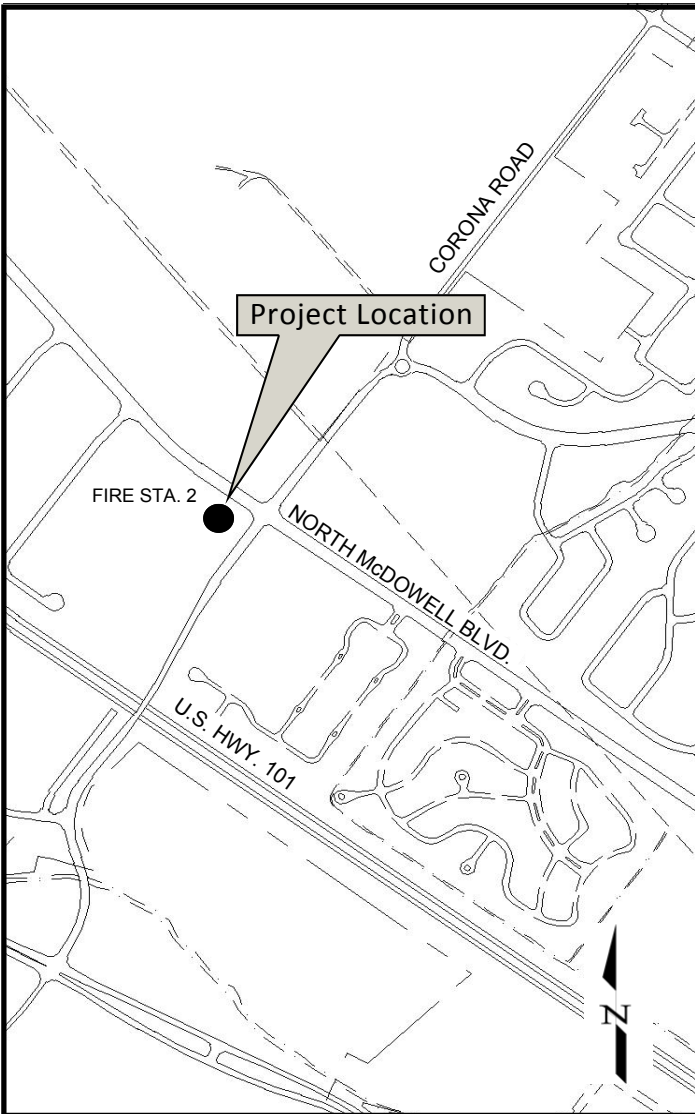
FINANCIAL OVERVIEW

C00300305

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental	555		555					37	592
Land & Easements	1,755		1,755						1,755
Design	73		73					393	466
Legal Services	7		7						7
Administration	3		3						3
Construction Contracts	3		3					10,567	10,570
Construction Mgmt			-					650	650
Salaries and Benefits			-						-
Contingency			-					1,085	1,085
CIP Overheads	32		32					306	338
TOTAL USES	2,428	-	2,428	-	-	-	-	13,038	15,466
SOURCES (dollars in \$000)									
Fire Suppression Impact Fees	79		79						79
PCDC	594		594						594
Grants & Stimulus Aid			-					4,406	4,406
Donations/Developer Contributions	2,255		2,255						2,255
Undetermined			-					8,132	8,132
TOTAL FUNDS	2,928	-	2,928	-	-	-	-	12,538	15,466

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 34 years old and FS3 is 44 year old. Both fire stations are currently undergoing schematic design, space programming, and site analysis by a local architect.

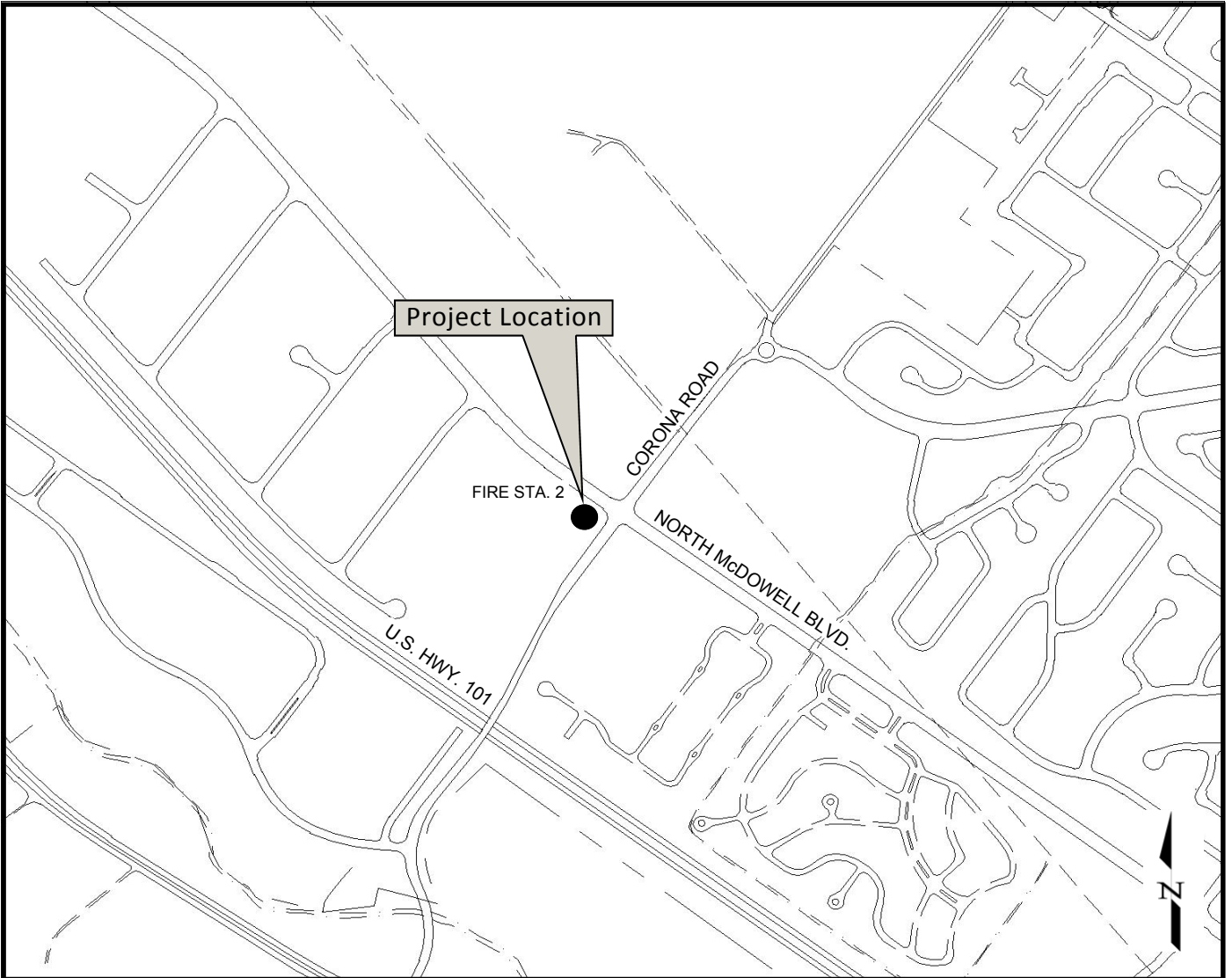
FINANCIAL OVERVIEW

C00300405

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design	43	70	113	120	495				728
Legal Services			-						-
Administration			-		149				149
Construction Contracts			-		6,241				6,241
Construction Mgmt			-		119				119
Salaries and Benefits			-						-
Contingency			-		121				121
CIP Overheads	1		1						1
TOTAL USES	44	70	114	120	7,125	-	-	-	7,359
SOURCES (dollars in \$000)									
Fire Suppression Impact Fees	44	70	114	120					234
Undetermined			-		7,125				7,125
TOTAL FUNDS	44	70	114	120	7,125	-	-	-	7,359

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.

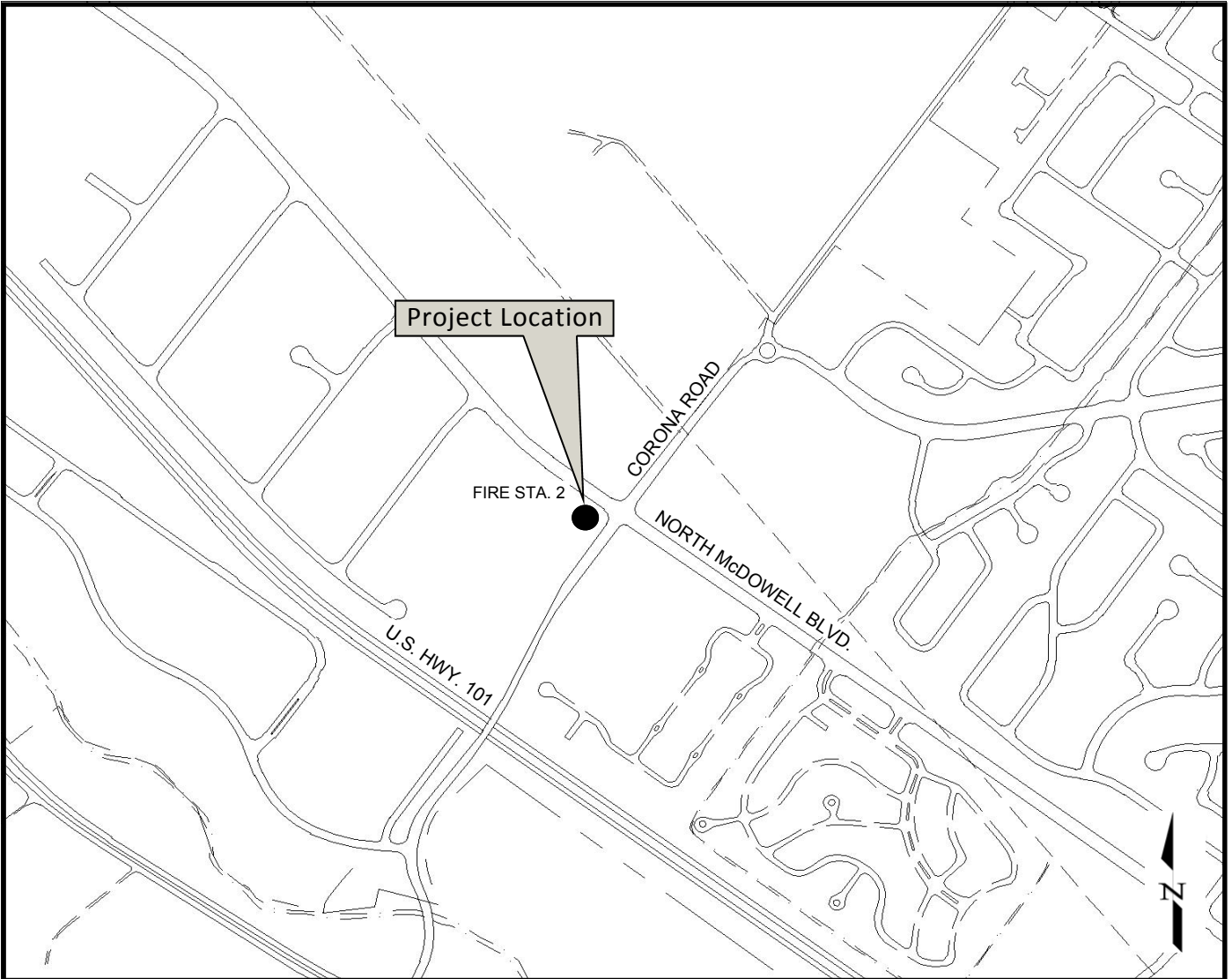
FINANCIAL OVERVIEW

C14101406

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental Land & Easements			-		27				27
Design		9	9		91				100
Legal Services			-						-
Administration			-		12				12
Construction Contracts			-		494				494
Construction Mgmt			-		10				10
Salaries and Benefits			-						-
Contingency			-		15				15
CIP Overheads			-						-
TOTAL USES	-	9	9	-	649	-	-	-	658
SOURCES (dollars in \$000)									
Fire Suppression Impact Fees		9	9						9
Undetermined			-		649				649
TOTAL FUNDS	-	9	9	-	649	-	-	-	658

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

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design	1	1	2		16				18
Legal Services			-						-
Administration			-		4				4
Construction Contracts			-		176				176
Construction Mgmt			-		4				4
Salaries and Benefits			-						-
Contingency			-		3				3
CIP Overheads			-						-
TOTAL USES	1	1	2	-	203	-	-	-	205
SOURCES (dollars in \$000)									
Fire Suppression Impact Fees	1	1	2						2
Undetermined			-		203				203
TOTAL FUNDS	1	1	2	-	203	-	-	-	205



PARKS PROJECTS FY 2015-2016

**PARKS CAPITAL IMPROVEMENT PROGRAM BUDGET FY 15-16
 PROJECT SUMMARY
 Fund 3140.31400**

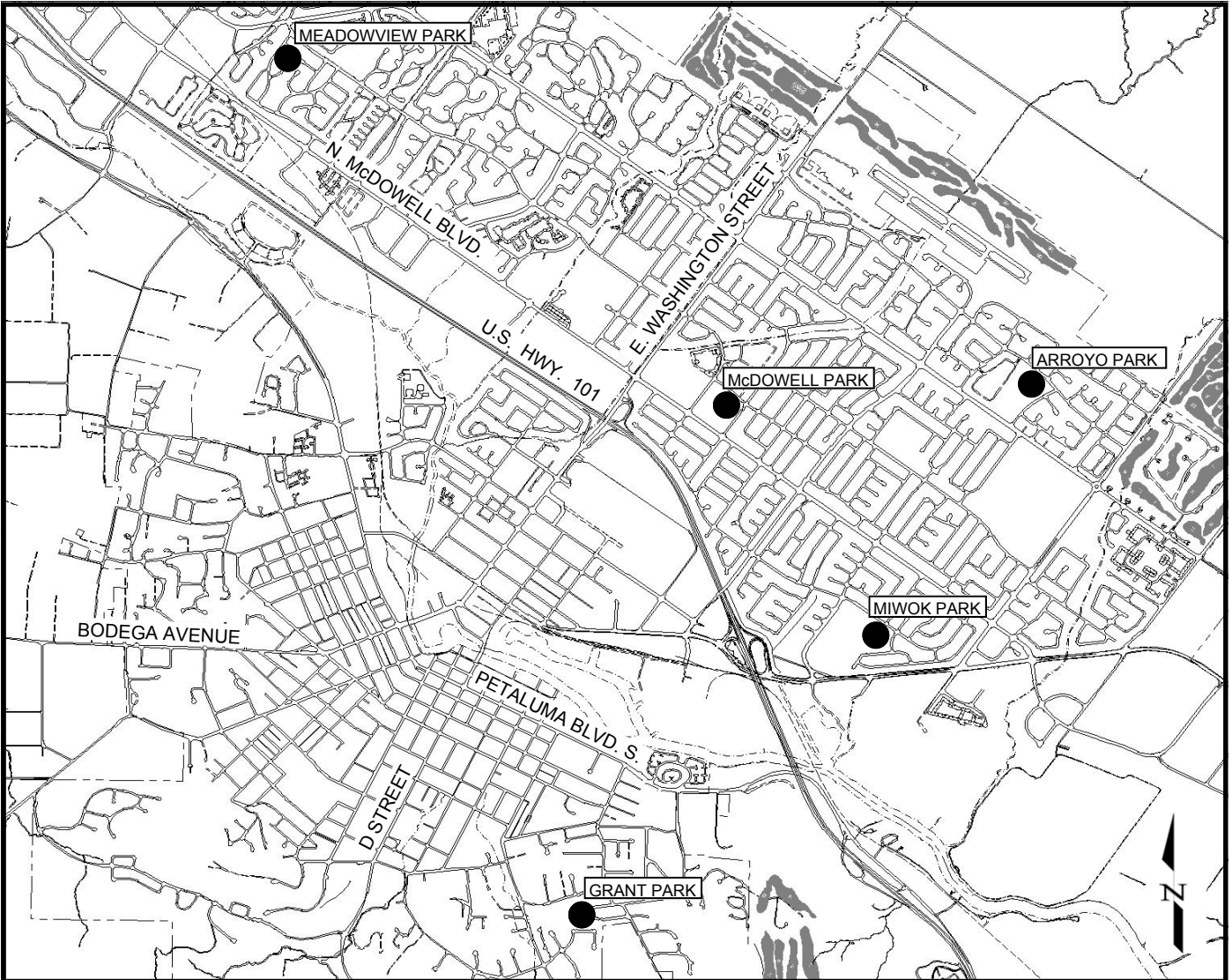
PROJECTS (dollars in \$000)	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Adopted Budget FY 15-16	PROJECTED				Total Estimate
				FY 16-17	FY 17-18	FY 18-19	FY 19-20	
C00400205 Playground Replacements	120	52	52	-	68	-	68	360
C14501403 East Washington Park Multiuse Pathway Connection	-	20	466	-	-	-	-	486
C14501604 East Washington Park Baseball Restroom Ph. 2	-	-	200	-	-	-	-	200
C14501705 Asphalt Rehabilitation for Courts	-	-	-	190	-	-	-	190
C14101606 Wiseman Trail Rehabilitation	-	-	250	165	-	-	-	415
TOTAL	\$ 120	\$ 72	\$ 968	\$ 355	\$ 68	\$ -	\$ 68	\$ 1,651

SOURCES (dollars in \$000)

SCTA Reimbursement	\$ -	\$ -	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ 250
Parkland Impact Fees	59	2	257	-	-	-	-	318
Public Works Grant TDA-3	-	20	286	-	-	-	-	306
Housing Related Parks Prog Grant	-	50	50	-	-	-	-	100
Bonds - Savings from Refinancing	-	-	-	-	68	-	68	136
Donations/Developer Contributions	61	-	125	-	-	-	-	186
Undetermined	-	-	-	355	-	-	-	355
TOTAL	\$ 120	\$ 72	\$ 968	\$ 355	\$ 68	\$ -	\$ 68	\$ 1,651

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. Playgrounds are replaced as funding becomes available. The City has replaced twelve playgrounds to date including the recently replaced equipment at Meadowview Park. Several playgrounds are left to replace, and include: Arroyo, Grant, and McDowell. Additionally, several playgrounds require new ground cover that will provide for increased safety and accessibility. These parks include; Bond, Wiseman, Kenilworth, and Westridge. In FY 15/16 it is expected that Miwok Park playground equipment will be replaced.

FINANCIAL OVERVIEW

C00400205

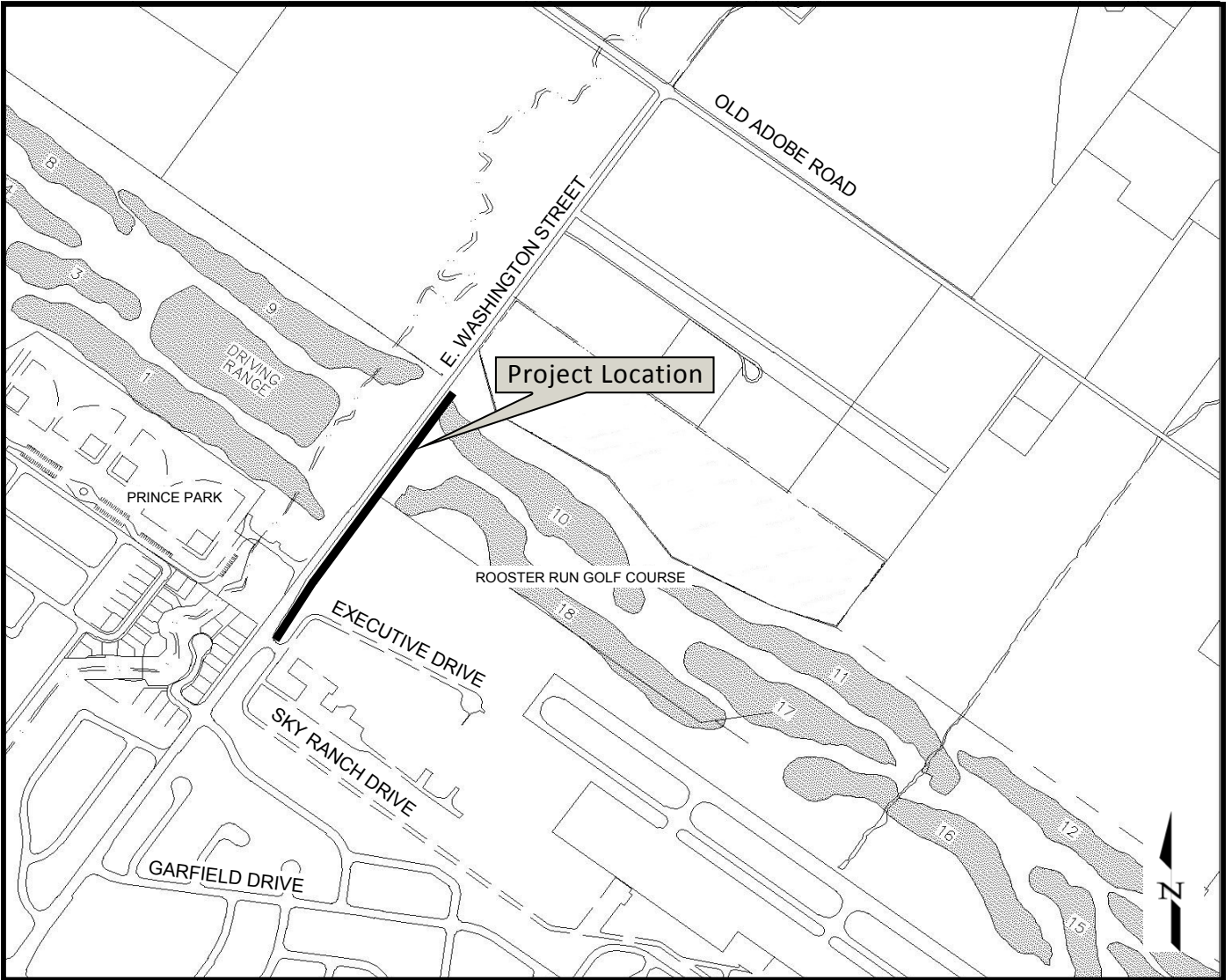
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental	5		5						5
Land & Easements			-						-
Design			-						-
Legal Services			-						-
Administration			-						-
Construction Contracts	109	50	159	50		65		65	339
Construction Mgmt			-						-
Salaries and Benefits			-						-
Contingency			-						-
CIP Overheads	6	2	8	2		3		3	16
TOTAL USES	120	52	172	52	-	68	-	68	360

SOURCES (dollars in \$000)

Parkland Impact Fees	59	2	61	2					63
Housing Related Parks Prog Grant		50	50	50					100
Bonds - Savings from Refinancing						68		68	136
Donations/Developer Contributions	61		61						61
TOTAL FUNDS	120	52	172	52	-	68	-	68	360

EAST WASHINGTON PARK MULTI-USE PATHWAY

PARKS AND RECREATION



PROJECT TITLE: East Washington Park Multi-Use Pathway Connection C14501403

PROJECT PURPOSE AND DESCRIPTION

The environmental document for the East Washington Park identified the need to connect the existing sidewalk west of the airport to the new park. This project involves constructing an 8' or wider ADA compliant multi-use path from the existing sidewalk terminus at Sky Ranch Drive to the park property line. The path within the park will be part of the project that will construct the playing fields.

FINANCIAL OVERVIEW

C14501403

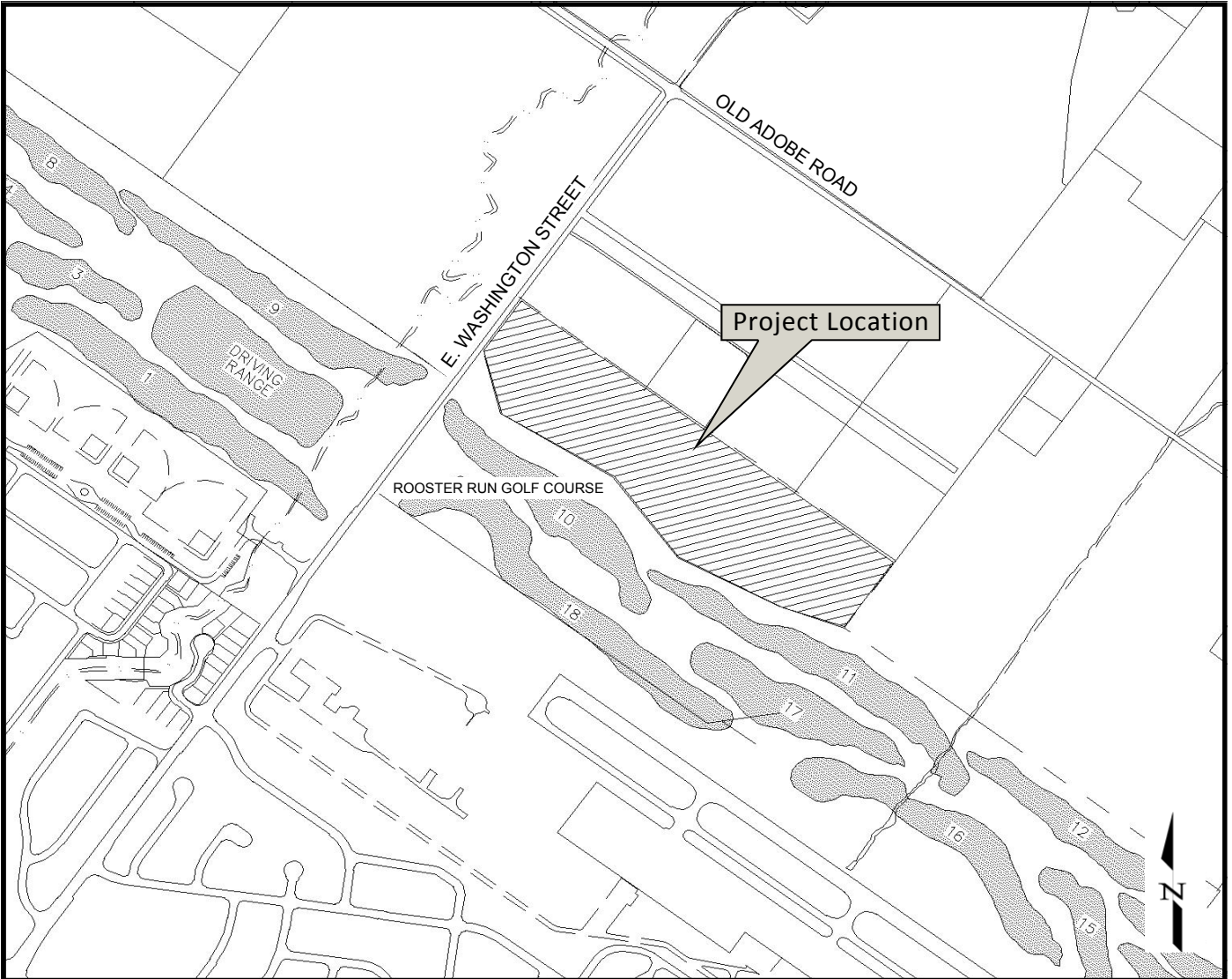
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-	5					5
Land & Easements			-	12					12
Design		20	20	20					40
Legal Services			-						-
Administration			-						-
Construction Contracts			-	329					329
Construction Mgmt			-	50					50
Salaries and Benefits			-						-
Contingency			-	50					50
CIP Overheads			-						-
TOTAL USES	-	20	20	466	-	-	-	-	486

SOURCES (dollars in \$000)

Parkland Impact Fees			-	180					180
Public Works Grant TDA-3		20	20	286					306
TOTAL FUNDS	-	20	20	466	-	-	-	-	486

EAST WASHINGTON PARK

PARKS AND RECREATION



PROJECT TITLE: East Washington Park Baseball Restroom Ph. 2

C14501604

PROJECT PURPOSE AND DESCRIPTION

This phase of work will construct a cinder block restroom and connect to utilities installed in phase one. Additionally, the construction contract amount includes the filling of the existing wetland area, provided permitting can be obtained, and off-site mitigation completed through other City projects. Design of the baseball diamond will occur concurrently. Wetland mitigation is the first step to allow construction of the baseball diamonds which is expected to start in the following year.

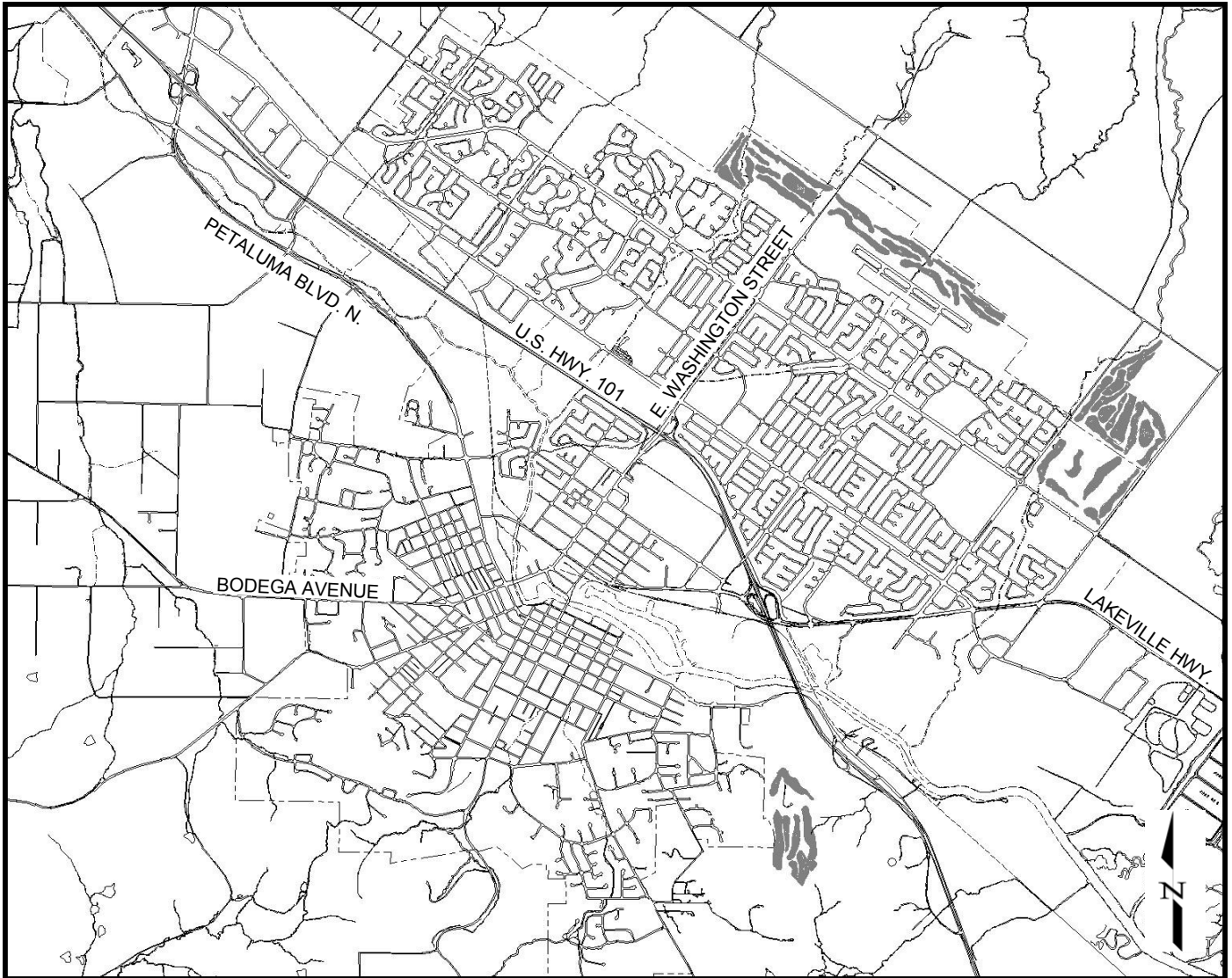
FINANCIAL OVERVIEW

C14501604

	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				Total Project Estimate
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental	-		-	5	-				5
Land & Easements			-						-
Design			-	5					5
Legal Services			-						-
Administration			-	2					2
Construction Contracts			-	135					135
Construction Mgmt			-	30					30
Salaries and Benefits	-		-						-
Contingency			-	18					18
CIP Overheads			-	5					5
TOTAL USES	-	-	-	200	-	-	-	-	200
SOURCES (dollars in \$000)									
Parkland Impact Fees			-	75					75
Donations/Developer Contributions	-		-	125					125
TOTAL FUNDS	-	-	-	200	-	-	-	-	200

ASPHALT REHABILITATION OF COURTS—VARIOUS LOCATIONS

PARKS



PROJECT TITLE: Asphalt Rehabilitation for Courts

C14501705

PROJECT PURPOSE AND DESCRIPTION

The asphalt surface of the City's playing courts requires periodic rehabilitation. The method will vary depending on the specific condition and use. This project is currently unfunded.

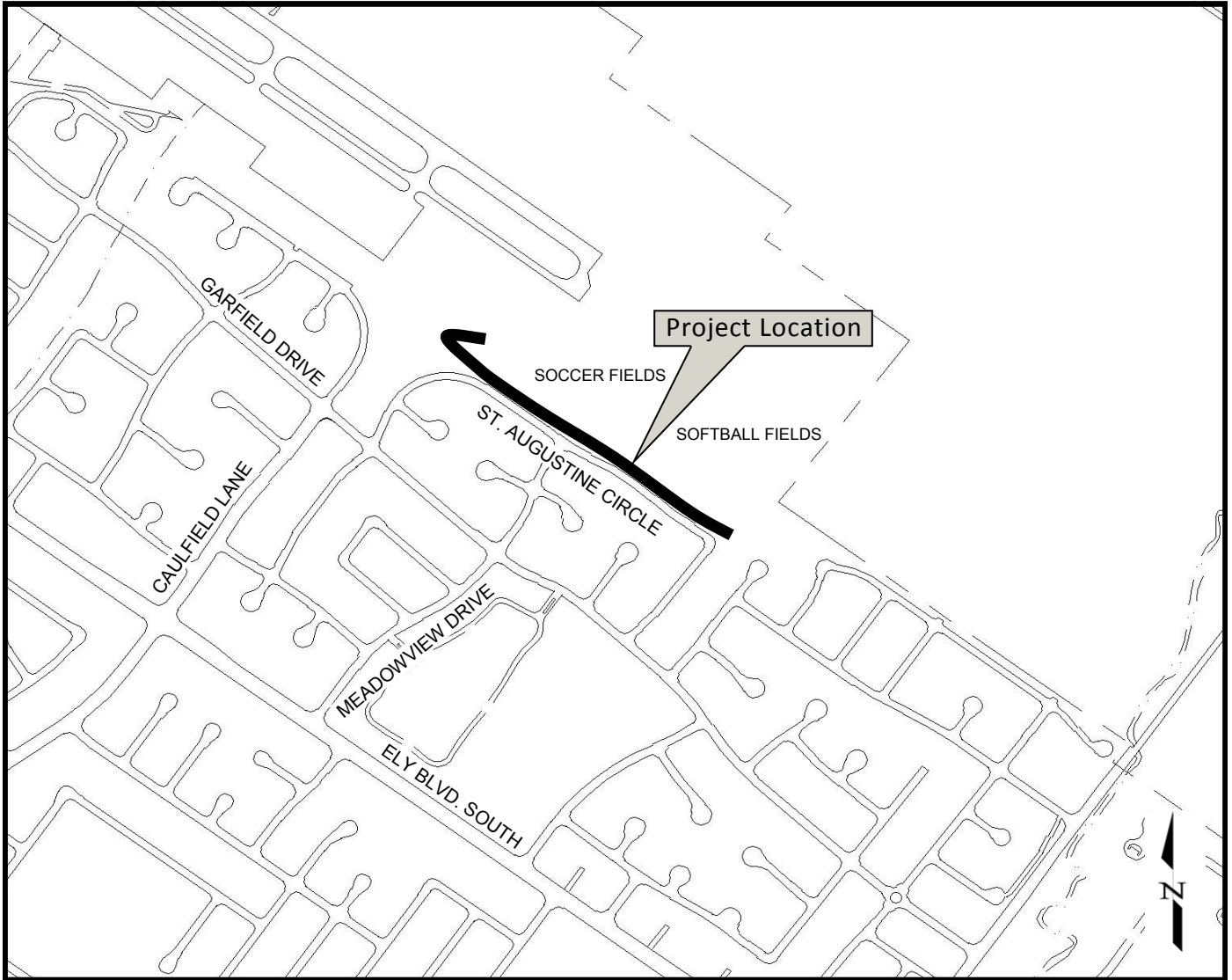
FINANCIAL OVERVIEW

C14501705

	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-						-
Legal Services			-						-
Administration			-						-
Construction Contracts			-		150				150
Construction Mgmt			-		15				15
Salaries and Benefits			-		-				-
Contingency			-		20				20
CIP Overheads			-		5				5
TOTAL USES	-	-	-	-	190	-	-	-	190
SOURCES (dollars in \$000)									
Undetermined			-		190				190
TOTAL FUNDS	-	-	-	-	190	-	-	-	190

WISEMAN PARK TRAIL REHABILITATION

PARKS



PROJECT TITLE: Wiseman Trail Rehabilitation

C14101606

PROJECT PURPOSE AND DESCRIPTION

The existing park trail has deteriorated over the years and needs reconstruction. This project may be broken up into two phases, constructing the trail from the restrooms north to the playground in the first phase and south to the ball fields in the second phase. Two additional ADA parking spaces will be added along with ramps for accessing the trail. Public restrooms along with ADA parking and access were recently installed in the park.

FINANCIAL OVERVIEW

C14101606	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-						-
Legal Services			-						-
Administration			-						-
Construction Contracts			-						-
Construction Mgmt			-	250	165				415
Salaries and Benefits			-						-
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	-	-	-	250	165	-	-	-	415
SOURCES (dollars in \$000)									
SCTA Reimbursement				250					250
Undetermined			-		165				165
TOTAL FUNDS	-	-	-	250	165	-	-	-	415



PUBLIC WORKS PROJECTS FY 2015-2016

PUBLIC WORKS CAPITAL IMPROVEMENT PROGRAM BUDGET FY 15-16

PROJECT SUMMARY

Fund 3160.31600

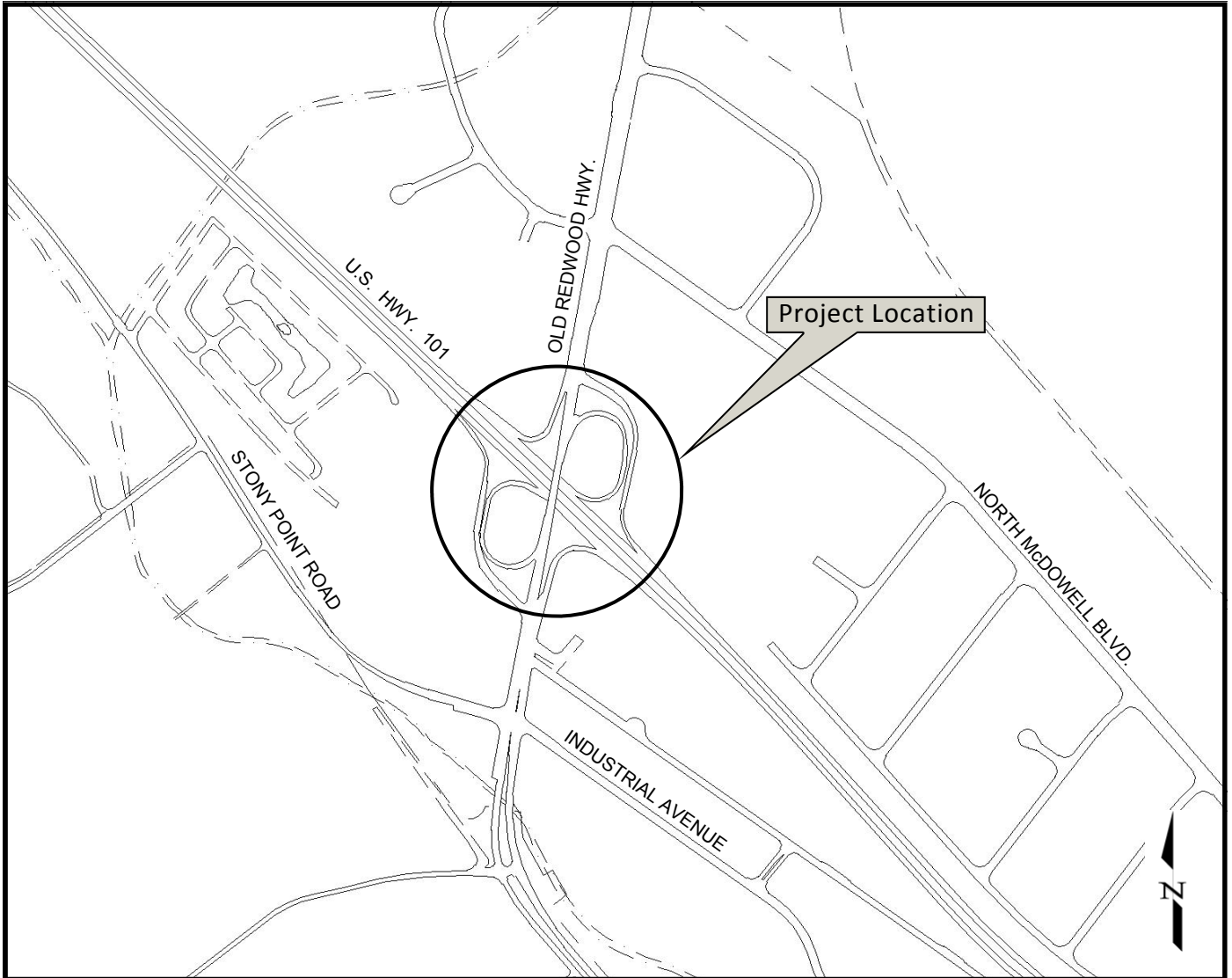
PROJECTS (dollars in \$000)	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Adopted Budget FY 15-16	PROJECTED				Total Estimate
				FY 16-17	FY 17-18	FY 18-19	FY 19-20	
C00501304 Old Redwood Highway Interchange	5,759	9,208	2,692	-	-	-	-	17,659
C16101201 Washington Street Bridge Seismic Rehabilitation	234	161	626	3,310	-	-	-	4,331
C03500104 Rule20A Bodega Phase II	49	-	-	-	358	-	-	407
C00501204 Rainier Avenue Cross-Town Connector / Interchange	2,749	132	20	-	-	8,690	-	11,591
C16101303 Various Maintenance And Overlays	54	519	-	1,000	-	-	-	1,573
C03200503 River Trail - Washington To Lakeville	1,735	5	27	-	-	-	-	1,767
C16101309 Channelization Lakeville & Pine View Way	5	46	165	-	-	-	-	216
C16501410 Willow Brook Creek Bridge Scour Repair	6	-	5	56	-	-	-	67
C16101416 Petaluma Complete Streets	13	193	1,932	-	-	-	-	2,138
C16101301 Traffic Signal Infrastructure Capital Replacement Program	-	200	200	-	100	-	100	600
C16501412 Led Streetlight Retrofit	-	-	262	-	1,220	-	-	1,482
C16101519 Rivertrail - 101/Crossing	-	50	-	1,500	-	-	-	1,550
C16101601 Road Diet Ext Petaluma Blvd S	-	-	194	118	2,898	-	-	3,210
e16082012 Payran UST	768	37	40	186	-	-	-	1,031
e16102015 Caulfied Lane Grade Crossing Improvements	-	-	223	-	-	-	-	223
TOTAL	\$ 11,372	\$ 10,551	\$ 6,386	\$ 6,170	\$ 4,576	\$ 8,690	\$ 100	\$ 47,845

SOURCES (dollars in \$000)

Traffic Mitigation Impact Fees	\$ 2,594	\$ 782	\$ 2,842	\$ (111)	\$ -	\$ -	\$ -	\$ 6,107
Gas Tax	43	-	22	14	640	-	-	719
Street Maintenance 2411	213	660	567	1,556	150	-	100	3,246
Public Works Grants	874	407	2,584	2,914	2,566	-	-	9,345
Measure M	815	322	-	-	-	-	-	1,137
Successor Agency - PCDC	4,151	8,836	-	-	-	7,127	-	20,114
Assessment District 21	75	-	-	-	-	-	-	75
Developer Contributions	2,313	50	-	111	1,429	-	-	3,903
Interfund Loan	39	-	-	-	1,220	-	-	1,259
PG&E Loan	-	-	250	-	-	-	-	250
Sales - Taxable Revenue	4	-	-	-	-	-	-	4
Undetermined	-	-	-	1,686	-	-	-	1,686
TOTAL	\$ 11,121	\$ 11,057	\$ 6,265	\$ 6,170	\$ 6,005	\$ 7,127	\$ 100	\$ 47,845

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. Construction is ongoing and proceeding on schedule with an expected completion in July 2015.

FINANCIAL OVERVIEW

C00501304

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental	385		385						385
Land & Easements			-						-
Design	3,663		3,663						3,663
Legal Services	9		9	4					13
Administration	16		16						16
Construction Contracts	1,200	8,904	10,104	2,435					12,539
Construction Mgmt	10	42	52	50					102
Salaries and Benefits	334	40	374						374
Contingency			-	165					165
CIP Overheads	142	222	364	38					402
TOTAL USES	\$ 5,759	\$ 9,208	\$ 14,967	\$ 2,692	\$ -	\$ -	\$ -	\$ -	\$ 17,659

SOURCES (dollars in \$000)

Traffic Mitigation Impact Fees	2,064	372	2,436	2,572					5,008
Successor Agency - PCDC	1,429	8,836	10,265						10,265
Assessment District 21	75		75						75
Developer Contributions	2,311		2,311						2,311
TOTAL FUNDS	\$ 5,879	\$ 9,208	\$ 15,087	\$ 2,572	\$ -	\$ -	\$ -	\$ -	\$ 17,659

CALTRANS

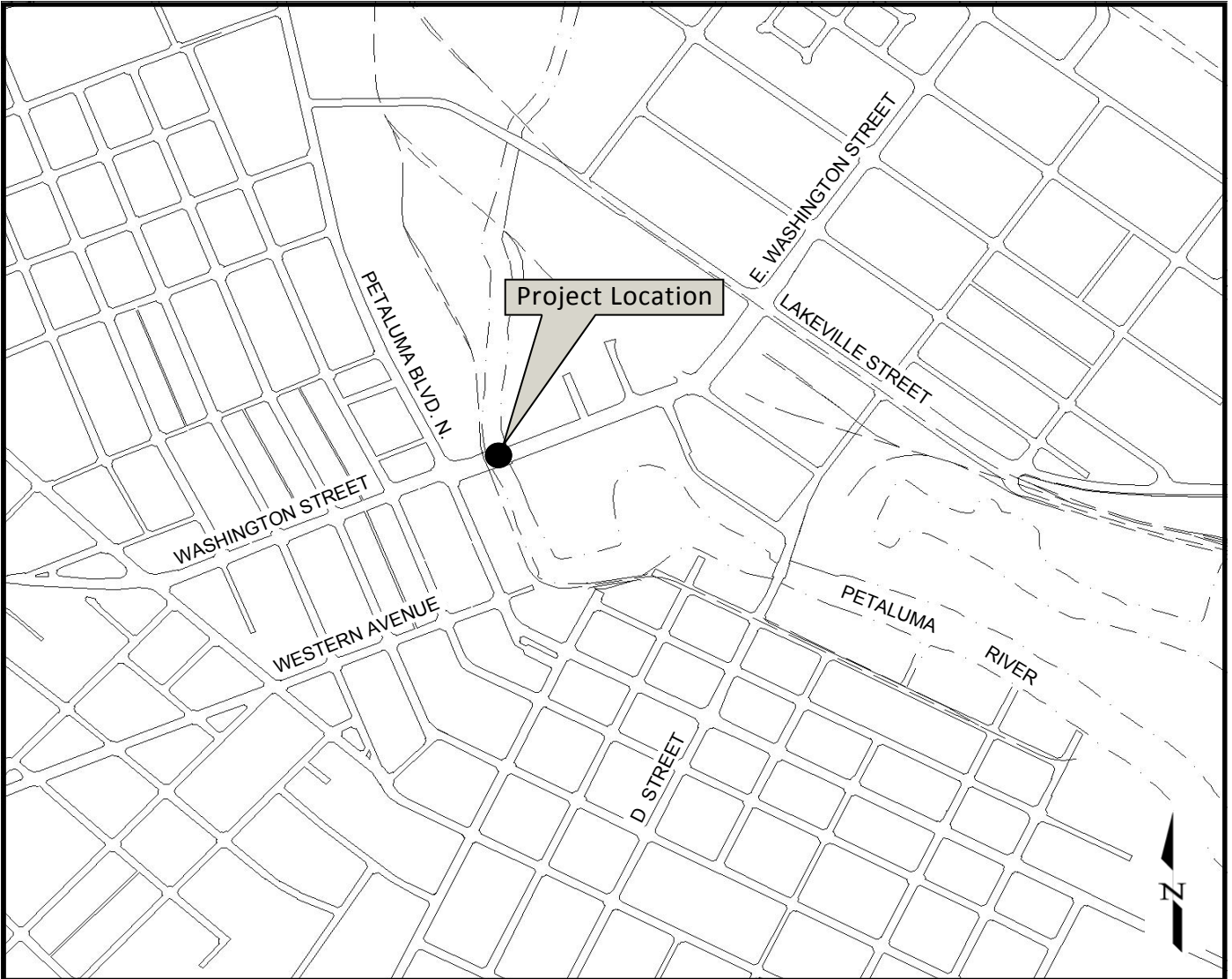
Right-of-Way		4,000	4,000	2,326					6,326
Construction		12,609	12,609	5,295					17,904
TOTAL CALTRANS EXPENSES	\$ -	\$ 16,609	\$ 16,609	\$ 7,621	\$ -	\$ -	\$ -	\$ -	\$ 24,230

SLPP

Measure M (LSP)		4,609	4,609	3,000					4,609
Measure M (101)		7,000	7,000	4,621					10,000
TOTAL CALTRANS SOURCES	\$ -	\$ 16,609	\$ 16,609	\$ 7,621	\$ -	\$ -	\$ -	\$ -	\$ 24,230

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 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 in FY 14/15. Upon approval a complete set of construction drawings will be prepared for bidding during FY 15/16. It is expected that the same HBP funding source will be available for construction in FY 16/17, but is not yet committed.

FINANCIAL OVERVIEW

C16101201

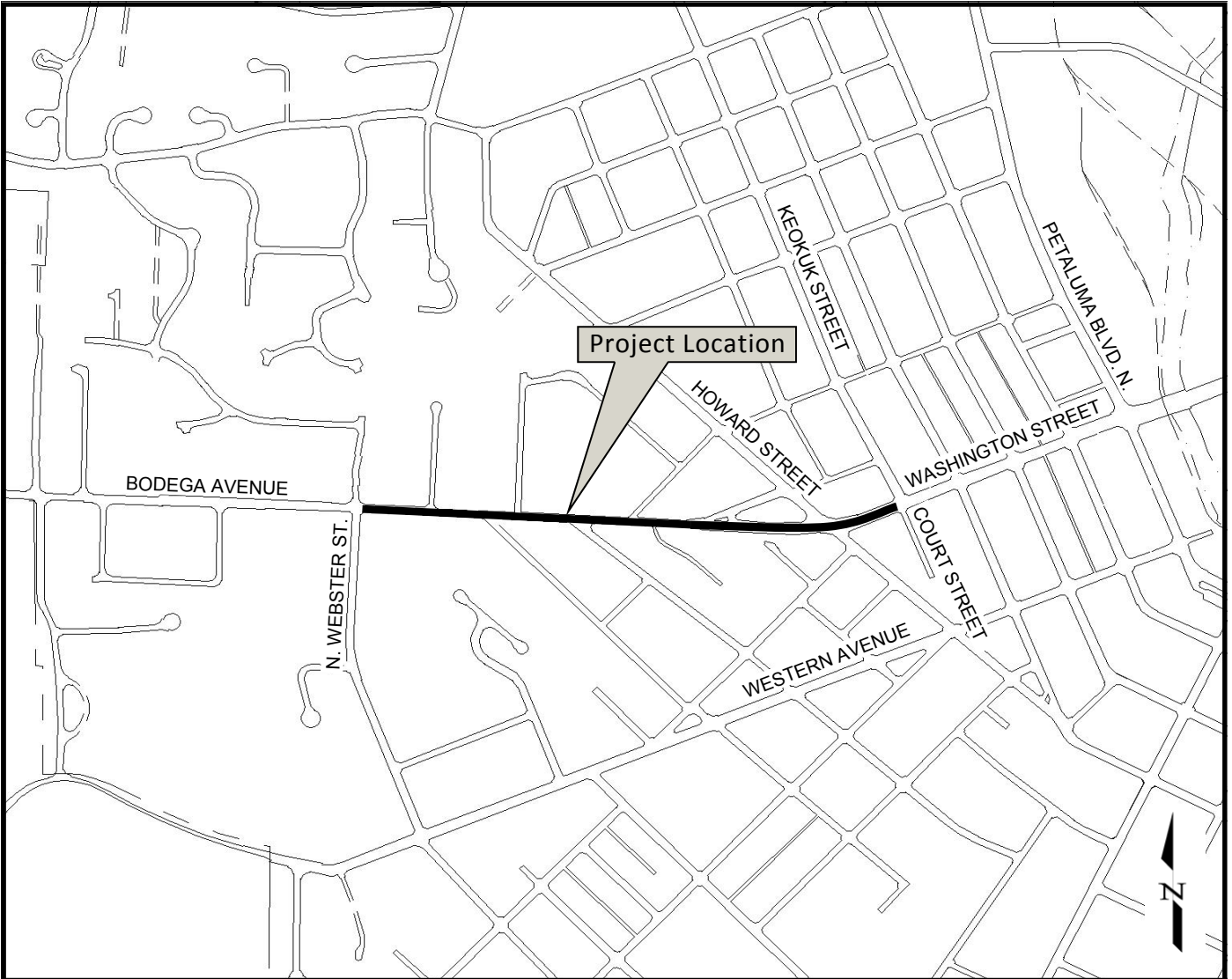
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-	200					200
Land & Easements			-						-
Design	207	146	353	426	50				829
Legal Services			-						-
Administration	4		4						4
Construction Contracts			-		2,500				2,500
Construction Mgmt			-		250				250
Salaries and Benefits	19	15	34						34
Contingency			-		375				375
CIP Overheads	4		4		135				139
TOTAL USES	\$ 234	\$ 161	\$ 395	\$ 626	\$ 3,310	\$ -	\$ -	\$ -	\$ 4,331

SOURCES (dollars in \$000)

Street Maintenance 2411	25	21	46	71	500				617
Fed Hwy Bridge Program (HBP) Grant	188	161	349	555	2,810				3,714
TOTAL FUNDS	\$ 213	\$ 182	\$ 395	\$ 626	\$ 3,310	\$ -	\$ -	\$ -	\$ 4,331

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. 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 Street to Court St.

FINANCIAL OVERVIEW

C03500104

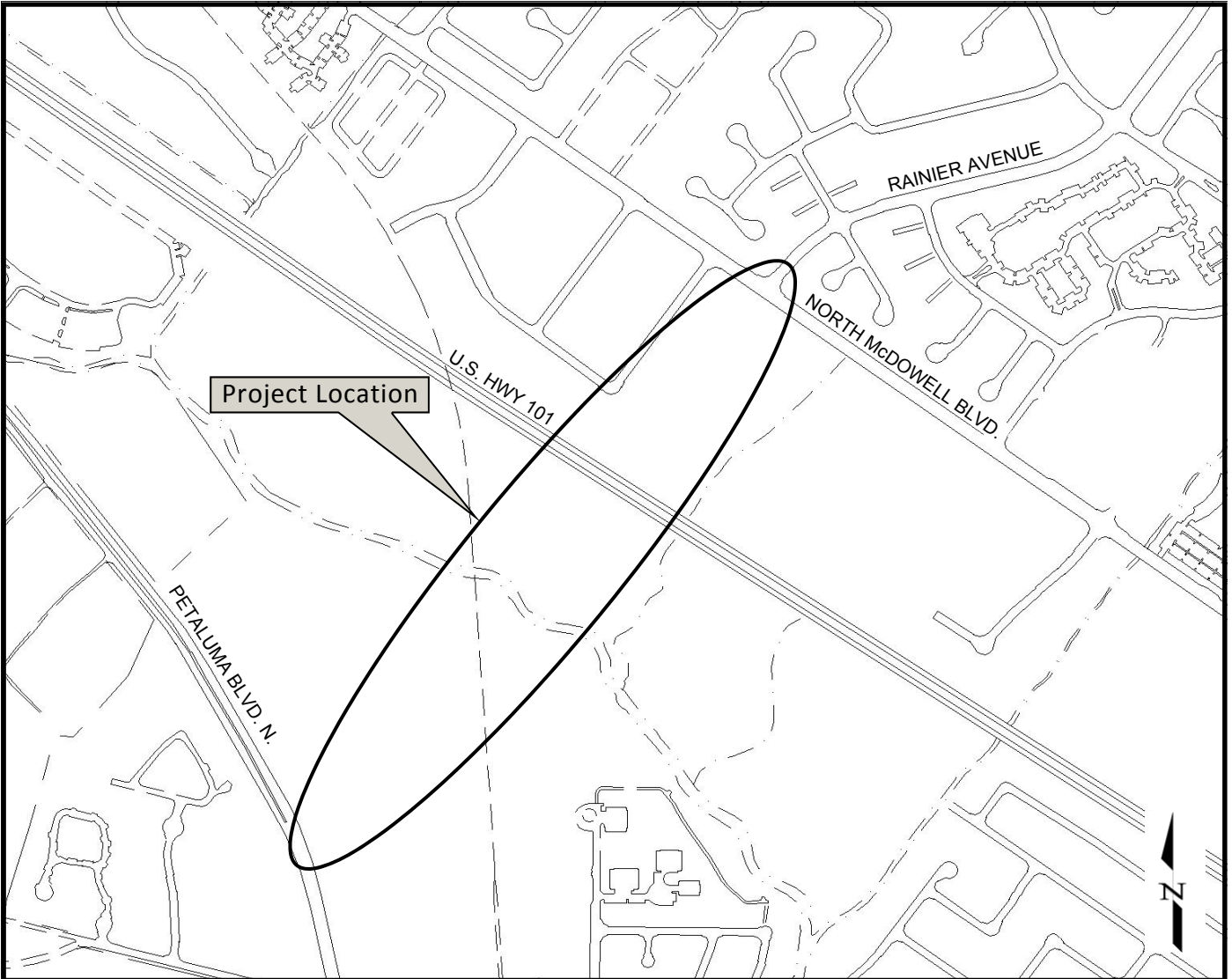
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-			35			35
Design	35		35			50			85
Legal Services	1		1						1
Administration			-						-
Construction Contracts			-			222			222
Construction Mgmt			-			22			22
Salaries and Benefits	11		11						11
Contingency			-			22			22
CIP Overheads	2		2			7			9
TOTAL USES	\$ 49	\$ -	\$ 49	\$ -	\$ -	\$ 358	\$ -	\$ -	\$ 407

SOURCES (dollars in \$000)

Gas Tax	43		43			308			351
Street Maintenance 2411	6		6			50			56
TOTAL FUNDS	\$ 49	\$ -	\$ 49	\$ -	\$ -	\$ 358	\$ -	\$ -	\$ 407

RAINIER AVENUE CROSS-TOWN CONNECTOR / INTERCHANGE

PUBLIC WORKS



**Project Title: Rainier Cross-town Connector / Interchange
 Phase 1 – Undercrossing Structure**

C00501204

PROJECT PURPOSE AND DESCRIPTION

An environmental impact report (EIR) has been completed for this cross-town connector project. The design of the undercrossing structure of existing Highway 101 has been completed by Caltrans. The structure will be constructed by Caltrans as part of the future Highway 101 MSN-C2 widening project which is currently underfunded. Future City projects will extend Rainier Ave. under the future 101 undercrossing to create a cross town connector and a full 101 interchange.

FINANCIAL OVERVIEW

C00501204

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
Planning/Environmental	1,788	110	1,898						1,898
Land & Easements	3		3						3
Design	576		576	10			35		621
Legal Services	8		8	10					18
Administration	8	2	10						10
Construction Contracts			-				7,000		7,000
Construction Mgmt	1		1				765		766
Salaries and Benefits	267	20	287						287
Contingency			-				681		681
CIP Overheads	98		98				209		307
TOTAL USES	\$ 2,749	\$ 132	\$ 2,881	\$ 20	\$ -	\$ -	\$ 8,690	\$ -	\$ 11,591

SOURCES (dollars in \$000)

Traffic Mitigation Impact Fees	377	375	752	20					772
Successor Agency - PCDC	2,261		2,261				7,127		9,388
Developer Contributions	2		2			1,429			1,431
TOTAL FUNDS	\$ 2,640	\$ 375	\$ 3,015	\$ 20	\$ -	\$ 1,429	\$ 7,127	\$ -	\$ 11,591



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 will include 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 the most benefit for the travelling public. Americans 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.

FINANCIAL OVERVIEW

C16101303

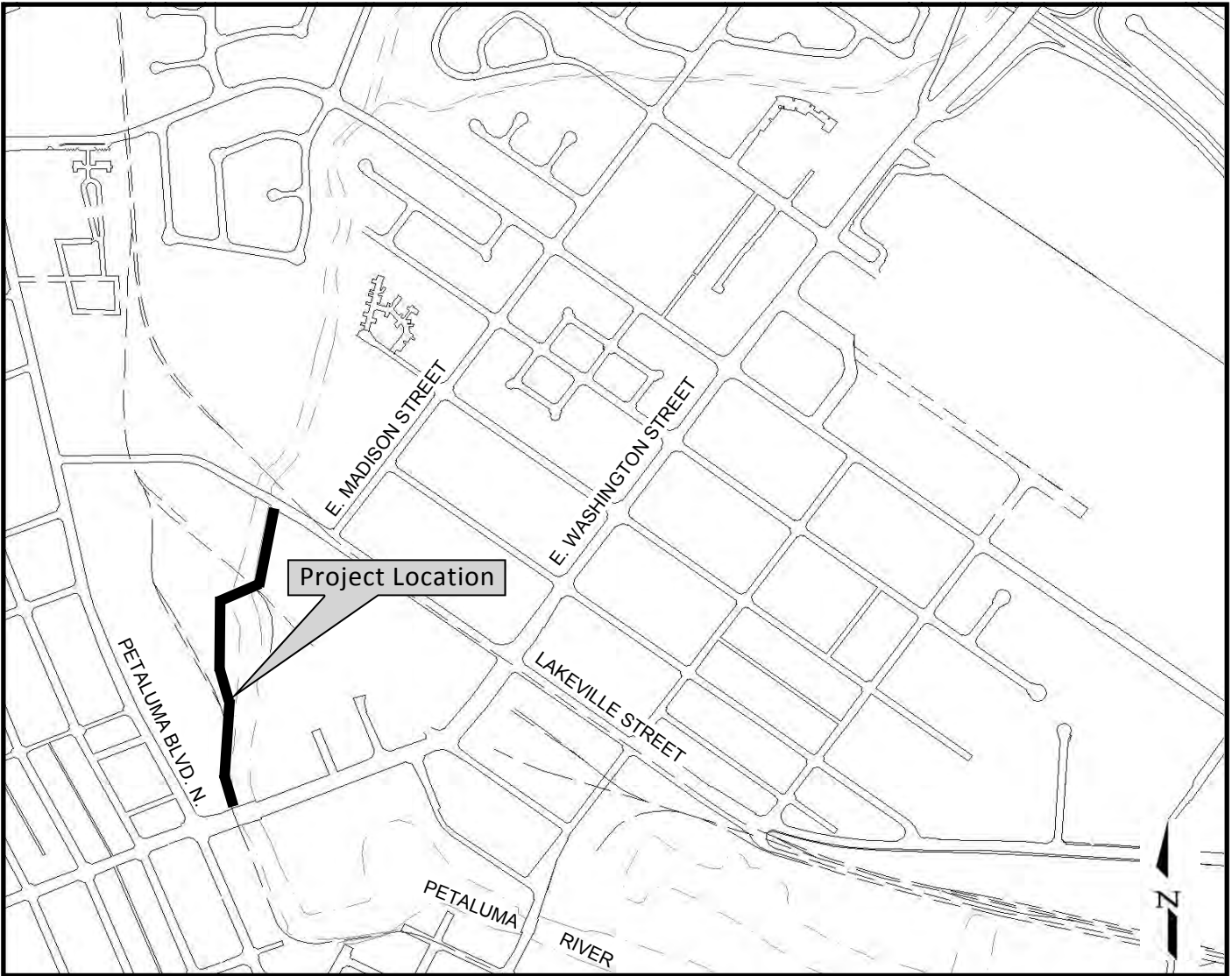
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental	1		1						1
Land & Easements			-						-
Design	15		15						15
Legal Services			-						-
Administration			-						-
Construction Contracts		492	492		1,000				1,492
Construction Mgmt		25	25						25
Salaries and Benefits	34		34						34
Contingency			-						-
CIP Overheads	4	2	6						6
TOTAL USES	\$ 54	\$ 519	\$ 573	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,573

SOURCES (dollars in \$000)

Street Maintenance 2411	163	410	573		1,000				1,573
TOTAL FUNDS	\$ 163	\$ 410	\$ 573	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,573

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 is expected to be completed, with two small portions excluded until additional property rights are acquired along Water Street, and the Army Corps of Engineers completes the flood wall near Lakeville Street. It is hoped that the remaining property rights will be acquired in FY 15/16.

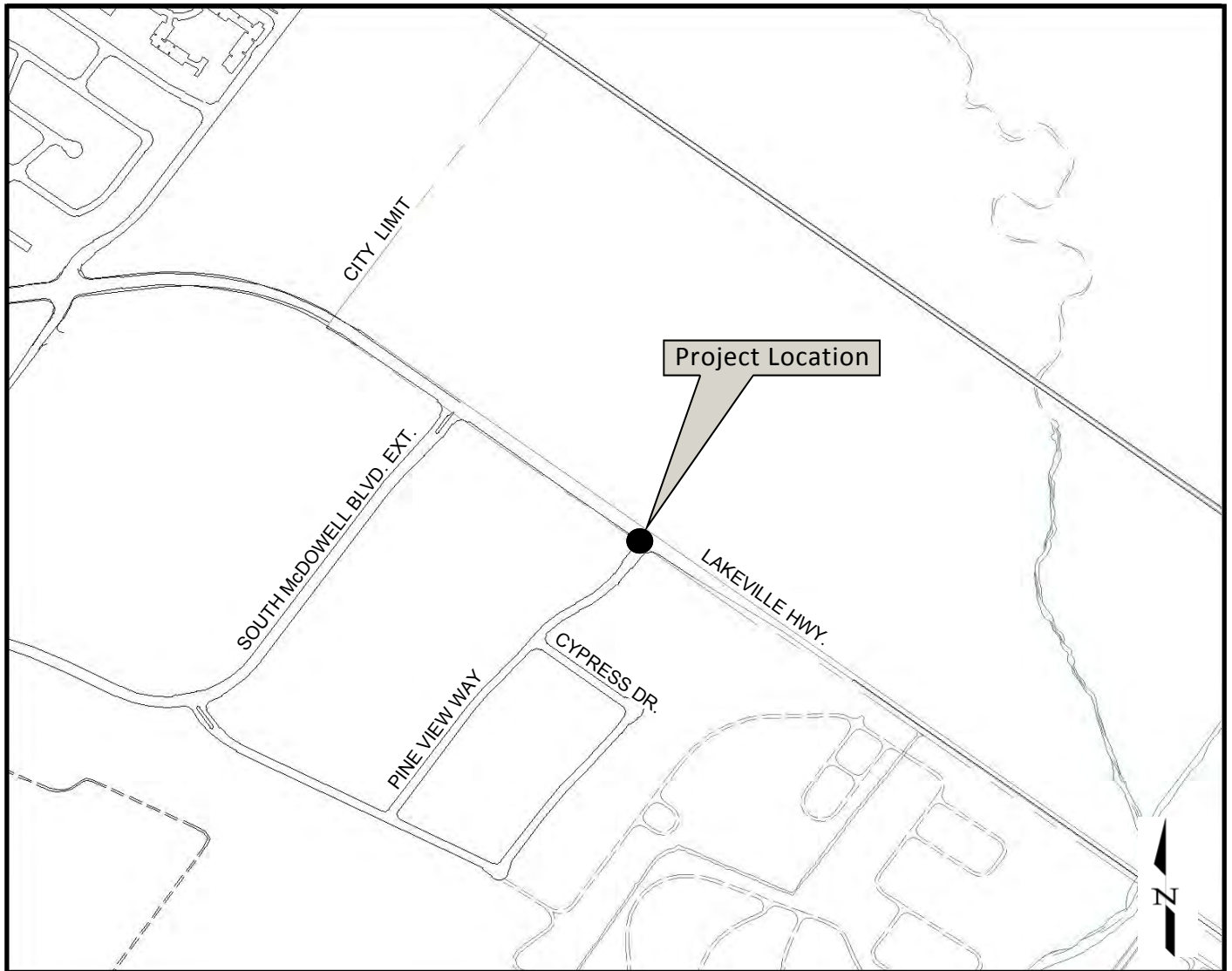
FINANCIAL OVERVIEW

C03200503

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental	20		20						20
Land & Easements	62	5	67	23					90
Design	198		198						198
Legal Services	21		21						21
Administration	17		17						17
Construction Contracts	1,036		1,036						1,036
Construction Mgmt	35		35						35
Salaries and Benefits	260	-	260	-					260
Contingency			-						-
CIP Overheads	86		86	4					90
TOTAL USES	\$ 1,735	\$ 5	\$ 1,740	\$ 27	\$ -	\$ -	\$ -	\$ -	\$ 1,767
SOURCES (dollars in \$000)									
Traffic Mitigation Impact Fees	153	35	188	27					215
Measure M	815	322	1,137						1,137
Successor Agency - PCDC	411		411						411
Sales - Taxable Revenue	4		4						4
TOTAL FUNDS	\$ 1,383	\$ 357	\$ 1,740	\$ 27	\$ -	\$ -	\$ -	\$ -	\$ 1,767

CHANNELIZATION LAKEVILLE & PINE VIEW WAY

PUBLIC WORKS



Project Title: Channelization Lakeville & Pine View Way

C16101309

PROJECT PURPOSE AND DESCRIPTION

The project will improve safety for vehicular traffic and bicyclists. The project will upgrade the intersection of Lakeville Highway at Pine View Way with raised concrete medians, signage, pavement markings and striping to delineate the turning movements. The through travel lanes will be channelized by the use of raised medians at the right turn onto Pine View and the right turn and subsequent merge from Pine View onto Lakeville Highway. This project is scheduled for construction in summer 2015.

FINANCIAL OVERVIEW

C16101309

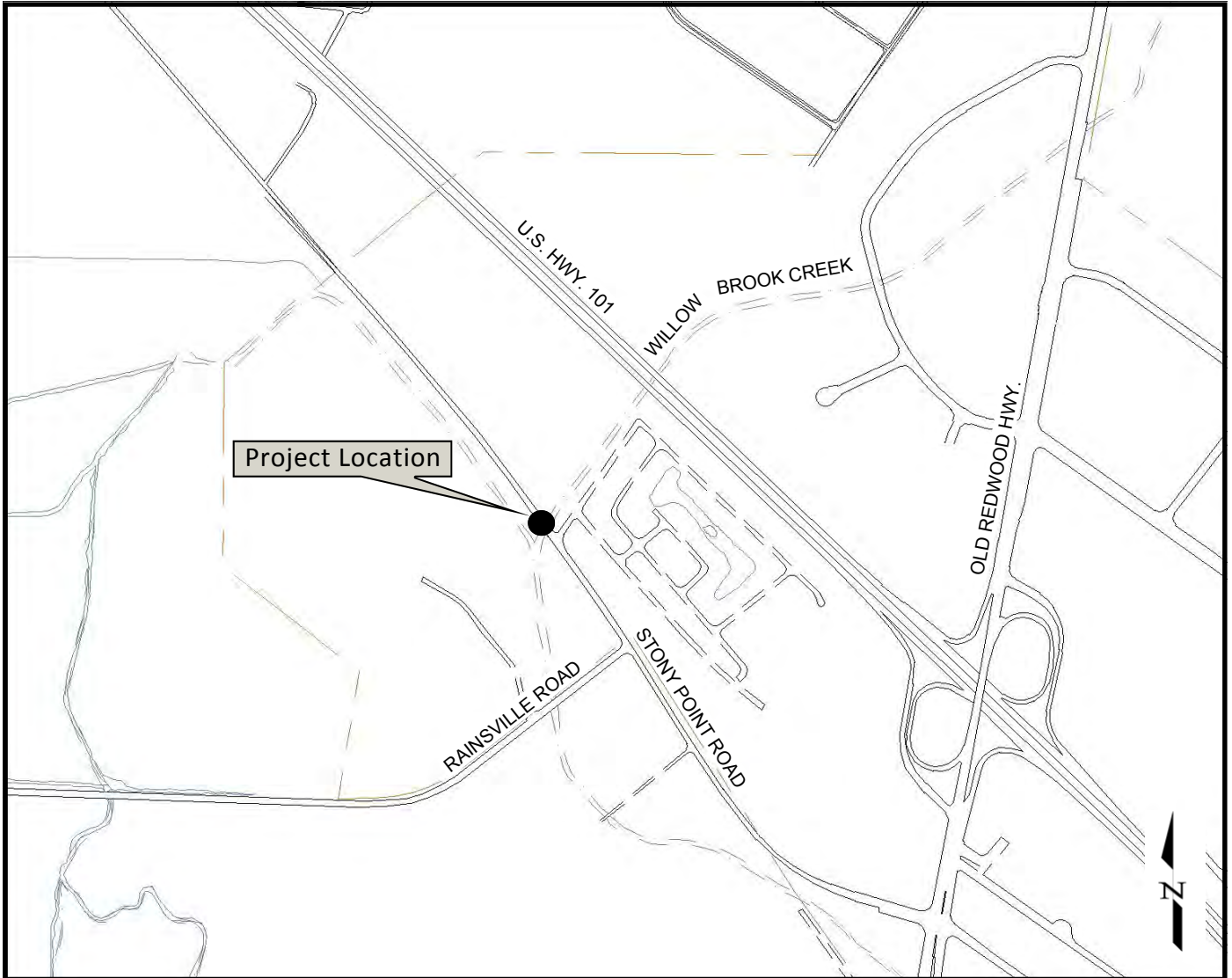
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design		43	43	4					47
Legal Services			-						-
Administration		2	2	3					5
Construction Contracts			-	115					115
Construction Mgmt			-	20					20
Salaries and Benefits	4		4						4
Contingency			-	20					20
CIP Overheads	1	1	2	3					5
TOTAL USES	\$ 5	\$ 46	\$ 51	\$ 165	\$ -	\$ -	\$ -	\$ -	\$ 216

SOURCES (dollars in \$000)

Street Maintenance 2411	2	7	9	22					31
Highway Safety Improvement Program	2	40	42	143					185
TOTAL FUNDS	\$ 4	\$ 47	\$ 51	\$ 165	\$ -	\$ -	\$ -	\$ -	\$ 216

WILLOW BROOK CREEK BRIDGE SCOUR REPAIR

PUBLIC WORKS



Project Title: Willow Brook Creek Bridge Scour Repair

C16501410

PROJECT PURPOSE AND DESCRIPTION

This project will fill a void behind the abutment, encase the exposed portion of the piles, and place rip rap to protect from further scour. Design work will be completed in FY 15/16 with construction work expected to occur early in the FY 16/17.

FINANCIAL OVERVIEW

C16501410	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-					-	-
Land & Easements			-						-
Design	1		1	5	-				6
Legal Services			-						-
Administration			-						-
Construction Contracts			-		40				40
Construction Mgmt			-		6				6
Salaries and Benefits	4		4						4
Contingency			-		8				8
CIP Overheads	1		1		2				3
TOTAL USES	\$ 6	\$ -	\$ 6	\$ 5	\$ 56	\$ -	\$ -	\$ -	\$ 67
SOURCES (dollars in \$000)									
Street Maintenance 2411	6		6	5	56				67
TOTAL FUNDS	\$ 6	\$ -	\$ 6	\$ 5	\$ 56	\$ -	\$ -	\$ -	\$ 67

Project Title: Petaluma Complete Streets

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 will be completed in FY 14/15 with construction to follow in FY 15/16. Project name has been modified to match title provided by Metropolitan Transportation Commission.

FINANCIAL OVERVIEW

C16101416

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design	2	191	193	10					203
Legal Services			-	1					1
Administration		1	1	1					2
Construction Contracts			-	1,679					1,679
Construction Mgmt			-	45					45
Salaries and Benefits	10		10						10
Contingency			-	150					150
CIP Overheads	1	1	2	46					48
TOTAL USES	\$ 13	\$ 193	\$ 206	\$ 1,932	\$ -	\$ -	\$ -	\$ -	\$ 2,138
SOURCES (dollars in \$000)									
Street Maintenance 2411	10	22	32	258					290
One Bay Area Grant (OBAG)	5	169	174	1,674					1,848
TOTAL FUNDS	\$ 15	\$ 191	\$ 206	\$ 1,932	\$ -	\$ -	\$ -	\$ -	\$ 2,138

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.

FINANCIAL OVERVIEW

C16101301

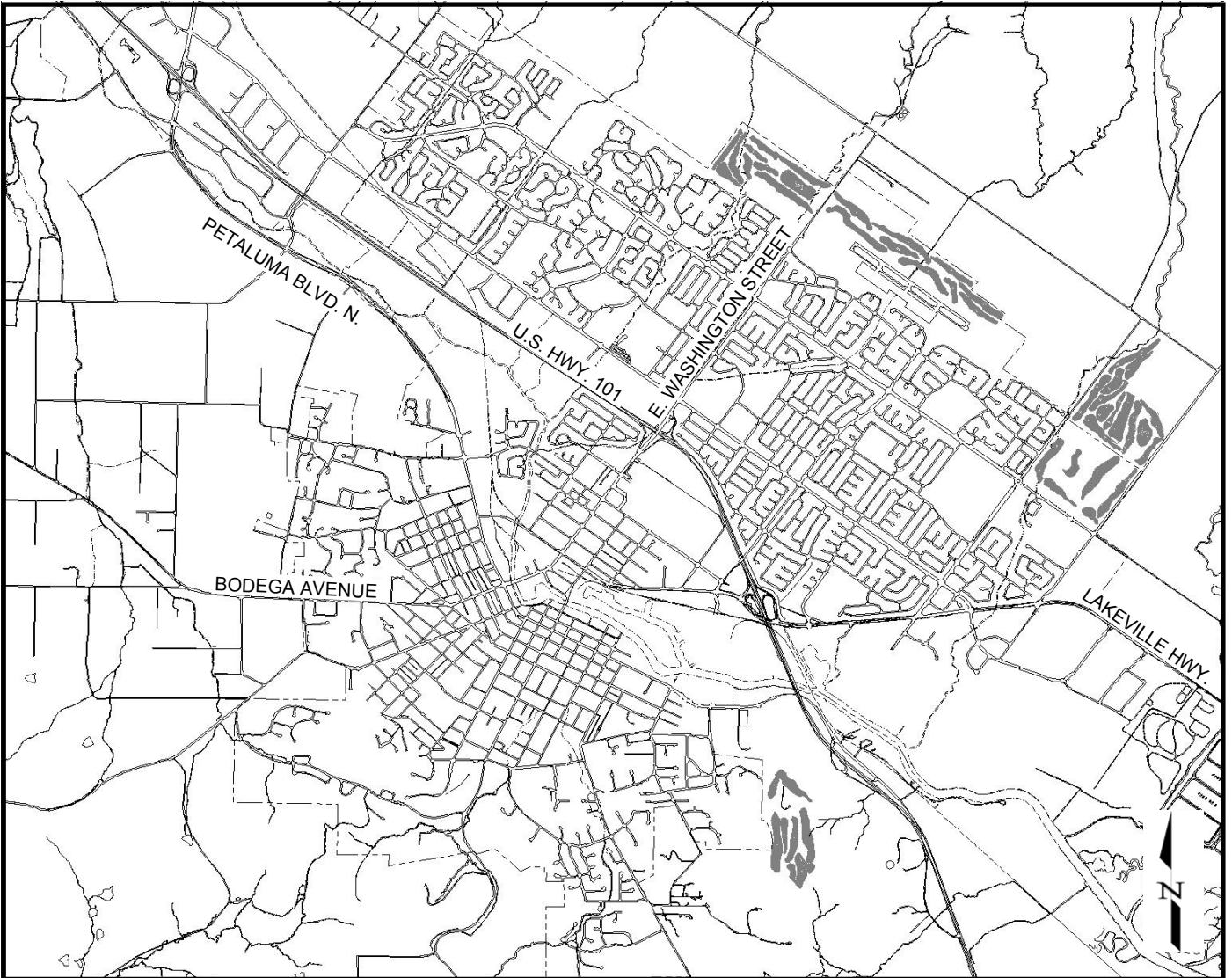
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design		25	25	25					50
Legal Services			-						-
Administration			-						-
Construction Contracts		175	175	175		100		100	550
Construction Mgmt			-						-
Salaries and Benefits			-						-
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	\$ -	\$ 200	\$ 200	\$ 200	\$ -	\$ 100	\$ -	\$ 100	\$ 600

SOURCES (dollars in \$000)

Street Maintenance 2411		200	200	200		100		100	600
TOTAL FUNDS	\$ -	\$ 200	\$ 200	\$ 200	\$ -	\$ 100	\$ -	\$ 100	\$ 600

LED STREETLIGHT RETROFIT—VARIOUS LOCATIONS

PUBLIC WORKS



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 for 15/16 is expected through PG&E's "on-bill financing", which is a loan to be repaid through the energy savings and will replace approximately 400 additional streetlights. Staff is planning for a future phase to complete the remaining retrofits.

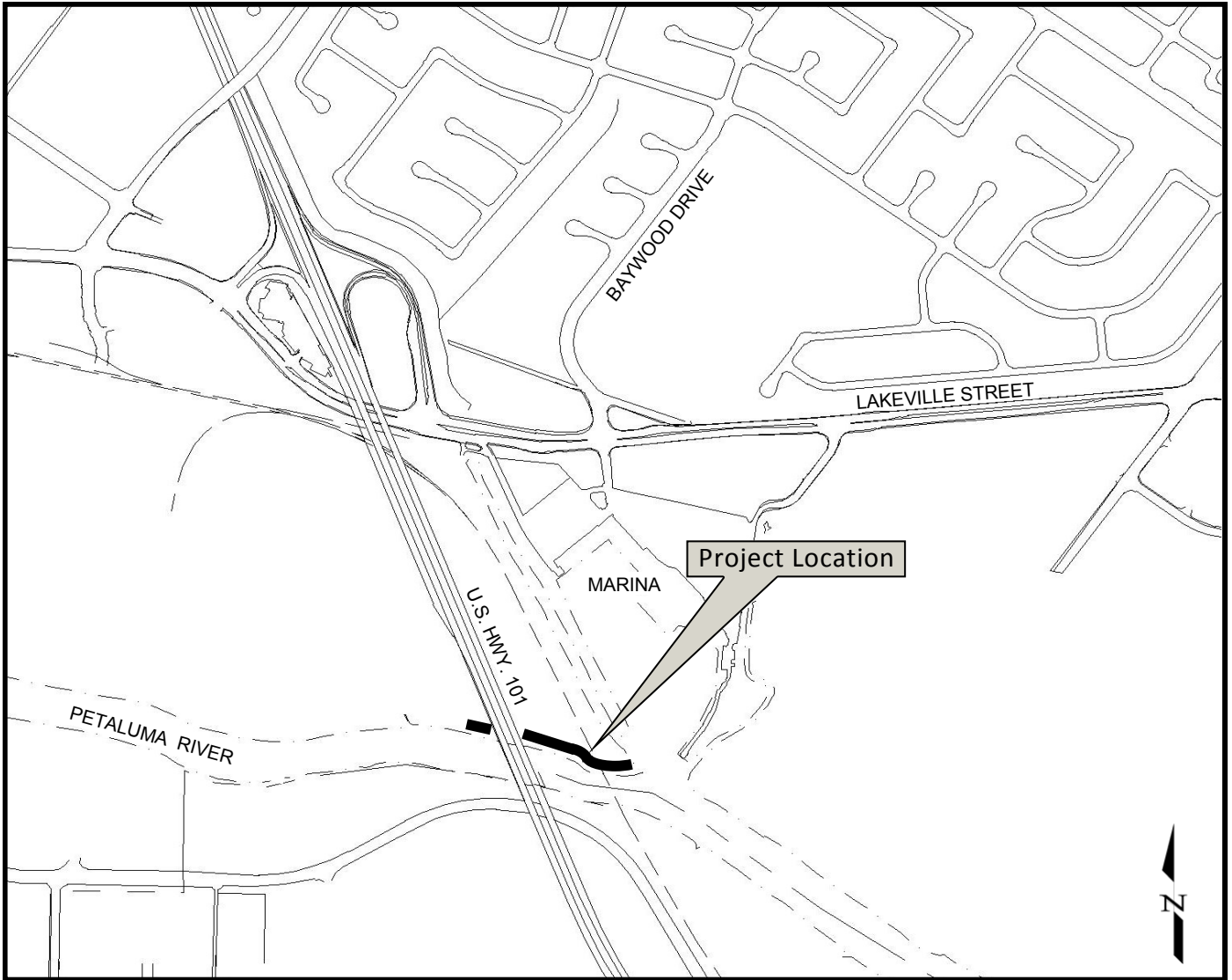
FINANCIAL OVERVIEW

C16501412

	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				Total Project Estimate
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-						-
Legal Services			-						-
Administration			-			10			10
Construction Contracts			-	249		1,200			1,449
Construction Mgmt			-	6		10			16
Salaries and Benefits			-						-
Contingency			-						-
CIP Overheads			-	7					7
TOTAL USES	\$ -	\$ -	\$ -	\$ 262	\$ -	\$ 1,220	\$ -	\$ -	\$ 1,482
SOURCES (dollars in \$000)									
Street Maintenance 2411	1		1	11					12
Interfund Loan			-			1,220			1,220
PG&E Loan			-	250					250
TOTAL FUNDS	\$ 1	\$ -	\$ 1	\$ 261	\$ -	\$ 1,220	\$ -	\$ -	\$ 1,482

RIVERTRAIL—101 /CROSSING

PUBLIC WORKS



Project Title: Rivertrail – 101/Crossing

C16101519

PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is to design and construct a critical piece of the Rivertrail crossing under Hwy 101 and across the SMART tracks. This segment, when complete, will connect the trail to Alman Marsh through the Marina to Hopper Street which ultimately leads to downtown. The path will allow cyclists and pedestrians an alternative to traveling along Lakeville Highway.

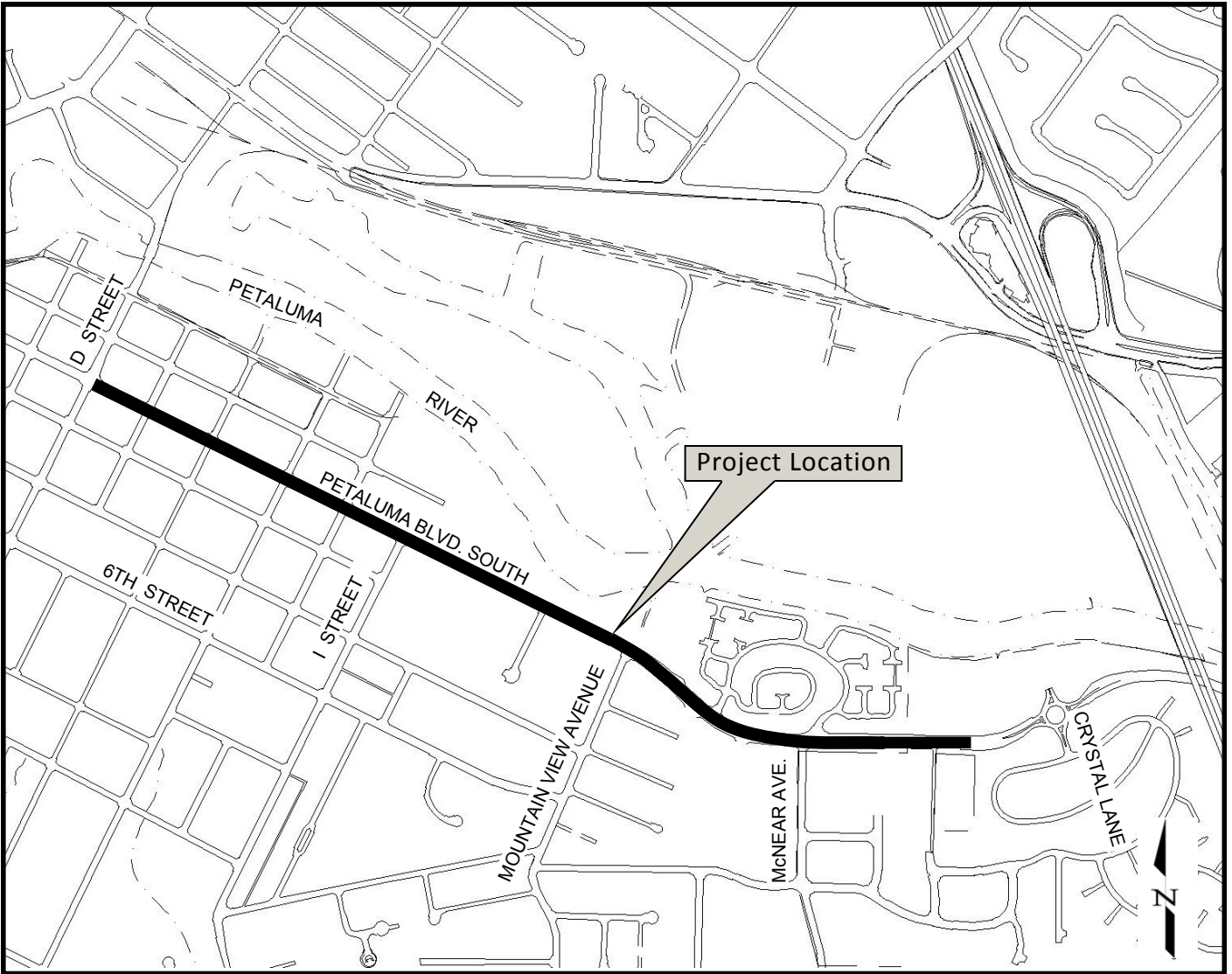
FINANCIAL OVERVIEW

C16101519

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental	-	50	50		100				150
Land & Easements			-		20				20
Design			-		100				100
Legal Services			-						-
Administration			-						-
Construction Contracts			-		1,000				1,000
Construction Mgmt			-		80				80
Salaries and Benefits	-		-						-
Contingency			-		200				200
CIP Overheads			-						-
TOTAL USES	\$ -	\$ 50	\$ 50	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ 1,550
SOURCES (dollars in \$000)									
Developer Contributions		50	50						50
Undetermined			-		1,500				1,500
TOTAL FUNDS	\$ -	\$ 50	\$ 50	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ 1,550

ROAD DIET EXTENSION PETALUMA BLVD. S.

PUBLIC WORKS



Project Title: Road Diet Extension Petaluma Blvd. South

C16101601

PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is to reconfigure the current 4-through lanes to 2-through lanes and one 2-left turn lane from E St. to approximately Crystal Lane (Roundabout), in order to provide adequately sized driving and parking lanes. This will improve safety for all modes of transportation and encourage more bicycle and pedestrian use. The project will include reconstruction of the roadway, bicycle facilities, sidewalk and ADA improvements.

FINANCIAL OVERVIEW

C16101601

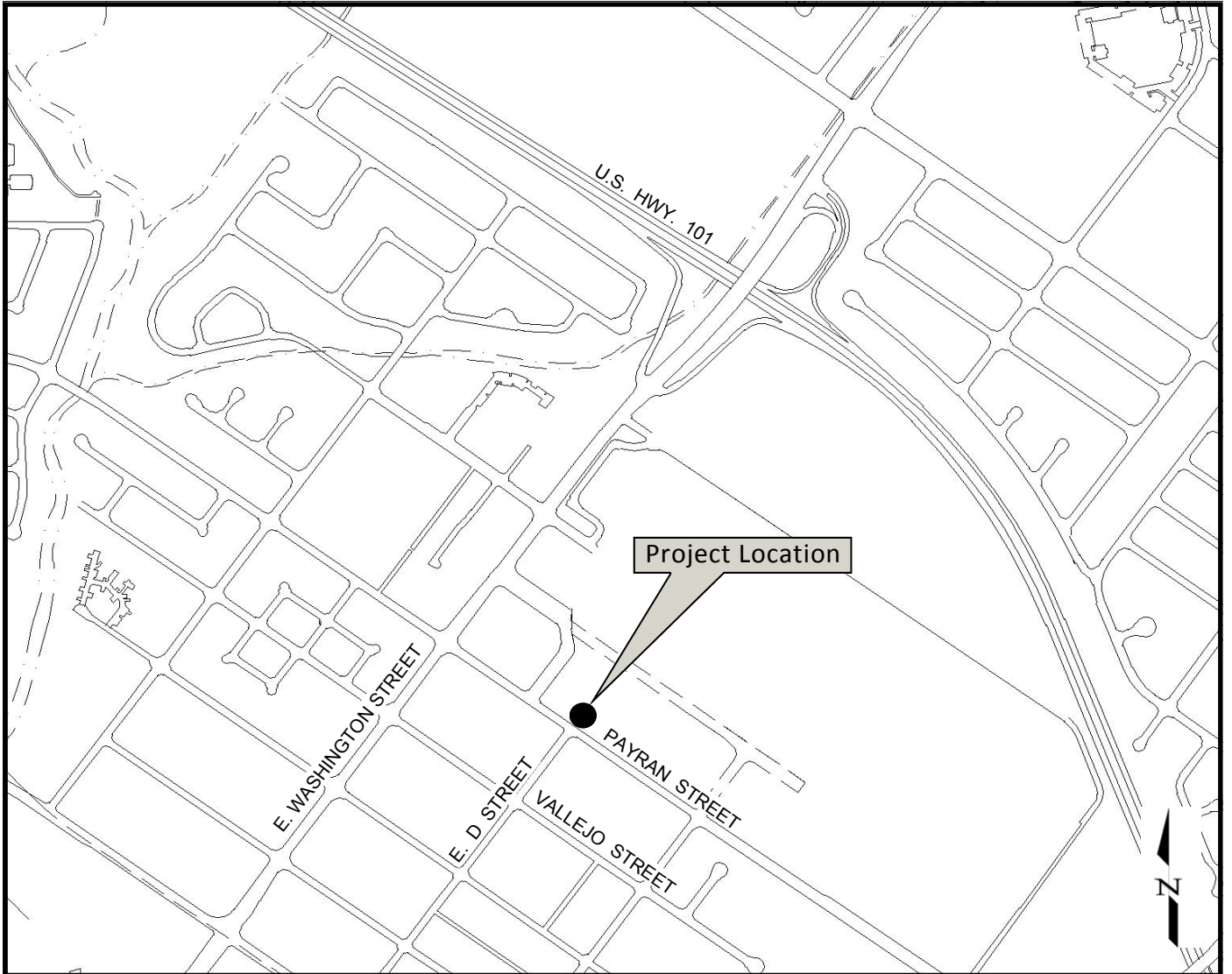
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-	60					60
Land & Easements			-						-
Design			-	130	115				245
Legal Services			-						-
Administration			-						-
Construction Contracts			-			2,460			2,460
Construction Mgmt			-			125			125
Salaries and Benefits			-						-
Contingency			-			245			245
CIP Overheads			-	4	3	68			75
TOTAL USES	\$ -	\$ -	\$ -	\$ 194	\$ 118	\$ 2,898	\$ -	\$ -	\$ 3,210

SOURCES (dollars in \$000)

Gas Tax			-	22	14	332			368
Public Works Grants			-	172	104	2,566			2,842
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 194	\$ 118	\$ 2,898	\$ -	\$ -	\$ 3,210

PAYRAN U S T

PUBLIC WORKS



Project Title: Payran UST

e16082012

PROJECT PURPOSE AND DESCRIPTION

301 Payran Street is the former site of a City Fire station and an underground storage tank (UST). The site has had an extensive history of subsurface investigations and remediation work. The City of Petaluma is required to continue remediation and monitoring of the site until allowed to be closed by the County. The majority of City costs to date have been reimbursed by the State UST Clean-up Fund. However, the City will soon reach the maximum allowable reimbursement from the state and may not be allowed to close the site.

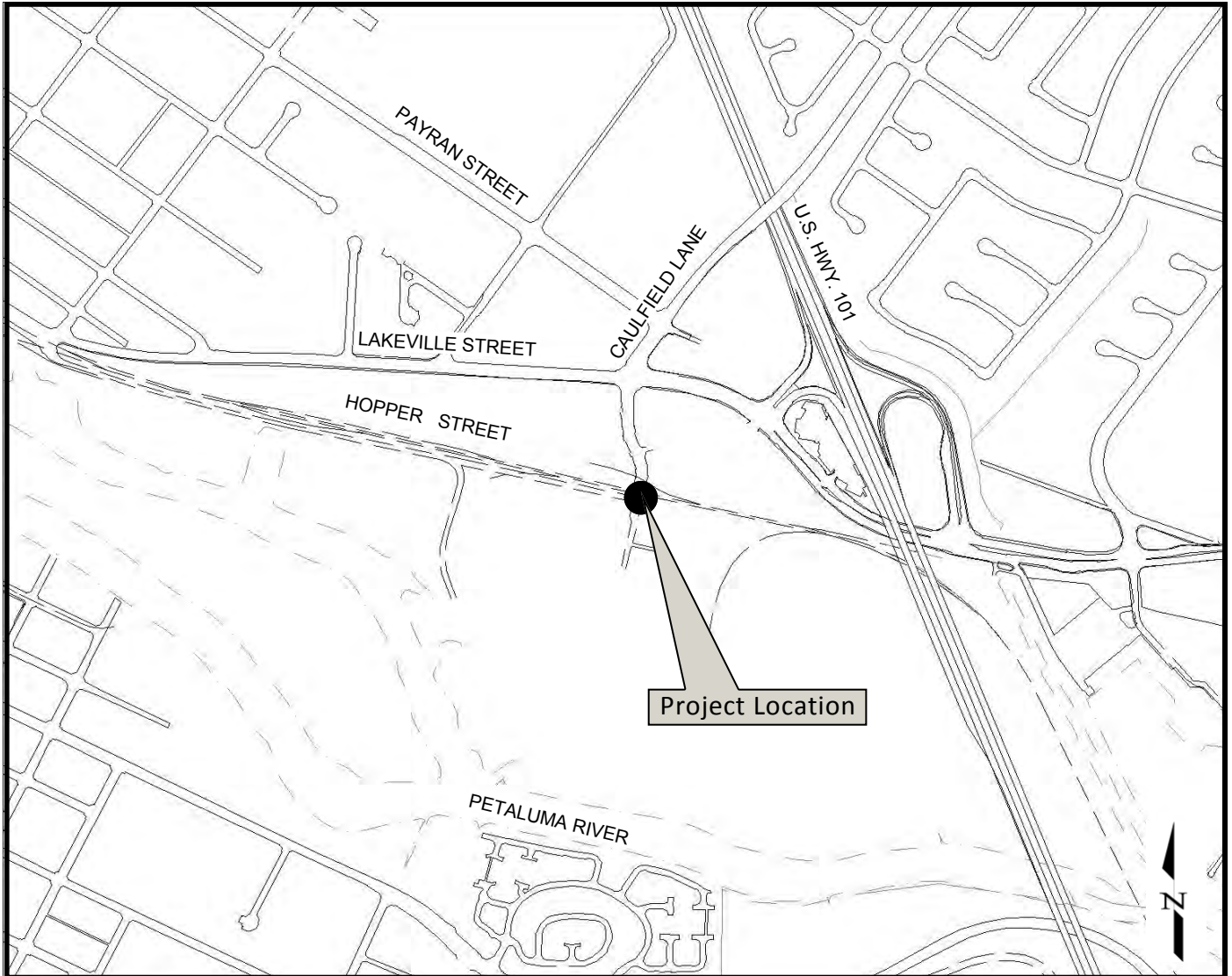
FINANCIAL OVERVIEW

e16082012

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental	20		20						20
Land & Easements			-						-
Design	316	37	353						353
Legal Services	1		1						1
Administration			-						-
Construction Contracts	399		399	40	186				625
Construction Mgmt			-						-
Salaries and Benefits	32		32						32
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	\$ 768	\$ 37	\$ 805	\$ 40	\$ 186	\$ -	\$ -	\$ -	\$ 1,031
SOURCES (dollars in \$000)									
State UST Clean-up Fund	679	37	716	40					756
Successor Agency - PCDC	50		50						50
Interfund Loan	39		39						39
Undetermined			-		186				186
TOTAL FUNDS	\$ 768	\$ 37	\$ 805	\$ 40	\$ 186	\$ -	\$ -	\$ -	\$ 1,031

CAULFIELD LANE GRADE CROSSING

PUBLIC WORKS



Project Title: Caulfield Lane Grade Crossing Improvements

e16102015

PROJECT PURPOSE AND DESCRIPTION

SMART is expected to commence passenger rail service through Petaluma in 2016. The purpose of this project is to authorize a contract with SMART to design and construct the required exit gate upgrades at the Caulfield Lane Grade Crossing as approved by the California Public Utilities Commission (PUC). The City is required by the PUC to fund the improvements. The developer of the Riverfront Project, Basin Street Properties, has voluntarily agreed to fund ½ of the total exit gate system costs as a project condition of approval.

FINANCIAL OVERVIEW

e16102015

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental	-		-		-				-
Land & Easements			-						-
Design			-						-
Legal Services			-						-
Administration			-						-
Construction Contracts			-	223					223
Construction Mgmt			-						-
Salaries and Benefits	-		-						-
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	\$ -	\$ -	\$ -	\$ 223	\$ -	\$ -	\$ -	\$ -	\$ 223
SOURCES (dollars in \$000)									
Traffic Mitigation Impact Fees			-	223	(111)				112
Developer Contributions			-		111				111
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 223	\$ -	\$ -	\$ -	\$ -	\$ 223



RECYCLED WATER PROJECTS FY 2015-2016

RECYCLED WATER CAPITAL IMPROVEMENT PROGRAM BUDGET FY 15-16

PROJECT SUMMARY

Fund 6690.66900

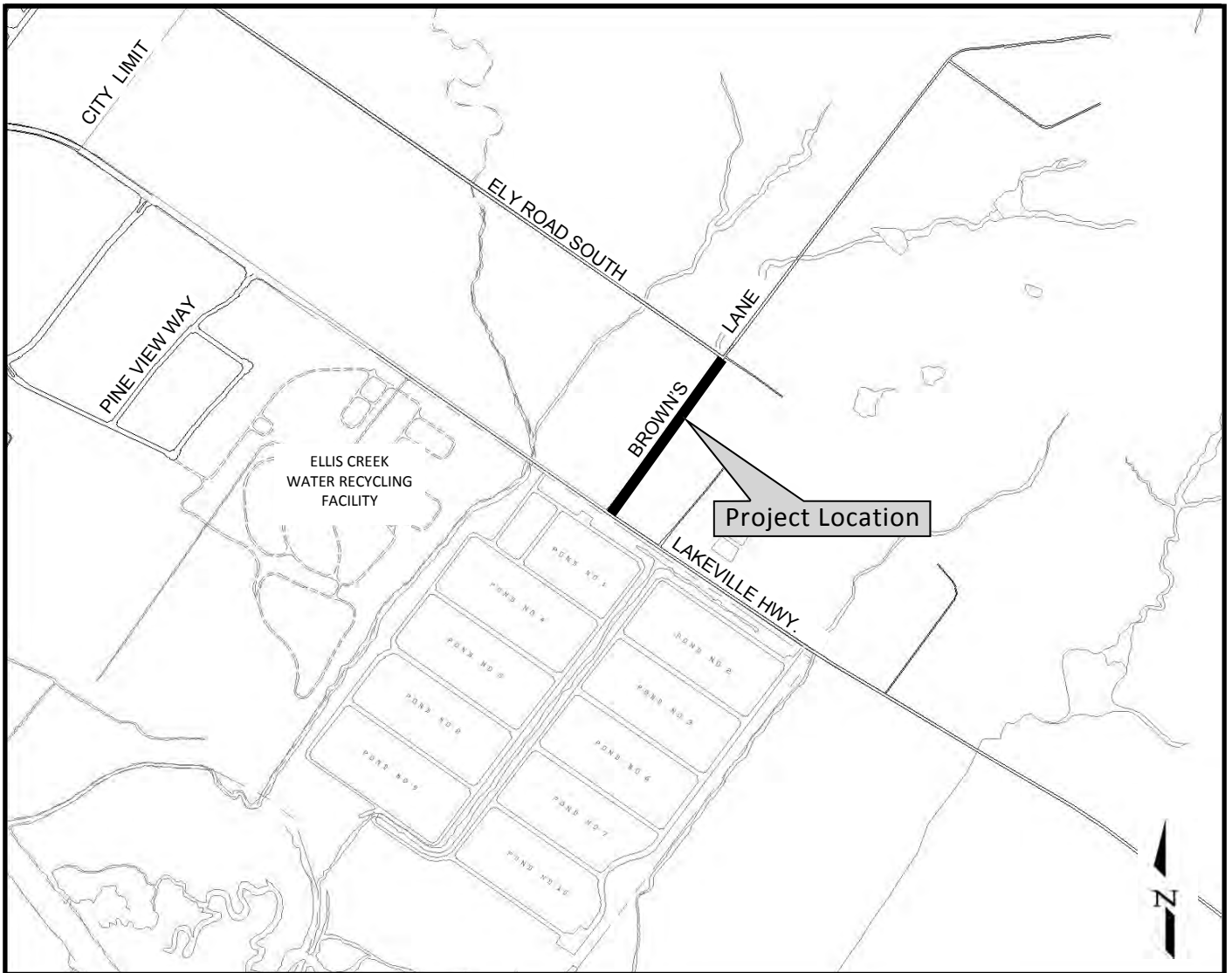
PROJECTS (dollars in \$000)	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Adopted Budget FY 15-16	PROJECTED				Total Estimate
				FY 16-17	FY 17-18	FY 18-19	FY 19-20	
C66401301 Brown's Lane Recycled Water Main Replacement	\$ 3	\$ 54	\$ 1,769	\$ -	\$ -	\$ -	\$ -	1,826
C66401415 Recycled Water Pipeline System Extensions	15	119	43	2,735	-	-	-	2,912
C66401416 Tertiary Filtration System Expansion	-	-	750	-	3,722	2,440	-	6,912
C66401302 Recycled Water Turnouts Replacement	-	-	-	-	-	388	-	388
TOTAL	\$ 18	\$ 173	\$ 2,562	\$ 2,735	\$ 3,722	\$ 2,828	\$ -	\$ 12,038

SOURCES (dollars in \$000)

Waste Water Capital Funds	\$ 18	\$ 173	\$ 2,562	\$ 1,346	\$ 2,700	\$ 388	\$ -	\$ 7,187
State Prop 1 Grant	-	-	-	1,389	1,022	2,440	-	4,851
TOTAL	\$ 18	\$ 173	\$ 2,562	\$ 2,735	\$ 3,722	\$ 2,828	\$ -	\$ 12,038

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 2000 feet of a high pressure 20" recycled water main on Brown's Lane from Lakeville Hwy to Ely Rd. Construction to start in the summer of 2015.

FINANCIAL OVERVIEW

C66401301

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
Planning/Environmental		3	3	17					20
Land & Easements			-						-
Design		42	42	80					122
Legal Services		2	2	2					4
Administration		3	3	5					8
Construction Contracts			-	1,200					1,200
Construction Mgmt			-	120					120
Salaries and Benefits	3		3						3
Contingency			-	300					300
CIP Overheads		4	4	45					49
TOTAL USES	\$ 3	\$ 54	\$ 57	\$ 1,769	\$ -	\$ -	\$ -	\$ -	\$ 1,826

SOURCES (dollars in \$000)

Waste Water Capital Funds	3	54	57	1,769					1,826
TOTAL FUNDS	\$ 3	\$ 54	\$ 57	\$ 1,769	\$ -	\$ -	\$ -	\$ -	\$ 1,826



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 extend the recycled water to offset potable water to schools, greenbelts, and parks. Fiscal Years 15/16 and 16/17 include extensions across SRJC to Kenilworth Jr. High and Corona Creek Elementary School starting in spring 2016. The construction timing on the extension is constrained by the school summer shutdown. The extensions traverse park fields used by Sonoma Mnt., Kenilworth, and Corona Creek schools. Future years will include extensions to Lucchesi Park and other greenbelts and parks along Maria Drive. Staff is proceeding with design to create a “shovel ready” project to better compete for grant funding.

FINANCIAL OVERVIEW

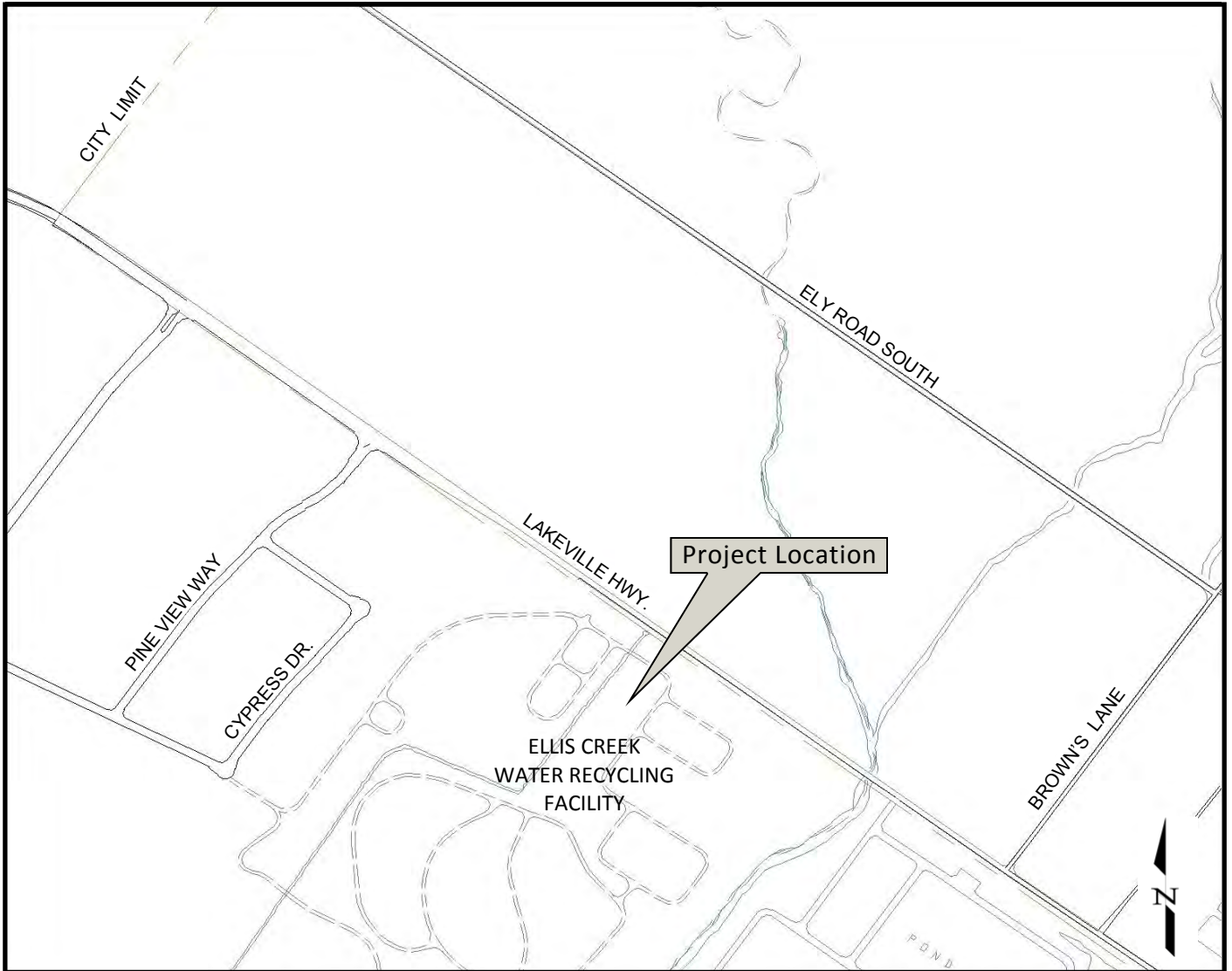
C66401415	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental		4	4	2					6
Land & Easements			-	10					10
Design		112	112	23	-				135
Legal Services			-	4					4
Administration		3	3	2	5				10
Construction Contracts			-		2,100				2,100
Construction Mgmt			-		160				160
Salaries and Benefits	13		13						13
Contingency			-		420				420
CIP Overheads	2		2	2	50				54
TOTAL USES	\$ 15	\$ 119	\$ 134	\$ 43	\$ 2,735	\$ -	\$ -	\$ -	\$ 2,912

SOURCES (dollars in \$000)

Waste Water Capital Funds	15	119	134	43	1,346				1,523
State Prop 1 Grant					1,389				1,389
TOTAL FUNDS	\$ 15	\$ 119	\$ 134	\$ 43	\$ 2,735	\$ -	\$ -	\$ -	\$ 2,912

TERTIARY FILTRATION SYSTEM EXPANSION

RECYCLED WATER



Project Title: Tertiary Filtration System Expansion

C66401416

PROJECT PURPOSE AND DESCRIPTION

The existing tertiary treatment system at the Ellis Creek Water Recycling Facility can process up to 5.0 MGD of tertiary level recycled water, of which 0.5 MGD is used in-plant. This project will expand the filtration and disinfection capacity of the system used to treat wastewater effluent to produce tertiary recycled water. With the increased demand on the recycled water system for agricultural irrigation, the tertiary system exceeds its capacity during high demand periods. To provide additional recycled water treatment capacity, the City will add a second continuous backwash upflow tertiary filter and add a third ultraviolet (UV) light system in an existing channel constructed for this purpose. The City is seeking grant funding from federal and state sources through a partnership with the North Bay Water Reuse Authority.

FINANCIAL OVERVIEW

C66401416	Expenses and Funds Received			BUDGET					
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				Total Project Estimate
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-	250	-				250
Land & Easements			-		-				-
Design			-	500					500
Legal Services			-		-				-
Administration			-		-				-
Construction Contracts			-			2,980	2,000		4,980
Construction Mgmt			-			350	240		590
Salaries and Benefits			-						-
Contingency			-			300	200		500
CIP Overheads			-			92			92
TOTAL USES	\$ -	\$ -	\$ -	\$ 750	\$ -	\$ 3,722	\$ 2,440	\$ -	\$ 6,912

SOURCES (dollars in \$000)

Waste Water Capital Funds			-	750		2,700			3,450
State Prop 1 Grant						1,022	2,440		3,462
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 750	\$ -	\$ 3,722	\$ 2,440	\$ -	\$ 6,912

Project Title: Recycled Water Turnouts Replacement

C66401302

PROJECT PURPOSE AND DESCRIPTION

The City of Petaluma’s recycled water system was constructed in 1981. It conveys secondary recycled water from the oxidation ponds at Lakeville Highway for irrigation of vineyards, golf courses and other agricultural land, serving over 850 acres. During the dry-weather season the City distributes water to recycled irrigation customers. The existing turnouts are at the end of their useful life having been in service for 30+ years. Maintenance is becoming difficult as parts are no longer available. This project will remove and replace recycled water irrigation turnouts, meter assemblies and their laterals.

FINANCIAL OVERVIEW

C66401302

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
Planning/Environmental			-		-				-
Land & Easements			-				14		14
Design			-				34		34
Legal Services			-		-		-		-
Administration			-				11		11
Construction Contracts			-				232		232
Construction Mgmt			-				36		36
Salaries and Benefits			-						-
Contingency			-				55		55
CIP Overheads			-				6		6
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 388	\$ -	\$ 388

SOURCES (dollars in \$000)

Waste Water Capital Funds			-				388		388
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 388	\$ -	\$ 388

SURFACE WATER PROJECTS FY 2015-2016

SURFACE WATER CAPITAL IMPROVEMENT PROGRAM BUDGET FY 15-16

PROJECT SUMMARY

Fund 3160.31600

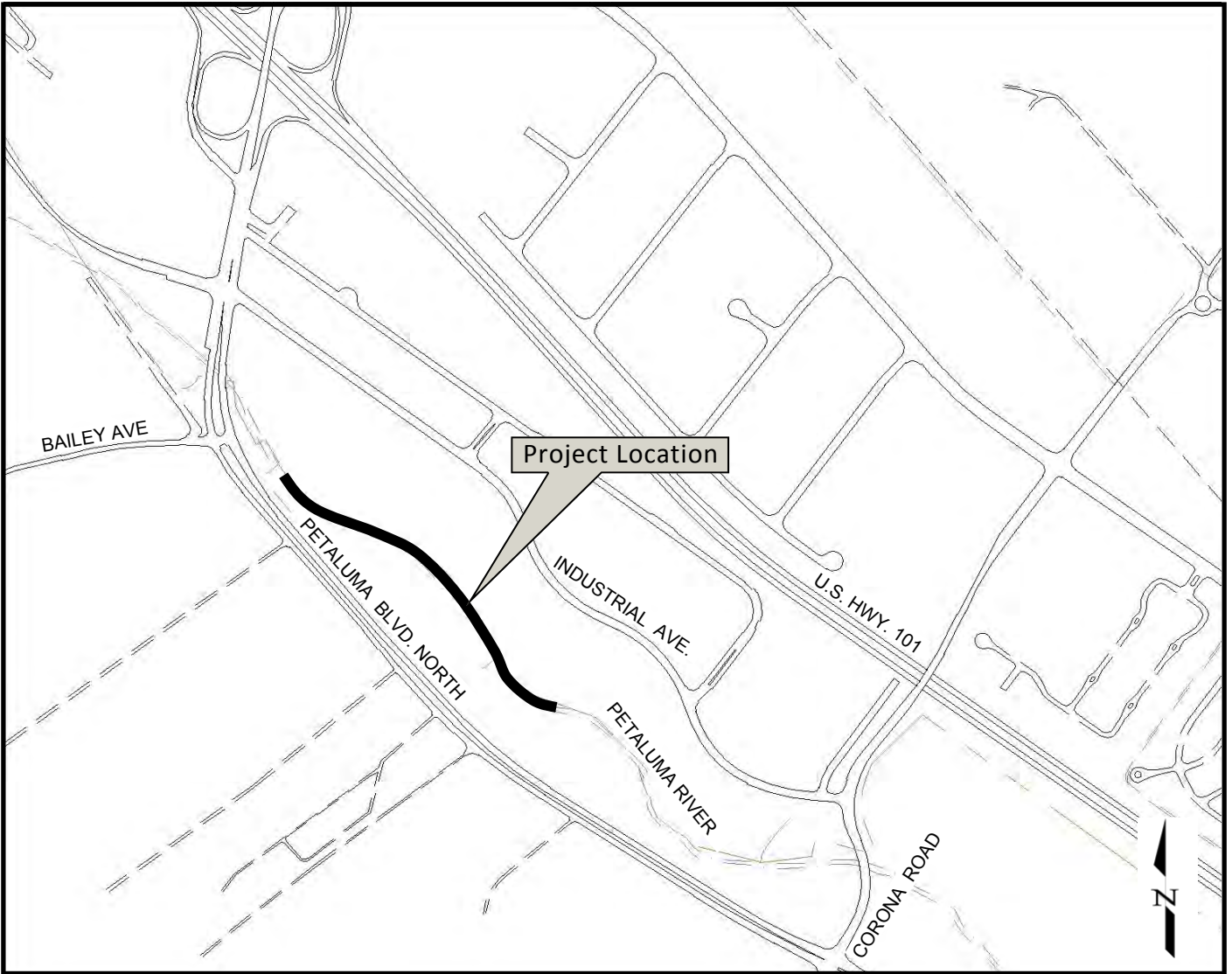
PROJECTS (dollars in \$000)	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Adopted Budget FY 15-16	PROJECTED				Total Estimate
				FY 16-17	FY 17-18	FY 18-19	FY 19-20	
C00500208 River Plan - Denman Reach Phase 3	\$ 761	\$ 402	\$ 1,496	\$ -	\$ -	\$ -	\$ -	\$ 2,659
C16301307 Petaluma River Flood Control	344	3	2,800	-	-	-	-	3,147
C16301413 Capri Creek Re-Contouring & Terracing	9	22	100	969	-	-	-	1,100
C16301415 Surface Water Projects	4	-	-	1,230	-	1,230	-	2,464
C00500705 Lakeville Channel Improvements	20	-	10	-	-	-	-	30
C00500308 Stream And Precipitation Gauges	62	10	107	-	-	-	-	179
C16301414 Kelly Creek Modifications	-	5	52	1,110	-	-	-	1,167
C16301417 Washington Creek Repair & Enhancement	-	20	155	-	-	-	-	175
C16301518 Old Corona Road Water Quality Mitigation Project	-	22	131	772	12	12	-	949
TOTAL	\$ 1,200	\$ 484	\$ 4,851	\$ 4,081	\$ 12	\$ 1,242	\$ -	\$ 11,870

SOURCES (dollars in \$000)

Storm Drainage Impact Fees	\$ 375	\$ 57	\$ 744	\$ (131)	\$ -	\$ -	\$ -	\$ 1,045
State Grants	660	355	-	825	-	-	-	1,840
SCWA Zone 2A Assessments	62	82	1,337	1,254	-	-	-	2,735
Dept of Water Resources Grant	-	-	993	-	-	-	-	993
Open Space Grant	-	-	50	-	-	-	-	50
Army Corp of Engineers	-	-	1,820	-	-	-	-	1,820
Undetermined	-	-	-	2,133	12	1,242	-	3,387
TOTAL	\$ 1,097	\$ 494	\$ 4,944	\$ 4,081	\$ 12	\$ 1,242	\$ -	\$ 11,870

RIVER PLAN—DENMAN REACH PHASE 3

SURFACE WATER



Project Title: Denman Reach Phase 3

C00500208

PROJECT PURPOSE AND DESCRIPTION

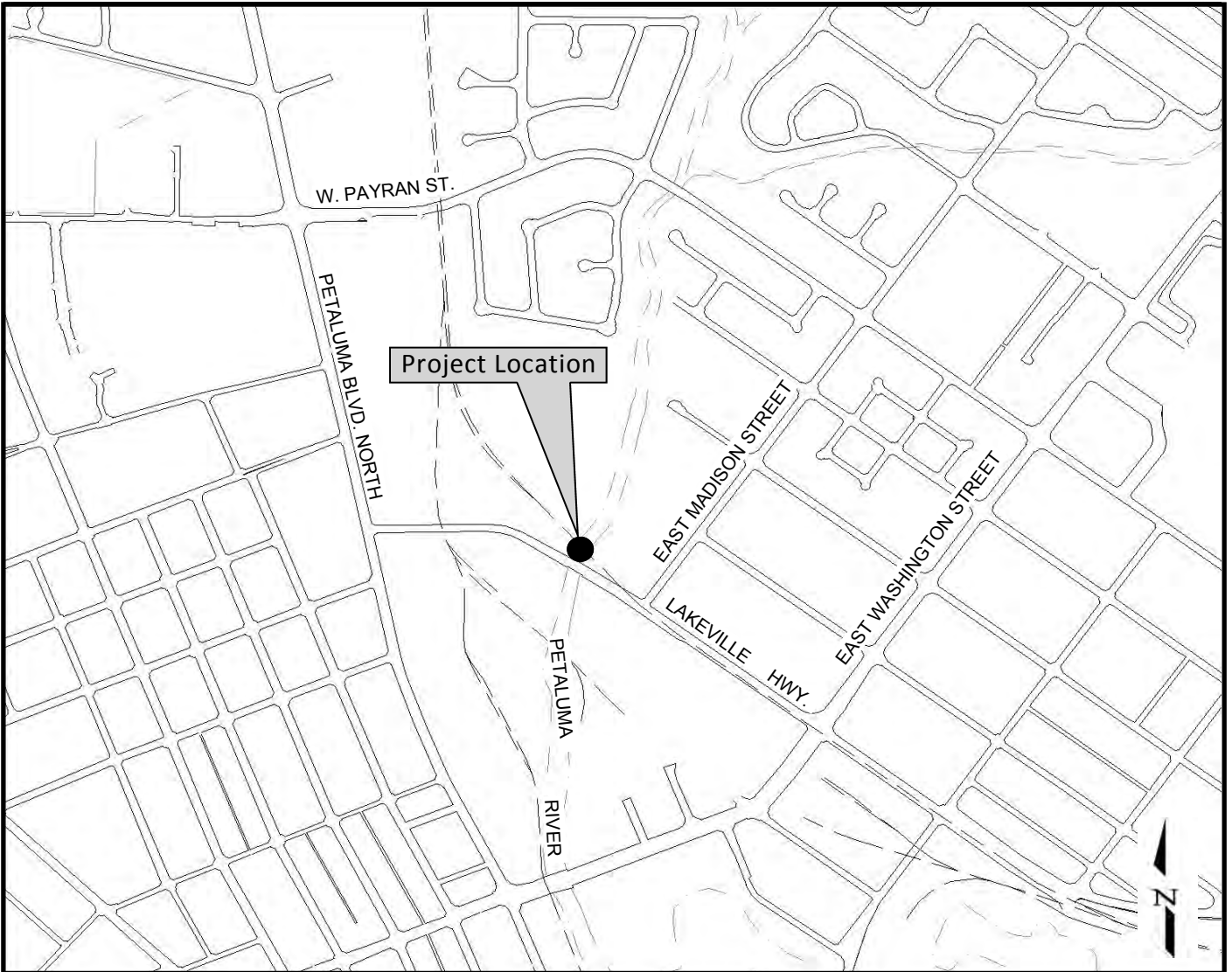
This project is located along the Petaluma River, upstream of Corona Road within the Denman Reach. The project consists of acquiring properties and obtaining temporary construction and permanent trail easements to allow the excavation of a longitudinal bench along the low-flow channel of the river. The objective is 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.

FINANCIAL OVERVIEW

C00500208	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental		40	40	25					65
Land & Easements	673	200	873	192					1,065
Design	36	150	186	8					194
Legal Services	2	2	4	1					5
Administration			-						-
Construction Contracts			-	1,056					1,056
Construction Mgmt	24		24	78					102
Salaries and Benefits	23		23						23
Contingency			-	100					100
CIP Overheads	3	10	13	36					49
TOTAL USES	\$ 761	\$ 402	\$ 1,163	\$ 1,496	\$ -	\$ -	\$ -	\$ -	\$ 2,659
SOURCES (dollars in \$000)									
Storm Drainage Impact Fees	8		8	81					89
State Grants	660	355	1,015						1,015
SCWA Zone 2A Assessments		47	47	465					512
Dept of Water Resources Grant			-	993					993
Open Space Grant			-	50					50
TOTAL FUNDS	\$ 668	\$ 402	\$ 1,070	\$ 1,589	\$ -	\$ -	\$ -	\$ -	\$ 2,659

PETALUMA RIVER FLOOD CONTROL

SURFACE WATER



Project Title: Petaluma River Flood Control

C16301307

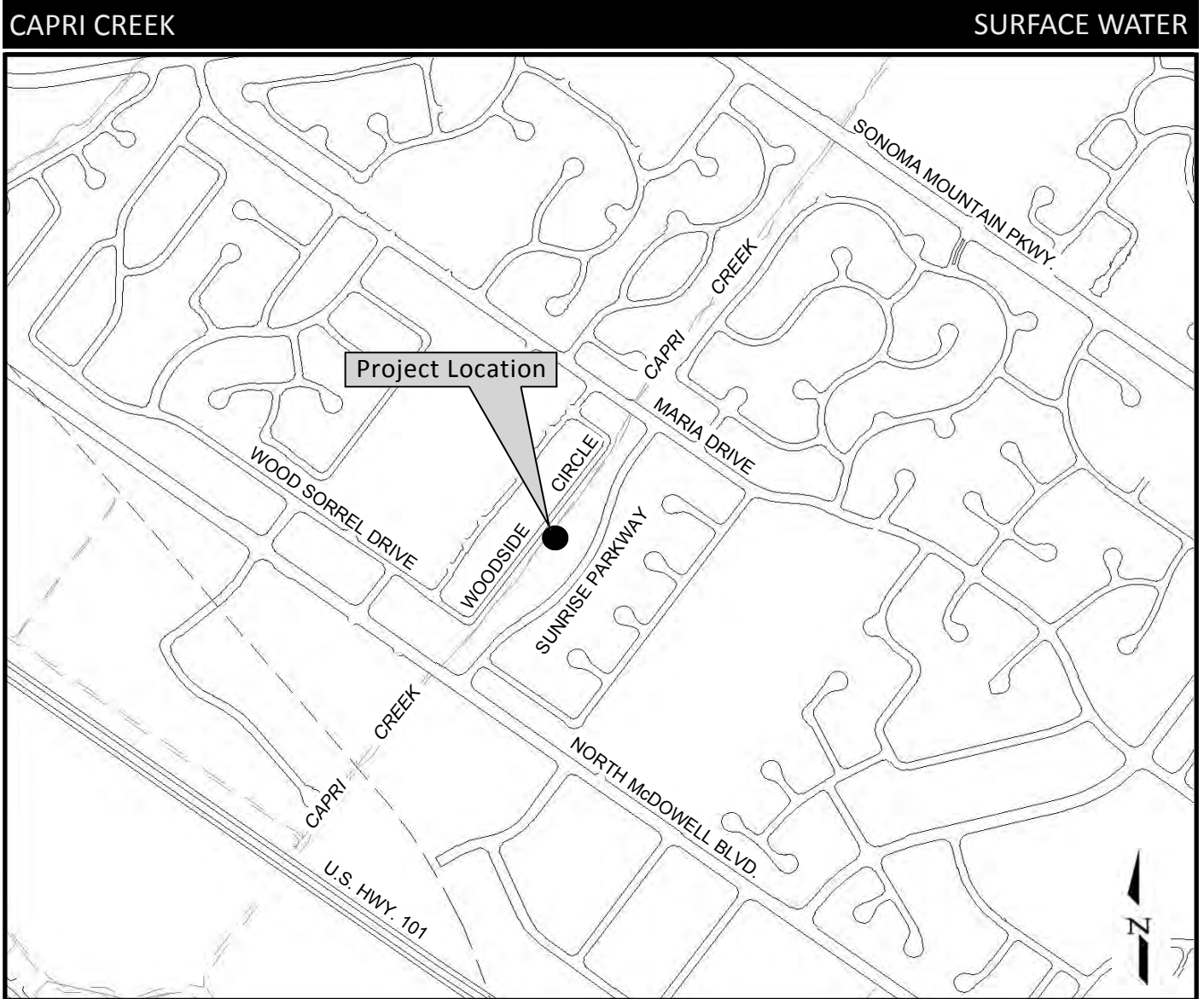
PROJECT PURPOSE AND DESCRIPTION

This project completes the U.S. Corps of Engineers Petaluma River Flood Control Project within the Payran Reach. This work includes approximately 100 ft. of sheet pile flood wall extension to the SMART bridge abutment, embankment and storm drain outfall repair, and sheet pile cap repair. Projected costs represent only the City's 35% cost share of the proposed project. Construction drawings are complete and the project is expected to be ready to bid in late spring 2015, pending funding by the Corps.

FINANCIAL OVERVIEW

C16301307

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
Planning/Environmental			-						-
Land & Easements	2		2						2
Design		3	3						3
Legal Services			-						-
Administration	327		327						327
Construction Contracts			-	2,780					2,780
Construction Mgmt			-	20					20
Salaries and Benefits	7		7						7
Contingency			-						-
CIP Overheads	8		8						8
TOTAL USES	\$ 344	\$ 3	\$ 347	\$ 2,800	\$ -	\$ -	\$ -	\$ -	\$ 3,147
SOURCES (dollars in \$000)									
Storm Drainage Impact Fees	336	11	347	490					837
SCWA Zone 2A Assessments			-	490					490
Army Corps of Engineers			-	1,820					1,820
TOTAL FUNDS	\$ 336	\$ 11	\$ 347	\$ 2,800	\$ -	\$ -	\$ -	\$ -	\$ 3,147



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 Dr. to better define low flow channel, create a flood terrace and a sediment/debris removal basin at the downstream inlet. . Additionally in-stream habitat structures and plantings of native trees and shrubs will be added along the newly defined riparian corridor. The project will be funded largely through a State grant and Zone 2A funding with additional supplemental funding from Storm Drainage Impact fees.

FINANCIAL OVERVIEW

C16301413

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design	2	20	22	19	2				43
Legal Services		2	2						2
Administration			-						-
Construction Contracts			-	64	875				939
Construction Mgmt			-	15	68				83
Salaries and Benefits	6		6						6
Contingency			-						-
CIP Overheads	1		1	2	24				27
TOTAL USES	\$ 9	\$ 22	\$ 31	\$ 100	\$ 969	\$ -	\$ -	\$ -	\$ 1,100
SOURCES (dollars in \$000)									
Storm Drainage Impact Fees	9	22	31	27					58
State Grants			-		825				825
SCWA Zone 2A Assessments			-	73	144				217
TOTAL FUNDS	\$ 9	\$ 22	\$ 31	\$ 100	\$ 969	\$ -	\$ -	\$ -	\$ 1,100



Project Title: Surface Water Projects

C16301415

PROJECT PURPOSE AND DESCRIPTION

A five-year surface water project list has been developed to prioritize future capital projects. Likely future projects include creation of sediment basins on Adobe Creek, minor localized flood improvements within neighborhoods, developing a stewardship program and improving creekside trails on Adobe Creek, Lynch Creek, and Washington Creek, bank stabilization on Lynch and Washington Creeks, detention/retention ponds for Willowbrook Creek, and feasibility studies for increased retention pond sites.

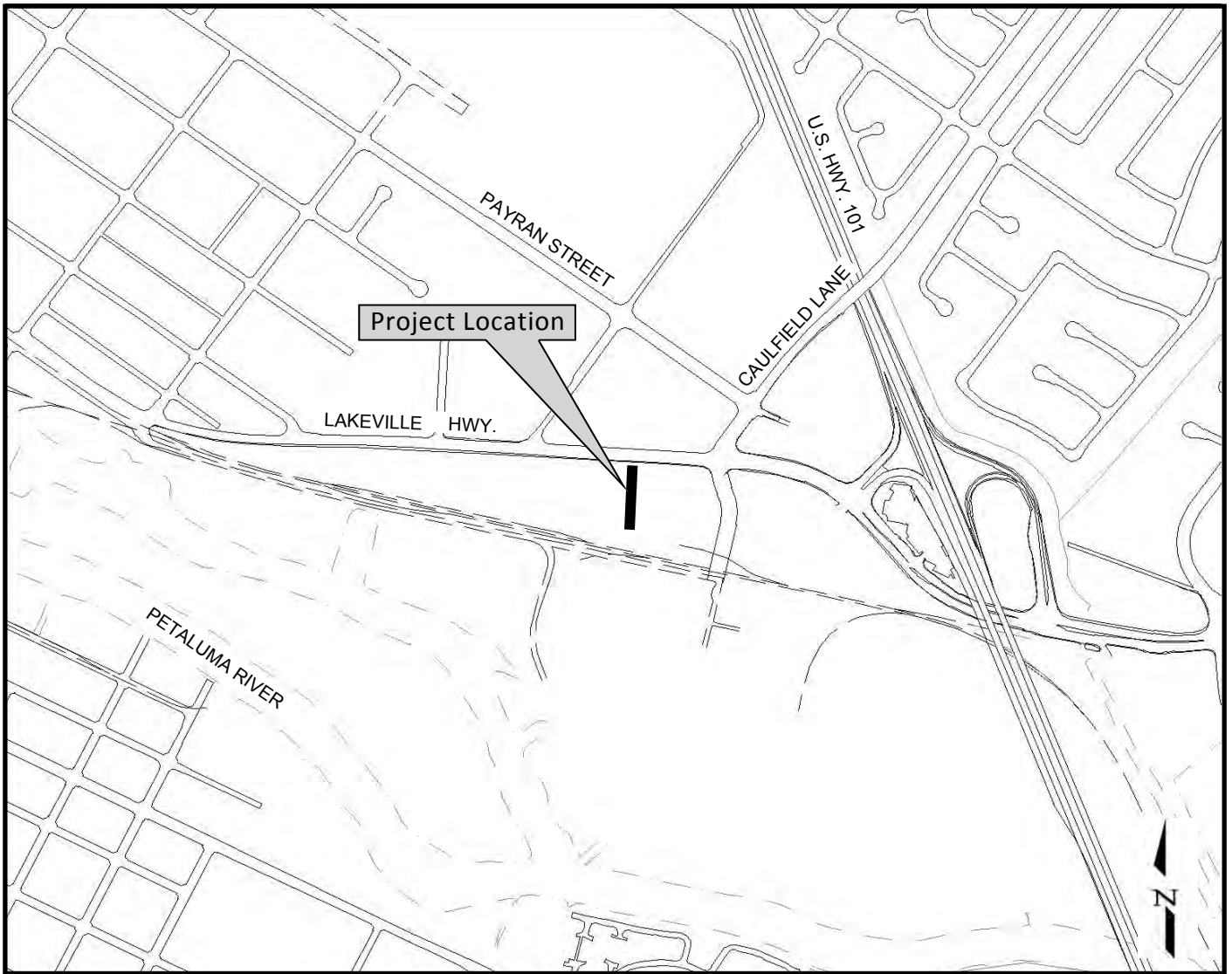
FINANCIAL OVERVIEW

C16301415

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-		15		15		30
Legal Services			-						-
Administration			-						-
Construction Contracts			-		1,000		1,000		2,000
Construction Mgmt			-		115		115		230
Salaries and Benefits	4		4						4
Contingency			-		100		100		200
CIP Overheads			-						-
TOTAL USES	\$ 4	\$ -	\$ 4	\$ -	\$ 1,230	\$ -	\$ 1,230	\$ -	\$ 2,464
SOURCES (dollars in \$000)									
Storm Drainage Impact Fees	2	2	4						4
Undetermined			-		1,230		1,230		2,460
TOTAL FUNDS	\$ 2	\$ 2	\$ 4	\$ -	\$ 1,230	\$ -	\$ 1,230	\$ -	\$ 2,464

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. Staff will study options to improve flow. The potential environmental impacts of this proposed project have been determined, and mitigation alternatives need to be evaluated in order to proceed with construction.

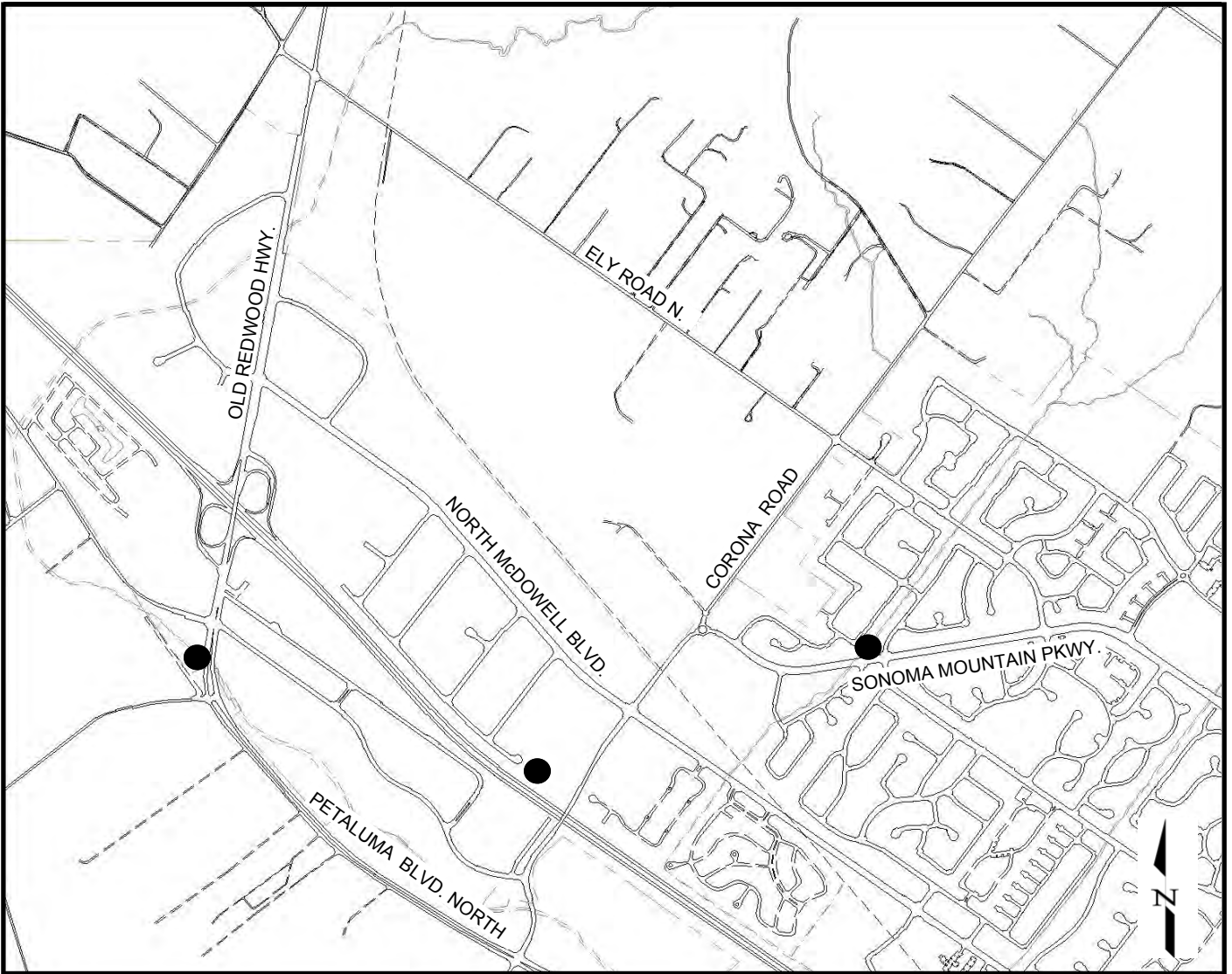
FINANCIAL OVERVIEW

C00500705

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental	19		19						19
Land & Easements			-						-
Design			-	10					10
Legal Services			-						-
Administration			-						-
Construction Contracts			-						-
Construction Mgmt			-						-
Salaries and Benefits			-						-
Contingency			-						-
CIP Overheads	1		1						1
TOTAL USES	\$ 20	\$ -	\$ 20	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ 30
SOURCES (dollars in \$000)									
Storm Drainage Impact Fees	20		20	10					30
TOTAL FUNDS	\$ 20	\$ -	\$ 20	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ 30

STREAM AND PRECIPITATION GUAGES

SURFACE WATER



● PROJECT LOCATIONS

Project Title: Stream and Precipitation Gauges

C00500308

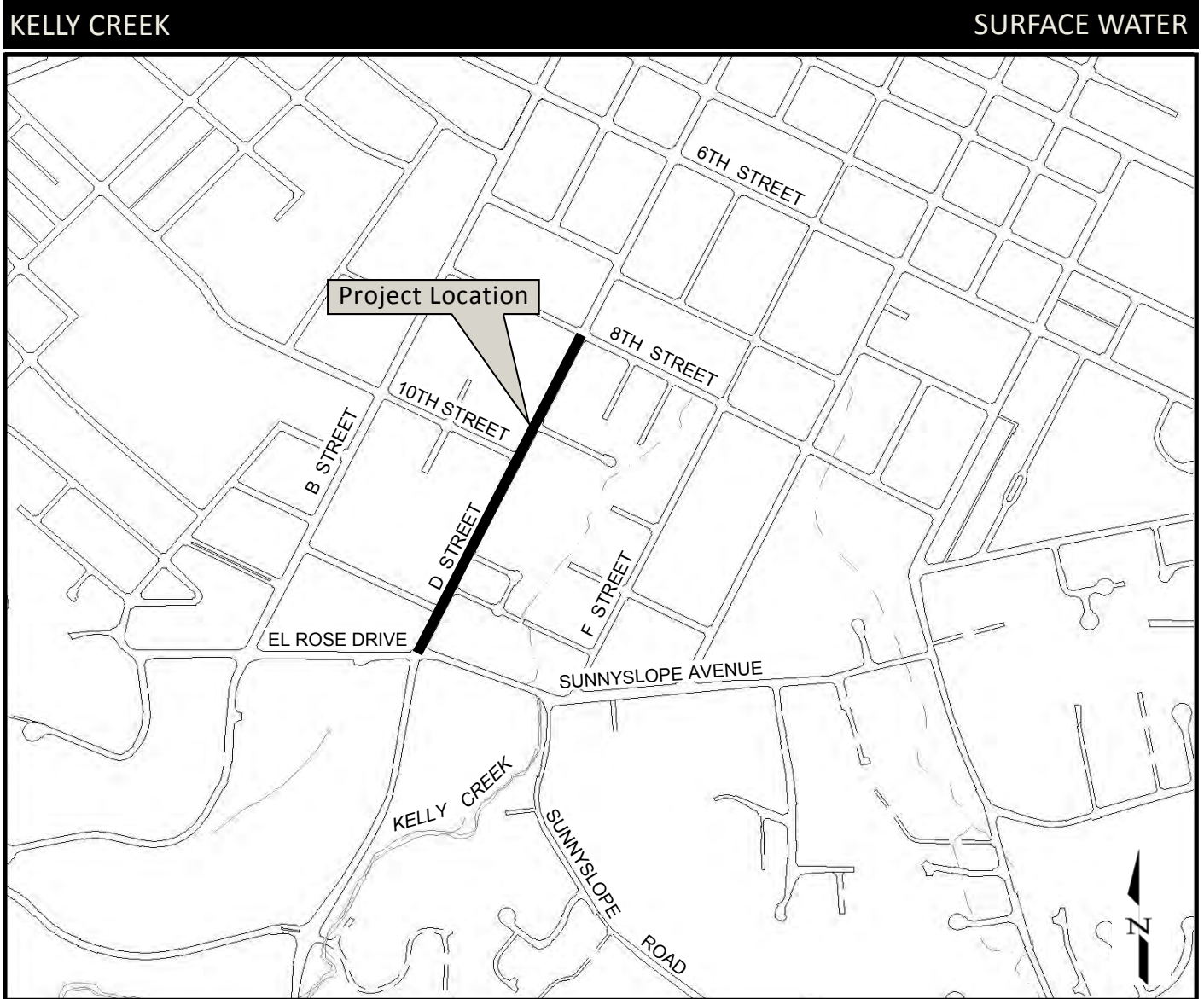
PROJECT PURPOSE AND DESCRIPTION

This project is located throughout the Petaluma River watershed within the City limits, as well as unincorporated Sonoma County. The project consists of the installation of ten 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. This project has been approved for funding by SCWA Zone 2A.

FINANCIAL OVERVIEW

C00500308

	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design		10	10						10
Legal Services			-						-
Administration			-						-
Construction Contracts	55		55	89					144
Construction Mgmt				11					11
Salaries and Benefits	6		6						6
Contingency			-	3					3
CIP Overheads	1		1	4					5
TOTAL USES	\$ 62	\$ 10	\$ 72	\$ 107	\$ -	\$ -	\$ -	\$ -	\$ 179
SOURCES (dollars in \$000)									
Storm Drainage Impact Fees			-	5					5
SCWA Zone 2A Assessments	62	10	72	102					174
TOTAL FUNDS	\$ 62	\$ 10	\$ 72	\$ 107	\$ -	\$ -	\$ -	\$ -	\$ 179



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 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 analysis and engineering will be Zone 2A assessments. Staff is seeking funds for construction.

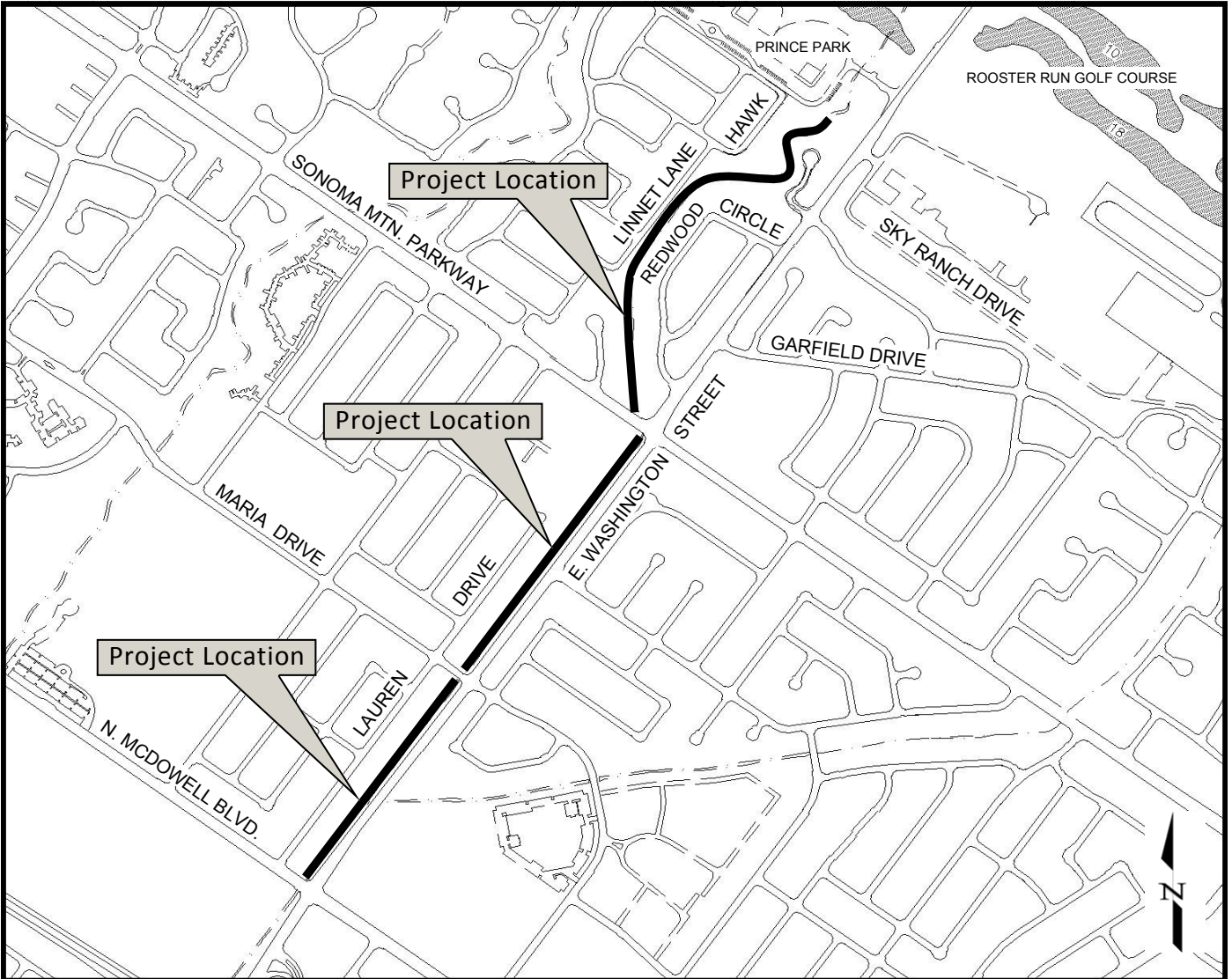
FINANCIAL OVERVIEW

C16301414

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental		5	5						5
Land & Easements			-						-
Design			-	52					52
Legal Services			-						-
Administration			-						-
Construction Contracts			-		900				900
Construction Mgmt			-		90				90
Salaries and Benefits			-						-
Contingency			-		90				90
CIP Overheads			-		30				30
TOTAL USES	\$ -	\$ 5	\$ 5	\$ 52	\$ 1,110	\$ -	\$ -	\$ -	\$ 1,167
SOURCES (dollars in \$000)									
SCWA Zone 2A Assessments		5	5	52	1,110				1,167
TOTAL FUNDS	\$ -	\$ 5	\$ 5	\$ 52	\$ 1,110	\$ -	\$ -	\$ -	\$ 1,167

WASHINGTON CREEK REPAIR

SURFACE WATER



Project Title: Washington Creek Repair & Enhancement

C16301417

PROJECT PURPOSE AND DESCRIPTION

The project includes bank repair and native riparian plantings on Washington Creek starting at N. McDowell Blvd. meandering upstream through subdivisions to Prince Park. Environmental analysis, permitting and design are scheduled for 2015 with construction in 2016.

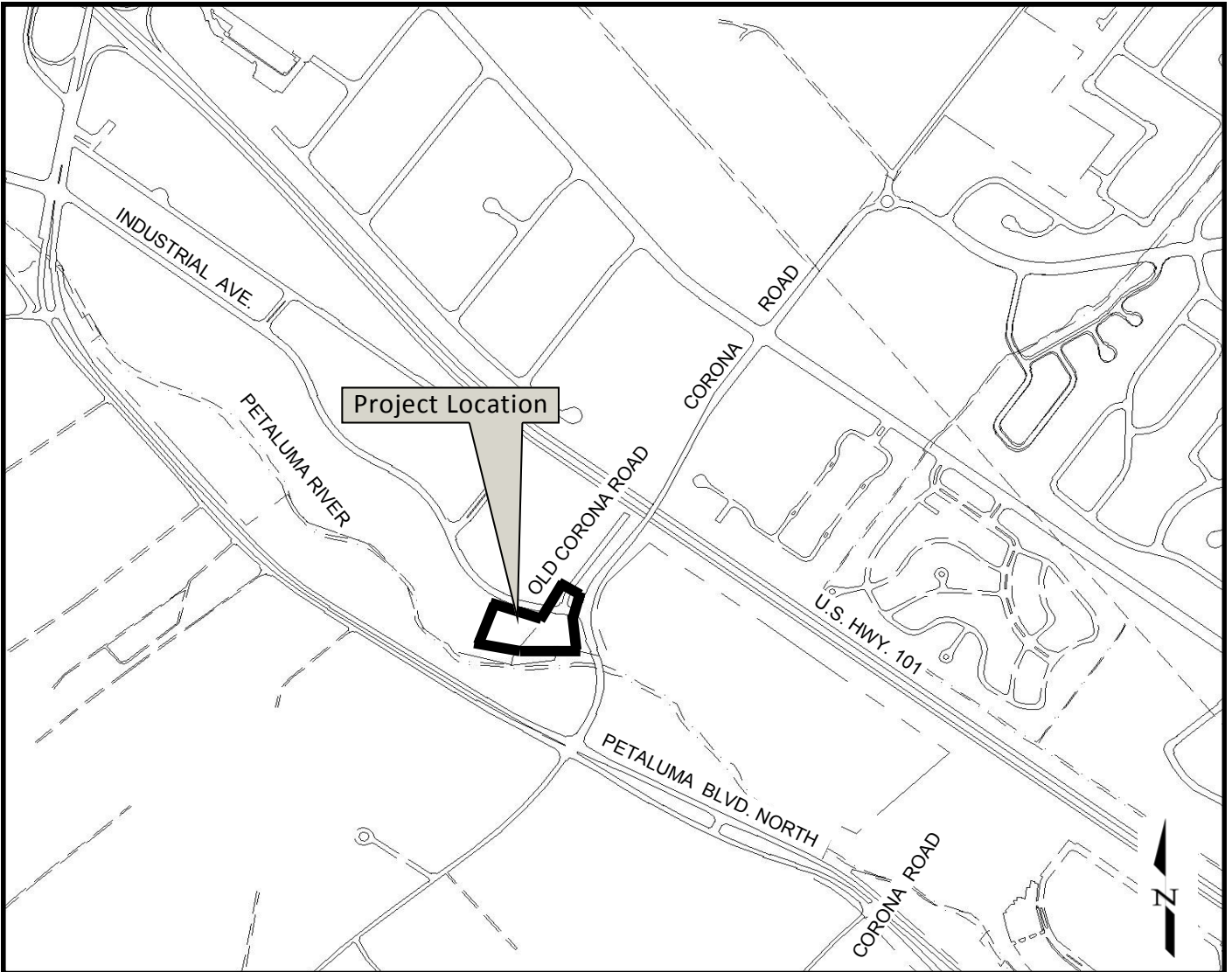
FINANCIAL OVERVIEW

C16301417

	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				Total Project Estimate
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental		20	20						20
Land & Easements			-						-
Design			-	25					25
Legal Services			-						-
Administration			-						-
Construction Contracts			-	125					125
Construction Mgmt			-	5					5
Salaries and Benefits			-						-
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	\$ -	\$ 20	\$ 20	\$ 155	\$ -	\$ -	\$ -	\$ -	\$ 175
SOURCES (dollars in \$000)									
SCWA Zone 2A Assessments		20	20	155					175
TOTAL FUNDS	\$ -	\$ 20	\$ 20	\$ 155	\$ -	\$ -	\$ -	\$ -	\$ 175

OLD CORONA ROAD WATER QUALITY MITIGATION

SURFACE WATER



Project Title: Old Corona Road Water Quality Mitigation

C16301518

PROJECT PURPOSE AND DESCRIPTION

This project will improve the water filtration and carrying capacity of an existing roadside open ditch adjacent to Old Corona Road. The ditch receives surface water flows from Highway 101 for a distance of 550 linear feet and approximately 25-30' in width. At the downstream end of the roadside open ditch the low flow will be diverted to two bio-retention basins for further water quality improvement prior to discharge to the Petaluma River.

FINANCIAL OVERVIEW

C16301518

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental	-	20	20	22	-				42
Land & Easements			-	30					30
Design			-	74					74
Legal Services		2	2	5					7
Administration			-						-
Construction Contracts			-		672	7	7		686
Construction Mgmt			-		100	5	5		110
Salaries and Benefits	-		-						-
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	\$ -	\$ 22	\$ 22	\$ 131	\$ 772	\$ 12	\$ 12	\$ -	\$ 949
SOURCES (dollars in \$000)									
Storm Drainage Impact Fees		22	22	131	(131)				22
Undetermined			-		903	12	12		927
TOTAL FUNDS	\$ -	\$ 22	\$ 22	\$ 131	\$ 772	\$ 12	\$ 12	\$ -	\$ 949



TRANSIT PROJECTS FY 2015-2016

TRANSIT CAPITAL IMPROVEMENT PROGRAM BUDGET FY 15-16

PROJECT SUMMARY

Fund 6590.65999

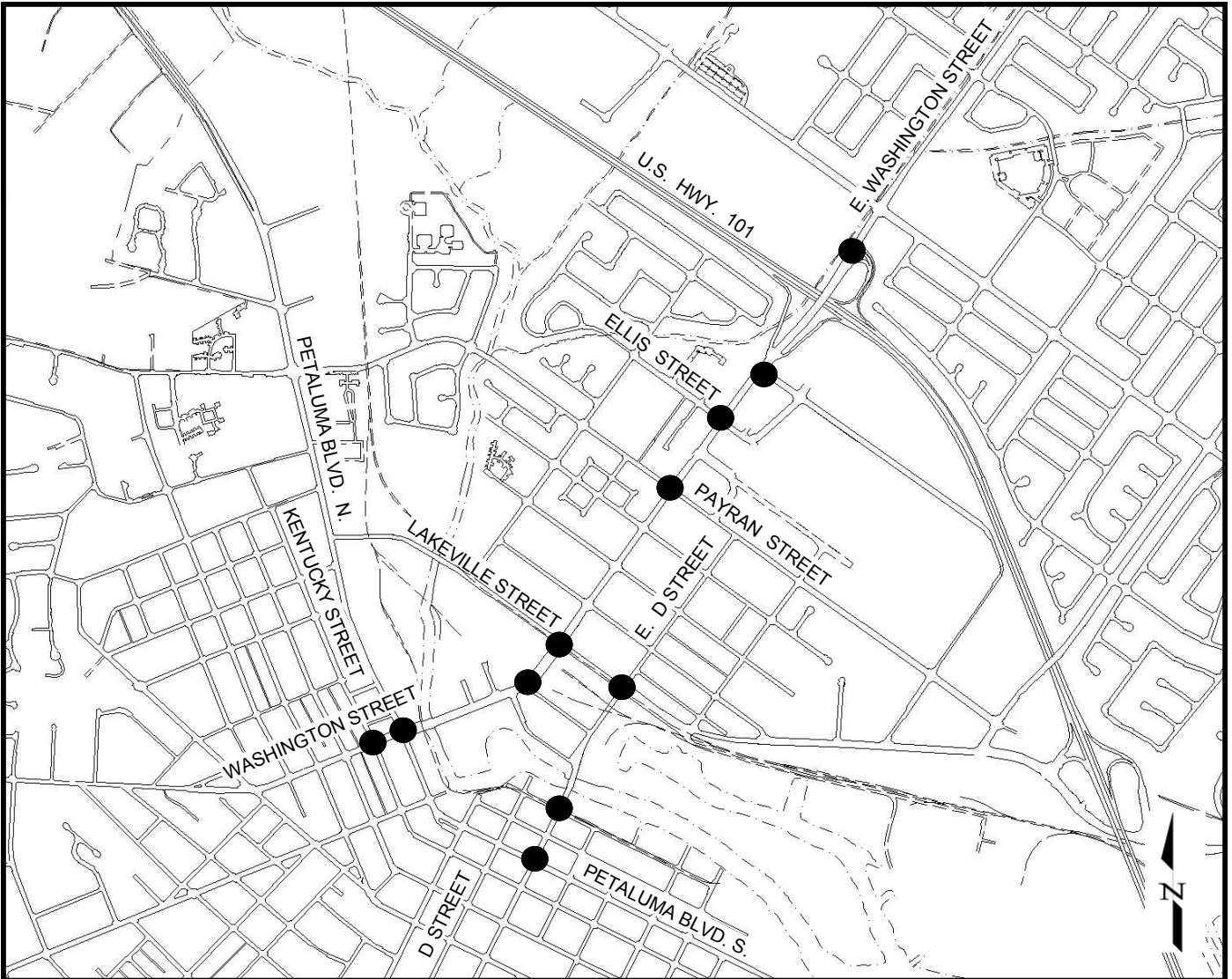
PROJECTS (dollars in \$000)	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Adopted Budget FY 15-16	PROJECTED				Total Estimate
				FY 16-17	FY 17-18	FY 18-19	FY 19-20	
C65501604 Transit Signal Priority - Phase II	-	-	168	-	-	-	-	168
C65501503 Automatic Vehicle Location System	-	569	149	-	-	-	-	718
TOTAL	\$ -	\$ 569	\$ 317	\$ -	\$ -	\$ -	\$ -	\$ 886

SOURCES (dollars in \$000)

TDA Transit Capital funds	\$ -	\$ 11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11
Federal Transit Administration	-	405	114	-	-	-	-	519
MTC Transit Performance Incentive	-	-	136	-	-	-	-	136
Traffic Mitigation Impact Fees	-	111	57	-	-	-	-	168
Prop 1B State PTMISEA Funds	-	52	-	-	-	-	-	52
TOTAL	\$ -	\$ 579	\$ 307	\$ -	\$ -	\$ -	\$ -	\$ 886

TRANSIT SIGNAL PRIORITY - E. WASHINGTON & LAKEVILLE CORRIDORS

TRANSIT



**Project Title: Transit Signal Priority – Phase II
 E. Washington & Lakeville Corridors**

C65501604

PROJECT PURPOSE AND DESCRIPTION

The second phase of the Transit Signal Priority (TSP) project will involve replacing the City’s aging TSP detection equipment in the E. Washington and Lakeville corridors and controller equipment at each intersection. Because many of the controllers and detectors around the community are reaching the end of their useful lives, the project will provide great benefit by upgrading key equipment. The intersection detection equipment will interface with the Fire Department and Petaluma Transit fixed route buses. A central managerial monitoring and reporting software package will be obtained to evaluate the system’s performance. The first phase of this project replaced the TSP detection equipment on McDowell Blvd.

FINANCIAL OVERVIEW

C65501604

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-	51					51
Legal Services			-						-
Administration			-						-
Construction Contracts			-	84					84
Construction Mgmt			-						-
Salaries and Benefits			-						-
Contingency			-	17					17
CIP Overheads			-	16					16
TOTAL USES	-	-	-	168	-	-	-	-	168
SOURCES (dollars in \$000)									
MTC Transit Performance Incentive			-	136					136
Traffic Mitigation Impact Fees			-	32					32
TOTAL FUNDS	-	-	-	168	-	-	-	-	168

Project Title: Petaluma Transit Automatic Vehicle Location System C65501503

PROJECT PURPOSE AND DESCRIPTION

Petaluma Transit currently has no way of knowing where exactly its passengers get on and off the buses except for trip-level data which can be captured manually by drivers as they perform their duties. This project's goals include the ability to provide riders "real time" predictive bus arrival information, capture and access a complete spectrum of planning data, ADA compliant visual and audible stop announcements, NTD (National Transit Database) accepted ridership data (via automatic passenger counters installed at bus doorways) and expanded dispatch to bus communications. AVL/CAD systems are sweeping the transit industry due to their power as dispatching and planning tools that collect data on system performance. The majority of this project is to be completed in FY 15, but due to some delays in funding will be completed in early FY 16.

FINANCIAL OVERVIEW

C65501503	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-						-
Legal Services			-						-
Administration			-						-
Construction Contracts		552	552	136					688
Construction Mgmt			-						-
Salaries and Benefits			-						-
Contingency		5	5	10					15
CIP Overheads		12	12	3					15
TOTAL USES	-	569	569	149	-	-	-	-	718
SOURCES (dollars in \$000)									
TDA Transit Capital funds		11	11						11
FTA 5307 TCP		405	405	114					519
Traffic Mitigation Impact Fees		111	111	25					136
Prop 1B State PTMISEA Funds		52	52						52
TOTAL FUNDS	-	579	579	139	-	-	-	-	718

WATER UTILITY PROJECTS FY 2015-2016

**WATER CAPITAL IMPROVEMENT PROGRAM BUDGET FY 15-16
 PROJECT SUMMARY
 Fund 6790.67999**

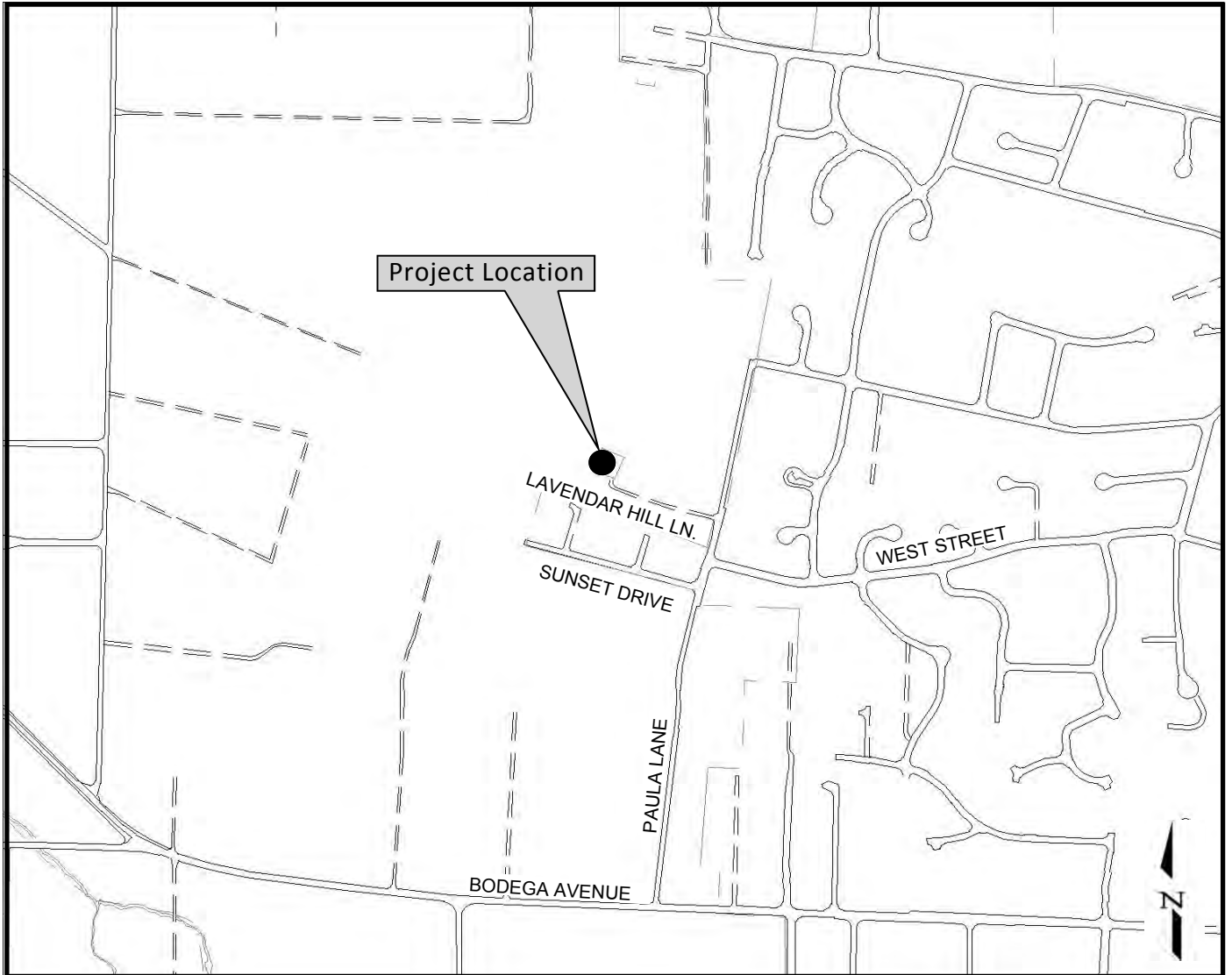
PROJECTS (dollars in \$000)	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Adopted Budget FY 15-16	PROJECTED				Total Estimate
				FY 16-17	FY 17-18	FY 18-19	FY 19-20	
C00500101 Paula Lane Reservoir	\$ 843	\$ 216	\$ 1,040	\$ -	\$ -	\$ -	\$ -	\$ 2,099
C67401201 Well Construction (Park Pl. & Willowbrook)	84	527	904	-	-	-	-	1,515
C67401003 E. Washington St. 18" Water Main Replacement Ph 3 - McDowell To Sutter	26	471	1,679	-	-	-	-	2,176
C67501405 Oak Hill Reservoir Roof Replacement	-	146	122	-	-	-	-	268
C67501302 SRJC 12" Water Main Extension	-	-	177	313	-	-	-	490
C67501304 Petaluma Blvd. 12" Water Main Replacement (B St To Kent St)	-	111	2,130	2,395	-	-	-	4,636
C67501406 Water Service Replacement Casa Grande Road 16"	7	10	1,164	-	877	-	-	2,058
C67401006 Water Main Extension	-	-	-	-	-	1,530	-	1,530
C67501007 Hardin & Manor Tank Exterior Recoating	-	-	-	-	-	677	677	1,354
C67401005 Petaluma Blvd. N 12" Water Main Extension	-	-	-	-	-	-	2,545	2,545
C67501710 Water Main Replacement 2017-2020	-	-	-	-	1,189	-	611	1,800
TOTAL	\$ 960	\$ 1,481	\$ 7,216	\$ 2,708	\$ 2,066	\$ 2,207	\$ 3,833	\$ 20,471

SOURCES (dollars in \$000)

PG&E Paving	\$ -	\$ 440	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 440
Water Operating	896	-	-	-	-	-	-	896
Water Capital	65	1,480	6,776	2,708	2,066	2,207	3,833	19,135
TOTAL	\$ 961	\$ 1,920	\$ 6,776	\$ 2,708	\$ 2,066	\$ 2,207	\$ 3,833	\$ 20,471

PAULA LANE RESERVOIR #1 AND #2

WATER UTILITY



Project Title: Paula Lane Reservoir

C00500101

PROJECT PURPOSE AND DESCRIPTION

This project will provide needed maintenance at Reservoir No. 1, built in 1963, including sand blasting and recoating the interior, cathodic protection, seismic upgrades, replacement of the vents with screens, recoating of the exterior and implementing safety improvements. The maintenance work will occur in FY 15/16. This project also includes future installation of a second reservoir needed to increase the City's water storage capacity by 1.7 MG. The reservoir 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.

FINANCIAL OVERVIEW

C00500101

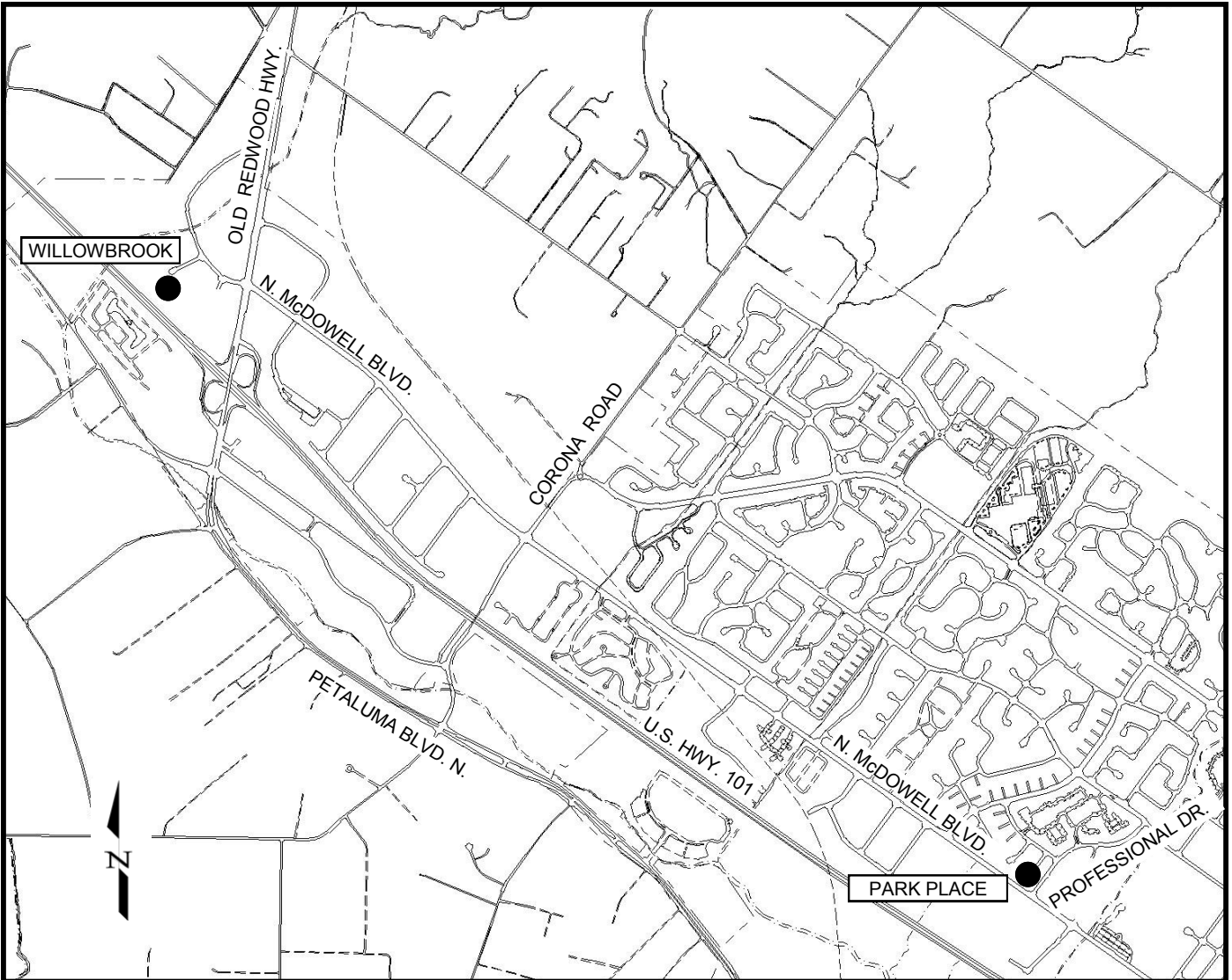
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental	257		257	10					267
Land & Easements	414		414						414
Design	18	215	233						233
Legal Services	3	1	4						4
Administration	5		5	5					10
Construction Contracts	49		49	800					849
Construction Mgmt			-	100					100
Salaries and Benefits			-						-
Contingency			-	100					100
CIP Overheads	13		13						13
Capitalization Interst	84		84	25					109
TOTAL USES	\$ 843	\$ 216	\$ 1,059	\$ 1,040	\$ -	\$ -	\$ -	\$ -	\$ 2,099

SOURCES (dollars in \$000)

Water Operating	842		842						842
Water Capital		217	217	1,040					1,257
TOTAL FUNDS	\$ 842	\$ 217	\$ 1,059	\$ 1,040	\$ -	\$ -	\$ -	\$ -	\$ 2,099

WELL CONSTRUCTION & REPAIR - PARK PLACE & WILLOWBROOK

WATER UTILITY



**Project Title: Well Construction & Repair
 Park Place & Willowbrook**

C67401201

PROJECT PURPOSE AND DESCRIPTION

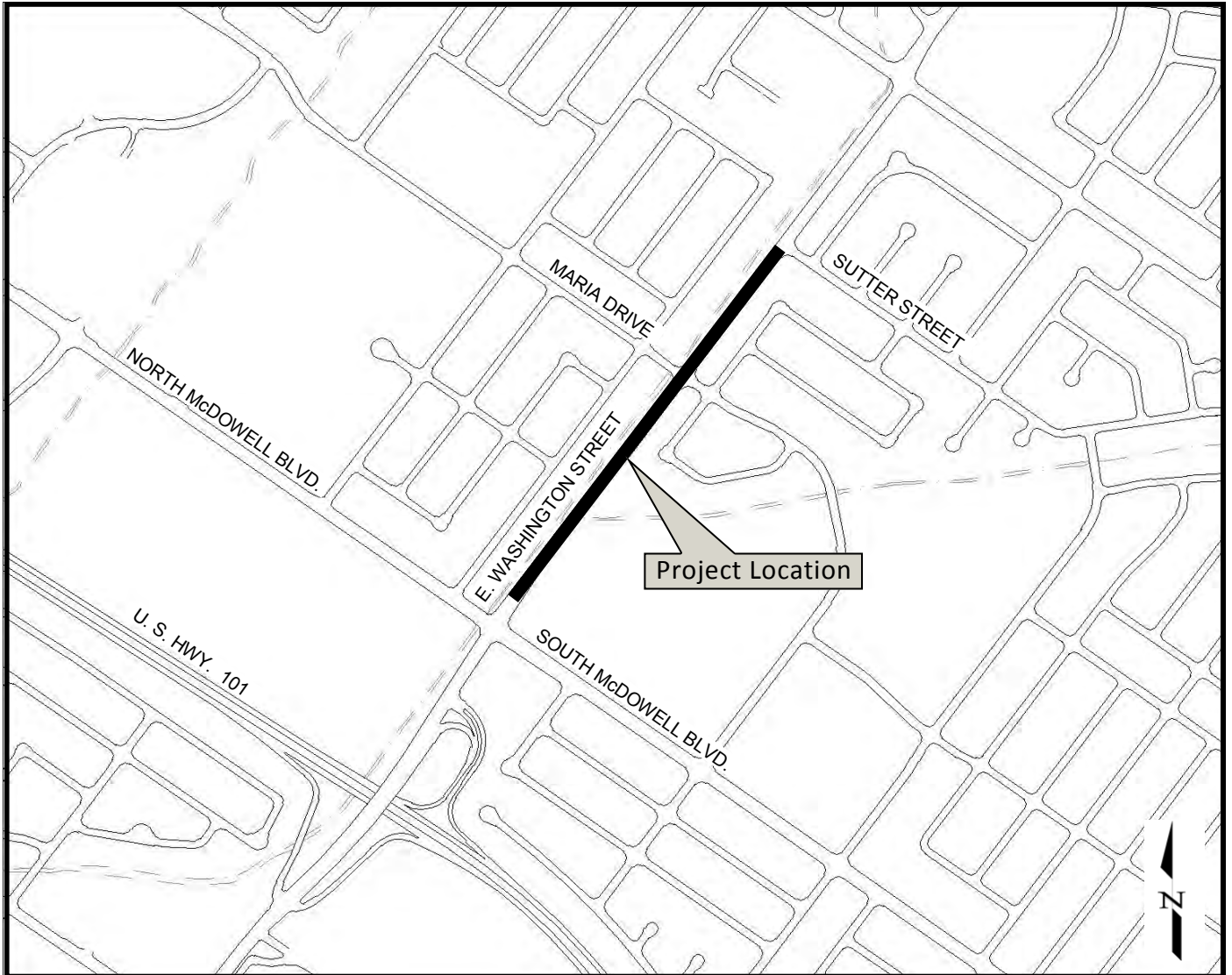
This project is necessary to maintain the needed peaking and emergency flexibility of the current water system per a Sonoma County Water Agency capacity goal that local agencies increase emergency and drought delivery to 40% of the average day of the maximum month demand. Park Place well has failed and will be re-drilled and put back into service to provide 400 gpm of expected capacity. Willowbrook well is also non-functioning and will be developed and placed into production.

FINANCIAL OVERVIEW

C67401201

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental		2	2	3					5
Land & Easements			-						-
Design	7	35	42	15					57
Legal Services			-	2					2
Administration		1	1	2					3
Construction Contracts	65	335	400	665					1,065
Construction Mgmt		70	70	60					130
Salaries and Benefits	10		10						10
Contingency		70	70	135					205
CIP Overheads	2	14	16	22					38
Capitalization Interst			-						-
TOTAL USES	\$ 84	\$ 527	\$ 611	\$ 904	\$ -	\$ -	\$ -	\$ -	\$ 1,515
SOURCES (dollars in \$000)									
Water Operating	54		54						54
Water Capital	32	525	557	904	-	-	-	-	1,461
TOTAL FUNDS	\$ 86	\$ 525	\$ 611	\$ 904	\$ -	\$ -	\$ -	\$ -	\$ 1,515

E. WASHINGTON ST. 18" WATER MAIN REPLACEMENT PHASE 3— MCDOWELL TO SUTTER WATER UTILITY



**Project Title: E Washington St 18" Water Main Replacement – Phase 3 C67401003
 McDowell Blvd to Sutter**

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 McDowell Blvd. to Sutter Street. Some of these existing utilities are over 70 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. Existing parallel lines will be replaced with a new single polyvinyl chloride (PVC) 18" water transmission main, water services and fire hydrants. The project was to be completed in FY14-15. Project delays were due to PG&E gas main replacement in E Washington. This project includes utilization of PG&E contribution for pavement restoration.

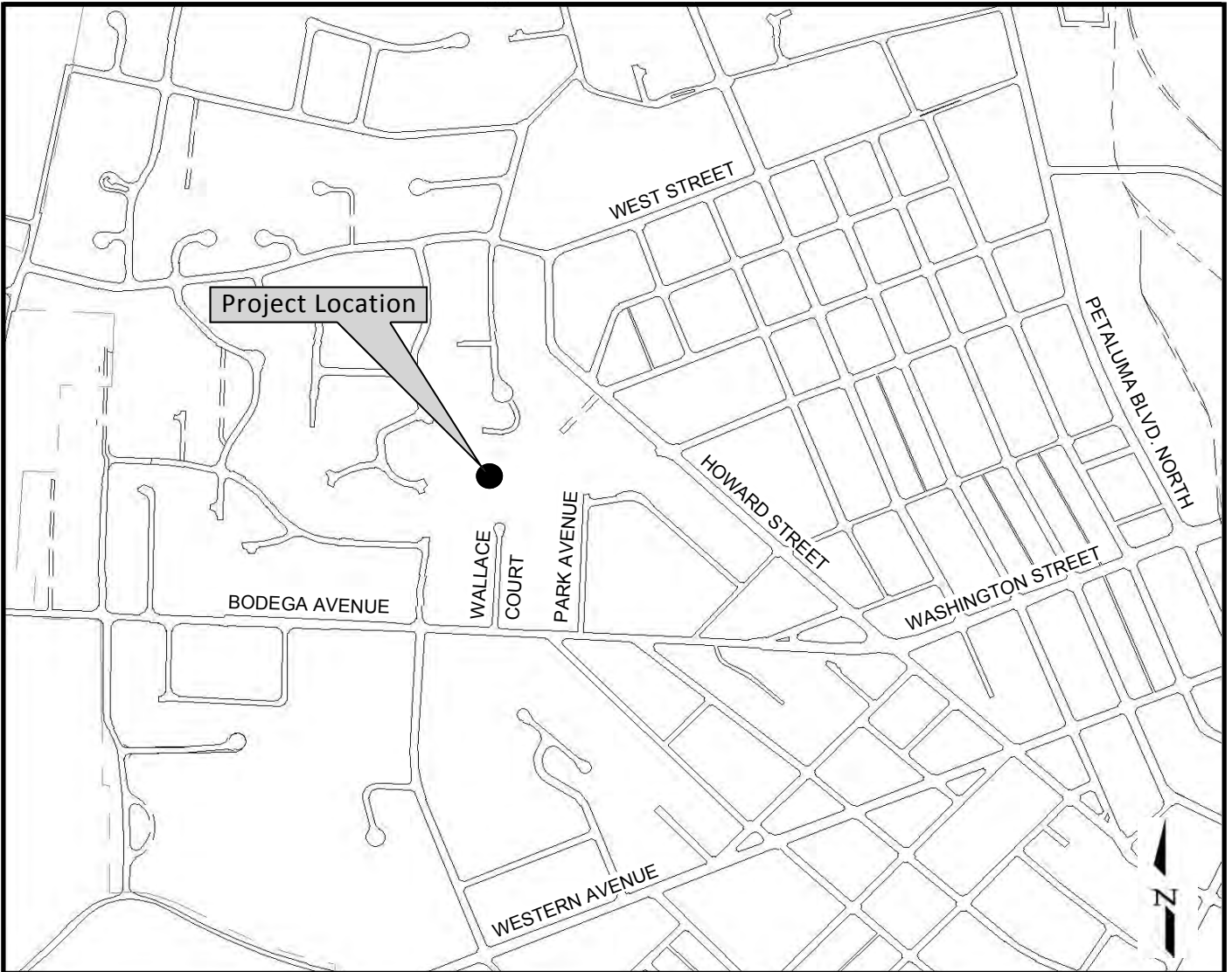
FINANCIAL OVERVIEW

C67401003	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design	15	64	79	20					99
Legal Services		1	1	1					2
Administration		4	4	12					16
Construction Contracts		300	300	1,340					1,640
Construction Mgmt		30	30	96					126
Salaries and Benefits	10		10						10
Contingency		60	60	180					240
CIP Overheads		12	12	30					42
Capitalization Interst	1		1						1
TOTAL USES	\$ 26	\$ 471	\$ 497	\$ 1,679	\$ -	\$ -	\$ -	\$ -	\$ 2,176

SOURCES (dollars in \$000)									
PG&E Paving		440	440						440
Water Capital	26	471	497	1,239					1,736
TOTAL FUNDS	\$ 26	\$ 911	\$ 937	\$ 1,239	\$ -	\$ -	\$ -	\$ -	\$ 2,176

OAK HILL RESERVOIR

WATER UTILITY



Project Title: Oak Hill Reservoir Roof Replacement

C67501405

PROJECT PURPOSE AND DESCRIPTION

The existing Oak Hill Reservoir, circa 1885, is an underground brick-lined reservoir with a storage volume of 2.0 MG. The reservoir has been re-lined twice with cement grout and has a redwood roof. Fiscal Year 15/16 will include a new roof to extend its service life and meet State standards.

FINANCIAL OVERVIEW

C67501405

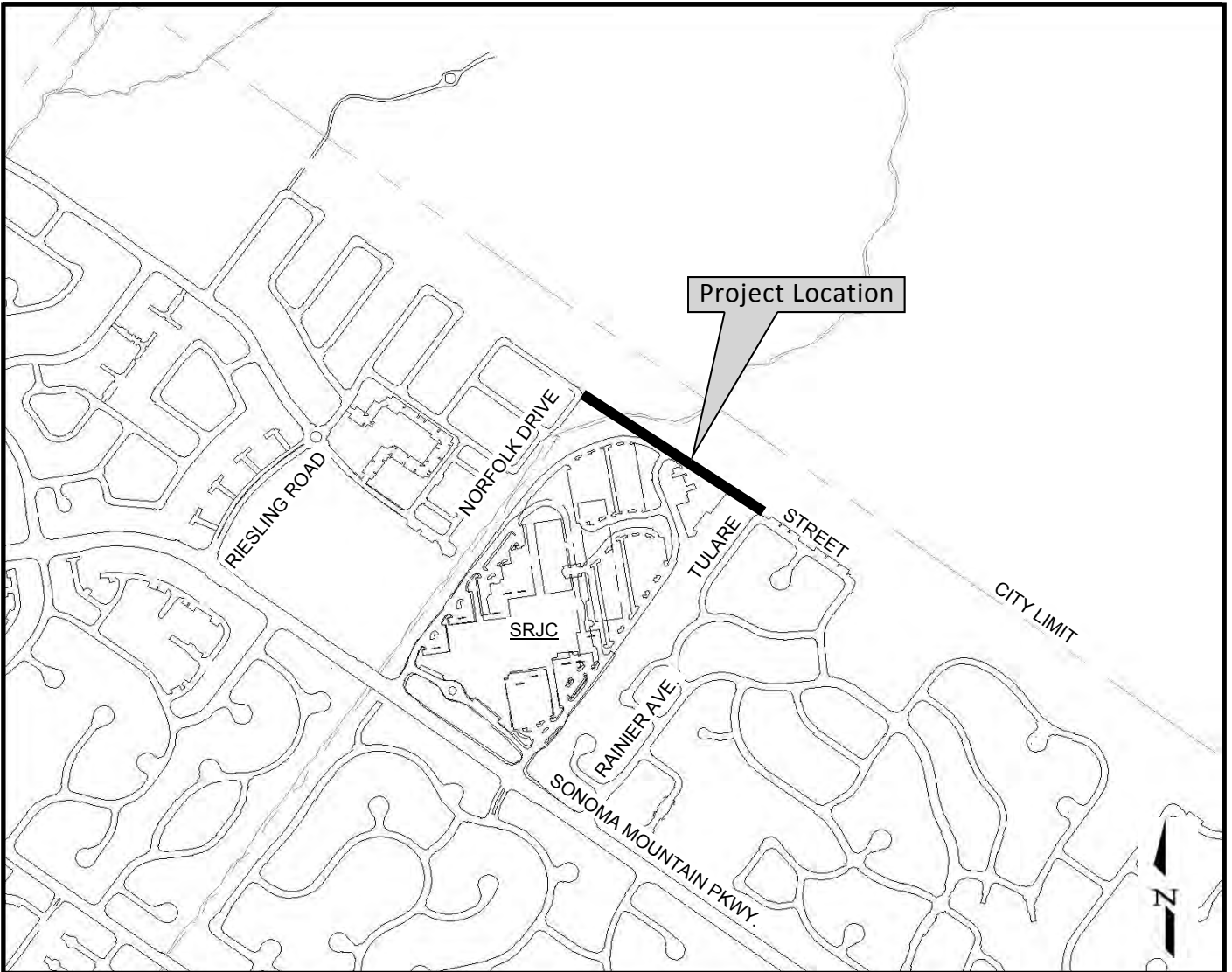
USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
Planning/Environmental			-						-
Land & Easements			-						-
Design		25	25	5					30
Legal Services		1	1	1					2
Administration		2	2	2					4
Construction Contracts		70	70	80					150
Construction Mgmt		30	30	15					45
Salaries and Benefits			-						-
Contingency		14	14	16					30
CIP Overheads		4	4	3					7
Capitalization Interst			-						-
TOTAL USES	\$ -	\$ 146	\$ 146	\$ 122	\$ -	\$ -	\$ -	\$ -	\$ 268

SOURCES (dollars in \$000)

Water Capital		146	146	122					268
TOTAL FUNDS	\$ -	\$ 146	\$ 146	\$ 122	\$ -	\$ -	\$ -	\$ -	\$ 268

W SRJC 12" WATER MAIN EXTENSION

WATER UTILITY



Project Title: SRJC 12" Water Main Extension

C67501302

PROJECT PURPOSE AND DESCRIPTION

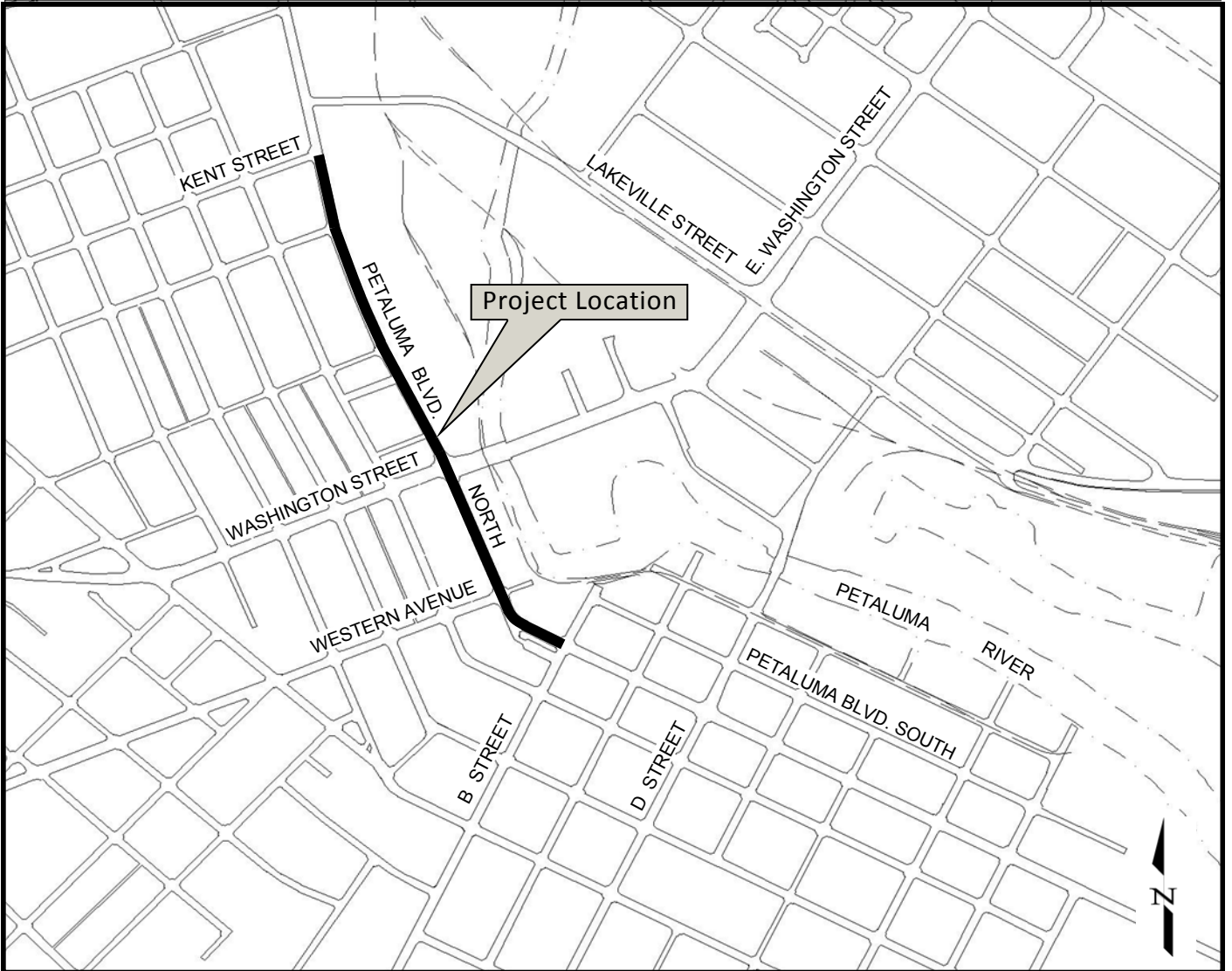
This project will install a new 12-inch water main between Norfolk Drive and Tulare Street across the eastern portion of the SRJC. This project will complete a gap in the existing water system. By providing this loop this project will provide a more consistent load on the system and reduce wear and tear on its components. It 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. It will also increase water service levels by improving infrastructure and increasing fire protection. The project timing is linked to the recycled water extension project.

FINANCIAL OVERVIEW

C67501302

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-			-			-
Land & Easements			-	15	5				20
Design			-	10					10
Legal Services			-	1	1				2
Administration			-	2	4				6
Construction Contracts			-	100	200				300
Construction Mgmt			-	25	55				80
Salaries and Benefits			-	-					-
Contingency			-	20	40				60
CIP Overheads			-	4	8				12
Capitalization Interest			-						-
TOTAL USES	\$ -	\$ -	\$ -	\$ 177	\$ 313	\$ -	\$ -	\$ -	\$ 490
SOURCES (dollars in \$000)									
Water Capital			-	177	313	-			490
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 177	\$ 313	\$ -	\$ -	\$ -	\$ 490

PETALUMA BLVD. 12" WATER MAIN REPLACEMENT — B ST TO KENT ST **WATER UTILITY**



**Project Title: Petaluma Blvd. 12" Water Main Replacement
 (B Street to Kent Street)**

C67501304

PROJECT PURPOSE AND DESCRIPTION

This project will replace the existing 4-inch, cast iron and steel water mains in Petaluma Blvd. from B Street to Kent Street over two phases. This main is over 75 years old. This project will replace old, deteriorated, and undersized water mains with a new polyvinyl chloride (PVC) 12" water main, water services, fire services, and fire hydrants to reduce maintenance costs and improve fire flow. Additionally the project will allow pre-existing buildings in the downtown business district to install automatic fire sprinklers.

FINANCIAL OVERVIEW

C67501304

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
Planning/Environmental		5	5	20		-			25
Land & Easements			-		-	-			-
Design		90	90	145	-				235
Legal Services		1	1	10	1	-			12
Administration		12	12	5	5	-			22
Construction Contracts			-	1,450	1,750	-			3,200
Construction Mgmt			-	225	230	-			455
Salaries and Benefits			-		-	-			-
Contingency			-	225	350	-			575
CIP Overheads		3	3	50	59	-			112
Capitalization Interst			-						-
TOTAL USES	\$ -	\$ 111	\$ 111	\$ 2,130	\$ 2,395	\$ -	\$ -	\$ -	\$ 4,636

SOURCES (dollars in \$000)

Water Capital		111	111	2,130	2,395	-			4,636
TOTAL FUNDS	\$ -	\$ 111	\$ 111	\$ 2,130	\$ 2,395	\$ -	\$ -	\$ -	\$ 4,636



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 upgrade the deteriorated water services and saddles to current standards to reduce maintenance costs. Increased failures in these service lines have elevated the priority of this project.

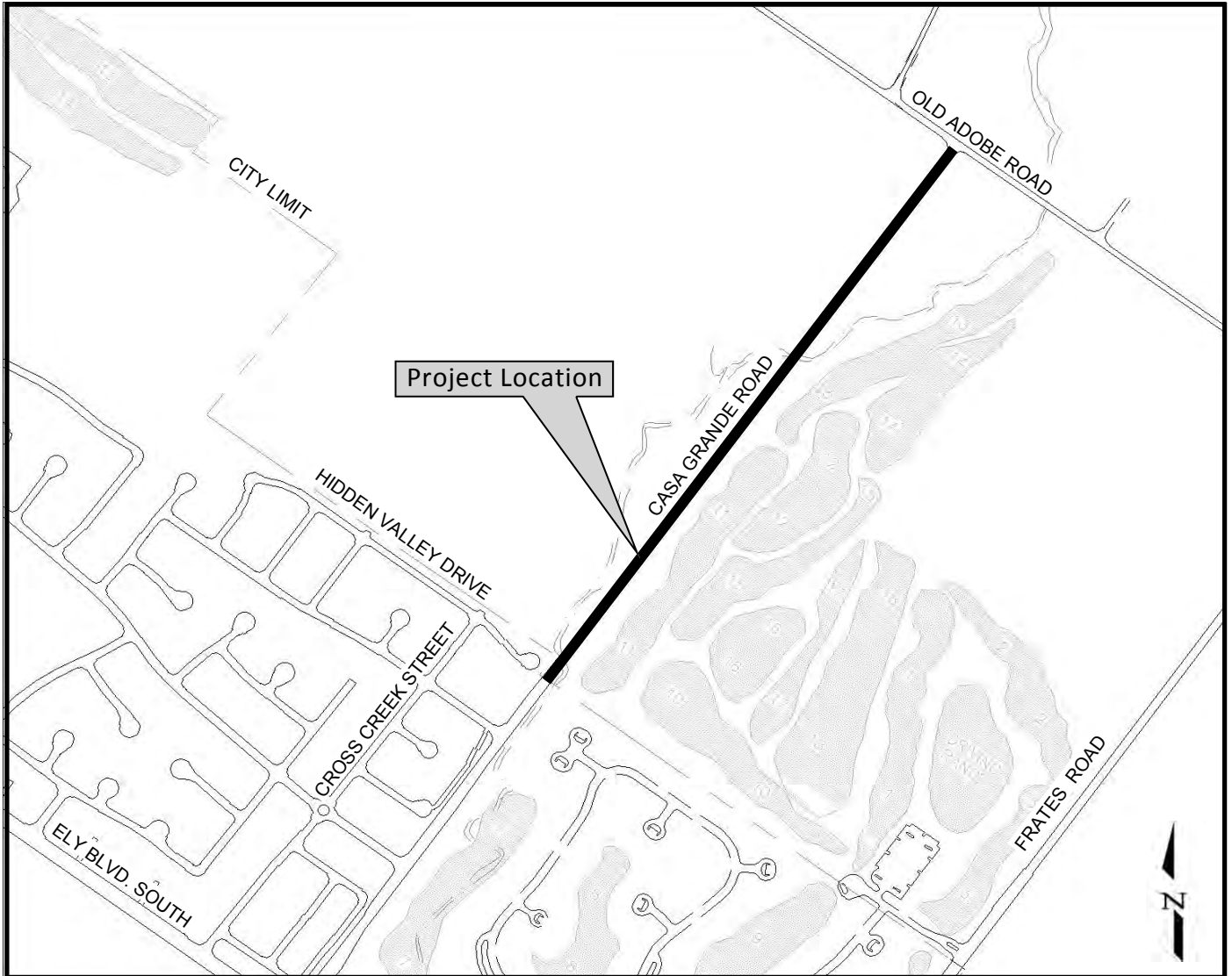
FINANCIAL OVERVIEW

C67501406

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design		10	10	60		60			130
Legal Services			-	1		1			2
Administration			-	5		5			10
Construction Contracts			-	850		600			1,450
Construction Mgmt			-	90		60			150
Salaries and Benefits	6		6						6
Contingency			-	130		130			260
CIP Overheads			-	28		21			49
Capitalization Interst	1		1						1
TOTAL USES	\$ 7	\$ 10	\$ 17	\$ 1,164	\$ -	\$ 877	\$ -	\$ -	\$ 2,058
SOURCES (dollars in \$000)									
Water Capital	7	10	17	1,164		877			2,058
TOTAL FUNDS	\$ 7	\$ 10	\$ 17	\$ 1,164	\$ -	\$ 877	\$ -	\$ -	\$ 2,058

CASA GRANDE ROAD 16" WATER MAIN EXTENSION

WATER UTILITY



Project Title: Casa Grande Road 16” Water Main Extension

C67401006

PROJECT PURPOSE AND DESCRIPTION

This project will install a new 16-inch water main in Casa Grande Road between Adobe Road and Cross Creek Street. This project will improve utilization of the Manor Lane reservoir by providing an improved transmission main and reducing interference with the Frates pumping station operations. It will also reduce maintenance costs to the system in that area by reducing the pressure fluctuations. By creating this loop the pressure from the Manor Lane tank will provide a more consistent load on the system and reduce wear and tear on its components.

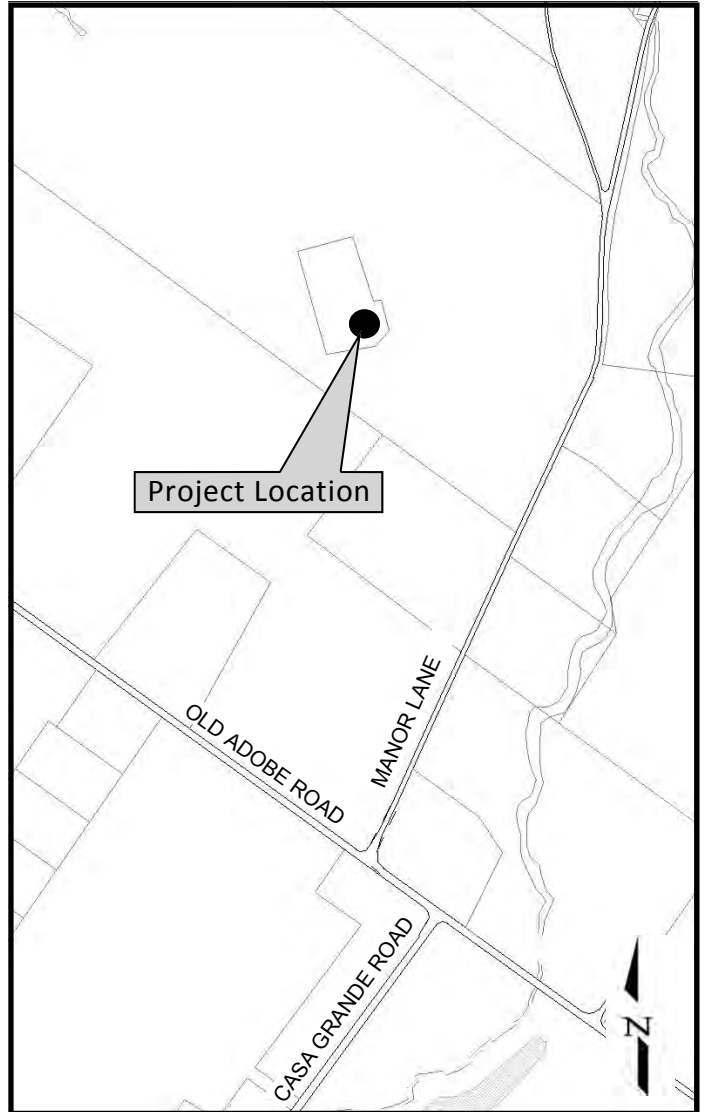
FINANCIAL OVERVIEW

C67401006

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-		-				-
Land & Easements			-		-				-
Design			-				100		100
Legal Services			-				-		-
Administration			-				5		5
Construction Contracts			-				1,150		1,150
Construction Mgmt			-				100		100
Salaries and Benefits			-				-		-
Contingency			-				150		150
CIP Overheads			-				25		25
Capitalization Interst			-						-
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,530	\$ -	\$ 1,530
SOURCES (dollars in \$000)									
Water Capital			-		-		1,530	-	1,530
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,530	\$ -	\$ 1,530

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 and cathodic protection. This project will improve the life of the tanks as well as improve the aesthetics. The interior of both tanks will be inspected in the spring of 2015.

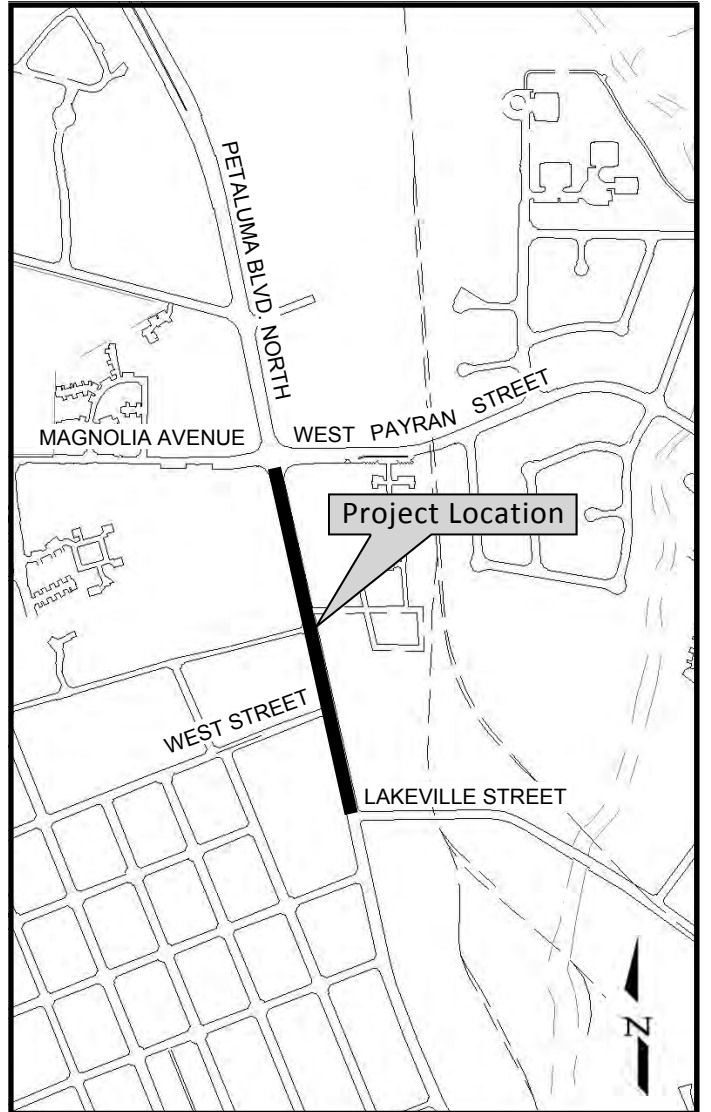
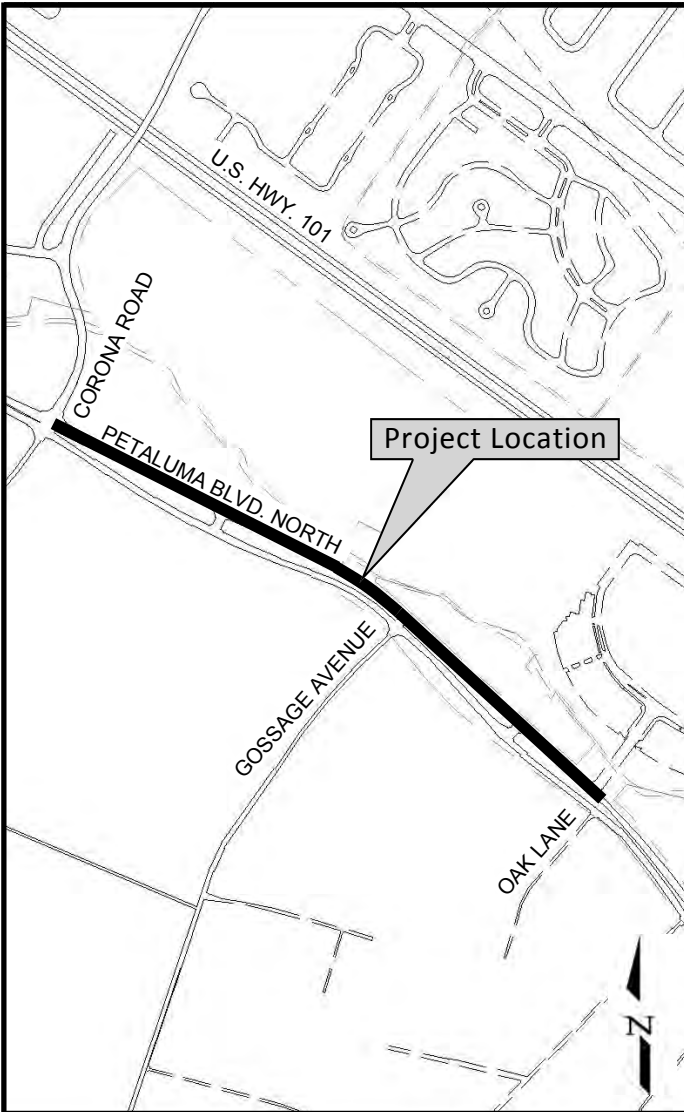
FINANCIAL OVERVIEW

C67501007

	Expenses and Funds Received			BUDGET					
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				Total Project Estimate
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-			80	40		120
Legal Services			-			1	1		2
Administration			-						-
Construction Contracts			-			400	400		800
Construction Mgmt			-			100	140		240
Salaries and Benefits			-						-
Contingency			-			80	80		160
CIP Overheads			-			16	16		32
Capitalization Interst			-						-
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 677	\$ 677	\$ 1,354
SOURCES (dollars in \$000)									
Water Capital			-				677	677	1,354
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 677	\$ 677	\$ 1,354

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.

FINANCIAL OVERVIEW

C67401005

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-			-			-
Land & Easements			-			-			-
Design			-				200		200
Legal Services			-				15		15
Administration			-				5		5
Construction Contracts			-				1,650		1,650
Construction Mgmt			-				150		150
Salaries and Benefits			-				-		-
Contingency			-				300		300
CIP Overheads			-				225		225
Capitalization Interst			-						-
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,545	\$ 2,545
SOURCES (dollars in \$000)									
Water Capital			-			-	-	2,545	2,545
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,545	\$ 2,545

Project Title: Water Main Replacement 2017-2020

C67501710

PROJECT PURPOSE AND DESCRIPTION

This project will replace undersize and old 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 mains, water services, and fire hydrants to reduce maintenance cost and improve fire flow. The water main replacements are concurrent with planned sewer replacement projects.

FINANCIAL OVERVIEW

C67501710	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental	-		-			2		2	4
Land & Easements			-						-
Design			-			55		40	95
Legal Services			-			2		1	3
Administration			-			3		3	6
Construction Contracts			-			865		400	1,265
Construction Mgmt			-			67		70	137
Salaries and Benefits	-		-						-
Contingency			-			170		80	250
CIP Overheads			-			25		15	40
Capitalization Interst			-						-
TOTAL USES	-	-	-	-	-	1,189	-	611	1,800
SOURCES (dollars in \$000)									
Water Capital			-			1,189		611	1,800
TOTAL FUNDS	-	-	-	-	-	1,189	-	611	1,800

WASTEWATER UTILITY PROJECTS FY 2015-2016

**WASTEWATER CAPITAL IMPROVEMENT PROGRAM BUDGET FY 15-16
PROJECT SUMMARY
Fund 6690.66999**

PROJECTS (dollars in \$000)	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Adopted Budget FY 15-16	PROJECTED				Total Estimate
				FY 16-17	FY 17-18	FY 18-19	FY 19-20	
C66501002 Victoria Pump Station Replacement	90	429	181	-	-	-	-	700
C66501003 Manhole Rehabilitation	197	12	250	52	360	-	-	871
C66501305 Ellis Creek Solids Handling Upgrades	433	265	2,791	6,847	-	-	-	10,336
C66401314 Petaluma Blvd So Sewer Trunk Main	5	5	162	2,941	-	-	-	3,113
C66501306 Ellis Creek Headworks Screen Upgrade	195	318	1,583	-	-	-	-	2,096
C66501307 Polishing Ponds Improvements	-	-	60	639	-	-	-	699
C66501517 Primary Influent Pump Station Odor Control	-	-	63	470	-	-	-	533
C66501501 Copeland Lift Station Upgrade	-	51	736	1,369	-	-	-	2,156
C66501519 Payran Lift Station Upgrade	-	-	54	2,213	-	-	-	2,267
C66501520 Hopper Street Emergency Pumping Storage	-	-	106	508	-	-	-	614
C66501518 CNG Fueling Station At Ellis Creek	-	-	154	620	5,230	-	-	6,004
C66401822 Sewer Main Replacement 2017-2018	-	-	-	-	3,247	-	-	3,247
C66501821 Ellis Creek Liquids Process Upgrade	-	-	-	-	500	2,500	5,000	8,000
C66501308 Chemical System Upgrade At Ellis Creek	-	-	-	-	-	1,480	1,850	3,330
C66501923 Oakmead, Redwood, And Outlet Mall Lift Station Upgrades	-	-	-	-	-	67	2,696	2,763
C66402024 Sewer Main Replacement 2019-2020	-	-	-	-	-	-	3,535	3,535
TOTAL	\$ 920	\$ 1,080	\$ 6,140	\$ 15,659	\$ 9,337	\$ 4,047	\$ 13,081	\$ 50,264

SOURCES (dollars in \$000)

California Energy Comm Grant	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ 6,000
Developer Contribution	-	-	63	470	-	-	-	533
Waste Water Capital	492	1,508	6,507	12,189	6,337	4,047	13,081	44,161
TOTAL	\$ 492	\$ 1,508	\$ 6,570	\$ 15,659	\$ 9,337	\$ 4,047	\$ 13,081	\$ 50,694

VICTORIA PUMP STATION REPLACEMENT

WASTEWATER UTILITY



Project Title: Victoria Pump Station Replacement

C66501002

PROJECT PURPOSE AND DESCRIPTION

This project upgrades pumps and controls of the lift station that serves the Rock Ridge and Victoria Subdivision. The need for upgrades 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. The overall project cost has increased with the additional scope of work to replace more electrical and pumping components.

FINANCIAL OVERVIEW

C66501002

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental	6		6						6
Land & Easements			-						-
Design	69	11	80	30					110
Legal Services			-						-
Administration		3	3	3					6
Construction Contracts		300	300	94					394
Construction Mgmt		61	61	20					81
Salaries and Benefits	12		12						12
Contingency		44	44	30					74
CIP Overheads	3	10	13	4					17
TOTAL USES	\$ 90	\$ 429	\$ 519	\$ 181	\$ -	\$ -	\$ -	\$ -	\$ 700
SOURCES (dollars in \$000)									
Waste Water Capital	115	404	519	181					700
TOTAL FUNDS	\$ 115	\$ 404	\$ 519	\$ 181	\$ -	\$ -	\$ -	\$ -	\$ 700



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 which allows 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. Design will occur in 14/15 with budget for emergency repairs as needed. The first construction project to rehabilitate the manholes will occur in 15/16. Then design of the next phase will occur in 16/17 with construction to follow in the next fiscal year. This project meets the City Council goal to assess, prioritize and develop a capital replacement schedule for wastewater systems.

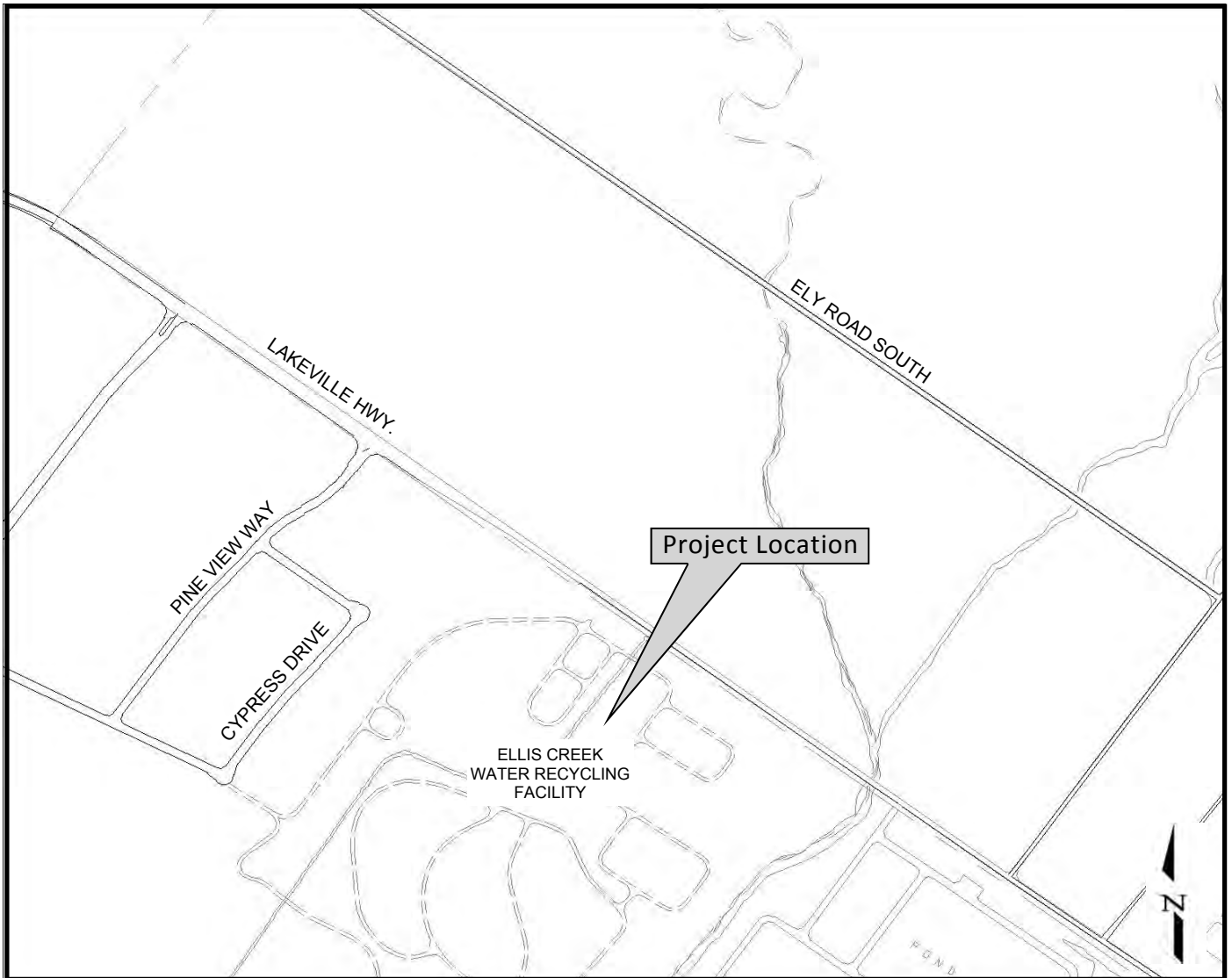
FINANCIAL OVERVIEW

C66501003

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design	13		13	25	50	15			103
Legal Services			-						-
Administration			-	4		6			10
Construction Contracts	148		148	160		250			558
Construction Mgmt	5		5	25		30			60
Salaries and Benefits	25	12	37						37
Contingency			-	30		50			80
CIP Overheads	6		6	6	2	9			23
TOTAL USES	\$ 197	\$ 12	\$ 209	\$ 250	\$ 52	\$ 360	\$ -	\$ -	\$ 871
SOURCES (dollars in \$000)									
Waste Water Capital	197	12	209	250	52	360			871
TOTAL FUNDS	\$ 197	\$ 12	\$ 209	\$ 250	\$ 52	\$ 360	\$ -	\$ -	\$ 871

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 include additional digester feed sources, including high strength waste, fats oil and grease, and food waste. This project will include the installation of an additional gravity belt thickener, addition of two strainpresses, construction of an additional anaerobic digester, addition of another dewatering screw press, and the conversion or re-purposing of the septage receiving station and acid phase digesters. The project will also optimize solids conveyance equipment by upgrading or replacing the biosolids pump which has experienced high maintenance and operational costs with a more efficient biosolids conveyance system.

FINANCIAL OVERVIEW

C66501305

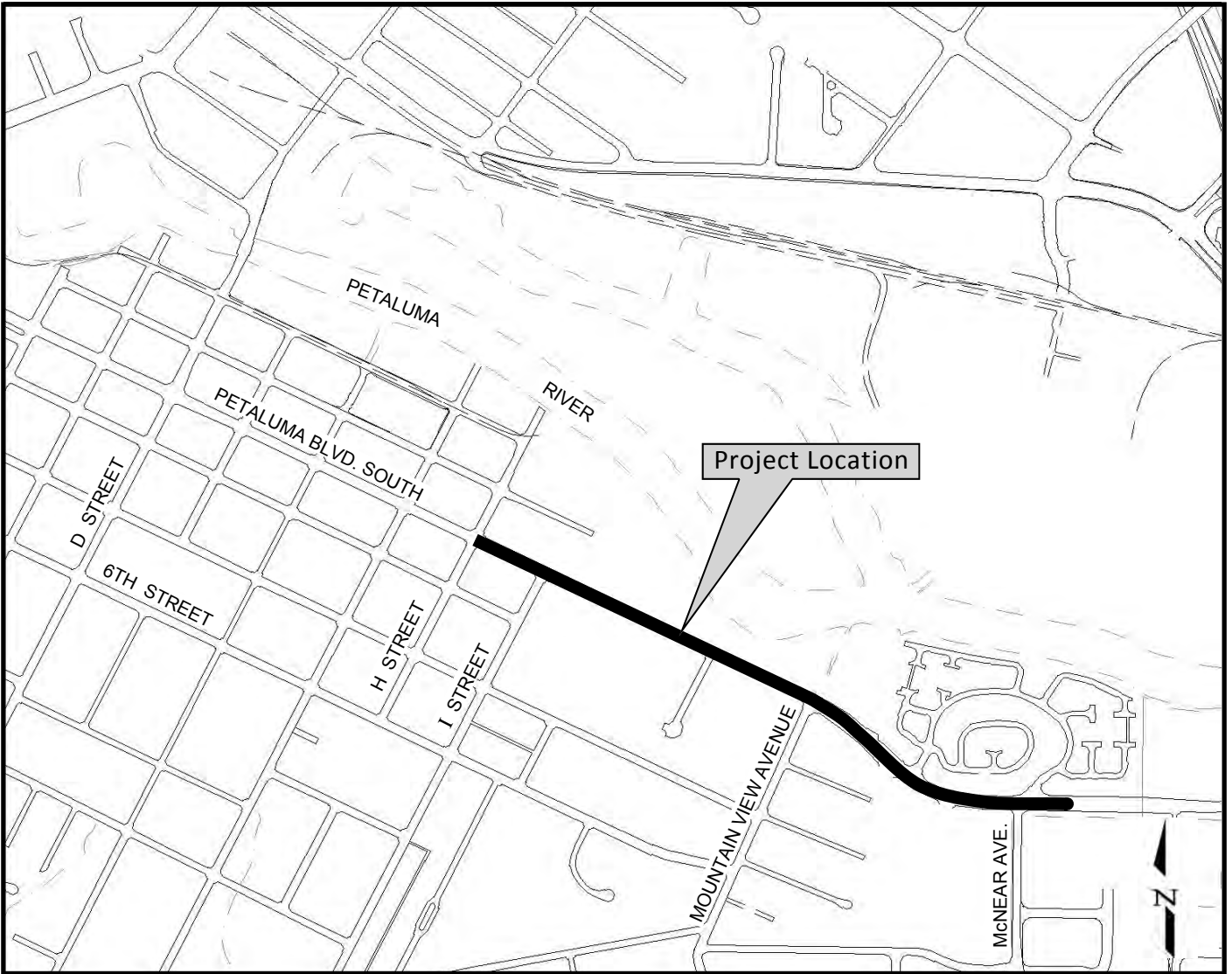
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental	418	15	433						433
Land & Easements			-						-
Design		250	250	597					847
Legal Services			-						-
Administration			-	2	3				5
Construction Contracts			-	1,700	6,077				7,777
Construction Mgmt			-	69	100				169
Salaries and Benefits	10		10						10
Contingency			-	350	500				850
CIP Overheads	5		5	73	167				245
TOTAL USES	\$ 433	\$ 265	\$ 698	\$ 2,791	\$ 6,847	\$ -	\$ -	\$ -	\$ 10,336

SOURCES (dollars in \$000)

California Energy Comm Grant			-		3,000				3,000
Waste Water Capital	150	548	698	2,791	3,847				7,336
TOTAL FUNDS	\$ 150	\$ 548	\$ 698	\$ 2,791	\$ 6,847	\$ -	\$ -	\$ -	\$ 10,336

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. It will reduce the possibility of future failures and infiltration and reduce maintenance costs.

FINANCIAL OVERVIEW

C66401314

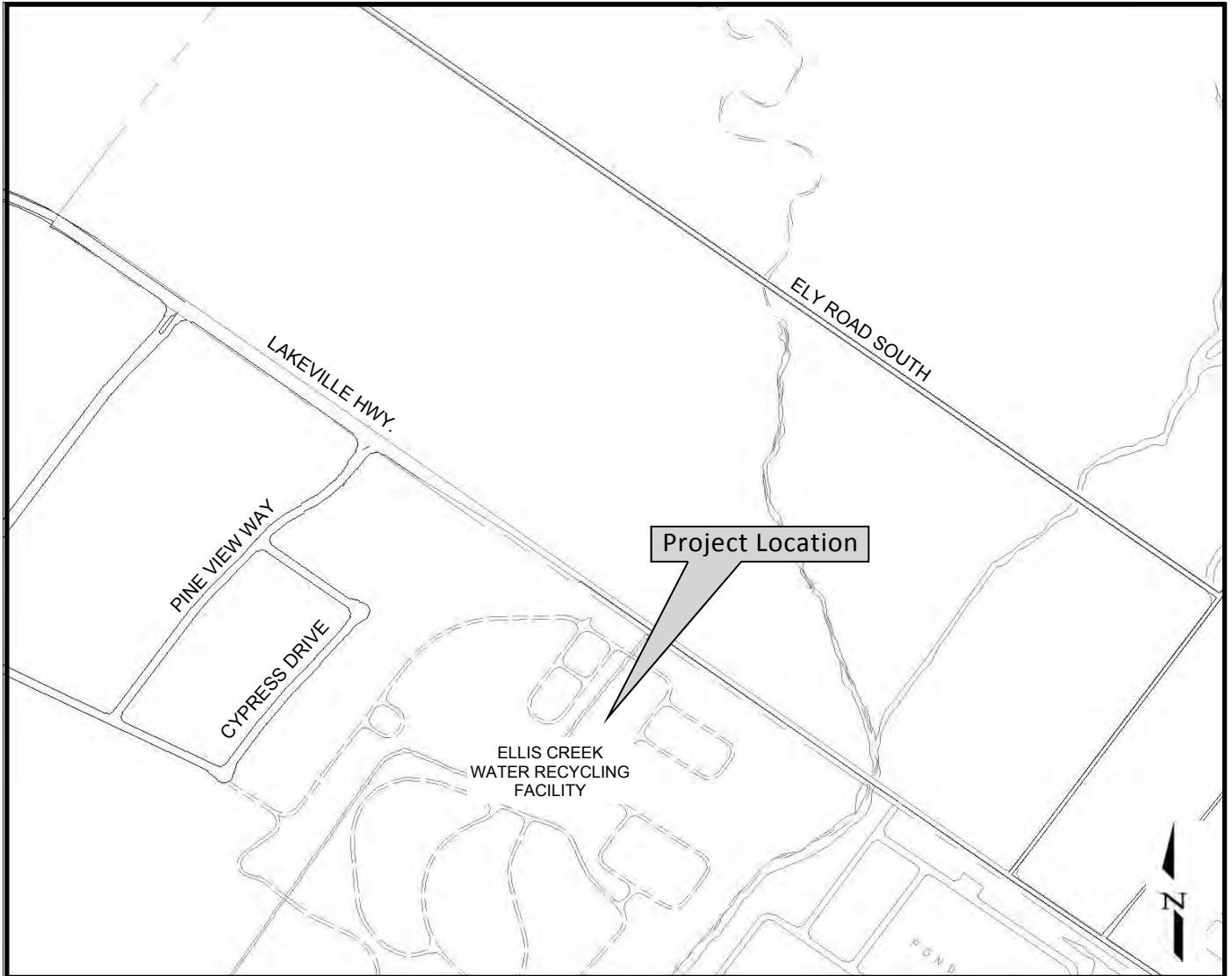
	Expenses and Funds Received			BUDGET					
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				Total Project Estimate
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental		5	5	5					10
Land & Easements			-						-
Design			-	150	30				180
Legal Services			-	1	1				2
Administration			-	2	2				4
Construction Contracts			-		2,000				2,000
Construction Mgmt			-		250				250
Salaries and Benefits	4		4						4
Contingency			-		593				593
CIP Overheads	1		1	4	65				70
TOTAL USES	\$ 5	\$ 5	\$ 10	\$ 162	\$ 2,941	\$ -	\$ -	\$ -	\$ 3,113

SOURCES (dollars in \$000)

Waste Water Capital		10	10	162	2,941				3,113
TOTAL FUNDS	\$ -	\$ 10	\$ 10	\$ 162	\$ 2,941	\$ -	\$ -	\$ -	\$ 3,113

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. The plant, in operation since early 2009, was designed in accordance with industry standards to remove debris, including rags, in effect at the time. However, the plant has been significantly impacted by ragging caused by disposable wipes. 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.

FINANCIAL OVERVIEW

C66501306

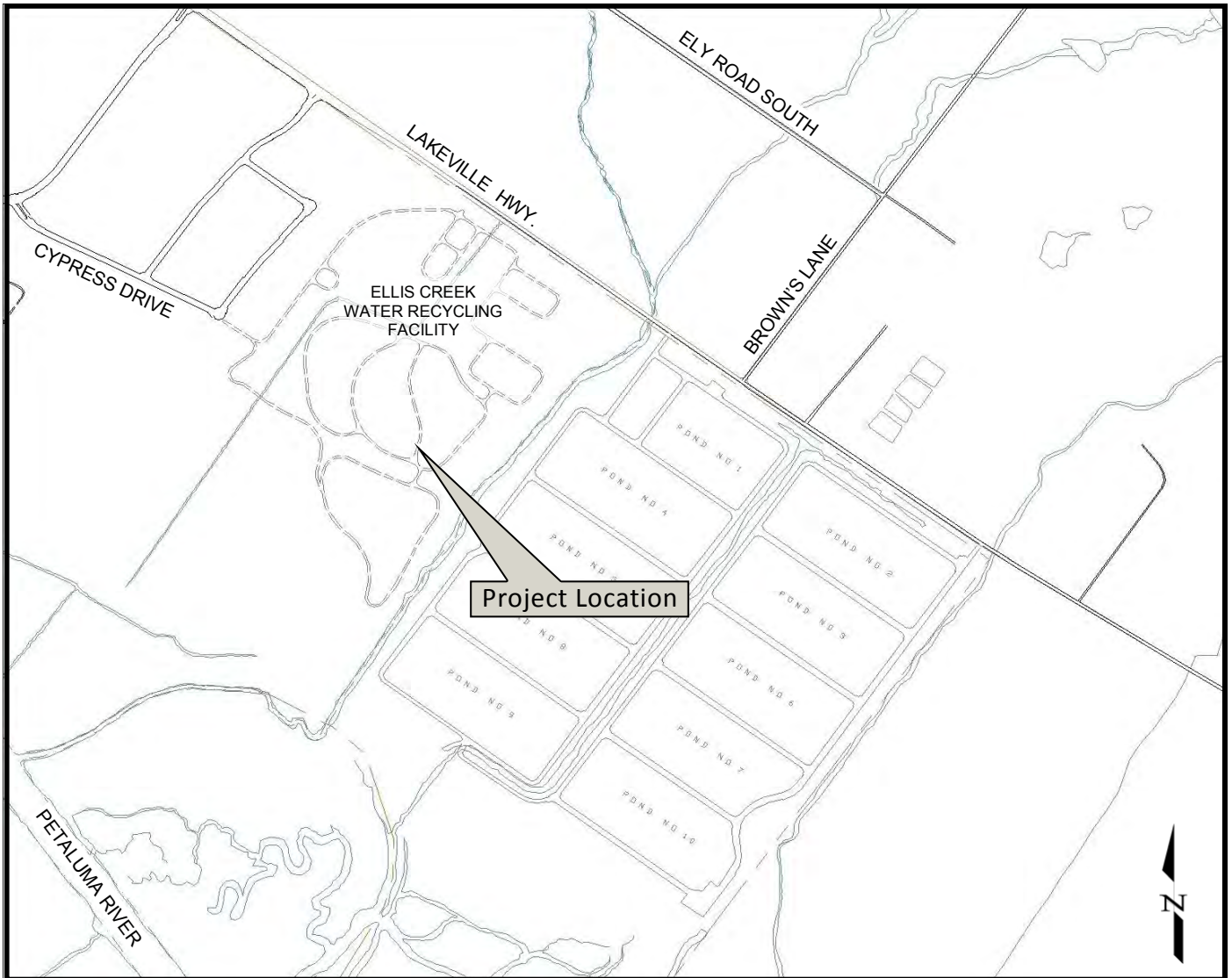
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental	188		188						188
Land & Easements			-						-
Design		20	20	20					40
Legal Services			-						-
Administration			-						-
Construction Contracts		250	550	1,000					1,550
Construction Mgmt		30	60	125					185
Salaries and Benefits	5		5						5
Contingency			100	400					500
CIP Overheads	2	18	20	38					58
TOTAL USES	\$ 195	\$ 318	\$ 943	\$ 1,583	\$ -	\$ -	\$ -	\$ -	\$ 2,526

SOURCES (dollars in \$000)

Waste Water Capital	30	483	513	2,013					2,526
TOTAL FUNDS	\$ 30	\$ 483	\$ 513	\$ 2,013	\$ -	\$ -	\$ -	\$ -	\$ 2,526

POLISHING POND IMPROVEMENTS

WASTEWATER UTILITY



Project Title: Polishing Pond Improvements

C66501307

PROJECT PURPOSE AND DESCRIPTION

This project will remove all of the current wetlands vegetation in oxidation pond 10, most of the vegetation from pond 9, and remove excess vegetation from the polishing ponds (A, B, C and D).. Deferred maintenance at the treatment wetlands (oxidation ponds 9 and 10) and polishing wetlands (Ponds A, B, C and D) at Ellis Creek Water Recycling Facility (ECWRF) have caused excessive vegetation growth that is creating high mosquito populations, detrimentally affecting water quality, and contributing to problems with nuisance species control. A combination of methods will be used to reduce the vegetation, including cutting and rotoation with aquatic equipment to remove above ground vegetation and root mass; dredging of channels in the polishing ponds; and prescribed burning.

FINANCIAL OVERVIEW

C66501307

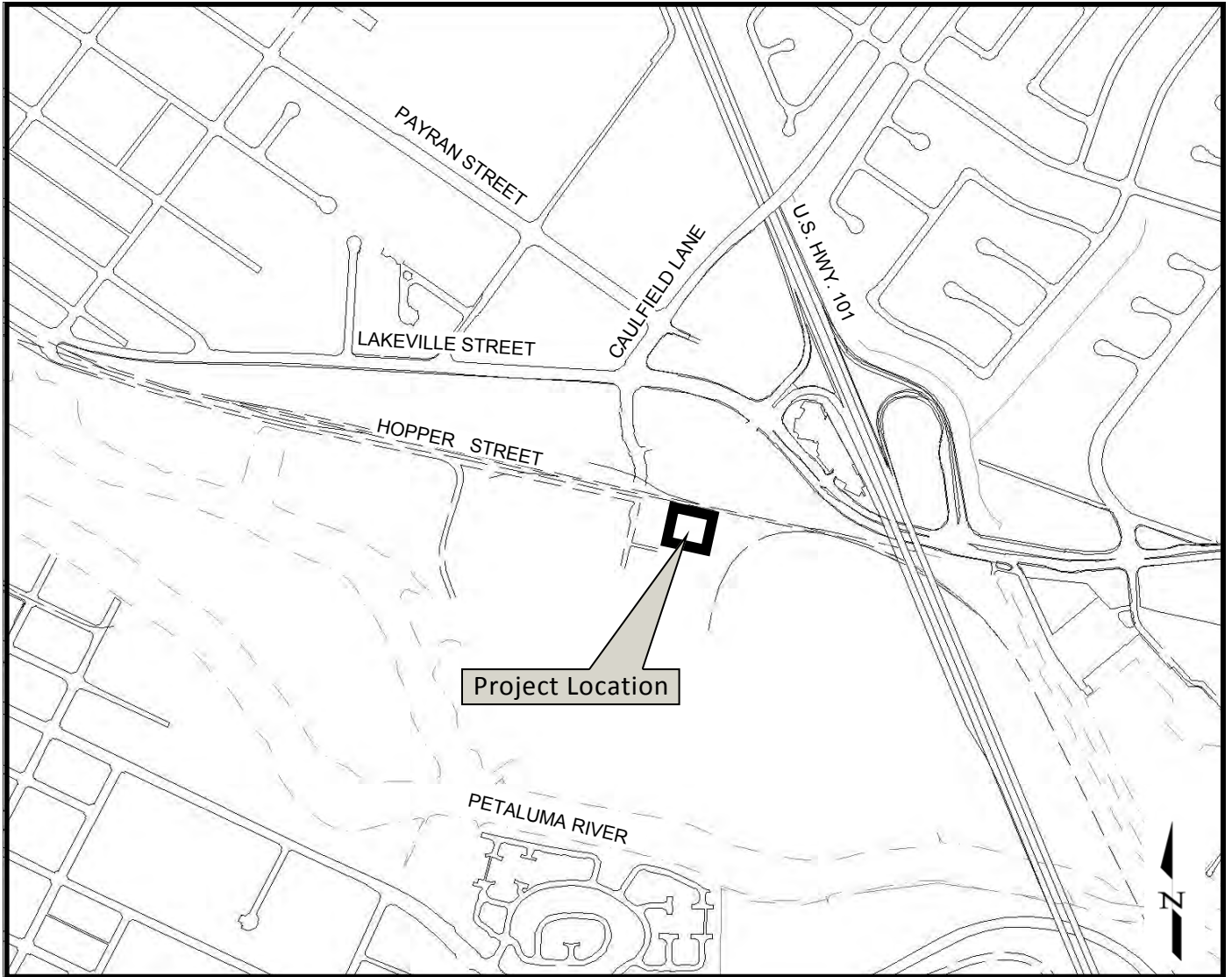
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-	60					60
Legal Services			-						-
Administration			-						-
Construction Contracts			-		450				450
Construction Mgmt			-		62				62
Salaries and Benefits			-						-
Contingency			-		110				110
CIP Overheads			-		17				17
TOTAL USES	\$ -	\$ -	\$ -	\$ 60	\$ 639	\$ -	\$ -	\$ -	\$ 699

SOURCES (dollars in \$000)

Waste Water Capital			-	60	639				699
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 60	\$ 639	\$ -	\$ -	\$ -	\$ 699

POND INFLUENT PUMP STATION ODER CONTROL

WASTE WATER



Project Title: Primary Influent Pump Station Odor Control

C66501517

PROJECT PURPOSE AND DESCRIPTION

The project will upgrade odor control to the wastewater Primary Influent Pump Station's (PIPS) mechanical system. The pump station currently has a passive biofilter system for odor control. While this is sufficient for the current setting, the upcoming Riverfront development will be located in close proximity to PIPS and there is a likelihood that residents and visitors would object to the odors. The developer has agreed to pay for the cost of improvements as a condition of project approval, and the City has agreed to arrange for design and construction.

FINANCIAL OVERVIEW

C66501517

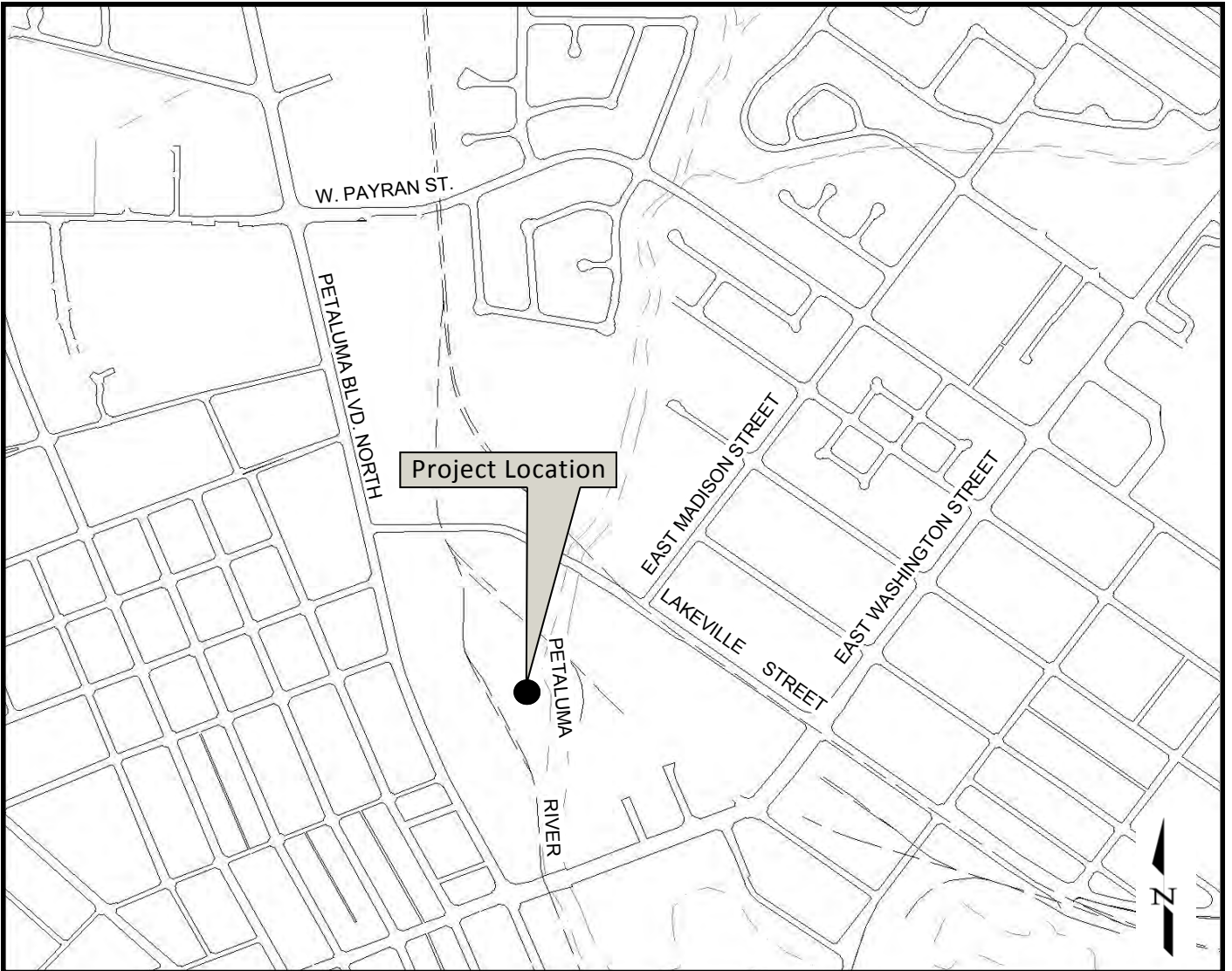
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental	-		-	22					22
Land & Easements			-						-
Design			-	40					40
Legal Services			-	1	1				2
Administration			-						-
Construction Contracts			-		330				330
Construction Mgmt			-		60				60
Salaries and Benefits	-		-						-
Contingency			-		66				66
CIP Overheads			-		13				13
TOTAL USES	\$ -	\$ -	\$ -	\$ 63	\$ 470	\$ -	\$ -	\$ -	\$ 533

SOURCES (dollars in \$000)

Developer Contribution				63	470				533
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 63	\$ 470	\$ -	\$ -	\$ -	\$ 533

COPELAND LIFT STATION UPGRADE

WASTE WATER



Project Title: Copeland Lift Station Upgrade

C66501501

PROJECT PURPOSE AND DESCRIPTION

This project upgrades pumps and controls of the lift station that serves the northeast portion of the City. The need for the upgrades at the site is significant given its location near the river and its limited storage. Currently, operations must respond to the site immediately. The project includes necessary electrical upgrades, pump replacement and valve improvements along with instrumentation upgrades for integration into SCADA. The project will bring the lift station into cohesive operation with the Ellis Creek WRF.

FINANCIAL OVERVIEW

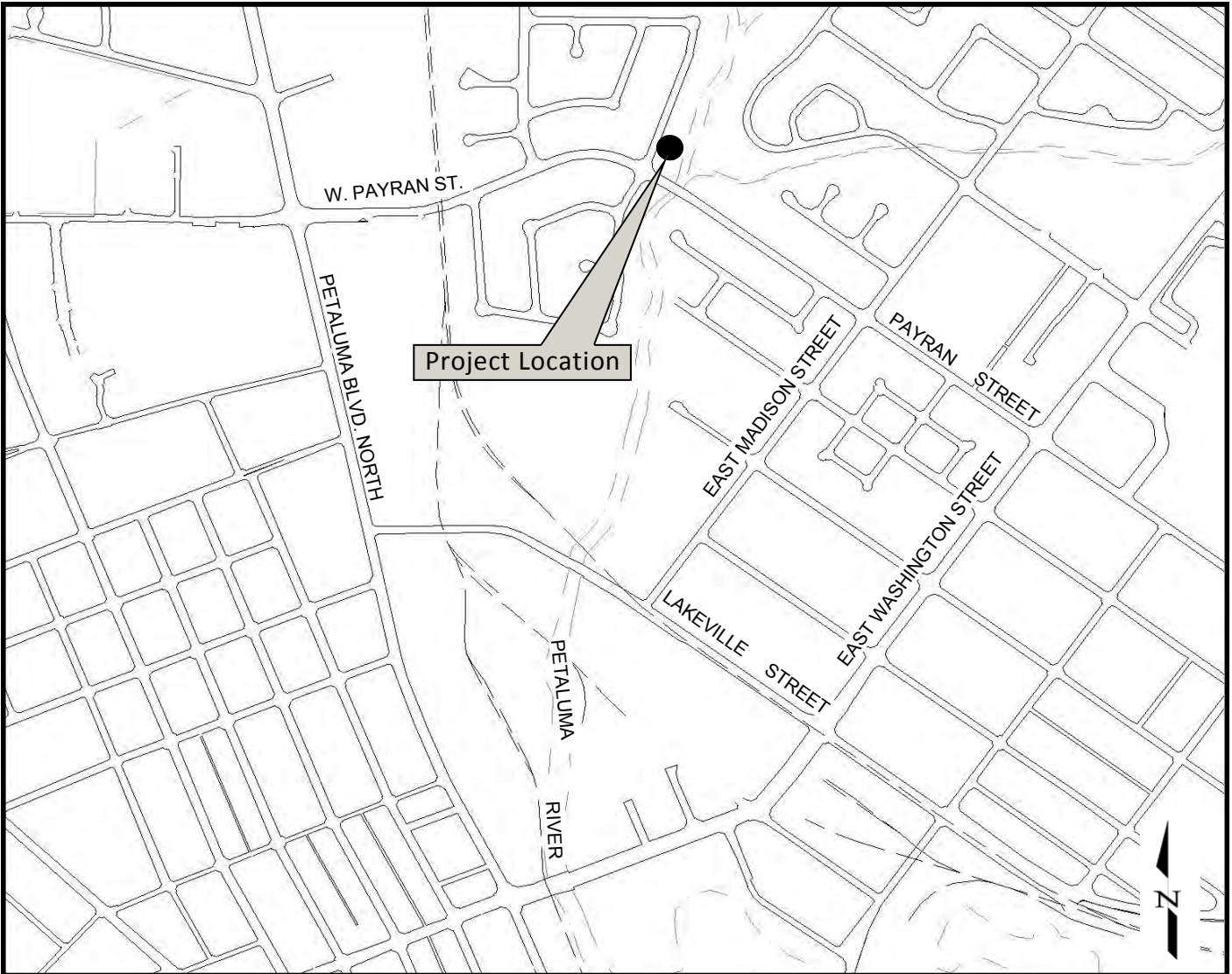
C66501501	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental Land & Easements	-		-	10	-				10
Design		50	50	280					330
Legal Services			-						-
Administration			-	5					5
Construction Contracts			-	300	1,100				1,400
Construction Mgmt			-	65	140				205
Salaries and Benefits	-		-						-
Contingency			-	60	100				160
CIP Overheads		1	1	16	29				46
TOTAL USES	\$ -	\$ 51	\$ 51	\$ 736	\$ 1,369	\$ -	\$ -	\$ -	\$ 2,156

SOURCES (dollars in \$000)

Waste Water Capital		51	51	736	1,369				2,156
TOTAL FUNDS	\$ -	\$ 51	\$ 51	\$ 736	\$ 1,369	\$ -	\$ -	\$ -	\$ 2,156

PAYRAN LIFT STATION UPGRADE

WASTE WATER



Project Title: Payran Lift Station Upgrade

C66501519

PROJECT PURPOSE AND DESCRIPTION

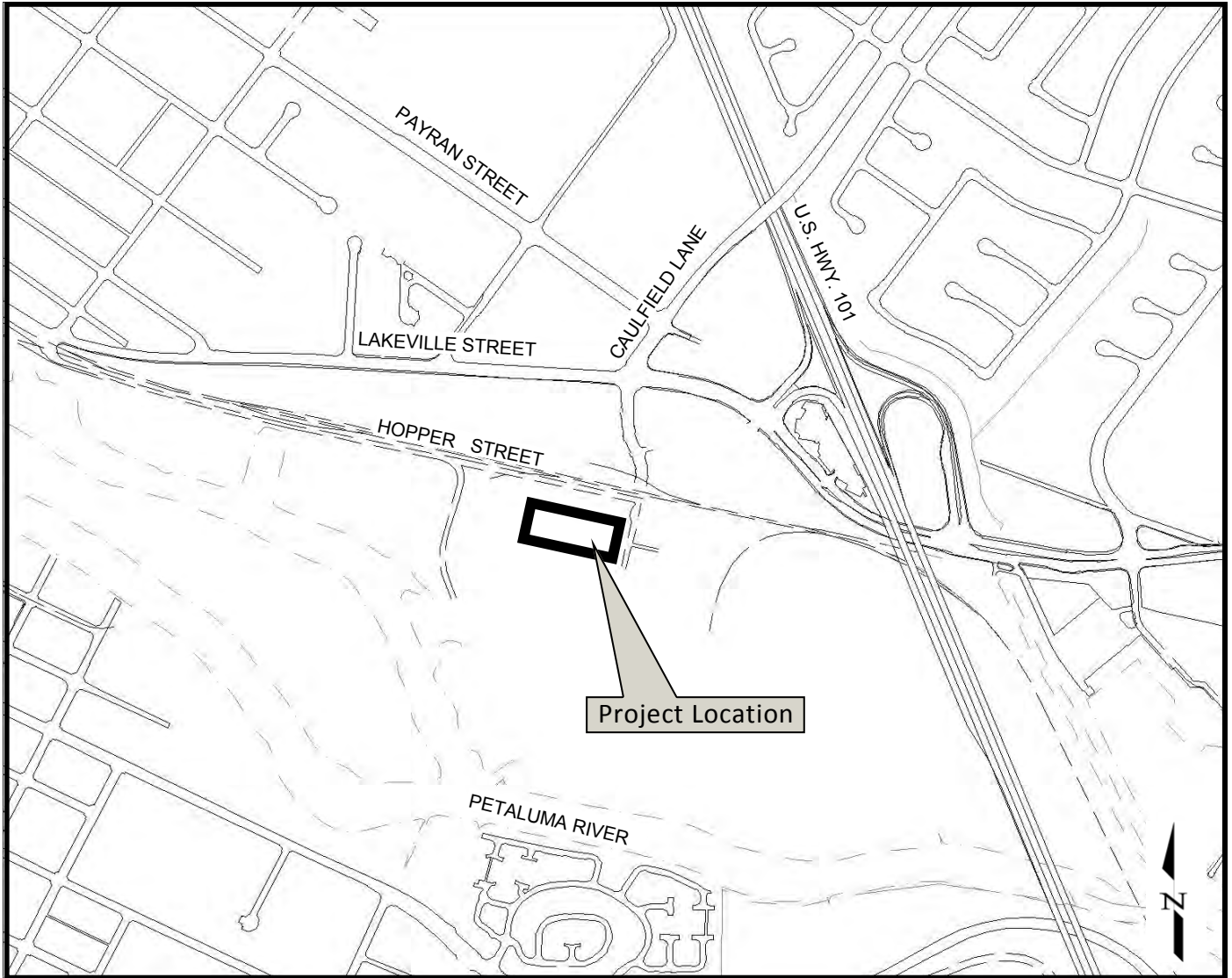
This project upgrades pumps and controls of the lift station that serves the north central portion of the City. The need for the upgrades at the site is significant given its location near the river and its limited storage. Currently, operations must respond to the site immediately with the portable generator. The project includes necessary electrical upgrades, pump replacement and valve improvements along with instrumentation upgrades for integration into SCADA. The project will bring the lift station into cohesive operation with the Ellis Creek WRF.

FINANCIAL OVERVIEW

C66501519	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental	-		-		10				10
Land & Easements			-						-
Design			-	50	260				310
Legal Services			-		1				1
Administration			-	2	2				4
Construction Contracts			-		1,450				1,450
Construction Mgmt			-		150				150
Salaries and Benefits	-		-						-
Contingency			-		290				290
CIP Overheads			-	2	50				52
TOTAL USES	\$ -	\$ -	\$ -	\$ 54	\$ 2,213	\$ -	\$ -	\$ -	\$ 2,267
SOURCES (dollars in \$000)									
Waste Water Capital			-	54	2,213				2,267
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 54	\$ 2,213	\$ -	\$ -	\$ -	\$ 2,267

HOPPER STREET EMERGENCY PUMPING STORAGE

WASTE WATER



Project Title Hopper Street Emergency Pumping Storage

C66501520

PROJECT PURPOSE AND DESCRIPTION

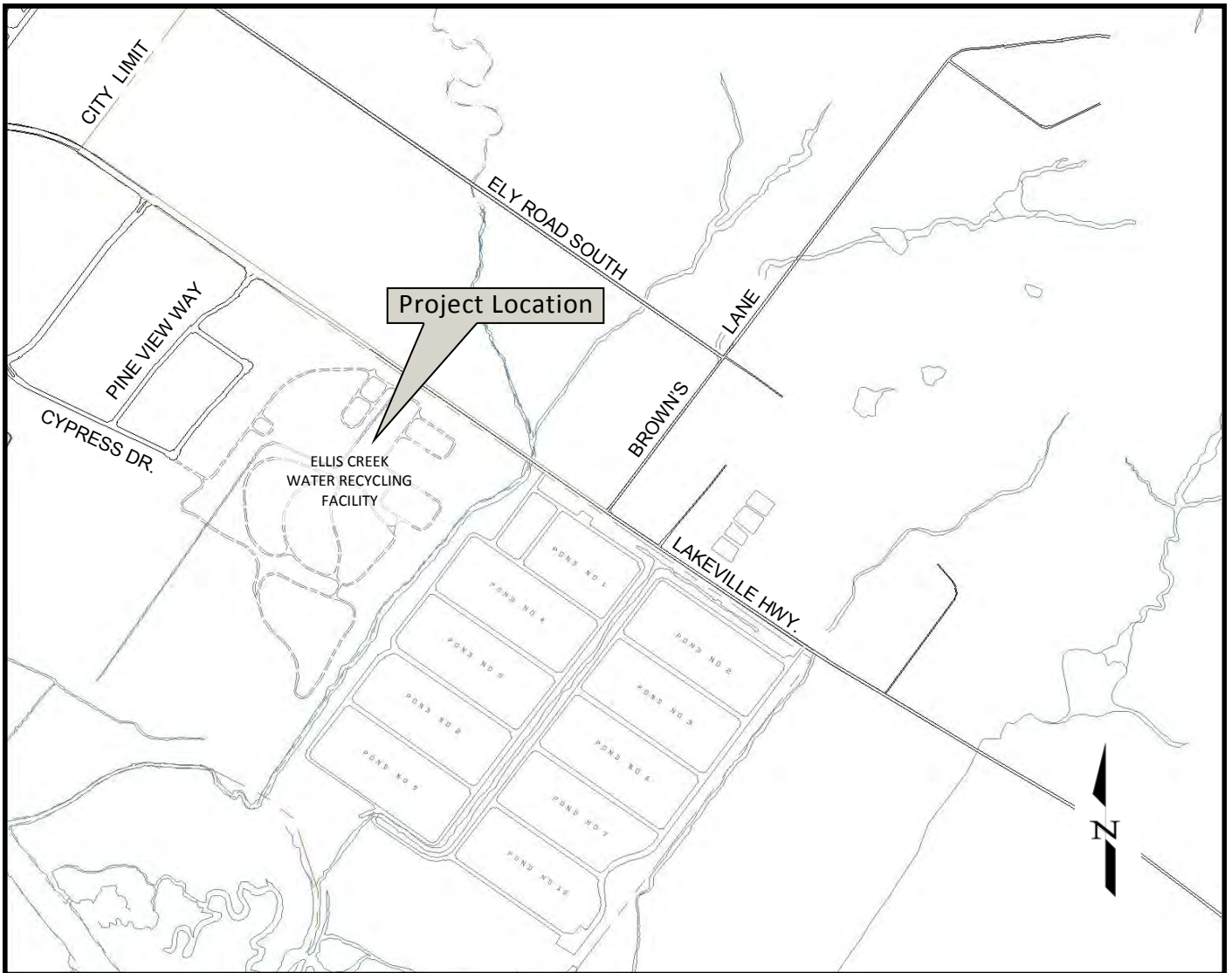
This project upgrades air valves and access along the PIPS force main to Ellis Creek to allow for by-pass pumping. The project includes modifications at PIPS for by-pass pumping and interconnections to Hopper Street Treatment storage facilities in case of a shutdown at PIPS.

FINANCIAL OVERVIEW

C66501520	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental	-		-	10	20				30
Land & Easements			-						-
Design			-	90	10				100
Legal Services			-	1	1				2
Administration			-	2	2				4
Construction Contracts			-		320				320
Construction Mgmt			-		60				60
Salaries and Benefits	-		-						-
Contingency			-		80				80
CIP Overheads			-	3	15				18
TOTAL USES	\$ -	\$ -	\$ -	\$ 106	\$ 508	\$ -	\$ -	\$ -	\$ 614
SOURCES (dollars in \$000)									
Waste Water Capital			-	106	508				614
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 106	\$ 508	\$ -	\$ -	\$ -	\$ 614

CNG FUELING STATION— ELLIS CREEK WRF

WASTE WATER



Project Title: CNG Fueling Station Ellis Creek

C66501518

PROJECT PURPOSE AND DESCRIPTION

This project will include design and construction of a gas scrubbing facility, a Compressed Natural Gas (CNG) fueling station and related site improvements at the Ellis Creek Water Recycling Facility (ECWRF). The anaerobic digester at ECWRF produces methane gas that is currently used to fuel a boiler to heat sludge. The excess methane gas is flared off. With the construction of another digester and the addition of high strength waste, food waste and other high carbon wastes to the treatment process, the plant will produce at least double the amount of methane gas. The gas can be scrubbed, compressed, and used to fuel City vehicles. The City is seeking grant funds from the California Energy Commission for the construction of the CNG facilities.

FINANCIAL OVERVIEW

C66501518	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental	-		-	150	220				370
Land & Easements			-						-
Design			-		400				400
Legal Services			-						-
Administration			-						-
Construction Contracts			-			5,230			5,230
Construction Mgmt			-						-
Salaries and Benefits	-		-						-
Contingency			-						-
CIP Overheads			-	4					4
TOTAL USES	\$ -	\$ -	\$ -	\$ 154	\$ 620	\$ 5,230	\$ -	\$ -	\$ 6,004
SOURCES (dollars in \$000)									
California Energy Comm Grant			-			3,000			3,000
Waste Water Capital			-	154	620	2,230			3,004
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 154	\$ 620	\$ 5,230	\$ -	\$ -	\$ 6,004



Project Title Sewer Main Replacement 2017-2018

C66401822

PROJECT PURPOSE AND DESCRIPTION

This is the yearly ongoing project to upgrade existing sewer mains throughout the City, reduce infiltration and inflow, and reduce maintenance cost. This project will replace the deteriorating and cracked sewer mains, mostly vitrified clay pipe (VCP), which has exceeded its service life and is contributing to inflow and infiltration. This project year will include rehabilitation or replacement in Haven and Scenic backyards, rehabilitation of mains in La Cresta, H St. at Wickersham Park, Broadway from English to Dana, Sonoma Ave. to North Fair St. and Manor Way. The sewer main replacements are concurrent with planned water main replacement projects.

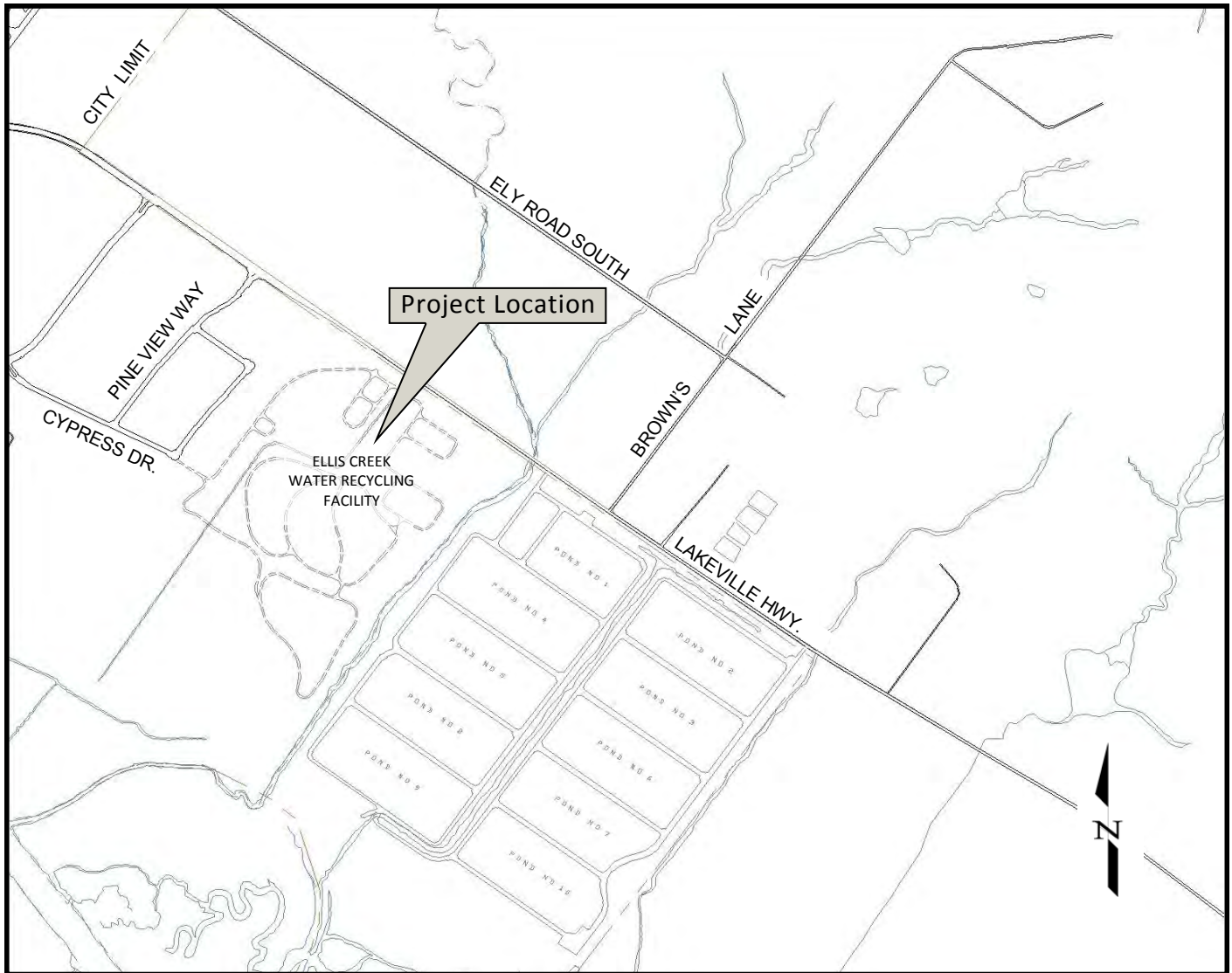
FINANCIAL OVERVIEW

C66401822	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental	-		-			5			5
Land & Easements			-			10			10
Design			-			155			155
Legal Services			-			2			2
Administration			-			30			30
Construction Contracts			-			2,400			2,400
Construction Mgmt			-			120			120
Salaries and Benefits	-		-						-
Contingency			-			480			480
CIP Overheads			-			45			45
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,247	\$ -	\$ -	\$ 3,247

SOURCES (dollars in \$000)									
Waste Water Capital			-			3,247			3,247
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,247	\$ -	\$ -	\$ 3,247

ELLIS CREEK LIQUIDS PROCESSING UPGRADE

WASTE WATER



Project Title Ellis Creek Liquids Process Upgrade

C66501821

PROJECT PURPOSE AND DESCRIPTION

This project will upgrade the liquids treatment process at the Ellis Creek Water Recycling Facility to handle increased organic loading from food and beverage industries. The project may include the addition of primary clarification or a dissolved air flotation system to reduce the organic loading on the oxidation ditches, addition of a third oxidation ditch, and other modifications to the existing secondary treatment process.

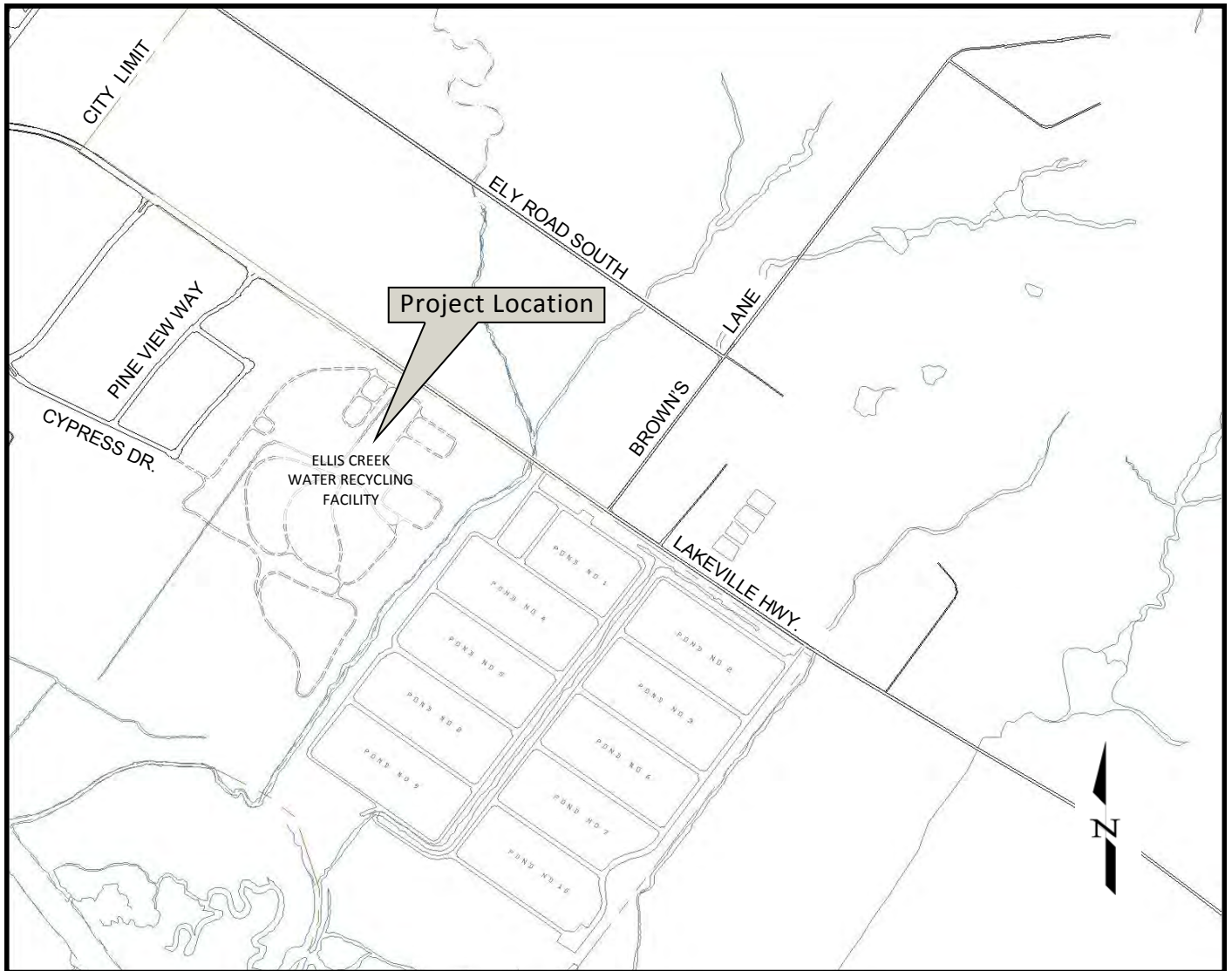
FINANCIAL OVERVIEW

C66501821

	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				Total Project Estimate
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental	-		-			500			500
Land & Easements			-						-
Design			-				2,500		2,500
Legal Services			-						-
Administration			-						-
Construction Contracts			-					5,000	5,000
Construction Mgmt			-						-
Salaries and Benefits	-		-						-
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 2,500	\$ 5,000	\$ 8,000
SOURCES (dollars in \$000)									
Waste Water Capital			-			500	2,500	5,000	8,000
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 2,500	\$ 5,000	\$ 8,000

CHEMICAL SYSTEM UPGRADE— ELLIS CREEK WRF

WASTE WATER



Project Title: Chemical System Upgrade at Ellis Creek

C66501308

PROJECT PURPOSE AND DESCRIPTION

This project will upgrade chemical, mechanical, electrical and instrumentation equipment located at the oxidation pond and used for the disinfection and dechlorination of effluent. The facilities are over 20 years old and need to be upgraded to comply with current codes, regulations and safety standards and to improve chemical efficiency and lower maintenance and operation costs. The facility disinfects effluent at the wetlands pump station and/or at the chlorine contact chamber. The project will evaluate the benefits of consolidating the two separate chemical dosing systems into an integrated configuration where pumps can dose to either location, or relocating the wetlands effluent disinfection system closer to the point of disinfection. The project will replace and relocate pumps for disinfection and dechlorination chemicals. The work will also upgrade structural, mechanical and electrical deficiencies at the bulk chemical storage facilities, emergency standby generator and switchgear, motor control center.

FINANCIAL OVERVIEW

C66501308

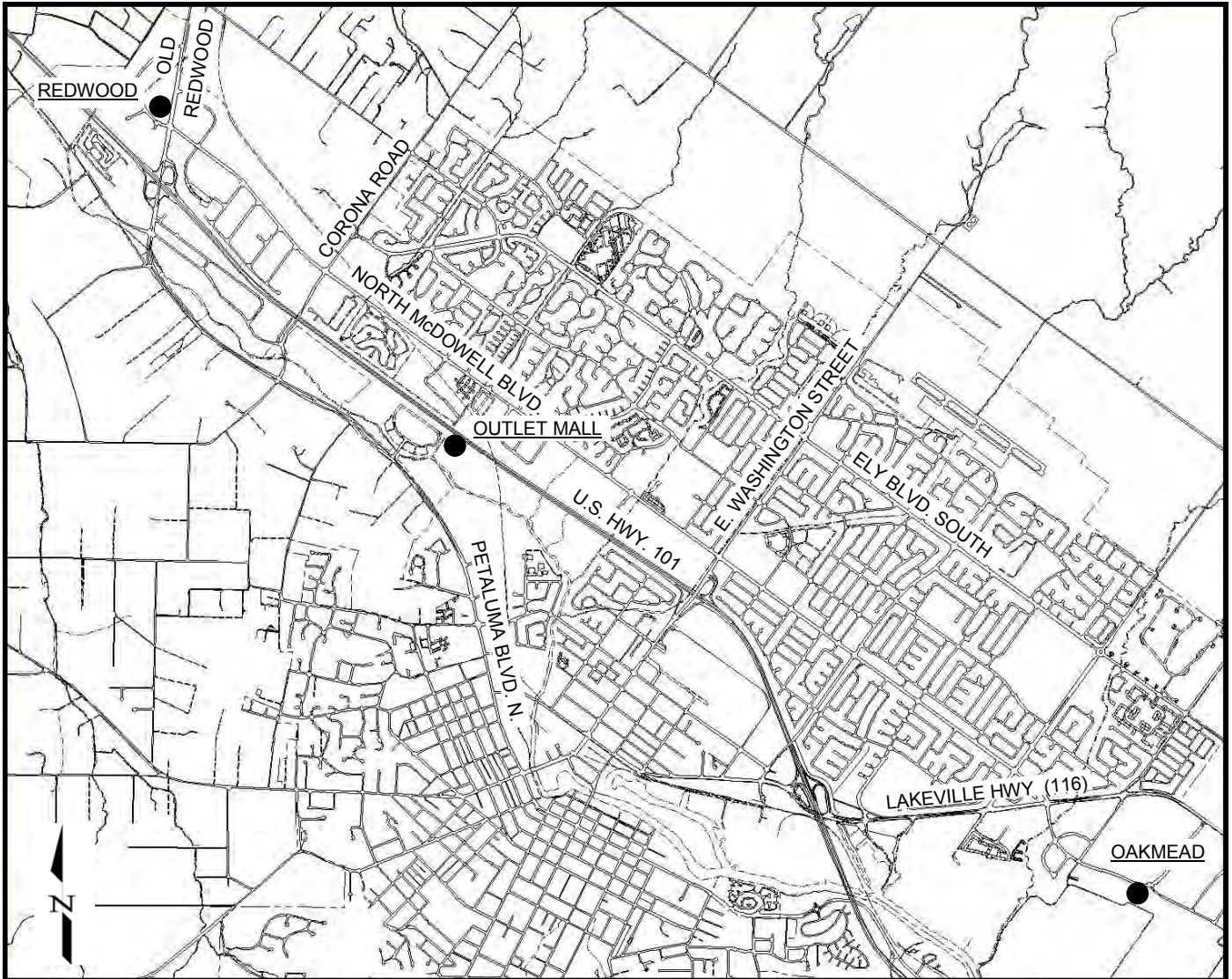
	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-				250		250
Legal Services			-						-
Administration			-					5	5
Construction Contracts			-				1,000	1,500	2,500
Construction Mgmt			-				100	150	250
Salaries and Benefits			-						-
Contingency			-				100	150	250
CIP Overheads			-				30	45	75
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,480	\$ 1,850	\$ 3,330

SOURCES (dollars in \$000)

Waste Water Capital			-				1,480	1,850	3,330
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,480	\$ 1,850	\$ 3,330

OAKMEAD, REDWOOD & OUTLET MALL—LIFT STATIONS UPGRADES

WASTEWATER



Project Title: Oakmead, Redwood, and Outlet Mall Lift Station Upgrades C66501923

PROJECT PURPOSE AND DESCRIPTION

This project upgrades pumps and controls of several lift stations that serve various portions of the City. These lift stations were constructed around the same period of time and upgrades will be similar. Currently, operations must respond to these stations immediately due to small storage capacities. The project includes necessary electrical upgrades, pump replacement and valve improvements along with instrumentation upgrades for integration into SCADA. The project will bring the lift stations into cohesive operation with the Ellis Creek WRF.

FINANCIAL OVERVIEW

C66501923

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental	-		-				5	5	10
Land & Easements			-					10	10
Design			-			60		150	210
Legal Services			-					2	2
Administration			-				2	2	4
Construction Contracts			-					1,800	1,800
Construction Mgmt			-					300	300
Salaries and Benefits	-		-						-
Contingency			-					360	360
CIP Overheads			-					67	67
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67	\$ 2,696	\$ 2,763
SOURCES (dollars in \$000)									
Waste Water Capital			-				67	2,696	2,763
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67	\$ 2,696	\$ 2,763

Project Title Sewer Main Replacement 2019-2020

C66402024

PROJECT PURPOSE AND DESCRIPTION

This is the yearly ongoing project to upgrade existing sewer mains throughout the City, reduce infiltration and inflow, and reduce maintenance cost. This project will replace the deteriorating and cracked sewer mains, mostly vitrified clay pipe (VCP), which has exceeded its service life and is contributing to inflow and infiltration. This project year will include rehabilitation or replacement of the main on Post St. from B St. to Bassett St. The sewer main replacements are concurrent with planned water main replacement projects.

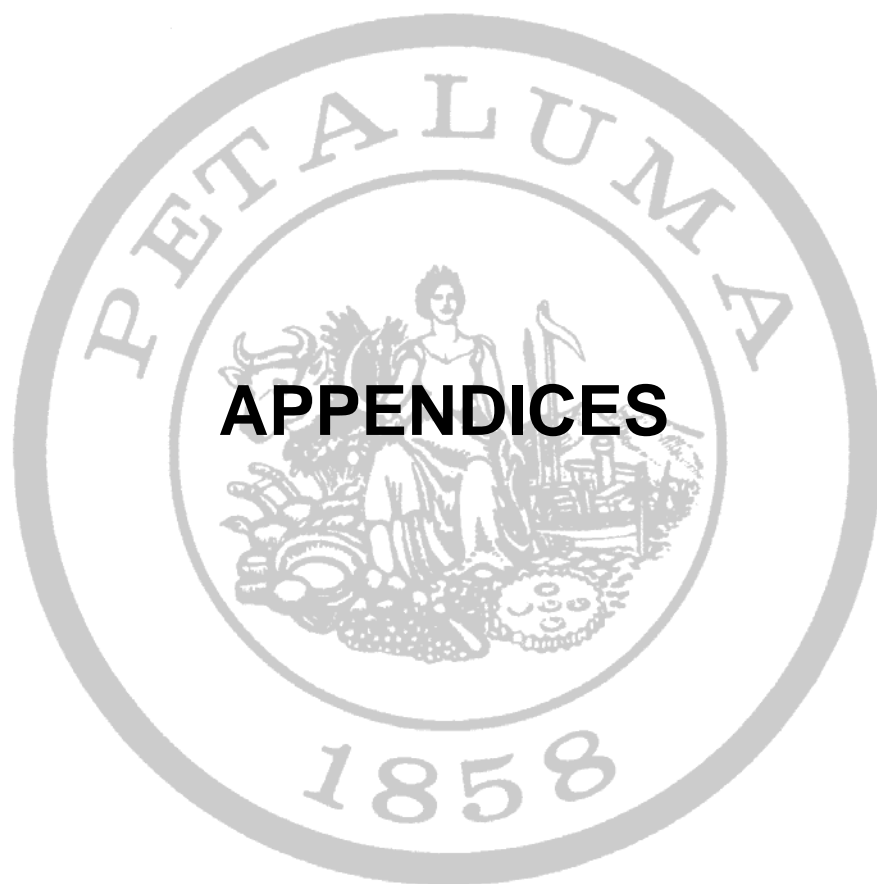
FINANCIAL OVERVIEW

C66402024

	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru 6/30/14	Estimate FY 14-15	Estimate Life to Date thru 6/30/15	Adopted Budget FY 15-16	PROJECTED				Total Project Estimate
					FY 16-17	FY 17-18	FY 18-19	FY 19-20	
USES (dollars in \$000)									
Planning/Environmental	-		-					10	10
Land & Easements			-					5	5
Design			-					230	230
Legal Services			-					5	5
Administration			-					5	5
Construction Contracts			-					2,500	2,500
Construction Mgmt			-					230	230
Salaries and Benefits	-		-						-
Contingency			-					500	500
CIP Overheads			-					50	50
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,535	\$ 3,535

SOURCES (dollars in \$000)

Waste Water Capital			-					3,535	3,535
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,535	\$ 3,535





**FISCAL YEAR 2016
 ALLOCATION OF INTERNAL SERVICE FUNDS AND ADMINISTRATIVE OVERHEAD CHARGES**

Department/Division	Information Technology FY 2016	General Service FY 2016	Risk FY 2016	Administrative Charges FY 2016	Total Allocation FY 2016
General		1,088	-		1,088
City Council		350	12,083		12,433
City Attorney	37,801	1,574	5,241		44,616
City Clerk	19,481	3,228	4,975		27,684
City Manager	18,273	3,539	13,293		35,105
Economic Development	23,526	-	1,782		25,308
Finance	104,612	26,115	34,995		165,722
Human Resources	19,267	1,171	8,946		29,384
Community Development	19,475	2,706	3,258		25,439
Fire	114,532	22,696	204,056		341,284
Recreation	29,259	27,213	118,359		174,831
Police	359,245	15,108	415,706		790,059
Public Works	117,346	5,912	162,427	-	285,685
General Fund	<u>862,817</u>	<u>110,700</u>	<u>985,121</u>	<u>-</u>	<u>1,958,638</u>
Housing In-Lieu	7,284	53	2,847	5,968	16,152
Impact fees	-	-	4,035	17,154	21,189
CDBG	1,410	26	1,679	4,251	7,366
General Government Donations	-	72	1,003	4,339	5,414
Special Revenue	-	36	862	8,637	9,535
Street Maintenance	11,356	2,497	154,024	118,707	286,584
Landscape Assessment Districts	1,031	713	1,983	16,060	19,787
TOT	-	-	2,002	163,108	165,110
Governmental CIP	-	288	22,019	184,149	206,456
Special Revenue Funds	<u>21,081</u>	<u>3,685</u>	<u>190,454</u>	<u>522,373</u>	<u>737,593</u>
Airport Operation	14,407	1,092	20,882	89,397	125,778
Development Services	68,814	10,527	16,879	124,766	220,986
Marina	6,220	1,174	8,123	70,197	85,714
Transit Operations	65,795	8,720	30,777	73,803	179,095
Transit CIP	-	-	222	524	746
Wastewater Administration	321,338	36,348	182,001	677,211	1,216,898
Wastewater CIP	-	137	13,746	15,661	29,544
Water Administration	415,758	48,009	170,457	636,921	1,271,145
Water CIP	-	127	5,244	13,233	18,604
Storm Utility	-	380	6,116	144,931	151,427
Enterprise Funds	<u>892,332</u>	<u>106,514</u>	<u>454,447</u>	<u>1,846,644</u>	<u>3,299,937</u>

FISCAL YEAR 2016
ALLOCATION OF INTERNAL SERVICE FUNDS AND ADMINISTRATIVE OVERHEAD CHARGES

Department/Division	Information Technology FY 2016	General Service FY 2016	Risk FY 2016	Administrative Charges FY 2016	Total Allocation FY 2016
Information Technology	-	539	20,762	-	21,301
Employee Benefits	-	147	8,356	-	8,503
Workers Compensation	1,563	-	9,353	-	10,916
General Services	4,790	-	1,274	-	6,064
Risk Management	<u>19,578</u>	<u>201</u>	<u>-</u>	<u>-</u>	<u>19,779</u>
Internal Service Funds	<u>25,931</u>	<u>887</u>	<u>39,745</u>	<u>-</u>	<u>66,563</u>
Successor Agency Housing	-	1,260	5,730	71,193	78,183
Successor Agency	<u>-</u>	<u>960</u>	<u>1,656</u>	<u>418,338</u>	<u>420,954</u>
Successor Agency Funds	<u>-</u>	<u>2,220</u>	<u>7,386</u>	<u>489,531</u>	<u>499,137</u>
TOTAL ALLOCATIONS	<u>\$ 1,802,161</u>	<u>\$ 224,006</u>	<u>\$ 1,677,153</u>	<u>\$ 2,858,548</u>	<u>\$ 6,561,868</u>

TRANSFERS OUT

FROM	TO	AMOUNT	PURPOSE
General Fund	Storm Drainage Impact Fees	37,383	loan repayment
	Storm Drainage Impact Fees	11,090	Legal Costs associated with Waste Water settlement
	Facilities CIP	70,000	C11201602
	Facilities CIP	5,000	C16201306
	Waste Water	93,580	Waste Water settlement
	Storm Utility	550,000	
	Employee Benefits	200,000	
	Vehicle Replacement	400,000	
			<u>1,367,053</u>
Commercial Linkage Fees	Housing Successor Agency	50,000	SAR051150
Fire Suppression Impact Fees	Fire CIP	120,000	C00300405
Housing In-Lieu Impact Fees	Housing Successor Agency	50,000	SAR051150
Parkland Development Impact Fees	Parkland Impact Fees	317,452	
	Parks CIP	2,000	C00400205
	Parks CIP	180,000	C14501403
	Parks CIP	75,000	C14501604
			<u>574,452</u>
Storm Drainage Impact Fees	Public Works CIP	81,000	C00500208
	Public Works CIP	490,000	C16301307
	Public Works CIP	27,000	C16301413
	Public Works CIP	10,000	C00500705
	Public Works CIP	5,000	C00500308
	Public Works CIP	131,000	C16301518
			<u>744,000</u>
Traffic Mitigation Fees	Public Works CIP	1,105,567	C00501304
	Public Works CIP	1,466,433	C00501304
	Public Works CIP	20,000	C00501204
	Public Works CIP	27,000	C03200503
	Public Works CIP	223,000	E16102015
	Transit CIP	25,000	C65501503
	Transit CIP	32,000	C65501604
			<u>2,899,000</u>
CDBG	Housing Successor Agency	28,130	SAR051150
Parks Grants	Parks CIP	286,000	C14501403
	Parks CIP	50,000	C00400205
			<u>336,000</u>
Public Works Grants	Public Works CIP	555,000	C16101201
	Public Works CIP	143,000	C16101309
	Public Works CIP	1,674,000	C16101416
	Public Works CIP	40,000	E16082012
	Public Works CIP	172,000	C16101601
	Public Works CIP	993,000	C00500208
	Public Works CIP	50,000	C00500208
			<u>3,627,000</u>
Donations / Developer Contributions	Parks CIP	125,000	C14501604
	Waste Water CIP	63,000	C65501517
			<u>188,000</u>
Asset Seizure	General Fund	30,000	general support

TRANSFERS OUT

FROM	TO	AMOUNT	PURPOSE
SLESF	General Fund	100,000	CAD/RMS system
Gas Tax	Public Works CIP	22,000	C16101601
	Street Maintenance	1,851,262	
		1,873,262	
Street Maintenance	Public Works CIP	71,000	C16101201
	Public Works CIP	22,000	C16101309
	Public Works CIP	5,000	C16501410
	Public Works CIP	258,000	C16101416
	Public Works CIP	200,000	C16101301
	Public Works CIP	11,000	C16501412
		567,000	
TOT	General Fund	1,430,512	general support
	Facilities CIP	25,000	C11201501
		1,455,512	
Prince Park	General Fund	56,500	general support
Airport Operating	Airport CIP	-	
Transit Operating - FTA 5307 TCP	Transit CIP	114,000	C65501503
Transit Operating - MTC Transit Perf Review	Transit CIP	136,000	C65501604
		250,000	
Waste Water Capital	Waste Water CIP	1,769,000	C66401301
	Waste Water CIP	43,000	C66401415
	Waste Water CIP	750,000	C66401416
	Waste Water CIP	181,000	C66501002
	Waste Water CIP	250,000	C66501003
	Waste Water CIP	2,791,000	C66501305
	Waste Water CIP	162,000	C66401314
	Waste Water CIP	1,583,000	C66501306
	Waste Water CIP	60,000	C66501307
	Waste Water CIP	154,000	C65501518
	Waste Water CIP	736,000	C65501501
	Waste Water CIP	54,000	C65501519
	Waste Water CIP	106,000	C65501520
		8,639,000	
Water Capital	Water CIP	1,040,000	C00500101
	Water CIP	904,000	C67401201
	Water CIP	1,239,000	C67401003
	Water CIP	122,000	C67501405
	Water CIP	177,000	C67501302
	Water CIP	2,130,000	C67501304
	Water CIP	1,164,000	C67501406
		6,776,000	

GRAND TOTAL \$ 29,730,909

TRANSFERS IN

TO	FROM	AMOUNT	PURPOSE
General Fund	Asset Seizure	30,000	general support
	SLESF	100,000	CAD/RMS system
	TOT	1,430,512	general support
	Prince Park	56,500	general support
		1,617,012	
Parkland Impact Fees	Parkland Development Impact Fees	317,452	
Storm Drainage Impact Fees	General Fund	37,383	loan repayment
	General Fund	11,090	Legal Costs associated with Waste Water settlement
		48,473	
Street Maintenance	Gas Tax	1,851,262	
Facilities CIP	General Fund	70,000	C11201602
	General Fund	5,000	C16201306
	TOT	25,000	C11201501
		100,000	
Fire CIP	Fire Suppression Impact Fees	120,000	C00300405
Parks CIP	Parkland Development Impact Fees	2,000	C00400205
	Parkland Development Impact Fees	180,000	C14501403
	Parkland Development Impact Fees	75,000	C14501604
	Parks Grants	286,000	C14501403
	Parks Grants	50,000	C00400205
	Donations / Developer Contributions	125,000	C14501604
	718,000		
Public Works CIP	Storm Drainage Impact Fees	81,000	C00500208
	Storm Drainage Impact Fees	490,000	C16301307
	Storm Drainage Impact Fees	27,000	C16301413
	Storm Drainage Impact Fees	10,000	C00500705
	Storm Drainage Impact Fees	5,000	C00500308
	Storm Drainage Impact Fees	131,000	C16301518
	Traffic Mitigation	1,105,567	C00501304
	Traffic Mitigation	1,466,433	C00501304
	Traffic Mitigation	20,000	C00501204
	Traffic Mitigation	27,000	C03200503
	Traffic Mitigation	223,000	E16102015
	Public Works Grants	555,000	C16101201
	Public Works Grants	143,000	C16101309
	Public Works Grants	1,674,000	C16101416
	Public Works Grants	40,000	E16082012
	Public Works Grants	172,000	C16101601
	Public Works Grants	993,000	C00500208
	Public Works Grants	50,000	C00500208
	Gas Tax	22,000	C16101601
	Street Maintenance	71,000	C16101201
	Street Maintenance	22,000	C16101309
	Street Maintenance	5,000	C16501410
	Street Maintenance	258,000	C16101416
	Street Maintenance	200,000	C16101301
	Street Maintenance	11,000	C16501412
		7,802,000	
	Housing Successor Agency	Commercial Linkage	50,000
Housing In-Lieu Impact		50,000	SAR051150
CDBG		28,130	SAR051150
		128,130	

TRANSFERS IN

<u>TO</u>	<u>FROM</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
Transit CIP	Traffic Mitigation	25,000	C65501503
	Traffic Mitigation	32,000	C65501604
	Transit Operating - FTA 5307 TCP	114,000	C65501503
	Transit Operating - MTC Transit Perf Review	136,000	C65501604
		<u>307,000</u>	
Waste Water	General Fund	93,580	Waste Water settlement
Waste Water CIP	Donations / Developer Contributions	63,000	C65501517
	Waste Water Capital	1,769,000	C66401301
	Waste Water Capital	43,000	C66401415
	Waste Water Capital	750,000	C66401416
	Waste Water Capital	181,000	C66501002
	Waste Water Capital	250,000	C66501003
	Waste Water Capital	2,791,000	C66501305
	Waste Water Capital	162,000	C66401314
	Waste Water Capital	1,583,000	C66501306
	Waste Water Capital	60,000	C66501307
	Waste Water Capital	154,000	C65501518
	Waste Water Capital	736,000	C65501501
	Waste Water Capital	54,000	C65501519
	Waste Water Capital	106,000	C65501520
		<u>8,702,000</u>	
Water CIP	Water Capital	1,040,000	C00500101
	Water Capital	904,000	C67401201
	Water Capital	1,239,000	C67401003
	Water Capital	122,000	C67501405
	Water Capital	177,000	C67501302
	Water Capital	2,130,000	C67501304
	Water Capital	1,164,000	C67501406
	<u>6,776,000</u>		
Storm Utility	General Fund	550,000	
Employee Benefits	General Fund	200,000	
Vehicle Replacement	General Fund	400,000	
GRAND TOTAL \$		29,730,909	

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED
FY 2015-16 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 13-14		FY 14-15		FY 15-16		----- Allocation-----			
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds	
<u>CITY CLERK</u>										
City Clerk	1.00	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	1.00			
Total City Clerk	2.00	2.00	2.00	2.00	2.00	2.00	2.00	0.00	0.00	
<u>CITY ATTORNEY</u>										
City Attorney	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Assistant City Attorney	2.00	2.00	2.00	2.00	2.00	2.00	2.00			
Legal Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Total City Attorney	4.00	4.00	4.00	4.00	4.00	4.00	4.00	0.00	0.00	
<u>CITY MANAGER</u>										
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Asst. City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Senior Planner	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Exec. Asst. to City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Secretary	1.00	0.00	1.00	0.00	1.00	0.00				
Total City Manager	5.00	4.00	5.00	4.00	5.00	4.00	4.00	0.00	0.00	
<u>ECONOMIC DEV./REDEVELOPMENT</u>										
Economic Development Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Total Econ. Dev./Redevelopment	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00	0.00	
<u>HUMAN RESOURCES</u>										
Director Human Resources	0.00	0.00	1.00	1.00	1.00	1.00	1.00			
Human Resources Analyst II/III	1.00	0.00	1.00	1.00	1.00	1.00	1.00			
Human Resources Asst. II	1.00	1.00	1.00	1.00	1.00	0.60	0.60			
Human Resources Manager	1.00	1.00	0.00	0.00	0.00	0.00				
Human Resources Specialist	1.00	1.00	1.00	0.00	1.00	1.00	1.00			
Total Human Resources	4.00	3.00	4.00	3.00	4.00	3.60	3.60	0.00	0.00	
<u>RECREATION</u>										
Administrative Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Office Assistant II	2.00	1.00	2.00	1.00	2.00	1.00	1.00			
Recreation Coordinator	3.00	3.00	3.00	3.00	3.00	3.00	3.00			
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Total Parks & Recreation	7.00	6.00	7.00	6.00	7.00	6.00	6.00	0.00	0.00	
<u>INFORMATION TECHNOLOGY</u>										
Info Tech Specialist 1/2/3	4.00	4.00	4.00	4.00	4.00	4.00				4.00
Information Technology Manager	1.00	1.00	1.00	1.00	1.00	1.00				1.00
Geographic Info Systems Mgr.	1.00	1.00	1.00	1.00	1.00	1.00				1.00
Programmer Analyst	1.00	1.00	1.00	1.00	1.00	1.00				1.00
Total Information Technology	7.00	7.00	7.00	7.00	7.00	7.00	0.00	0.00	0.00	7.00
<u>HOUSING</u>										
Housing Administrator	1.00	0.00	1.00	0.00	1.00	1.00				1.00
Housing Program Specialist	1.00	1.00	1.00	1.00	1.00	0.00				
Total Housing Division	2.00	1.00	2.00	1.00	2.00	1.00	0.00	0.00	0.00	1.00

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED
 FY 2015-16 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 13-14		FY 14-15		FY 15-16		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
FINANCE DEPARTMENT									
Dir. Of Finance	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Principal Financial Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accountant	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Accountant Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accounting Assistant I/II	6.00	6.00	6.00	6.00	6.00	6.00	6.00		
Accounting Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Administrative Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Commercial Services Mgr.	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Finance and Act Mgr.	1.00	0.00	1.00	0.00	1.00	0.00			
Mail Service Assistant	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Office Assistant II	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Senior Accountant	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Total Finance	18.00	15.00	18.00	15.00	18.00	15.00	13.00	0.00	2.00
FIRE									
Administrative Assistant	1.00	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	1.00		
Fire Battalion Chief	3.00	3.00	3.00	3.00	3.00	3.00	3.00		
Fire Captain	9.00	9.00	9.00	9.00	9.00	9.00	9.00		
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Fire Engineer	4.00	4.00	4.00	4.00	3.00	3.00	3.00		
Fire Engineer/Paramedic	5.00	5.00	6.00	6.00	6.00	6.00	6.00		
Fire Inspector	3.00	1.00	3.00	2.00	2.00	2.00	2.00		
Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Firefighter	16.00	12.00	12.00	12.00	9.00	9.00	9.00		
Firefighter/Paramedic	14.00	18.00	17.00	17.00	21.00	21.00	21.00		
Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Total Fire	59.00	57.00	59.00	58.00	58.00	58.00	58.00	0.00	0.00
POLICE									
Police Chief	1.00	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	1.00		
Abandoned Vehicle Abatement Officer	1.00	0.00	1.00	1.00	1.00	1.00			1.00
Community Service Officer	5.00	1.00	5.00	1.00	5.00	1.00	1.00		
Evidence Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Police Lieutenant	5.00	5.00	5.00	5.00	5.00	5.00	5.00		
Police Officer	60.00	47.00	60.00	47.00	60.00	47.00	47.00		
Police Records Assistant II	5.50	4.50	5.50	4.50	5.50	4.50	4.50		
Parking Enforcement Officer	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Police Records Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Police Sergeant	10.00	9.00	10.00	9.00	10.00	9.00	9.00		
Public Safety Dispatcher	12.00	9.00	12.00	9.00	12.00	9.00	9.00		
Public Safety Dispatch Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Neighbor. Pres. Coord.	1.00	1.00	1.00	1.00	1.00	1.00	0.55	0.45	
Public Safety Comm Mgr	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
Total Police	108.50	83.50	108.50	84.50	108.50	84.50	83.05	0.45	1.00

FULL TIME POSITIONS - AUTHORIZED AND FUNDED
FY 2015-16 ALLOCATION BY HOME DEPARTMENT

DEPARTMENT POSITION	FY 13-14		FY 14-15		FY 15-16		----- Allocation-----			
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds	
<u>BUILDING SERVICES</u>										
Building Inspector I/II	2.00	2.00	2.00	2.00	2.00	2.00			2.00	
Permit Processing Tech	2.00	2.00	2.00	2.00	2.00	2.00			2.00	
Chief Bldg Official	1.00	1.00	1.00	1.00	1.00	1.00			1.00	
Plans Examiner	1.00	1.00	1.00	1.00	1.00	1.00			1.00	
Senior Building Inspector	1.00	0.00	1.00	0.00	1.00	0.00				
Total Building Services	7.00	6.00	7.00	6.00	7.00	6.00	0.00	6.00	0.00	0.00
<u>RISK MANAGEMENT</u>										
Risk Manager	1.00	0.00	1.00	0.00	1.00	0.00				
Secretary	1.00	0.00	1.00	0.00	1.00	0.00				
Total Risk Management	2.00	0.00	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00
<u>PUBLIC WORKS</u>										
Administrative Assistant	1.00	0.00	1.00	0.00	1.00	0.00				
Airport Manager	1.00	1.00	1.00	1.00	1.00	1.00			1.00	
Dir. Public Works & Utilities	0.50	0.50	0.50	0.50	0.50	0.15	0.05			0.10
Deputy Director DP&U	0.00	0.00	1.00	1.00	1.00	1.00	0.10	0.20		0.70
Budget Grants/Project Manager	1.00	0.00	1.00	0.00	1.00	0.00				
City Engineer	1.00	1.00	1.00	1.00	1.00	1.00	0.55	0.25		0.20
Engineering Manager	1.00	1.00	0.00	0.00	0.00	0.00				
Equipment Mechanic	1.00	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	1.00	0.70	0.20		0.10
Facilities Maintenance Worker I/II	2.00	2.00	2.00	2.00	2.00	2.00	1.90	0.10		
Project Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.20			0.80
Inspection Supervisor	1.00	1.00	1.00	1.00	0.00	0.00				
Office Assistant II	2.00	1.00	2.00	1.00	2.00	1.00	0.10	0.80		0.10
Parks Landscape Manager	1.00	1.00	0.00	0.00	0.00	0.00				
Parks & Facilities Manager	0.00	0.00	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	1.00			
Parks Maintenance Lead Worker	3.00	0.00	3.00	0.00	3.00	0.00				
Parks Maintenance Worker I	2.00	0.00	2.00	0.00	2.00	0.00				
Parks Maintenance Worker II	8.00	6.00	8.00	6.00	8.00	6.00				6.00
Public Works Crew Supervisor	2.00	1.00	2.00	1.00	2.00	1.00	0.05			0.95
Public Works Inspector I	1.00	0.00	1.00	0.00	1.00	0.00				
Public Works Inspector II	2.00	2.00	2.00	2.00	3.00	3.00	1.15			1.85
Public Works Supervisor	1.00	0.00	1.00	0.00	1.00	0.00				
Secretary	2.00	1.00	2.00	1.00	2.00	2.00	0.75	1.15		0.10
Senior Civil Engineer	2.00	2.00	2.00	2.00	2.00	2.00	0.20			1.80
Street Maintenance Lead Wkr	1.00	1.00	2.00	2.00	2.00	2.00				2.00
Street Maintenance Worker II	10.00	10.00	9.00	8.00	9.00	8.00				8.00
Traffic Signal Light Technician	3.00	2.00	3.00	2.00	3.00	2.00				2.00
Transit Manager	1.00	1.00	1.00	1.00	1.00	1.00			1.00	
Total Public Works	53.50	38.50	53.50	37.50	53.50	38.15	8.20	4.90	25.05	0.00

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED
FY 2015-16 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 13-14		FY 14-15		FY 15-16		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<u>WATER RESOURCES/CONSERVATION</u>									
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00	0.10	0.80	0.10
Administrative Technician	1.00	1.00	1.00	1.00	1.00	0.00			
Assistant Engineer I	0.00	1.00	0.00	1.00	0.00	1.00		0.20	0.80
Associate Civil Engineer	2.00	1.00	2.00	1.00	2.00	1.00		0.50	0.50
Asst. Operations Manager	0.00	0.00	2.00	2.00	2.00	2.00	0.30	1.00	0.70
Asst. Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Dir. Public Works & Utilities	0.50	0.50	0.50	0.50	0.50	0.85		0.85	
Electrical Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Engineering Tech II	3.00	3.00	3.00	3.00	3.00	3.00		1.70	1.3
Environmental Compliance Inspector	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Service Analyst	0.00	0.00	1.00	1.00	1.00	1.00		0.75	0.25
Environmental Services Tech	1.00	1.00	2.00	2.00	2.00	2.00		2.00	
Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Maintenance Supervisor	0.00	0.00	1.00	1.00	0.00	0.00			
Management Analyst	0.00	0.00	0.00	0.00	1.00	1.00	0.05	0.95	
Mechanical Technician	2.00	1.00	2.00	2.00	2.00	2.00		2.00	
Office Assistant II	1.00	1.00	1.00	1.00	1.00	1.00	0.05	0.95	
Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00		0.80	0.20
Secretary	1.00	1.00	1.00	1.00	1.00	1.00	0.05	0.90	0.05
Senior Civil Engineer	1.00	1.00	1.00	1.00	1.00	1.00		0.25	0.75
Senior Engineering Tech	2.00	2.00	2.00	2.00	2.00	2.00		1.40	0.60
Senior Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Senior Mechanical Technician	1.00	1.00	1.00	0.00	1.00	1.00		1.00	
Utility Manager	1.00	1.00	1.00	0.00	1.00	0.00			
Utility Service Lead Worker	4.00	4.00	4.00	4.00	4.00	4.00		4.00	
Utility Service Worker I/II	11.00	11.00	11.00	11.00	11.00	11.00		11.00	
Utility Service Worker III	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Utility Supervisor	2.00	2.00	0.00	0.00	0.00	0.00			
Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Technician	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Water Conservation Coordinator	1.00	1.00	0.00	0.00	0.00	0.00			
Water Recycling Lead Operator	2.00	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	5.00	5.00		5.00	
Water Recycling Operator Supervisor	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Water Resources Tech	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Water Service Rep Lead Worker	1.00	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		2.00	
Total Water Res./Conserv.	59.50	58.50	61.50	59.50	62.50	60.85	0.55	55.05	5.25
Total Position Summary	339.50	286.50	341.50	288.50	341.50	291.10	183.40	66.40	41.30

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 30th. 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 30th). 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
(707) 778-4352
Fax – (707) 778-4428



GLOSSARY OF BUDGETARY TERMINOLOGY

TERMS

ADOPTED BUDGET	The City Council approved annual budget establishing the legal authority for the expenditure of funds as set forth in the Appropriation Ordinance.
ACCRUAL/ACCRUAL BASIS OF ACCOUNTING	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.
ANNUAL FINANCIAL REPORT	A financial report applicable to a single fiscal year.
APPROPRIATION	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.
ASSESSED VALUATION	A valuation set upon real estate or other property by a government as a basis for a tax levy.
ASSESSMENT DISTRICT	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.
AUDIT	A view of the City accounts by an independent auditing firm to substantiate year-end fund, salaries, reserves, and cash on hand.
BALANCED BUDGET	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.
BASELINE BUDGET	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.
BEGINNING/ENDING FUND BALANCE	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.
BOND	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.
BUDGET	A plan of financial operation embodying an estimate of proposed appropriations for a given period of time and the proposed means of financing them.
BUDGETARY BASIS	The method of accounting applied to the budgetary accounts and process.
BUDGET MESSAGE OR BUDGET TRANSMITTAL LETTER	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.
CALLABLE BONDS	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.
CAPITAL BUDGET	The appropriation of bonds or operating revenue for improvements to City facilities, which may include buildings, streets, water and sewer lines, and parks.
CAPITAL EXPENDITURES	Amounts expended for fixed asset acquisitions and improvements.

CAPITAL IMPROVEMENT	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.
CAPITAL IMPROVEMENT PROGRAM (CIP)	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.
CAPITAL LEASE	An agreement that conveys the rights to use property, plant or equipment, usually for a stated period of time.
CAPITAL OUTLAY	Expenditures for the acquisition of capital assets.
CERTIFICATES OF PARTICIPATION	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.
DEBT SERVICE	Payment of interest and repayment of principal to holders of the City's debt instruments (bonds).
DEBT SERVICE FUND	Governmental fund type used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.
DEFICIT	An excess of expenditures or expenses over resources.
DEPARTMENT	An operational and budgetary unit designated by the City Council to define and organize City operations.
DEPRECIATION	The portion of the cost of a fixed-asset charged as an expense prorated over the estimated life of the asset.
E-COMMERCE	Fee and service transactions paid over City website.
ENCUMBRANCE	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.
ENTERPRISE FUND	These funds are used to account for City operations that are financed and operated in a manner similar 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.
ESTIMATED REVENUES	The budgeted, projected revenues expected to be realized during the budget (fiscal) year to finance all or part of the planned expenditures.
EXPENDITURE	The actual payment for goods and services.
EXPENSES	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.
FISCAL YEAR (FY)	A 12-month period of time to which the budget applies. For the City of Petaluma it is July 1 st through June 30 th .
FIXED ASSET	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.)
FULL TIME EQUIVALENT (FTE) POSITION	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).
FUND	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.
FUND BALANCE	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.
GANN	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.
GAS TAX	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.
GASB	Governmental Accounting Standards Board.
GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)	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).
GENERAL FUND	The primary governmental fund used to account for all financial resources, except those required to be accounted for in another fund.
GENERAL PLAN	A comprehensive, long-range policy guide intended to promote efficient and desirable growth in the community.
GOAL	A general and timeless statement created with a purpose based on the needs of the community.
GOVERNMENTAL FUNDS	Distinguished by their measurement focus on determining financial position and changes in financial position.
GRANTS	Contributions of gifts or cash or other assets from another government to be used or expended for a specific purpose, activity or facility.
INFRASTRUCTURE	Facilities that support the continuance and growth of a community. Examples include roads, water lines, sewers, public buildings, parks and airports.
INTERFUND TRANSFERS	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.
INTERGOVERNMENTAL	Other agencies such as federal, state and county.
INTERNAL SERVICE FUNDS	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.
INTRAGOVERNMENTAL	Departments within the City of Petaluma
LANDSCAPING DISTRICT	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.
LINE ITEM	The description of an object of expenditure, i.e. salaries, supplies, professional services, and other operational costs.

MAINTENANCE & OPERATION (M&O) COSTS	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.
MODIFIED ACCRUAL	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.
MOTOR VEHICLE IN-LIEU	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.
NOTES	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.
OBJECT	An individual expenditure account.
OBJECTIVE	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.
OPERATING BUDGET	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.
OPERATING DEFICIT	The deficiency of operating revenues under expenditures.
OPERATING EXPENSES	Expenditures for materials, supplies, and services which are ordinarily consumed with a fiscal year and which are not included in the program inventories.
OPERATING SURPLUS	The excess of operating revenues over operating expenditures.
ORDINANCE	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.
PERFORMANCE MEASURES	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.
PERS	Public Employees Retirement System provides retirement and health care services for public employees throughout California. PERS is the largest pension plan in the world.
PROGRAM	A group of related activities performed by one or more organizational units for the purpose of accomplishing a City responsibility.
PROPERTY TAX	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.
PROPOSED BUDGET	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".
PROPRIETARY FUNDS	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.
REDEVELOPMENT AGENCY (RDA)	A separate legal entity charged with the responsibility for elimination of blight through the process of redevelopment.

RESERVED FUND BALANCE	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.
RESOLUTION	A special order of the City Council, which has a lower legal standing than an ordinance.
RESOURCES	Total amounts available for appropriation including estimated revenues, fund transfers and beginning fund balances.
RETAINED EARNINGS	An equity account reflecting the accumulated earnings of an enterprise or internal service fund.
REVENUE	Income received through such sources as taxes, fines, fees, grants or service charges that can be used to finance operations or capital assets.
REVENUE BONDS	A type of bond usually used to construct facilities. The bond is repaid from the revenue produced by the operation of these facilities.
REVISED BUDGET	The City reviews its budget on a continual basis and recommends periodic adjustments. Once the mid-year adjustments are approved and implemented the budget is known as the Revised Budget.
RISK MANAGEMENT	An organized attempt to protect an organization's assets against accidental loss in the most cost-effective manner.
SALARIES AND BENEFITS	A budget category, which generally accounts for full-time and temporary employees, overtime and all employee benefits, such as medical, dental and retirements.
SELF INSURANCE	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).
SERVICE EFFORT	A measure of expected output by a budgetary program.
SPECIAL REVENUE FUNDS	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 expenditures for specified purposes.
SUBVENTIONS	Revenues collected by the State (or other level of government), which are allocated to the City on a formula basis. The major subventions received by the City come from the State of California and include motor vehicle in-lieu and gas tax
TAX ALLOCATION BONDS	A bond issued with a specific tax revenue source that backs the payment of the debt. In the City, these are not issued for General Fund purposes.
TAXES	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.
TRANSFER IN/OUT	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.
TRANSIENT OCCUPANCY TAX (TOT)	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.
TRUST FUNDS	Funds held by the City that are subject to the terms of the trust that created the source of funding.
UNRESERVED FUND BALANCE	Account used for excess funds not committed.
USER CHARGES	The payment of a fee in direct receipt of a public service by the party who benefits from the service.
WORKLOAD INDICATORS	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:

“AAU”	Amateur Athletic Union
“ALS”	Advanced Life Support
“BMP”	Best Management Practices
“CAD”	Computer Aided Dispatch
“CAD/RMS/MDC”	Computer Aided Dispatch/Records Management System/Mobile Data Computers
“CAFR”	Comprehensive Annual Financial Report or Annual Financial Report
“CDBG”	Community Development Block Grant
“CMOM”	Capacity Maintenance, Operations and Management System
“COPPS”	Community Oriented Policing and Problem Solving
“CRC”	Cavanaugh Recreation Center
“CSIF”	California Seismic Instrumentation Fee
“CSO”	Community Service Officer
“CSR’s”	Customer Service Representatives
“CUPA”	Certified Unified Program Agency
“CYO”	Catholic Youth Organization
“DARE”	Drug Abuse Resistance Education
“DBE”	Disadvantaged Business Enterprise
“DUI”	Driving while Under the Influence
“EIR”	Environmental Impact Report
“EMS”	Emergency Medical Service
“EOC”	Emergency Operations Center
“FPPC”	Fair Political Practices Commission
“FTP”	File Transfer Protocol
“FEIR”	Final Environmental Impact Report
“FEMA”	Federal Emergency Management Administration
“GIS”	Geographic Information Services
“HVAC”	Heating Ventilation and Air Conditioning
“IPM”	Integrated Pest Management
“IPP”	Industrial Pre-Treatment Program
“ISTEA”	Intermodal Surface Transportation Efficiency Act
“ISTEA-RTSOP”	ISTEA-Regional Traffic Signal Operations Program
“ISTEA-STP-5311”	ISTEA-Surface Transportation Program-5311
“LED”	Light Emitting Diode
“LLEBG”	Local Law Enforcement Block Grant
“LLESSF”	Law Enforcement Supplemental Services
“MDC”	Mobile Data Computing
“MOU”	Memorandum of Understanding
“OES”	Office of Emergency Services
“PBS”	Petaluma Boulevard South
“PCA”	Petaluma Community Access
“PCDC”	Petaluma Community Development Commission
“PG&E”	Pacific Gas & Electric
“POST”	Police Officers Standards and Training
“PPSC”	Petaluma People’s Services Center
“RIM”	Records and Information Management
“RMS”	Records Management System
“SCATT”	Sonoma County Auto Theft Task Force
“SCWA”	Sonoma County Water Agency
“SEMS”	Standardized Emergency Management System
“SPARC”	Site Plan and Architectural Review Committee

“STOP”	Serious Traffic Offender Program
“SWAT”	Special Weapons and Tactics
“TDA”	Transportation Development Act
“TEA-21”	Transportation efficiency Act of the 21 st Century
“TED”	Training and Education Development
“TFCA”	Transportation Fund for Clean Air
“WC”	Worker’s Compensation
“WRDA”	Water Resources Development Act
“WWTP”	Waste Water Treatment Plant





SUCCESSOR AGENCY



SUCCESSOR AGENCY TO THE FORMER PCDC

On February 1, 2012, in response to the passage of AB x1 26 & 27, all California Redevelopment Agencies, including the Petaluma Community Development Commission (PCDC) were eliminated. The Petaluma City Council elected to become the Housing Successor Agency to the PCDC and established a new Successor Agency to unwind the affairs of the former PCDC. State law allows the Petaluma Community Development Successor Agency (PCDSA) to establish a list of and pay for enforceable obligations of the former PCDC. That list, called the Recognized Obligation Payment Schedule (ROPS), is the basis for all future funds paid to the Successor Agency from property tax funds formerly allocated to PCDC.

Beginning July 1, 2016, Petaluma's Oversight Board will be dissolved and there will be only one Oversight Board for the County of Sonoma.

The DOF denied many of the enforceable obligations of the former PCDC despite vigorous disputes from the PCDSA. The PCDSA filed, and is pursuing, litigation as a final remedy to the DOF's denials for the Old Redwood Highway Interchange, the East Washington Interchange, and the Rainier Crosstown Connector/Interchange projects. While litigation continues, the Successor Agency received a Certificate of Completion from the DOF, which allowed it to allocate proceeds from bonds issued prior to 2011. The DOF approved an allocation of the PCDSA pre-2011 bonds for the Old Redwood Highway Project, which is currently under construction.

The loss of \$14,000,000 annually to the former Petaluma Community Development Commission severely limits the City's ability to fund existing and future infrastructure and building projects, to collaborate in economic development projects, and to support nonprofits who utilized \$3 million annually from redevelopment funds to serve the low-income citizens in Petaluma.

2014-2015 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Continued litigation to dispute the Department of Finance's denial of major capital improvement projects.
- Adopted and filed ROPS 14-15A and 14-15B covering the 2014-2015 fiscal year.
- Received Final State Controller Audit.
- Refinanced 2003 and 2005 Bonds to reduce debt payment.

2014-2015 DEPARTMENT GOALS and PRIORITIES

- Adopt and File ROPS 15-16A and B for the 2015-2016 fiscal year.
- Implement activities outlined in Long Range Property Management Plan including the transfer and sale of properties owned by the former PCDSA.
- Complete all conditions to qualify for a "Last & Final ROPS" by August 1, 2015

RECOMMENDED BUDGET

Fund 5215 (Debt Service)

	ROPS 15-16A	ROPS 15-16B	Total for year
TAB 2003/2015A	\$ 453,367	\$ 669,141	\$ 1,122,508
TAB 2005/2015B	\$ 356,716	\$ 685,406	\$ 1,030,676
TAB 2007	\$ 664,005	\$ 929,005	\$ 1,593,011
TAB 2011	\$ 205,347	\$ 989,347	\$ 1,194,694
			\$ 4,940,889

The Successor Agency receives tax increment to pay for the former Petaluma Community Development Commission's debt. This amount is listed on the Recognized Obligation Payment Schedule semi-annually. The Department of Finance approves the expenditures. This year, the 2003 TAB and 2005 TAB were refinanced to reduce their debt payment. Total debt expense for FY 2015-2016 will be \$4,940,998 which is a decrease of \$787,312.00 from FY 2014-2015. In future years, the decrease in debt payments is estimated to be \$250,000 per year.

Fund 5415 (Administrative Costs)

	ROPS 15-16A	ROPS 15-16B	Total for year
Admin charges (wages, etc)	\$ 95,290	\$ 95,290	
Professional Service/Audit	2,500	2,500	
Utilities/Maintenance/Repairs	4,150	4,150	
Legal Services	15,000	15,000	
Office Supplies	100	100	
Cell Phone	460	460	
Bank/Trustee fees/Financial oversight	7,500	7,500	
	\$ 125,000	\$ 125,000	\$ 250,000

The Successor Agency receives \$250,000 annually for administrative expenses from tax increment. The administrative expense is listed on the Recognized Obligation Payment Schedule semi-annually and approved by the Department of Finance. Part of the Administrative charges listed above are salaries and benefits in the amount of \$50,607 and intragovernmental charges of \$156,837. Legal expenses are only budgeted at \$30,000 on the ROPS as litigation expenses of \$60,000 will be reimbursed from the Traffic Impact Fund. The intragovernmental charges have increased \$249,836 from FY 2014-2015. The Administrative income from the ROPS will only cover a portion of the intragovernmental charges. The balance of \$264,117 of intragovernmental charges will leave the Successor Agency Fund with a negative balance.

POLICY OPTIONS

The staff position that administers the Successor Agency is changing from Housing Coordinator to Housing Administrator and the percentage allocated to salary for the Successor Agency has been decreased by \$2,932. The salary is being allocated to three cost centers, including Housing, the Successor Agency, and a portion to the Finance Department due to estimated hours of work to be performed for the Finance Department.

52154 SUCCESSOR AGENCY DS 2007 TAB	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
PROF SERVICES, MAINT, REPAIR	1,925	-	-	-
INTRAGOVERNMENTAL SERVICES	1,000	-	-	-
ADVERTISING, PROMOTION, DEBT	1,822,513	1,346,544	1,593,212	1,593,011
SUCCESSOR AGENCY DS 2007 TAB	1,825,438	1,346,544	1,593,212	1,593,011
52155 SUCCESSOR AGENCY DS 2011 TAB	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
PROF SERVICES, MAINT, REPAIR	1,925	-	-	-
INTRAGOVERNMENTAL SERVICES	1,000	-	-	-
ADVERTISING, PROMOTION, DEBT	1,275,569	475,072	1,195,572	1,194,695
SUCCESSOR AGENCY DS 2011 TAB	1,278,494	475,072	1,195,572	1,194,695
52156 SUCCESSOR AGENCY DS 2015 TAB	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
ADVERTISING, PROMOTION, DEBT	-	-	-	2,153,185
SUCCESSOR AGENCY DS 2015 TAB	-	-	-	2,153,185
54150 SUCCESSOR AGENCY ADMIN	<i>2013 Actuals</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>
SALARY	174,624	133,368	36,525	33,573
BENEFITS	58,018	50,839	15,910	17,034
SUPPLIES	710	245	400	200
PROF SERVICES, MAINT, REPAIR	9,658,873	179,787	48,120	113,150
INTRAGOVERNMENTAL SERVICES	284,905	-	171,118	420,954
UTILITIES, RENT, TRAINING	19,903	4,854	11,366	5,366
CAPITAL EXPENDITURES	1,059,000	-	-	-
TRANSFERS	3,380,620	-	-	-
SUCCESSOR AGENCY ADMIN	14,636,653	369,093	283,439	590,277

PETALUMA COMMUNITY DEVELOPMENT SUCCESSOR AGENCY
RECOGNIZED OBLIGATION PAYMENT SCHEDULE
July 1, 2015 through June 30, 2016

Item #	Project Name/Debt obligation	Total Outstanding		Funding Source				Total Due During Fiscal Year 2015-2016	
		Debt		Bond Proceeds	Reserve Balance	Admin Allowance	RPTTF		
		116,122,833		0		434,630		4,940,891	5,375,521
1	2001A Tax Allocation Bonds		0						
2	2003A/2015A Tax Allocation Bonds		28,604,458					1,122,508	1,122,508
3	2005A/2015B Tax Allocation Bonds		20,604,939					1,030,677	1,030,677
4	2007A Tax Allocation Bonds		55,750,261					1,593,012	1,593,012
5	2011 Tax Allocation Bonds		10,755,175					1,194,694	1,194,694
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		208,000						
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				Funding Source				Total Due During Fiscal Year 2015-2016
		Debt	Bond Proceeds	Reserve Balance	Admin Allowance	RPTTF				
33	MISC-SMART Lease	0	0	0	0	0	0	0	0	0
34	MISC-Ice House Lease	0	0	0	0	0	0	0	0	0
35	MISC-Legal Services-Oversight Board	0	0	0	0	0	0	0	0	0
36	MISC-DOF Due Diligence Reivew	0	0	0	0	0	0	0	0	0
37	MISC-Petaluma Marina	0	0	0	0	0	0	0	0	0
38	MISC-Econ. Dev./Site Development	0	0	0	0	0	0	0	0	0
39	ADM-Administrative Payments	0	0	0	250,000	0	0	0	250,000	0
40	LITIGATION -Old Redwood & Rainier	0	0	0	0	0	0	0	0	0
41	LITIGATION - Old Redwood, Rainier, Co-op Agreement	200,000	0	0	184,630	0	0	0	184,630	0
42	Cash Flow Loan from City	0	0	0	0	0	0	0	0	0



PETALUMA

SONOMA COUNTY
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